

Palomar College Policy/Proced. Review Task Force Meeting

Friday, February 22, 2008

9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Darrell McMullen, Bonnie Dowd, Berta Cuaron, John Tortarolo, Brent Gowen, Paul Barboa, Bill Bedford, Ken Burns, Susan Coleman, Josie Silva, and Jane Wright

- I. **Welcome and Introductions** – The Task Force members welcomed guests Diane Veach, Instruction Office Manager and Cheryl Deloatch, Administrative Technician, Curriculum. Self introductions were made by Task Force members. Bill Bedford announced that free mammograms are available at www.thebreastcancersite.com
- II. **Review and Approval of the December Meeting Highlights** – The Task Force members reviewed the December 14, 2007 Meeting Highlights. The highlights were approved as submitted.
- III. **Other Items** – At the beginning of the meeting, Josie asked the Task Force members to review the following two proposed paragraphs to be added at the end of **BP 2715 titled Code of Ethics/Standards of Practice** to address violations of the Code of Ethics (required to be included in the policy by the Accrediting Commission):

The Superintendent/President and Governing Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the Governing Board's Policy #2715 (Code of Ethics) will be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Governing Board President may appoint an ad hoc committee composed of two Board members to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Governing Board officers [or committee] and may include a recommendation to the Governing Board to censure the Board member. If the President of the Governing Board is perceived to have violated the code, the Vice President of the Governing Board is authorized to pursue resolution.

The Task Force members reviewed and approved the additional two paragraphs for BP 2715.

In addition, Josie distributed copies of **BP 5500 titled Standards of Conduct** with recommended language indicated by green and blue ink. The language revisions in item #9 (identified by italics) to consider included: "Engaging in harassing or discriminatory behavior based on race, sex (i.e. gender), religion, age, national

origin, disability, or any other *protected status that is in violation of established state or federal laws.*” The Task Force members engaged in a lengthy discussion regarding the addition of proposed language (recommended by the District’s legal counsel). In addition, in language in item #12 (identified by italics) to consider included: “Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by *the academic code of integrity (see Procedure 5500 titled Standards of Conduct).*” Student representative, Paul Barboa, raised several concerns regarding the additional language. He cited several court cases in support of his arguments. At Paul’s request, a roll call vote of the members was taken. The results of the vote were: Josie – aye, Darrell – aye, Bill – aye, Ken – aye, Berta – aye, Brent – aye, Bonnie – aye, John – aye, and Paul – no. BP 5500 will be forwarded to SPC for review and approval.

IV. Final Review of the 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** – Bonnie recommended that the following language be added to the end of the first paragraph: The Governing Board has determined that the unrestricted general reserves shall be consistently maintained at or above the minimum prudent level (5% of the total unrestricted general fund expenditures) as recommended by the Chancellor’s Office of the California Community Colleges. The Task Force members reviewed the language and approved the addition.
- **Procedure 6200 titled Budget Preparation** – Bonnie reviewed the recommended language in AP 6200 one final time discussing the reasons for her suggested revisions. The Task Force members reviewed the language and approved it as submitted.
- **Policy 6250 titled Budget Management** – Bonnie explained that she separated the bulleted phrases in this policy to clearly delineate the difference between the Unrestricted General Reserve (Fund 11 General Fund) and the Restricted Reserve (Fund 12 Restricted Fund). The Task Force members reviewed the language and approved it as submitted.
- **Procedure 6250 titled Budget Management** – As in the related policy, Bonnie explained that she included language to address the Unrestricted General Reserve versus the Restricted Reserve. The Task Force members reviewed the language and approved it as submitted.
- **Procedure 6305 titled Reserves** – Bonnie recommended deletion of AP 6305 because it is addressed in BP/AP 6200 and BP/AP 6250. The Task Force members agreed with this recommendation.
- **Policy 6620 titled Naming of Facilities** – Bonnie recommended that this policy be moved to Chapter 3 (General Institution) because of its implications to the entire college. The Task Force members agreed with this recommendation.
- **Procedure 6620 titled Naming of Facilities** – Bonnie recommended that this procedure be moved to Chapter 3 (General Institution) along with the corresponding policy. The Task Force members agreed with this recommendation.

- **Policy 6740 titled Citizens' Bond Oversight Committee** – Bonnie recommended the following language be included in this policy: If a bond measure has been authorized pursuant to the conditions of Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000 (Education Code Sections 15264 et seq.), as defined in the California Constitution, the Superintendent/ President must establish a Citizens' Bond Oversight Committee in accordance with the applicable law and necessary regulations.

In addition, Education Code Sections 15264 et seq. were added to the legal references. The Task Force members agreed with this recommendation.

- **Procedure 6740 titled Citizens' Bond Oversight Committee** – Bonnie recommended the following language be included in this procedure: A Citizens' Bond Oversight Committee (the "Committee") must be established pursuant to the requirements in Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000 (the "Act") (Education Code Sections 15264 et seq.).

The Committee shall operate pursuant to the Bylaws approved by the Governing Board. The Committee shall have only those responsibilities granted to them in the Act and in the Bylaws as established by the Governing Board.

In addition, Education Code Sections 15264 et seq. were added to the legal references. The Task Force members agreed with this recommendation.

- **Policy 6750 titled Parking** – It was recommended that this policy be reviewed by Campus Police and placed on a future Task Force Agenda.
- **Procedure 6750 titled Parking** – It was recommended that this procedure be reviewed by Campus Police and placed on a future Task Force Agenda.
- **Policy 6800 titled Occupational Health and Safety** – Bonnie reviewed the language in this policy. The sentence at the end was revised to become: Also see BP 6805 titled Risk Management, AP 6800 Occupational Health and Safety, and AP 6805 titled Risk Management. The Task Force members agreed with this recommendation.
- **Procedure 6800 titled Occupational Health and Safety** – Bonnie recommended that the current language in this procedure be deleted with the following language to be added: The Chief Business Officer shall be responsible for creating, maintaining, and communicating information and procedures related to occupational health and safety issues in the Finance and Administrative Services Handbook(s). The Task Force members agreed with this recommendation.
- **Policy 6805 titled Risk Management** – Bonnie recommended that the last sentence in current Palomar Policy 6310 titled Risk Management be revised as follows: An annual report on the program shall be presented to the Board as needed or requested. The Task Force members agreed with this recommendation.
- **Policy 6810 titled Illness/Injury Prevention** – Bonnie recommended that the language in current Palomar Policy 6810 titled Illness/Injury Prevention be deleted. The Task Force members agreed with this recommendation.

- **Policy 6925 titled Special Events/Activities** – The Task Force discussed the title and content of this policy. The title was changed to Expenditures for Meetings, Events, and Activities. All of the language in current Palomar Policy 7.14 titled Special Events/Activities was moved into new BP 6925 (some of the language in current Palomar Policy 7.14 titled Special Events/Activities had been placed in newly proposed AP 6925 as an initial recommendation. The last sentence of current Palomar Policy 7.14 was recommended to be deleted (shown as struck through). The following sentence was added to the end of this new policy: The Superintendent/President delegates the approval of expenditures to the appropriate Vice President. The Task Force members approved this recommendation.
- **Procedure 6925 titled Special Events/Activities** – This procedure was deleted since all of current Palomar College Policy 7.14 was included in BP 6925 (newly) titled Expenditures for Meetings, Events, and Activities. The Task Force members agreed with this recommendation.
- **Procedure 6950 titled Drug and Alcohol Testing** – John said he believed that this issue should be addressed in Chapter 7 (Human Resources). Therefore, the language in this newly recommended procedure was removed from Chapter 6 (Finance and Administrative Services) and moved to Chapter 7. The Task Force members agreed with this recommendation.
- **Policy 6975 titled Bookstore** – Although Palomar College currently out sources its bookstore and food services operations, it was recommended that this policy and the related procedure be retained in the event that the college chooses to manage these operations in-house in the future. The title of this policy was revised to become Bookstore and Food Services because this more accurately represents these two auxiliary functions. Jane reminded Task Force members that there will be a detailed policy (BP 3600) and lengthy procedure (AP 3600) in Chapter 3 (General Institution) titled Auxiliary Organizations that includes all of the legally required language for such operations. The following language was added to this policy: The Superintendent/President is responsible for ensuring that the college bookstore and food services operations are provided for students, faculty, and staff. The bookstore and food services shall be established and operated by either the District or by a qualified vendor.

If the bookstore and/or food services are run by the District:

- Operational costs of the bookstore and food services shall be paid from revenue earned from the bookstore and food services, respectively.
- Fiscal management of the bookstore and food services shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore and food services shall be provided to Governing Board.

The Task Force members agreed with this recommendation.

- **Procedure 6975 titled Bookstore** – The title of this procedure was revised to become Bookstore and Food Services in order to be consistent with the title of the policy. The following language was added to this procedure:

If qualified vendors are to provide bookstore and food services, the Director of Business Services is responsible to act as liaison between the vendors and the student, faculty, and staff constituencies represented on the Bookstore Advisory Committee and the Food Services Advisory Committee. The committees will review the quality of services and make recommendations to the vendor for changes and improvement in services to students, faculty, and staff. A quarterly report shall be provided to the Chief Business Officer on service and quality of operations.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information and procedures related to bookstore and food services issues in the Finance and Administrative Services Handbook(s).

The Task Force members agreed with this recommendation.

- V. **Next Meeting** – The next Task Force Meeting is scheduled for Friday, April 18, 2008 from 9:00 a.m. - noon

- VI. **Adjournment** – The meeting was adjourned at 11:50 a.m.