

# Palomar College Policies/Procedures Review Task Force Meeting

Friday, September 15, 2006

10:00 a.m. – 12:00 p.m.

## Meeting Highlights

**Present:** Jane Wright (Consultant), Robert Deegan, Darrel McMullen, Brent Gowen, Bill Bedford, Ken Burns, Michael Dimmick, Kelley Hudson MacIsaac, Susan Coleman, Berta Cuaron, Joe Madrigal, John Tortarolo, Michelle Barton, Sara Thompson, and Josie Silva

- I. **Introductions** -- President Deegan welcomed the members to the first Task Force Meeting of the fall semester. Jane Wright introduced herself and described her experience with updating/revising policies and procedures. Self introductions were made.
- II. **Dissemination of Task Force Notebooks** – Every Task Force member received a blue binder with labeled sections for each chapter, agendas, meeting highlights, and other materials. Jane thanked Josie for creating wonderfully organized notebooks.
- III. **Continue Updating Chapter 2 Policies and Procedures** – Jane reviewed the revisions made during the May 12, 2006 Task Force Meeting to the policies in Chapter 1 (The District) as well as the first few policies in Chapter 2 (Governing Board). The members continued to update/revise the wording for the following policies and procedures:
  - **Policy 2015 titled Student Trustee:** The language from current Palomar BP 8.32 titled ASG President as Student Member will be included as the first sentence of the second paragraph. In addition, the third bullet in the fourth paragraph shall include language regarding, “The privilege to receive compensation for meeting attendance at a level equivalent to elected Trustees.”
  - **Procedure 2015 titled Student Trustee:** This proposed procedure will be deleted.
  - **Policy 2100 titled Governing Board Elections:** The language from current Palomar BP 9.3 titled Candidate’s Statement will be added as the last sentence of the first paragraph. In addition, language will be included regarding, “The District shall determine the length of the Candidate’s Statement. The fees for such statement will be paid to the Registrar of Voter’s Office by the candidate.”
  - **Procedure 2100 titled Governing Board Elections:** This proposed procedure will be deleted.

- **Policy 2105 titled Election of Student Trustee:** Two new legal references (Education Code Sections 72023.5 and 72103) were added per the Community College League's August 2006 update. An updated version of this policy was disseminated to reflect suggestions from the advisor to the Associated Student Government.
- **Procedure 2105 titled Election of Student Trustee:** The misspelling of the word "Trustee" at the beginning of the second paragraph was corrected. The proposed language in this procedure will be checked against the Associated Student Government Bylaws for consistency.
- **Policy 2110 titled Vacancies on the Governing Board:** This procedure was accepted as presented.
- **Procedure 2110 titled Vacancies on the Governing Board:** This procedure was accepted with all new language as presented.
- **Policy 2200 titled Board Duties and Responsibilities:** Jane disseminated this new policy which was added per the Community College League's August 2006 update. The last bullet in this policy was corrected to read, "Advocate for and protect the District."
- **Policy 2210 titled Officers:** The colons were deleted after the word "are" when followed by bullets. Duties for the Vice President and the Secretary of the Board were added.
- **Policy 2220 titled Committees of the Governing Board:** The last sentence of current Palomar BP 12.14 was retained and added to the end of the third paragraph. The term "these policies" was revised to read "Palomar CCD policies" in the last sentence of the first paragraph.
- **Policy 2305 titled Annual Organizational Meeting:** The newly proposed language was deleted. The language in current Palomar BP 12.2 was retained.
- **Policy 2310 titled Regular Meetings of the Governing Board:** The following sentence was added as the second sentence in the second paragraph, "According to the Brown Act, the Governing Board Agenda will be posted 72 hours in advance of the meeting."
- **Policy 2315 titled Closed Sessions:** The word "only" in the first sentence of the first paragraph was moved and placed after the word "held."
- **Policy 2320 titled Special and Emergency Meetings:** The newly proposed language was approved as submitted. It will replace current Palomar BP 12.4 and BP 12.5.
- **Procedure 2320 titled Special and Emergency Meetings:** The first paragraph of this policy included current Palomar Administrative Procedure 12.3 titled Regular Meetings which was mistakenly included in this procedure rather than as new Procedure 2310 titled Regular Meetings of the Governing Board. Jane will place this information in a new procedure, and the members placed the phrase, "ten days prior" after the words "...President's Office" in the first sentence. The words "at 7:00 p.m." and "by 5 p.m. on the Monday eight days prior" were deleted.
- **Policy 2330 titled Quorum and Voting:** The sentence, "No action will be taken by secret ballot" will become the first sentence of the policy. There

was discussion regarding the issue of two-thirds versus four-fifths votes. Upon further review of Robert's Rules of Order, the recommendation is to include the following language, "The following actions require a majority vote by all members of the Governing Board."

In addition, Jane will double-check all legal citations referenced with current Palomar Policies and Regulations to ensure that they are accurate.

- IV. Other** – At the October Meeting, the members will review and revise the remaining 23 policies and 12 procedures in Chapter 2 (Governing Board). The Task Force members were asked to thoroughly review those remaining policies and procedures prior to the October 13, 2006 meeting. Time permitting, the members of the Task Force may begin reviewing the policies and procedures in Chapter 6 (Finance and Administrative Services) at the October Meeting.
- V. Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, October 13, 2006 at 10:00 a.m.
- VI. Adjournment** – The meeting was adjourned at noon.