

# Palomar College Policies/Procedures Review Task Force Meeting

Friday, May 12, 2006

10:00 a.m. – 12:00 p.m.

## Meeting Highlights

**Present:** Robert Deegan, Jane Wright (Consultant), Ruth Larson, Nancy Chadwick (representing Michele Nelson), Brent Gowan, Bill Bedford, Susan Coleman, Berta Cuaron, Joe Tortarolo, Michelle Barton, Sara Thompson, and Josie Silva

- I. **Introductions** -- President Deegan welcomed the members and thanked them for their willingness to serve on this important Task Force. Self introductions were made. Jane Wright described her community college work history and her consulting efforts with other community college districts that have or are in the process of updating/revising their policies and procedures.
- II. **Task Force Role and Meeting Schedule** – President Deegan discussed the role of task force members. The members reviewed the list of meeting dates through Spring 2007. Michelle mentioned that the February 16, 2007 meeting appears to be on a college holiday. That meeting will be re-scheduled.
- III. **Definitions of Policies and Procedures** – Jane disseminated and reviewed a handout that distinguishes between the definition of a policy versus the definition of a procedure. Policies require official adoption by the Governing Board whereas procedures need be placed on the Board agenda but should be approved through the College's internal review process.
- IV. **Review Updating Process and Draft Timeline** -- Jane provided an overview of the task of updating the policies and procedures. Jane explained that the Community College League of California (CCLC) and the legal firm of Liebert, Cassidy, and Whitmore developed policy and procedure templates in 2001. The templates were created by attorneys who specialize in community college issues and educational law. Palomar College is one of the 60 community college districts in the state that is a member of the CCLC Policy and Procedure Service.

The 152 recommended policies and 201 recommended procedures are divided into the following seven chapters: Chapter 1 (The District); Chapter 2 (Governing Board); Chapter 3 (General Institution); Chapter 4 (Instructional Services); Chapter 5 (Student Services); Chapter 6 (Finance and Administrative Services), and Chapter 7 (Human Resources).

Every six months (in February and August) the college receives updates to ensure that board policies and administrative procedures are current. The updates are sent via email to the Superintendent/President as well as posted on the Subscribers Website ([www.ccleague.org](http://www.ccleague.org)). Jane shared the user identification name ("subscriber") and password ("process") for members and others on campus who wish to access the template information.

Policy and procedure samples are categorized as legally required, legally advised, or suggested as good practice. The definitions of the categories are as follows:

1. **Legally Required:** These are policies which legal counsel has determined that, based on federal or state law or regulation, the College must enact and which require Board action;
2. **Legally Advised:** These are policies which are not specifically required based on any federal or state law, but which legal counsel has identified as essential to protect the College from potential liability, and which, if enacted, require Board action; and
3. **Suggested:** These are policies that are suggested by legal counsel and the Community College League of California as standards of good practice.

The Task Force members reviewed the draft timeline dated April 28, 2006. John noted that the date for the first step in the process for the Chapter 7 (Human Resources) policies needs to be revised from Mid-February 2006 to Mid-February 2007. This revision will be made and an updated timeline will be distributed at the September Meeting. Jane explained that the chapters are in a non-sequential order based on those she has found to be easier to update/review. The chapters near the end of the process often prove more challenging due to the content and level of detail. Therefore, she suggested that the chapters be reviewed in the following order: Chapter 1 (The District), Chapter 2 (Governing Board), Chapter 6 (Finance and Administrative Services), Chapter 5 (Student Services), Chapter 4 (Instructional Services), Chapter 3 (General Institution), and Chapter 7 (Human Resources).

**V. Review Policies and Procedures for Chapters 1 and 2** – The Task Force members began reviewing the draft policies in Chapters 1 (The District) and 2 (Governing Board) as well as the draft procedures for Chapter 2 (Governing Board). There are no procedures recommended for Chapter 1. Revisions were made to the following Board Policies (BP):

- BP 1100 titled The Palomar Community College District: John noted that it was incorrectly numbered as BP 1000. Nancy suggested that we obtain the legal description of the District boundaries and include that description here. It was also suggested that a comparison be done between what is included in the College Catalog versus the information in the policy to be consistent.

- BP 1200 titled District Mission: Michelle suggested that we add a date next to the reference regarding the WASC/ACCJC Accreditation Standard 1 because the accreditation standards are updated/revised periodically.
- BP 1300 titled Educational Philosophy: Josie explained that the number in parenthesis (69-2804) that is included with this policy as well as others in the current Palomar Board Policy Manual most likely indicates the year and resolution number associated with the adoption of a particular policy.
- BP 2010 titled Governing Board Membership: The first sentence in current Palomar BP 5.0 was moved to the beginning of the new policy. The second sentence in current Palomar BP 5.0 was deleted since the new wording suggested was very similar. It was suggested that a reference to BP 2710 titled Conflict of Interest be added at the end of the policy.
- BP 2015 titled Student Trustee: The last sentence at the end of the third paragraph was deleted and replaced with: "The Student Trustee shall recuse himself/herself from both discussion and action on matters of potential conflict of interest." Sara noted that the word "to" needed to be added in the first bulleted item.

Jane will make the revisions suggested and bring updated versions of the policies to the September 15 meeting. In September, the members will continue to review the remaining policies and procedures in Chapter 2 (Governing Board).

- VI. Other** – Task Force members will be provided with notebooks for all of their meeting materials at the September 15, 2006 meeting. The same handouts distributed at this meeting will be included in the notebooks.
- VII. Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, September 15, 2006 at 10:00 a.m.
- VIII. Adjournment** – The meeting was adjourned at noon. No meetings will be held during the summer months.