PALOMAR COLLEGE POLICIES
Chapter 6 – Finance and Administrative Services

TABLE OF CONTENTS

BP 6100	Delegation of Authority
BP 6150	Designation of Authorized Signatures
BP 6200	Budget Preparation
BP 6250	Budget Management
BP 6275	Incentive Cost-Savings Program
BP 6300	Fiscal Management
BP 6320	Investments
BP 6325	Payroll
BP 6330	Purchasing
BP 6340	Bids and Contracts
BP 6400	Audits
BP 6500	Management of Real Property
BP 6520	Security for District Property
BP 6530	District Vehicles
BP 6540	Insurance
BP 6545	Student Accident Insurance
BP 6550	Disposal of District Personal (Listed) Property
BP 6600	Capital Construction
BP 6700	Other Facilities Use (Civic Center Act)
BP 6740	Citizens' Bond Oversight Committee
BP 6750	Parking
BP 6800	Occupational Health and Safety
BP 6805	Risk Management
BP 6810	Illness/Injury Prevention
BP 6925	Expenditures for Meetings, Events, and Activities
BP 6975	Bookstore and Food Services

Approved SPC 3/18/08

Palomar Community College District Policy **CCLC No. 6100**

Finance and Administrative Services
DRAFT as of 10/19/07

BP 6100 DELEGATION OF AUTHORITY

References:
Education Code Sections 70902(d), 81655, and 81656

The Governing Board delegates to the Superintendent/President the authority to establish procedures that assure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets. All transactions and operations shall comply with applicable laws and regulations.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Governing Board. (See BP 6340 titled Bids and Contracts)

The Superintendent/President in consultation with the Chief Business Officer shall make appropriate periodic reports to the Governing Board and shall keep the Governing Board fully advised regarding the financial status of the District.

See AP 6100 titled Delegation of Authority

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in* ***blue ink*** *is additional language to consider including in this policy. The language in* ***green ink*** *reflects additions made at the November 17, 2006 Policy and Procedure Task Force Meeting as well as follow-up revisions made by Finance and Administrative Services. This policy was also reviewed at the October 19, 2007 Policy and Procedure Task Force Meeting.*

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

Palomar Community College District Policy **CCLC No. 6150**

Finance and Administrative Services
DRAFT as of 10/19/07

BP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

References:
Education Code Sections 81655, 85232, and 85233

Authority to sign orders and other transactions on behalf of the Governing Board is delegated to the Superintendent/President. The Superintendent/President delegates finance and administrative services-related items to the Chief Business Officer.

The authorized signatures shall be filed with the San Diego County Office of Education.

See AP 6150 titled Designation of Authorized Signatures

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in* ***blue ink*** *is additional language to consider including in this policy. The language in* ***green ink*** *reflects additions made at the November 17, 2006 Policy and Procedure Task Force Meeting as well as follow-up revisions made by Finance and Administrative Services. This policy was also reviewed at the October 19, 2007 Policy and Procedure Task Force Meeting.*

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

Palomar Community College District Policy **CCLC No. 6200**

Finance and Administrative Services
DRAFT as of 2/22/08

BP 6200 BUDGET PREPARATION

References:

Education Code Section 70902(b)(5);
Title 5 Sections 58300 et seq.

Each year, the Superintendent/President shall present to the Governing Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The Governing Board has determined that the unrestricted general reserves shall be consistently maintained at or above the minimum prudent level (5% of the total unrestricted general fund expenditures) as recommended by the Chancellor's Office of the California Community Colleges.

The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Governing Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans which reflect the planning processes
- Assumptions upon which the budget is based are presented to the Governing Board for review
- A schedule is provided to the Governing Board each year that includes dates for presentation of the tentative budget, required public hearing(s), Governing Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Governing Board regarding the proposed budget or any item in the proposed budget
- Changes in the assumptions upon which the budget was based shall be reported to the Governing Board in a timely manner and
- Budget projections address long term goals and commitments

❖ **From current Palomar College BP 7.06 titled Budget**

~~The Board annually adopts the fiscal budget for the operation of the District as prepared and presented by the Superintendent in accordance with budgetary procedures. All expenditures of funds are authorized or ratified by the Board.~~

See AP 6200 titled Budget Preparation

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in* ***black ink*** *is current Palomar College BP 7.06 titled Budget with no date. The language in* ***green ink*** *reflects additions made at the November 17, 2006 Policy and Procedure Task Force Meeting as well as follow-up revisions made by Finance and Administrative Services. This policy was also reviewed at the October 19, 2007 and February 22, 2008 Policy and Procedure Task Force Meetings.*

Date Adopted:

(Replaces current Palomar College Policy 7.06)

Finance and Administrative Services
DRAFT as of 2/22/08

BP 6250 BUDGET MANAGEMENT

References:
Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Chancellor's Office as prescribed by the Budget and Accounting Manual (BAM). Budget revisions shall be made only in accordance with these policies and as provided by law.

All income accruing to the District in excess of the amounts required to finance the total proposed expenditures as shown in the budget of the District shall be added to the ending fund balance of the District. The ending fund balance shall consist of the following:

Unrestricted General Reserve (Fund 11 General Fund)

- **Governing Board Reserve** – is currently set at five percent of the total unrestricted general fund expenditures
- **Designated Reserve** – funds designated by Governing Board action
- **Other Reserves** – funds to cover general and other unanticipated needs

Restricted Reserve (Fund 12 Restricted Fund)

- Funds restricted by source of revenue

A transfer from the Governing Board Reserve may be approved by the Chief Business Officer, and a resolution providing for this transfer must be submitted to the Governing Board for ratification and be approved by two-thirds vote of the members of the Governing Board.

Transfers between expenditure classifications may be approved by the Chief Business Officer and must be submitted to the Governing Board for ratification and be approved by a majority vote of the members of the Governing Board.

See AP 6250 titled Budget Management

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). This policy was reviewed at the December 15, 2006, October 19, 2007, and February 22, 2008 Policy and Procedure Task Force Meetings. The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services.*

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel – current Palomar policies moved to the related procedure)

Palomar Community College District Policy **CCLC No. 6275**

Finance and Administrative Services
DRAFT as of 12/15/06

BP 6275 INCENTIVE COST-SAVINGS PROGRAM

References:

The Task Force recommends deletion of this policy.

- **From current Palomar College BP 513 titled Incentive Cost-Savings Program (92-15351, 98-19263)**

~~Palomar Community College District encourages employees to develop and submit ideas to reduce costs through the improvement of operational methodology, processes and services, or to improve the quality of the work environment. Through this Incentive Cost-Savings Program, the District can promote and recognize individual or team initiative by sharing with employees the savings resulting from their adopted ideas; however, the idea must be feasible to implement within available financial resources. Monetary awards of 10% of the annual savings, not to exceed $1,000, will be presented after the first year of implementation.~~

NOTE: *The information in* ***black ink*** *is current Palomar College BP 510 titled Incentive Cost-Savings Program (92-15351, 98-19263) dated 11-10-92 and revised on 12-8-98. This policy was reviewed at the December 15, 2006 Policy and Procedure Task Force Meeting.*

Date Adopted:
(This is current Palomar College Policy 513)

Palomar Community College District Policy **CCLC No. 6300**

Finance and Administrative Services
DRAFT as of 10/19/07

BP 6300 FISCAL MANAGEMENT

References:

Education Code Section 84040(c);
Title 5 Section 58311;
California Community Colleges Budget and Accounting Manual (BAM)

The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311 and Generally Accepted Accounting Principles (GAAP) and other relevant accounting standards mandated by specific agencies to include:

- Adequate internal controls exist
- Fiscal objectives, procedures, and constraints are communicated to the Governing Board and employees
- Adjustments to the budget are made in a timely manner, when necessary
- The management information system provides timely, accurate, and reliable fiscal information and
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the BAM.

As required by law, the Governing Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

See AP 6300 titled Fiscal Management

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). This policy was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings. The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services.*

Date Adopted:
(This is a new policy recommended by the CC League and the League's legal counsel – current Palomar policies moved to the related procedure)

Palomar Community College District Policy **CCLC No. 6320**

Finance and Administrative Services
DRAFT as of 10/19/07

BP 6320 INVESTMENTS

References:
Government Code Sections 53600 et seq.

The Superintendent/President is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements
- Transactions should be avoided that might impair public confidence

See AP 6320 titled Investments

NOTE: *This policy is* ***legally required*** *except as noted above. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in* ***blue ink*** *is additional language to consider including in this policy. This policy was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings. The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services.*

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

Palomar Community College District Policy **CCLC No. 6325**

Finance and Administrative Services
DRAFT as of 2/14/08

BP 6325 PAYROLL

Reference:
~~Education Code Section 70902~~

As of 2/14/08, the Finance and Administrative Services Office recommends deletion of BP 6325 and will address payroll deductions in departmental procedures.

- **From current Palomar College BP 528 titled Payroll**

~~It is the responsibility of Fiscal Services to maintain all payroll records of District employees to conform to all state and federal regulations, to adhere to all Education Code rulings, and to provide updated information to all staff as requested.~~

- **From current Palomar College BP 528.1 titled Payroll Deductions**

~~At the request of individual faculty members, it is the policy of the Board to allow payroll deduction to be made for purposes of making contributions to the United Way/CHAD Fund or for purposes of making deposits in the Credit Union or other agencies approved by the Board.~~

~~It is Board Policy to allow payroll deductions to approved agencies or to financial institutions as requested by individual employees.~~

NOTE: *The information in* ***black ink*** *is from current Palomar College BP 528 titled Payroll with no date and Palomar College BP 528.1 titled Payroll Deductions with no date. The* ***green ink*** *reflects revisions suggested by Finance and Administrative Services. This policy was reviewed at the December 15, 2006, October 19, 2007, and February 22, 2008 Policy and Procedure Task Force Meetings.*

Date Adopted:
(This is current Palomar College Policy 528 and 528.1--just re-numbered)

Palomar Community College District Policy **CCLC No. 6330**

Finance and Administrative Services
DRAFT as of 2/14/08

BP 6330 PURCHASING

References:
Education Code Section 81656;
Public Contract Code Section 20650

The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Governing Board at least every 60 days.

- **From current Palomar College BP 540 titled Purchasing**

~~The Governing Board has the sole authority and responsibility for purchase contracts of the District. The Governing Board may designate certain individuals as being authorized to sign purchase orders and certain contractual documents on its behalf, subject to ratification. Only those persons' names may obligate the District on behalf of the Governing Board. Furthermore, the Governing Board recognizes the need to establish guidelines for conducting day-to-day purchasing procedures as defined by the Purchasing Procedures Handbook.~~

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in* ***black ink*** *is from current Palomar College BP 540 titled Purchasing with no date. This policy was reviewed at the December 15, 2006, October 19, 2007, and February 22, 2008 Policy and Procedure Task Force Meetings. The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services.*

Date Adopted:
(Replaces current Palomar College Policy 540)

Finance and Administrative Services
DRAFT as of 11/9/07

BP 6340 BIDS AND CONTRACTS

References:

Education Code Sections 81641 et seq.;
Public Contracts Code Sections 20650 et seq.

The Governing Board delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Upon ratification by the Governing Board, contracts are enforceable obligations and all such transactions shall be ratified by the Governing Board at least every 60 days
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Governing Board
- When bids are required according to Public Contract Code Section 20651, the Governing Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Governing Board requires or rejects all bids
- All such transactions shall be reviewed by the Governing Board at least every 60 days.

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order though any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

See AP 6340 titled Bids and Contracts

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). This policy was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings. The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services.*

Date Adopted:

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

Palomar Community College District Policy **CCLC No. 6400**

Finance and Administrative Services
DRAFT as of 11/9/07

BP 6400 AUDITS

References:
Education Code Sections 15278 and 84040(b);
Government Code Section 53060

The Superintendent/President shall assure that an annual audit of all funds, books, and accounts of the District is completed in accordance with the regulations of Title 5. In addition, the Superintendent/President shall assure that annual audits are completed in compliance with General Obligation 39 requirements. The Superintendent/President shall recommend a certified public accountancy firm to the Governing Board with which to contract for the annual audits.

- **From current Palomar College BP 7.07 titled Audits**

~~The Board authorizes annual audits of all accounts and employs external auditors to perform certified audits of the District's financial records.~~

- **From current Palomar College BP 525 titled Fiscal Auditing**

~~The Governing Board shall provide for the annual audit of all District and subsidiary funds through an external certified auditor. EC 84040 et seq.~~

See AP 6400 titled Audits

NOTE: *This procedure is* ***legally required.*** *The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in* ***black ink*** *is current Palomar College BP 7.07 titled Audits with no date and Palomar College BP 525 titled Fiscal Auditing with no date. This policy was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings. The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services.*

Date Adopted:
(Replaces current Palomar College Policies 7.07 and 525)

Palomar Community College District Policy **CCLC No. 6500**

Finance and Administrative Services
DRAFT as of 12/14/07

BP 6500 MANAGEMENT OF REAL PROPERTY

References:
Education Code Sections 81300 et seq.

The Superintendent/President is delegated the authority to act as the Governing Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the acquisition, lease, sale, use, or exchange of real property by the District shall be enforceable until acted on by the Governing Board.

The Superintendent/President shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the acquisition, lease, sale, use, or exchange of real property by the District.

See AP 6500 titled Management of Real Property

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services as well as Task Force members at the November 9, 2007 Task Force Meeting.*

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

Palomar Community College District Policy **CCLC No. 6520**

Finance and Administrative Services
DRAFT as of 12/14/07

BP 6520 SECURITY FOR DISTRICT PROPERTY

References:
Education Code Sections 81600 et seq.;
Accreditation Standard III.B.1

- **From current Palomar College Policy #552 titled Fixed Asset Inventory**

~~A computerized inventory of District fixed assets shall be maintained by District staff. All equipment and furnishings whose current value exceeds three hundred dollars ($300) shall be included in the inventory, with the exception of property permanently affixed in a building, such as heaters and lockers. A record of the date and method of disposal of all items removed from the inventory shall be kept.~~

- **From current Palomar College Policy #551 titled Use of District-Owned Equipment (86-11585)**

~~District-owned equipment may be removed from the College property for use by students or staff members only when such equipment is necessary to accomplish tasks arising from their College-approved activities or job responsibilities. In all cases where equipment is removed from the campus, prior approval must be secured from the administrator responsible for the equipment. Removal of College equipment for personal use is prohibited.~~

~~This policy does not preclude lending District-owned equipment to other agencies when such use is deemed by the College administration to be of benefit to the College.~~
~~GB 1-13-87~~

- **From current Palomar College Policy #553 titled Keys**

~~Keys to College buildings are the property of the College and are issued only to District employees. Keys may be obtained through the Mail Center and must be returned upon termination of employment.~~

The Superintendent/President shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

See AP 6520 titled Security for District Property

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in* ***black ink*** *is current Palomar College BP 551 titled Use of District-Owned Equipment dated 1-13-87, Palomar College BP 552 titled Fixed Asset Inventory with no date, and Palomar College BP 553 titled Keys with no date. The language in* ***green ink*** *indicates suggested revisions/updates from the Palomar Facilities Office.*

Date Adopted:

(Replaces current Palomar College Policies 551, 552, and 553)

Palomar Community College District Policy **CCLC No. 6530**

Finance and Administrative Services
DRAFT as of 2/14/08

BP 6530 DISTRICT VEHICLES

Reference:
Title 13 California Code of Regulations, Division 1, Chapter 1

The President/Superintendent shall adopt procedures to ensure that each person required by their job description to drive a District-owned vehicle shall maintain a safe driving record. An employee's continuing compliance with such procedures shall be a condition of continued employment in any position requiring the driving of District vehicles.

Clearance to drive District owned vehicles requires the driver/District employee to have in their possession an appropriate, valid California Drivers' License. Verification must be obtainable through the California Department of Motor Vehicles.

- **From current Palomar College Policy #554.2 titled Regulations**

~~A. Vehicles shall be used for College -related business only.~~
~~B. Only authorized staff or students 18 years of age or older may drive College vehicles. To qualify as an authorized driver, the individual's driving record on file with the Department of Motor Vehicles must meet the District-established criteria.~~
~~C. Faculty or an approved staff member must accompany students on all trips when College vehicles are used outside of San Diego County.~~
~~D. Drivers must operate vehicles in compliance with all laws. Improper use or negligence in operation of a vehicle may result in loss of use of vehicles by the individual responsible.~~

See AP 6530 titled District Vehicles

NOTE: *The information in* ***black ink*** *is current Palomar College BP 554.2 titled Regulations with no date. The language in* ***green ink*** *indicates suggested revisions/updates from the Palomar Facilities Office.*

Date Adopted:

(These are current Palomar College Policy 554.2 -- just re-numbered)

Palomar Community College District Policy **CCLC No. 6540**

Finance and Administrative Services
DRAFT as of 12/14/07

BP 6540 INSURANCE

References:
Education Code Sections 70902, 72502, 72506, and 81601 et seq.

The Superintendent/President shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property
- Personal liability of the members of the Governing Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his or her office or employment. The Superintendent/President may authorize coverage for persons who perform volunteer services for the District
- Worker's compensation insurance

Insurance also shall include fire insurance and insurance against other perils recommended by the Finance and Administrative Services Office.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

See AP 6540 titled Insurance

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services.*

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

Palomar Community College District Policy **CCLC No. 6545**

Finance and Administrative Services
DRAFT as of 12/14/07

BP 6545 STUDENT ACCIDENT INSURANCE

References:

Education Code Section 72506;
Government Code Sections 989-991.2

The Superintendent/President shall assure that students are covered by accident insurance in those instances required by law or contract.

See AP 6545 titled Student Accident Insurance

NOTE: *This policy is* ***legally advised****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in* ***blue ink*** *is additional language to consider including in this policy. This policy was reviewed by Student Services in January. This policy was reviewed at the April 13, 2007 Policy and Procedure Task Force Meeting. The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services.*

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

Palomar Community College District Policy **CCLC No. 6550**

Finance and Administrative Services
DRAFT as of 12/14/07

BP 6550 DISPOSAL OF DISTRICT PERSONAL (LISTED) PROPERTY

References:
Education Code Sections 70902(b)(6), 81383, 81384, and 81452

The Superintendent/President is delegated authority by the Governing Board to declare as surplus such personal property of the District as is no longer useful for District purposes and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Governing Board on a periodic basis.

See AP 6550 titled Disposal of District Personal (Listed) Property

---

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Palomar College Policy that addresses this issue. The language in* ***green ink*** *indicates suggested revisions/updates from the Palomar Facilities Office.*

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

Palomar Community College District Policy **CCLC No. 6555**

Finance and Administrative Services
DRAFT as of 11/9/07

BP 6555 SALE OF PERSONAL PROPERTY FABRICATED BY STUDENTS

Reference:
Education Code Section 81457

THE FINANCE AND ADMINISTRATIVE SERVICES OFFICE RECOMMENDS DELETION OF THIS CURRENT PALOMAR POLICY

- **From current Palomar College BP 510 titled Sale of Personal Property Fabricated by Students**

~~The Governing Board authorizes the District to sell to any student personal property of the District which has been fabricated by such student, at the cost to the District of the materials furnished by the District and used therein.~~

NOTE: *The information in* ***black ink*** *is current Palomar College BP 510 titled Sale of Personal Property Fabricated by Students with no date. This policy was reviewed at the November 9, 2007 Task force Meeting.*

Date Adopted:
(This is current Palomar College Policy 510)

Palomar Community College District Policy **CCLC No. 6600**

Finance and Administrative Services
DRAFT as of 12/14/07

BP 6600 CAPITAL CONSTRUCTION

References:
Education Code Section 81820;
Title 5 Sections 57150 et seq.

The Superintendent/President is responsible for the planning and administrative management of the District's capital construction.

The Governing Board shall approve and submit to the Board of Governors the Five-Year Capital Construction Plan as required by law. The Superintendent/President shall ensure completion of an update of the Plan and present it to the Governing Board for approval annually.

The Superintendent/President shall ensure that the progress of all construction work is monitored including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.

See AP 6600 titled Capital Construction

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services.*

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

Palomar Community College District Policy **CCLC No. 6700**

Finance and Administrative Services
DRAFT as of 2/14/08

BP 6700 OTHER FACILITIES USE (CIVIC CENTER ACT)

References:
Education Code Sections 82537 and 82542

The administrative procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities.

No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender), or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

- **From current Palomar College Policy #550 titled Use of District Facilities (92-15349)**

(**NOTE:** This is an outdated version (dated 10-85; 11-10-92) of BP 550 from page 72 of the Governing Board Manual)

~~The Mission of Palomar Community College District includes service to northern San Diego County residents to provide programs in health, recreation, physical development and opportunities for athletic competition; and to serve as an intellectual, cultural, and artistic center for the people of northern San Diego County.~~

~~The California Education Code extends the power to the Governing Board of the Palomar Community College District to "grant the use of college facilities or grounds" for a variety of public uses "upon such terms and conditions as the board deems proper," subject to restrictions and limitations set by the Code. District instructional programs have priority in the use of District facilities, and student and community activity needs follow in priority.~~

~~No use shall be inconsistent with the use of the buildings or grounds for District purposes, or interfere with the regular conduct of instruction. (Ed Code 82542)~~

~~The Palomar Community College District reserves the right to deny rental of its facilities to any group, individual, or activity which, in the judgment of the Administration, is not consistent with the mission, goals, and objectives of the institution; which could result in the destruction of property or bodily injury to participants; or which conflicts with educational activities.~~

~~In recognition of the direct and indirect expenses imposed upon facilities and personnel for other than regular use, a use fee shall be charged. The Governing Board may charge a rental fee for direct costs associated with the facility use, or for fair rental value of the facility or grounds. The associated Procedures specify which activities shall be charged direct costs and which shall be charged fair rental value.~~
~~EC 82537 et seq., 109000 et seq., 81378; GB 10-85, GB 11-10-92~~

- **From current Palomar College Policy #550 titled Use of District Facilities (updated as of 5-10-05)**

(**NOTE:** This updated version (dated 5-10-05) of BP 550 is from pages 213-214 of the Governing Board Manual)

~~Palomar College is an educational leader committed to quality learning. We provide our community knowledge, information, skills, and aesthetic appreciation necessary to live responsibly, effectively and creatively in an interdependent and changing world.~~

~~Palomar College is a learning community dedicated to achieving student success and cultivating a love of learning. We strive to improve performance and outcomes based on evidence. To provide the highest quality learning and cultural experiences, we are guided by our core values of:~~

- ~~Achieving excellence in teaching, learning, and service;~~
- ~~Fostering integrity as the foundation for all we do;~~
- ~~Providing access to our programs and services;~~
- ~~Ensuring equity and fair treatment in all policies, processes, and procedures;~~
- ~~Celebrating diversity in people, philosophies, cultures, beliefs, programs, and learning environments;~~
- ~~Supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes;~~
- ~~Promoting mutual respect and trust through open communication and actions;~~
- ~~Supporting innovation to enhance and enrich learning environments and services.~~

~~The California Education Code extends the power to the Governing Board of the Palomar Community College District to "grant the use of college District facilities or grounds 'for a variety of public uses' upon such terms and conditions as the Board deems proper," subject to restrictions and limitations set by the Code. Palomar Community College instructional programs have priority in the use of Palomar~~

~~Community College facilities, and student and community activity needs follow in priority.~~

~~No use shall be inconsistent with the use of the buildings or grounds for Palomar Community College purposes, or interfere with the regular conduct of instruction. (Ed Code, Section 82531)~~

~~Palomar Community College reserves the right to deny rental of its facilities to any group, individual, or activity which, in the judgment of the Administration, is not consistent with the mission, goals, objectives and safety procedures of the institution; which could result in the destruction of property or bodily injury to participants; or which conflicts with educational activities.~~

~~Civic Center events held by organizations, clubs or associations organized for cultural activities and general character building or welfare purposes or public agencies or senior citizens organizations that are held without charge or solicitation (Civic Center Act – Ed Code, Section 38130 et seq.). Whenever any college District facility or grounds is required for educational purposes, a Use of Facilities application may be denied or canceled in accordance with Governing Board policies. Palomar Community College, at its discretion, shall have the right to cancel and terminate a Civic Center Application immediately and without notice upon its discovery of a violation of any term, condition, or provision of the permit or practice of discrimination on the part of the lessor. Should any such violation occur, the college District, at its discretion, shall have the right to deny any future requests by the lessor for the use of any college District property or facilities.~~

~~In recognition of the direct and indirect expenses imposed upon facilities and personnel for other than regular use, a user fee shall be charged. The Governing Board may charge a rental fee for direct costs associated with the facility use, or for fair rental value of the facility or grounds. The associated procedures specify which activities shall be charged direct costs and which shall be charged fair rental value. Ed Code, § 82530 et seq., §109000 et seq., §81378; GB 10-85, GB 11-10-92, GB 05-10-05~~

See AP 6700 titled Civic Center and Other Facilities Use

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in* ***black ink*** *is current Palomar College Policy #550 titled Use of District Facilities dated 10-85; 11-10-92; and 5-10-05. The language in* ***green ink*** *indicates suggested revisions/updates from the Palomar Facilities Office.*

Date Adopted:

(Replaces current Palomar College Policy 550)

Palomar Community College District Policy **CCLC No. 6740**

Finance and Administrative Services
DRAFT as of 2/22/08

BP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE

References:

Education Code Sections 15264 et seq., 15278, 15280, and 15282;
Calif. Constitution Article XIIIA Section 1(b) and Article XVI Section 18(b)

If a bond measure has been authorized pursuant to the conditions of Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000 (Education Code Sections 15264 et seq.), as defined in the California Constitution, the Superintendent/President must establish a Citizens' Bond Oversight Committee in accordance with the applicable law and necessary regulations.

See AP 6740 titled Citizens' Bond Oversight Committee

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services. This policy was reviewed at the February 22, 2008 Policy and Procedure Task Force Meeting.*

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

Palomar Community College District Policy **CCLC No. 6750**

Finance and Administrative Services
DRAFT as of 2/22/08

BP 6750 PARKING

References:
Education Code Section 76360;
Vehicle Code Section 21113

The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of instructional programs. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees shall be established in accordance with BP 5030 titled Fees.

See AP 6750 titled Parking

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in* ***black ink*** *is current Palomar College BP 30 titled Parking Policy with no date. The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services. This policy was reviewed at the February 22, 2008 Policy and Procedure Task Force Meeting.*

Date Adopted:
(Replaces current Palomar College Policy 30)

Palomar Community College District Policy **CCLC No. 6800**

Finance and Administrative Services
DRAFT as of 2/22/08

BP 6800 OCCUPATIONAL HEALTH AND SAFETY

References:

49 C.F.R. Part 40 and Part 655;
29 C.F.R. 1910.101 et seq.;
Health and Safety Code Section 104420;
Title 8 Section 3203;
Labor Code Section 6401.7; and
Cal-OSHA Safety Orders Section 3203

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials
- Prohibition of the use of tobacco in all public buildings and District-owned vehicles

Also see BP 6805 titled Risk Management and BP 6810 titled Illness/Injury Prevention as well as AP 6800 Occupational Health and Safety, AP 6805 titled Risk Management, and AP 6810 titled Illness/Injury Prevention.

NOTE: *This policy is* ***legally required****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services. This policy was reviewed at the February 22, 2008 Policy and Procedure Task Force Meeting.*

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

Palomar Community College District Policy **CCLC No. 6805**

Finance and Administrative Services
DRAFT as of 2/22/08

BP 6805 RISK MANAGEMENT

References:
No references

- **From current Palomar College Policy #6310 titled Risk Management**

The Board is committed to the establishment of a risk management program that is consistent with all legal requirements for community colleges. The primary concern of such a program shall be the safety and health of students, faculty, staff, and the public and the protection of District property and assets. In order to ensure that the District is conducting its operations as safely and efficiently as possible, the Board authorizes the Superintendent/President or designee to develop and maintain a risk management program that includes identification, prevention, mitigation, and assumption or transfer of risks through appropriate agreements, purchase of insurance, pooling with other agencies or other risk financing practices. The ultimate goal shall be successful implementation of safety and loss prevention/control practices and the maintenance of adequate insurance programs. A~~n~~ ~~annual~~ report on the program shall be presented to the Board as needed or requested.

NOTE: *This policy is* ***suggested*** *as* ***good practice****. The information in* ***black ink*** *is from current Palomar College Policy #6310 titled Risk Management and dated 5-11-04. The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services. This policy was reviewed at the February 22, 2008 Policy and Procedure Task Force Meeting.*

Date Adopted:
(This is current Palomar College Policy 6310 re-numbered to avoid conflict with procedure numbering)

Palomar Community College District Policy **CCLC No. 6810**

Finance and Administrative Services
DRAFT as of 2/22/08

BP 6810 ILLNESS/INJURY PREVENTION

- **From current Palomar College Policy #6810 titled Illness/Injury Prevention Program**

~~Pursuant to the Labor Code and California General Industry Orders, the Board of Trustees recognizes the necessity of an injury/illness prevention program. No employee shall be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health or safety. The District shall make every reasonable effort to ensure that working conditions and equipment are maintained in compliance with federal, state, and local laws and regulations.~~

~~The Board expects all employees to use safe work practices and to report and correct any unsafe conditions that may occur. The Superintendent/President shall name a manager to serve as the safety officer for the District. The safety officer shall be responsible for maintaining implementation procedures for this policy in accordance with federal, state, and local laws. These procedures shall include the development of safe and healthy work practices through education, training, and enforcement.~~

NOTE: *This policy is* ***suggested*** *as* ***good practice****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel. The information in* ***black ink*** *is from current Palomar College BP 6810 titled Illness/Injury Program and dated 5-11-04. The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services. This policy was reviewed at the February 22, 2008 Policy and Procedure Task Force Meeting.*

Date Adopted:
(This is current Palomar College Policy 6810)

Palomar Community College District Policy **CCLC No. 6925**

Finance and Administrative Services
DRAFT as of 2/22/08

BP 6925 EXPENDITURES FOR MEETINGS, EVENTS, AND ACTIVITIES

References:
Education Code Sections 72233 and 87032

- **From current Palomar College BP 7.14 titled Special Events/Activities Policy (94-16818)**

The Governing Board of Palomar Community College District recognizes the need to promote understanding of District programs through personal contact with individuals and groups and, at times, requires officers and employees to meet during meal periods. Therefore, the Board authorizes the purchase of food, refreshments, and other items related to these meetings or events for employees and non-employees at District-sponsored events, pursuant to Education Codes 87032 and 72233.

Approved activities include: Recognition functions for volunteers and employees; activities honoring individuals in education; educational events; seminars and workshops; committee meetings, including advisory and accreditation team visits; group planning and operational meetings.

Approved related expenditures are: Service of non-alcoholic beverages, food, and other refreshments; speakers' fees; rental of space and equipment; framed certificates and plaques.

Such expenses for non-alcoholic beverages and other refreshments which are served at duly authorized activities may be paid from District funds. ~~Governing Board action is required when the total request exceeds the approved meal allowance per person per day or when the total request is over $1,000 per event.~~

The Superintendent/President delegates the approval of expenditures to the appropriate Vice President.

Also see BP/AP 3560 titled Alcoholic Beverages.

NOTE: *This policy is* ***suggested*** *as* ***good practice****. The wording in* ***blue ink*** *is additional language to consider including in this policy. The information in* ***black ink*** *is from current Palomar College BP 7.14 titled Special Events/Activities Policy (94-16818) and dated 1-17-95 and 11-26-96. The language in* ***green ink*** *reflects revisions/additions made by Finance and Administrative Services. This policy was reviewed at the February 22, 2008 Policy and Procedure Task Force Meeting.*

Date Adopted:

(Replaces current Palomar College Policy 7.14)

Palomar Community College District Policy **CCLC No. 6975**

Finance and Administrative Services
DRAFT as of 2/22/08

BP 6975 BOOKSTORE AND FOOD SERVICES

References:
Education Code Section 81676

The Superintendent/President is responsible for ensuring that the college bookstore and food services operations are provided for students, faculty, and staff. The bookstore and food services shall be established and operated by either the District or by a qualified vendor.

If the bookstore and/or food services are run by the District:

- Operational costs of the bookstore and food services shall be paid from revenue earned form the bookstore and food services, respectively.
- Fiscal management of the bookstore and food services shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore and food services shall be provided to Governing Board.

If qualified vendor(s) are to provide bookstore and/or food services, contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Governing Board for approval, and awarded in the best interests of the students, faculty, and staff.

- **From current Palomar College Policy 560 titled Palomar College Bookstore**

~~Under the authority of Education Code Section 81676 (1970), the Governing Board authorizes and orders:~~

~~A. The establishment of a bookstore on the Palomar College campus to be known as the Palomar College Bookstore.~~
~~B. The establishment of a Bookstore Fund in the District budget to which the proceeds derived from the operation of the Bookstore shall be transferred.~~
~~C. That the Assistant Superintendent/Vice President for Finance and Administrative Services be designated to act as trustee for funds derived from the operation of the Palomar College Bookstore and instructed to receive such funds in accordance with procedures established by the Governing Board.~~

~~D. That all necessary expenses, including salaries, wages and other essential costs, shall be deducted from the sales of the Palomar College Bookstore.~~

~~E. That net profits from the operation of the Bookstore shall be transferred to the Associated Student Government for the general benefit of the student body in the following manner:~~

~~1. Net profits of the previous year's operation of the Palomar College Bookstore shall be separated into an amount to be retained for future capital expansion of the bookstore building, and an amount to be transferred to the Associated Student Government.~~

~~2. As a guideline, approximately 20% of the net profit of the previous year shall be retained in the Bookstore Fund for capital expansion.~~

~~3. The remainder of the net profit shall be transferred to the Associated Student Government according to the following schedule: a) on July 1, $5,000, b) on September 1, one third of balance, c) on November 1, one third of the balance and d) on January 1, one third of the balance.~~

~~4. The Governing Board, during the budget approval process shall determine the amounts of money to be separated for the two functions.~~

~~5. Effective June 30, 1974, and recurring on each June 30 thereafter, funds shown as the ending balance of the Associated Student Government (non-trust) in excess of $5,000 shall be transferred to the savings account of the Bookstore Fund. The savings account of the Bookstore Fund is recognized to be the depository of money which shall, under Board policy, be used for capital outlay costs of expanding the bookstore building.~~

~~F. These policies shall not conflict with the presently adopted District Associated Student Government policy.~~

G. ~~That a committee be established consisting of three faculty members, four students, all of whom are voting members and the Director of Bookstore Operations, in an advisory capacity and one administrator who is a voting member.~~

See AP 6975 titled Bookstore and Food Services

NOTE: *This policy is* ***suggested*** *as* ***good practice****. The language in* ***red ink*** *is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in* ***blue ink*** *is additional language to consider including in this policy. The information in* ***black ink*** *is from current Palomar College BP 560 titled Palomar College Bookstore with no date. The language in* ***green ink*** *reflects suggested revisions from Student Services. This policy was reviewed at the September 14, 2007 and February 22, 2008 Policy and Procedure Task Force Meetings.*

Date Adopted:

(Replaces current Palomar College Policy 560)