

Palomar College Policy/Proced. Review Task Force Meeting

Friday, May 16, 2008

9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Bob Deegan, Darrell McMullen, Bonnie Dowd, John Tortarolo, Joe Madrigal, Brent Gowen, Bill Bedford, Kelley Hudson MacIsaac, Michelle Barton, Susan Coleman (designated representative for Bonnie), Claudia Duran, Mark Vernoy, Josie Silva, and Jane Wright

- I. **Review and Approval of the April Meeting Highlights** – The Task Force members reviewed the April 18, 2008 Meeting Highlights. Bonnie clarified that Susan Coleman is no longer an “official member” of the Task Force but serves to represent Bonnie on the Task Force in Bonnie’s absence. Jane confirmed that a notation after Susan’s name will reference her as Bonnie’s designated representative. Brent moved approval for the April Meeting Highlights and John seconded. The meeting highlights were approved.

- II. **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. The following documents were reviewed:
 - **Policy 7110 titled Delegation of Authority** – President Deegan explained that this policy and the related procedure were reviewed by the Strategic Planning Council (SPC). The concern expressed at the SPC Meeting related to the Governing Board giving authority to the Superintendent for human resources-related issues especially regarding hiring. The Task Force members reviewed in the policy. The Education Code language was also reviewed. The Task Force discussed the issue and the authority of the CEO as cited in law and in the accreditation standards. The Task Force approved the current language in BP 7110 as submitted with no changes.
 - **Procedure 7110 titled Delegation of Authority** – President Deegan explained that this procedure was reviewed by the Strategic Planning Council (SPC). The concern expressed at the SPC Meeting related to the Governing Board giving authority to the Superintendent for human resources-related issues especially regarding hiring the same issue as expressed about BP 7110). The Task Force members reviewed in the language in procedure. The Task Force discussed the issue and the authority of the CEO as cited in law and in the accreditation standards. The Task Force approved the current language in AP 7110 as submitted with no changes.

- **Policy 7370 titled Use of District Resources for Political Activity** – President Deegan explained that this policy and the related procedure were reviewed by the Strategic Planning Council (SPC). The concern expressed at the SPC Meeting focused on the issue of political expression. The Task Force discussed the issue of political expression compared with the issue of using District resources (supplies, materials, equipment, etc.) for political advocacy. Brent offered to review this policy and the related procedure over the summer and bring recommendations to the Task Force at the September 12, 2008 Meeting. Jane confirmed that she will send Brent the language included in the legal references as well as a draft of BP/AP 4030 titled Academic Freedom from Chapter 4 (Instructional Services).
- **Procedure 7370 titled Use of District Resources for Political Activity** – Brent will review this procedure over the summer and bring recommendations to the Task Force at the September 12, 2008 Meeting.
- **Procedure 7600 titled College Police Department** – John explained proposed that the following sentence be deleted from the procedure: “If no such unit is established, salaries shall be recommended by the Chief Human Resources Officer, subject to applicable collective bargaining agreements.” to address concerns expressed at the SPC Meeting. In addition, a reference to “handbook” was included in a following sentence to clarify that information could be found in applicable collective bargaining agreements or handbook as appropriate. The Task Force members approved this procedure as revised.
- **Procedure 7700 titled Whistleblower Protection** – Susan reported that following the April Task Force Meeting, she researched the telephone number listed as the Whistleblower Hotline and found the number to connect to the State Auditor’s Office. She recommended that a reference to this office be added so callers would be aware that they were contacting the State Auditor. Jane added the reference to the State Auditor’s Office. The Task Force members approved this procedure as revised with no further action needed.

III. Review of the Smoking Policy and Procedure: President Deegan reported that SPC had reviewed language related to smoking at their recent meeting. The proposed smoking policy language was disseminated. The following documents were reviewed:

- **Policy 3570 titled Smoking** – Claudia explained that the students and other have been working on revisions to the smoking policy over the past 18 months. The Task Force recommended that the first few words (“It is the policy of Palomar Community College District that”) be omitted for consistency with other District policies and because of

redundancy. In addition, the reference to the building and room number at the end of the proposed policy was recommended to be deleted because buildings and rooms are apt to change. The Task Force approved the smoking policy language with the revisions.

- **Procedure 3570 titled Smoking** –The Task Force recommended deleting the procedure because the policy contains the pertinent language.

IV. Fall Meeting Schedule – The Task Force members received a list of proposed 2008-09 Task Force Meetings:

- Friday, September 12, 2008
- Friday, October 17, 2008
- Friday, November 14, 2008
- Friday, December 12, 2008
- Friday, January 16, 2009
- Friday, February 20, 2009
- Friday, March 13, 2009
- Friday, April 17, 2009
- Friday, May 1, 2009

All meetings will be held from 9:00 a.m. – noon with the room location to be determined.

Josie reminded all Task Force representatives share materials/information with their appropriate constituent group members. In addition, concerns from constituent groups should be shared at the Task Force meetings so that the issues can be addressed during Task Force Meetings.

Mark corrected the email address listed by his name on the membership list. Josie will make the correction.

V. Adjournment – The meeting was adjourned at 10:08 a.m.