

Palomar College Policies/Procedures Review Task Force Meeting

Friday, October 19, 2007

9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Darrel McMullen, Bonnie Dowd, Joe Madrigal, Paul Barboa, Bill Bedford, Ken Burns, Susan Coleman, Michael Dimmick, Kelley Hudson MacIsaac, Josie Silva, and Jane Wright

- I. **Introductions** – Task Force members made self introductions and welcomed new student representative, Paul Barboa.
- II. **Review and Approval of September Meeting Highlights** – The Task Force members reviewed the September 14, 2007 Meeting Highlights. The highlights were approved as submitted.
- III. **Review of BP 2105, BP 2350, and BP 2355** – In response to questions raised during the October 9, 2007 Governing Board Meeting, the Task Force reviewed the following three policies:
 - **Policy 2105 titled Election of Student Trustee:** Task Force members devoted one hour to an extensive discussion regarding the issue of whether holding a special election within 30 days of removal of the Student Trustee is in conflict with the language in the current Associate Student Government (ASG) Bylaws. The second issue that was considered was whether the 30 day timeframe was a realistic time period. Josie disseminated copies of the language in the proposed policy, the proposed procedural language, the legal citations, sample language from other districts, and the applicable section of the ASG Bylaws. It was noted that Palomar College is currently faced with the need to clarify the filling of the Student Trustee vacancy upon the recent resignation of the 2007-08 Student Trustee. The discussion included the distinction between resignation, recall, and impeachment. Another challenging aspect of the issue was the recognition that at Palomar College the ASG President also serves as the Student Trustee. This dual role issue is not consistent among California community colleges. The following language is consistent with the language in the ASG bylaws and was included to replace the previously proposed language in the third and fourth paragraphs: Should the office of the ASG President become vacant for any reason whatsoever, the ASG Vice President shall assume the office of President immediately, with all rights and privileges ascribed thereto. The ASG Vice President shall meet the same criteria as the ASG President. In addition, the language in the first paragraph was slightly rearranged to clarify the dual role issue. After conducting a thorough discussion and noting discrepancies between the proposed policy language versus the proposed

procedural language, the Task Force's final recommendation was for the Director of Student Affairs and the College President to meet and reconcile this issue as they deem most appropriate. Due to the substantive revision in the language, Task Force members also suggested that District legal counsel review the matter in relation to current laws and regulations.

- **Policy 2350 titled Speakers:** The bulleted sentence, "Each speaker coming before the Governing Board is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters" was reviewed and discussed. Task Force members agreed that the language allows ample opportunity for speakers to address issues on the agenda as well as one non-agenda matter. The language was deemed appropriate as originally submitted.
- **Policy 2355 titled Decorum/Conduct:** The issue raised during the Board Meeting was to clarify the use of the term "removal." Task Force member recommended the use of the term "escorted" in the second paragraph rather than the originally proposed term, "removal."

IV. Review of Chapter 6 (Finance & Administrative Services)

Policies/Procedures – Jane projected the policy/procedure language on the screen for Task Force members to review. Vice President Dowd facilitated the review of the following policies and procedures:

- **Policy 6100 titled Delegation of Authority:** Vice President Dowd recommended four wording revisions in the first paragraph (see the words in green ink).
- **Procedure 6100 titled Delegation of Authority:** Vice President Dowd recommended the addition of the titled "Director of Business Services" in two places.
- **Policy 6150 titled Designation of Authorized Signatures:** In November 2006, this policy was referred to Vice President Dowd for review and revision. Vice President Dowd recommended the addition of the following sentence to the end of the first paragraph: The Superintendent/President delegates finance and administrative services-related items to the Chief Business Officer.
- **Procedure 6150 titled Designation of Authorized Signatures:** Vice President Dowd recommended the addition of the following language at the end of the first paragraph: "In addition, an authorized list of signatures is presented to the Governing Board on an annual basis for its approval."
- **Policy 6200 titled Budget Preparation:** Vice President Dowd recommended the addition of the following language to the end of the fourth bullet: ". . . determined by the Governing Board and is currently set at five percent of the prior year unrestricted general fund expenditures which is considered prudent by the Chancellor's Office of the California Community Colleges." Task Force members discussed the importance of maintaining a five percent reserve calculated on the prior year general fund expenditures and that this conservative amount would only fund salaries for approximately six weeks if a fiscal crisis occurred. It was mentioned that Governing

Boards at several districts in the state require their districts to maintain a higher reserve level.

- **Procedure 6200 titled Budget Preparation:** In November 2006, this procedure was referred to Vice President Dowd for review and revision. Vice President Dowd will review the Title 5 language (related to this procedure) with her colleagues and report at the November 9, 2007 Meeting.
- **Policy 6250 titled Budget Management:** In November 2006, this policy was referred to Vice President Dowd for review and revision. Vice President Dowd recommended several paragraphs of additional language including the definitions for Governing Board Reserve, Other Reserves, Restricted Reserve, and Designated Reserve. The issue of transfers between expenditure classifications was discussed and the related Title 5 language was reviewed. Vice President Dowd will review the issue with her colleagues at an upcoming meeting of Chief Business Officers and report back at the November 9, 2007 Task Force Meeting.
- **Procedure 6250 titled Budget Management:** In November 2006, this procedure was referred to Vice President Dowd for review and revision. Vice President Dowd recommended that current Palomar College Policies 520, 521, 521.1, and 523 be moved to this procedure. At the recommendation of Vice President Dowd, additional language was included in the first and last paragraphs of the League recommended language.
- **Policy 6300 titled Fiscal Management:** Vice President Dowd recommended that the California Community Colleges Budget and Accounting Manual (BAM) be added to the list of references and referenced in the second paragraph. In addition, she recommended the following language be added to the end of the first paragraph: “ . . . and Generally Accepted Accounting Principles (GAAP) and other relevant accounting standards mandated by specific agencies to include:”
- **Procedure 6300 titled Fiscal Management:** In December 2006, this procedure was referred to Vice President Dowd for review and revision. A reference to the Budget and Accounting Manual (BAM) and the following phrase was added (in the first paragraph) “The Chief Business Officer is responsible for ensuring that the District complies with sound fiscal management procedures which include: . . .”
- **Procedure 6305 titled Reserves:** In December 2006, this procedure was referred to Vice President Dowd for review and revision. A note at the top of this procedure was added to ensure that any revisions to BP/AP 6250 titled Budget Management maintain consistency with the following new language in this procedure: “A transfer from the General Reserve shall be approved by the Chief Business Officer, and a resolution providing for the transfer from reserves must be submitted to the Governing Board for ratification.”
- **Procedure 6310 titled Accounting:** Vice President Dowd recommended that this procedure be deleted and explained that an office operational manual will be developed to address specific details related to accounting processes, warrant distribution, and other routine business matters.

- **Procedure 6315 titled Warrants:** In December 2006, the Task Force referred this procedure to Vice President Dowd for further review/revision and asked why employees in other categories beyond salaried employees were not included? Vice President Dowd recommended that this procedure be deleted and explained that an office operational manual will be developed to address specific details related to accounting processes, warrant distribution, and other routine business matters.
- **Policy 6320 titled Investments:** Vice President Dowd reviewed the language in this policy with no further recommended revisions beyond those made at the December 15, 2006 Task Force Meeting. Vice President Dowd recommended the addition of the title “Chief Business Officer” in the first sentence.
- **Policy 6325 titled Payroll:** Vice President Dowd reviewed the language in this policy with no further recommended revisions. This policy was reviewed at the December 15, 2006 Task Force Meeting.
- **Procedure 6325 titled Payroll:** In December 2006, the Task Force members recommended that Vice President Dowd review this procedure. Vice President Dowd recommended that this procedure be deleted and explained that an office operational manual will be developed to address specific details related to accounting processes, warrant distribution, and other routine business matters.
- **Policy 6330 titled Purchasing:** Vice President Dowd reviewed the language in this policy with no further recommended revisions. This policy was reviewed at the December 15, 2006 Task Force Meeting.
- **Procedure 6330 titled Purchasing:** In December 2006, this procedure was referred to Vice President Dowd for review and revision. Vice President Dowd recommended that this procedure be deleted and explained that an office operational manual will be developed to address specific details related to accounting processes, warrant distribution, and other routine business matters.

V. Next Meeting – The next Task Force Meeting is scheduled for Friday, November 9, 2007 from 9:00 a.m. – noon.

VI. Adjournment – The meeting was adjourned at 11:55 a.m.