

Palomar College Policy/Procedures Review Task Force Meeting

Friday, January 23, 2009

8:30 – 11:30 a.m.

SU-18

Meeting Highlights

Present: Darrell McMullen, John Tortarolo, Joe Madrigal, Berta Cuaron, Bonnie Dowd, Monika Brannick, Brent Gowen, Shannon Leinhart, Molly Faulkner, Tricia Frady, Kelley Hudson Maclsaac, Mark Vernoy, Michelle Barton, Mike Dimmick, Susan Coleman (designated representative for Bonnie Dowd), Karen Robinson, Karen Boguta, and Jane Wright

- I. **Review and Approval of the December Meeting Highlights** – The Task Force members reviewed the December 12, 2008 Meeting Highlights. The meeting highlights were approved as written.

- II. **Continued Review of the Chapter 7 (Human Resources) Policies and Procedures:** Jane projected the policy/procedure language on the screen for Task Force members to review. The following documents were reviewed:
 - **BP 7250 – Educational Administrators:** This policy was carried over from the December 12, 2008 Task Force Meeting. It was approved as submitted. This policy will be placed on the 2/3/09 SPC Agenda.
 - **AP 7250 – Educational Administrators:** This procedure was carried over from the December 12, 2008 Task Force Meeting. This procedure was tabled for a future meeting.
 - **BP 7900 – Consultants:** This policy was carried over from the October 17 and December 12, 2008 Task Force Meetings. This policy was pulled from the agenda by John Tortarolo. The existing/current Governing Board policy on consultants remains in effect.

- III. **Review of Chapter 3 (General Institution) Policy and Procedure:** John facilitated the review of the Chapter 3 policies and procedures:
 - **Policy 3050 titled Institutional Code of Ethics** – Michelle discussed the necessity for the District to adopt a policy on Institutional Code of Ethics. She explained that other constituent groups are working on the development of a code of ethics for their respective organizations. Berta mentioned that the Strategic Planning Council might be the best venue for reviewing and discussing individual codes of ethics for constituent groups. Task Force members recommended that the phrase at the beginning of the first sentence, “In accordance with the accreditation standards,” be deleted as it is not necessary as long as the accreditation standard remains under the references.

In addition, it was recommended that the word “code” be made plural using parenthesis around the “s” so that would read “code(s)” in order to communicate that several codes of professional ethics may be developed by different constituent groups. This policy was approved with the recommended revisions. This policy will be placed on the 2/3/09 SPC Agenda.

- **Policy 3100 titled Organizational Structure** – Task Force members discussed the language in the first sentence: “The Superintendent/President shall fix and prescribe the duties to be performed by all persons in community college service in the District.” Task Force members suggested modifying the language to reflect the language in Education Code Section 72400. Task Force members suggested changing the sentence to read, “The Governing Board shall . . .” Michelle reminded the Task Force that the Governing Board delegates authority to the Superintendent/President to perform such activities as described in BP 2430 titled Delegation of Authority, Accreditation Standard IV.B.1.j, and BP 7110 titled Delegation of Authority. Also, Michelle reminded the Task Force of the need for consistent language across the policies/procedures and that previous policies related to the duties of the Superintendent/President as delegated by the Governing Board begin with the phrase, “The Superintendent/President shall . . .” Michelle will review the language and place this policy on a future Task Force Agenda.
- **Procedure 3100 titled Organizational Structure** – At the request of Task Force members, Michelle will review the language and place this procedure on a future Task Force Agenda.
- **Policy 3200 titled Accreditation** – The acronym ACCJC be placed in the first sentence immediately following “Accrediting Commission for Community and Junior Colleges.” The second sentence was revised to read, “The Superintendent/President shall keep the Governing Board informed of the status of accreditations and the relevant accrediting associations.” This policy was approved as revised. This policy will be placed on the 2/3/09 SPC Agenda.
- **Procedure 3200 titled Accreditation** – Task Force members recommended that the acronym ACCJC be placed in the first sentence immediately following “Accrediting Commission for Community and Junior Colleges” and to insert the same acronym whenever “the Accrediting Commission” is referenced in the document. In addition, the following sentence was inserted as the new second paragraph: “When the Self Study is completed, the Governing Board shall review and approve it prior to submission to ACCJC in accordance with prescribed timelines.” Lastly, it was requested that Michelle add a paragraph that references all other accrediting agencies and bring this procedure to a future Task Force Meeting for final review.
- **BP 3250 – Institutional Planning** – Task Force members recommended that the words “Long-range” and “Master” be added to the second bullet so that this bullet would read: “Long-range Facilities Master Plan.” Karen Robinson recommended that the third bullet be revised to reflect the current title of the plan which is “Equal Employment Opportunity Plan.” Joe recommended that

the word “Project” be added to the last bullet so that bullet would read: “EOS Project Plan.” The paragraph following the bullets was revised to become: “The Superintendent/President shall submit to the Governing Board those plans for which its approval is required by Title 5.” This policy was approved as revised. This policy will be placed on the 2/3/09 SPC Agenda.

- **AP 3250 – Institutional Planning**– The acronym “SPC” was added to the first sentence in the second paragraph. This acronym was then used in place of any reference to the Strategic Planning Council in the remainder of the document. The bulleted language was revised to be:
 - Long-range Educational or Academic Master Plan
 - Long-range Facilities Master Plan
 - Equal Employment Opportunity Plan
 - Student Equity Plan
 - Matriculation Plan
 - Transfer Center Plan
 - Cooperative Work Experience Plan
 - EOPS Project Plan

Task Force members asked Michelle to add language that further defines the role of the planning councils as well as the process used by the District in the planning process. Michelle will submit this procedure for review at a future Task Force Meeting.

- **BP 3280 – Grants** – Karen Robinson recommended that the following definitional statement be removed from AP 3280 titled Grants and placed at the beginning of this policy: “Grants provide additional funds for academic programs, student support services, and administrative operations.” Susan recommended that the term “will” be replaced with “shall” for consistency in the following sentence: “The Governing Board shall be informed about all external grant applications and external grants received by the District.” The word “external” was also added the same sentence to distinguish between internal grants that the District may create periodically to encourage innovative programs and services. The wording in the final sentence was amended so that the sentence concludes, “. . . District’s Strategic Plan.” This policy was approved as revised. This policy will be placed on the 2/3/09 SPC Agenda.
- **AP 3270 – Grants** – Michelle reviewed the language in this procedure. Task Force members recommended deletion of the first paragraph that begins with the following language: “Grants provide additional funds . . . “ The first word of the last paragraph (“All”) was recommended to be deleted. Susan noted that the use of the term “Board of Trustees” in the last paragraph needs to be revised to “Governing Board.” Task Force members also asked whether the Governing Board must officially accept all grants. Jane will research the legal language further and send Michelle her results in preparation for the next Task Force Meeting. Michelle will review the language in this procedure and recommend revisions for the next Task Force Meeting.

- **BP 3500 – Campus Safety** – Karen Boguta reviewed the language in this policy. The title of this policy was revised to become “Campus Safety Plan.” This policy was approved as submitted.
- **AP 3500 – Campus Safety** – Karen Boguta reviewed the language in this procedure. The title of this procedure was revised to become “Campus Safety Plan.” The language in this procedure will be reviewed again by Student Services and the Palomar College Police Department, with affected departments, and re-submitted to the Task Force.
- **BP 3505 – Emergency Response Plan** – Karen Boguta reviewed the language in this policy. Susan asked Jane to double-check the accuracy of the Education Code citations. Jane found that Susan was correct and the accurate Education Code Sections are 32280 et seq. Task Force members recommended that the majority of the language in the policy be moved to the related procedure because it seems too prescriptive for a policy. Jane reported that the Community College League is drafting language for a template for AP 3505 titled Emergency Response Plan. The Community College League will be disseminating the template for AP 3505 in late February or early March. The consensus was to place this policy “on hold” until the League’s template language for AP 3505 is ready for review. This policy and a related procedure will be placed on a future Task Force Agenda.

IV. Other Items – At 10:50 a.m., Tricia called for a quorum. Michelle and Mike reviewed the membership roster. They determined that eight members are necessary for a quorum. Nine members were currently present even though several members had to leave early. In addition, the Task Force requested that a glossary of terms be created to post on the Policy and Procedure Website to clarify the terms used in the documents.

V. Next Meeting – Friday, February 6, 2009 from 8:30 – 11:30 a.m. in B-2

VI. Adjournment – The meeting was adjourned at 11:16 a.m.