



## STRATEGIC PLANNING COUNCIL AGENDA

Date: November 4, 2008  
Starting Time: 2:00 p.m.  
Ending Time: 4:00 p.m.  
Place: SU-18

**CHAIR:** Deegan

**MEMBERS:** Barton, Brannick, Claypool, Cuaron, Dowd, Duran, Frederick, Gowen, Gropen, Halttunen, Hoffmann, Hogan-Egkan, Japtok, Jennum, Kovrig, Lienhart, Madrigal, McCluskey, Owens, Sheahan, Talmo, Titus, Tortarolo, von Son

**RECORDER:** Ashour

	Attachments	Time
<b>A. <u>MINUTES</u></b>		5 min.
1. Approve minutes of October 21, 2008		
<b>B. <u>ACTION ITEMS/FIRST READING</u></b>		0 min.
1. Governance Structure of the Instructional Planning Council	Exhibit B1	
2. Chapter 7 Board Policies: BP 7230, 7260 7270, 7335, 7340, 7385 Chapter 7 Board Procedures: AP7212, 7216, 7234, 7235, 7270, 7337, 7340 7343, 7344, 7346, 7375, 7500	Exhibit B2	
<b>C. <u>INFORMATION/DISCUSSION</u></b>		15 min
1. Revisiting the 'Review and Approve Purchases for Prior Sixty Days' item on the Board Agenda	Exhibit C1	
2. Planning Agenda Item on Shared Governance Decision Making Processes		
<b>D. <u>REPORTS OF PLANNING COUNCILS</u></b>		15 min.
1. Finance & Administrative Services Planning Council – Bonnie Ann Dowd		
2. Human Resource Services Planning Council – John Tortarolo		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
<b>E. <u>REPORT FROM ACCREDITATION SELF-STUDY</u></b>		5 min
<b>F. <u>REPORT FROM BUDGET COMMITTEE</u></b>	Exhibit F1, F2	10 min
<b>G. <u>REPORTS OF CONSTITUENCIES</u></b>		15min.
1. Administrative Association – Laura Gropen		
2. Associated Student Government – Robert Frederick		
3. Confidential/Supervisory Team – Lee Hoffmann		
4. CCE/AFT – Neill Kovrig		
5. Faculty Senate – Monika Brannick		
6. PFF/AFT – Shannon Lienhart		
<b>H. <u>OTHER ITEMS</u></b>		



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
November 4, 2008**

A regular meeting of the Palomar College Strategic Planning Council scheduled for November 4, 2008, was held in SU-18. President Robert Deegan called the meeting to order at 2:00 p.m.

**ROLL CALL**

Members Present: Barton, Brannick, Claypool, Cuaron, Deegan, Duran, Gowen, Gropen, Halttunen, Hoffmann, Japtok, Kelly, Kovrig, Lienhart, Madrigal, McCluskey, Titus, Tortarolo, Vernoy  
Recorder: Cheryl Ashour  
Members Absent: Dowd, Frederick, Jennum, Talmo, von Son  
Guests: Jayne Conway, Ken Jay for Bonnie Dowd, Teri Safranek, Chris Wick

**A. MINUTES**

**1. Approve Minutes of October 21, 2008**

MSC (Gowen/Duran) to approve the Minutes of October 21, 2008 as presented

**B. ACTION ITEMS/FIRST READING**

**1. Governance Structure of the Instructional Planning Council**

Berta Cuaron discussed the revisions to the Instructional Planning Council Governance Structure. **(Exhibit B1)** Laura Gropen requested that an Administrative Association member be added to the membership. Ms. Gropen will attend the next IPC meeting to discuss the request. This item will return in two weeks for action/second reading.

**2. Chapter 7 Board Policies and Procedures**

John Tortarolo reviewed the following Board Policies and Procedures: BP 7230, 7260, 7270, 7335, 7340, 7385 and AP 7212, 7216, 7234, 7235, 7270, 7337, 7340, 7343, 7344, 7346, 7375, and 7500. **(Exhibit B2)** Discussion ensued. This item will return in two weeks for action/second reading.

**C. DISCUSSION/INFORMATION ITEMS**

**1. Revisiting the Review and Approve Purchases for Prior Sixty Days' Item on the Board Agenda**

Shannon Lienhart distributed and discussed a document comparing the 60-days reports on the Governing Board agenda in fiscal years 2003 and 2008. **(Exhibit C1)** She requested that all 60-days reports include exhibits; that the advertising/increases heading be listed separately; and, if a purchase order is over \$50,000, that it be listed in detail directly below the 60-days report. Ken Jay will speak to Fiscal and report back to SPC.

Teri Safranek discussed how contracts in Workforce and Community Development are developed. Monika Brannick stated that the Faculty Senate is forming an advisory group to communicate with Workforce and Community Development.

**2. Planning Agenda Item on Shared Governance Decision Making Processes**

Robert Deegan asked SPC members if they wanted to have a meeting on shared governance decision making within a regular SPC meeting or at a special meeting. After discussion it was decided that a three-hour meeting on a Friday will be scheduled. There was discussion on what to include on the agenda.

**D. REPORTS FROM PLANNING COUNCILS**

**1. Finance & Administrative Services Planning Council**

Ken Jay reported that FASPC met on October 30. It considered and approved recommendations from the Emergency Preparedness Work Group and reviewed the first reading of the Bookstore Committee and Food Service Committee Governance Structures.

Ken Jay distributed a document showing the detail, broken out by departments, areas, and then by funds, for Independent Contractors and Personal and Consulting Services FY 2007-08.

**2. Human Resource Services Planning Council**

John Tortarolo reported that HRSPC met two weeks ago and discussed “branding” – having the advertising and application material reflect Palomar College’s culture. The EEO Plan and employee hiring were discussed. HRSPC received standing reports from SPC and Team Life.

**3. Instructional Planning Council**

Berta Cuaron reported that IPC met on October 22 and discussed its 2008-2009 goals and the need to begin working on the Educational and Facilities Master Plan for Escondido and Fallbrook. IPC discussed the acceptance of the Emergency Preparedness Plan by SPC and the faculty hiring priority list.

**4. Student Services Planning Council**

Joe Madrigal reported that SSPC met on October 22 and discussed the formation of a Veterans Services Advisory Group. SSPC received the Annual Campus Security Report from Campus Police. The information will be posted on the Campus Police website.

**E. REPORT FROM ACCREDITATION SELF-STUDY**

Berta Cuaron reported that the Accreditation Self-Study is going to the Governing Board next Tuesday.

**F. REPORT FROM BUDGET COMMITTEE**

Ken Jay reported that the Budget Committee met on October 28. Dr. Dowd presented budget information from the Community College League of California. **(Exhibit F1)** A PowerPoint presentation was given on Perkins funding. Discussion continued regarding the update to the last fiscal plan published in 2005.

Mr. Jay distributed a copy of a glossary of the budget terms that had been distributed to the Budget Committee. **(Exhibit F2)**

**G. REPORTS OF CONSTITUENCIES****1. Administrative Association**

Laura Gropen reported that the Administrative Association Executive Council will meet on Friday.

**2. Associated Student Government**

Claudia Duran reported that ASG now has a full Board and seven delegates. Over 900 students registered to vote on campus. The Halloween Escape event was very successful. ASG endorsed the Latino graduation and will be assisting MECHA with their planning. The ASG is also supporting the proposal for the professional development grant that will provide support to the library staff to help students overcome library anxiety. The Mission to Be Clean and Green at Palomar is doing very well with teams from most of the clubs. ASG will be supporting the Veterans Club’s Veterans Day event on November 12 at noon in front of the flag pole. Phi Theta Kappa thanked everyone for their support of the recycling event. ASG will be participating in the High School Counselor Conference on November 12. They are working on organizing the Great American Smoke Out on November 20. Nine students attended the Student Senate Conference, where Region 10 also had its meeting. The next Region 10 meeting will be at Mira Costa College on November 21.

**3. Confidential/Supervisory Team – no report****4. CCE/AFT – no report****5. Faculty Senate**

Monika Brannick reported that the Faculty Senate opened committee service to part time faculty about two years ago. Now, the Senate just supported the PD Advisory Board’s recommendation that part time faculty serving on councils and committees may use PD hours for their service.

**6. PFF/AFT – no report****H. ADJOURNMENT**

There being no remaining items, the meeting was adjourned at 4:00 p.m.



## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by</b> Berta Cuaron				<b>Date</b> 4/2/02 (rev. 4/16/02, 5/7/02, 9/16/03, 10/7/03, 10/13/04, 1/25/06, 1/27/06, 2/8/06, 10/22/08)			
<b>Proposed Name of Requested Group</b> Instructional Planning Council							
X	Council		Committee	X	Subcommittee		Task Force
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	X	<b>Change</b>
<b>Role, Products, Reporting Relationships:</b> <u>Role:</u> <ul style="list-style-type: none"> <li>Develops, implements, evaluates and revises Instruction's plans and initiatives, both short- and long term.</li> <li>Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&amp;P) cycle for Instruction.</li> <li>Reviews and summarizes IPR&amp;P documents and utilizes them to develop and guide recommendations for priorities for Instruction, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support instruction and the success of students.</li> <li>Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year.</li> <li>Make recommendations relevant to any matters or issues that affect Instruction and/or by request from SPC.</li> <li>Convenes the subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time faculty positions and to prioritize each year's list of full-time faculty positions for discussion and endorsement by IPC, forwarding the recommendation to SPC as information.</li> </ul> <u>Products:</u> <ul style="list-style-type: none"> <li>Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities</li> <li>Progress report on Strategic Plan and AIP</li> <li>Annual goals and accomplishments</li> <li>Full-time Faculty Position Priority Recommendation</li> </ul> <u>Reporting Relationship:</u> Strategic Planning Council							
<b>Meeting Schedule:</b> Second and Fourth Wednesdays, 2:30 to 4:00 p.m.							
<b>Chair:</b> *Vice President, Instruction							
<b>Members:</b> *Five instructional deans Director of Extended Education *Seven Faculty Members (one each from the five instructional divisions, library, and student services appointed by Faculty Senate) *One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate Two Classified Unit Employees appointed by CCE/AFT (one from Instruction area) One Student appointed by ASG Director of Occupational and Non-Credit Programs Research Analyst One CAST Member appointed by CAST							

\*The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) faculty appointed by the Faculty Senate.

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

Comments:

9/16/03	First Reading
10/7/03	Approved
03/06/06	Revisions Approved

Approved by PAC: 10/2/01

Human Resources  
DRAFT as of 10/17/08

AP 7212      **TEMPORARY FACULTY**

**References:**

Education Code Sections 87481, 87482, 87482.5, and 87482.8

The District may employ any qualified individual as a temporary faculty member for a complete academic year, but not less than one semester or quarter during an academic year unless the date of rendering first paid service begins during the second semester or third quarter and prior to March 15th. The employment of these persons shall be based upon the need for additional faculty during a particular semester, quarter, or year because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need.

The District may employ any qualified individual as a temporary faculty member for a complete academic year but not less than a complete semester or quarter during an academic year. The employment of those persons shall be based upon the need for additional faculty during a particular semester or quarter because of the higher enrollment of students during that semester or quarter as compared to the other semester or quarter in the academic year or because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester or quarter. No person, other than a person serving as clinical nursing faculty, shall be so employed for more than two semesters or three quarters within any period of three consecutive years.

A person serving as clinical nursing faculty may be employed for up to four semesters or six quarters within any period of three consecutive years between July 1, 2007 and June 30, 2014, as long as the hiring of that person does not result in an increase in the ratio of part-time to full-time nursing faculty in the District.

Any person who is employed to teach classes for not more than 67 percent of the hours per week that are considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

Screening for temporary faculty shall, insofar as possible, be conducted in accordance with District practices and procedures for employment of regular faculty. In particular, there shall be consideration given to principles of selection that assure the greatest opportunity for participation by underrepresented groups as required by Board Policies and Administrative Procedures.

Also see AP 7120 titled Recruitment and Hiring

Office of Primary Responsibility: Human Resource Services

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**NOTE:** This procedure is **legally advised**. The language in **red type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in

*blue type* is additional language to consider including in this procedure. The language in *green ink* reflects revisions/additions made by Human Resource Services. This procedure was reviewed on September 12, 2008 and October 17, 2008 by the Policy and Procedure Task Force.

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**Date Approved:**

*(This is a new procedure recommended by the  
CC League and the League's legal counsel)*

Human Resources  
**DRAFT as of 10/17/08**

**AP 7216      EMPLOYEE GRIEVANCE/COMPLAINT PROCEDURES**

**Reference:**

Education Code Section 87610.1:  
Faculty Senate Website

Procedures for resolution of grievances or complaints involving contractual issues are contained in the applicable collective bargaining agreement or employee handbook.

Complaints regarding non-contractual issues which may involve faculty members, administrative staff, classified staff, and/or students may be addressed utilizing the guidelines for the Faculty Senate's Academic Due Process Procedure.

❖ **From current Palomar College Policy 3.06 titled Questions of Conduct or Grievance (93-16519)**

~~In questions of conduct or grievance, a faculty member uses the guidelines for Academic Due Process.~~

~~GB Rev. 6-28-94~~

Also see BP 7361 titled Academic Due Process

Office of Primary Responsibility: Human Resource Services

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**Date Approved:**

(Replaces current Palomar Policy 3.06)

**AP 7234      CLASSIFIED EMPLOYEE OVERTIME**

**References:**

Education Code Sections 88027, 88028, 88029, and 88030

Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week. If the Governing Board establishes a workday of less than eight hours but seven hours or more and a workweek of less than 40 hours but 35 hours or more for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall be deemed to be overtime.

The foregoing provisions do not apply to:

- classified positions for which a workday of fewer than seven hours and a workweek of fewer than 35 hours has been established
- positions for which a workday of eight hours and a workweek of 40 hours has been established, but in which positions employees are temporarily assigned to work fewer than eight hours per day or 40 hours per week when such reduction in hours is necessary to avoid layoffs for lack of work or lack of funds and the consent of the majority of affected employees to such reduction in hours has been first obtained

For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee.

When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the District.

An employee having an average workday of four hours or more during the workweek shall, for any work required to be performed on the sixth or seventh day following commencement of the workweek, be compensated at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.

An employee having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following the commencement of his or her workweek, be compensated for at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.

Persons serving in supervisory, administrative, or executive positions that are classified as administrators shall be excluded from these procedures regarding overtime.

Also refer to the applicable collective bargaining agreement or employee handbook

Office of Primary Responsibility: Human Resource Services

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**Date Approved:**

*(This is a new procedure recommended by the  
CC League and the League's legal counsel)*

AP 7235 PROBATIONARY PERIOD: CLASSIFIED EMPLOYEES

**Reference:**

Education Code Section 88013

Subject to provisions in the applicable collective bargaining agreement or employee handbook, the Governing Board establishes a probationary period of one year as permitted by statute.

Office of Primary Responsibility: Human Resource Services

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**NOTE:** This procedure is **suggested as good practice**. The language in **red type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made by Human Resource Services. This procedure was reviewed on September 12, 2008 and October 17, 2008 by the Policy and Procedure Task Force.

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**Date Approved:**

(This is a new procedure recommended by the  
CC League and the League's legal counsel)

**Human Resources**  
**DRAFT as of 10/17/08**

**AP 7270      STUDENT WORKERS**

**References:**

Education Code Sections 69960(f) and 88003

Only enrolled Palomar College students can be employed as student workers. A student worker's primary role at the District is as a student. Student workers may only be employed as student assistants hired by specific departments or placed in particular departments/offices through the work-study program while enrolled in classes.

Full and part-time Palomar College students shall only be employed part-time regardless of funding source and shall not be a part of the classified service nor perform tasks commensurate with an established classified position. Student workers are hired to gain work experience and develop new skills. Tuberculosis tests are required for all student workers. Certain additional clearances (e.g., fingerprinting, etc.) may be required based on the work location and assigned responsibilities. Student assistants can only work in one capacity (i.e., cannot work as a student assistant and a short-term or professional expert or substitute).

Specific procedures governing hiring processes, applications, and eligibility requirements for student workers can be found in the Palomar College Short-Term and Student Employee Information Booklet available on the Human Resource Services website.

Office of Primary Responsibility: Human Resource Services

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**Date Approved:**

(This is a new procedure recommended by the  
CC League and the League's legal counsel)

Human Resources  
**DRAFT as of 10/17/08**

**AP 7337      FINGERPRINTING**

**References:**

Education Code Sections 87013 and 88024;  
Penal Code Section 11077.1

All academic, classified, and contract employees shall be required to have fingerprints taken via Live Scan ten (10) working days prior to the date of employment. The electronic fingerprints and applicable fees will be forwarded to the Department of Justice to ascertain if the applicant or employee has any record of previous arrests or convictions. The Department of Justice will forward any findings to the Human Resource Services Office. Human Resource Services will evaluate findings to ensure all criminal activity was reported and that no offense would disqualify the applicant from employment.

Student workers, substitute, and temporary employees employed for less than an academic year may be exempted from this procedure. All workers or volunteers in the Child Development Center and in other programs requiring fingerprinting must submit to Live Scan fingerprinting. The costs of Live Scan fingerprinting are the sole responsibility of the applicant.

Also see AP 7126 titled [Background Investigations](#) and AP 7127 titled [Restrictions Governing the Employment of Applicants with Criminal Records](#).

Office of Primary Responsibility: [Human Resource Services](#)

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**Date Approved:**

(This is a new procedure recommended by the  
CC League and the League's legal counsel)

Human Resources  
**DRAFT as of 10/17/08**

**AP 7340      LEAVES**

**References:**

Education Code Sections 87763 et seq. and 88190 et seq.;  
Labor Code Section 234

The District recognizes several different forms of leave for employees as delineated in the collective bargaining agreements and employee handbooks. Employees are responsible for completing and filing appropriate leave forms at the earliest possible date. Information relative to absences and leaves exclusive of medical information shall be made a matter of record included in the employee's personnel file.

❖ **From current Palomar Policy 156 titled Absences and Leaves**

**Absences and Leaves**

~~Leaves of absence may be granted academic personnel under contract with the College for reasons other than those stipulated in the College's Sabbatical Leave Policy. The granting of such leaves shall comply with the rules and regulations set forth in Section 87763-87789 of the Education Code.~~

❖ **From current Palomar Policy 156.1 titled Reporting Absences**

**Reporting Absences**

~~An instructor who must be absent from class must notify the Office of the Assistant Superintendent/Vice President for Instruction. It is the responsibility of the department chairperson to make arrangements for classes of absent instructors insofar as possible. Instructors are expected to notify their department chairperson if they are to be absent for more than one day.~~

Also see AP 7344 titled Notifying District of Illness

❖ **From current Palomar Policy 156.2 titled Sick Leave**

~~All academic employees on ten-month contracts are entitled to ten (10) days' leave of absence for illness or injury with full pay for each year of service. Academic employees on contracts longer than ten months are given an additional day for each extra month of contract service.~~

~~Every person employed five days a week by a school District in an academic position shall be entitled to ten (10) days' leave of absence for illness or injury and such additional days in addition thereto as the Governing Board may allow for illness or injury, exclusive of all days he/she is not required to render service to the District, with full pay for a school year of service. An academic employee employed for less than five school days a week shall be entitled, for a school year of service, to that proportion of ten (10) days' leave of absence for illness or injury as the number of days he/she is employed per week bears to five (5) and is entitled to such additional days in addition thereto as the Governing Board may allow for illness or injury to academic employees employed for less than five (5) school days a week; pay for any day of~~

~~such absence shall be the same as the pay which would have been received had the employee served during the day. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the school year.~~

~~If such employee does not take the full amount of leave allowed in any school year under this section, the amount not taken shall be accumulated from year to year with such additional days as the Governing Board may allow.~~

~~EC 87781, 87765~~

❖ **From current Palomar Policy 156.22 titled Accumulation of Sick Leave – Adjunct Faculty (82-9509)**

**Accumulation of Sick Leave – Adjunct Faculty**

~~Adjunct (hourly) faculty will earn sick leave benefits at the rate of 0.056 hours of sick leave for each hour of service rendered. The employee will be paid one hour of earned sick leave benefits for each hour of absence for injury or illness. If the employee does not take the full amount of earned sick leave allowed in any semester, the amount not taken shall be accumulated from semester to semester and from year to year.~~

~~GB 4-26-83~~

❖ **From current Palomar Policy 156.23 titled Verification of Illness**

**Verification of Illness**

~~Proof of illness or injury which has resulted in the absence from duty of any employee may be required by the Governing Board or administration. Such proof shall be obtained from a licensed physician or Christian Science practitioner.~~

~~EC 87781, 88191; 1957 County Counsel Opinion/1964 Attorney General Opinion~~

❖ **From current Palomar Policy 156.3 titled Other Leaves of Absence**

**Other Leaves of Absence**

~~All leaves of absence will be granted in accordance with one of the following:~~

- ~~a) leave of absence with pay and with fringe benefits~~
- ~~b) leave of absence without pay but with fringe benefits; and~~
- ~~c) leave of absence without pay and without fringe benefits.~~

~~Benefits referred to are medical, dental, vision, life, and long-term disability insurance. Whenever possible, leaves of absence are to start on the first of the month.~~

❖ **From current Palomar Policy 156.31 titled Leave of Absence for Any Reason**

**Leave of Absence for Any Reason**

~~In conformity with Section 87764 of the Education Code, the following rules and regulations have been adopted for the granting of leaves of absence for any reason to employees under contract in academic positions.~~

~~Conditions governing the granting of leave of absence under this policy:~~

~~A. The leave of absence for any reason shall be with or without pay or other benefits except as expressed herein, and may be granted for a period of either 1) one semester, 2) one college~~

~~year, 3) two semesters, or 4) equivalent, each occurring in separate college years, within a six-year period.~~

~~B. A leave of absence under this policy may be granted to any academic employee regardless of number of years of service.~~

~~C. The granting of a leave of absence under this policy is contingent upon the availability of a suitable replacement for the position to be vacated by the employee requesting the leave of absence, if necessary.~~

~~D. The employee on a leave of absence under this policy shall notify the Assistant Superintendent/Vice President for Instruction in writing no later than November 15 of the fall semester, or March 15 of the spring semester, whichever is the concluding semester of the leave, of intention to terminate employment.~~

~~E. The employee's rights shall remain in force during a leave of absence and the position on the salary schedule will remain constant. By law, the year of the leave may not be counted toward retirement.~~

~~F. For a part-time leave of absence for medical reasons or pregnancy, a letter from a licensed physician releasing the employee for work must be on file in the Office of Human Resource Services.~~

~~EC 87764~~

#### ❖ From current Palomar Policy 156.32 titled Jury Duty

##### **Jury Duty**

~~An academic staff member shall receive regular earnings while serving on jury duty, and any jury fees will be relinquished to the District.~~

~~All instructors are asked to notify the office of the Assistant Superintendent/Vice President for Instruction in advance when they are notified of pending jury duty service.~~

#### ❖ From current Palomar Policy 156.33 titled Pregnancy Leave

##### **Pregnancy Leave**

~~In conformity with Section 87766 of the Education Code, the following rules and regulations have been adopted for leave of absence for pregnancy for employees, who so desire, under contract for positions requiring certification qualification. Conditions for granting a leave of absence under this policy:~~

~~A. The Governing Board shall grant a leave of absence for any academic employee who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom.~~

~~B. The length of the leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.~~

~~C. An extension of the leave of absence for pregnancy for reason of complications or other factors resulting from pregnancy or delivery may be granted by the Governing Board, but only upon the advice, presented in writing, of a licensed medical practitioner.~~

~~D. Nothing in this policy shall be construed to deprive the employee of the right to the use of accumulated sick leave for absences due to illness or injury resulting from pregnancy.~~

~~E. A leave of absence under this policy is in addition to any other leave to which the employee may be entitled by law. The employee's rights shall remain in force during the leave of absence.~~

~~F. For a part-time leave of absence for medical or maternity purposes, a letter from a licensed physician or medical practitioner releasing the employee for work must be on file in the Office of Human Resource Services.~~

~~EC 87766~~

❖ **From current Palomar Policy 156.35 titled Accident, Illness, or Quarantine Leave**

**Accident, Illness, or Quarantine Leave**

~~In conformity with Section 87765 of the Education Code, the following rules and regulations have been adopted for accident, illness, or quarantine leaves of absence for employees under contract for academic positions:~~

~~A. The Governing Board may, at its discretion, grant a leave of absence without pay, for reasons of accident, illness, or quarantine for a period of time commencing with the termination of the employee's accumulated sick leave up to one year from the beginning of the employee's absence from his/her duties due to the condition of injury, illness, or quarantine. If, at the end of that period of time, the employee is unable to resume his/her duties, the Governing Board may, at its discretion, extend the leave of absence to either 1) the end of the current semester, or 2) the end of the current school year.~~

~~B. The employee or a bonafide representative, shall initiate the request for the leave of absence under this policy prior to the termination of the employee's accumulated sick leave, and he/she shall initiate the request for an extension of the leave of absence prior to the termination of the original leave.~~

~~C. Proof of illness, injury, or quarantine which results in a request for a leave of absence or an extension of a leave of absence under this policy may be required by the Governing Board or the administration. Such proof shall be obtained by the employee from a competent medical authority at the District's expense in accordance with the employee's religious beliefs.~~

~~EC 87765~~

[Also see AP 7343 titled Industrial Accidents and Illness](#)

❖ **From current Palomar Policy 156.36 titled Bereavement Leave**

**Bereavement Leave**

~~In conformity with Section 87788, as amended, of the Education Code, every person employed by a school District in an academic position is entitled to a leave of absence not to exceed three days, or five days if out-of-state travel is required, on account of death of any member of his/her immediate family. No deduction is made from the salary of the employee nor is such leave deducted from other leave granted under the law or regulations of this Board. Members of the immediate family mean the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee; son, son-in-law, daughter, daughter-in-law, brother or sister of the employee. The above mentioned are in addition to the spouse. The Governing Board may enlarge the benefit of membership.~~

~~EC 87788~~

❖ **From current Palomar Policy 156.37 titled Personal Necessity Leave**

**Personal Necessity Leave**

~~Any days of leave of absence for illness or injury allowed pursuant to Section 87781 may be used by the employee, at his/her election, in cases of personal necessity including any of the following:~~

~~A. Death or serious illness of a member of his/her immediate family~~

~~B. Accident involving his/her person or property, or the person or property of a member of his/her immediate family~~

~~C. Appearance in court as a litigant or as a witness under an official order~~

~~D. In cases of compelling personal importance.~~

~~No such accumulated leave in excess of six days may be used in any school year for the purposes enumerated in this section.~~  
~~EC 87784~~

❖ **From current Palomar Policy 156.371 titled Personal Business Leave**

**Personal Business Leave**

~~Academic employees working on a contract basis may be excused from duty with verbal permission from the department chairperson/director or other supervisor, without loss of pay, for a period of not more than two (2) hours, not to exceed four (4) two-hour periods in any one school year. Valid reasons for and conditions of personal leave include, but are not limited to:~~

- ~~A. Death or illness in immediate family~~
- ~~B. Unavoidable transportation delay~~
- ~~C. Legal matters~~
- ~~D. Attendance at graduation ceremonies (immediate family)~~
- ~~E. Participation in college graduation ceremonies~~
- ~~F. Funeral attendance~~
- ~~G. Emergency child care problems~~
- ~~H. Taking examinations.~~

~~Leaves are not granted to extend a vacation period or provide additional days off immediately preceding or following a holiday. Leaves are not granted for attendance at grade school graduation ceremonies.~~

~~Report of these leaves must be filed with the Office of Instruction on the form, "Leave for Personal Business." Such report is to be filed on the day of the absence, or not later than the following business day.~~

❖ **From current Palomar Policy 170 titled Reduced Workload (80-8013)**

**Reduced Workload**

~~The Governing Board authorizes participation in the State Teachers' Retirement System (STRS) academic reduced workload program.~~

~~EC 22724, 44922, 87483, 89516;  
GB 7-22-80~~

❖ **From current Palomar Policy 171 titled Early Retirement (80-8013)**

**Early Retirement**

~~The Governing Board authorizes participation in the State Teachers' Retirement System (STRS) Optional Retirement Plan (early full-time retirement).~~

~~EC 24210;  
GB 7-22-80~~

❖ **From current Palomar Policy 172 titled Vacation (88-12639)**

**Vacation**

~~This section applies to only twelve-month educational administrators.~~

❖ **From current Palomar Policy 172.1 titled Entitlement**

### **Entitlement**

~~A. Each member of executive administration, senior administration, and administration appointed on a 12-month basis is entitled to 22 working days of vacation with pay annually, accrued at the rate of 1.834 working days per month.~~

~~B. Eligible employees who are employed in restricted programs in specially funded positions are subject to any special provisions contained in such restricted programs and are not eligible to use accrued vacation beyond the duration of the funded program. Vacation accruals not used within the time frame allowed are forfeited.~~

~~C. Each part-time member of executive administration, senior administration, and administration appointed on a 12-month basis is entitled to accrue vacation leave at a rate consistent with the percentage of time worked.~~

### **❖ From current Palomar Policy 172.2 titled Use of Vacation**

#### **Use of Vacation**

~~A. Accrued vacation must be taken within the year it is earned or during the next accrual year.~~

~~Vacation days earned and not used may be accumulated up to a maximum of 30 days that may be carried over from year to year. Accrued vacation beyond 30 days not used in the current or succeeding accrual year will be lost and no compensation shall be paid to employees who fail to use their vacation entitlement.~~

~~B. Employees eligible for the special provisions in 172.6. a. and 172.6. b. may carry over 44 accrued vacation days from year to year. Accrued vacation beyond 44 days not used in the current or succeeding accrual year will be lost, and no compensation shall be paid to employees who fail to use their vacation entitlement.~~

~~That is, an eligible employee may have a "reserve" of 30 or 44 vacation days that he/she may elect to use or to be paid for at termination, resignation, or retirement. On-going accruals must be used in the year in which they are earned or in the following year, or they are forfeited without pay.~~

~~C. Vacation may be taken in advance under extenuating circumstances upon recommendation of the appropriate vice president and authorization of the Superintendent/President.~~

### **❖ From current Palomar Policy 172.3 titled Changes in Appointment**

#### **Changes in Appointment**

~~A. Twelve-month employees accepting appointments to positions which are not eligible for accrual of vacation shall use all accrued vacation leave prior to the effective date of the new appointment.~~

~~If it is not possible to use the accrued leave prior to the effective date of the new appointment, a maximum of 30 days unused accrued vacation may be paid to the employee before beginning the new assignment (except that 44 days would be paid per section 172.6, Special Provisions).~~

~~B. Employees accepting a position which is eligible for accrual of vacation shall begin accruing vacation as described in the policy effective at the beginning date of the appointment.~~

~~C. The accrued vacation of an employee accepting an assignment to a position which is eligible for accrual of vacation shall be transferred to the department to which he/she is transferred or reassigned and the vacation accrual becomes the obligation of the new department.~~

### **❖ From current Palomar Policy 172.4 titled Payment of Unused Vacation**

### **Payment of Unused Vacation**

~~A. Upon termination, retirement or resignation from the District, employees are entitled to be paid for unused vacation earned in the current or previous accrual year up to a maximum of 30 days at their current rate of pay (except that 44 days would be paid per 172.6, Special Provisions).~~

~~B. The value of unused vacation credits up to a maximum of thirty (30) days earned in the current and previous accrual year by an employee who dies in District service will be paid to the employee's estate (except that 44 days would be paid per 172.6, Special Provisions).~~

### **❖ From current Palomar Policy 172.5 titled Other**

#### **Other**

~~A. Employees are not entitled to accrue vacation while on leave without pay, during a break in service, or after the last day that service is performed.~~

~~B. Holidays which occur during vacation periods will not be charged to vacation.~~

### **❖ From current Palomar Policy 172.6 titled Special Provisions**

#### **Special Provisions**

~~A. Classified employees employed prior to July 1, 1988, are subject to the following:~~

~~1. A maximum of 44 days of earned vacation may be accrued and used anytime upon approval. Upon termination, retirement, or resignation from the District, such employees shall be eligible to be paid for a maximum of 44 days accrued vacation at their current rate of pay.~~

~~2. Employees who have accumulated in excess of 44 days shall be required to use all excess vacation by December 31, 1994. One-sixth of such excess days should be used each year in addition to the yearly accrual during each year. Any unused days in excess of 44 will be forfeited on December 31, 1994, with no compensation paid to the employee for those forfeited days.~~

~~B. By previous agreement, twelve-month (12) academic employees employed prior to July 1, 1985, are subject to the following provisions:~~

~~1. A maximum of 44 days of earned vacation may be accrued and used anytime upon approval. Upon termination, retirement, or resignation from the District, such employees shall be paid for a maximum of 44 days accumulated vacation at their current rate of pay.~~

~~2. Employees who prior to July 1, 1985, have accumulated in excess of 44 days shall be required to use all excess vacation by June 30, 1991. It is recommended that a minimum of one-sixth of such excess vacation days be used each fiscal year. Deviations from this recommended minimum must be agreed upon by the employee and the employee's supervisor and with the concurrence of the Superintendent/President. Any unused days in excess of 44 will be forfeited as of June 30, 1991.~~

~~GB 8-31-88~~

### **❖ From current Palomar Procedure 156 titled Absences and Leaves**

#### **Absences and Leaves**

~~Leaves of absence may be granted academic personnel under contract with the College for reasons other than those stipulated in the College's Sabbatical Leave Policy. The granting of such leaves shall comply with the rules and regulations set forth in Section 87763-87789 of the Education Code.~~

## ❖ From current Palomar Procedure 156.1 titled Reporting Absences

### **Reporting Absences**

~~Faculty members are responsible for recording absences on their monthly Employee Absence Report and returning the report to Payroll Services.~~

~~In the event that a faculty member is absent he/she will contact the following people in the following order until he/she has reported his/her absence:~~

- ~~• Academic Department Office~~
- ~~• Office of the Director/Manager of the Palomar College Escondido Center, or Palomar College site (only if the class is offered at a site other than the San Marcos Campus)~~
- ~~• Office of the Division Dean~~
- ~~• Office of the Asst. Superintendent/Vice President for Instruction~~
- ~~• Campus Police~~

### **Posting Classes**

~~Once notified by the faculty member, the person contacted will be responsible for posting the official notice on the appropriate classroom door(s).~~

~~03-08-05~~

## ❖ From current Palomar Procedure 156.2 titled Sick Leave

### **Sick Leave**

~~Sick leave may be used whenever faculty are unable to perform their duties because of temporary disability caused by illness, injury, pregnancy, and/or childbirth. Sick leave may also be used for medical, psychological, dental, or optical examinations or treatment.~~

~~All instructors teaching on an hourly basis shall accrue sick leave for all hours taught. Sick leave will be accrued by part-time faculty members teaching hourly during the summer, fall, and spring semesters; sick leave will be accrued by contract faculty members teaching hourly as paid overload during the summer, fall, and spring semesters.~~

~~Hours accrued for sick leave by contract faculty teaching an overload on an hourly basis must be recorded separately from days accrued on contract work. State Teachers' Retirement System mandates that these accruals may not be commingled. Hours accrued on hourly work may not be used as credit toward retirement, whereas days accrued on contract work may.~~

## ❖ From current Palomar Procedure 156.3 titled Other Leaves of Absence

### **Other Leaves of Absence**

~~Methods of obtaining a leave of absence for reasons other than Sabbatical Leave or exchange participation:~~

- ~~A. The employee shall obtain an "Application for Leave of Absence" from the Human Resource Services Office, secure the endorsements of the department chairperson/director and the appropriate division dean, and/or Vice President, and submit the completed form to the Office of Instruction for endorsement. All endorsements, whether favorable or unfavorable, shall be shown in writing on the application. The completed application shall be submitted to the Superintendent/President's Office for final action by the Governing Board.~~
- ~~B. There shall be no priority of consideration established by the date on which the application is filed with the Assistant Superintendent/Vice President for Instruction.~~

~~C. Compliance with these requirements does not imply an automatic granting of leave of absence under this policy.~~

❖ **From current Palomar Procedure 156.32 titled Jury Duty**

**Jury Duty**

~~When a faculty member is called for jury duty, an attempt shall be made by the department or instructional area to cover the instructor's classes from within the department or discipline. The substitute will be paid on an hourly basis. If classes cannot be covered from within the College, an effort shall be made to find qualified instructors outside the institution to cover classes. Jury duty leave is reported on the Academic Absence Report.~~

❖ **From current Palomar Procedure 156.36 titled Bereavement Leave**

**Bereavement Leave**

~~Bereavement leave, including the relationship of the deceased, is reported on the Academic Absence Report.~~

❖ **From current Palomar Procedure 156.37 titled Personal Necessity Leave**

**Personal Necessity Leave**

~~Personal necessity leave, including the reason for the leave, is reported on the Academic Absence Report.~~

❖ **From current Palomar Procedure 156.371 titled Personal Business Leave**

**Personal Business Leave**

~~Personal business leave is reported on the Academic Absence Report.~~

❖ **From current Palomar Procedure 172 titled Vacation**

**Vacation**

~~This section refers to 12-month administrators. For other procedures, refer to the Administrative Team Handbook.~~

[Also see AP 7347 titled Family Medical Leave](#)

[Office of Primary Responsibility: Human Resource Services](#)

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**NOTE:** This procedure is **suggested as good practice**. The language in **red type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure. The language in **black type** is current Palomar Policies 156 titled Absences and Leaves with no adoption date, 156.1 titled Reporting Absences with no adoption date, 156.2 titled Sick Leave with no adoption date, 156.22 titled Accumulation of Sick Leave – Adjunct Faculty (82-9509) adopted on 4-26-83, 156.23 titled Verification of Illness with no adoption date, 156.3 titled Other Leaves of Absence with no adoption date, 156.31 titled Leave of Absence for Any Reason with no adoption date, 156.32 titled Jury Duty with no adoption date, 156.33 titled Pregnancy Leave with no adoption date, 156.35 titled Accident, Illness, or Quarantine Leave

with no adoption date, 156.36 titled Bereavement Leave with no adoption date, 156.37 titled Personal Necessity Leave with no adoption date, 156.371 titled Personal Business Leave with no adoption date, 170 titled Reduced Workload adopted on 7-22-80, 171 titled Early Retirement adopted on 7-22-80, 172 titled Vacation with no adoption date, 172.1 titled Entitlement with no adoption date, 172.2 titled Use of Vacation with no adoption date, 172.3 titled Changes in Appointment with no adoption date, 172.4 titled Payment of Unused Vacation with no adoption date, 172.5 titled Other with no adoption date, and 172.6 titled Special Provisions adopted on 8-31-88. Additional language in **black type** includes current Palomar Procedures 156 titled Absences and Leaves with no date, 156.1 titled Reporting Absences dated 3-8-05, 156.2 titled Sick Leave with no date, 156.3 titled Other Leaves of Absence with no date, 156.31 titled Jury Duty with no date, 156.36 titled Bereavement Leave with no date, 156.37 titled Personal Necessity Leave with no date, 156.371 titled Personal Business Leave with no date, and 172 titled Vacation with no date. The language in **green ink** reflects revisions/additions made by Human Resource Services. This procedure was reviewed on October 17, 2008 by the Policy and Procedure Task Force.

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**Date Approved:**

(Replaces current Palomar Policies 156, 156.1, 156.2, 156.22, 156.23, 156.3, 156.31, 156.32, 156.33, 156.35, 156.36, 156.37, 156.371, 170, 171, 172, 172.1, 172.2, 172.3, 172.4, 172.5, and 172.6 as well as Palomar Procedures 156, 156.1, 156.2, 156.3, 156.31, 156.36, 156.37, 156.371, and 172)

**Human Resources**  
**DRAFT as of 10/17/08**

**AP 7343      INDUSTRIAL ACCIDENTS AND ILLNESS**

**References:**

Education Code Sections 87787 and 88192

The specific procedures for industrial accident leaves of absence are contained in the appropriate collective bargaining agreement and employee handbooks.

**Academic Employees**

Academic employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness in any one fiscal year for the same accident.

Allowable leave shall not be accumulated from year to year.

Industrial accident or illness leave shall commence on the first day of absence.

When an academic employee is absent from his or her duties on account of an industrial accident or illness, the employee shall be paid the portion of the salary due him or her for any month in which the absence occurs as, when added to his or her temporary disability indemnity under the Labor Code, will result in a payment to the employee of not more than his or her full salary. "Full salary," shall be computed so that it shall not be less than the employee's "average weekly earnings" as that phrase is used in Section 4453 of the Labor Code. For purposes of this section, however, the maximum and minimum average weekly earnings set forth in Section 4453 of the Labor Code shall otherwise not be deemed applicable.

Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him or her for the same illness or injury.

Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Education Code Sections 87780, 87781, and 87786, and, for the purposes of each of these sections, his or her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave. However, if the employee continues to receive temporary disability indemnity, he or she may elect to take as much of his or her accumulated sick leave which, when added to his or her temporary disability indemnity, will result in a payment to the employee of not more than his or her full salary.

During any paid leave of absence, the employee may endorse to the District the temporary disability indemnity checks received on account of his or her industrial accident or illness. The District shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by the salary warrants.

Any employee receiving benefits as a result of this section, during periods of injury or illness, shall remain within the State of California unless the **Governing Board** authorizes travel outside the state.

### **Classified Employees**

Classified employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness, in any one fiscal year for the same accident.

Allowable leave shall not be accumulative from year to year.

Industrial accident or illness leave of absence will commence on the first day of absence.

Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this state, exceed the normal wage for the day.

Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.

When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under Education Code Section 88191. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation, the person shall be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full day's wage or salary.

Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.

During all paid leaves of absence, whether industrial accident leave as provided in this procedure, sick leave, vacation, compensated time off, or other available leave provided by law or the action of the District, the employee shall endorse to the District wage loss benefit checks received under the workers' compensation laws of this state. The District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this procedure.

When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person, if not placed in another position, shall be placed on a reemployment list for a period of 39 months. When available, during the 39-month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the **Governing Board** authorizes travel outside the state.

An employee who has been placed on a reemployment list, as provided above, who has been medically released for return to duty and who fails to accept an appropriate assignment, shall be dismissed.

❖ **From current Palomar Policy 156.34 titled Industrial Accident or Illness Leave**

~~In conformity with Section 87787 of the Education Code, the following regulations for industrial accident or illness leaves of absence for academic employees have been adopted:~~

- ~~A. Allowable leave shall be for not less than sixty (60) days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same accident.~~
- ~~B. Allowable leave shall not be accumulated from year to year.~~
- ~~C. Industrial accident or illness leave shall commence on the first day of absence.~~
- ~~D. When an academic employee is absent from his/her duties on account of an industrial accident or illness, the employee shall be paid such portion of the salary due him/her for any month in which the absence occurs as, when added to his/her temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, will result in a payment to him/her of not more than his/her full salary.~~
- ~~E. Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.~~
- ~~F. When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.~~
- ~~G. Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Sections 87780, 87781, and 87786, and for the purposes of each of these sections his/her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the employee continues to receive temporary disability indemnity, he/she may elect to take as much of his/her accumulated sick leave which, when added to his/her temporary disability indemnity, will result in a payment to the employee of not more than his/her full salary.~~
- ~~H. During any paid leave of absence, the employee may endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness. The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by such warrants.~~
- ~~I. Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the state.~~

~~EC 87765, 87787~~

Office of Primary Responsibility: **Human Resource Services**

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**NOTE:** This procedure is **legally required**. The language in **red type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure. The information in **black ink** is current Palomar Policy 156.34 titled Industrial Accident or Illness Leave with no adoption date. The language in **green ink** reflects revisions/additions made by Human Resource Services. This procedure was reviewed on October 17, 2008 by the Policy and Procedure Task Force.

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**Date Approved:**

(Replaces current Palomar Policy 156.34)

Human Resources  
**DRAFT as of 10/17/08**

**AP 7344      NOTIFYING DISTRICT OF ILLNESS**

**Reference:**

Education Code Section 88191

Procedures for notification of employee illness are delineated in the applicable collective bargaining agreement or employee handbook.

Office of Primary Responsibility: Human Resource Services

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**NOTE:** The language in **red ink** is recommended by the Community College League and the legal firm of Liebert Cassidy Whitmore. This procedure is **suggested as good practice**. The information in **blue type** is additional language to consider including in this procedure. This procedure was reviewed on October 17, 2008 by the Policy and Procedure Task Force.

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**Date Approved:**

(This is a new procedure recommended by the  
CC League and the League's legal counsel)

**AP 7346      EMPLOYEES CALLED TO MILITARY DUTY**

**References:**

Military and Veteran's Code Sections 389 et seq.;  
Education Code Sections 87018, 87700, 87832, and 88116;  
Government Code Sections 19775 et seq.;  
38 U.S. Code Sections 4301 et seq.

The following applies to any District employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

**Leave**

Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

**Salary**

Any District employee called to active duty who has been in the service of the District for at least one year will continue to receive his or her salary for the first 30 calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first 30 calendar days of active service regardless of length of service with the District.

In addition, the District may provide for not more than 180 calendar days as part of the employee's compensation all of the following:

- The difference between the amount of his or her military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty.
- All benefits that he or she would have received had he or she not been called to active military duty unless the benefits are prohibited or limited by vendor contracts.

Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit.

**Health Benefits**

An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than 30 days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of 18 months.

Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.

### **Vacation and Sick Leave**

Employees on military leave accrue any benefits the District provides to other employees, e.g. if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the District for at least one year shall continue to accrue vacation, sick leave, and holiday privileges up to a maximum period of 180 days.

### **Reinstatement**

An employee on active duty military leave shall be entitled to return to the position held by him or her at the time of his or her entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

In the case of a contract academic employee, absence on military leave shall not count as part of the service required for the acquisition of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the District for more than one year, but had not yet become a regular academic employee of the District, he or she is entitled to return to the position for the period of time his or her contract of employment had to run at the time he or she entered military service.

In the case of an academic employee, absence on military leave shall not be construed as a break in the continuity of service.

In the case of a classified employee, absence on military leave shall not be construed as a break in the continuity of service.

Office of Primary Responsibility: **Human Resource Services**

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**NOTE:** This procedure is **legally advised**. The language in **red type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made by Human Resource Services. This procedure was reviewed on September 12, 2008 and October 17, 2008 by the Policy and Procedure Task Force.

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### **Date Approved:**

(This is a new procedure recommended by the CC League and the League's legal counsel)

Human Resources  
**DRAFT as of 10/17/08**

**AP 7375 TAX-SHELTERED ANNUITIES/DEFFERED COMPENSATION PROGRAMS**

**Reference:**

No reference

- ❖ **From current Palomar Policy 528.2 title Tax-Sheltered Annuity Program (87-12287, 96-18068)**

With the exception of student workers employees and employees whose contributions would not exceed \$200 per year and subject to applicable collective bargaining agreements or employee handbooks, the District authorizes the participation of District employees in tax-sheltered annuities and deferred compensation programs. Detailed information regarding investment options and associated enrollment forms are available online via the Human Resource Services website.

Also see BP 7130 titled Compensation and BP 7385 titled Salary Deductions

Office of Primary Responsibility: Human Resource Services

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**NOTE:** The wording in **blue ink** is additional language to consider including in this policy. The information in **black ink** is current Palomar Policy 528.2 titled Tax-Sheltered Annuity Program dated 3-8-88 and revised on 1-14-97. The language in **green ink** reflects revisions/additions made by Human Resource Services. This procedure was reviewed on October 17, 2008 by the Policy and Procedure Task Force.

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**Date Adopted:**

(This is Palomar Policy 528.2 just re-numbered)

**AP 7500 VOLUNTEERS AND INTERNS**

**References:**

Education Code Sections 72401, 87009-87011, 87405, 88023 and 88249;  
Government Code Section 3119.5;  
Labor Code Section 3364.5

**Purpose and Scope**

The purpose of this procedure is to outline the District practice involving volunteers and interns. Each volunteer/intern is subject to the screening process set forth below, with the following exceptions:

- Volunteers/interns serving in single day District events and
- Individuals serving as volunteers/interns in the Associated Student Government (ASG) officer positions at the District. ASG officers are not entitled to defense and indemnity by the District.

The Chief Human Resources Officer or designee may authorize suspension of the screening process when he/she believes that this process is not necessary for the volunteers/interns serving in the particular event.

**General**

The District may enter into agreements with outside organizations to provide volunteers/interns to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the District from liability in connection with the volunteer's/intern's services.

Volunteers/interns serve the District in an "at will" capacity. The District may terminate a volunteer's/intern's services for any reason or no reason at all.

Pursuant to Government Code Section 3119.5, no person aged 60 years or older may be excluded from volunteer/intern service if the person is physically, mentally, and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations, or the technical standards that govern his/her area of volunteer/intern responsibility.

Volunteers/interns may not be used in lieu of classified employees. The District may not refuse to employ a person in a vacant classified position and use volunteers/interns instead, nor may it abolish any classified positions and use volunteers/interns instead.

**Screening**

The District shall use a written application form that requires, at a minimum, the volunteer's/intern's name, address, phone number, and history of convictions.

A volunteer's/intern's service record shall be maintained by the District.

Subject to the limitations of this procedure, employees assigned to other positions within the District may serve as volunteers/interns during off-hours.

Fingerprints of each volunteer/intern may be required (see AP 7337 titled Fingerprinting) for the purpose of running a criminal background check.

No person may serve as a volunteer/intern in the District if:

- He/she has been convicted of or if he/she has charges pending which pertains to any sex offense (as defined in Education Code Section 87010), or controlled substance offense (as defined in Education Code Section 87011)
- He/she has been convicted of a crime and the Chief Human Resources Officer or designee determines that: the nature of the crime is too serious to serve as a volunteer/intern; the crime was too recent; and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer/intern
- He/she has a health condition that would preclude him/her from satisfactorily performing essential duties of the position and/or
- He/she makes a false statement or omits a statement as to any material fact on the application form

### **Expenses**

Persons serving without pay as volunteers/interns may receive reimbursement for incidental expenses.

### **Benefits**

Volunteers/interns are employees of the District only for the purpose of worker's compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the District. With the exception of worker's compensation (Education Code Section 72401), volunteers/interns shall serve without any type of compensation or any other benefits granted to District employees. Volunteers/interns shall not be entitled to defense and indemnity from the District.

Office of Primary Responsibility: Human Resource Services

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**NOTE:** *This procedure is **legally advised**. The language in **red type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made by Human Resource Services. This procedure was reviewed on October 17, 2008 by the Policy and Procedure Task Force.*

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### **Date Approved:**

*(This is a new procedure recommended by the CC League and the League's legal counsel)*

Human Resources  
DRAFT as of 10/17/08

BP 7230 CLASSIFIED EMPLOYEES

References:

Education Code Sections 88003, 88004, 88009, and 88013

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service. Procedures specific to classified employees are delineated in the applicable collective bargaining agreement or employee handbook.

The classified service does not include:

- Substitute employees
- Short-term employees who are employed and paid for less than 75 percent of the fiscal year
- Professional experts employed on a temporary basis for a specific project, regardless of length of employment
- Interns, full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District

The Governing Board shall fix and prescribe the duties of the members of the classified service. (See BP 7110 titled Delegation of Authority)

The Superintendent/President shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be one year.

See AP 7235 titled Probationary Period: Classified Employed

Office of Primary Responsibility: Human Resource Services

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**NOTE:** This policy is **legally required/legally advised**. The language in **red type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this policy. The language in **green ink** reflects revisions/additions made by Human Resource Services. This policy was reviewed on October 17, 2008 by the Policy and Procedure Task Force.

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**Date Adopted:**

(This is a new policy recommended by the CC League and the League's legal counsel)

Human Resources  
DRAFT as of 10/17/08

BP 7260 CLASSIFIED ADMINISTRATORS AND SUPERVISORS

References:

Education Code Sections 72411 and 87002 (b) and (c);  
Government Code Sections 3540.1(g) and (m)

Classified administrators are administrators who are not employed as educational administrators and who, regardless of job description, have significant responsibilities for formulating District policies or administering District programs other than the instructional or student services programs of the District.

Classified supervisors are supervisors of classified employees not employed in academic positions.

Classified administrators and supervisors, regardless of job description, have authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other classified employees, or have the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Refer to the appropriate employee handbook for additional details regarding classified administrators and supervisors.

Office of Primary Responsibility: Human Resource Services

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**NOTE:** This policy is **legally required**. The language in **red type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this policy. The language in **green ink** reflects revisions/additions made by Human Resource Services. This policy was reviewed on October 17, 2008 by the Policy and Procedure Task Force.

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**Date Adopted:**

(This is a new policy recommended by the CC  
League and the League's legal counsel)

Human Resources  
DRAFT as of 10/17/08

BP 7270 STUDENT WORKERS

**References:**

Education Code Sections 69960(f) and 88003

The District shall provide employment opportunities for its students through various local, state, and federally funded programs.

Office of Primary Responsibility: Human Resource Services

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**NOTE:** This policy is **suggested as good practice**. The language in **red type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this policy. The language in **green ink** reflects additions made by Human Resource Services. This policy was reviewed on October 17, 2008 by the Policy and Procedure Task Force.

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**Date Adopted:**

(This is a new policy recommended by Human Resource Services)

Human Resources  
DRAFT as of 10/17/08

BP 7335 HEALTH EXAMINATIONS

References:

42 U.S. Code Section 12112;  
29 Code of Federal Regulations Part 1630;  
Government Code Section 12940

The District may require medical examinations of candidates for appropriate positions, after a conditional offer of employment has been extended and prior to assuming the duties of the position. Such pre-employment medical examinations shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate will be required to participate in such an examination solely on the basis of the candidate's age or disability.

The Governing Board authorizes the Superintendent/President or designee to require any employee to undergo a physical or mental examination at any time it appears to be in the District's interest to obtain verification of an employee's fitness for duty and where such a fitness for duty exam is job related and consistent with business necessity. Such medical examinations will be at the District's expense and will be conducted by a physician chosen by the District, subject to provisions in applicable collective bargaining agreements or employee handbooks.

Office of Primary Responsibility: Human Resource Services

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**NOTE:** This policy is **legally advised**. The language in **red type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this policy. There does not appear to be a current policy that addresses this issue. The language in **green ink** reflects revisions/additions made by Human Resource Services. This policy was reviewed on October 17, 2008 by the Policy and Procedure Task Force.

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**Date Adopted:**

(This is a new policy recommended by the CC League and the League's legal counsel)

Human Resources  
DRAFT as of 10/17/08

## BP 7340 LEAVES

References:

Education Code Sections 87763 et seq., 88190 et seq., and cites below

The Superintendent/President shall establish procedures for employee leaves as authorized by law, by collective bargaining agreements, and by employee handbooks. Such leaves shall include, but are not limited to:

- illness leaves for all classes of permanent employees
- vacation leave for members of the classified service, confidentials, administrators, supervisors, and managers
- leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated (Education Code Sections 87768.5 and 88210)
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701)
- family medical leave and pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945; See BP 7347 titled Family Medical Leave)
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207)
- industrial accident leave (See BP/AP 7343 titled Industrial Accidents and Illness)
- bereavement leave
- jury service or appearance as a witness in court (Education Code Sections 87036 and 87037)
- military service (Education Code Section 87700)
- sabbatical leaves and
- load bank leaves (Education Code Section 87790)

Vacation leave for members of the classified bargaining unit, confidential and supervisory team employees (CAST), and educational and classified administrators shall not accumulate beyond two times the annual leave accrual. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Governing Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Office of Primary Responsibility: Human Resource Services

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**NOTE:** This policy is **legally required**. The language in **red type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this policy. The language in **green ink** reflects revisions/additions made by Human Resource Services. This policy was reviewed on October 17, 2008 by the Policy and Procedure Task Force.

**Date Adopted:**

*(this is a new policy recommended by the CC League and the League's legal counsel)*

Human Resources  
DRAFT as of 10/17/08

BP 7385      SALARY DEDUCTIONS

References:

Education Code Sections 87040, 87833, 87834, and 88167

An employee may request reduction of his or her salary in any amount for any or all of the following purposes:

- participation in a tax-sheltered annuity and/or deferred compensation program
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them
- paying rates, dues, and/or fees
- other periodic charges on any hospital service contract and/or
- any voluntary deductions

The request provided for above shall be revocable by the employee.

Without charge to the employee, the District shall reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying his or her membership dues in any local, statewide, or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

Office of Primary Responsibility: Human Resource Services

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**NOTE:** This policy is **legally required**. The language in **red type** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this policy. The language in **green ink** reflects revisions/additions made by Human Resource Services. There does not appear to be a current policy that addresses this issue. This policy was reviewed on October 17, 2008 by the Policy and Procedure Task Force.

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**Date Adopted:**

(This is a new policy recommended by the CC League and the League's legal counsel)

## July 2007 – June 2008

Palomar Community College District August 14, 2007  
Governing Board Agenda Page 4

### 1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2006-2007 fiscal year budget:

Re-Encumbered		
Purchase Orders	0740817 through 0740980	\$ 741,614.32
Advertising/Increases	0760111 through 0760161	\$ 238,452.55
Agreement/Services	0770690 through 0770862	\$ 1,407,546.93
Repairs	0775086 through 0775089	\$ 1,529.26
Agreement/Annual	0780177 through 0780178	\$ 32,077.64
Bond Money	M07010000 through M07010004	\$ 535,208.78
Procurement Card Time Period: 05/23/06 – 06/22/07		\$ 246,455.96
Time Period: 06/23/06 – 07/22/07	\$ 179,074.97	
		<b>\$ 3,381,960.41</b>

Palomar Community College District September 11, 2007  
Governing Board Agenda Page 5

### 1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2007-2008 fiscal year budget:

Re-Encumbered		
Purchase Orders	0840000 through 0840113	\$ 844,955.48
Advertising/Increases	0860000 through 0860009	\$ 19,734.01
Employment Ads	0865000 through 0865000	\$ 50,000.00
Agreement/Services	0870000 through 0870224	\$ 3,879,051.13
Repairs	0875000 through 0875019	\$ 31,693.67
Agreement/Annual	0880000 through 0880103	\$ 260,714.13
Utilities	0895000 through 0895026	\$ 2,006,263.00
Library Orders	0825000 through 0825004	\$ 38,622.81
Bond Money	M08010000 through M08010001	\$ 71,859.03
Bond Money	M08010003 through M08010006	\$ 480,621.55
Procurement Card Time Period: 07/2/07 – 08/22/07		\$ 193,894.48
		<b>\$ 7,877,409.29</b>

Palomar Community College District October 9, 2007  
Governing Board Agenda Page 4

### 1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2007-2008 fiscal year budget:

Purchase Orders	0840114 through 0840163	\$ 199,499.52
Advertising/Increases	0860010 through 0860012	\$ 3,920.90
Employment Ads	0865001 through 0865005	\$ 5,926.03
Agreement/Services	0870225 through 0870297	\$ 647,184.65
Repairs	0875020 through 0875027	\$ 14,825.96
Agreement/Annual	0880104 through 0880142	\$ 144,528.57
Bond Money	M08010007 through M08010008	\$ 5,851.40
Procurement Card Time Period: 08/23/07 – 09/22/07		\$ 267,342.54
		<b>\$ 1,289,079.57</b>

EXHIBIT J-1

**1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2007-2008 fiscal year budget:

Re-Encumbered		
Purchase Orders	0840164 through 0840180	\$ 62,583.49
Advertising/Increases	0860013 through 0860019	\$ 80,481.51
Agreement/Services	0870298 through 0870300	\$ 10,796.00
Repairs	0875028 through 0875034	\$ 8,145.09
Agreement/Annual	0880143 through 0880151	\$ 36,151.35
Utilities	0895027 through 0895027	\$ 5,172.00
Bond Money	M08010009 through M08010014	\$ 967,531.70
Procurement Card Time Period: 09/23/07 – 10/22/07		\$ 180,197.17
		<b>\$ 1,351,058.31</b>

Palomar Community College District January 8, 2008  
Governing Board Agenda Page 10

**12. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2007-2008 fiscal year budget:

Re-Encumbered		
Purchase Orders	0840181 through 0840202	\$ 132,066.72
Advertising/Increases	0860020 through 0860029	\$ 27,462.33
Employment Ads	0865006 through 0865006	\$ 925.88
Repairs	0875035 through 0875041	\$ 18,001.71
Agreement/Annual	0880152 through 0880162	\$ 21,387.33
Bond Money	M08010015 through M08010015	\$ 1,932.09
Procurement Card Time Period: 10/23/07 – 11/22/07		\$ 168,560.07
		<b>\$ 370,336.13</b>

Palomar Community College District February 19, 2008  
Governing Board Agenda Page 4

**1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR THE PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves all purchase 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 hereby reviewed and approved for the following. All purchases listed herein are made against the 2007-2008 fiscal year budget:

Re-Encumbered		
Purchase Orders	0840203 through 0840322	484,275.39
Advertising/Increases	0860030 through 0860045	\$ 94,489.06
Agreement/Services	0870301 through 0870502	\$ 1,883,610.20
Repairs	0875042 through 0875051	\$ 22,318.93
Agreement/Annual	0880163 through 0880172	\$ 26,952.14
Bond Money	M08010016 through M08010057	\$ 1,218,380.07
Procurement Card Time Period: 11/23/07 – 12/22/07		\$ 167,360.70
Time Period: 12/23/07 – 01/22/08		\$ 120,876.60
		<b>\$ 4,018,263.09</b>

EXHIBIT J-1

**1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2007-2008 fiscal year budget:

Purchase Orders	0840323 through 0840372	\$ 150,822.33
Advertising/Increases	0860046 through 0860056	\$ 38,452.68
Agreement/Services	0870503 through 0870588	\$ 992,027.45
Repairs	0875052 through 0875057	\$ 6,667.28
Agreement/Annual	0880173 through 0880175	\$ 1,055.99
Bond Money	M08010058 through M08010075	\$ 1,376,764.33
Procurement Card Time Period: 01/23/07 – 02/22/08		\$ 239,401.80
		<b>\$ 2,805,191.86</b>

**EXHIBIT J-1**

**1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2007-2008 fiscal year budget:

FY 2007 PO's	0800000 through 0800000	\$ 11,970.50
Purchase Orders	0840373 through 0840479	\$ 434,833.01
Advertising/Increases	0860057 through 0860073	\$ 187,107.32
Agreement/Services	0870589 through 0870717	\$ 465,868.00
Repairs	0875058 through 0875071	\$ 9,457.91
Agreement/Annual	0880176 through 0880183	\$ 11,661.30
Bond Money	M08010076 through M08010098	\$ 1,576,680.15
Procurement Card Time Period 02/23/07 – 03/22/08		\$ 214,875.38
Time Period 03/23/07 – 04/22/08	\$ 163,047.74	
		<b>\$ 3,075,501.31</b>

**EXHIBIT J-1**

**1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2007-2008 fiscal year budget:

Purchase Orders	0840480 through 0840487	\$ 29,969.12
Advertising/Increases	0860074 through 0860100	\$ 670,957.41
Agreement/Services	0870718 through 0870734	\$ 81,214.15
Repairs	0875072 through 0875072	\$ 50.00
Agreement/Annual	0880184 through 0880193	\$ 4,935.01
Utilities	0895028 through 0895029	\$ 118,500.00
Bond Money	M08010099 through M08010127	\$ 2,482,470.05
Procurement Card Time Period: 04/23/08 – 05/22/08		\$ 233,919.03
		<b>\$ 3,622,014.77</b>

**EXHIBIT J-1**



## July 2002 – June 2003

Palomar Community College District July 9, 2002  
Governing Board Agenda Page 15

### 24. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

The Governing Board hereby reviews and approves all **purchase transactions and contracts** entered into on behalf of the Palomar Community College District as detailed on **Exhibit H-24**. All purchases listed are made against the 2001–2002 fiscal year budget.

Purchase Orders	0240897 through 0241111	\$ 468,170.76
Travel	0250179 through 0250185	\$ 1,400.50
Advertising/Increases	0260169 through 0260192	\$ 56,243.15
Employment Ads	0265012 through 0265017	\$ 3,526.69
Agreement/Services	0270614 through 0270734	\$ 842,629.29
Repairs	0275115 through 0275120	\$ 1,887.13
Agreement/Annual	0280178 through 0280178	\$ 37.15
Utilities	0295083 through 0295084	\$ 655.61
Total		\$1,374,550.28

Palomar Community College District August 13, 2002  
Governing Board Agenda Page 15

### 28. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

The Governing Board hereby reviews and approves all **purchase transactions and contracts** entered into on behalf of the Palomar Community College District for the prior sixty days as detailed on the information spreadsheet attached. All purchases listed are made against the 2002–2003 fiscal year budget. **Exhibit H-28**

Re-Encumbered			
FY 2002 PO's	0300000	through 0300019	\$ 101,038.86
Purchase Orders	0340000	through 0340030	\$ 143,120.84
Travel	0350000	through 0350017	\$ 7,792.50
Advertising/Increases	0360000	through 0360003	\$ 1,515.64
Employment Ads	0365000	through 0365001	\$ 20,000.00
Agreement/Services	0370000	through 0370062	\$ 709,854.44
Repairs	0375000	through 0375014	\$ 67,332.57
Agreement/Annual	0380000	through 0380043	\$ 63,517.18
Utilities	0395000	through 0395023	\$1,329,713.92
Film Bookings	0320000	through 0320000	\$ 22.40
Procurement Card Time Period: 05/23-02 - 06/22/02			\$ 61,905.66
Time Period: 06/23/02 - 07/22/02			\$ 104,840.94
Total			\$2,610,654.95

Palomar Community College District September 10, 2002  
Governing Board Agenda Page 4

### 6. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

The Governing Board hereby reviews and approves all **purchase transactions and contracts** entered into on behalf of the Palomar Community College District, as detailed on information spreadsheet **Exhibit H-6**. All purchases listed are made against the 2002–2003 fiscal year budget.

Re-Encumbered			
FY 2002 PO's	0300020	through 0300036	\$ 46,790.33
Purchase Orders	0340031	through 0340102	\$ 192,413.71
Travel	0350018	through 0350028	\$ 3,756.00
Advertising/Increases	0360004	through 0360005	\$ 1,153.00
Agreement/Services	0370063	through 0370110	\$ 654,223.18
Repairs	0375015	through 0375027	\$ 160,732.90
Agreement/Annual	0380044	through 0380086	\$ 364,949.92
Utilities	0395024	through 0395023	\$ 97,297.44
Procurement Card Time Period: 07/23/02 – 08/22/02			\$ 161,596.53
Total			\$1,682,913.01

Palomar Community College District October 8, 2002  
Governing Board Agenda Page 4

### 3. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

The Governing Board hereby reviews and approves all purchase transactions and contracts entered into on behalf of the Palomar Community College District, as detailed on information spreadsheet Exhibit H-3. All purchases listed are made against the 2002-2003 fiscal year budget.

Re-Encumbered			
FY 2002 PO's	0300037	through 0300040	\$ 229,128.08
Purchase Orders	0340103	through 0340150	\$ 173,167.73
Travel	0350029	through 0350038	\$ 2,613.00
Advertising/Increases	0360006	through 0360009	\$ 202,952.82
Employment Ads	0365002	through 0365004	\$ 774.97
Agreement/Services	0370111	through 0370226	\$1,049,617.45
Repairs	0375028	through 0375043	\$ 15,637.15
Agreement/Annual	0380087	through 0380097	\$ 18,075.36
Utilities	0395038	through 0395083	\$ 265,436.86
Procurement Card Time Period: 08/23/02 – 09/22/02			\$ 129,369.23
Total			\$2,086,772.65

Palomar Community College District November 12, 2002  
Governing Board Agenda Page 3

### 2. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

The Governing Board hereby reviews and approves all **purchase transactions and contracts** entered into on behalf of the Palomar Community College District as detailed on Exhibit H-2. All purchases listed are made against the 2002-2003 fiscal year budget

Re-Encumbered			
FY 2002 PO's	0300041	through 0300044	\$ 286,590.43
Purchase Orders	0340151	through 0340241	\$ 341,182.19
Travel	0350039	through 0350061	\$ 7,184.50
Advertising/Increases	0360010	through 0360018	\$ 53,480.21
Employment Ads	0365005	through 0365009	\$ 1,396.32
Agreement/Services	0370227	through 0370277	\$ 387,700.71
Repairs	0375044	through 0375057	\$ 19,190.74
Agreement/Annual	0380098	through 0380161	\$ 183,471.47
Utilities	0395084	through 0395087	\$ 949.88
Procurement Card Time Period: 09/23/02 – 10/22/02			\$ 122,559.46
Total			\$1,403,705.91

Palomar Community College District January 14, 2003  
Governing Board Agenda Page 4

### 3. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

The Governing Board hereby reviews and approves all **purchase transactions and contracts** entered into on behalf of the Palomar Community College District during the past 60 days, as detailed on Exhibit H-3. All purchases listed herein are made against the 2002-2003 fiscal year budget.

Re-Encumbered			
FY 2002 PO's	0300045	through 0300045	\$ 102.77
Purchase Orders	0340242	through 0340356	\$ 428,851.20
Travel	0350062	through 0350062	\$ 357.00
Advertising/Increases	0360019	through 0360033	\$ 24,601.68
Employment Ads	0365010	through 0365012	\$ 2,644.62
Agreement/Services	0370278	through 0370382	\$1,223,687.90
Repairs	0375058	through 0375081	\$ 213,089.79
Agreement/Annual	0380162	through 0380164	\$ 1,721.49
Utilities	0395088	through 0395091	\$ 501,356.40
Procurement Card Time Period: 10/23/02 - 11/22/02			\$ 129,159.03
Time Period: 11/23/02 - 12/22/02			\$ 101,946.27
<b>TOTAL</b>			<b>2,627,516.15</b>

\$2,627,518.15

Palomar Community College District February 11, 2003  
Governing Board Agenda Page 4

**7. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR 60 DAYS**

The Governing Board hereby reviews and approves all **purchase transactions and contracts** entered into on behalf of the Palomar Community College District for the past 60 days as detailed on **Exhibit H-7**. All purchases listed herein are made against the 2002-2003 fiscal year budget.

Purchase Orders	0340357	through 0340460	\$ 490,022.55
Travel	0350063	through 0350096	\$ 11,575.22
Advertising/Increases	0360034	through 0360039	\$ 135,862.80
Agreement/Services	0370383	through 0370438	\$ 263,201.05
Repairs	0375082	through 0375090	\$ 18,577.56
Utilities	0395092	through 0395093	\$ 953.80
Procurement Card Time Period: 12/23/02 - 01/22/03			\$ 88,607.10
			<b>\$1,008,800.08</b>

Palomar Community College District March 11, 2003  
Governing Board Agenda Page 3

**1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves all purchase transactions and contracts entered into on behalf of the Palomar Community College District, as detailed on **Exhibit H-1**. All purchases listed are made against the 2002-2003 fiscal year budget.

Purchase Orders	0340461	through 0340517	\$ 100,683.85
Travel	0350097	through 0350110	\$ 3,721.64
Advertising/Increases	0360040	through 0360055	\$ 19,728.85
Employment Ads	0365013	through 0365014	\$ 1,484.55
Agreement/Services	0370439	through 0370470	\$ 131,781.32
Repairs	0375091	through 0375098	\$ 4,085.26
Agreement/Annual	0380165	through 0380171	\$ 2,149.72
Procurement Card Time Period: 01/23/03 - 02/22/03			\$ 103,836.93
TOTAL			<b>\$ 367,472.12</b>

Palomar Community College District April 8, 2003  
Governing Board Agenda Page 3

**1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2002-2003 fiscal year budget.

Purchase Orders	0340518	through 0340566	\$ 84,850.80
Travel	0350111	through 0350114	\$ 1,527.99
Advertising/Increases	0360056	through 0360069	\$ 14,426.66
Agreement/Services	0370471	through 0370511	\$ 212,216.72
Repairs	0375099	through 0375101	\$ 7,464.12
Agreement/Annual	0380172	through 0380172	\$ 171.32
Utilities	0395094	through 0395096	\$ 2,634.85
Procurement Card Time Period: 02/23/03 - 03/22/03			\$ 96,663.29
Total			<b>\$ 419,955.75</b>

Palomar Community College District May 13, 2003  
Governing Board Agenda Page 3

**1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2002-2003 fiscal year budget.

Purchase Orders	0340567	through 0340636	\$ 482,802.95
Travel	0350115	through 0350119	\$ 976.00
Advertising/Increases	0360070	through 0360083	\$ 109,986.29
Employment Ads	0365015	through 0365018	\$ 6,483.70
Agreement/Services	0370512	through 0370547	\$ 156,605.30
Repairs	0375102	through 0375109	\$ 2,687.46
Procurement Card Time Period:	03/23/03 - 04/22/03		\$ 69,986.17
Total			\$ 829,527.87

Palomar Community College District June 10, 2003  
Governing Board Agenda Page 3

**1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2002-2003 fiscal year budget.

Purchase Orders	0340637	through 0340713	\$ 213,869.52
Travel	0350120	through 0350123	\$ 1,059.50
Advertising/Increases	0360084	through 0360093	\$ 19,909.06
Agreement/Services	0370548	through 0370600	\$ 229,068.24
Repairs	0375110	through 0375119	\$ 6,698.92
Utilities	0395097	through 0395097	\$ 650.00
Procurement Card Time Period:	04/23/03 - 05/22/03		\$ 97,839.26
Total			\$ 569,094.50

# Purchase Order

PALOMAR COMMUNITY COLLEGE DISTRICT  
1140 WEST MISSION ROAD  
SAN MARCOS CA 92069-1487

Purchase Order 0870385	Date 11/01/2007	Revision	Page 1
Payment Terms NET 30	Freight Terms DESTINATION	Ship Via Common	
Buyer Bonner, Linda			

Vendor: 0000021968

Ship To: SEE SCHEDULE BELOW

MCCAILL GROUP,THE  
DBA: TROOP TRANSITION INTERNATIONAL  
2386 FARADAY AVE STE #110  
CARLSBAD CA 92008

Bill To: PALOMAR COMMUNITY COLLEGE DISTRICT  
ACCOUNTS PAYABLE  
1140 WEST MISSION ROAD  
SAN MARCOS CA 92069

Tax Exempt? N Tax Exempt ID:

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	ENCUMBRANCE OF FUNDS FOR TUITION ASSISTANCE APPLICANTS FOR TROOPS TO TRUCKERS FROM OCTOBER 12, 2007 - JUNE 30, 2008 PER EDUCATIONAL SERVICES AGREEMENT CE0908291 SIGNED BY KEN JAY ON 09-20-07 (PER ATTACHED COPY). (1 LOT = \$600,000.00 TOTAL)	1.00	LOT	600,000.00	600,000.00	09/20/2007

Item Total 600,000.00

===== DISTRICT WAREHOUSE INFORMATION ONLY =====  
AGREEMENT / WORKFORCE & COMM. DEV.  
=====

Total PO Amount 600,000.00

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Kenneth Jay**  
Director of Business Services

# Purchase Order

10

PALOMAR COMMUNITY COLLEGE DISTRICT  
40 WEST MISSION ROAD  
SAN MARCOS CA 92069-1487

Purchase Order 0860097	Date 04/24/2008	Revision 1 - 04/28/2008	Page 1
Payment Terms NET 30	Freight Terms DESTINATION	Ship Via Common	
Buyer Berry, Phyllis			

Vendor: 0000021968

Ship To: SEE SCHEDULE BELOW

MCCA HILL GROUP, THE  
DBA: TROOP TRANSITION INTERNATIONAL  
2386 FARADAY AVE STE #110  
CARLSBAD CA 92008

Bill To: PALOMAR COMMUNITY COLLEGE DISTRICT  
ACCOUNTS PAYABLE  
1140 WEST MISSION ROAD  
SAN MARCOS CA 92069

Tax Exempt? N Tax Exempt ID:

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	ENCUMBRANCE OF FUNDS TO INCREASE ORIGINAL PO #0870385 FOR TUITION ASSISTANCE APPLICANTS FOR TROOPS TRANSITION FROM 04/28/2008 THROUGH 06/20/2008 PER EDUCATIONAL SERVICES AGREEMENT CE0908291, CE028306, C30208304 AND CE0808285.	1.00 LOT	405,000.00	405,000.00	04/28/2008

LOT = 4/28/2008 THOROUGH 06/30/2008; \$405,000.00

Item Total 405,000.00

REFERENCE THE ORDER ABOVE AND FURNISH ON TERMS SPECIFIED HEREIN. GENERAL PROVISIONS ARE ATTACHED AND  
ARE AN INTEGRAL PART OF THIS ORDER.

INCREASE ORIGINAL PO #0870385

WAREHOUSE INFORMATION ONLY: SERVICES / WORKFORCE & COMM. DEV.

Total PO Amount 405,000.00

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Kenneth Jay**  
Director of Business Services



# Purchase Orders - Board Report

PO Range: 0860074 to 0860100

Page No. 1

Run Time 12:16:54 PM

Run Date May/29/2008

PO #	Status	Date	Vendor Name	Board Descr	Department	Amount
0860074	D	04/08/08	ARAMARK SERVICES	SUPPLIES	CHILD DEVELOP SVCS CENTE	4,000 00
0860075	D	04/10/08	KONICA MINOLTA BUSINESS SOLUTIONS USA	AGRMT	PRINTING SERVICES	474 10
0860076	D	04/09/08	SHARP ELECTRONICS CORPORATION	AGRMT	PRINTING SERVICES	948 20
0860077	D	04/08/08	VALLECITOS WATER DISTRICT	UTILITIES	FACILITIES DEPARTMENT	65,000 00
0860078	C	04/09/08	NORTH COUNTY TIMES	ADVTSG	PERFORMING ART DEPARTMNT	419 80
0860079	D	04/14/08	CITY OF ESCONDIDO	UTILITIES	ESCONDIDO CENTER	3,500 00
0860080	D	04/14/08	JOBELEPHANT COM INC	ADVTSG	OFFICE, VP HUMAN RESRCSVC	20 000 00
0860081	D	04/14/08	AIRGAS WEST	AGRMT	CHEMISTRY	1 426 84
0860082	D	04/15/08	MCCAHL GROUP, THE	SERVICES	WORKFORCE	65,000 00
0860083	D	04/15/08	CONSTELLATION NEWENERGY INC	UTILITIES	FACILITIES DEPARTMENT	95,904 09
0860084	D	04/16/08	ARROWHEAD WATER	UTILITIES	PAYROLL SERVICES	60 00
0860085	C	04/17/08	DELL COMPUTER CORPORATION	AGRMT	PRINTING SERVICES	0 00
0860086	D	04/17/08	SHARP ELECTRONICS CORPORATION	AGRMT	PRINTING SERVICES	592 63
0860087	D	04/17/08	SHARP ELECTRONICS CORPORATION	AGRMT	PRINTING SERVICES	63 57
0860088	D	04/17/08	SHARP ELECTRONICS CORPORATION	AGRMT	PRINTING SERVICES	948 20
0860089	D	04/17/08	KONICA MINOLTA BUSINESS SOLUTIONS USA	AGRMT	PRINTING SERVICES	98 05
0860090	D	04/17/08	KONICA MINOLTA BUSINESS SOLUTIONS USA	AGRMT	PRINTING SERVICES	106 67
0860091	D	04/22/08	ARROWHEAD WATER	AGRMT	OFFICE, VP ADMINISTRATIV	30 00
0860092	D	04/21/08	CI INC	SERVICES	GEAR UP	780 00
0860093	D	04/22/08	FEDERAL EXPRESS CORP	POSTAGE	MAIL SERVICES	3,000 00
0860094	D	04/23/08	KONICA MINOLTA BUSINESS SOLUTIONS USA	AGRMT	PRINTING SERVICES	189 10
0860095	D	04/25/08	NORTH COUNTY TIMES	ADVTSG	PERFORMING ART DEPARTMNT	584 16
0860096	D	04/25/08	SAN DIEGO UNION TRIBUNE, THE	ADVTSG	PERFORMING ART DEPARTMNT	572 00
0860097	D	04/24/08	MCCAHL GROUP, THE	SERVICES	WORKFORCE	405,000 00
0860098	C	04/25/08	THE TELESCOPE	ADVTSG	COUNSELING	260 00
0860099	D	04/30/08	AIRGAS WEST	SUPPLIES	WELDING	1,500 00
0860100	D	04/30/08	SAN DIEGO CLIPPING SERVICE	SERVICES	MARKETING COMMUNICATIONS	500 00
Total Purchase Orders: 27						\$670,957.41

End of Report

Crystal Report: P:\is\crwleng\PALPOBRD.rpt  
PS Query: PAL\_BRPT  
Process Definition: PAL\_BRPT

Status Key: D = Dispatched  
X = Cancelled

C with \$ Amount = Completed  
C with Zero Amount = Complete/Cancelled

## Large (over \$50,000) purchase orders from several exhibits

### 10/09/07 Purchase Orders over \$50,000 – No Prop M

P.O. #	Date	Name			Amount
0870233	08/20/07	Rutan & Tucker LLP	Services	Institutional	\$150,0000
0870237	08/21/07	Computerland of Silicon Valley	Licensing	Info Systems	\$63,434
0870277	09/10/07	Wells Fargo Insurance	Premium	Risk Mgmt	\$57,467

### 2/19/08 Purchase Orders over \$50,000 – No Prop M

P.O. #	Date	Name			Amount
0870364	10/17/07	Foundation for CA Community	Services	Ed. TV	\$138,271
0870377	10/30/07	Illuminate USA Inc.	Services	Ed. TV	\$50,000
0870385	11/01/07	The McCahill Group	Services	Workforce	\$600,000
0870449	12/03/07	Poway Academy of Hair Design	Services	ROP	\$192,000
0860031	12/06/07	Illuminate USA Inc.	Services	Ed. TV	\$70,000
0870313	9/18/07	Oracle USA Ind.	Agrmt	Info Sys.	\$56,398
0870314	9/18/07	Oracle USA Ind.	Agrmt	General Ledger	\$95,561
0870314	9/18/07	Oracle USA Ind.	Agrmt	Info Sys	\$95,561

### 6/10/08 Purchase Orders over \$50,000 – No Prop M

P.O. #	Date	Name			Amount
0860077	04/08/08	Vallecitos Water	Utilities	Facilities	\$65,000
0860082	4/15/08	The McCahill Group	Services	Workforce	\$65,000
0860083	4/15/08	Constellation NewEnergy	Utilities	Facilities	\$95,904
0860097	4/24/08	The McCahill Group	Services	Workforce	\$405,000
0895029	5/27/08	Constellation NewEnergy	Utilities	Facilities	\$110,500

Account 551300 - Independent Contractors			
FY 2007-08			
11/3/2008			
Name	Project	Vendor Amounts	Total
Fund 11 Unrestricted (without Designated)			
<b>Governing Board:</b>			
CCLC	0000000	1,458.33	
COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	0000000	7,617.83	
SCHOOL SERVICES OF CALIFORNIA	0000000	1,425.00	10,501.16
<b>President's Office:</b>			
CARPET CLUB INC	0000000	2,945.00	
CCLC	0000000	750.00	
COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	0000000	1,041.67	
RAYMOND ALLYN BUSINESS SUPPLY	0000000	1,564.00	
SCHOOL SERVICES OF CALIFORNIA	0000000	1,995.00	8,295.67
<b>Marketing:</b>			
DIGITAL CONVERGENCE PARTNERS INC	0000000	163.24	
SAN DIEGO CLIPPING SERVICE	0000000	1,130.35	1,293.59
<b>VP, Instruction:</b>			
SENSENI,PHYLLIS E	0000000	10,440.00	
VISTA LOCK & SAFE CO	0000000	275.00	10,715.00
<b>Educational Television:</b>			
SAN DIEGO STAGE & LIGHT SUPPLY	0000000	750.00	
TRANSCRIPTION COMPANY,THE	0000000	908.84	1,658.84
<b>Boehm Gallery:</b>			
BLUE,AARON J	0000000	3,850.00	
DAVIS,ROBERT ALLEN	0000000	1,975.00	
MEDIA CONCEPTS GROUP INC	0000000	1,918.20	
ST MARIE,JANICE	0000000	180.00	7,923.20
<b>Performing Arts:</b>			
OAKES,PHILIP	0000000		300.00
<b>Dance:</b>			
CONTRERAS,LYDIA	0000000	300.00	
DHILLON,DAVID	0000000	200.00	
KETTNER,SCOTT	0000000	250.00	
MORGAN,LLOYD	0000000	150.00	
NEMETH,ANGELIKA	0000000	250.00	
TAXER,MIKEL	0000000	150.00	1,300.00

<b>Music:</b>			
CHASE, ANN	0000000	200.00	
DRESSER, MARK	0000000	200.00	
GRIESGRABER, TOM A	0000000	200.00	
HELVEY, EMILY ERENYI	0000000	400.00	
HUBBARD, NATHAN	0000000	200.00	
JACOME, CHRIS BURTON	0000000	400.00	
JONG, SUNAH	0000000	200.00	
KARUSH, LARRY	0000000	300.00	
LOCKWOOD, STEVE N	0000000	200.00	
MCALLISTER, COLIN	0000000	200.00	
NEVIN, JEFF	0000000	200.00	
PRZYTULSKI, ROGER	0000000	200.00	
REN, MINGHUAN	0000000	200.00	
SELLERS, MICHAEL	0000000	200.00	
SPRAGUE, PETER T	0000000	300.00	
TSIGARIDAS, MICHELLE	0000000	100.00	
WILLIAMS, ROBERT B	0000000	200.00	3,900.00
<b>CTEE Dean's Office:</b>			
POWAY UNIFIED SCHOOL DISTRICT	0000000		2,690.00
<b>Emergency Medical Ed:</b>			
MAXWELL, PAUL	0000000	150.00	
MOORE, KARI	0000000	350.00	
OOSTYEN, JEFF	0000000	150.00	
OOSTYEN, JEFF	0000000	150.00	
REGENTS OF THE UNIVERSITY OF CALIFORNIA	0000000	1,250.00	
REGENTS OF THE UNIVERSITY OF CALIFORNIA	0000000	1,250.00	
SHARIEFF, GHAZALA	0000000	200.00	
SHARIEFF, GHAZALA	0000000	200.00	3,700.00
<b>Drafting:</b>			
MARTIN, DANIEL J	0000000		550.00
<b>AMBCS Division Dean:</b>			
BIFFAR, GAVIN	0000000	1,650.00	
PRIME ELECTRICAL SERVICES INC	0000000	4,012.00	
SPECTRUM INDUSTRIES INC	0000000	248.82	5,910.82
<b>Escondido Center:</b>			
AMERICAN SURVEILLANCE & SECURITY	0000000		510.00
<b>Mt. Carmel Center:</b>			
ECKERT'S VAN & STORAGE	0000000		686.00

<b>Poway Center:</b>			
ECKERT'S VAN & STORAGE	0000000		220.50
<b>Communications:</b>			
BALE,CHRISTINA	0000000	650.00	
CORMIER,JASON	0000000	250.00	
DELGADO,MELISSA	0000000	50.00	
HINKLE,ANGELYNA	0000000	278.70	
J. CHRIS YOUNGREN	0000000	900.00	
LINSDAY,RONALD	0000000	1,050.00	
LONDON,KEVIN	0000000	200.00	
MORENO,KRISTINA	0000000	200.00	
NULL,MATTHEW	0000000	500.00	
PARK,KATELYN	0000000	200.00	
YOUNGREN,J. CHRIS	0000000	1,600.00	
ZUILL,YUKIE	0000000	350.00	6,228.70
<b>Enrollment Services:</b>			
CINTAS DOCUMENT MANAGEMENT	0000000		303.00
<b>Athletics:</b>			
BALBOA AMBULANCE SERVICE INC	0000000	1,570.00	
KATHCO VIDEO	0000000	2,213.25	3,783.25
<b>Student Affairs:</b>			
BARBER,RURAL JR	0000000	36.26	
I.M.P.A.C. GOVERNMENT SERVICES	0000000	1,284.33	
UNISOUND	0000000	1,690.00	3,010.59
<b>Counseling/Matriculation:</b>			
HERRERA,ALFRED	0000000		300.00
<b>Counseling:</b>			
DITHOMAS,DEBBIE	0000000	300.00	
ELLISON,SHARON	0000000	1,500.00	1,800.00
<b>Building Services:</b>			
JANI-KING OF CALIFORNIA INC	0000000		152.32
<b>Custodial Services:</b>			
COVERALL OF SAN DIEGO	0000000	9,984.00	
JANI-KING OF CALIFORNIA INC	0000000	37,116.38	47,100.38
<b>Information Systems:</b>			
COR-O-VAN MOVING AND STORAGE CO INC	0000000		2,525.18

<b>Human Resources:</b>			
MANGES,TERRY	0000000	10,520.00	
PEOPLESUPPORT RAPIDTEXT INC	0000000	1,117.63	
RECALL SECURE DESTRUCTION	0000000	250.00	11,887.63
<b>Institutional:</b>			
BALBOA AMBULANCE SERVICE INC	0000000	255.00	
BURKHART,DANA SUE	0000000	145.12	
BUSHNELL,CATHERINE	0000000	124.87	
CABRAL,RUBEN	0000000	135.00	
DOMINICK,MICHAEL RAYMOND	0000000	162.00	
LEWIS,EDMOND	0000000	108.00	929.99
<b>Total Fund 11 Unrestricted (without Designated)</b>			<b>138,175.82</b>
<b>Fund 11 Designated by Project:</b>			
<b>Lottery:</b>			
OOSTYEN,JEFF	0611019		150.00
<b>FY 06-07 State Apportionment One Time Funds:</b>			
BERZ,DONALD	0611700	4,273.00	
JACKSON,ARDA	0611700	14,403.44	
SEGAL COMPANY WESTERN STATES INC	0611700	80,000.00	98,676.44
<b>Parking Penalties:</b>			
I.M.P.A.C. GOVERNMENT SERVICES	0811020	59.99	
MIKHAEL,KIM A	0811020	475.00	
MILNES,CHRISTOPHER	0811020	225.00	759.99
<b>Co-Curricular Activities:</b>			
CARNAHAN,KATHLEEN	0811212	500.00	
CARRIDO,ROMEO	0811212	1,200.00	
CHASE,ANN	0811212	600.00	
ESPE,PHILIP	0811212	100.00	
FADNER,JONATHAN	0811212	300.00	
FERNANDEZ,LYNN	0811212	150.00	
FLOOD,LOIE	0811212	500.00	
GARCIA,CORY	0811212	600.00	
GEORGE,RAYMOND	0811212	100.00	
HANEY,STEVE	0811212	400.00	
HERNANDEZ,LINDA	0811212	800.00	
HOOPES,CHRISTINE	0811212	170.00	
JOHNSON,ERIK	0811212	475.00	
KIRKELL,LORIE	0811212	300.00	
LAWRENCE,GREG	0811212	225.00	

LOWE,BRYAN	0811212	250.00	
MARTIN,BARBARA	0811212	250.00	
MARTIN,JIM	0811212	200.00	
MEAD,OMahr	0811212	750.00	
RAMIREZ,REBECCA	0811212	200.00	
REHN,BRAD	0811212	175.00	
RIZZO,ROSS	0811212	85.00	
STAUFFER,CYNTHIA	0811212	300.00	
STEPHAN,SUE	0811212	80.00	
STOHS,JOANNE	0811212	725.00	
STOHS,STEVEN	0811212	725.00	
TOLBERT,CAROL	0811212	250.00	
TOOMBS, BARRY	0811212	300.00	
UBALDO JR,ALFREDO J	0811212	175.00	
WOLFE,LEE	0811212	225.00	
WRIGHT,MAURICE	0811212	200.00	11,310.00
<b>FY 04-05 75/25 Distribution:</b>			
ECKERT'S VAN & STORAGE	0811217	735.00	
POWAY UNIFIED SCHOOL DISTRICT	0811217	1,200.00	1,935.00
<b>Creative Services:</b>			
CHURCHILL GRAPHICS	0811551	733.48	
CPS PRINTING	0811551	4,748.26	
LBP	0811551	634.09	
LITHO EQUIPMENT SERVICE	0811551	516.58	
PRINT FINISHING SERVICES LLC	0811551	273.69	
RUSH PRESS	0811551	14,867.35	
SAN DIEGO DIE CUTTING INC	0811551	3,715.41	
SOUTHLAND ENVELOPE CO	0811551	212.81	
STREETER PRINTING	0811551	1,184.17	
SYNERGY PRINTING SERVICES	0811551	1,658.27	28,544.11
<b>Telescope/Ad Sales:</b>			
MORENO,KRISTINA	0811555	600.00	
SCAFETTA,JOHN	0811555	800.00	1,400.00
<b>ES NAGT-FWS Conference:</b>			
DEWBERRY,BENNIE E	0811595		8,600.00
<b>Vending, President's Office:</b>			
LIGHTFOOT,KURT	0811663	250.00	
SHAPIRO,MILO	0811663	1,000.00	1,250.00
<b>Total Fund 11 Designated</b>			
			152,625.54
<b>Total Fund 11</b>			
			290,801.36

<b>Fund 12 By Project:</b>			
<b>Admin Allow 5% SEOG &amp; FWS:</b>			
RAYMOND ALLYN BUSINESS SUPPLY	1112000		170.00
<b>HEA TRIO Student Support Services:</b>			
NATIONAL STUDENT CLEARINGHOUSE	1112300		140.25
<b>HEA TRIO Upward Bound:</b>			
HEIBERG CONSULTING INC	1112310	100.00	
NATIONAL STUDENT CLEARINGHOUSE	1112310	140.25	240.25
<b>HEA Gear-Up:</b>			
CEJA,MIGUEL	1112320	85.00	
DUARTE,JESSICA	1112320	950.00	
HITCHCOCK,MILES	1112320	85.00	
LONGWELL-MCKEAN,PAULA	1112320	2,250.00	
MAROVICH,ANNA	1112320	1,200.00	
NATIONAL STUDENT CLEARINGHOUSE	1112320	144.50	
SHINSATO,TINA	1112320	2,250.00	
VISTA UNIFIED SCHOOL DISTRICT	1112320	2,925.00	9,889.50
<b>Perkins IIC:</b>			
DR DAVID TRACY	1112600	200.00	
FALCONER,KIM KELLY	1112600	50.00	
SMITH,BRIAN	1112600	200.00	
SPERBER,NORMAN	1112600	100.00	
GLUCK,AARON	1112600	40.00	
SAN DIEGO DIGITAL IMAGERY	1112600	100.00	
WARD,KATHERINE	1112600	40.00	
CALIFORNIA CENTER FOR SUSTAINABLE ENERGY	1112600	1,000.00	
ARTH, SUSAN L	1112600	1,500.00	
JOSEPH,HARRY	1112600	450.00	
VIANNA,ANTONIO	1112600	450.00	4,130.00
<b>Perkins Tech Prep:</b>			
BAILEY,TIM	1112640	50.00	
BROWN,ALEXIS	1112640	50.00	
CASIDAY,ALEXIS	1112640	50.00	
CLIFTON,RACHEL	1112640	50.00	
CONNELL,ALISA	1112640	50.00	
GARCIA,IRENE	1112640	50.00	
GARVIN,STACIE	1112640	50.00	
GONZALEZ,MARISSA	1112640	50.00	
GRIGSBY,DIONDRE	1112640	50.00	
HOLLINS,JOHN	1112640	50.00	

MANRIQUE,ANGELICA	1112640	50.00	
MCPAHAN,JESSICA	1112640	50.00	
NEVES,AUTUMN	1112640	50.00	
NGUYEN,DUY	1112640	50.00	
NORRIS,JOHN	1112640	50.00	
PANTAZES,NICHOLAS	1112640	32.00	
RUIZ,FABIOLA	1112640	50.00	
SMITH,COURTNEY	1112640	50.00	
SOLIS,EDMUND	1112640	50.00	
SUMMERS,PAMELA	1112640	50.00	982.00
<b>CalWorks:</b>			
ARBOR E&T	1612020	9,454.00	
BEST WEST INSURANCE SERVICES, INC	1612020	1,174.50	
BOB BURNQUIST HOLDINGS LLC	1612020	6,760.00	
ESCONDIDO HUMANE SOCIETY	1612020	320.63	
INTERFAITH COMMUNITY SERVICES	1612020	2,170.00	
LA JOLLA BAND OF INDIANS	1612020	1,710.00	
LAW OFFICES OF SUSAN L SCHNEPF	1612020	6,636.00	
MAJESTIC CLIPPERS	1612020	2,397.17	
PALOMAR MOUNTAIN SPRING WATER	1612020	4,492.68	
R&R STAFFING INC	1612020	463.50	
RALPHS GROCERY CO.	1612020	927.83	
RAMONA UNITED METHODIST PRESCHOOL	1612020	3,233.00	
ST CLARES HOME	1612020	6,451.50	46,190.81
<b>DSPS:</b>			
AIRHART,KATIE	1612030	50.00	
ALVAREZ,KRISTA	1612030	50.00	
ALZATE,STEPHANIE	1612030	50.00	
ANDERSON,MAGGIE	1612030	150.00	
ANDERSON,SHASTA	1612030	50.00	
ARENAS,NALLELY	1612030	50.00	
AVILEZ,STEPHANIE	1612030	50.00	
BARLIS,MARC	1612030	50.00	
BARLIS,MARC	1612030	50.00	
BARRETT,SARAH	1612030	50.00	
BENNETT,JESSICA	1612030	50.00	
BODEN,KELLY	1612030	350.00	
BUTLER,MEREDITH	1612030	150.00	
CABANAS,ESMERALDA	1612030	50.00	
CABRAL,GERARDO	1612030	50.00	
CAUDRA,SERGIO	1612030	50.00	
CHENG,ANDY	1612030	100.00	
CLARK,JONESSA	1612030	50.00	
CLOYD,ALLISON	1612030	50.00	
CUADRA,SERGIO	1612030	100.00	
CURTIS,CHRISTY	1612030	50.00	

DANIELS,SHARON	1612030	50.00
DAVIS,LAURA	1612030	50.00
DAVIS,WESLEY	1612030	50.00
DIRKSCHNEIDER,KATIE	1612030	50.00
DIXON,APRIL	1612030	50.00
DUDEK,NOELLE	1612030	50.00
ECAPTIONS.COM	1612030	1,980.00
EDUCATIONAL VIDEO GROUP, INC	1612030	2,463.60
EDWARDS,BLISS	1612030	50.00
FREYRE,NICOLE	1612030	50.00
FULOP,DANIELA	1612030	50.00
GARCIA,MARISA	1612030	50.00
GIBSON,KELSEY	1612030	50.00
GLOBAL WORKS,INC	1612030	210.00
HAMBLY.ELIZABETH	1612030	50.00
HEAD,HEATHER	1612030	50.00
HEATH,SANDY	1612030	50.00
HUNT,ANITA	1612030	50.00
HUSMAN,JENNIFER	1612030	50.00
I.M.P.A.C. GOVERNMENT SERVICES	1612030	2,723.47
IMHOFF,MELODY	1612030	100.00
IVESON,ROSALIE	1612030	50.00
JONES,JAMES	1612030	50.00
KAVALIS,NICHOLE	1612030	50.00
KIRWAN,LINETTE	1612030	50.00
KUKI,MARTIN	1612030	50.00
LACKEY,CARLY	1612030	50.00
LAMBERT,KEELIN	1612030	50.00
LAPRETRA,MALLORY	1612030	50.00
LEGASPI,DIANDRA	1612030	50.00
LENSNER,JEN	1612030	50.00
LEWIS,SONYA	1612030	50.00
LINDBERG,EMILY	1612030	50.00
LOCH,MARIA	1612030	50.00
LONG,STUART	1612030	150.00
LOPEZ,ARAZELI	1612030	50.00
LOPEZ,ROSA	1612030	50.00
LYMAN,NICOLE	1612030	50.00
MALONEY,CHRYSSA	1612030	50.00
MARANDINO,NICOLE	1612030	50.00
MARTINS,LIGIA	1612030	100.00
MENDEZ,JOANNE	1612030	50.00
MOORE,DARLENE	1612030	50.00
MORAS,JULIA	1612030	50.00
MOUCK,SHANNON	1612030	50.00
MURPHY,MINDY	1612030	50.00
NGUYEN,VY	1612030	50.00
PARK,KATELYN	1612030	50.00

PLOURDE,CAITLIN	1612030	50.00	
PUIG,SAMANTHA	1612030	50.00	
RATACZAK,KATHRYN	1612030	50.00	
RIEBAU,MERRY	1612030	50.00	
ROBERTS,GENIVA	1612030	50.00	
SHEIKH,SHIRAZ	1612030	50.00	
SHULL,RACHELLE	1612030	100.00	
SISTI,MARY	1612030	100.00	
SMITH,ASHLEY	1612030	50.00	
SOTO,FRANCESSCA	1612030	50.00	
STEPHENS,LAUREN	1612030	50.00	
STOLMEIER,DANIELLE	1612030	50.00	
THOMPSON,AMBER	1612030	50.00	
TINKER,RENEE	1612030	50.00	
VALENCIA-NARANJO,DAISY	1612030	50.00	
VANHOOISSSEN,YVONNE	1612030	50.00	
WARREN,LYNN	1612030	50.00	
WEBB,DONNA	1612030	50.00	
YANAGIDA,EMELY	1612030	50.00	12,477.07
<b>DRC CCC Live Caption:</b>			
AUTOMATIC SYNC TECHNOLOGIES LLC	1612035		53,391.00
<b>EOPS, CARE:</b>			
DR JACQUELINE LEAK	1612050	500.00	
OWENS,KYLE	1612050	200.00	
PEREZ,JOCELYN	1612050	200.00	900.00
<b>EOPS, Extended Opportunity Program:</b>			
NORTH COUNTY TECHNOLOGY GROUP INC	1612060		2,499.99
<b>Faculty Work Experience:</b>			
POWAY UNIFIED SCHOOL DISTRICT	1612095		25,087.49
<b>Matriculation:</b>			
RAYMOND ALLYN BUSINESS SUPPLY	1612120	180.00	
TEAMWORK PROMOTIONAL ADVERTISING	1612120	90.51	270.51
<b>TANF:</b>			
ARAMARK SERVICES	1612150	273.50	
FLORES,MARIA	1612150	500.00	
MURSINNA,MARLA F	1612150	4,000.00	4,773.50
<b>3C Media Solutions:</b>			
CAPTION COLORADO LLC	1612190	1,350.00	
EPHOST INC	1612190	530.60	
FRUITRIDGE SOUND	1612190	12,250.00	
JIMENEZ,DREW JAMES	1612190	1,506.50	

LEARNING TIMES LLC	1612190	12,337.38	
PEOPLESUPPORT RAPIDTEXT INC	1612190	8,185.60	36,160.08
<b>CCC Confer:</b>			
EPHOST INC	1612191	9,118.00	
GENESIS GROUP SOFTWARE DEVELOPERS INC	1612191	10,430.00	
KRYVOKOBYLSKY,VLADYSLAV	1612191	33,480.00	53,028.00
<b>GIS/GPS QuickStart:</b>			
CUYAMACA COLLEGE	1612193	3,600.00	
VALLEY CENTER-PAUMA UNIFIED SCHOOL DIST	1612193	93,983.71	97,583.71
<b>Workforce &amp; Community Development:</b>			
PROFESSIONAL SERVICES GROUP LLC	1812001	1,355.00	
ADNEY,CURTIS M	1812001	1,331.00	
ADVANTEDGE ACCOUNTING SOLUTIONS	1812001	1,150.00	
ALL ABOUT LEARNING INC	1812001	5,270.00	
ALLENDER,JULIE ANNE	1812001	1,122.00	
AXA ADVISORS LLC	1812001	2,815.40	
BELL,PHILLIP	1812001	585.00	
BERA STAINED GLASS STUDIOS	1812001	5,265.00	
BETANCOURT,HAROLD	1812001	615.00	
BOSTON REED	1812001	19,591.46	
BURGESS,JANET	1812001	2,112.00	
BUTTA JR,ENRICO	1812001	3,680.00	
CAMPBELL,ROBERT	1812001	826.00	
CASSELBERRY,NADEDJA ELIZABETH	1812001	525.00	
CLARK,KIM	1812001	2,376.00	
COASTAL FUNDING GROUP	1812001	360.00	
COLEMAN,TOM	1812001	1,680.00	
COLLEGE FILER	1812001	160.00	
COOK,DAVID	1812001	1,280.00	
COPPA,CHARALEE	1812001	525.00	
DECART MOTORCYCLE TRAINING	1812001	214,429.50	
DECUIR,ROBERT	1812001	190.00	
DESANTO,CHRISTINA	1812001	5,330.00	
DEVERA,SHIRLEY	1812001	1,800.00	
DICKERSON,JULIE	1812001	1,248.00	
DIGITAL PHOTO GUY INC	1812001	2,706.55	
DRAIME,DAVID	1812001	2,730.00	
EDUCATION TO GO	1812001	7,813.75	
ESPOSITO,JULIETTE	1812001	597.00	
EVERYDAY STYLE	1812001	1,200.00	
FENCING POST	1812001	1,485.00	
FOR THE LOVE OF CAKE	1812001	500.00	
GARLEJO,JOEL	1812001	4,500.00	
GATEHOUSE,GERALDINE	1812001	300.00	
GIBLER,JOHN	1812001	6,942.00	

GODONE-MARESCA,LILLIAN	1812001	27.00	
HALL,KRIS G	1812001	11,006.00	
HANDELSMAN,SOHAILA	1812001	1,512.00	
HARRINGTON,DAVID	1812001	1,647.00	
HAUPT,SHERYL	1812001	847.50	
HONEY,JAMES	1812001	650.00	
I.M.P.A.C. GOVERNMENT SERVICES	1812001	300.00	
JONES,JILL LESLY	1812001	2,248.00	
JONES,LESLY W	1812001	1,850.00	
KRUSEMARK,LEEANNE	1812001	277.00	
LARIOS,LYUDMILA	1812001	225.00	
LEVY,LEON	1812001	94.50	
MAD SCIENCE OF SAN DIEGO	1812001	3,667.00	
MADISON,JACKIE	1812001	1,122.00	
MAGICIAN MICHAEL E JOHNSON	1812001	1,550.00	
MARSHALL REDDICK SEMINARS	1812001	525.00	
MORGAN,TAELER A	1812001	595.00	
MOTORCYCLE SAFETY FOUNDATION	1812001	1,125.27	
MUMBY,TRACY	1812001	1,500.00	
NICHOLSON,KELLIE	1812001	918.40	
NOTARY PUBLIC SEMINARS INC	1812001	7,666.50	
O'BRIEN,LAURIE	1812001	1,268.00	
O'CONNOR,DOUG	1812001	651.00	
O'DELL,COLEEN	1812001	945.00	
PATTERSON DEL SOL, BETTY J	1812001	6,210.00	
PELLECCHIA,GWEN	1812001	606.00	
PFEILER,LINDSEY	1812001	300.00	
POWERS,TOM	1812001	525.00	
PROFESSIONAL SERVICES GROUP LLC	1812001	21,324.64	
RADIUL,GENADI	1812001	1,632.00	
ROBERTS,BARBARA	1812001	175.50	
SRIPETCH,ADAM NARONG	1812001	216.00	
STAR CASINO INSTRUCTION	1812001	15,136.00	
SURFIN FIRE ENTERPRISES	1812001	795.00	
THOMPSON,CAROL	1812001	900.00	
TIEDEMAN WATERCOLORS	1812001	1,584.00	
TRIAL COUNSELS BUREAU OF INVESTIGATION	1812001	400.00	
UNOURA,SUSAN M	1812001	1,006.50	
WYSOCKI,GARRETT JAMES	1812001	100.00	
ZINNIGER,ROSANNE	1812001	5,790.00	403,313.47
<b>Parking Fees, Main Campus:</b>			
I.M.P.A.C. GOVERNMENT SERVICES	1812070	134.97	
LEXIPOL LLC	1812070	5,950.00	
SEABOARD POLYGRAPH INC	1812070	600.00	
THUNDERWORKS MOBILE ENGINEERING DIV	1812070	6,575.00	13,259.97

<b>Reg Tech Prep Coord Project:</b>			
CARTER, REBECCA	1812305	5,000.00	
MIGLIO, ROBERT	1812305	3,000.00	
TABISH, LITA	1812305	5,000.00	
ZETA, JAI	1812305	150.00	13,150.00
<b>Emergency Medical Education:</b>			
CLARK, JOSHUA	1812460	100.00	
DEASON, RYAN	1812460	200.00	
MAXWELL, PAUL	1812460	150.00	
REGENTS OF THE UNIVERSITY OF CALIFORNIA	1812460	1,250.00	
RIGALI, MIKE	1812460	60.00	
ROBINSON, KELLY	1812460	100.00	
SAHAGUN, DANIEL E	1812460	60.00	1,920.00
<b>Student Activity Fee:</b>			
I.M.P.A.C. GOVERNMENT SERVICES	1812600	1,116.70	
NAVARRETTE, RUBIN	1812600	500.00	
STROM, KAARE	1812600	250.00	
BARBER, RURAL JR	1812600	562.74	
DISTILLERY EAST INC	1812600	200.00	
KHAMO, DUREID	1812600	100.00	
RODRIGUEZ, STAN	1812600	150.00	
SANCHEZ, RAMON	1812600	700.00	
SOBASH, SEAN	1812600	100.00	3,679.44
<b>Total Fund 12</b>			
			783,237.04
<b>TOTAL FUND 10</b>			
			1,074,038.40

Account 551900 -Other Personal & Consulting Services			
FY 2007-08			
11/3/2008			
Name	Project	Vendor Amounts	Total
Fund 11 Unrestricted (without Designated)			
Art Department:			
ULTIMATE STAFFING SERVICES	0000000		9,643.25
Fashion Department:			
ULTIMATE STAFFING SERVICES	0000000		986.64
Apprenticeship Training:			
RIVERSIDE ELECTRICAL EDUCATION & TRAININ	0000000	93,610.93	
SAN BERNARDINO COUNTY	0000000	93,610.93	
SAN DIEGO ELECTRICAL TRAINING TRUST	0000000	370,797.95	
SAN DIEGO SHEET METAL JATC	0000000	103,079.06	
SOUTHWEST CARPENTER'S TRAINING FUND	0000000	646,112.68	
			1,307,211.55
Community Education Program:			
RAYMOND ALLYN BUSINESS SUPPLY	0000000		85.00
Communications Department:			
BURT I WEINER ASSOCIATES	0000000		495.00
Financial Aid/Scholarship Department:			
CALIFORNIA STUDENT SERVICES	0000000		7,020.00
VP, Administrative and Financial Services:			
TOTAL COMPENSATION SYSTEMS INC	0000000		9,650.00
Facilities:			
LENSKA INC	0000000		2,698.71
Building Department:			
COTE, RAMON FRANCISCO	0000000		345.00
Environmental Health & Safety:			
KEENAN & ASSOCIATES	0000000		1,000.00
Fiscal Services Department:			
HERSHEY SYSTEMS INC	0000000		1,115.00

<b>Information Systems:</b>			
CEDARCRESTONE INC	0000000	147,200.00	
GOPRINT SYSTEMS INC	0000000	5,000.00	
NEXUS INTEGRATED SOLUTIONS	0000000	15,288.80	
STRATA INFORMATION GROUP INC	0000000	237,600.00	
VLSYSTEMS INC	0000000	9,000.00	414,088.80
<b>Human Resources:</b>			
LIEBERT CASSIDY WHITMORE	0000000		3,000.00
<b>Total Fund 11 Unrestricted (without Designated)</b>			<b>1,757,338.95</b>
<b>Fund 11 Designated by Project</b>			
<b>Parking Penalties:</b>			
ARJIS	0811020	3,039.00	
REGIONAL COMMUNICATIONS SYSTEM	0811020	22,478.12	
			25,517.12
<b>Student Health Services Physical Exam:</b>			
AIRGAS WEST	0811050	319.77	
QUEST DIAGNOSTICS	0811050	4,500.00	
			4,819.77
<b>Mandated Claims:</b>			
EDUCATION MANDATED COST NETWORK	0811207	2,000.00	
SIX TEN AND ASSOCIATES	0811207	9,958.48	
			11,958.48
<b>Comet Copy:</b>			
CLIENT ADVANTAGE GROUP, LLC	0811432		26,296.56
<b>ES NAGT-FWS Conference:</b>			
ABBOTT, PATRICK L	0811595		300.00
<b>Student Health Services Employee Clinic:</b>			
QUEST DIAGNOSTICS	0811601		657.18
<b>Vending, District:</b>			
SIX TEN AND ASSOCIATES	0811665		596.00
<b>Client Advantage RFP Copiers:</b>			
CLIENT ADVANTAGE GROUP, LLC	0811802		15,900.00

Total Fund 11 Designated			86,045.11
Total Fund 11			1,843,384.06
Fund 12 By Project			
HEA Trio Upward Bound:			
IVY WEST EDUCATIONAL SERVICES INC	1112310		10,150.05
HEA Gear Up:			
COBRO CONSULTING LLC	1112320	14,300.00	
JDS PRODUCTIONS	1112320	35,013.75	
SAN MARCOS UNIFIED SCHOOL DISTRICT	1112320	67,863.69	
VISTA UNIFIED SCHOOL DISTRICT	1112320	11,985.09	
PALOMAR CUSTODIAL SERVICES	1112320	471.00	
			129,633.53
Perkins IIC:			
GRANT, KEVIN	1112600		2,000.00
Perkins Tech Prep:			
POWAY UNIFIED SCHOOL DISTRICT	1112640	669.30	
RAMONA UNIFIED SCHOOL DISTRICT	1112640	52.94	
TEMECULA VALLEY UNIFIED SCHOOL DISTRICT	1112640	301.81	
			1,024.05
DSPS:			
PEOPLESUPPORT RAPIDTEXT INC	1612030		12,105.10
Faculty Work Experience:			
POWAY UNIFIED SCHOOL DISTRICT	1612095		2,281.56
TANF:			
PROPHET WORLD BEAT PRODUCTIONS	1612150	900.00	
WORLDBEAT CULTURAL CENTER	1612150	200.00	
PALOMAR HEALTH SERVICES	1612150	50.00	
			1,150.00
Telecom Tech/Infrastructure:			
FEDERAL TECHNOLOGY SOLUTIONS	1612170		8,966.05
3C Media:			

ELLUMINATE USA INC	1612191	739,400.42	
FOUNDATION FOR CALIFORNIA COMMUNITY	1612191	276,432.46	
			1,015,832.88
<b>GIS/GPS QuickStart:</b>			
GIS WORKSHOP	1612193		14,400.00
<b>Workforce:</b>			
MCCA HILL GROUP, THE	1812001		809,780.09
<b>Parking Fees Main Campus:</b>			
HEALEY, ROBERT T	1812070	525.00	
I.M.P.A.C. GOVERNMENT SERVICES	1812070	217.90	
PSYCHOLOGICAL MGT RESOURCE INC	1812070	840.00	
			1,582.90
<b>ROP:</b>			
CITY OF VISTA	1812080	30.00	
POWAY ACADEMY OF HAIR DESIGN	1812080	156,593.90	
			156,623.90
<b>Health Services Defibrillators:</b>			
SAN DIEGO MEDICAL SERVICES ENTERPRISE	1812303		500.00
<b>ITFS-Lease/MCI WorldCom:</b>			
CHYRON CORPORATION	1812450	4,652.44	
I.M.P.A.C. GOVERNMENT SERVICES	1812450	895.00	
TV MAGIC INC	1812450	38,073.66	
			43,621.10
<b>Total Fund 12</b>			<b>2,209,651.21</b>
<b>TOTAL FUND 10</b>			<b>4,053,035.27</b>

## BUDGET COMMITTEE GLOSSARY OF TERMS

**Adopted Budget:** Legislatively required that each District adopt a fiscal year budget by September 15<sup>th</sup>, unless a statewide extension, as a result of an impasse, is enacted.

**Annual Implementation Plan (AIP):** Annual review process for the goals and objectives as defined within a Strategic Plan time period.

**Apportionment:** Federal, state or local monies distributed to college districts or other governmental units according to certain formulas. For Palomar College, these are funds received for FTES. The funds are comprised of a combination of property tax, enrollment fees, and a State allocation. The total apportionment is computed by the State assuming a certain level of growth and including a projection for the property tax and enrollment fees that will be collected. If on a statewide basis the property tax and/or the enrollment fees do not meet the projection made by the Department of Finance, then a deficit will be applied to the apportionment for each district.

**Board of Governors (BOG):** The Board of Governors of the California Community Colleges sets policy and provides guidance for the 72 districts and 110 colleges which constitute the system. The 17-member Board, appointed by the state's Governor, formally interacts with state and federal officials and other state organizations.

**Budget Act:** The bill the Governor signs to become law is the Budget Act. Prior to the Budget Act, budget bills voted on in each house are usually referred to a conference committee to resolve differences that exist between the Senate and Assembly Budget Bills. A 2/3<sup>rd</sup>s vote in each house is required to pass the final budget package agreed to by the conference committee before it's submitted to the Governor for signature. June 15<sup>th</sup> is the Constitutional deadline for the Legislature to pass the Budget Bill (a deadline rarely met).

**Budgeting and Accounting Manual (BAM):** The BAM has the authority of regulation in accordance with Title 5 Section 59011 of the California Code of Regulations (CCR), is distributed as part of the Board of Governors' responsibility to define, establish, and maintain the budgeting and accounting structure and procedures for the California Community Colleges as defined in California Education Code (EC) Section 70901.

**Capacity load ratio:** This number is computed by comparing the total number of students that a classroom or laboratory could accommodate during the primary hours of a week with the number of students that actually use the classroom or laboratory during that same time frame. For example: If a classroom could hold 40 students for 50 hours per week then its capacity would be 40 times 50 which equals 2000. If the actual number of students utilizing that room for any given week was 1000 then the capacity load ratio would be 2000/1000 or exactly 2.00. As a percentage that would be 200%. That says that the capacity is 200% of the usage or load. A high percentage shows low usage while a low percentage shows a high usage. The percentage is computed separately for classrooms, laboratories, offices, and other miscellaneous types of rooms. If the ratio is too high then the State will indicate that the district will not qualify for capital outlay funding for that type of facility. In addition the operating costs for the District will be high if the ratio is too high.

**California Community College Chancellor's Office (CCCCO):** The CCCCCO is currently comprised of 72 districts, 109 campuses, 64 approved educational centers, and 20 separately reported district offices. These assets include 58.4 million gross square feet of space housed in 4,629 buildings atop more than 20,489 acres of land. Website: [www.cccco.edu](http://www.cccco.edu)

**Capital Outlay:** The acquisition of or additions to fixed assets, including land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, or equipment.

**Capital Projects:** Funds that are used for the acquisition or construction of capital outlay items, e.g. buildings, major equipment.

**Continuation funds:** This term is used to distinguish between the expenditure for items that recur on an annual basis as compared to items that are strictly a one-time outlay of funds. Items that are identified as one-time outlay of funds can be used from identified ending balance funds and do not need to be limited to continuation funds. However, items that require an on-going commitment of funds cannot be paid for with ending fund balance unless continuation funds in subsequent budget years have been identified prior to making the expenditure. (Note: See One-time funds.)

**Deficit Financing:** This term is used in different ways but for our purposes it is defined as a budget that projects expenditures that exceed the revenue. This type of projection assumes the reserves will be reduced. The Palomar College budget for FY2005-06 will probably reflect deficit financing. However it is hoped that savings, especially through unanticipated vacancies, will reduce and perhaps eliminate any projected deficit.

**District-wide Reserve:** This is an amount of funds that are set aside to accommodate unexpected situations such as an unanticipated reduction in revenue or an emergency situation that requires extra expenditures. The Governing Board required reserve is 5%.

**Education Code:** The body of law that regulates education in California. Other laws that affect colleges are found in the Government code, Public Contracts Code, Penal Code and others.

**Encumbered Funds:** Obligations in the form of purchase orders, contracts, salaries, and other commitments, for which part of an appropriation is reserved.

**Expenditures:** Amounts actually dispersed for the expenses associated with operations of a fund. (Note: Accounts kept on an accrual basis include all charges whether paid or not. Accounts kept on a cash basis include only actual cash disbursements.)

**Finance & Administrative Services Planning Council (F&ASPC):** The shared governance council for the Finance and Administrative Services Division.

**Finance and Compliance Audit:** An examination leading to the expression of an opinion on (1) the fairness of presentation of the audited entity's basic financial statements in conformity with GAAP, and (2) the audited entity's compliance with the various finance-related legal and contractual provisions used to assure acceptable governmental organizational performance and effective management stewardship. Public sector oversight bodies typically require independent

auditors to include responses to standardized legal compliance audit questionnaires in financial and compliance audit reports.

**Fiscal Year:** Twelve calendar months; for governmental agencies in California, it is the period beginning July 1 and ending June 30. Some special projects use a fiscal year beginning in October 1 and ending September 30, which is consistent with the federal government's fiscal year.

**Full-Time Equivalent Faculty (FTEF):** A measurement used to convert 1 FTEF = One faculty member teaching 100% load.....e.g. if a 100 % faculty teaching load is 15 lecture hours per week, a professor teaching 5 three-unit lecture classes would be = 1 FTEF. This calculation varies by discipline and by lab & lectures.

**Full-Time Equivalent Students (FTES):** A measurement used to convert part-time and full-time student headcount into a full-time load equivalent. An FTES represents 525 class (contact) hours of student instruction/activity in credit and noncredit courses. FTES is one of the workload measures used in the computation of state aid for California Community Colleges.

**GASB (Governmental Accounting Standards Board):** The authoritative accounting and financial reporting standard-setting body for governmental entities, organized in 1984. The standards act as a guide for the generally accepted accounting procedure for preparation of financial reports and demonstrate financial accountability of publicly funded organizations to the general public and are the basis for investment, credit and many legislative and regulatory decisions (cited from <http://www.gasb.org/facts>).

**General Fund:** The fund used to account for the ordinary operations of the district. It is available for any legally authorized purpose not specified for payment by other funds (Fund 11 at Palomar College).

**Generally Accepted Accounting Principles (GAAP) & Generally Accepted Accounting Standards (GAAS):** Uniform minimum standards and guidelines for financial accounting and reporting.

**General Obligation Bond, Proposition 39 (GO39):** An initiative that reduced the percent of voters required for passage of local bonds for K-12 and community colleges to 55% of electorate. Bond propositions may only be presented to electorate in even year elections. Prop M is an example of a General Obligation Bond..

**Gooder Colleges:** More than a dozen years ago, Palomar College established a list of comparable colleges that would be used for comparison purposes for items involving budgets, salaries, and other issues. This comparable colleges' list was compiled based upon a statewide study conducted and identified as the *Gooder Report*. Palomar College use to refer comparable colleges as the "Gooder Colleges"; presently, the colleges are merely referred to as the "comparable colleges."

**Governor's May Revise:** (See May Revise)

**Growth funds:** For each fiscal year a base number of credit and noncredit FTES is established. If the college exceeds those base numbers, then the college will qualify for additional funds which are called growth funds. The State Chancellor's Office determines the amount of growth funds for each district in California. If a district does not grow to the level determined by the Chancellor's Office, then those unused growth funds are distributed to districts that have excess growth.

**Human Resources Planning Council (HRPC):** The shared governance council for Human Resources.

**Independent Citizens Oversight Committee (ICOC):** Required under GO39 regulations.

**Instructional Services Planning Council (IPC):** The shared governance council for the Instruction Division.

**May Revise:** Submitted to the Legislature and consists of changes in Proposition 98 revenues, general fund revenues, enrollments, population et al. (Note: budget committees in each house usually wait until the May Revision to pass their budget bills out of committee and to the full house).

**One-time funds:** Unspent funds that remain after a fiscal year has ended are generally referred to as one-time funds. These are funds that would not be replicated in subsequent years. Districts would usually try not to use one-time funds for ongoing costs such as salaries of permanent staff. Ideally one-time funds would be used for one-time purposes such as capital outlay projects. (Note: See Continuation Funds.)

**Palomar Community College District (PCCD)**

**Palomar Community College District Master Plan 2022 (MP2022)**

**P-1:** First Principal Apportionment (Certified to State Controller – Feb. 25th).

**P-2:** Second Principal Apportionment (Certified to State Controller – June 25<sup>th</sup>).

**Recalculation ("Recalc"):** Final Principal Apportionment (usually completed in January/February of each year).

**Resource Allocation Committee (RAC):** Former name of the Budget Committee

**Scheduled Maintenance:** Major repairs of buildings and equipment. Matching state funds are available to districts to establish a scheduled maintenance program as approved in the State's Annual Budget Act.

**State Apportionment:** An allocation of state money to a district, determined by multiplying the district's total FTES times its base revenue per FTES.

**State Scheduled Maintenance:** (SSM): Program that provides a 50-50 match for specific scheduled maintenance projects. The District is required to submit a 5-year Scheduled Maintenance Plan to the State annually.

**Strategic Planning Council** (SPC): Palomar College's primary shared governance council. Reporting to SPC are IPC, SSPC, ASPC and HRPC, which represent the four primary divisions of the college.

**Student Services Planning Council** (SSPC); The shared governance council for the Student Services Division.

**Tentative Budget:** Each district is legislatively required to adopt a “tentative” fiscal year budget by June 15<sup>th</sup>.

**Title 5 California Code of Regulations:** The section of the California Administrative Code that regulates community colleges. The Board of Governors adopts Title 5 regulations.

#### **TRANS: Tax Revenue Anticipation Notes**

**Variance analysis:** The difference or variance between revenue or expenditures across two defined periods.

**WSCH (Weekly Student Contact Hours):** This term refers to a computation used for reporting purposes to the Chancellor's Office. For an individual instructor it would be computed by counting the number of students in the instructor's classes each hour for one week and adding all the numbers together. Thus if an instructor had an average class size of 35 for 15 hours in one week, then that instructor's WSCH would be 35 times 15 which equals 525. In the apportionment process WSCH always refers to the computation that takes place each semester during the census week. The census week is the week that occurs closest to 20% of the way through the semester. During the census week the WSCH for all instructors are combined and the total WSCH determines the amount of apportionment that will be received for courses that operate for the full semester.

#### **Forms:**

**311:** Annual Financial & Budget Report required to be filed by October 10<sup>th</sup>.

**320:** Apportionment Attendance Report filed annually by July 15<sup>th</sup>.