

Palomar College Policies & Procedures Review

Task Force Meeting

Friday, November 17, 2006

9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Jane Wright (Consultant), Darrell McMullen, Brent Gowan, Bill Bedford, Michael Dimmick, Kelley Hudson Maclsaac, Susan Coleman, John Tortarolo, Michelle Barton, Sara Thompson, and Josie Silva

- I. **Review and Approval of October Meeting Highlights** – Task Force members received the October 13, 2006 Meeting Highlights. The highlights were approved as submitted.

- II. **Complete Review/Revision Chapter 2 Policies and Procedures** – Task Force members continued to update/revise the wording for the following policies and procedures:
 - **Policy 2435 titled Evaluation of the Superintendent/President:** In the third paragraph of this policy, the words Board Policy were capitalized. In the last line of the third paragraph, the words "...titled Delegation of Authority to the Superintendent/President" were added at the end of the sentence.

 - **Procedure 2435 titled Evaluation of the Superintendent/President:** The last sentence in the first paragraph from current Palomar BP 7.03 was struck through for recommended deletion. The following sentence was added as the new second paragraph: "The employment agreement between the Superintendent/President and the Palomar CCD addresses the annual evaluation of the Superintendent/President." In addition, the following language was included as the new fourth paragraph in this procedure: "The Governing Board often receives input from campus constituent groups and others regarding the Superintendent/President. One source of input submitted to the Governing Board for consideration includes the results of the annual evaluation of the Superintendent/President conducted by the Faculty Senate's Personnel Standards and Practices Committee." Lastly, at the beginning of the fifth paragraph, the words "Governing Board's" and "... of the Superintendent/President ..." were added to the first sentence for clarification.

 - **Policy 2510 titled Participation in Local Decision Making:** Section A from current Palomar BP 4.5 was struck through because this information is addressed elsewhere in the policies.

 - **Procedure 2510 titled Participation in Local Decision Making:** The language from the governance overview taken directly from the District's strategic planning website was added to this procedure.

- **Policy 2610 titled Presentation of Initial Collective Bargaining Proposals:** A new sentence, “Collective bargaining proposals will be presented to the Governing Board in accordance with the timelines established in the current contracts for the represented employee groups.” NOTE: It was recommended that John Tortarolo’s Office review this recommended sentence for accuracy. If deemed appropriate, Vice President Tortarolo’s Office should insert the timelines related to the District’s collective bargaining agreements or a similar reference.
- **Procedure 2610 titled Presentation of Initial Collective Bargaining Proposals:** This procedure was accepted as submitted.
- **Policy 2710 titled Conflict of Interest:** This policy was placed on *hold* for further clarification specifically regarding the third paragraph addressing a Board member’s remote interest in any contract and the confusion regarding the language contained in the two previous paragraphs. The language in current Palomar BP 9.5 and BP 541 was struck through for recommended deletion as the new language recommended from the CC League appeared to be more comprehensive.
- **Procedure 2710 titled Conflict of Interest:** Fifth paragraph, last sentence beginning with, “This provision...” was deleted.
- **Procedure 2712 titled Conflict of Interest Code:** The District’s current designated positions and disclosure requirements were inserted.
- **Policy 2715 titled Code of Ethics/Standards of Practice:** This policy was accepted as presented from current Palomar College Policy #89-13740 titled Code of Ethics Palomar Community College District Governing Board (89-13740) adopted on 4-10-90.
- **Policy 2716 titled Political Activity:** This policy was accepted as presented.
- **Policy 2717 titled Personal Use of Public Resources:** This policy was accepted as presented.
- **Policy 2720 titled Communications Among Governing Board Members:** This policy was accepted as presented.
- **Policy 2725 titled Governing Board Member Compensation:** The Education Code reference for Section 72425 was struck through and replaced with Section 72024 (per the CC League’s Update #11 in late August 2006). The date “May 15” was struck through in current Palomar BP 11.1 and replaced with the date “June 1” which currently reflects District practice.
- **Policy 2730 titled Governing Board Member Health Benefits:** Current Palomar Policy 11.1 was mistakenly duplicated in this policy. The language was struck through with a note to see Policy 2725. It was recommended that John Tortarolo’s Office review the sentence recommended by the CC League for accuracy.

- **Policy 2735 titled Governing Board Member Travel:** The following words were added to current Palomar BP 11.2: “shall” (rather than may); “...eligible for ...”; and “ment” (added to reimburse).
- **Policy 2740 titled Governing Board Education:** The first sentence in current Palomar BP 7.15 was struck through for recommended deletion. The first two words in the second sentence of current Palomar BP 7.15 was also struck through so that the second sentence begins with the word “New ...” The third sentence in current Palomar BP 7.15 was struck through for recommended deletion.
- **Policy 2745 titled Governing Board Self-Evaluation:** The word “March” was added to the first sentence in the third paragraph. The title “Secretary to the Board” was added to the end of the fifth paragraph. The following words in the first sentence of current Palomar BP 13.0 were struck through: “It is the policy of the Palomar Community College District to ...” The words “The Governing Board shall...” were added to the beginning of the first sentence of current Palomar BP 13.0. Lastly, the words, “ ... of the Governing Board” at the end of the first sentence of current Palomar BP 13.0 were struck through.
- **Policy 6100 titled Delegation of Authority:** In the last line of the second paragraph, the words “...titled Bids and Contracts” were added at the end of the parenthetical statement. Delete last paragraph: Office of Primary Responsibility.
- **Procedure 6100 titled Delegation of Authority:** No revisions were made. Second paragraph designated position: Director, Business Services.
- **Policy 6150 titled Designation of Authorized Signatures:** In the first and second paragraphs, the term “Secretary to” was added.
- **Procedure 6150 titled Designation of Authorized Signatures:** This procedure was deleted and combined with 6315.
- **Policy 6200 titled Budget Preparation:** The current Palomar BP 7.06 language was struck through for recommended deletion.
- **Procedure 6200 titled Budget Preparation:** At the beginning of the procedure, the words “The budget preparation process at Palomar College includes, but is not limited to, the following:” were added before the bulleted items. At the recommendation of the Fiscal and Administrative Services Office, the words “one copy ...” were added at the beginning of the third bullet. At the beginning of the language in current Palomar AP 521.2, the phrase “The District’s Budget Timetable includes:” was added. – instead of i.e., it should be e.g. – FTEs should be FTES.

- III. **Other** – At the December Meeting, the members will review and revise the remaining policies and procedures in Chapter 6 (Finance and Administrative Services) beginning with Policy 6250 titled Budget Management. The Task Force members were asked to thoroughly review the remaining policies and procedures in Chapter 6.
- IV. **Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, **December 15, 2007**, from **9:00 a.m.** – noon. Refreshments and breaks will be provided for the members.
- V. **Adjournment** – The meeting was adjourned at 11:45 a.m.