

Palomar College Policy/Procedures Review Task Force Meeting

Friday, December 12, 2008

9:00 a.m. – 12:00 p.m.

SU-18

Meeting Highlights

Present: Darrell McMullen, John Tortarolo, Joe Madrigal, Monika Brannick, Shannon Leinhart, Tricia Frady, Kelley Hudson Maclsaac, Mark Vernoy, Susan Coleman (designated representative for Bonnie Dowd), Karen Robinson, Josie Silva, and Jane Wright

- I. **Review and Approval of the October Meeting Highlights** – The Task Force members reviewed the October 17, 2008 Meeting Highlights. Tricia corrected the spelling of her name in the list of those present (from “Trisha” to “Tricia”). Joe moved approval for the October Meeting Highlights as corrected and Monika seconded. The meeting highlights were approved.

- II. **Review Carry-Over Policies/Procedures from October 17, 2008:**
 - **BP 7900 – Consultants:** John requested that this policy be carried over to the January 23, 2009 meeting because President Deegan requested to be present during the review of this item.
 - **AP 7126 – Applicant Background Checks:** John explained that applicant background checks may apply to a variety of positions but most often occurs when hiring police officers. Shannon recommended that the phrase “or required by an outside agency” be added to the first sentence. This procedure was approved as revised.
 - **AP 7145 – Personnel Files:** Shannon recommended that the two sentences in the last paragraph in green ink be moved so that the sentence beginning, “A signed release form . . .” would become the last sentence of the first paragraph. A new second paragraph reflecting revised language would read, “Personnel files are subject to the provisions in the applicable collective bargaining agreement or employee handbook.” This procedure was approved as revised.
 - **BP 7210 – Academic Employees:** Karen reported that the salaries and benefits of academic administrators are included in the denominator when calculating the 50% rule. She explained that child development center personnel are not included in the calculations reported. This policy was approved as revised.
 - **BP 7250 – Educational Administrators:** It was requested that this policy be carried over to the January 23, 2009 meeting to allow additional time for review by constituent groups.
 - **AP 7250 – Educational Administrators:** A reference to BP/AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies was added to the end of this procedure. Jane highlighted the sixth paragraph beginning, “An educational administrator, hired after June 30, 1990, . . .” to remind Task Force members in January which paragraph needed re-examination. Monika asked about including the process for retreat rights to this procedure. She requested that this procedure be carried over to the January 23, 2009 meeting to allow additional time for review by constituent groups.

III. Continue Reviewing Chapter 3 (General Institution) and Chapter 7 (Human Resources) Policies and Procedures:

- **BP 3580 – Animals on Campus:** The language in the first bullet was changed from “disabled persons” to “individuals with disabilities.” The Office of primary responsibility was changed from Human Resource Services to the Palomar College Police Department. This policy was approved as revised.
- **AP 7127 – Restrictions Governing the Employment of Applicants with Criminal Records:** Karen defined moral turpitude which is clarified in relation to employment in the second bullet. A reference to AP 7875 titled Controlled Substance and Alcohol Testing was added to the end of this procedure. This procedure was approved as revised.
- **BP 7175 – Awards:** The title of this policy was revised from “Awards” to “District Awards.” This policy was approved as revised.
- **AP 7175 – Awards:** The title of this procedure was revised from “Awards” to “District Awards.” Newly recommended language from Human Resource Services was moved from the end of this procedure to the beginning of the procedure. Some newly recommended language recommended by Human Resource Services in the bullets was deleted for clarification in order to retain only the awards given by the District. Also inserted the word “District” in current Palomar Procedure 7.13 to clarify that the awards referenced were only those given by the District. This procedure was approved as revised.
- **BP 7310 – Nepotism:** John defined nepotism according to the law and explained that the intention is to avoid instances where family members have supervisory responsibility over other family members. He discussed the process of transferring employees into other similar positions in different areas of the District to alleviate situations when nepotism is an issue. Karen emphasized the importance of employees notifying Human Resource Services whenever a change in relational status could potentially be problematic. Both Tricia and Shannon agreed with the need to adopt this policy. This policy was approved as submitted.
- **BP 7360 – Discipline and Dismissal – Academic Employees:** Karen recommended that the third bullet be corrected so that it would read “Superintendent/President.” Karen also asked to have the references amended to include Education Code Sections 87660 et seq. Shannon asked about the investigation component of discipline and dismissal cases. She asked that this policy be carried over to the January 23, 2009 meeting in order to allow more time for review.
- **AP 7360 – Discipline and Dismissal – Academic Employees:** Shannon asked that this procedure be carried over to the January 23, 2009 meeting in order to allow more time for review.
- **BP 7361 – Academic Due Process:** Monika asked that this policy be carried over to the February 20, 2009 meeting in order to allow more time for review.
- **AP 7361 – Academic Due Process:** John explained that the Academic Due Process Procedure should follow the Faculty Senate’s Process. The Task Force approved the deletion of this procedure.

- **BP 7365 – Discipline and Dismissal – Classified Employees:** Tricia asked that this policy be carried over to the January 23, 2009 meeting in order to allow more time for review.
- **AP 7365 – Discipline and Dismissal – Classified Employees:** The Task Force discussed the meaning of the bullet: “Mental or physical impairment that render the employee unable to perform the essential functions of the job without reasonable accommodation, or without presenting a direct threat to the health and safety of self or others.” Tricia asked that this procedure be carried over to the January 23, 2009 meeting in order to allow more time for review.

IV. Other – Susan asked Jane to conduct a search of the policies and procedures to make certain that the use of “his or her” versus “his/her” is revised so that it is referenced consistently throughout all documents. Jane confirmed that she would conduct a search and change every such reference to “his/her.” Jane identified necessary revisions from “his or her” to “his/her” in the following documents: AP 7145, AP 7215, AP 7233, AP 7234, AP 7250, AP 7336, AP 7341, AP 7343, BP/AP 7345, AP 7346, AP 7360, AP 7365, BP 7385, AP 7600, and BP/AP 7700.

V. Adjournment – The meeting was adjourned at 11:17 a.m. The next meeting is scheduled for Friday, January 23, 2009, from 8:30 – 11:30 a.m. in SU-18.