

**Palomar College Policy/Procedures
Review Task Force Meeting**

Friday, September 12, 2008

9:00 a.m. – 12:00 p.m.

Room SU-18

Meeting Highlights

Present: Bob Deegan, Darrell McMullen, Bonnie Dowd, John Tortarolo, Joe Madrigal, Monika Brannick, Shannon Leinhart, Mike Dimmick, Kelley Hudson MacIsaac, Susan Coleman (designated representative for Dr. Dowd), Michelle Barton, Mark Vernoy, Claudia Duran, Karen Robinson, Josie Silva, and Jane Wright

- I. **Review and Approval of the May Meeting Highlights** – The Task Force members reviewed the May 16, 2008 Meeting Highlights. Jane clarified that the May 2009 Task Force Meeting date should be corrected from Friday, May 1, 2009 to Friday, May 15, 2009. The meeting highlights were approved as submitted.

- II. **Welcome and Introductions**
President Deegan welcomed the Task Force members to the first meeting of the 2008-09 academic year. He thanked the members for their time and dedication to this project.

- III. **Review Definitions of Board Policy and Administrative Procedure**
Jane summarized the definitions for Board Policy versus Academic Procedure so all Task Force members had the same understanding and foundation. She also reminded all Task Force members to share materials/information with their appropriate constituent group members. Jane asked that concerns from constituent groups be shared at the Task Force Meetings so that the issues may be addressed at that point.

- IV. **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 7370 titled Use of District Resources for Political Activity**
(carry over from 5/16/08 Task Force Meeting)
Shannon and Monika discussed their concerns regarding preserving the right of free speech and academic freedom. An opening sentence was added to this policy to clarify that the District encourages and

promotes academic freedom and free speech. John clarified that the intent of this policy is to abide with the laws regulating the use of District resources for political activity and the restrictions regarding acceptance of funds and contributions. At the end of this policy, language referencing BP/AP 4030 titled Academic Freedom, BP/AP 5550 titled Speech: Time, Place, and Manner, and BP/AP 6700 titled Other Facilities Use (Civic Center Act) as well as AP 7370 titled Use of District Resources for Political Activity was included. Shannon asked that this policy be sent to her so she could review it one final time with PFF leaders. The Task Force reviewed this policy and approved it with the recommended revisions.

- **AP 7370 titled Use of District Resources for Political Activity**
(carry over from 5/16/08 Task Force Meeting)

The Task Force recommended the addition of the following language as the new first paragraph of AP 7370: “As the District encourages and promotes academic freedom and free speech, this procedure is not intended to limit free speech. The following policies/procedures address academic freedom and free speech: BP/AP 4030 titled Academic Freedom, BP/AP 5550 titled Speech: Time, Place, and Manner, and BP/AP 6700 titled Other Facilities Use (Civic Center Act).” Shannon asked that this procedure be sent to her so she could review it one final time with PFF leaders. The Task Force reviewed this procedure and approved it with the recommended revisions.

- **AP 7125 titled Verification of Eligibility for Employment**

The Task Force discussed the necessity to clarify the language in the first paragraph of AP 7125 in order to clearly convey the intent of the law regarding verification of eligibility for employment for noncitizens and persons who are not eligible to be employed in the United States. The language was revised for clarity and the Task Force approved the recommended revisions.

- **BP 7130 titled Compensation**

Task Force members discussed the definition of compensation and recommended that the title of this policy be revised to be “Compensation and Benefits.” The word “authorize” was added to the first sentence in this policy to emphasize that the Governing Board establishes and authorizes compensation and benefits. The Task Force reviewed this policy and approved it with the recommended revisions.

- **BP 7140 titled Collective Bargaining**

Jane mentioned that a reference to BP 2610 titled Presentation of Initial Collective Bargaining Proposals was included at the end of this policy to connect with the details in that policy. The Task Force reviewed this policy and approved it as submitted.

- **BP 7150 titled Employee Evaluations**

John explained that a general sentence referencing the applicable collective bargaining agreement or employee handbook was included

in this policy and will appear in several other policies and procedures. The intent is to direct the reader to the appropriate agreement or handbook as these documents are reviewed continually and updated often. The Task Force reviewed this policy and approved it as submitted.

- **BP 7160** titled **Professional Development**
The Task Force reviewed this policy and approved it as submitted.
- **AP 7212** titled **Temporary Faculty**
Shannon asked that this procedure be reviewed again at the October 17, 2008 Task Force Meeting. She also asked to have it sent to her so she could review it one final time with PFF leaders.
- **AP 7213** titled **Part-Time Faculty: Benefits**
The Task Force reviewed this procedure and approved it as submitted.
- **AP 7214** titled **Part-Time Faculty: Office Hours**
The Task Force reviewed this procedure and approved it as submitted.
- **AP 7215** titled **Academic Employees: Probationary Contract Faculty**
The Task Force reviewed this procedure and approved it as submitted.
- **AP 7216** titled **Employee Grievance and Complaint Procedures**
The title of this procedure was revised to be “Employee Grievance/complaint Procedures.” There was a discussion about academic due process. Some recommended language to consider for the last paragraph of this procedure was, “Other conflicts which may involve faculty members, administrative staff, classified staff, and/or students may be addressed through the District’s Academic Due Process policy and procedure.” Monika asked that this procedure be reviewed again at the October 17, 2008 Task Force Meeting. She also asked to have it sent to her so she could review it one final time with faculty senate leaders.
- **AP 7231** titled **Seniority**
The Task Force reviewed this procedure and approved it as submitted.
- **AP 7232** titled **Classification Review**
The Task Force reviewed this procedure and approved it as submitted.
- **AP 7233** titled **Claims for Work Out of Classification**
The Task Force reviewed this procedure and approved it as submitted.
- **AP 7235** titled **Probationary Period: Classified Employees**
Mike asked that this procedure be reviewed again at the October 17, 2008 Task Force Meeting. He also asked to have it sent to him so he could review it one final time with classified leaders.
- **BP 7236** titled **Short-Term Employees**
The final sentence in this policy was revised by the Task Force to read, “See the Short-Term Employee Hiring Regulations available in the Human Resource Services Office.” The Task Force reviewed this policy and approved it with the recommended revisions.
- **AP 7237** titled **Layoffs**
The Task Force reviewed this procedure and approved it as submitted.

- **BP 7240** titled **Confidential Employees**
The Task Force reviewed this policy and approved it as submitted.
- **AP 7240** titled **Confidential Employees**
The Task Force reviewed this procedure and approved it as submitted.
- **AP 7336** titled **Certification of Freedom from Tuberculosis**
Trustee McMullen asked if there would be any other policies/procedures related to diseases. John confirmed that there is a policy and procedure titled Communicable Disease that would be reviewed at a future Task Force Meeting. The Task Force reviewed this procedure and approved it as submitted.
- **AP 7337** titled **Fingerprinting**
Mike asked that this procedure be reviewed again at the October 17, 2008 Task Force Meeting. He also asked to have it sent to him so he could review it one final time with classified leaders.
- **BP 7341** titled **Sabbaticals**
The Task Force reviewed this policy and approved it as submitted.
- **AP 7342** titled **Holidays**
Jane mentioned that a related BP/AP 4010 titled Academic Calendar will be reviewed at a future Task Force Meeting. The Task Force reviewed this procedure and approved it as submitted.
- **BP 7345** titled **Catastrophic Leave Program**
The Task Force reviewed this policy and approved it as submitted.
- **AP 7345** titled **Catastrophic Leave Program**
The Task Force reviewed this procedure and approved it as submitted.
- **AP 7346** titled **Employees Called to Military Duty**
Mike asked that this procedure be reviewed again at the October 17, 2008 Task Force Meeting. He also asked to have it sent to him so he could review it one final time with classified leaders.
- **BP 7347** titled **Family Medical Leave**
The Task Force reviewed this policy and approved it as submitted.
- **BP 7350** titled **Resignations**
The Task Force reviewed this policy and approved it as submitted.
- **AP 7371** titled **Personal Use of Public Resources**
The Task Force reviewed this procedure and approved it as submitted.
- **AP 7381** titled **Health and Welfare Benefits**
Mike recommended that the number of this procedure be changed to AP 7131 to immediately follow BP 7130 titled Compensation and Benefits. The Task Force approved this procedure with the recommended revision.
- **BP 7510** titled **Domestic Partners**
The Task Force reviewed this policy and approved it as submitted.
- **BP 7800** titled **Institutional Reassignment and Lateral Transfer**
This current Palomar College policy was approved by the Task Force as submitted.

- **BP 7850** titled **Exchange Program**
This current Palomar College policy was approved by the Task Force as submitted.
- **BP 7900** titled **Consultants**
The Task Force reviewed the language in this policy and requested that BP 7900 be placed on the October 17, 2008 agenda for further review.

V. Adjournment – The meeting was adjourned at 12:01 p.m. The next Task Force Meeting is scheduled for Friday, October 17, 2008.