

Palomar College Policy/Proced. Review Task Force Meeting

Friday, April 18, 2008

9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: John Tortarolo, Paul Barboa, Bill Bedford, Ken Burns, Susan Coleman, Mark Vernoy, Josie Silva, Jane Wright, and guests – Sherry Titus (Student Affairs) and Claudia Duran (ASG Senator)

- I. **Review and Approval of the February Meeting Highlights** – The Task Force members reviewed the February 22, 2007 Meeting Highlights. Susan requested that the meeting highlights be revised in the section about Policy 6975 titled Bookstore to delete the language “that the” as noted: “The Superintendent/President is responsible for ensuring that the college bookstore . . .” and correct the language in the bulleted section of this same policy so the word “form” in the first bullet is revised to be “from” and “the” is added before “Governing Board” in the second bullet. Jane will make these same revisions in BP 6975 titled Bookstore and Food Services.

Paul requested that the language for the roll call vote in Item III titled Other Items be revised in the meeting highlights to read “yea” rather than “aye” for affirmative responses in accordance with Robert’s Rules. The highlights were approved with the noted revisions.

- II. **Review BP 5500 and AP 5520** – Sherry Titus and Paul Barboa reviewed the recommended revisions to **BP 5500 titled Standards of Conduct** and **AP 5520 titled Student Discipline Procedures** with recommended language indicated by purple ink. In BP 5500, the recommendation was to add Education Code Section 70902 as well as new language on page two of the policy under the “Consequences” Section to address Short-Term Suspension, Long-Term Suspension, dismissal from class for two consecutive class meetings, and that a student may receive a failing grade from the professor for the assignment, project, paper, or exam. Mark recommended that any reference to instructor be revised to be faculty member or professor. Jane made the recommended revisions and will forward the revised version electronically to Josie for review by the Strategic Planning Council (SPC).

The Task Force carefully reviewed the ten pages of AP 5520 titled Student Discipline Procedures and the numerous recommended revisions from the ASG and Sherry. The revisions were discussed at length by the Task Force. Jane was asked to add the legal definition for administrator from the Government

Code. She did so following the meeting and sent Josie an electronic version of AP 5520 for submission to SPC for review.

III. **Begin Review of the Chapter 7 (Human Resources) Policies and**

Procedures: Jane projected the policy/procedure language on the screen for Task Force members to review. Vice President Tortarolo facilitated the review of the following policies and procedures:

- **Policy 7100 titled Commitment to Diversity** – John reviewed the language in this new policy. It references the language in Education Code Sections 87100 et seq. and Title 5 Sections 53000 et seq. The Task Force members approved this policy as submitted.
- **Procedure 7100 titled Commitment to Diversity** – Jane included the following explanatory statement at the top of this procedure: Procedures that meet legal requirements have been included in Chapter 3 in AP 3420 titled Equal Employment Opportunity. John explained that the language in current Palomar Procedure 101 titled Staff Diversity was struck through because this same information is addressed in both BP 7100 titled Commitment to Diversity and AP 3420 titled Equal Employment Opportunity. The Task Force approved the deletion of current Palomar Procedure 101 as submitted.
- **Policy 7110 titled Delegation of Authority** – John explained that new BP 7110 replaces the language in current Palomar Policies 7.04 and 7.05. The Task Force members reviewed the language and approved it as submitted.
- **Procedure 7110 titled Delegation of Authority** –The Task Force members reviewed the language and suggested the word “recommend” be added to the first sentence. This procedure was approved with the revision.
- **Policy 7370 titled Use of District Resources for Political Activity** – The Task Force members recommended that references to BP/AP 4030 titled Academic Freedom be added to the end of this policy. The Task Force approved this policy with the additional language.
- **Procedure 7370 titled Use of District Resources for Political Activity** – John reviewed the recommended language with the Task Force members. This new procedural language will replace current Palomar Procedure 4.1 titled Political Activities on Campus. The Task Force members recommended that references to BP/AP 4030 titled Academic Freedom and BP/AP 6700 titled Other Facilities Use (Civic Center Act) be added to the end of this procedure. The Task Force approved this procedure with the additional language.
- **Policy 7380 titled Retiree Health Benefits** – John reviewed the language in this new policy. It references the language in Education Code Sections 7000 et seq. The Task Force members approved this policy as submitted.

- **Procedure 7380 titled Retiree Health Benefits** – John reviewed the language in this new procedure. The Task Force members approved this procedure as submitted.
- **Procedure 7500 titled Volunteers and Interns** – Jane corrected a misspelling of the word “Officer” at the beginning of the third paragraph. The Task Force members approved this new procedure as submitted.
- **Policy 7600 titled College Police Department** – John explained that this new policy is included in the Human Resources chapter because it addresses the qualifications for hiring Police Department employees. The Task Force members approved this policy as submitted.
- **Procedure 7600 titled College Police Department** – The Task Force members approved this procedure as submitted.
- **Policy 7700 titled Whistleblower Protection** – Jane explained that Education Code Sections 87160-87164 were added to the references at the recommendation of the Community College League in their Update #14 distributed in February 2008. John underscored the importance of this legally advised policy. The Task Force members approved this policy as submitted.
- **Procedure 7700 titled Whistleblower Protection** – Jane explained that Education Code Sections 87160-87164 were added to the references at the recommendation of the Community College League in their Update #14 distributed in February 2008. The Task Force members approved this procedure as submitted.

I. **Next Meeting** – The next Task Force Meeting is scheduled for Friday, May 16, 2008 from 9:00 a.m. - noon

II. **Adjournment** – The meeting was adjourned at 11:48 a.m.