

Palomar College Policies/Procedures Review Task Force Meeting

Friday, November 9, 2007

9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Darrel McMullen, Bonnie Dowd, Joe Madrigal, Brent Gowen, Paul Barboa, Wayland Blue, Michelle Barton, Susan Coleman, Michael Dimmick, Kelley Hudson MacIsaac, Mark Vernoy, Josie Silva, and Jane Wright

- I. **Review and Approval of the October Meeting Highlights** -- The Task Force members reviewed the October 19, 2007 Meeting Highlights. The highlights were approved as submitted.
- II. **Update on BP 2105 titled Election of Student Trustee** – Paul read the revisions made to the proposed policy titled Election of Student Trustee. The revisions were recommended by the ASG, the Director of Student Affairs, and the Vice President of Student Services. These recommended revisions will be included on the November 13 Governing Board Agenda.
- III. **Continue Review of the Following Chapter 6 (Finance & Administrative Services) Policies and 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 6250 titled Budget Management** -- At the October 19, 2007 Meeting, Task Force members requested that Vice President Dowd research and clarify the issue of “transfers between expenditure classifications.” Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.
 - **Procedure 6250 titled Budget Management** -- At the October 19, 2007 Meeting, Task Force members requested that Vice President Dowd research and clarify the issue of “transfers between expenditure classifications.” Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.
 - **Policy 6340 titled Bids and Contracts** -- Vice President Dowd reviewed the content of this policy and discussed the revisions in green ink recommended by the Finance and Administrative Services Office.
 - **Procedure 6340 titled Bids and Contacts** -- In December 2006, the Task Force members recommended that Vice President Dowd review this procedure with key staff members. Vice President Dowd reviewed the content of this procedure and discussed the revisions in green ink recommended by the Finance and Administrative Services Office.

Palomar College Policies/Procedures Review Task Force Meeting

Friday, November 9, 2007

- **Procedure 6350 titled Contracts – Construction** -- Vice President Dowd reviewed the content of this procedure and discussed the revisions in green ink recommended by the Finance and Administrative Services Office.
- **Procedure 6360 titled Contracts – Electronic Systems and Materials** -- Vice President Dowd reviewed the content of this procedure and the Task Force approved it as submitted.
- **Procedure 6365 titled Contracts – Accessibility of Information Technology** -- Vice President Dowd reviewed the content of this procedure and the Task Force approved it as submitted.
- **Procedure 6370 titled Contracts – Personal Services (Professional Experts, Independent Contractors, and Consultants)** -- In December 2006, the words “(Independent Contractors, Professional Experts, and Consultants)” were included in the title. At the December 2006 Meeting, the Task Force members recommended that Vice President Dowd’s Office confirm that the related forms used by the college reflect the same procedural information referenced in this procedure. Vice President Dowd reviewed the content of this procedure and discussed the revisions in green ink recommended by the Finance and Administrative Services Office.
- **Procedure 6380 titled Vendors -- (DELETED by FINANCE AND ADMIN SERVICES)** In December 2006, it was recommended that Vice Presidents Dowd and Madrigal review this procedure. In December 2006, the following sentence was added at the end of this procedure: “The Business Services’ web page includes a Vendor’s Guide with purchasing and bid information.” The Finance and Administrative Services Office recommended deletion of this procedure.
- **Policy 6400 titled Audits** -- Vice President Dowd reviewed the content of this policy and discussed the revisions in green ink recommended by the Finance and Administrative Services Office.
- **Procedure 6400 titled Audits** -- Vice President Dowd reviewed the content of this procedure and discussed the revisions in green ink recommended by the Finance and Administrative Services Office.
- **Policy 6500 titled Property Management** -- Task Force members recommended the addition of the word “acquisition” in two places in this policy. Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.
- **Procedure 6500 titled Property Management** -- In December 2006, the Task Force members recommended that Vice President Dowd review this procedure and include the District’s local practices regarding property management. Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.

Palomar College Policies/Procedures Review Task Force Meeting

Friday, November 9, 2007

- **Policy 6520 titled Security for District Property** -- Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.
- **Procedure 6520 titled Security for District Property** -- In December 2006, the Task Force members recommended that Vice President Dowd review this procedure. Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.
- **Policy 6530 titled District Vehicles** -- At the December 2006 Task Force Meeting, Kelley recalled seeing sample language regarding district vehicles from other community colleges. Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.
- **Procedure 6530 titled District Vehicles** -- In December 2006, the Task Force members recommended that Vice President Dowd review this procedure to determine if much of the information included could be deleted and a Facilities Handbook be referenced instead. Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.
- **Procedure 6535 titled Use of District Equipment** -- In December 2006, the Task Force recommended that Vice President Dowd review this procedure and consider reducing the amount of detail added. Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.
- **Procedure 6536 titled Equipment Replacement** -- In December 2006, the Task Force recommended that Vice Presidents Dowd and Cuaron review this procedure for accuracy. Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.
- **Policy 6540 titled Insurance** -- Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.
- **Procedure 6540 titled Insurance** -- Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.
- **Policy 6545 titled Student Accident Insurance** -- Task Force members recommended replacing the word "District" with "Superintendent/President" in the first sentence. After further discussion, Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.
- **Procedure 6545 titled Student Accident Insurance** -- Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.
- **Policy 6550 titled Disposal of District Property** -- Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.

Palomar College Policies/Procedures Review Task Force Meeting

Friday, November 9, 2007

- **Procedure 6550 titled Disposal of District Property** -- Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.
- **Policy 6555 titled Sale of Personal Property Fabricated by Students** -- The Finance and Administrative Services Office recommended deletion of this policy.
- **Procedure 6555 titled Sale of Personal Property Fabricated by Students** -- The Finance and Administrative Services Office recommended deletion of this procedure.
- **Policy 6600 titled Capital Construction** – Task Force members recommended the hyphenation of “Five-Year,” the following revisions (underlined) to the second sentence in the second paragraph: “The Superintendent/President shall ensure completion of an update of the Plan and present it to the Governing Board for approval annually.” and the following revisions (underlined) to the first sentence in the third paragraph: “The Superintendent/President shall ensure that the progress of all construction work is monitored including ...” Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.
- **Procedure 6600 titled Capital Construction** -- Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.
- **Policy 6620 titled Naming of Facilities** -- Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.
- **Procedure 6620 titled Naming of Facilities** -- Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.

IV. Other Items – No other items were addressed during the meeting.

V. Next Meeting – The next Task Force Meeting is scheduled for Friday, December 14, 2007 from 9:00 a.m. - noon

VI. Adjournment – The meeting was adjourned at 11:30a.m.