



APPROVED FEBRUARY 10, 2009
GOVERNING BOARD MINUTES
REGULAR MEETING OF THE GOVERNING BOARD
DATE: TUESDAY, JANUARY 13, 2009
4:00 P.M. (CLOSED SESSION) - 5:00 P.M. (OPEN SESSION)
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
1140 WEST MISSION ROAD
SAN MARCOS, CALIFORNIA

A. CALL TO ORDER

Board President, Nancy Chadwick, called the regular meeting of the Palomar Community College District Governing Board to order at 4:00 p.m.

AA. ROLL CALL

TRUSTEES PRESENT:

NANCY C. CHADWICK, M.S.W., M.P.A., PRESIDENT
MICHELE T. NELSON, PH.D., VICE PRESIDENT
MARK R. EVILSIZER, M.A., SECRETARY
DARRELL L. MC MULLEN, M.B.A., TRUSTEE
ROSE MARIE DISHMAN, PH.D., TRUSTEE
ROBERT FREDERICK, STUDENT TRUSTEE

EXECUTIVE ADMINISTRATORS PRESENT:

Robert P. Deegan, Superintendent/President
Berta Cuaron, Assistant Superintendent/Vice President, Instruction
Bonnie Ann Dowd, Ed.D., Assistant Superintendent/Vice President, Finance & Administrative Services
Joseph Madrigal, Assistant Superintendent/Vice President, Student Services
John Tortarolo, Assistant Superintendent/Vice President, Human Resource Services

B. PUBLIC COMMENTS – There were none.

C. RECESS TO CLOSED SESSION

The Board went into Closed Session at 4:01 p.m., to discuss:

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code §54957 et seq.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code §54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code §54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code §54957.6.
5. Public Employment, pursuant to Government Code §54957.
6. Conference with Real Property Negotiator, pursuant to Government Code §54956.8. Property APNs as follows:
 - a. Discussion of potential sites in the southern portion of the District.

CC. RECONVENED TO OPEN SESSION

The meeting reconvened to Open Session at 5 p.m.

QUORUM ESTABLISHED

Board President Chadwick declared a quorum present, and the meeting proceeded with the order of business.

STAFF PRESENT:

Dr. Carlos von Son, PFF Co-President, Part-Time Faculty, Multicultural Studies
Lee Hoffmann, President, CAST; Supervisor of Media, Audio Visual
Laura Gropen, President, Administrative Association; Manager of Marketing Services, EDUCTV
Neill Kovrig, President, CCE/AFT; Counseling Services Specialist, Transfer Center
Josie Silva, Executive Assistant, Superintendent/Governing Board

GUESTS:

Others present are listed on the sign-in sheets.

After the pledge of allegiance to the flag, Board President Nancy Chadwick reported the following action which took place in closed session:

Based upon prior notice to the employee, the Governing Board voted unanimously in closed session to take action to suspend a **faculty employee**, #000084076, for a period of one calendar year without pay, effective February 12, 2009, and directs the Assistant Superintendent/Vice President of Human Resource Services to send the employee the appropriate notices.

A TAPED RECORD OF THE PROCEEDINGS OF THIS MEETING IS ON FILE IN THE PRESIDENT'S OFFICE FOR TWO YEARS FROM THE MEETING DATE.

D. COMMENTS FROM OTHER INDIVIDUALS OR GROUPS – There were none.

E. APPROVAL OF MINUTES

MSC Nelson/McMullen

1. The Governing Board approved the Minutes of the Regular Meeting of December 9, 2008.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

EE. Item taken out of business order.

F. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA

Change item under **NEW BUSINESS** as follows:

4. RECOMMENDATION: ACTION - REVIEW AND APPROVE NON-RESIDENT TUITION AND CAPITAL OUTLAY FEES

The Governing Board hereby reviews and approves the adoption of ~~\$189/unit~~ **\$190/unit** for non-resident tuition and a capital outlay fee of \$6/unit.

EXHIBIT N-4

G. REPORTS/PRESENTATIONS

1. **Audit Report** – Phoebe McCutcheon

Dr. Dowd introduced Phoebe M. McCutcheon, Auditor, Vicenti, Lloyd, Stutzman, LLP, who reviewed with the Board the results of an independent audit for year ending June 30, 2008. Ms. McCutcheon answered various questions from Governing Board members regarding the findings of the audit report.

2. **Status of Prop M Funds/Projects** – Mike Ellis, Director/Facilities; Phyllis Laderman, Director/Fiscal Services

Phyllis Laderman, Director, Fiscal Services, reported on the status of Prop M budget. She distributed a detailed budget expenditure report, which included all expenditures and unexpended budget.

Mike Ellis, Director, Facilities, reported on the status of projects funded with Prop M funds. He distributed a report detailing all projects, along with a list of approved Prop M vendors, architects, and engineers.

At this time, Board President Chadwick reported mistakenly passing over item EE.

EE. RECOMMENDATION: IMPOSE DISCIPLINE AS RECOMMENDED

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code §54957 et seq.

Board President Chadwick reported this matter was discussed and acted upon in closed session. No further action needed.

H. REPORT OF THE GOVERNING BOARD PRESIDENT

Board President Nancy Chadwick reported that SDICCCA met and discussed the Legislative Conference which will be held end of January. Legislators will be attending a meeting on a rotated schedule to discuss community college issues with conference attendees. SDICCCA will be having its annual dinner in February where Senator Ducheny will be the featured speaker.

HH. REPORTS OF GOVERNING BOARD TRUSTEES

Trustee Michele Nelson – No report.

Trustee Mark Evilsizer attended the Nurse Pinning ceremony in Escondido. He announced that Dr. Carlos von Son had been selected to go to Oxford College in March. He is going to speak about his involvement in the educational community in North County and particularly working with Latino boys. Fund raisers will be held to help with the travel expenses for Dr. von Son.

Trustee Darrell McMullen - No report

Trustee Rose Marie Dishman thanked Mike Ellis for conducting a tour of the Fallbrook site, the Escondido Center, and the San Marcos campus.

Student Trustee Robert Frederick updated the Board on the status of Claudia Duran, ASG Vice President. He reported on his attendance at the Police Academy graduation in December.

I. REPORT OF THE SUPERINTENDENT/PRESIDENT

Superintendent/President Robert Deegan announced the death of a former student who was the very first graduate of Palomar College. Ms. Margaret Alexander, formerly known as Margaret Dornan, along with two other students, were the first graduating class of Palomar College in 1947. He also announced that the inauguration of President Obama will be broadcast in SU-204 for students to view this historical event. President Deegan reported that the budget situation remains uncertain at this time and thanked everyone in the college for working with the limited resources available. He pointed out to the Governing Board that the Palomar College Fact Book has been published and contains detailed up to date information about Palomar College. He thanked Michelle Barton, Director of Institutional Research & Development, her staff, and all those involved on this publication.

1. Report of Vice President for Instruction

Vice President Berta Cuaron announced the date of the memorial service for Professor Suzanna Grenz, who passed away in December. She also reported that Channel 10 news was on campus interviewing staff and students regarding enrollment. Vice President Cuaron said an orientation will be held for new full time faculty to talk about expectations for the classroom, their responsibilities in and out of the classroom, tenure and evaluation process, professional development, and an overview of Palomar College. On Thursday evening the part time faculty plenary will be held.

a. Accreditation Self-Study Progress Report – Berta Cuaron

Vice President Cuaron announced that the final copy of the self study will be sent to AAAJCC. Dr. Steven Kinsella is the chair of the team. He will have a pre-visit in early February. At this time the composition of the team membership is unknown. Preliminary work remains to be done making sure all of the evidence links, and agendas and minutes are currently posted.

2. Report of Vice President for Student Services - no report

3. Report of Vice President for Finance and Administrative Services

Vice President Bonnie Ann Dowd gave a brief explanation for the change to item N-4. She reported on her attendance at the joint meeting of ACCA Executive Board and ACBO Executive Board regarding the budget situation. She also attended the statewide budget workshop which is a post comprehensive analysis to date as far as the Governor's recommendation on the budget.

4. Report of Vice President for Human Resource Services – no report

**Resumption of
REGULAR AGENDA**

J. APPROVAL OF CONSENT CALENDAR ITEMS

TRAVEL

1. APPROVED TRAVEL EXPENSES

MSC McMullen/Nelson

The Governing Board approved/ratified travel expenses for the following persons:

- | | | |
|----|---|--|
| a. | Board Member
Advanced Funds?
For:
To attend:
Location:
Date:
Amount:
Budget No.: | ROSE MARIE DISHMAN
Yes
Transportation, mileage, meals, lodging, registration, etc.
CCLC Trustees Conference/Annual Legislative Conference
Sacramento, California
January 23, 2009 – January 25, 2009
\$1,877.70
575200-11-111100-66100-10-2009-0000000 |
| b. | Board Member
Advanced Funds?
For:
To attend:
Location:
Date:
Amount:
Budget No.: | MARK EVILSIZER
Yes
Transportation, mileage, meals, lodging, registration, etc.
CCLC Trustees Conference/Annual Legislative Conference
Sacramento, California
January 23, 2009 – January 25, 2009
\$1,445.28
575200-11-111100-66100-10-2009-0000000 |
| c. | Board Member
Advanced Funds?
For:
To attend:
Location:
Date:
Amount:
Budget No.: | MICHELE T. NELSON
Yes
Transportation, mileage, meals, lodging, registration, etc.
CCLC Trustees Conference/Annual Legislative Conference
Sacramento, California
January 23, 2009 – January 26, 2009
\$1,707.85
575200-11-111100-66100-10-2009-0000000 |

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

REPLACEMENT OF WARRANTS

2. APPROVED DRAWING NEW WARRANTS

MSC McMullen/Nelson

The Governing Board authorized the Disbursing Officer to **draw new warrants** as follows:

- a. Warrant #77-113705, dated **February 20, 2008**, in the amount of **\$204.48**, payable to **Diane M. Geller**, 5704 Camino Del Cielo, Bonsall, CA 92003. Void due to stale date.

- b. Warrant #77-115286, dated **March 31, 2008**, in the amount of **\$365.00**, payable to **Christopher G. Zamora**, 31271 Gabriel Mesu Street, Winchester, CA 92596. Void due to stale date.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

PERSONNEL

3. RATIFIED CORRECTIONS TO ACADEMIC CONTRACTS

MSC McMullen/Nelson

The Governing Board ratified the recommendation of the Superintendent/President regarding the **corrections** to the following **academic contracts**:

- a. Name: **LAWRENCE L. LAWSON**
Position: Assistant Professor
Department: English as a Second Language
Degrees: M.A., TESOL
B.A., English
Minimum qualifications satisfied via equivalency
Position #: 5122 New: Yes
Remarks: Increased grade and step placement due to verification of additional education and related teaching and occupational experience.
Sal Rng/Stp: **C/4** Salary: **\$6,163.81month**
% of Position: 100% # Mos: 10
Effective: January 20, 2009
Account #(s): A-111000-325200-4930V-0000000/100%
- b. Name: **JULIA E. ROBINSON**
Position: Assistant Professor, Nursing (Obstetrics and Medical-Surgical Nursing)
Department: Nursing Education
Degrees: M.S., Nursing
B.S., Nursing
Position #: 5291 New: No
Remarks: Increased step placement due to verification of related occupational experience.
Sal Rng/Stp: **C/8** Salary: **\$7,116.14/month**
% of Position: 100% # Mos: 10
Effective: January 20, 2009
Account #(s): K-111000-348200-12300-1612186/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. RATIFIED CHANGES TO ASSIGNED TIME TO ACADEMIC CONTRACT

MSC McMullen/Nelson

The Governing Board ratified the recommendation of the Superintendent/President regarding the **changes to assigned time** for faculty for Spring 2009:

<u>Name</u>	<u>Assignment/ Department</u>	<u>Assigned Time</u>	<u>Monthly Stipend</u>
Faulkner, Molly	Co-Chair, Performing Arts	40% of 60%*	\$390.75
Valdez, John	Chair, Multicultural Studies	20%	\$488.44

<u>Name</u>	<u>Assignment</u>	<u>Assigned Time</u>
Cassoni, Mary	Learning Outcomes Council, Steering Committee Member	20%
Hogan Egkan, Theresa	HSI Grant – Freshman Experience Coordinator	80%**
Japtok, Martin	HSI Grant – Professional Development Activities	20%**
Wilson, Judy	Service Learning Coordinator (redirecting the use of NCHEA Director assigned time)	40%***

* **Total 60%** assigned time and monthly stipend directed **40%** to Molly Faulkner and **20%** to Ellen Weller (Board ratified 8/12/08)

** New assigned time

*** 20% Fall, 2008 and 20% Spring, 2009 combined

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

5. GRANT EQUIVALENCY FOR DISCIPLINE

MSC McMullen/Nelson

Upon the recommendation of the Faculty Senate Equivalency Committee, the Governing Board grants the following individual equivalency to minimum qualifications for the disciplines listed:

Jaime M. Arroyo	Cheerleading
Christopher P. Bowden	Fire Technology
Shanon L. Dreyer	Administration of Justice
James A. Fent	Alcohol & Other Drug Studies
Karen Hamilton	ESL
Nathan Hubbard	Entertainment Technology
Carole T. Meilich	French
Mio Sekiguchi	Japanese

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

6. RATIFIED PART-TIME FACULTY EMPLOYMENT

MSC McMullen/Nelson

The Governing Board ratified the recommendation of the Superintendent/President regarding the **employment of the following part-time faculty**, at the hourly rates indicated for Spring 2009 (day and/or evening); said part-time faculty are not scheduled to teach more than a 67 percent load in a single semester:

SPRING 2009

BEHAVIORAL SCIENCES

Álvarez, Rebecca L.	Sociology M.A., Sociology	\$52.55
Bento, Gustavo L.	Psychology M.A., Psychology M.Ed., Education B.A., Psychology	\$55.80
Chhuon, Ny S.	Sociology M.A., Sociological Practice	\$52.55
Fent, James A.	Alcohol & Other Drug Studies M.S., Marriage, Family & Child Therapy B.S., Physical Therapy Eminence in the Field	\$52.55

COMMUNICATIONS

Drexler, David	Radio & Television B.S., Radio-Television 2+ Years Experience	\$51.30
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COMPUTER SCIENCE/INFORMATION SYSTEMS

Roush, William M.	CSIS M.S., Software Engineering	\$52.55
Shah, Nimesh	CSIS M.S., Telecommunication Networks B.S., Computer Engineering Technology	\$52.55

COUNSELING SERVICES

Dominguez, Ladylyn F.	Counseling M.S., Educational Counseling B.S., Business Administration	\$52.55
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ECONOMICS, HISTORY & POLITICAL SCIENCE

Gonzales, Johnny	History M.A., History	\$52.55
McMullen, Kenneth W.	History M.A., History B.A., Political Science	\$52.55

ENGLISH AS A SECOND LANGUAGE

Corte, Gamze T.	ESL M.S., TESOL	\$52.55
Hamilton, Karen	ESL B.A., Language & Identity Eminence in the Field	\$51.30

FOREIGN LANGUAGES

Meilich, Carole T.	French B.A., Jewish History & French Language & Literature Eminence in the Field	\$51.30
Sekiguchi, Mio	Japanese M.A., International Cultural Exchange B.A., Geography Eminence in the Field	\$52.55

LIFE SCIENCES

Cunningham, Justine J.	Zoology Ph.D., Anatomy	\$55.80
Modi, William S.	Biology Ph.D., Biology	\$55.80

OCCUPATIONAL & NONCREDIT PROGRAMS

Kent, Christine	Health & Safety Education A.S., Nursing 6+ Years Experience	\$51.30
Wegand, Joseph N.	Water Technology Education A.A., Water Technology Education 6+ Years Experience	\$51.30

PERFORMING ARTS

Hubbard, Nathan	Entertainment Technology Eminence in the Field	\$51.30
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PHYSICAL EDUCATION

Arroyo, Jaime M.	Cheerleading B.A., History A.A., Liberal Arts Eminence in the Field	\$51.30
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PUBLIC SAFETY

Bowden, Christopher P.	Fire Technology Eminence in the Field	\$51.30
Dreyer, Shanon L. (CAST)	Administration of Justice Eminence in the Field	\$51.30

REGIONAL OCCUPATIONAL PROGRAMS

Navarrete, Robert	Culinary Arts B.S., Food Service Management A.S., Culinary Arts 2+ Years Experience	\$51.30
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e. Name: **ANA M. WRIGHT**
Position: Staff Assistant
Department: Finance & Administrative Services
Position #: 6314 New?: No
Remarks: Replacement for Christine Brady; transfer for Ms. Wright.
Sal Grade/Step: **23/3** Salary: **\$4,017.30/month**
% of Position: 100% # Mos: 12
Effective: January 14, 2009
Account #(s): A-212200-511100-66500-0000000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. APPROVED PERSONNEL ACTIONS/HISTORY

MSC McMullen/Nelson

The Governing Board approved the **Personnel Actions/History** report, which includes hires and pay rate changes for **student employees** for the month of **December, 2008, and short-term employees** for the month of **January, 2009. EXHIBIT J-8**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. RATIFIED LEAVES OF ABSENCE

MSC McMullen/Nelson

- a. The Governing Board ratified the recommendation of the Superintendent/President granting a **15% Personal Leave of Absence without pay and with no effect on benefits**, effective January 20, 2009, through May 19, 2009, to **Gregory Baker**, Instructional Support Assistant IV, Communications, to teach.
- b. The Governing Board ratified the recommendation of the Superintendent/President granting a **12.5% Personal Leave of Absence without pay and with no effect on benefits**, effective January 2, 2009, through January 16, 2009, to **Marcela Gomez**, ESL Student Specialist, English as a Second Language, to counsel.
- c. The Governing Board ratified the recommendation of the Superintendent/President granting a **7.5% Personal Leave of Absence without pay and with no effect on benefits**, effective January 20, 2009, through May 22, 2009, to **Marcela Gomez**, ESL Student Specialist, English as a Second Language, to counsel. (This leave is in addition to the 7.5% Personal Leave ratified 12/9/08 for a total 15% leave to teach/counsel).
- d. The Governing Board ratified the recommendation of the Superintendent/President granting a **100% Medical Leave of Absence with no effect on benefits**, effective November 15, 2008, through December 21, 2008, to **Jerry L. Houser**, Professor, Earth, Space and Aviation Sciences.
- e. The Governing Board ratified the recommendation of the Superintendent/President granting a **100% Family Medical Leave of Absence with no effect on benefits**, effective January 20, 2009, through April 13, 2009; and an additional **100% Medical Leave of Absence with no effect on benefits**, effective April 14, 2009, through June 1, 2009, to **Christine Oatman**, Professor, Art.

- f. The Governing Board ratified the recommendation of the Superintendent/ President granting a **100% Family Medical Leave of Absence with no effect on benefits**, effective December 15, 2008, through January 2, 2009, to **Suzanne A. Szames**, Lead Programmer Analyst, Information Services.
- g. The Governing Board ratified the recommendation of the Superintendent/ President granting a **100% Family Medical Leave of Absence with no effect on benefits**, effective December 15, 2008, through January 4, 2009, to **Laura M. Wiese**, Teacher II, Child Development Center.
- h. The Governing Board ratified the recommendation of the Superintendent/ President granting a **100% Family Medical Leave of Absence with no effect on benefits**, effective November 17, 2008, through February 8, 2009, to **Stephanie B. Zimmerman**, Administrative Coordinator, CCC Confer/3C Media Solutions.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. RATIFIED RESIGNATION

MSC McMullen/Nelson

The Governing Board ratified the recommendation of the Superintendent/ President to accept the **resignation** of the following **employee**:

- a. **James A. Williams**, Custodian I, Facilities/Custodial Services, effective January 9, 2009 (last day of employment January 8, 2009).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR - There were none.

L. REPORTS FROM COLLEGE GROUPS

1. INFORMATION

Report of the Faculty Senate - absent

2. INFORMATION

Report of the Palomar Faculty Federation

Dr. Carlos Von Son – no report

3. INFORMATION

Report of the Administrative Association

Laura Gropen, Administrative Association President, highlighted the career of Espy Flores, Payroll Manager. She announced that the Administrative Association web site has more information.

4. INFORMATION

Report of the Confidential and Supervisory Team – no report

5. **INFORMATION**

Report of the **CCE/AFT** – no report

6. **INFORMATION**

Report of the **Associated Student Government**

ASG President, Rob Frederick, reported on several campus events - Discover Palomar, President Inauguration. He informed the Board that a student advocacy trip is scheduled to travel to Washington DC to lobby congressional and state representatives.

M. UNFINISHED BUSINESS – There was none.

N. NEW BUSINESS

1. **REVIEWED AND APPROVED PURCHASES**

MSC Evilsizer/McMullen

The Governing Board reviewed and approved all purchases transactions and contracts entered into on behalf of the Palomar Community College District, pursuant to resolutions numbered 96-18423 and 96-18424 adopted June 24, 1997, be and are reviewed and approved for the following. All purchases listed herein are made against the 2008-2009 fiscal year budget:

Purchase Order Time Period: 11/25/08-12/22/08
\$8,564,988.03

Procurement Card Due to Abbreviated Time Frame
Information will be provided next month

EXHIBIT N-1

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **REVIEWED AND APPROVED CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY (60) DAYS: OCTOBER 16, 2008 – DECEMBER 15, 2008**

MSC Evilsizer/Nelson

The Governing Board ratified and approved all contracts and agreements for the period October 16, 2008, through December 15, 2008, and entered into on behalf of the Palomar Community College District. **EXHIBIT N-2**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **ACCEPTED AUDIT REPORT OF THE PALOMAR COMMUNITY COLLEGE DISTRICT AND FINANCIAL AND PERFORMANCE AUDIT FOR THE PROPOSITION M BOND PROGRAM**

MSC McMullen/Nelson

RESOLUTION NO. 09-20989

The Governing Board accepted the Audit Report of the Palomar Community College District, as well as both the Financial Audit and Performance Audit for the Proposition M Bond Program, year ended June 30, 2008, as prepared by Vicenti, Lloyd, Stutzman LLP, 2210 East Route 66, Glendora, CA 91740

A representative from Vicenti, Lloyd Stutzman LLP, will be present to answer questions.

EXHIBIT N-3

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **REVIEWED AND APPROVED NON-RESIDENT TUITION AND CAPITAL OUTLAY FEES**

MSC Evilsizer/Nelson

The Governing Board reviewed and approved the adoption of \$190/unit for non-resident tuition and a capital outlay fee of \$6/unit.

EXHIBIT N-4

Discussion ensued with Trustee Evilsizer expressing his concern about the timing of increasing fees during this drastic global economy. Student Trustee Frederick also expressed his concerns about increasing fees to students.

The Vote: 4 Ayes 1 Nay (Evilsizer)
Student Trustee Advisory Vote: Nay

5. **APPROVED CHILD DEVELOPMENT SERVICES CONTRACT CIMS-8522 – INSTRUCTIONAL MATERIALS PROJECT #37-6827-00-8; ACCEPT FUNDING FROM THE CALIFORNIA DEPARTMENT OF EDUCATION AND AUTHORIZE DESIGNATED PERSONNEL TO SIGN CONTRACT**

MSC Nelson/Evilsizer

RESOLUTION NO. 09-20990

The Governing Board approved Child Development Services Contract # CIMS-8522 – Instructional Materials, between California Department of Education and Palomar Community College District, effective July 1, 2008, through June 30, 2009. The Governing Board accepted funding in the amount of \$2,186.00 and authorized Dr. Bonnie Ann Dowd, Vice President, Finance & Administrative Services, or Ken Jay, Director of Business Services, to sign contract documents of the California Department of Education – Child Development Services. **EXHIBIT N-5**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVED FIELD COURSE TO SANTA CATALINA ISLAND FOR SPRING 2009,
AND AUTHORIZATION TO CONTRACT WITH VENDORS**

MSC Nelson/Evilsizer

The Governing Board approved a field course to Santa Catalina Island on March 21, 2009, through March 24, 2009. The field course is sponsored by the Life Science & Earth, Space & Aviation Sciences departments. The following courses shall be offered during the field course: (a) Biology 195A, Field Studies in Natural History, 1 unit; and GEOG 195, Regional field Studies in Geography, 1 unit.

All agreements and contracts necessary to carry out this spring field course to Santa Catalina Island are authorized between the District and the following vendors: (a) Catalina Express (b) Two Harbors Cabins (c) Two Harbors Dive & Recreation Center and (d) Safari Bus. Advance deposits, if necessary, by these vendors are authorized. The estimated cost per student is \$180.00. **EXHIBIT N-6**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **APPROVED ACCEPTANCE OF MINI-GRANT FROM REGION 10 CONSORTIUM**

MSC Nelson/Evilsizer

The Governing Board accepted a VTEA and Economic and Workforce Development mini-grant from Region 10 Consortium in the amount of \$4,720.00. The funds will be used in coordination with Southwestern College to develop, input and pilot test 50 standardized cardiac simulations specific to San Diego County for paramedic training. **EXHIBIT N-7**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **APPROVED NEW COMMUNITY DEVELOPMENT CLASSES, AGREEMENTS, AND PERSONNEL**

MSC Nelson/Evilsizer

The Governing Board approved the following new classes, agreements, and personnel for providing Community Services classes.

Venture Program Spring 2009

Class and Service Provider

- a. **Name:** Trisha Hakola
Name of Class: Quickbook, Beginning & Intermediate
Effective: Spring 2009
Instructor Rate: 30% of fees collected for students instructed
Fees to Student: \$90.00

Class and Independent Contractor

- b. **Name:** Yara Bertran
Name of Class: Cake Design I & II – En Espanol
Effective: Spring 2009
Instructor Rate: 20% of fees collected for students instructed
Fees to Student: \$125.00

Independent Contractor

- c. **Name:** Christina DeSanto
College for Kids Coordinator
Effective: Jan 5 – June 30, 2009
Instructor Rate: 200 hours @ \$40.00/hour - \$8,000.00

Class

- d. **Name:** Venture Staff
Name of Class: Huntington Library Excursion
Effective: February 21, 2009
Instructor Rate: N/A
Fees to Student: \$110.00

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. **APPROVED CONSULTANT AGREEMENT WITH SKJEI TELECOM, INC., IN SUPPORT OF 3-C MEDIA SOLUTIONS**

MSC Evilsizer/Nelson

The Governing Board approved a consultant agreement with Skjei Telecom, Inc., Falls Church, VA, to perform engineering and cost analysis of distribution alternative in support of the California Community Colleges (CCC) Video Broadcast Satellite System, administered through 3C Media Solutions. The total cost of project not to exceed \$30,000.00 and will be paid through 3C Media Solutions grant funds. **EXHIBIT N-9**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. **APPROVED CHANGE ORDERS; ACCEPT AS FINAL AND COMPLETE, BID NO. 105-09 AIR BLOWN FIBER (ABF) INFRASTRUCTURE RELOCATION; AUTHORIZE RELEASE OF RETENTION TO T & D COMMUNICATIONS, INC., IN THIRTY-FIVE DAYS AND RECORD NOTICE OF COMPLETION**

MSC McMullen/Nelson

RESOLUTION NO. 09-20991

The Governing Board approved Change Orders 1, 3, 4, 5, 6, 7, and 8 in the amount of **\$7,465.52**, as described in Exhibit N-10; accepted Bid #105-09 as complete and final; and authorized the Superintendent/President to execute and file the Notice of Completion including execution of the verification as Secretary to the Governing Board. The contracted amount being \$78,300.91, and all money due and owing to the Contractor, with the exception of the ten percent (10%) retention, shall be paid, and following the expiration of thirty-five (35) calendar days from the date of this resolution, the retention shall be paid to T & D Communications Inc., 500 Harrington Street, C-2 Corona, CA 92880, provided no liens are filed within this period. **EXHIBIT N-10**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. **ADOPTED REVISED PALOMAR COMMUNITY COLLEGE DISTRICT POLICIES INCLUDED IN CHAPTER 7 – HUMAN RESOURCES**

MSC Nelson/Evilsizer

RESOLUTION NO. 09-20992

The Governing Board of the Palomar Community College District adopts the following **Board Policies** included in **Chapter 7 – Human Resources**:

BP 7230	Classified Employees
BP 7260	Classified Supervisors and Managers
BP 7270	Student Workers
BP 7335	Health Examinations
BP 7340	Leaves
BP 7385	Salary Deductions

EXHIBIT N-11

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. **BOARD NOMINATED TRUSTEE TO BE A CANDIDATE FOR THE CCCT BOARD**

MSC McMullen/Nelson

The Governing Board of the Palomar Community College District nominated **NANCY CHADWICK** to be a candidate for the CCCT Board.

The Vote: 4 Ayes 1 Abstention (Chadwick)
Student Trustee Advisory Vote: Aye

13. **GOVERNING BOARD COMMITTEE APPOINTMENTS**

MSC Evilsizer/Nelson

The Governing Board President made the following committee appointments:

Finance Committee: 1. Darrell McMullen 2. Mark Evilsizer 3. Rose M. Dishman (alternate)
Real Estate Committee: 1. Michele Nelson 2. Nancy Chadwick 3. Rose M. Dishman (alternate)

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

14. **SCHEDULE SPECIAL MEETING**

MSC McMullen/Evilsizer

The Governing Board of the Palomar Community College District hereby schedules a Special Meeting on Tuesday, January 27, 2009, at 4:00 p.m.

After a brief discussion, the Board requested to schedule the Special Meeting for a Board workshop in February instead of January because of the scheduling of the CCLC/Legislative Conference.

The Vote: Aye 0; Nay (5)

O. **BOARD REQUESTS FOR REPORTS** – There were none requested.

P. **RECESS TO CLOSED SESSION** – No additional session needed.

R. **ADJOURNMENT**

The meeting was adjourned at 6:58 p.m.

Nancy Chadwick, President

Mark Evilsizer, Secretary