

**Palomar Community College District
Policy & Procedures Review Task Force Meeting**

Friday, December 14, 2007

9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Darrell McMullen, Bob Deegan, Bonnie Dowd, Joe Madrigal, Brent Gowen, Jesse Lyn, Paul Barboa, Debbie Allen, Michelle Barton, Bill Bedford, Ken Burns, Susan Coleman, Michael Dimmick, Kelley Hudson MacIsaac, Mark Vernoy, Josie Silva, and Jane Wright

- I. **Review and Approval of the November Meeting Highlights** – The Task Force members reviewed the November 9, 2007 Meeting Highlights. The highlights were approved as submitted.

- II. **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 6200 titled Budget Preparation** – The Task Force reviewed this policy and approved it as submitted.
 - **Procedure 6200 titled Budget Preparation** – Vice President Dowd recommended that this procedure be held until the February 22, 2008 Task Force Meeting to allow time for further review and recommendations regarding language describing reserves.
 - **Policy 6250 titled Budget Management** (carried over from the Oct. 19 Meeting) – Vice President Dowd requested additional time to review the Title 5 language and will report at the February 22, 2008 Meeting.
 - **Procedure 6250 titled Budget Management** (carried over from the Oct. 19 Meeting) – This procedure will be reviewed again at the February 22, 2008 Meeting.
 - **Procedure 6305 titled Reserves** – A note was added at the top of this procedure to make certain that any revisions made in BP/AP 6250 regarding reserves would also be reflected in this procedure for consistency.
 - **Policy 6500 titled Property Management** (carried over from the Nov. 9 Meeting) – The title of this policy was revised to be Management of Real Property. The Table of Contents was also revised to reflect this title change. The content of the policy was approved.
 - **Procedure 6500 titled Property Management** (carried over from the Nov. 9 Meeting) – The title of this procedure was revised to be Management of Real Property. The Table of Contents was also revised to reflect this title change. The content of the procedure was approved.
 - **Policy 6520 titled Security for District Property** (carried over from the Nov. 9 Meeting) – The current Palomar language was recommended for deletion. The new language recommended by the League was included to address security for District property. The content of this policy was approved.

- **Procedure 6520 titled Security for District Property** (carried over from the Nov. 9 Meeting) – The current Palomar procedure language was recommended for deletion. A new first sentence was added that states, “The Chief Business Officer shall be responsible for creating, maintaining, and communicating the contents of Finance and Administrative Services Handbook(s).” The Task Force had a lengthy discussion regarding the topics to be addressed in newly created Administrative Services Handbook(s) and sought reassurance from Vice President Dowd that these handbooks would be developed soon and frequently updated to remain current with current laws/regulations and Palomar College processes. Vice President Dowd assured the Task Force that this would occur.
- **Policy 6530 titled District Vehicles** (carried over from the Nov. 9 Meeting) – The words “. . . an appropriate . . .” were added to the second paragraph to provide further clarification that a drivers’ license be appropriate and valid. Current Palomar College policy language was recommended for deletion.
- **Procedure 6530 titled District Vehicles** (carried over from the Nov. 9 Meeting) – Current Palomar College language was recommended for deletion. The following two paragraphs were revised at the beginning of this procedure:
The Superintendent/President shall delegate the authority and the Administrative Services shall have complete authority in the supervision of the use of College District vehicles to the Chief Business Officer. Any violations concerning the use of College District vehicles shall be handled by the Chief Business Officer Vice President for Finance and Administrative Services.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information in the Finance and Administrative Services Handbook(s) regarding use of District Vehicles.

The language in the procedure was approved as modified.

- **Procedure 6535 titled Use of District Equipment** (carried over from the Nov. 9 Meeting) – The language in following two paragraphs was included in this procedure:
“The Superintendent/President shall delegate the authority and the supervision of the use of equipment to the Chief Business Officer.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information in the Finance and Administrative Services Handbook(s) regarding use of equipment.”

The language in this procedure was approved as modified.

- **Procedure 6536 titled Equipment Replacement** (carried over from the Nov. 9 Meeting) – The current Palomar College procedure language was recommended for deletion. The language in the following two paragraphs was included in this procedure:
“The Superintendent/President shall delegate the authority and the supervision of equipment replacement to the Chief Business Officer.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information in the Finance and Administrative Services Handbook(s) regarding equipment replacement.”

The language in this procedure was approved as modified.

- **Policy 6540 titled Insurance** (carried over from the Nov. 9 Meeting) – The words “recommended by the Finance and Administrative Services Office” were added to the second paragraph. The second paragraph now reads, “Insurance also shall include fire insurance and insurance against other perils recommended by the Finance and Administrative Services Office.” The content of this policy was approved.
- **Procedure 6540 titled Insurance** (carried over from the Nov. 9 Meeting) – The following language was added to the procedure:
“The Chief Business Officer is responsible for securing the appropriate insurance in accordance with law and the District’s Risk Management Program.”

The language in this procedure was approved as modified.

- **Policy 6545 titled Student Accident Insurance** (carried over from the Nov. 9 Meeting) – The language in this policy was approved as submitted.
- **Procedure 6545 titled Student Accident Insurance** (carried over from the Nov. 9 Meeting) – The following language was included in this procedure:
“Business Services is responsible for ensuring that all officially enrolled students and children who are enrolled in a District childcare facility will be covered by District student accident insurance.”

The language in this procedure was approved as modified.

- **Policy 6550 titled Disposal of District Property** (carried over from the Nov. 9 Meeting) – The title of this policy was revised to be Disposal of District Personal (Listed) Property. The Table of Contents was also revised to reflect this title change. The content of the policy was approved.
- **Procedure 6550 titled Disposal of District Property** (carried over from the Nov. 9 Meeting) – The title of this procedure was revised to be Disposal of District Personal (Listed) Property. The Table of Contents was also revised to reflect this title change.

Current Palomar College language was recommended for deletion. The following two paragraphs were included in this procedure:

“The Superintendent/President shall delegate the authority and the supervision of disposal of District personal (listed) property to the Chief Business Officer.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information in the Finance and Administrative Services Handbook(s) regarding disposal of District personal (listed) property.”

The content of the procedure was approved.

- **Procedure 6600 titled Capital Construction** (carried over from the Nov. 9 Meeting) – The language in the following two paragraphs was reviewed and approved:

“The Chief Business Officer shall ensure that the Five-Year Capital Outlay Program is filed with the California Community Colleges Chancellor’s Office. The program will consist of the plans of the District concerning its future academic and student service programs, and the effects of such programs on construction needs as required by the California Community Colleges Chancellor’s Office.

Construction contracts will be awarded in accordance with AP 6350 titled Contracts – Construction and will comply with applicable laws relating to public works.”

- **Policy 6620 titled Naming of Facilities** (carried over from the Nov. 9 Meeting) – The language in this policy was approved as submitted.
- **Procedure 6620 titled Naming of Facilities** (carried over from the Nov. 9 Meeting) – The Task force recommended that this procedure be reviewed by the Facilities Review Committee.
- **Policy 6700 titled Civic Center and Other Facilities Act** – The title of this policy was revised to be Other Facilities Use (Civic Center Act). The Table of Contents was also revised to reflect this title change. The content of the policy was approved.
- **Procedure 6700 titled Civic Center and Other Facilities Act** – The title of this procedure was revised to be Other Facilities Use (Civic Center Act). The Table of Contents was also revised to reflect this title change. The content of the procedure was approved.
- **Policy 6740 titled Citizens’ Bond Oversight Committee** – The language in this policy was approved as submitted.
- **Procedure 6740 titled Citizens’ Bond Oversight Committee** – It was recommended that this procedure be reviewed by District Legal Counsel and placed on the February 22, 2008 Meeting Agenda for a second review by the Task Force.
- **Policy 6750 titled Parking** – The language in this policy was approved as submitted.
- **Procedure 6750 titled Parking** – It was recommended that this procedure be reviewed by Campus Police and placed on the February 22, 2008 Meeting Agenda for a second review by the Task Force.
- **Policy 6800 titled Occupational Health and Safety** – The language in this policy was approved as submitted.
- **Procedure 6800 titled Occupational Health and Safety** – The language in this procedure was approved as submitted.

- III. **Other Items** – At the beginning of the meeting, Debbie and the ASG leaders inquired about the status of the Chapter 5 (Student Services) policies and procedures reviewed by the Governing Board. The Task Force members reported that the Governing Board reviewed the proposed language revisions recommended by the ASG regarding ASG-related policies/procedures and accepted the recommendations as submitted.
- IV. **Next Meeting** – The next Task Force Meeting is scheduled for Friday, February 22, 2008 from 9:00 a.m. - noon
- V. **Adjournment** – The meeting was adjourned at 11:55 a.m.