

Palomar College Policies/Procedures Review Task Force Meeting

Friday, October 13, 2006

10:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Jane Wright (Consultant), Ruth Larson, Brent Gowan, 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. **Review and Approval of September Meeting Highlights** – Task Force members received the September 15, 2006 Meeting Highlights. The highlights were approved as submitted.

- II. **Continue Updating Chapter 2 Policies and Procedures** – Jane disseminated packets of the legal citation language at the beginning of the meeting. Task Force members continued to update/revise the wording for the following policies and procedures:
 - **Policy 2340 titled Agendas:** The members agreed that the language from current Palomar BP 12.8 titled Agenda and BP 12.9 titled Availability of Agenda was adequately addressed in the League-recommended language so these two policies could be deleted. The language in current Palomar BP 12.11 titled Action will be added as the last paragraph in this newly revised policy.
 - **Procedure 2340 titled Agendas:** The League-recommended bulleted language was deleted. The only edit in current Palomar Administrative Procedure 12.8 was to delete “eight” and add “ten” in the first sentence of the first paragraph. The second paragraph from current Palomar BP 12.10 titled Hearings was moved from Policy 2345 and included in Procedure 2340 with the following edits: The agenda will include regularly scheduled standing items from ~~The Board will accept testimony from individuals, a committee, or a delegation. Hearings from the following shall be regularly scheduled in the agenda: The Faculty, the Faculty Senate, the Palomar Faculty Federation, the Associated Student Government, the CCE/AFT, the Administrative Association, the Confidential and Supervisory Team, Other, and the Superintendent/President.~~ In addition, the following statement was added to the end of the procedure: “A statement will be included on Board Agendas requesting that individuals who desire the agenda information in an accessible format and/or require other accommodations should contact the President’s Office.”
 - **Policy 2345 titled Public Participation at Governing Board Meetings:** The title was revised to “Right to Public Participation.” In the legal references, the Government Code Section 54954.3 was revised to be

“54954 et seq.” The last sentence in the League-recommended language was revised to be: “If requested through the Superintendent/President’s Office, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.” Lastly, the second paragraph of current Palomar BP 12.10 titled Hearings was moved from Policy 2345 and included in Procedure 2340.

- **Procedure 2345 titled Public Participation at Governing Board Meetings:** This proposed procedure was deleted. The language that was included in this proposed procedure was moved to newly created Procedure 2350 titled Speakers.
- **Policy 2350 titled Speakers:** The following statement from current Palomar Administrative Procedure #12.10.1 was moved to Policy 2350 and included as the second to last bullet: “The Governing Board may ask a delegation to limit the number of speakers on a specific topic unless the proposed speakers are addressing different concerns.”
- **Procedure 2350 titled Speakers:** The members created a new procedure by including the proposed language from Procedure 2345. The first two paragraphs of current Palomar Administrative Procedure 12.10.1 were recommended to be deleted (evidenced by strike throughs). The legal references for the Government Code Section was expanded to include 54950 et seq. (listed under “References” at the beginning of the procedure and at the end of the procedure.
- **Policy 2355 titled Decorum/Conduct:** The members added the word “Conduct” to the title of this policy.
- **Policy 2360 titled Minutes:** The last sentence in red ink under the “note” was revised and added to the end of the second sentence of this policy. This new sentence reads, “The minutes shall record all actions taken by the Governing Board including, but not limited to, those present, all motions, names of those making and seconding motions, and votes.” It was agreed that the information in current Palomar BP 12.12 was addressed in the new red language.
- **Procedure 2360 titled Minutes:** This procedure was deleted.
- **Policy 2365 titled Recording:** The words “at least” were deleted and the end of the first paragraph.
- **Procedure 2365 titled Recording:** The members agreed to include the sample language from another community college district as the new language in this proposed procedure.
- **Policy 2410 titled Policy Making Authority and Administrative Procedures:** The members added the words “Making Authority” and made the word Procedure plural in the title of this policy. In the fifth paragraph, the members added the word “annually” so that the first sentence in the fifth paragraph reads, “The Superintendent/President shall annually provide each member of the Board with copies of the administrative procedures or any revisions since the last time they were provided.” Current Palomar BP 7.01 was moved to become the new first sentence of this policy. Current Palomar BP 4.0 titled Collegiality was moved to Board Policy 2510 titled

Participation in Local Decision Making. Current Palomar BP 3.04 titled Communication of Matters of Institution-wide Policy was moved to Procedure 2410 due to the level of detail contained in this current policy.

- **Procedure 2410 titled Policy Making Authority and Administrative Procedures:** The members added the words “Making Authority” and made the word Procedure plural in the title of this procedure. The order of the language in current Palomar BP 3.04 titled Communication of Matters of Institution-wide Policy was reordered to more accurately reflect current practice.
- **Policy 2430 titled Delegation of Authority to Superintendent/President:** The word “provided” in the sixth paragraph was included in the blank provided.
- **Procedure 2430 titled Delegation of Authority to Superintendent/President:** This procedure was deleted.
- **Policy 2431 titled Superintendent/President Selection:** The word “elected” in current Palomar BP 7.02 was revised to be “selected.” The members asked Jane to research any Education codes that specifically address the CEO contract and to add those citations to the list of references as appropriate. This policy will be reviewed at the November 17 Task Force Meeting per the members’ request.
- **Policy 2432 titled Superintendent/President Succession:** The number “30’ was added to the end of the first paragraph in red ink. The words “30 calendar days” were added to the third paragraph in red. The bulleted language from current Palomar BP 22 titled Designation of Administrator in Charge was revised to include the Chief Business Officer as the third bullet, the Chief Human Resources Officer as the fourth bullet, and the addition of the words “as a dean” to the last bullet to clarify the parenthetical statement. The parenthetical statement now reads, “... in order of length of service as a dean at Palomar College”

In addition, Jane will print copies of the legal citations for the remaining policies and procedures in Chapter 2. She will disseminate those legal citations at the beginning of the November Meeting.

- III. Other** – At the November Meeting, the members will review and revise the remaining policies and procedures in Chapter 2 (Governing Board) beginning with Policy 2435. The Task Force members were asked to thoroughly review those remaining policies and procedures prior to the November 17, 2006 meeting. Jane and Josie will also disseminate the Chapter 6 (Finance and Administrative Services) policies and procedures in October so that Task Force members have an opportunity to begin reviewing these documents in advance. Time permitting, the members of the Task Force will begin updating the policies and procedures in Chapter 6 at the end of the November Meeting.

- IV. Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, November 17, 2006 from 9:00 a.m. – noon. Refreshments and breaks will be provided for the members.
- V. Adjournment** – The meeting was adjourned at 12:10 p.m.