

DISTRICT PROPOSAL NO. 1**SEPTEMBER 20, 2017****MEMORANDUM OF UNDERSTANDING****RE: ARTICLE 6 – UNION RIGHTS****BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT
AND THE PALOMAR FACULTY FEDERATION**

This Memorandum of Understanding ("MOU") is entered into by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF") and is with respect to Article 6.

Attached hereto, and marked as Exhibit 1, is a true and correct copy of the parties' Tentative Agreement dated September 8, 2017 regarding Article 6 – Union Rights.

This MOU is made and entered into within the context of the enactment of Assembly Bill 119 effective July 27, 2017, adopting Government Code section 3555 et seq. AB 119 requires the District and PFF to negotiate the structure, time, and manner of mandatory exclusive representative access to new employee orientations. Because of the urgency and immediate nature of the requirements of AB 119, the parties agree that Article 6 – Union Rights should be implemented immediately retroactive to July 1, 2017.

Immediate implementation of the terms of Article 6 – Union Rights is also justified by the need to address the following issues: (1) the ongoing need for maintenance of dues checkoffs; (2) requiring PFF to provide the District with sufficient copies of the information packets for distribution to new hires in accordance with AB 119; (3) increasing the reassigned time without loss of compensation for PFF/AFT representatives from 2.0 to 3.0 FTE retroactive to July 1, 2017 for the purpose of representation in matters involving the processing of grievances, contract administration and enforcement; and (4) notifying PFF co-presidents via email of any investigatory meeting that may reasonably lead to discipline of faculty with no fewer than three working days' notice prior to the meeting, in ordinary circumstances.


Dated: 9/20/17

By: [Signature]
 Ron Ballesteros-Perez
 Assistant Superintendent/Vice President
 Finance & Administrative Services
 Human Resource Services

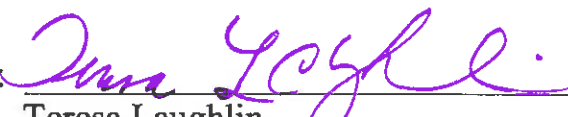
Dated: 9/20/2017

By: [Signature]
 Bill Shaeffer
 Rutan & Tucker, LLP
 District Chief Negotiator

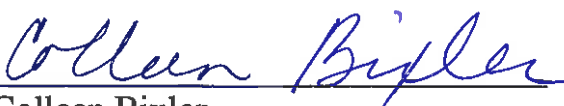
Dated: 9/20/17

By: 
Jenny Fererro
Lead Negotiator, PFF

Dated: 9/20/17

By: 
Teresa Laughlin
FT Co-President, PFF

Dated: 9/20/17

By: 
Colleen Bixler
PT Co-President, PFF

DISTRICT PROPOSAL NO. 4 2

~~AUGUST 2, 2017~~ September 8, 2017

MEMORANDUM OF UNDERSTANDING


RE: RELEASE TIME FOR DIRECTOR OF FIRE ACADEMY

BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT
AND THE PALOMAR FACULTY FEDERATION

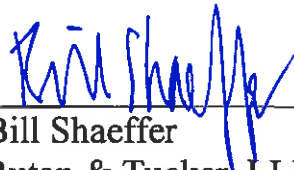
This Memorandum of Understanding ("MOU") is entered into by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF") and is with respect to Article 12, Sections 12.7 and 12.8.

The purpose of this MOU is to address the immediate compensation needs for the new Director of the Fire Academy who was hired effective July 1, 2017, as a eleven (11) month first year contract employee in the positions of Assistant Professor, Fire Technology and Fire Academy Program Director, Public Safety Programs Department. In order for the Director of the Fire Academy to perform the coordinating duties required of the Fire Academy and to perform his teaching load, the Parties agree that for the fiscal year 2017/2018 only, the release time for the Director of the Fire Academy shall be ~~sixty (60) percent eighty (80) percent~~ **sixty (60) percent** assigned time with a calendar year stipend of \$7,668.39. Compensation shall be subject to any adjustments as a result of the Parties' current negotiations.

Dated: 9/8/2017

By:  for Ron Perez
Ron Ballesteros-Perez
Assistant Superintendent/ Vice
President, Finance, Administrative
Services & Human Resource
Services


Dated: 9/8/2017

By: 
Bill Shaeffer
Rutan & Tucker, LLP
District Chief Negotiator

Dated: 9/8/17

By: 
Jenny Fererro
Lead Negotiator, PFF

Dated: 9/8/17

By: 
Teresa Laughlin
FT Co-President, PFF

Dated: 9/8/17

By: 
Colleen Bixler
PT Co-President, PFF

**PALOMAR COMMUNITY COLLEGE DISTRICT
ASSISTANT SUPERINTENDENT/VICE PRESIDENT
EMPLOYMENT CONTRACT**

This employment contract (hereinafter referred to as the "Agreement") is made and entered into this tenth day of October of by and between the Governing Board of the Palomar Community College District (hereinafter referred to as the "Board" and "District") and **Lisa Norman** (hereinafter referred to as the "Employee").

WHEREAS it is the desire of the Board to employ Employee in the Position of **Assistant Superintendent/Vice President, Human Resource Services** (hereinafter referred to as "Position").

NOW, THEREFORE, the parties mutually agree as follows:

1. **EMPLOYMENT.** The Board hereby offers to employ Employee in the above identified Position on the conditions contained in this Agreement. Employee is a member of the Administrative Association as described in the Administrative Association Handbook adopted by the Board, an academic employee as defined by Education Code section 87001(a), an educational administrator as defined in Education Code section 87002(b), and a management employee as defined by Government Code section 3540.1(g). The Employee and the Board agree that this Agreement is not binding or enforceable unless it is ratified by the Board in open session at a regular meeting of the Board.
2. **STATUTORY AUTHORIZATION AND EXTENSION.** This Agreement is a contract of employment entered into pursuant to Education Code section 72411(a). Employee understands upon Employee's execution of this Agreement and its adoption by the Board, this Agreement will automatically renew upon its expiration, and Employee will automatically be reemployed for one (1) additional year upon the expiration of this Agreement, unless the Governing Board provides written notice to Employee on or before March 15, 2018, of its intention not to reemploy Employee in Position for one additional year. If the Governing Board provides such written notice to Employee, Employee's employment in Position and this Agreement will terminate effective October 15, 2019, without further action by the Board, subject to the provisions of paragraph 3.
3. **RETREAT/RETURN RIGHTS.** If the Governing Board provides notice to Employee of non-renewal of this Agreement, and Employee has seniority in another administrator or non-administrator education position in the District, such Employee may have the right to return to such position upon the expiration of this Agreement provided that Employee is not terminated for cause.
4. **TERM.** The term of this Agreement shall begin on **October 16, 2017**, and continue through and including **October 15, 2019** or unless extended pursuant to paragraph 2.

Employee shall be required to render full time and regular service to the District during the period covered by this Agreement. This Agreement shall be renewable or extended only by mutual, written agreement of the parties as set forth in paragraph 2 above. In no event shall this Agreement be interpreted in any way to authorize the renewal or extension of this Agreement for a term of more than twenty-nine (29) months. It is expressly understood, however, that if the position referred to in this Agreement is funded by a grant, categorical program, or other monies not in the District's unrestricted general fund, and if funding is discontinued, the Agreement will terminate on June 30 of the fiscal year in which the funding was discontinued, provided further that the District has given Employee written notice before May 15th of the year in which the funding is not received.

5. **SALARY.** Employee shall be compensated in accordance with the Administrative Salary Schedule as established, approved and revised from time to time by the Board, at Salary Grade 79/33 from October 16, 2017 through June 30, 2018; at salary grade 79/34 from July 1, 2018 through June 30, 2019; and at salary grade 79/35 from July 1, 2019 through October 15, 2019 and a \$117.66 monthly doctoral stipend. The Board reserves the right to increase or decrease the schedule including across the board salary reduction or furloughs on the same basis and for the same time as faculty bargaining unit reductions. Any actions to modify the salary schedule shall not be interpreted as a new Agreement for employment or renewal or extension of this Agreement. The Board reserves the right to increase the Employee's salary. However, any action to increase the salary of the Employee shall not be interpreted as a new Agreement for employment or a renewal or extension of this Agreement.
6. **DUTIES.** Employee will perform the duties of the above Position as set forth in any Position description adopted by the Board, and all other duties as shall be assigned or required by the Superintendent/President, or designee, provided that such additional duties shall be consistent with Employee's Position. The Board may adopt or amend the Position description for the Employee's Position at any time as long as the modifications are not inconsistent with the terms of the Agreement. The Board reserves the right to reassign the Employee at any time during the term of this Agreement to another administrative Position within the District. Reassignment during the term of this Agreement solely for discretionary reasons will not result in a reduction of the Employee's compensation during the term of this Agreement. Reassignment will be made in compliance with the California Education Code and the Administrative Handbook.
7. **EXCLUSION FROM OVERTIME PROVISIONS.** Employee shall be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and the California Education Code, and shall not be entitled to compensatory time off.
8. **VACATION AND SICK LEAVE.** Employee is entitled to accrue twenty-four (24) working days of vacation annually in accordance with Section 5. Vacation of the Administrative Association Handbook as adopted by the Board. Vacation days are exclusive of

holidays otherwise granted to twelve (12) month regular administrative employees of the District. Employee is entitled to accrue twelve (12) days of paid sick leave for illness or injury. Employee is eligible for any leaves authorized by law or provided in the Administrative Association Handbook as adopted by the Board.

9. **FRINGE BENEFITS.** Employee shall be afforded all fringe benefits of employment which are provided to the District's executive administrators for which they are eligible under the terms of the Administrative Association Handbook. The District shall also provide Employee with a \$100.00 monthly cell phone stipend and a \$500.00 monthly transportation allowance, for a net amount of \$600.00 per month after applicable state and federal taxes on the stipends are withheld. These stipends are not considered creditable compensation under CalSTRS.
10. **TRAVEL.** Necessary transportation and travel expenses will be provided in accordance with policies duly adopted by the Board.
11. **SERVICE CLUBS AND COMMUNITY ORGANIZATIONS.** The Board authorizes payment of dues and meals for meetings of one service or community organization. Funds shall be allocated to the appropriate expense accounts in the annual budget approved by the Board.
12. **APPLICABLE LAW.** This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the State Board of Governors, and the rules, regulations, and policies of the Board, all of which are made a part of the terms and conditions of this Agreement as though set forth herein, to the extent that such terms are not inconsistent with the lawful terms of this Agreement.
13. **MAXIMUM CASH SETTLEMENT UPON TERMINATION OF THIS AGREEMENT.** Regardless of the term of this Agreement, the Board may terminate this Agreement at any time prior to the date on which the term of this Agreement would have otherwise expired. In such an event, the maximum cash settlement that the Employee shall receive will be an amount equal to the monthly base salary of the Employee multiplied by the number of months remaining on the unexpired term of this Agreement, or eighteen (18) months, whichever is less, minus any amount(s) that could have been earned if the Employee has retreat rights, and an instructional Position is offered for the balance of the term of this Agreement. Any cash settlement shall not include any other noncash items except health benefits, which may be continued for the same duration of time as covered in the settlement, or until Employee finds other employment, whichever occurs first. The intent of this provision is to satisfy the requirements of Government Code sections 53260-53264, and this provision shall be interpreted in a manner consistent with those statutes.

The District agrees to pay Employee the lump sum cash payment ("Severance Pay"), less legally required for authorized deductions except contributions to CalSTRS, within fifteen (15) days of the effective date of termination.

In exchange for and as a condition to receipt of the Severance Pay, Employee shall execute a release and waiver, in a form acceptable to the legal counsel for the District, releasing the District, and all of its elected officers, employees, agents, representations, and attorneys, from any claim associated with the termination.

- 14. TERMINATION OF THIS AGREEMENT DURING ITS TERM WITH CAUSE.** The Board may terminate this Agreement during its term and discharge Employee if Employee commits a material and substantial breach of this Agreement and/or for cause. Such breach of Agreement and discharge shall nullify the terms of this Agreement and Employee shall cease to receive any form of compensation upon the effective date of termination. The term “cause” is defined as those actions, omissions, or behaviors which are detrimental to the operations of the District and/or its major instructional, student and administrative divisions, or which impair the District’s mission, purpose, or objectives. Conduct which constitutes a breach of contract and cause for discharge, includes, but is not limited to: unsatisfactory work performance, dishonesty, misconduct, unprofessional conduct, or insubordination. Disciplinary actions, up to and including discharge from employment, shall be carried out in compliance with the disciplinary provisions applicable to administrative employees as set forth in the Administrative Team Handbook as adopted by the Board. In the event of a termination of Agreement for cause, the provisions of Section 13 of Agreement shall not apply.

15. PROVISIONS OF GOVERNMENT CODE SECTIONS 53243.3-53243.4.

- (a) In the event that the District provides paid leave to Employee pending an investigation of a crime involving abuse of his office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, the Employee shall fully reimburse District for any salary provided for that purpose.
- (b) In the event that the District provides funds for the legal criminal defense of Employee pending an investigation of a crime involving an abuse of his office or position covered by Government Code section 53243.4, and should that investigation lead to a conviction, the Employee shall fully reimburse the District for any funds provided for that purpose.
- (c) In the event that the District provides a cash settlement related to the termination of Employee as defined in the terms of this Agreement and Employee subsequently is convicted of a crime involving abuse of office or position covered by Government Code section 53243.4, Employee shall fully reimburse the District for any funds provided for that purpose.
- (d) “Abuse of office or position” is defined in Government Code section 53243.4 to mean either of the following:

- (i) An abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority.
- (ii) A crime against public justice, including, but not limited to, a crime described in Title 5 (commencing with Section 67), Title 6 (commencing with Section 85) or Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

- 16. **MODIFICATION OF CONTRACT.** This Agreement may be modified by mutual consent of the parties provided, however, that the party seeking such change shall give not less than 45 (forty-five) calendar days, written notice to the other party of the requested modification.
- 17. **RESIGNATION.** Employee may resign from employment at any time during the term of this Agreement upon ninety (90) days prior written notice to the Board or upon a shorter period of time if approved by the Board.
- 18. **SAVINGS CLAUSE.** If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.
- 19. **ENTIRE AGREEMENT.** This Agreement contains and expresses the entire and final agreement of the parties with respect to the matters covered herein, and supersedes all negotiations, prior discussions, prior agreements and preliminary agreements between the parties. No promises or representations, express or implied, concerning this Agreement have been made by the parties other than those contained in this Agreement concerning the offer and acceptance of employment described herein.
- 20. **NO CONTINUING WAIVER.** No waiver of any term or condition of this Agreement by either party shall be deemed a continuing waiver of such term and condition.
- 21. **GOVERNING LAW.** This Agreement is delivered in the State of California, concerns employment in the State of California, and the rights and obligations of the parties hereto shall be construed and enforced in accordance with the laws of the State of California.
- 22. **MISCELLANEOUS PROVISIONS.** This Agreement and applicable provisions of the Administrative Team Handbook contain the entire agreement and understanding between the parties. There are no oral understandings, or terms and conditions not contained or referenced in this Agreement. This Agreement cannot be changed orally. It may be modified in writing by mutual agreement of the parties as set forth above. This Agreement supersedes all Board Policies, rules, regulations, handbooks or practices which are inconsistent with or in conflict with this Agreement.

**ACCEPTANCE OF
ASSISTANT SUPERINTENDENT/VICE PRESIDENT
EMPLOYMENT CONTRACT**

I have reviewed this Assistant Superintendent/Vice President Employment Contract, and I accept this Agreement and the terms and conditions of employment it contains. I have not agreed to employment and/or contracted for employment with the governing board of any other school, university, college, or community college district which will in any way conflict with the satisfactory performance of all of the duties of the Position for which employed.

Please return signed contract to Human Resource Services as soon as possible.

Date: _____

Employee Signature

Approved by the Governing Board of Palomar Community College District in open session at regular Board meeting.

Date: _____

Dr. Joi Lin Blake, Secretary to the Governing Board

Copy: Employee

Classified Reclassifications
Effective July 1, 2017 | October 10, 2017 Governing Board Meeting

Name	Current Title	New Title	Department	Pos. #	FTE	Mo.	Current Grade	New Grade	Step	Monthly Salary
Arevalo, Herminio	Senior Application Developer	Senior Programmer Analyst	Programming	5811	1	12	47	50	25	11,651.03
Holmes, Aaron	Alternate Media Specialist	Alternate Media Specialist	Disability Resource Center	6028	1	12	32	34	10	6,784.09
Hopkins, Mark	Senior Application Developer	Senior Programmer Analyst	Programming	5738	1	12	47	50	25	11,651.03
Pinckney, James	Student Support Assistant	Camp Pendleton Site Specialist	Camp Pendleton Center	5860	1	12	14	20	4	4,346.29
Rangel Martinez, Felipe	Senior Grounds Maintenance Technician	Senior Concrete/Masonry Technician	Grounds Services	5759	1	12	18	20	20	5,341.05
Szames, Suzanne	Senior Application Developer	Senior Programmer Analyst	Programming	5610	1	12	47	50	25	11,651.03
Tran, Timothy	Senior Network/Systems Technician	Technical Services Systems Administrator	Network and Technical Services	6190	1	12	35	40	17	8,437.42

MONTHLY BOARD REPORT: October 10, 2017

SHORT-TERM PERSONNEL ACTION REQUEST

	Employee Name	Start Date	End Date	Job Code	Hourly	Job Description
Department	Art Department					
	Silva, Florentino	9/22/2017	6/30/2018	Technical/Paraprofessional	\$11.00	Assistant I
	Valdillez, Alexis	9/26/2017	6/30/2018	Technical/Paraprofessional	\$11.00	Assistant I
Department	Dental Assisting					
	Burton, Janice	9/6/2017	6/30/2018	Technical/Paraprofessional	\$15.00	Assistant III
Department	Disability Resource Center					
	Andrade, Frances	9/25/2017	6/30/2018	Technical/Paraprofessional	\$13.00	Assistant II
Department	Early Childhood Education Lab School					
	Garcia Resendiz, Vanessa	9/6/2017	6/30/2018	Technical/Paraprofessional	\$11.00	Assistant I
	Hammond, Csilla	9/8/2017	6/30/2018	Technical/Paraprofessional	\$11.00	Assistant I
	Pacheco, Alexis	9/11/2017	6/30/2018	Technical/Paraprofessional	\$11.00	Assistant I
Department	English Department					
	Novikoff, Ken	7/1/2017	6/30/2018	Technical/Paraprofessional	\$15.00	Assistant III
Department	English as a Second Language					
	Riveros, Camilo	9/26/2017	6/30/2018	Technical/Paraprofessional	\$13.00	Assistant II
	Tozzi, Caleb	9/19/2017	6/30/2018	Technical/Paraprofessional	\$11.00	Assistant I
Department	Fiscal Services					
	Shand, Destiny	9/20/2017	6/30/2018	Technical/Paraprofessional	\$13.00	Assistant II

	Employee Name	Start Date	End Date	Job Code	Hourly	Job Description
Department	Grant Funded Student Support Programs					
	Arce, Michael	9/11/2017	6/30/2018	Technical/Paraprofessional	\$20.00	Assistant (professional)
	Bernal, Marisol	9/8/2017	6/30/2018	Technical/Paraprofessional	\$13.00	Assistant II
	Cervantes, Stephanie	9/13/2017	6/30/2018	Technical/Paraprofessional	\$11.00	Tutor
	Fragoso-Palomba, Ana	9/5/2017	6/30/2018	Technical/Paraprofessional	\$15.00	Assistant III
	Gardetto, Joshua	9/11/2017	6/30/2018	Technical/Paraprofessional	\$15.00	Assistant III
	Gonda, Joanna	9/11/2017	6/30/2018	Technical/Paraprofessional	\$11.00	Tutor
	Hayes-Sampson, Airiona	9/6/2017	6/30/2018	Technical/Paraprofessional	\$15.00	Assistant III
	McEwan Michele	9/14/2017	6/30/2018	Technical/Paraprofessional	\$15.00	Assistant III
	Meints, Jeffrey	9/6/2017	6/30/2018	Technical/Paraprofessional	\$13.00	Assistant II
	Pulati, Lulan	9/5/2017	6/30/2018	Technical/Paraprofessional	\$13.00	Assistant II
	Tinoco Cuin, Pablo	9/27/2017	6/30/2018	Technical/Paraprofessional	\$15.00	Assistant III
	Villanueva, Noelia	9/5/2017	6/30/2018	Technical/Paraprofessional	\$13.00	Assistant II
	Ziranhua, Diana	9/14/2017	6/30/2018	Technical/Paraprofessional	\$11.00	Tutor
Department	Health Services					
	Evans, Emily	9/22/2017	6/30/2018	Technical/Paraprofessional	\$32.00	Seasonal RN
Department	Life Sciences Department					
	Nixon, Boyd	9/27/2017	6/30/2017	Technical/Paraprofessional	\$13.00	Assistant II
Department	Mathematics and the Natural and Health Sciences					
	Ashforth, Nicholas	9/7/2017	6/30/2018	Technical/Paraprofessional	\$13.00	Tutor I
Department	Mathematics Learning Center					
	Sanchez, Jorge	9/18/2017	6/30/2018	Technical/Paraprofessional	\$11.00	Peer Tutor
Department	Palomar College Police Department					
	Marquez, Alberto	9/13/2017	6/30/2018	Technical/Paraprofessional	\$13.00	Assistant II
	McGuire, Dorothy	9/20/2017	6/30/2018	Technical/Paraprofessional	\$15.00	Assistant III
Department	Tutoring Services					

Employee Name	Start Date	End Date	Job Code	Hourly	Job Description
Titus, Veronica	9/27/2017	6/30/2018	Technical/Paraprofessional	\$11.00	Peer Tutor

SEASONAL COACH STIPEND REQUEST

Department Athletics Department

Romero-Pinon, Edgar	9/14/2017	6/30/2018	Technical/Paraprofessional	\$1,000.00	Seasonal Coach
Espinoza, Paulo	9/26/2017	6/30/2018	Technical/Paraprofessional	\$1,000.00	Seasonal Coach

Palomar Community College
PAL PESONNEL ACTIONS HISTORY

Report ID: PAL015ST
Personnel Action: HIR--
For the period 09/01/2017 through 09/27/2017

Page No. 1
Run Date 09/26/2017
Run Time 15:51:08

Effective Date	Action Reason	Employee Name	Hire Date	Emp Typ	Reg/ Tmp	Full/ Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
Department ARTS Art Department SETID - PALMR											
09/20/2017		Marks,Anthony Justin	09/20/2017	0.0	H	T	P	900STU Student	EE STU/ASTU	13.000000	H
Department ATHLETICS Athletics Department SETID - PALMR											
09/20/2017		Amador Mendivil,Cristian	09/20/2017	0.0	H	T	P	900STU Student	EE STU/ASTU	11.000000	H
09/18/2017		Vanhook,Quinesha Taree	09/18/2017	0.0	H	T	P	900STU Student	EE STU/ASTU	11.000000	H
Department ENGLISH English Department SETID - PALMR											
09/26/2017		Woodruff,Ryan David	09/26/2017	0.0	H	T	P	900STU Student	EE STU/ASTU	11.000000	H
Department ENRLMNTSRV Enrollment Services SETID - PALMR											
09/06/2017		Irribarren,Marissa Marie	09/06/2017	0.0	H	T	P	900STU Student	EE STU/ASTU	13.000000	H
Department ESLANG English as a Second Lang Dept SETID - PALMR											
09/18/2017		Win,Ma Lei	09/18/2017	0.0	H	T	P	900STU Student	EE STU/ASTU	11.000000	H
Department FINAID FinAid, Veterans & Scho. Serv. SETID - PALMR											
09/13/2017		Cardone,Talissa Leann	09/13/2017	0.0	H	T	P	900STU Student	EE STU/ASTU	13.000000	H
09/08/2017		Tomesch,Courtney Elizabeth	09/08/2017	0.0	H	T	P	900STU Student	EE STU/ASTU	13.000000	H

Palomar Community College
PAL PESONNEL ACTIONS HISTORY

Page No. 2
Run Date 09/26/2017
Run Time 15:51:08

Report ID: PAL015ST
Personnel Action: HIR--
For the period 09/01/2017 through 09/27/2017

Effective Date	Action Reason	Employee Name	Hire Date	Emp Typ	Reg/ Tmp	Full/ Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
Department GFSP Grant Funded Stu Support Prgms SETID - PALMR											
09/21/2017		Win, Ma Lei	09/21/2017	0.0	H	T	P	900STU Student EE	STU/ASTU	11.000000	H
Department GRAPHIC Graphic Communications Dept SETID - PALMR											
09/06/2017		Graham, Christopher Steven	09/06/2017	0.0	H	T	P	900STU Student EE	STU/ASTU	13.000000	H
Department KINE Health-Kinesiology-Recr Mngmnt SETID - PALMR											
09/14/2017		Woods, Carley	09/14/2017	0.0	H	T	P	900STU Student EE	STU/ASTU	13.000000	H
Department LIFE Life Sciences Department SETID - PALMR											
09/06/2017		Lamuna, Arielle Joyce Chan	09/06/2017	0.0	H	T	P	900STU Student EE	STU/ASTU	13.000000	H
Department MATHLRNCTR Mathematics Learning Center SETID - PALMR											
09/15/2017		Majidi, Dorsa	09/15/2017	0.0	H	T	P	900STU Student EE	STU/ASTU	11.000000	H
Department PERARTS Performing Arts Department SETID - PALMR											
09/25/2017		Horban, Oksana	09/25/2017	0.0	H	T	P	900STU Student EE	STU/ASTU	11.000000	H
Department TUTORING Tutoring Services SETID - PALMR											

Palomar Community College
PAL PERSONNEL ACTIONS HISTORY

Page No. 3
Run Date 09/26/2017
Run Time 15:51:08

Report ID: PAL015ST
Personnel Action: HIR--
For the period 09/01/2017 through 09/27/2017

Effective Date	Action Reason	Employee Name	Employee ID	Hire Date	Emp Typ	Reg/ Tmp	Full/ Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
09/18/2017		Espinoza, Edwin		09/18/2017	0.0	H	T	P	900STU Student EE	STU/ASTU	11.000000	H
09/07/2017		Huynh, Thi Truc		09/07/2017	0.0	H	T	P	900STU Student EE	STU/ASTU	11.000000	H
Department WORLD LANG World Languages Dept SETID - PALMR												
09/08/2017		Nichols, Jessica Elizabeth		09/08/2017	0.0	H	T	P	900STU Student EE	STU/ASTU	13.000000	H

Palomar Community College
PAL PESONNEL ACTIONS HISTORY

Report ID: PAL015ST
Personnel Action: PAY--
For the period 09/01/2017 through 09/27/2017

Page No. 4
Run Date 09/26/2017
Run Time 15:51:08

Effective Date	Action Reason	Employee Name	Hire Employee ID Date	Emp Reg/ Typ Tmp	Full/ Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
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Department FINAID FinAid, Veterans & Scho. Serv.
SETID - PALMR

09/01/2017	Step Adjst	Carson,Christopher Julian	03/21/2017	0.4	H	T	P	900STU Student EE STU/ASTU	13.000000	H
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End of Report

ANNUAL FINANCIAL AND BUDGET REPORT

(Financial Report for Fiscal Year 2016-2017)

(Budget Report for Fiscal Year 2017-2018)

District: PALOMAR

District Code: 060

This is to certify that the Annual Financial and Budget Report has been prepared and the budget adopted in accordance with the *California Code of Regulations*, beginning with Section 58300. Further, to the best of my knowledge, the data contained in this report are correct.

District Chief Business Officer_____
Date_____
District Superintendent_____
Date

Contact:

In accordance with the *California Code of Regulations*, Section 58305(d) a copy of this report is due to the Chancellor's Office on or before October 10, 2017. Please submit the report to :

Chancellor's Office
California Community Colleges
Fiscal Services Unit
1102 Q Street, Suite 300
Sacramento, CA 95814-6511

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 060

Name: PALOMAR

	Object Code	Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
		Instructional Salary Cost	Total CEE	Activities	
Academic Salaries		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
Instructional Salaries					
Contract or Regular	1100	22,036,597	22,036,597		22,036,597
Other	1300	16,963,846	16,963,846		16,963,846
Total Instructional Salaries		39,000,443	39,000,443	0	39,000,443
Non-Instructional Salaries					
Contract or Regular	1200		8,015,796		8,015,796
Other	1400		743,920		743,920
Total Non-Instructional Salaries		0	8,759,716	0	8,759,716
Total Academic Salaries		39,000,443	47,760,159	0	47,760,159
Classified Salaries					
Non-Instructional Salaries					
Regular Status	2100		21,172,633	511,611	21,684,244
Other	2300		1,519,526	99,867	1,619,393
Total Non-Instructional Salaries		0	22,692,159	611,478	23,303,637
Instructional Aides					
Regular Status	2200	1,512,198	1,512,198		1,512,198
Other	2400	515,262	515,262		515,262
Total Instructional Aides		2,027,460	2,027,460	0	2,027,460
Total Classified Salaries		2,027,460	24,719,619	611,478	25,331,097
Employee Benefits	3000	16,039,899	31,652,649	279,315	31,931,964
Supplies and Materials	4000		877,860	14,373	892,233
Other Operating Expenses	5000		10,915,916	256,166	11,172,082
Equipment Replacement	6420		3,483		3,483
Total Expenditures Prior to Exclusions		57,067,802	115,929,686	1,161,332	117,091,018

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 060

Name: PALOMAR

		Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
		Instructional Salary Cost	Total CEE	Activities	
Exclusions		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
Activities to Exclude	TOP Code				
Instructional Staff-Retirees' Benefits and Retirement Incentives	5900	461,582	461,582		461,582
Student Health Services Above Amount Collected	6441				0
Student Transportation	6491		327,367		327,367
Noninstructional Staff-Retirees' Benefits and Retirement Incentives	6740				0
Objects to Exclude	Object Code				
Rents and Leases	5060		304,272	7,168	311,440
Lottery Expenditures					
Academic Salaries	1000				0
Classified Salaries	2000				0
Employee Benefits	3000				0
Supplies and Materials	4000				
Software	4100				0
Books, Magazines, & Periodicals	4200				0
Instructional Supplies & Materials	4300				0
Noninstructional, Supplies & Materials	4400				0
Total Supplies and Materials		0	0	0	0
Other Operating Expenses and Services	5000		2,019,971		2,019,971

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 060

Name: PALOMAR

		Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
	Object	Instructional Salary Cost	Total CEE	Activities	
	Code	AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
Capital Outlay	6000				
Library Books	6300				0
Equipment	6400				
Equipment - Additional	6410				0
Equipment - Replacement	6420				0
Total Equipment		0	0	0	0
Total Capital Outlay		0	0	0	0
Other Outgo	7000				0
Total Exclusions		461,582	3,113,192	7,168	3,120,360
Total for ECS 84362, 50% Law		56,606,220	112,816,494	1,154,164	113,970,658
Percent of CEE (Instructional Salary Cost / Total CEE)		50.18%	100.00%		
50% of Current Expense of Education			56,408,247		
Nonexempted (Remaining) Deficiency from second preceeding Fiscal Year					
Amount Required to be Expended for Salaries of Classroom Instructors		56,606,220	112,816,494	1,154,164	113,970,658
Reconciliation to Unrestricted General Fund Expenditures					
Total Expenditures Prior to Exclusions		57,067,802	115,929,686	1,161,332	117,091,018
Capital Expenditures	6000		28,107	3,834	31,941
Equipment Replacement (Back out)	6420		(3,483)	(3,834)	(7,317)
Total Unrestricted General Fund Expenditures		57,067,802	115,954,310	1,161,332	117,115,642

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

COMBINED BALANCE SHEET

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

		11	12	10
	CA	General Fund	General Fund	General Fund
Description	(Object)	Unrestricted	Restricted	COMBINED
ASSETS				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111	1,408,830	2,594,462	4,003,292
In County Treasury	9112		5,411,745	5,411,745
Cash With Fiscal Agents	9113	30,355,144		30,355,144
Revolving Cash Accounts	9114	24,820		24,820
Investments (at cost)	9120			0
Accounts Receivable	9130	5,521,537	5,937,825	11,459,362
Due from Other Funds	9140	1,250,152	618,285	1,868,437
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210			0
Prepaid Items	9220	379,003	183,155	562,158
TOTAL ASSETS		38,939,486	14,745,472	53,684,958
LIABILITIES				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	2,813,429	1,015,337	3,828,766
Accrued Salaries and Wages Payable	9520	2,829,087	486,722	3,315,809
Compensated Absences Payable Current	9530			0
Due to Other Funds	9540	5,931,949	877,060	6,809,009
Temporary Loans	9550			0
Current Portion of Long-Term Debt	9560			0
Deferred Revenues	9570	5,511,241	6,012,143	11,523,384
TOTAL LIABILITIES		17,085,706	8,391,262	25,476,968

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

COMBINED BALANCE SHEET

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

		11	12	10
Description	CA (Object)	General Fund Unrestricted	General Fund Restricted	General Fund COMBINED
FUND BALANCE (NON-GASB 54)				
Fund Balance Reserved	9710			0
NonCash Assets	9711			0
Amounts Restricted by Law for Specific Purposes	9712			0
Reserve for Encumbrances Credit	9713			0
Reserve for Encumbrances Debit	9714			0
Reserve for Debt Services	9715			0
Assigned/Committed	9754			0
Unassigned	9790			0
Total Fund Balance		0	0	0
Fund Balance (GASB 54)	9750			
Nonspendable Fund Balance	9751			0
Restricted Fund Balance	9752		6,354,210	6,354,210
Committed Fund Balance	9753	7,811,148		7,811,148
Assigned Fund Balance	9754	4,599,104		4,599,104
Total Designated Fund Balance		12,410,252	6,354,210	18,764,462
Uncommitted Fund Balance	9790	9,443,528		9,443,528
TOTAL FUND EQUITY		21,853,780	6,354,210	28,207,990
TOTAL LIABILITIES AND FUND EQUITY		38,939,486	14,745,472	53,684,958

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

Governmental Funds Group

20 Debt Service Funds:

21 Bond Interest and Redemption Fund

22 Revenue Bond Interest and Redemption Fund

29 Other Debt Service Fund

District ID: 060

Name: PALOMAR

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
ASSETS				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111			
In County Treasury	9112		35,228,357	
Cash With Fiscal Agents	9113			
Investments (at cost)	9120			
Accounts Receivable	9130		151,300	
Due from Other Funds	9140			
TOTAL ASSETS		0	35,379,657	0
LIABILITIES				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510			
Accrued Salaries and Wages Payable	9520			
Compensated Absences Payable Current	9530			
Due to Other Funds	9540			
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570			
TOTAL LIABILITIES		0	0	0

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

Governmental Funds Group

20 Debt Service Funds:

21 Bond Interest and Redemption Fund

22 Revenue Bond Interest and Redemption Fund

29 Other Debt Service Fund

District ID: 060

Name: PALOMAR

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
FUND BALANCE (NON-GASB 54)				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715			
Assigned/Committed	9754			
Unassigned	9790			
Total Fund Balance		0	0	0
Fund Balance (GASB 54)	9750			
Nonspendable Fund Balance	9751			
Restricted Fund Balance	9752		35,379,657	
Committed Fund Balance	9753			
Assigned Fund Balance	9754			
Total Designated Fund Balance		0	35,379,657	0
Uncommitted Fund Balance	9790			
TOTAL FUND EQUITY		0	35,379,657	0
TOTAL LIABILITIES AND FUND EQUITY		0	35,379,657	0

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

30 Special Revenue Funds:

- | | |
|---------------------------|-------------------------------|
| 31 Bookstore Fund | 34 Farm Operation Fund |
| 32 Cafeteria Fund | 35 Revenue Bond Project Fund |
| 33 Child Development Fund | 39 Other Special Revenue Fund |

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

Description	CA (Object)	31 Bookstore Fund	32 Cafeteria Fund	33 Child Development Fund	34 Farm Operation Fund	35 Revenue Bond Project Fund	39 Other Special Revenue Fund
ASSETS							
Cash, Investments, and Receivables	9100						
Cash:							
Awaiting Deposit and in Banks	9111			14,382			
In County Treasury	9112			488,572			
Cash With Fiscal Agents	9113						
Revolving Cash Accounts	9114						
Investments (at cost)	9120						
Accounts Receivable	9130			62,789			
Due from Other Funds	9140			1,560			
Inventories, Stores, and Prepaid Items	9200						
Inventories and Stores	9210						
Prepaid Items	9220						
TOTAL ASSETS		0	0	567,303	0	0	0
LIABILITIES							
Current Liabilities and Deferred Revenue	9500						
Accounts Payable	9510			1,457			
Accrued Salaries and Wages Payable	9520			21,146			
Compensated Absences Payable Current	9530						
Due to Other Funds	9540			62,413			
Temporary Loans	9550						
Current Portion of Long-Term Debt	9560						
Deferred Revenues	9570						
TOTAL LIABILITIES		0	0	85,016	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

30 Special Revenue Funds:

COMBINED BALANCE SHEET

31 Bookstore Fund

34 Farm Operation Fund

32 Cafeteria Fund

35 Revenue Bond Project Fund

33 Child Development Fund

39 Other Special Revenue Fund

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

Description	CA (Object)	31 Bookstore Fund	32 Cafeteria Fund	33 Child Development Fund	34 Farm Operation Fund	35 Revenue Bond Project Fund	39 Other Special Revenue Fund
FUND BALANCE (NON-GASB 54)							
Fund Balance Reserved	9710	0	0	0	0	0	0
NonCash Assets	9711	0	0	0	0	0	0
Amounts Restricted by Law for Specific Purposes	9712	0	0	0	0	0	0
Reserve for Encumbrances Credit	9713	0	0	0	0	0	0
Reserve for Encumbrances Debit	9714	0	0	0	0	0	0
Reserve for Debt Services	9715	0	0	0	0	0	0
Assigned/Committed	9754	0	0	0	0	0	0
Unassigned	9790	0	0	0	0	0	0
Total Fund Balance		0	0	0	0	0	0
Fund Balance (GASB 54)	9750						
Nonspendable Fund Balance	9751	0	0	0	0	0	0
Restricted Fund Balance	9752	0	0	482,287	0	0	0
Committed Fund Balance	9753	0	0	0	0	0	0
Assigned Fund Balance	9754	0	0	0	0	0	0
Total Designated Fund Balance		0	0	482,287	0	0	0
Uncommitted Fund Balance	9790	0	0	0	0	0	0
TOTAL FUND EQUITY		0	0	482,287	0	0	0
TOTAL LIABILITIES AND FUND EQUITY		0	0	567,303	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

40 Capital Projects Funds:

41 Capital Outlay Projects Fund

42 Revenue Bond Construction Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

		41	42	43
	CA	Capital Outlay	Revenue Bond	General Obligation
Description	(Object)	Projects Fund	Construction Fund	Bond Fund
ASSETS				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111	1,270		
In County Treasury	9112	16,853,008	307,653,499	
Cash With Fiscal Agents	9113			
Revolving Cash Accounts	9114			
Investments (at cost)	9120			
Accounts Receivable	9130	1,240,861	840,631	
Due from Other Funds	9140	2,025,352	62	
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210			
Prepaid Items	9220	769	210,241	
TOTAL ASSETS		20,121,260	308,704,433	0
LIABILITIES				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	962,010	7,031,977	
Accrued Salaries and Wages Payable	9520		6,849	
Compensated Absences Payable Current	9530			
Due to Other Funds	9540	713,977	33,364	
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570			
TOTAL LIABILITIES		1,675,987	7,072,190	0

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

40 Capital Projects Funds:

41 Capital Outlay Projects Fund

42 Revenue Bond Construction Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

		41	42	43
	CA	Capital Outlay	Revenue Bond	General Obligation
Description	(Object)	Projects Fund	Construction Fund	Bond Fund
FUND BALANCE (NON-GASB 54)				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715			
Assigned/Committed	9754			
Unassigned	9790			
Total Fund Balance		0	0	0
Fund Balance (GASB 54)	9750			
Nonspendable Fund Balance	9751			
Restricted Fund Balance	9752	5,257,000	301,632,243	
Committed Fund Balance	9753	13,188,273		
Assigned Fund Balance	9754			
Total Designated Fund Balance		18,445,273	301,632,243	0
Uncommitted Fund Balance	9790			
TOTAL FUND EQUITY		18,445,273	301,632,243	0
TOTAL LIABILITIES AND FUND EQUITY		20,121,260	308,704,433	0

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

Description	CA (Object)	51 Bookstore Fund	52 Cafeteria Fund	53 Farm Operations Fund	59 Other Enterprise Fund
ASSETS					
Cash, Investments, and Receivables	9100				
Cash:					
Awaiting Deposit and in Banks	9111				
In County Treasury	9112				
Cash With Fiscal Agents	9113				
Revolving Cash Accounts	9114				
Investments (at cost)	9120				
Accounts Receivable	9130				
Due from Other Funds	9140				
Inventories, Stores, and Prepaid Items	9200				
Inventories and Stores	9210				
Prepaid Items	9220				
Fixed Assets	9300				
Sites	9310				
Site Improvements	9320				
Accumulated Depreciation Site Improvements	9321				
Buildings	9330				
Accumulated Depreciation Buildings	9331				
Library Books	9340				
Equipment	9350				
Accumulated Depreciation Equipment	9351				
Work in Progress	9360				
Total Fixed Assets		0	0	0	0
TOTAL ASSETS		0	0	0	0

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

Description	CA (Object)	51 Bookstore Fund	52 Cafeteria Fund	53 Farm Operations Fund	59 Other Enterprise Fund
LIABILITIES					
Current Liabilities and Deferred Revenue	9500				
Accounts Payable	9510				
Accrued Salaries and Wages Payable	9520				
Compensated Absences Payable Current	9530				
Due to Other Funds	9540				
Temporary Loans	9550				
Current Portion of Long-Term Debt	9560				
Deferred Revenues	9570				
Total Current Liabilities and Deferred Revenue		0	0	0	0
Long-Term Liabilities	9600				
Bonds Payable	9610				
Revenue Bonds Payable	9620				
Certificates of Participation	9630				
Lease Purchase of Capital Lease	9640				
Compensated Absences Long Term	9650				
Post-Employment Benefits Long Term	9660				
Other Long-Term Liabilities	9670				
Total Long-Term Liabilities		0	0	0	0
TOTAL LIABILITIES	968	0	0	0	0

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

Description	CA (Object)	51 Bookstore Fund	52 Cafeteria Fund	53 Farm Operations Fund	59 Other Enterprise Fund
FUND EQUITY					
Fund Balance Reserved	9710				
NonCash Assets	9711				
Amounts Restricted by Law for Specific Purposes	9712				
Reserve for Encumbrances Credit	9713				
Reserve for Encumbrances Debit	9714				
Reserve for Debt Services	9715				
Assigned/Committed	9754				
Unassigned	9790				
Total Reserved Fund Balance		0	0	0	0
Fund Balance (GASB 54)	9750				
Nonspendable Fund Balance	9751				
Restricted Fund Balance	9752				
Committed Fund Balance	9753				
Assigned Fund Balance	9754				
Total Designated Fund Balance		0	0	0	0
Uncommitted(Unrestricted) Fund Balance	9790				
Other Equity	9800				
Contributed Capital	9810				
Retained Earnings	9850				
Investment in General Fixed Assets	9890				
TOTAL FUND EQUITY		0	0	0	0
TOTAL LIABILITIES AND FUND EQUITY		0	0	0	0

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
ASSETS			
Cash, Investments, and Receivables	9100		
Cash:			
Awaiting Deposit and in Banks	9111		
In County Treasury	9112		10,458,870
Cash With Fiscal Agents	9113		
Revolving Cash Accounts	9114		
Investments (at cost)	9120		
Accounts Receivable	9130		12,384
Due from Other Funds	9140		3,778,833
Student Loans Receivable	9150		
Inventories, Stores, and Prepaid Items	9200		
Inventories and Stores	9210		
Prepaid Items	9220		
Fixed Assets	9300		
Sites	9310		
Site Improvements	9320		
Accumulated Depreciation Site Improvements	9321		
Buildings	9330		
Accumulated Depreciation Buildings	9331		
Library Books	9340		
Equipment	9350		
Accumulated Depreciation Equipment	9351		
Work in Progress	9360		
Total Fixed Assets		0	0
TOTAL ASSETS		0	14,250,087

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
LIABILITIES			
Current Liabilities and Deferred Revenue	9500		
Accounts Payable	9510		6,876
Accrued Salaries and Wages Payable	9520		
Compensated Absences Payable Current	9530		
Due to Other Funds	9540		
Temporary Loans	9550		
Current Portion of Long-Term Debt	9560		
Deferred Revenues	9570		
Total Current Liabilities and Deferred Revenue		0	6,876
Long-Term Liabilities	9600		
Bonds Payable	9610		
Revenue Bonds Payable	9620		
Certificates of Participation	9630		
Lease Purchase of Capital Lease	9640		
Compensated Absences Long Term	9650		
Post-Employment Benefits Long Term	9660		
Other Long-Term Liabilities	9670		
Total Long-Term Liabilities		0	0
TOTAL LIABILITIES	968	0	6,876

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

Description	CA (Object)	61 Self-Insurance Fund	69 Other Internal Service Fund
FUND EQUITY			
Fund Balance Reserved	9710		
NonCash Assets	9711		
Amounts Restricted by Law for Specific Purposes	9712		
Reserve for Encumbrances Credit	9713		
Reserve for Encumbrances Debit	9714		
Reserve for Debt Services	9715		
Assigned/Committed	9754		
Unassigned	9790		
Total Reserved Fund Balance		0	0
Fund Balance (GASB 54)	9750		
Nonspendable Fund Balance	9751		
Restricted Fund Balance	9752		
Committed Fund Balance	9753		14,243,211
Assigned Fund Balance	9754		
Total Designated Fund Balance		0	14,243,211
Uncommitted(Unrestricted) Fund Balance	9790		
Other Equity	9800		
Contributed Capital	9810		
Retained Earnings	9850		
Investment in General Fixed Assets	9890		
TOTAL FUND EQUITY		0	14,243,211
TOTAL LIABILITIES AND FUND EQUITY		0	14,250,087

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

Description	CA (Object)	71 Associated Students Trust Fund	72 Student Representation Fee Trust Fund	73 Student Body Center Fee Trust Fund	74 Student Financial Aid Trust Fund	75 Scholarship and Loan Trust Fund	76 Investment Trust Fund	77 Deferred Compensation Trust Fund	79 Other Trust Fund
ASSETS									
Cash, Investments, and Receivables	9100								
Cash:									
Awaiting Deposit and in Banks	9111	149,716	2,631	11,939	272,726	8,517			
In County Treasury	9112		314,117	206,194		1,202,853			
Cash With Fiscal Agents	9113								
Revolving Cash Accounts	9114					1,395			
Investments (at cost)	9120								
Accounts Receivable	9130		17,863	43,849	34,862	8,471			
Due from Other Funds	9140								
Student Loans Receivable	9150					7,555			
Inventories, Stores, and Prepaid Items	9200								
Inventories and Stores	9210								
Prepaid Items	9220								
Fixed Assets	9300								
Sites	9310								
Site Improvements	9320								
Accumulated Depreciation Site Improvements	9321								
Buildings	9330								
Accumulated Depreciation Buildings	9331								
Library Books	9340								
Equipment	9350								
Accumulated Depreciation Equipment	9351								
Work in Progress	9360								
Total Fixed Assets		0	0	0	0	0	0	0	0
TOTAL ASSETS		149,716	334,611	261,982	307,588	1,228,791	0	0	0

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

		71	72	73	74	75	76	77	79
	CA	Associated	Student	Student Body	Student	Scholarship	Investment	Deferred	Other
Description	(Object)	Students	Representation	Center Fee	Financial Aid	and Loan	Trust Fund	Compensation	Trust Fund
		Trust Fund	Fee Trust Fund	Trust Fund	Trust Fund	Trust Fund	Trust Fund	Trust Fund	Trust Fund
LIABILITIES									
Current Liabilities and Deferred Revenue	9500								
Accounts Payable	9510	6,531			251,374	1,679			
Accrued Salaries and Wages Payable	9520								
Compensated Absences Payable Current	9530								
Due to Other Funds	9540		2,680	375	52,427				
Temporary Loans	9550								
Current Portion of Long-Term Debt	9560								
Deferred Revenues	9570		21,920	114,836					
Total Current Liabilities and Deferred Revenue		6,531	24,600	115,211	303,801	1,679	0	0	0
Long-Term Liabilities	9600								
Bonds Payable	9610								
Revenue Bonds Payable	9620								
Certificates of Participation	9630								
Lease Purchase of Capital Lease	9640								
Compensated Absences Long Term	9650								
Post-Employment Benefits Long Term	9660								
Other Long-Term Liabilities	9670								
Total Long-Term Liabilities		0	0	0	0	0	0	0	0
TOTAL LIABILITIES	968	6,531	24,600	115,211	303,801	1,679	0	0	0

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 060

Name: PALOMAR

		71	72	73	74	75	76	77	79
	CA	Associated	Student	Student Body	Student	Scholarship	Investment	Deferred	Other
Description	(Object)	Students	Representation	Center Fee	Financial Aid	and Loan		Compensation	
		Trust Fund	Fee Trust Fund	Trust Fund	Trust Fund	Trust Fund	Trust Fund	Trust Fund	Trust Fund
FUND EQUITY									
Fund Balance Reserved	9710								
NonCash Assets	9711								
Amounts Restricted by Law for Specific Purposes	9712								
Reserve for Encumbrances Credit	9713								
Reserve for Encumbrances Debit	9714								
Reserve for Debt Services	9715								
Assigned/Committed	9754								
Unassigned	9790								
Total Reserved Fund Balance		0	0	0	0	0	0	0	0
Fund Balance (GASB 54)	9750								
Nonspendable Fund Balance	9751								
Restricted Fund Balance	9752		310,011	146,771	3,787	1,227,112			
Committed Fund Balance	9753	143,185							
Assigned Fund Balance	9754								
Total Designated Fund Balance		143,185	310,011	146,771	3,787	1,227,112	0	0	0
Uncommitted(Unrestricted) Fund Balance	9790								
Other Equity	9800								
Contributed Capital	9810								
Retained Earnings	9850								
Investment in General Fixed Assets	9890								
TOTAL FUND EQUITY		143,185	310,011	146,771	3,787	1,227,112	0	0	0
TOTAL LIABILITIES AND FUND EQUITY		149,716	334,611	261,982	307,588	1,228,791	0	0	0

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 060

Name: PALOMAR

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted	Restricted	General Fund
		Actual	Actual	Actual
Federal Revenues	8100			
Forest Revenues	8110			0
Higher Education Act	8120		5,453,826	5,453,826
Workforce Investment Act	8130			0
Temporary Assistance for Needy Families (TANF)	8140		56,338	56,338
Student Financial Aid	8150		63,703	63,703
Veterans Education	8160		9,048	9,048
Vocational and Technical Education Act (VATEA)	8170		659,605	659,605
Other Federal Revenues	8190		40,853	40,853
Total Federal Revenues	8100	0	6,283,373	6,283,373
State Revenues	8600			
General Apportionments	8610			0
Apprenticeship Apportionment	8611	2,009,402		2,009,402
State General Apportionment	8612	4,284,718		4,284,718
Other General Apportionment	8613	576,411		576,411
General Categorical Programs	8620			
Child Development	8621			0
Extended Opportunity Programs and Services(EOPS)	8622		1,257,601	1,257,601
Disabled Students Programs and Services(DSPS)	8623		950,768	950,768
Temporary Assistance for Needy Families (TANF)	8624		686,727	686,727
California Work Opportunity and Responsibility to Kids (CalWORKs)	8625		258,903	258,903
Telecommunications and Technology Infrastructure Program (TTIP)	8626			0
Other General Categorical Programs	8627		7,549,940	7,549,940

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 060

Name: PALOMAR

Description	Object Code	Fund S11 Unrestricted	Fund S12 Restricted	Fund S10 Total General Fund
		Actual	Actual	Actual
EPA Proceeds	8630	13,745,715		13,745,715
Reimbursable Categorical Programs	8650			
Instructional Improvement Grant	8651			0
Other Reimbursable Categorical Programs	8652		4,085,220	4,085,220
State Tax Subventions	8670			
Homeowners' Property Tax Relief	8671	398,466		398,466
Timber Yield Tax	8672			0
Other State Tax Subventions	8673			0
State Non-Tax Revenues	8680			
State Lottery Proceeds	8681	2,193,606	777,862	2,971,468
State Mandated Costs	8685	465,009		465,009
Other State Non-Tax Revenues	8686	1,939		1,939
Other State Revenues	8690	3,632,639	335,016	3,967,655
Total State Revenues	8600	27,307,905	15,902,037	43,209,942

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 060

Name: PALOMAR

Description	Object Code	Fund S11 Unrestricted	Fund S12 Restricted	Fund S10 Total General Fund
		Actual	Actual	Actual
Local Revenues	8800			
Property Taxes	8810			
Tax Allocation, Secured Roll	8811	64,380,098		64,380,098
Tax Allocation, Supplemental Roll	8812	1,643,996		1,643,996
Tax Allocation, Unsecured Roll	8813	1,973,280		1,973,280
Prior Years Taxes	8816	(27,774)		(27,774)
Education Revenues Augmentation Fund (ERAF)	8817			0
Redevelopment Agency Funds - Pass Through	8818			0
Redevelopment Agency Funds - Residual	8819	4,310,839		4,310,839
Redevelopment Agency Funds - Asset Liquidation	8819.1			0
Contributions, Gifts, Grants, and Endowments	8820		686,148	686,148
Contract Services	8830			
Contract Instructional Services	8831		1,764,268	1,764,268
Other Contranct Services	8832	498,101		498,101
Sales and Commissions	8840	360,538	37,846	398,384
Rentals and Leases	8850	83,644		83,644
Interest and Investment Income	8860	331,538		331,538
Student Fees and Charges	8870			
Community Services Classes	8872			0
Dormitory	8873			0
Enrollment	8874	9,045,148		9,045,148
Contra Revenue Account	8874.1			0
Field Trips and Use of Nondistrict Facilities	8875	9,150		9,150
Health Services	8876	25,029	1,042,411	1,067,440
Instructional Materials Fees and Sales of Materials	8877	284,650	30,000	314,650
Insurance	8878	2,990		2,990
Student Records	8879	146,790		146,790
Nonresident Tuition	8880	2,750,649	65,168	2,815,817
Parking Services and Public Transportation	8881		1,239,822	1,239,822
Other Student Fees and Charges	8885	2,355	407,993	410,348
Other Local Revenues	8890	1,218,936	152,573	1,371,509
Total Local Revenues	8800	87,039,957	5,426,229	92,466,186
Total Revenues		114,347,862	27,611,639	141,959,501

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 060

Name: PALOMAR

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted	Restricted	General Fund
		Actual	Actual	Actual
Other Financing Sources	8900			
Proceeds of General Fixed Assets	8910			0
Proceeds of Long-Term Debt	8940			0
Incoming Transfers -- (8981/8982/8983)	898#	10,367,225	3,749,904	14,117,129
Total Other Financing Sources	8900	10,367,225	3,749,904	14,117,129
Total Revenues and Other Financing Sources		124,715,087	31,361,543	156,076,630

CALIFORNIA COMMUNITY COLLEGES

Expend by Instructional Activity

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 060

Name: PALOMAR

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Agriculture and Natual Resources	0100						0
Architecture and Environmental Design	0200	86,640		5,796			92,436
Environmental Sciences and Technologies	0300			239			239
Biological Sciences	0400	2,482,817	132,108	74,918	1,344		2,691,187
Business and Management	0500	1,721,776	5,522	6,690	628		1,734,616
Communications	0600	1,881,210	5,522	81,890	52,719		2,021,341
Computer and Information Science	0700	1,523,126	32,817	66,009	45,260		1,667,212
Education	0800	2,150,951		133,399	6,114		2,290,464
Engineering and Related Industrial Technology	0900	2,827,167	14,355	192,334	144,963		3,178,819
Fine and Applied Arts	1000	3,729,811	29,042	218,850	143,414		4,121,117
Foreign language	1100	1,991,205	43,928	27,069	21,735		2,083,937
Health	1200	4,431,451		309,942	116,149		4,857,542
Consumer Education And Home Economics	1300	1,182,081	6,877	52,167	2,816		1,243,941
Law	1400	12,267		659			12,926
Humanities(Letters)	1500	7,498,967	5,522	34,829	10,249		7,549,567
Library Science	1600	26,741		4,304	4,439		35,484
Mathematics	1700	6,028,012	65	25,229			6,053,306
Military Studies	1800						0
Physical Sciences	1900	2,872,968	36,053	74,301			2,983,322
Psychology	2000	1,331,800		6,955	1,600		1,340,355
Public Affairs and Services	2100	1,545,411	524	376,088	28,015		1,950,038
Social Sciences	2200	5,716,329	19,697	29,688	7,665		5,773,379
Commercial Services	3000			427			427
Interdisciplinary Studies	4900	7,043,755	99,752	455,756	783,708		8,382,971
Instruc Staff-Retirees' Bnfts & Retire Incents	5900	461,582					461,582
Sub-Total Instructional Activites		56,546,067	431,784	2,177,539	1,370,818		60,526,208
Total Expenditures for GF Activities*		56,862,379	66,752,626	19,992,073	5,882,154	10,502,074	159,991,306

*Total Expenditures for GF Activities above is the grand total of Instructional and Non-Instructional activities.

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 060

Name: PALOMAR

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Instructional Administration and Governance	6000						
Academic Administration	6010	87,465	5,021,336	568,366	132,356		5,809,523
Course and Curriculum Development	6020	3,329	269,838	158,086	844,179		1,275,432
Academic / Faculty Senate	6030	8,561	321,097	7,688			337,346
Other Instructional Administration & Governance	6090	2,220	8,027,936	1,131,401	169,064		9,330,621
Total Instructional Admin. & Governance		101,575	13,640,207	1,865,541	1,145,599	0	16,752,922
Instructional Support Services	6100						
Learning Center	6110	3,699	1,911,991	26,679	39,771		1,982,140
Library	6120	37,944	2,525,150	91,537	334,107		2,988,738
Media	6130		2,818,105	3,227,019	226,295		6,271,419
Museums and Galleries	6140		79,178	21,259			100,437
Academic Information Systems and Technology	6150			4,375	14,147		18,522
Other Instructional Support Services	6190	11,631	593,655	2,284			607,570
Total Instructional Support Services		53,274	7,928,079	3,373,153	614,320	0	11,968,826
Admissions and Records	6200		2,649,050	128,411	10,232		2,787,693
Student Counseling and Guidance	6300						
Counseling and Guidance	6310	94,222	3,587,212	15,804	7,845		3,705,083
Matriculation and Student Assessment	6320	23,537	3,303,436	240,160	64,692		3,631,825
Transfer Programs	6330	3,045	201,463	6,085			210,593
Career Guidance	6340		1,723	41,764			43,487
Other Student Counseling and Guidance	6390		238,884	75,213	2,175		316,272
Total Student Counseling and Guidance		120,804	7,332,718	379,026	74,712	0	7,907,260

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 060

Name: PALOMAR

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Other Student Services	6400						
Cal Work Opportunity and Responsibility to Kids *	6410						0
Disabled Student Programs and Services (DSPS)	6420	7,477	1,533,238	53,872	14,049		1,608,636
Extended Opportunity Programs and Services (EOPS)	6430	12,178	1,676,650	348,895	15,877	81,849	2,135,449
Health Services	6440		1,092,082	139,315	526,332		1,757,729
Student Personnel Administration	6450		8,039				8,039
Financial Aid Administration	6460	2,774	1,961,399	147,408	6,674		2,118,255
Job Placement Services	6470						0
Veterans Services	6480		52,455	8,857			61,312
Miscellaneous Student Services	6490		2,788,286	984,274	42,819	8,265	3,823,644
Total Other Student Services		22,429	9,112,149	1,682,621	605,751	90,114	11,513,064
Operation and maintenance of Plant	6500						
Building Maintenance and Repairs	6510		3,131,324	379,335	1,661,794		5,172,453
Custodial Services	6530		2,391,716	222,076			2,613,792
Grounds Maintenance and Repairs	6550		934,249	189,608			1,123,857
Utilities	6570			3,091,324			3,091,324
Other Operations and Maintenance of Plant	6590			5,281			5,281
Total Operation and Maintenance of Plant	6500	0	6,457,289	3,887,624	1,661,794	0	12,006,707
Planning, Policymaking and Coordinations	6600	7,358	5,044,749	2,025,591	306,425		7,384,123

* California Work Opportunity and Responsibility to Kids (CalWORKs).

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 060

Name: PALOMAR

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
General Institutional Support Services	6700						
Community Relations	6710		1,358,227	1,248,628			2,606,855
Fiscal Operations	6720		2,531,250	257,008			2,788,258
Human Resources Management	6730		91,381	145			91,526
Noninstruct Staff Retirees' Benefits & Retirement *	6740		807,544				807,544
Staff Development	6750		10,852	124,108	656		135,616
Staff Diversity	6760			18,621			18,621
Logistical Services	6770		2,353,649	823,507	43,847		3,221,003
Management Information Systems	6780		3,431,464	1,500,387	6,582		4,938,433
Other General Institutional Support Services	6790			3,000			3,000
Total General Institutional Support Services	6700	0	10,584,367	3,975,404	51,085	0	14,610,856
Community Services & Economic Development	6800						
Community Recreation	6810		296,474	7,504	35,114		339,092
Community Service Classes	6820						0
Community Use of Facilities	6830		16,843	201			17,044
Economic Development	6840						0
Other Community Services & Economic Development	6890						0
Total Community Services	6800	0	313,317	7,705	35,114	0	356,136

* Noninstructional Staff Retirees' Benefits & Retirement Incentives.

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 060

Name: PALOMAR

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Ancillary Services	6900						
Bookstore	6910			9,853			9,853
Child Development Centers	6920		10,716				10,716
Farm Operations	6930						0
Food Services	6940						0
Parking	6950		2,480,905	219,062	1,972		2,701,939
Student and Co-Curricular Activities	6960		767,296	259,564	4,332		1,031,192
Student Housing	6970						0
Other Ancillary Services	6990						0
Total Ancillary Services	6900	0	3,258,917	488,479	6,304	0	3,753,700
Auxiliary Operations	7000						
Contract Education	7010	10,872		979			11,851
Other Auxiliary Operations	7090						0
Total Auxiliary Operations	7000	10,872	0	979	0	0	11,851

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 060

Name: PALOMAR

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Physical Property and Related Acquisitions	7100						0
Long-Term Debt and Other Financing	7200						
Long_Term Debt	7210					480,450	480,450
Tax revenue Anticipation Notes	7220						0
Other Financing	7290						0
Total Long-Term Debt and Other Financing	7200	0	0	0	0	480,450	480,450
Transfers, Student Aid and Other Outgo	7300						
Transfers	7310					9,113,925	9,113,925
Student Aid	7320					817,585	817,585
Other Outgo	7390						0
Total Transfers, Student Aid and Other Outgo	7300	0	0	0	0	9,931,510	9,931,510
Sub-Total Non-Instructional Activites		316,312	66,320,842	17,814,534	4,511,336	10,502,074	99,465,098
Total Expenditures General Fund: activities *		56,862,379	66,752,626	19,992,073	5,882,154	10,502,074	159,991,306

* Total Expenditures for the General Fund: Instructional Activities and Non-Instructional Activities.

Gann Appropriations Limit

GANN Report

DISTRICT NAME: PALOMAR

I.	2017-2018 Appropriations Limit:			
A.	2016-2017 Appropriations Limit:			\$120,467,884
B.	2017-2018 Price Factor:	1.0369		
C.	Population factor:			
	1. 2015-2016 Second Period Actual FTES	16,524.33		
	2. 2016-2017 Second Period Actual FTES	18,023.63		
	3. 2016-2017 Population change factor (C2/C1)	1.0907		
D.	2016-2017 Limit adjusted by inflation and population factors (A * B * C.3)			\$136,242,772
E.	Adjustments to increase limit:			
	1. Transfers in of financial responsibility		\$0	
	2. Temporary voter approved increases		0	
	3. Total adjustments - increase			0
	Sub-Total (D + E.3)			\$136,242,772
F.	Adjustments to decrease limit:			
	1. Transfers out of financial responsibility		\$0	
	2. Lapses of voter approved increases		0	
	3. Total adjustments - decrease			0
G.	2017-2018 Appropriations Limit (D + E.3 - F.3)			\$136,242,772
II.	2017-2018 Appropriations Subject to Limit:			
A.	State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)			27,968,389
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)			500,000
C.	Local Property taxes			70,851,169
D.	Estimated excess Debt Service taxes			0
E.	Estimated Parcel taxes, Square Foot taxes, etc.			0
F.	Interest on proceeds of taxes			0
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates			0
H.	2017-2018 Appropriations Subject to Limit			\$99,319,558

For Actual Year: 2016-2017

Budget Year: 2017-2018

General Fund

Description	Object Code	Fund: 11 UNRESTRICTED SUBFUND		Fund: 12 RESTRICTED SUBFUND		Fund: 10 TOTAL	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100			6,283,373	10,476,639	6,283,373	10,476,639
State Revenues	8600	27,307,905	30,514,554	15,902,037	27,673,621	43,209,942	58,188,175
Local Revenues	8800	87,039,957	109,553,017	5,426,229	9,151,102	92,466,186	118,704,119
Total Revenues		114,347,862	140,067,571	27,611,639	47,301,362	141,959,501	187,368,933
EXPENDITURES:							
Academic Salaries	1000	47,760,159	50,346,023	3,616,184	3,408,374	51,376,343	53,754,397
Classified Salaries	2000	25,331,097	24,649,641	10,098,193	10,272,721	35,429,290	34,922,362
Employee Benefits	3000	31,931,964	31,928,346	4,877,408	5,907,270	36,809,372	37,835,616
Supplies and Materials	4000	892,233	1,142,098	1,445,277	2,085,172	2,337,510	3,227,270
Other Operating Expenses and Services	5000	11,172,082	10,248,748	6,482,481	10,488,835	17,654,563	20,737,583
Capital Outlay	6000	31,941	435,223	5,850,213	5,615,401	5,882,154	6,050,624
Total Expenditures		117,119,476	118,750,079	32,369,756	37,777,773	149,489,232	156,527,852
Excess /(Deficiency) of Revenues over Expenditures		(2,771,614)	21,317,492	(4,758,117)	9,523,589	(7,529,731)	30,841,081
Other Financing Sources	8900	10,367,225	4,247,145	3,749,904	1,907,077	14,117,129	6,154,222
Other Outgo	7000	7,594,375	25,564,637	2,907,699	11,430,664	10,502,074	36,995,301
Net Increase/(Decrease) in Fund Balance		1,236	0	(3,915,912)	2	(3,914,676)	2
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	9010	21,852,544	21,853,780	8,727,967	6,354,210	30,580,511	28,207,990
Prior Years Adjustments	9020			1,542,155		1,542,155	
Adjusted Beginning Balance	9030	21,852,544		10,270,122		32,122,666	
Ending Fund Balance, June 30		21,853,780	21,853,780	6,354,210	6,354,212	28,207,990	28,207,992

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

060 PALOMAR

For Actual Year: 2016-2017

Budget Year: 2017-2018

DEBT SERVICE FUNDS

Description	Object Code	Fund: 21 BOND INTEREST AND REDEMPTION FUND		Fund: 22 REVENUE BOND INTEREST AND REDEMPTION FUND		Fund: 29 OTHER DEBT SERVICE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800			22,568,072	26,889,560		
Total Revenues		0	0	22,568,072	26,889,560	0	0
Other Financing Sources	8900						
Interfund Transfers In	8981					673,897	696,650
Other Incoming Transfers	8983			11,796,467			
Total Other Financing Sources		0	0	11,796,467	0	673,897	696,650
Other Outgo	7000						
Debt Retirement (Long Term Debt)	7100						
Debt Reduction	7110			10,957,396	11,895,000	545,000	560,000
Debt Interest and Other Service Charges	7120			20,333,709	28,033,741	128,897	136,650
Transfers Outgoing	7300 & 7400						
Reserve for Contingencies	7900				22,340,476		
Total Other Outgo	7000	0	0	31,291,105	62,269,217	673,897	696,650
Net Other Financing Sources / (Other Outgo)	8900 & 7000	0	0	(19,494,638)	(62,269,217)	0	0
Net Increase/Decrease in Fund Balance		0	0	3,073,434	(35,379,657)	0	0
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	9010		0	32,306,223	35,379,657	586,037	0
Prior Years Adjustments	9020					(586,037)	
Adjusted Beginning Balance	9030	0		32,306,223		0	
Ending Fund Balance, June 30		0	0	35,379,657	0	0	0

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

060 PALOMAR

For Actual Year: 2016-2017

Budget Year: 2017-2018

Special Revenue Funds

Description	Object	FUND: 31		FUND 32		FUND 33	
	Code	BOOKSTORE FUND		CAFETERIA FUND		CHILD DEVELOPMENT FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100					54,569	48,000
State Revenues	8600					605,275	628,781
Local Revenues	8800					807,830	1,398,067
Total Income		0	0	0	0	1,467,674	2,074,848
Expenditures							
Academic Salaries	1000					716,348	871,999
Classified Salaries	2000					224,297	191,000
Employee Benefits	3000					306,604	405,868
Supplies and Materials	4000					67,149	62,704
Other Operating Expenses and Services	5000					33,999	23,460
Capital Outlay	6000						2,040
Total Expenditures		0	0	0	0	1,348,397	1,557,071
Excess /(Deficiency) of Revenues over Expenditures		0	0	0	0	119,277	517,777
Other Financing Sources	8900						
Other Outgo	7000						517,777
Net Increase/(Decrease) in Fund Balance		0	0	0	0	119,277	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010		0		0	363,010	482,287
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		363,010	
Ending Fund Balance, June 30		0	0	0	0	482,287	482,287

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

060 PALOMAR

For Actual Year: 2016-2017

Budget Year: 2017-2018

Special Revenue Funds

Description	Object	FUND: 34		FUND 35		FUND 39	
	Code	FARM OPERATION FUND		REVENUE BOND PROJECT FUND		OTHER SPECIAL REVENUE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800						
Total Income		0	0	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
Total Expenditures		0	0	0	0	0	0
Excess /(Deficiency) of Revenues over Expenditures		0	0	0	0	0	0
Other Financing Sources	8900						
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		0	0	0	0	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
Ending Fund Balance, June 30		0	0	0	0	0	0

For Actual Year: 2016-2017

Budget Year: 2017-2018

Capital Projects Funds

Description	Object	FUND: 41		FUND 42		FUND 43	
	Code	CAPITAL QUTLAY PROJECTS FUND		REVENUE BOND CONSTRUCTION FUND		GENERAL OBLIGATION BOND FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600	2,136,405	621,823				
Local Revenues	8800	3,989,651	576,500	2,375,736	303,132,243		
Total Income		6,126,056	1,198,323	2,375,736	303,132,243	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000			372,754	396,111		
Employee Benefits	3000			185,184	219,990		
Supplies and Materials	4000	9,999	5,757				
Other Operating Expenses and Services	5000	641,334	1,709,204	3,181,945			
Capital Outlay	6000	550,591	1,605,426	65,160,260	302,516,142		
Total Expenditures		1,201,924	3,320,387	68,900,143	303,132,243	0	0
Excess /(Deficiency) of Revenues over Expenditures		4,924,132	(2,122,064)	(66,524,407)	0	0	0
Other Financing Sources	8900	1,137,134	1,493,422	139,000,000			
Other Outgo	7000	10,400,134	4,452,567				
Net Increase/(Decrease) in Fund Balance		(4,338,868)	(5,081,209)	72,475,593	0	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	22,784,141	18,445,273	229,292,433	301,632,243		0
Prior Years Adjutments	9020			(135,783)			
Adjusted Beginning Balance	9030	22,784,141		229,156,650		0	
Ending Fund Balance, June 30		18,445,273	13,364,064	301,632,243	301,632,243	0	0

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

060 PALOMAR

For Actual Year: 2016-2017

Budget Year: 2017-2018

Enterprise Funds

Description	Object	FUND: 51		FUND 52		FUND 53	
	Code	BOOKSTORE FUND		CAFETERIA FUND		FARM OPERATIONS	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Local Revenues	8800						
Other Financing Sources	8900						
Total Income		0	0	0	0	0	0
Cost of Sales	5890						
Gross Profit or Loss		0	0	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
Total Expenditures		0	0	0	0	0	0
Net Profit or Loss		0	0	0	0	0	0
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		0	0	0	0	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
Ending Fund Balance, June 30		0	0	0	0	0	0

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

060 PALOMAR

For Actual Year: 2016-2017

Budget Year: 2017-2018

Enterprise Funds

Description	Object	FUND: 59					
	Code	OTHER ENTERPRISE FUND					
		Actual	Budget				
REVENUES:							
Local Revenues	8800						
Other Financing Sources	8900						
Total Income		0	0				
Cost of Sales	5890						
Gross Profit or Loss		0	0				
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
Total Expenditures		0	0				
Net Profit or Loss		0	0				
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		0	0				
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010		0				
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0					
Ending Fund Balance, June 30		0	0				

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

060 PALOMAR

For Actual Year: 2016-2017

Budget Year: 2017-2018

Internal Service Funds

Description	Object	FUND: 61		FUND 69			
	Code	SELF-INSURANCE FUND		OTHER INTERNAL SERVICES FUND			
		Actual	Budget	Actual	Budget		
REVENUES:							
Local Revenues	8800			3,655,379	4,076,395		
Other Financing Sources	8900			4,229,796	3,808,898		
Total Income		0	0	7,885,175	7,885,293		
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000			5,588,742	5,845,191		
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
Total Expenditures		0	0	5,588,742	5,845,191		
Net Profit or Loss		0	0	2,296,433	2,040,102		
Other Outgo	7000				16,283,313		
Net Increase/(Decrease) in Fund Balance		0	0	2,296,433	(14,243,211)		
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010		0	11,946,778	14,243,211		
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		11,946,778			
Ending Fund Balance, June 30		0	0	14,243,211	0		

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

060 PALOMAR

For Actual Year: 2016-2017

Budget Year: 2017-2018

Fiduciary Funds Group

Description	Object	FUND: 71		FUND 72		FUND 73	
	Code	ASSOCIATED STUDENTS TRUST FUND		REPRESENTATION FEE TRUST FUND		BODY CENTER FEE TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800	17,634	9,900	58,502	49,327	225,885	226,213
Total Income		17,634	9,900	58,502	49,327	225,885	226,213
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000	1,275	4,000				
Employee Benefits	3000						
Supplies and Materials	4000	20,552	112,012	655	5,000	3,427	5,000
Other Operating Expenses and Services	5000	19,563	71,074	34,567	59,000	2,988	12,000
Capital Outlay	6000						26,000
Total Expenditures		41,390	187,086	35,222	64,000	6,415	43,000
Excess /(Deficiency) of Revenues over Expenditures		(23,756)	(177,186)	23,280	(14,673)	219,470	183,213
Other Financing Sources	8900	30,000	34,000				
Other Outgo	7000	400			295,338	193,447	329,984
Net Increase/(Decrease) in Fund Balance		5,844	(143,186)	23,280	(310,011)	26,023	(146,771)
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	137,341	143,185	286,731	310,011	120,748	146,771
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	137,341		286,731		120,748	
Ending Fund Balance, June 30		143,185	(1)	310,011	0	146,771	0

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

060 PALOMAR

For Actual Year: 2016-2017

Budget Year: 2017-2018

Fiduciary Funds Group

Description	Object	FUND: 74		FUND 75		FUND 76	
	Code	FINANCIAL AID TRUST FUND		SCHOLARSHIP & LOAN TRUST FUND		INVESTMENT TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100	16,015,706	16,995,707				
State Revenues	8600	1,406,929	1,431,670				
Local Revenues	8800	389	390	699,108	699,680		
Total Income		17,423,024	18,427,767	699,108	699,680	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000		3,286				
Other Operating Expenses and Services	5000	389	390				
Capital Outlay	6000						
Total Expenditures		389	3,676	0	0	0	0
Excess /(Deficiency) of Revenues over Expenditures		17,422,635	18,424,091	699,108	699,680	0	0
Other Financing Sources	8900						
Other Outgo	7000	17,422,635	18,424,090	699,814	1,926,792		
Net Increase/(Decrease) in Fund Balance		0	1	(706)	(1,227,112)	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	3,787	3,787	1,227,818	1,227,112		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	3,787		1,227,818		0	
Ending Fund Balance, June 30		3,787	3,788	1,227,112	0	0	0

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

060 PALOMAR

For Actual Year: 2016-2017

Budget Year: 2017-2018

Fiduciary Funds Group

Description	Object	FUND: 77		FUND 79	
	Code	DEFERRED COMPENSATION TRUST FUND		OTHER TRUST FUNDS	
		Actual	Budget	Actual	Budget
REVENUES:					
Federal Revenues	8100				
State Revenues	8600				
Local Revenues	8800				
Total Income		0	0	0	0
Expenditures					
Academic Salaries	1000				
Classified Salaries	2000				
Employee Benefits	3000				
Supplies and Materials	4000				
Other Operating Expenses and Services	5000				
Capital Outlay	6000				
Total Expenditures		0	0	0	0
Excess /(Deficiency) of Revenues over Expenditures		0	0	0	0
Other Financing Sources	8900				
Other Outgo	7000				
Net Increase/(Decrease) in Fund Balance		0	0	0	0
Beginning Fund Balance:					
Net Beginning Balance, July 1	9010		0		0
Prior Years Adjustments	9020				
Adjusted Beginning Balance	9030	0		0	
Ending Fund Balance, June 30		0	0	0	0

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 060

Name: PALOMAR

Fund Number In	Fund Name	Fund Number Out	Fund Name	Amount Transferred
12	RESTRICTED SUBFUND	11	UNRESTRICTED SUBFUND	1,749,904
29	OTHER DEBT SERVICE FUND	11	UNRESTRICTED SUBFUND	480,450
69	OTHER INTERNAL SERVICES FUND	11	UNRESTRICTED SUBFUND	4,229,796
71	ASSOCIATED STUDENTS TRUST FUND	11	UNRESTRICTED SUBFUND	30,000
11	UNRESTRICTED SUBFUND	41	CAPITAL OUTLAY PROJECTS FUND	9,263,000
29	OTHER DEBT SERVICE FUND	73	STUDENT BODY CENTER FEE TRUST FUND	193,447

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Receipt and Expenditures of Lottery Proceeds

Lottery Actual Report

L10 GENERAL FUND

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 060

Name: PALOMAR

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		
Lottery Adjustments and Proceeds:							
Net Beginning Balance, July 1	9010		485,391			1,416,292	
Adjustments	9020						
Adjusted Beginning Balance	9030		485,391			1,416,292	
Actual Fiscal Year Data							
State Lottery Proceeds:	8681		2,193,606			777,862	
		Instructional & Institutional Unrestricted				Instructional Materials Proposition 20	Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
Expenditures							
Academic Salaries	1000				0		0
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
Supplies & Materials	4000						
Software	4100				0	9,938	9,938
Books, Magazines, & Periodicals	4200				0	26,019	26,019
Instructional Supplies & Materials	4300				0	451,728	451,728
Noninstructional Supplies & Mtrls	4400				0		0
Total Supplies and Materials		0	0	0	0	487,685	487,685
Other Operating Expenses and Services	5000		2,019,971		2,019,971	368,241	2,388,212
Capital Outlay	6000						
Library Books	6300				0	244,943	244,943
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
Total Capital Outlay		0	0	0	0	244,943	244,943
Other Outgo	7000				0		0
Total Expenditures		0	2,019,971	0	2,019,971	1,100,869	3,120,840
Ending Balance					659,026	1,093,285	1,752,311

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Receipt and Expenditures of Lottery Proceeds

Lottery Budget Report

L10 GENERAL FUND

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 060

Name: PALOMAR

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		
Lottery Adjustments and Proceeds:							
Net Beginning Balance, July 1	9010		659,026			1,093,285	
Adjustments	9020						
Adjusted Beginning Balance	9030		659,026			1,093,285	
Budget Fiscal Year Data							
State Lottery Proceeds:	8681		3,244,074			869,328	
		Instructional & Institutional Unrestricted				Instructional Materials Proposition 20	Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
Expenditures							
Academic Salaries	1000				0		0
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
Supplies & Materials	4000						
Software	4100				0	11,621	11,621
Books, Magazines, & Periodicals	4200				0	30,512	30,512
Instructional Supplies & Materials	4300				0	530,323	530,323
Noninstructional Supplies & Mtrls	4400				0		0
Total Supplies and Materials		0	0	0	0	572,456	572,456
Other Operating Expenses and Services	5000		3,244,074		3,244,074	469,225	3,713,299
Capital Outlay	6000						
Library Books	6300				0	71,076	71,076
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
Total Capital Outlay		0	0	0	0	71,076	71,076
Other Outgo	7000				0		0
Total Expenditures		0	3,244,074	0	3,244,074	1,112,757	4,356,831
Ending Balance					659,026	849,856	

Annual Financial and Budget Report

For Actual Year: 2016-2017 District ID: 060 Name: PALOMAR

EPA Revenue	13,745,715
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Activity Classification	Activity Code	Salaries and Benefits	Operating Expenses	Capital Outlay	Total
		(Obj 1000-3000)	(Obj 4000-5000)	(Obj 6000)	
Instructional Activities	0100-5900	13,745,715	0	0	13,745,715
TOTAL		13,745,715	0	0	13,745,715

Annual Financial and Budget Report

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 060

Name: PALOMAR

	STRS	PERS		Increase	
Fiscal Year	Amount	Amount	Total	Amount	Rate
2015-16	4,431,294	3,143,342	7,574,636	N/A	N/A
2016-17	5,562,296	4,187,771	9,750,067	2,175,431	28.72%
2017-18	6,432,270	4,955,412	11,387,682	1,637,615	16.80%
2018-19	7,473,310	5,619,078	13,092,388	1,704,706	14.97%
2019-20	8,439,065	6,197,547	14,636,612	1,544,224	11.79%
2020-21	9,015,044	6,689,753	15,704,797	1,068,185	7.30%

Does the district have a plan to fund these expenses through 2020-21?
No
Explain Yes or No
The District dedicates some of its budget reserves to paying down its annual obligation.

BOARD AGENDA ITEM**SUBJECT:**

Child Development Training Consortium Instructional and Campus Coordinator Agreement for 2017-18

OVERVIEW:

The Child Development Training Consortium provides reimbursement to students who are enrolled in child development or general education courses, and currently working in the childcare field. Palomar College receives funding for the Child Development Training Consortium Program. The Child Development Department administers this grant, and the Department determines the Coordinator for this program. Diane Studinka has been the Coordinator for the past seventeen years. The Instructional and Campus Coordinator Agreement continues the contractual relationship that the Yosemite Community College District and Palomar College District for 2017-18. The program has contracted with the college since the early 1990's.

DISCUSSION:

The Instructional Agreement is between Palomar College and Yosemite Community College District. Yosemite Community College District agrees to pay the contractor, Palomar College, 800 units for \$20,000 for 2017-18. This is the same amount as last year. The contract is valid September 1, 2017 to June 30, 2018.

This Coordinator Agreement is between Palomar College and Yosemite Community College District. Yosemite Community College District agrees to pay the contractor, Palomar College, \$7,200 for the coordinator duties and responsibilities. This is the same amount as last year. The performance of the coordinator will be completed in a satisfactory manner. Please see attached agreement for responsibilities and duties required of the coordinator. This contract is valid from September 1, 2017 to June 30, 2018.

BUDGET IMPLICATIONS:

Total funds for the 2017-18 year are \$27,200. Instructional Agreement is for \$20,000 and the Coordinator Agreement is for \$7,200. All funds will be expended through student stipends, coordinator stipend, and for costs incurred by the program (i.e. copies, postage, text books, office supplies...) on or before June 30, 2018 in order to comply with the agreement.

RECOMMENDATION

Please approve for 2017-18 the Instructional and Campus Coordinator Agreement for the Child Development Training Consortium between Palomar College and Yosemite Community College District. Diane Studinka will continue to serve as the Campus Coordinator at Palomar College for this program. Please sign attached Instructional and Coordinator Agreements (2) and return to the address listed on the cover page.

**CHILD DEVELOPMENT TRAINING CONSORTIUM
2017-2018 INSTRUCTIONAL & CAMPUS COORDINATOR AGREEMENT
AGREEMENT NUMBER 17-18- 4489**

This Agreement is made and entered into this 1st day of September, 2017, by and between the Yosemite Community College District, Child Development Training Consortium, hereafter called the YCCD/CDTC, and **Palomar Community College District for Palomar College**, hereafter called the CONTRACTOR.

WITNESSETH: That the CONTRACTOR for and in consideration of the covenants, conditions, agreements, and stipulations of the YCCD/CDTC hereinafter expressed, does hereby agree to furnish to the YCCD/CDTC services as follows:

I. STATEMENT OF WORK

- A. The CONTRACTOR will designate a Campus Coordinator to implement the Child Development Training Consortium (CDTC) program at the local level. The scope of work in this contract is supplementary to the typical duties of faculty or other positions that provide career and education guidance to child development students. The Campus Coordinator will be responsible to prepare and submit all required reports; coordinate all Consortium activities; attend one (1) mandatory YCCD/CDTC sponsored meeting and one (1) mandatory YCCD/CDTC webinar; and inform child development/early childhood education department of program requirements and components specific to campus Child Development Training Consortium.

The designated Campus Coordinator is preferably faculty, either full-time or adjunct faculty, department chair, or director of the campus child development lab center/children's center. If the current Campus Coordinator does not meet these recommendations, they are permitted to continue in the position and new requirements will be applicable upon designation of a new Campus Coordinator. Since the requirement of faculty is preferred, but not required, exceptions will be considered by YCCD/CDTC on an individual basis.

The Campus Coordinator must be located on campus with regularly scheduled office hours; thereby being accessible to students enrolled in the program. The Campus Coordinator must attend campus child development/early childhood education (ECE) department meetings and be knowledgeable of all aspects of the ECE profession. The YCCD/CDTC must be notified in writing within fifteen (15) calendar days of any change in Campus Coordinator status.

The Campus Coordinator, even in the role as Co-Coordinator, must reside within California and be employed by the college. CDTC will subcontract directly with college and then contracts/agreements will be administered by faculty employed by the college.

The Campus Coordinator must notify CDTC at least 30 days in advance of a sabbatical leave. A written plan of action that confirms the intent to continue all coordinator duties as outlined in this Agreement, must be submitted for approval. A temporary Campus Coordinator should be assigned to implement the CDTC

program in the absence of a Campus Coordinator who is out of the country or unavailable to continue all coordinator duties.

The Campus Coordinator will act as a liaison between the Child Development Training Consortium and California Department of Education/Early Education and Support Division (CDE/EESD) to disseminate information to campus faculty regarding state initiatives and trends in ECE.

- B. The CONTRACTOR will generate up to **800** units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit. Enrolled units must be completed between July 1, 2017, and June 30, 2018. Physical education courses and general work experience courses are excluded. Child development work experience and remedial courses are included.
- C. The CONTRACTOR will make good faith efforts to recruit and employ qualified faculty who reflect the ethnic makeup of the student population.
- D. The CONTRACTOR will provide appropriate community college courses, which:
 - 1. Meet the requirements of the Child Development Permit Matrix (included in this Agreement as *Appendix A*) and/or child care licensing regulations.
 - 2. Are degree or certificate applicable.
 - 3. Are offered for credit with the possible exception of remedial courses.
 - 4. Are transferable whenever possible.
 - 5. Are available to family child care providers and employees of child care/development programs serving infants through school-age children.
 - 6. Are responsive to local community needs.
- E. The CONTRACTOR will orient all child development/early childhood education instructors about the Child Development Training Consortium program including eligibility criteria, enrollment priorities and procedures, and reporting requirements.
- F. The CONTRACTOR will facilitate in designing, monitoring, and evaluating appropriate course offerings.
 - 1. The CONTRACTOR will provide clarity regarding the purpose and focus of courses and programs offered.
 - 2. The CONTRACTOR will schedule courses, which meet the needs of child care agencies, their staff, and family child care providers in the college's service area.
 - 3. The CONTRACTOR will ensure provision of lower division units.

4. The CONTRACTOR will solicit input on courses to be offered from a local Advisory Committee.
- G. In addition, the CONTRACTOR will fulfill the following responsibilities:
1. Authorize the designated Campus Coordinator to attend one (1) mandatory YCCD/CDTC sponsored meeting and one (1) mandatory YCCD/CDTC webinar.
 2. Share ideas, materials, and resources with other Campus Coordinators.
 3. The CONTRACTOR will develop students' awareness of transfer options and access to other services.
- H. The CONTRACTOR will enroll students who meet the YCCD/CDTC eligibility criteria, numbered 1 through 5 below. Student eligibility must be verified each semester/term using the Student Profile.
1. Student must be seeking a new or maintaining a currently held Child Development Permit, **AND**
 2. At the time of enrollment, the student must be employed by a child care/development program including licensed family child care and out-of-school care. Center-based programs must be licensed or eligible for an exemption according to Department of Social Services (DSS) regulations. Licensed exempt centers are limited to the following: on school site, parents on site, military, tribal, employment agency, parks and recreation, adult ed/child care, home based program and before/after school program. Employment in a transitional kindergarten or kindergarten classroom is also acceptable, **AND**
 3. Student employment must directly benefit children and/or families. The employment experience must be acceptable to the California Commission on Teacher Credentialing for purposes of obtaining a Child Development Permit, even if experience is not required for the permit, **AND**
 4. Student must work in the state of California.
 5. In-home care providers (nannies) are not eligible. Unlicensed, exempt, in-home child care providers are not eligible.
- I. The CONTRACTOR will enroll eligible students according to these three priorities:
- California Department of Education, Early Education and Support Division (CDE/EESD) Priorities for Enrollment:*
- Priority 1 Employees of all direct-funded CDE/EESD programs including center based programs and family child care network programs or center based programs with satellite family child care providers. This also includes co-located Head Start Programs.

Priority 2 Employees of any program, center-based or licensed family child care homes, that serve children on a voucher basis for Alternative Payment services.

Priority 3 Employees of all other programs including center-based and licensed family child care homes

Within each priority group listed above, priority will be given to students fulfilling the requirements for an Assistant or Associate Teacher or Teacher Child Development Permit.

Local Priorities for Enrollment:

The local YCCD/CDTC Advisory Committee may establish additional priorities. However, the CDE/EESD priorities listed above must be met before local priorities can be implemented. Local priorities are encouraged to meet local needs within the context of the CDE/EESD priorities.

- J. The CONTRACTOR will establish a new or use an existing Advisory Committee to solicit input on local needs, courses to be offered and approve the student eligibility and payment policies.
 - 1. The Advisory Committee will make a good faith effort to represent the local child care labor market by including the following program representatives: the Campus Coordinator; one community college child development instructor, one CEC Mentor Coordinator, one family child care provider; one representative of a child care program funded by the California Department of Education, Early Education and Support Division (CDE/EESD); one representative of a private-for-profit child care program; one representative of a private-non-profit child care program; one representative of the local Resource and Referral program; one college student majoring in child development; one representative from the Local Child Care and Development Planning Council; and one representative from the county-level Children and Families Commission, and one representative from the local QRIS/IMPACT and/or AB212 programs.
 - 2. The Advisory Committee will meet one time annually.
 - 3. The meeting must be properly documented with agendas and minutes, which must be submitted with the Year End Program and Final Expenditure Narrative.
- K. The CONTRACTOR will provide student grade documentation, demonstrating a grade of "C" or better, to YCCD/CDTC upon request for audit purposes.
- L. The CONTRACTOR will ensure that all required reports and documents are submitted to YCCD/CDTC by the due dates specified. Report titles and due dates are included in this Agreement as *Appendix B – 2017-2018 Required Reports and Time Lines*. All reports should be submitted to the Child Development Training Consortium, PO Box 3603, Modesto, CA 95352.

- M. The CONTRACTOR will ensure that no full-time equivalent (FTE) fees will be collected for courses that are funded with YCCD/CDTC funds, or portion thereof.
- N. The CONTRACTOR will ensure collaboration (if applicable) with CEC Mentor Coordinator. This collaboration will include sharing program services and promote integration of services for student success.

II. PERIOD OF PERFORMANCE

The term of this Agreement shall be from September 1, 2017, to and including June 30, 2018. Enrolled units must be completed between July 1, 2017, and June 30, 2018. All allowable expenditures must be encumbered and/or the services rendered prior to June 30, 2018.

III. BUDGET AND ALLOWABLE EXPENSES

- A. By October 13, 2017, a 2017-2018 budget based on the funding authorized in this Agreement for instructional services specified in Section IV A, must be posted online with the YCCD/CDTC. A YCCD/CDTC supplied format must be used.
- B. The CONTRACTOR will submit a revised budget to the YCCD/CDTC for approval due to the following two circumstances:
 - 1. When planned expenditures in any of the **major expense categories** (direct services, support services, or administration) exceed the approved budget by more than ten percent (10%).
 - 2. And when planned expenditures in any of the **line items** exceed the approved budget by more than twenty-five percent (25%).
- C. The CONTRACTOR will administer the program budget in accordance with YCCD/CDTC budget development guidelines available in the Campus Coordinator Handbook. The CONTRACTOR will ensure that all program expenditures are reasonable, necessary, and allowable.
- D. The CONTRACTOR will not exceed approved California Department of Education travel reimbursement rates for travel charged to this program.
- E. The CONTRACTOR will not expend YCCD/CDTC funds on foods, equipment, donations, or gifts. Equipment is defined as a fixed asset that does not lose its identity when removed from its location and is not changed materially or consumed immediately (typically, within a year) by use. Equipment has relatively permanent value and its purchase increases the value of the physical property such as furniture, vehicles, machinery, computers and furnishings that are not integral parts of the building or the building system.
- F. If the CONTRACTOR demonstrates a consistent pattern of under-generating its contracted number of units, the number of contracted units may be reduced in subsequent years

IV. PAYMENT FOR INSTRUCTIONAL SERVICES

- A. In consideration of the performance of the foregoing in a satisfactory manner, the YCCD/CDTC agrees to pay the CONTRACTOR an amount not to exceed **\$20,000.00**. The amount of total payments to the CONTRACTOR will be the lesser of program earnings, the amount authorized by this Agreement, or actual expenditures. Any over-payments of more than \$100.00 made by YCCD/CDTC to the CONTRACTOR must be refunded to YCCD/CDTC by June 30, 2018. Checks should be made payable to YCCD.
- B. The CONTRACTOR will be paid \$25.00 per enrolled unit of course work, which meets requirements of the Child Development Permit Matrix and/or child care licensing regulations to the maximum stated in Paragraph 1B. Units for physical education and general work experience classes are excluded. Units for remedial courses and child development work experience are included.
- C. YCCD/CDTC will issue progress payments to CONTRACTOR upon receipt of properly completed documentation including a 2017-2018 Student Profile for each enrolled student for each semester/term.
- D. YCCD/CDTC will withhold any payment until all required documentation has been received to substantiate enrolled units.
- E. YCCD/CDTC will make final payment to CONTRACTOR upon satisfactory completion of services as described herein. The online final expenditure report is due no later than June 30, 2018.

V. PAYMENT FOR CAMPUS COORDINATOR SERVICES

- A. In consideration of the performance of the foregoing in a satisfactory manner, the YCCD/CDTC agrees to pay the CONTRACTOR an amount up to **\$7,200.00**. It is expected that the CONTRACTOR will earn the unit allocation, specified in Paragraph 1B, AND submit all 2017-2018 CDTC reports by June 30, 2018, or CDTC may reduce the coordinator stipend up to 25%, and campus will be placed on an improvement plan or probationary status.

Note: Campus Coordinator stipend funds are not included on the online budget form.

- B. CONTRACTOR will be paid in installments upon receipt of invoices. CONTRACTOR invoices received after June 30, 2018, may result in loss of CONTRACTOR stipend, and/or campus being placed on probationary status.
- C. To obtain payment, CONTRACTOR will submit a YCCD/CDTC supplied invoice to:
Child Development Training Consortium
PO Box 3603
Modesto, CA 95352

VI. RETENTION OF RECORDS AND AUDITS

The CONTRACTOR will retain all programmatic and fiscal records for a minimum of five (5) full years from the date of final payment under this Agreement. The CONTRACTOR will make these records available to YCCD/CDTC upon request for audit purposes during the progress of the work and for five (5) years following final payment. The federal audit number for this project is 93.575042.

VII. CONTRACT AMENDMENTS

This Agreement may be amended with mutual written consent of both parties and the approval of the California Department of Education, Early Education and Support Division.

VIII. 30 DAY TERMINATION NOTICE

It is mutually agreed that either party may terminate this Agreement by giving thirty (30) calendar days advance written notice.

VIII. FUND AVAILABILITY

Funding of this Agreement is contingent upon appropriation and availability of funds from the California Department of Education, Early Education and Support Division. The YCCD/CDTC is funded with federal Child Care and Development Quality Improvement funds.

X. CONFIDENTIALITY

- A. All data and information developed by CONTRACTOR and deemed confidential by YCCD/CDTC shall be properly safeguarded and protected by CONTRACTOR from unauthorized use and disclosure. At a minimum, during non-working hours, CDTC paper and/or electronic documents, reference materials, or any materials related thereof shall be kept in a locked, secure place. All electronic data shall be password protected and secure at all times.
- B. CONTRACTOR is hereby considered an agent of the State of California/ Yosemite Community College District only for confidential data purposes and will be personally liable under the state and federal statutes for unauthorized disclosures.
- C. CONTRACTOR shall as soon as practicable notify YCCD/CDTC of any request from a third party for disclosure of any information relating to this Agreement, including, but not limited to, subpoena, deposition proceedings, court order or other legal action. Subject to paragraph B above, unless YCCD/CDTC authorizes the disclosure of the information in writing, CONTRACTOR shall use every means, to the maximum extent permitted by law and at no cost to the YCCD/CDTC, to protect the information from disclosure.

- D. CONTRACTOR shall require its Campus Coordinator to agree to the conditions and stipulations of the YCCD/CDTC Confidentiality Agreement, Attachment C, in consideration of interactions with participants of the CDTC program and confidential information entered into the online student profile system.

XI. NONDISCRIMINATION CLAUSE

- A. During the performance of this Agreement, CONTRACTOR will not unlawfully discriminate, harass, or allow harassment against any employee or student because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), sexual orientation, or marital status. CONTRACTOR will ensure that the evaluation and treatment of employees and student participants are free from such discrimination and harassment.
- B. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act and the applicable regulations promulgated there under.
- C. By signing this Agreement, the CONTRACTOR ensures that it will comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability.

XII. INDEPENDENT CONTRACTORS

It is understood that this is an Agreement by and between independent contractors and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, or joint venture.

XIII. HOLD HARMLESS CLAUSE

Both the CONTRACTOR and YCCD/CDTC agree to hold harmless, defend, and indemnify the other party, its officers, employees, boards, volunteers, and agents from and against any and all losses, claims or expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of activities of such party, its boards, officers, agents, employees, or volunteers pursuant to this Agreement. However, the provisions of this indemnity agreement do not apply to any damages or losses caused by the negligence or willful misconduct of the party being indemnified or its officers, employees, boards, volunteers, or agents.

XIV. ACKNOWLEDGMENT

The CONTRACTOR will acknowledge the support of the YCCD/CDTC when publicizing the work performed under this Agreement. Materials developed with funds from this Agreement shall contain an acknowledgment of the use of federal Child Care and Development Quality Improvement funds received from the California Department of Education, Early Education and Support Division.

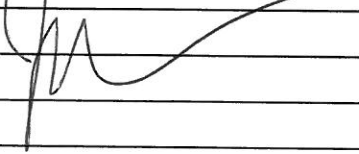
XV. DRUG-FREE WORKPLACE

The CONTRACTOR certifies compliance with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace.

XVI. NON-PERFORMANCE OF TERMS OF INSTRUCTIONAL & CAMPUS COORDINATOR AGREEMENT

If the CONTRACTOR fails to fulfill the terms of this Instructional Agreement, the CONTRACTOR will be placed on informal probation for the period of one year. If the CONTRACTOR fails to fulfill the terms of the Instruction Agreement while on informal probation, a Probationary Instructional Agreement will be issued in the second year. If the CONTRACTOR fails to fulfill the terms of the Probationary Instructional Agreement, no further Instructional Agreements will be issued to CONTRACTOR.

AGREED TO BY:

CONTRACTOR Authorizing Signature:	
Printed Name of Person Signing:	
Title of Person Signing:	
Date:	

Yosemite Community College District:

Authorizing Signature:	
Printed Name of Person Signing:	Teresa Scott
Title of Person Signing:	Executive Vice Chancellor/Fiscal Services, YCCD
Date:	
Attachments for reference: Appendix A - Child Development Permit Matrix Appendix B – 2017-2018 Required Reports and Time Lines Appendix C – Confidentiality Agreement	

Return **two** Instructional & Campus Coordinator Agreements with **original signatures** and Confidentiality Agreement to:

Child Development Training Consortium
PO Box 3603
Modesto, CA 95352

For CDTC Use Only			
Date Received:	To D.O.:	From D.O.:	To Contractor:

Appendix C: Confidentiality Assurance Agreement



CONFIDENTIALITY ASSURANCE AGREEMENT

- *All Campus Coordinators designated to implement the CDTC program of Yosemite Community College District (YCCD), Child Development Training Consortium (CDTC) who have access to process personal private student information within the CDTC website, which contains confidential information and records must read and sign this Agreement*
- *The original is to be submitted to the Child Development Training Consortium, along with the signed Instructional Agreement. CDTC must sign the Agreement and then place the signed original in the Campus Coordinator's file, and return a copy to the signee.*

Responsibilities: During the performance of your assigned duties related to collecting information on students participating in the CDTC program, services and other activities provided, you may have access to confidential student information and records required for effective coordination and delivery of services to students and early childhood professionals. All confidential discussion, deliberations, records, and information generated or maintained in connection with these activities shall be disclosed only to **authorized persons** who have the authority to access confidential participant information or records. An authorized person is defined as any person who is given authority to access participant information in the system through the YCCD/CDTC confidentiality protocol. This includes information obtained and conveyed through all media – verbally, in writing, by fax, phone or email, or through the CDTC website. Confidential participant data will be managed in accordance with all applicable federal and California state privacy laws including but not limited to: Family Education Rights and Privacy Act of 1984 (20 U.S. C Sec. 1232g) and Children's Online Privacy Protection Act (COPPA) and California Education Code sections 49069 to 49079. Confidential participant data may include, but is not limited to, name, telephone, email account, address, date of birth and social security number.

Liabilities: Unauthorized release of confidential information to a third party may expose you to personal civil penalties under the provisions of Welfare and Institutions Code, Section 5330; criminal action under Welfare and Institutions Code, Section 10850; and potential fine under Title 42, Code of Federal Regulations, Part 2.

Acknowledgement: I acknowledge responsibility not to divulge any confidential information or records concerning CDTC students for services funded through the California Department of Education within the CDTC's website without proper written authorization.

I understand that I, the CDTC Campus Coordinator, will receive a signed copy of this Confidentiality Assurance Agreement, and that the signed original will be placed in the campus file.

Signature:	<i>Diane Studinka</i>	Name (Print) and Title:	<i>Diane Studinka</i>
Date:	<i>9/13/17</i>	Title:	<i>Professor / CDTC Coordinator</i>
Received by:			
Organization:	Child Development Training Consortium		

Appendix B

Child Development Training Consortium 2017-2018 Required Reports and Time Lines

Report/Documentation	Due Date
Instructional Agreement	As soon as possible
Online Student Profiles and Transmittal Summary and Detail Sheets AND Professional Development Profile (if submitted hard copy)	Summer/Fall '17: October 13, 2017 Winter/Spring '18: March 9, 2018 (Preferred) Postmarked no later than June 1, 2018
Student Evaluations (Composite generated online)	Summer/Fall '17: February 9, 2018 Winter/Spring '18: June 30, 2018
2017-2018 Program Budget (SUBMIT ONLINE)	October 13, 2017
Student Eligibility and Payment Policies	December 8, 2017
Coordinator Invoice	Summer/Fall '17: February 9, 2018 Winter/Spring '18: June 1, 2018
Child Development Instructional Staff Profiles and Master List (UPDATE ONLINE)	March 9, 2018
Course Offering Matrix of Child Development and CDTC Funded Courses (UPDATE ONLINE)	Submit prior to each semester after course schedule is established at campus (Ex. Enter Spring '18 courses in September/October '17; Enter Fall '18 courses in April/May '18)
2018-2019 Designation of Campus Coordinator and Agreement Specifications	June 1, 2018
Year-End Program and Final Expenditure Narrative (Survey Monkey)	June 30, 2018
Final Expenditure Report (SUBMIT ONLINE)	June 30, 2018
Advisory Committee Meeting Documents	June 30, 2018

Child Development Permit Matrix - with Alternative Qualification Options Indicated

Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	Option 1: 6 units of Early Childhood Education (ECE) or Child Development (CD)	None	Option 2: Accredited HERO program (including ROP)	Authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of an Associate Teacher, Teacher, Master Teacher, Site Supervisor or Program Director.	105 hours of professional growth*****
Associate Teacher	Option 1: 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	Option 2: Child Development Associate (CDA) Credential.	Authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise an Assistant and an aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise an Associate Teacher, Assistant and an aide.	105 hours of professional growth*****
Master Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise a Teacher, Associate Teacher, Assistant and an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.	105 hours of professional growth*****
Site Supervisor	Option 1: AA (or 60 units) which includes: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 4: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development.	105 hours of professional growth*****
Program Director	Option 1: BA or higher (does not have to be in ECE/CD) including: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	One year of Site Supervisor experience	Option 2: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, plus 6 units administration; or Option 4: Master's Degree in ECE/CD or Child/Human Development	Authorizes the holder to supervise a child care and development program operating in a single site or multiple sites; provide service in the care, development, and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth*****

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college. Spanish translation is available.

*One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

**Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in each of the core areas.

***Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

****A valid Multiple Subject or a Single Subject in Home Economics.

*****Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6080 for assistance in locating an advisor.

7/10

Palomar College
Extended Field Trip Authorization Request

(An Extended Field Trip is held in lieu of several class meetings and includes one or more overnight stays. It may involve domestic or international travel.)

Instructor's Name(s) Craig Forney

Department Behavioral Sciences

To the Instructor: It is your responsibility to be familiar with extended field trip regulations as found in Governing Board policy and procedures. Only students registered in the class may participate in extended field trips. PLEASE NOTE: All extended field trip requests require Palomar College Governing Board approval and must be submitted at least FIVE WEEKS prior to the proposed trip.

1. Dates of trip: ✓ 10/25/2017-10/27/2017

2. Location/Address: Mt. Calvary Monastery, 505 Los Olivos, Santa Barbara, CA

3. Class Name(s) and Class Number(s) See attachment

4. Regular class meeting day, time, location, and classroom number:

Attached

5. Specify what alternate learning activity has been arranged for students not making trip. Alternate arrangements are required. "None" or "Allowed absence" will not satisfy this requirement:

Reading and writing assignments on monasteries in a tradition of religion.

6. Costs:

The instructor must make arrangements with the Cashier's Office for collection of student fees, if applicable. Instructors are not to collect fees from students.

● Transportation (see below): \$

● Lodging (specify location): \$

● Other Fees (specify): \$

● **Total Costs:** \$

Transportation/Lodging/Fees:

Students pay \$170 directly to the monastery and provide their own transportation

7. Itinerary (attach): Itinerary must identify required activities, total instructional hours, and specific meeting times.

8. List of all participants (attach sheet)
9. Waivers signed by each participant or guardian (Waivers are available on the Instructional Services website.)
10. ☒ Yes Students have been supplied with a copy of the Student Code of Conduct.
11. Mode of transportation: ☐ College Car or Van ☐ Commercial Transportation
☒ Student Vehicles ☐ Other (attach sheet)

Please submit a *Request of Use of College Vehicle* to Facilities if a college car or van is desired, or purchasing requisition to Purchasing if commercial transportation is desired.

Please indicate below the type of transportation requested, if any, so that a copy of the approved Extended Field Trip request can be submitted to the appropriate office in order to release the vehicle(s).

☐ College Car or Van ☐ Commercial Transportation

Additional Requirement for International Extended Field Trip:

12. U.S. Department of State Travel Warnings or Travel Alerts for the Area: ☐ Yes ☐ No
 (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) Do any exist?
 (If a travel warning or alert exists and you are still requesting the Extended Field Trip, attach an explanation.)

Craig A. Fry 09-05-2017
 Instructor's Signature Date

Reviewed and Approved by:

D. J. F. J. J. 09/06/2017
 Department Chairperson/Director Date

M. Miyamoto 9/7/2017
 Division Dean Date

Assistant Superintendent/Vice President for Instruction
 (required for Extended Field Trip)

 Date

Division Office Use	
Approved _____	Disapproved _____
1. Original to instructional Services _____	Date _____
2. Copy to Division Dean _____	Date _____
3. Copy to Instructor _____	Date _____
4. Copy to Center Staff _____	Date _____
5. Copy to Building/Grounds Purchasing _____	Date _____

 Date of Governing Board approval

Note to Dean: Please submit original to Instructional Services after approval.

If the class is taught at an Educational Center, please send a copy of this form to the Center staff after approval.

Information for students going on the Multidisciplinary Field Trip to

Mount Calvary Monastery

The beautiful Episcopalian monastery in the mountains above Santa Barbara burned down during the Tea Fire of 2008, and the monks now have established their monastic community at what was Saint Mary's, next to the Old Spanish Mission, not far from downtown Santa Barbara. Five monks—Brother Tim, Brother Tom, Brother Will, Brother Adam, and Brother Bob—have been living a monastic life and operating a guesthouse, which is what they did on the mountain as well. Of these five, three are ordained priests. These are Brother Tom, Brother Bob, and the prior, Brother Adam.

Two professors (Seech and Forney) will accompany twenty three students or so on October 25, as we glimpse a contemporary form of the medieval tradition of Christian monasteries. The instructors will conduct workshops. The monks will also join us for meals in the refectory. These meals are prepared by Luis, their cook for many years.

The monastic tradition is one of silence, prayer, study, work, and the "daily office," which consists of chapel services several times a day. After the short evening service of Compline (pronounced as *comp'lin*), The Great Silence is to be observed throughout the monastery grounds. If you want to talk, please leave the grounds, then return in silence. The instructors will teach you walking meditation and the silent still-mind orientation of centering practice to help you understand the power of this kind of silence and to help you observe the rule of silence out of respect for our hosts.

Bedrooms will be shared, and bathrooms are "down the hall." Room & board, bed and meals, at the student rate, comes to \$170 for the entire stay, which is slightly below even the regular student rate. Before you leave, you will be asked to change bed linens for the next guest. Please bring warm clothing for a night at the outdoor labyrinth, walking shoes, and writing materials. To reserve a place on the retreat roster, send a (non-refundable) \$50 deposit to Melinda at the retreat house. Space is limited, and priority will be determined by the order in which deposits are received. Make the check out to "Mt. Calvary Monastery."

The address is Mt. Calvary Monastery, 505 E. Los Olivos, Santa Barbara, CA. From Route 405 North, take 101 North to exit 99A, W Mission Street in Santa Barbara, then a left on Laguna, then the third right on Los Olivos. It's on your left just past the historic Spanish mission. To avoid rush hour traffic through the Los Angeles area, leave early in the day.

For emergencies, you can call Professor Forney at 760-703-8109.

Classes included in the field trip to Mt. Calvary Monastery, Fall 2017

RS 101, #70238, World Religions, TTH, 11:10-12:35

RS 101, #70281, World Religions, Online

RS 101, #70285, World Religions, Online

RS 102, #70283, Religion in American History, MW, 12:45-2:10 PM

RS 110, #70284, Religion in America, Online

Palomar College
Extended Field Trip Authorization Request

Print Form

(An Extended Field Trip is held in lieu of several class meetings and includes one or more overnight stays. It may involve domestic or international travel.)

Instructor's Name(s) Hokett et al

Department SPCHASL

To the Instructor: It is your responsibility to be familiar with extended field trip regulations as found in Governing Board policy and procedures. Only students registered in the class may participate in extended field trips. PLEASE NOTE: All extended field trip requests require Palomar College Governing Board approval and must be submitted at least FIVE WEEKS prior to the proposed trip.

1. Dates of trip: April 11-17th
2. Location/Address: 800 Algoma Blvd. Oshkosh, Wisconsin, 54901/Univ of Wisconsin
3. Class Name(s) and Class Number(s) SPCH 290
30991

4. Regular class meeting day, time, location, and classroom number:
TBA listing: Tues / Thurs 2 pm meet time: SC 4/ 5

5. Specify what alternate learning activity has been arranged for students not making trip. Alternate arrangements are required. "None" or "Allowed absence" will not satisfy this requirement:

10 students will attend the NFA National Tournament. The remainder of the team will complete research assignments as satellite/supplemental files for extemporaneous and debate competition.

6. Costs:

The instructor must make arrangements with the Cashier's Office for collection of student fees, if applicable. Instructors are not to collect fees from students.

- | | | |
|-------------------------------|--------------------|----------------------------------|
| ● Transportation (see below): | \$ <u>4,500.00</u> | Transportation/Lodging/Fees: |
| ● Lodging (specify location): | \$ <u>3,000.00</u> | University of Wisconsin, Oshkosh |
| ● Other Fees (specify): | \$ <u>600.00</u> | 800 Algoma Blvd. |
| ● Total Costs: | \$ <u>8,100.00</u> | Oshkosh, Wisconsin, 54901 |

7. Itinerary (attach): Itinerary must identify required activities, total instructional hours, and specific meeting times.

8. List of all participants (attach sheet)
9. Waivers signed by each participant or guardian (Waivers are available on the Instructional Services website.)
10. ☒ Yes Students have been supplied with a copy of the Student Code of Conduct.
11. Mode of transportation: ☐ College Car or Van ☒ Commercial Transportation
☐ Student Vehicles ☐ Other (attach sheet)

Please submit a *Request of Use of College Vehicle* to Facilities if a college car or van is desired, or purchasing requisition to Purchasing if commercial transportation is desired.

Please indicate below the type of transportation requested, if any, so that a copy of the approved Extended Field Trip request can be submitted to the appropriate office in order to release the vehicle(s).

☐ College Car or Van ☐ Commercial Transportation

Additional Requirement for International Extended Field Trip:

12. U.S. Department of State Travel Warnings or Travel Alerts for the Area: ☐ Yes ☐ No
 (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) Do any exist?
 (If a travel warning or alert exists and you are still requesting the Extended Field Trip, attach an explanation.)

Dewi Hockett
 Instructor's Signature

8/7/2017
 Date

Reviewed and Approved by:

CAJ

Department Chairperson/Director

8/7/2017
 Date

Shayla L. L. L.

Division Dean

8/23/17
 Date

Assistant Superintendent/Vice President for Instruction
 (required for Extended Field Trip)

amillm

Date

Division Office Use

Approved _____ Disapproved _____

1. Original to instructional Services _____
 Date _____
2. Copy to Division Dean _____
 Date _____
3. Copy to Instructor _____
 Date _____
4. Copy to Center Staff _____
 Date _____
5. Copy to Building/Grounds
 Purchasing _____
 Date _____

 Date of Governing Board approval

Note to Dean: Please submit original to Instructional Services after approval.
 If the class is taught at an Educational Center, please send a copy of this form to the Center staff after approval.

Palomar College
Extended Field Trip Authorization Request

Print Form

(An Extended Field Trip is held in lieu of several class meetings and includes one or more overnight stays. It may involve domestic or international travel.)

Instructor's Name(s) Hokett et al

Department SPCHASL

To the Instructor: It is your responsibility to be familiar with extended field trip regulations as found in Governing Board policy and procedures. Only students registered in the class may participate in extended field trips. PLEASE NOTE: All extended field trip requests require Palomar College Governing Board approval and must be submitted at least FIVE WEEKS prior to the proposed trip.

1. Dates of trip: March 22-26, 2018
2. Location/Address: Lewis & Clark College, 0615 SW Palatine Hill, Portland, OR, 97219
3. Class Name(s) and Class Number(s) SPCH 290
30991

4. Regular class meeting day, time, location, and classroom number:
TBA listing: Tues / Thurs 2 pm meet time: SC 4/ 5

5. Specify what alternate learning activity has been arranged for students not making trip. Alternate arrangements are required. "None" or "Allowed absence" will not satisfy this requirement:

Debate Portion of the team attending. Number of students undetermined.

6. Costs:

The instructor must make arrangements with the Cashier's Office for collection of student fees, if applicable. Instructors are not to collect fees from students.

- | | | |
|-------------------------------|--------------------|---|
| ● Transportation (see below): | \$ <u>1,000.00</u> | Transportation/Lodging/Fees: |
| ● Lodging (specify location): | \$ <u>1,500.00</u> | Hotel Unknown
Lewis and Clark College
0615 SW Palatine Hill Rd.
Portland, OR |
| ● Other Fees (specify): | \$ <u>500.00</u> | |
| ● Total Costs: | \$ <u>3,000.00</u> | |

7. Itinerary (attach): Itinerary must identify required activities, total instructional hours, and specific meeting times.

8. List of all participants (attach sheet)
9. Waivers signed by each participant or guardian (Waivers are available on the Instructional Services website.)
10. ☒ Yes Students have been supplied with a copy of the Student Code of Conduct.
11. Mode of transportation: ☐ College Car or Van ☒ Commercial Transportation
☐ Student Vehicles ☐ Other (attach sheet)

Please submit a *Request of Use of College Vehicle* to Facilities if a college car or van is desired, or purchasing requisition to Purchasing if commercial transportation is desired.

Please indicate below the type of transportation requested, if any, so that a copy of the approved Extended Field Trip request can be submitted to the appropriate office in order to release the vehicle(s).

☐ College Car or Van ☐ Commercial Transportation

Additional Requirement for International Extended Field Trip:

12. U.S. Department of State Travel Warnings or Travel Alerts for the Area: ☐ Yes ☐ No
 (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) Do any exist?
 (If a travel warning or alert exists and you are still requesting the Extended Field Trip, attach an explanation.)

Dewi Hollett 8/7/2017
 Instructor's Signature Date

Reviewed and Approved by:

[Signature] 8/7/2017
 Department Chairperson/Director Date

[Signature] 8/23/17
 Division Dean Date

Assistant Superintendent/Vice President for Instruction
 (required for Extended Field Trip)

[Signature] Date 8/23/17

Division Office Use	
Approved _____	Disapproved _____
1. Original to instructional Services _____	Date _____
2. Copy to Division Dean _____	Date _____
3. Copy to Instructor _____	Date _____
4. Copy to Center Staff _____	Date _____
5. Copy to Building/Grounds Purchasing _____	Date _____

 Date of Governing Board approval

Note to Dean: Please submit original to Instructional Services after approval.
 If the class is taught at an Educational Center, please send a copy of this form to the Center staff after approval.

Palomar College
Extended Field Trip Authorization Request

Print Form

(An Extended Field Trip is held in lieu of several class meetings and includes one or more overnight stays. It may involve domestic or international travel.)

Instructor's Name(s) Hokett et al
Department SPCHASL

To the Instructor: It is your responsibility to be familiar with extended field trip regulations as found in Governing Board policy and procedures. Only students registered in the class may participate in extended field trips. PLEASE NOTE: All extended field trip requests require Palomar College Governing Board approval and must be submitted at least FIVE WEEKS prior to the proposed trip.

1. Dates of trip: March 7-11, 2018
2. Location/Address: Hilton Concord, 1970 Diamond Blvd., Concord, CA 94520
3. Class Name(s) and Class Number(s) SPCH 290
30991

4. Regular class meeting day, time, location, and classroom number:
TBA listing: Tues / Thurs 2 pm meet time: H 225

5. Specify what alternate learning activity has been arranged for students not making trip. Alternate arrangements are required. "None" or "Allowed absence" will not satisfy this requirement:

16-18 students will attend the CCCFA State Tournament. The remainder of the team will complete research assignments as satellite/supplemental files for extemporaneous speaking and debate competition

6. Costs:
The instructor must make arrangements with the Cashier's Office for collection of student fees, if applicable. Instructors are not to collect fees from students.

● Transportation (see below):	\$ <u>2,500.00</u>	Transportation/Lodging/Fees:
● Lodging (specify location):	\$ <u>2,000.00</u>	Hilton Concord
● Other Fees (specify):	\$ <u>600.00</u>	1970 Diamond Way
● Total Costs:	\$ <u>5,100.00</u>	Concord, CA 94520

7. Itinerary (attach): Itinerary must identify required activities, total instructional hours, and specific meeting times.

8. List of all participants (attach sheet)
9. Waivers signed by each participant or guardian (Waivers are available on the Instructional Services website.)
10. ☒ Yes Students have been supplied with a copy of the Student Code of Conduct.
11. Mode of transportation: ☐ College Car or Van ☒ Commercial Transportation
☐ Student Vehicles ☐ Other (attach sheet)

Please submit a *Request of Use of College Vehicle* to Facilities if a college car or van is desired, or purchasing requisition to Purchasing if commercial transportation is desired.

Please indicate below the type of transportation requested, if any, so that a copy of the approved Extended Field Trip request can be submitted to the appropriate office in order to release the vehicle(s).

☐ College Car or Van ☐ Commercial Transportation

Additional Requirement for International Extended Field Trip:

12. U.S. Department of State Travel Warnings or Travel Alerts for the Area: ☐ Yes ☐ No
 (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) Do any exist?
 (If a travel warning or alert exists and you are still requesting the Extended Field Trip, attach an explanation.)

Dewi Hockett 8/7/2017
 Instructor's Signature Date

Reviewed and Approved by:

[Signature] 8/7/2017
 Department Chairperson/Director Date

Shayla Kuen 8/23/17
 Division Dean Date

Assistant Superintendent/Vice President for Instruction
 (required for Extended Field Trip)

[Signature] 9/2/17
 Date

Division Office Use	
Approved _____	Disapproved _____
1. Original to instructional Services	_____ Date
2. Copy to Division Dean	_____ Date
3. Copy to Instructor	_____ Date
4. Copy to Center Staff	_____ Date
5. Copy to Building/Grounds Purchasing	_____ Date

 Date of Governing Board approval

Note to Dean: Please submit original to Instructional Services after approval.
 If the class is taught at an Educational Center, please send a copy of this form to the Center staff after approval.

Palomar College Field Course Authorization Request

(A Field Course consists of a class in which the majority (or all) of instruction time is offered off campus and may include overnight stays. It may involve domestic or international travel.)

Instructor's Name(s) Sean Figg & Patty Deen

Department Earth, Space and Environmental Science

To the Instructor: It is your responsibility to be familiar with field course regulations as found in Governing Board policy and procedures. Only students registered in the class may participate in field courses. PLEASE NOTE: All field courses require Palomar College Governing Board approval and must be submitted at least EIGHT WEEKS prior to the proposed trip.

1. Dates of trip: March 26 - 29, 2018
2. Class Name and Class Number(s) GEOL 195F
Regional Field Studies Death Valley
#33498

3. Destination(s) (Complete address information must be provided):

The trip begins in Baker, CA. Most stops will be within Death Valley National Park. Students and instructors will be camping in Furnace Creek Campground. The trip ends in Panamint Springs.

4. Costs:
The instructor must make arrangements with the Cashier's Office for collection of student fees, if applicable. Instructors are not to collect fees from students.

Transportation (see below):	\$	25.00	
Lodging & meals (specify location):	\$	8.00	
Other Fees: (Specify)	\$	22.00	
Total Costs:	\$	55.00	

Location/Meals/Fees:

Lodging: group campsite in Furnace Creek. Other: Text "Geology of Death Valley" by Miller & Wright

Note: These costs are in addition to regular enrollment fees.

5. I have attached the Course Syllabus and the Student Code of Conduct
6. Course Itinerary (attach): Itinerary must identify required activities, total instructional hours, and specific meeting times.
7. List of all participants (Submit to Instructional Services two weeks prior to trip.)
8. Waivers signed by each participant or guardian. (Waivers are available on the Instructional Services website. Submit to Instruction Office two weeks prior to trip.)
9. ☒ Yes Students have been supplied with a copy of the Student Code of Conduct

Additional Requirement for International Field Course:

10. U.S. Department of State Travel Warnings or Travel Alerts for the Area:
(http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) Do any exist? ☐ Yes ☐ No
(If a travel warning or alert exists and you are still requesting the International Field course, attach an explanation.)

<p><i>Sean A. Fiff Patricia Dean</i> 9/11/17 Instructor's Signature _____ Date _____</p> <p>Reviewed and Approved by:</p> <p><i>[Signature]</i> 9/11/17 Department Chairperson/Director _____ Date _____</p> <p><i>[Signature]</i> 9/21/17 Division Dean _____ Date _____</p> <p><i>[Signature]</i> 9/12/17 Assistant Superintendent/Vice President for Instruction _____ Date _____</p>	<p>Division Office Use</p> <p>Approved <input checked="" type="checkbox"/> Disapproved _____</p> <p>1. Original to Instructional Services <u>9/21/17</u> Date _____</p> <p>2. Copy to Division Dean <u>9/21/17</u> Date _____</p> <p>3. Copy to Instructor _____ Date _____</p> <p>4. Copy to Center Staff _____ Date _____</p> <p>5. Copy to Building/Grounds Purchasing _____ Date _____</p>
---	--

 Date of Governing Board approval

Note to Dean: Please submit original to Instructional Services after approval.

Board Agenda Item Attachment

Subject: Death Valley Field Course

From: Sean Figg and Patty Deen (Instructors of Record)

Summary: The Earth, Space & Environmental Sciences Department would like to offer a field course to Death Valley, California, from March 26 to March 29, 2018. The purpose of the course is to study the geologic processes and landscapes of one of the United States greatest National Parks. Students must arrange their own transportation. We will camp each night in Furnace Creek Campground. Each day we will travel to different sections of the valley, making stops along the way to view the geology, tectonic processes, and historical sites. The estimated cost per student is \$55.

Students participating in this course may enroll in one of the following courses:

Course #	Course Title	Unit Value
Geology 195F	Regional Field Studies in Geology	1 unit

Tentative Itinerary:

SEE ATTACHED

Vendors and services:

Lodging: **Furnace Creek Campground** (760)786-2441

ITINERARY
GEOL 195 Regional Field Studies Spring 2018 (#33498)
Death Valley National Park
March 26-29, 2018
(Subject to change based on road conditions)

Saturday, March 15

8:00 Meet in Baker, CA at the Valero gas station on Baker Road just south of the intersection with Hwy 127. Use the Baker Blvd exit (#245) off of Interstate 15. Approx. 4.5 hours travel time.

NOTE: You should have a full tank of gas to begin the trip.

1. **Amargosa River.** Hwy 127 north 30 miles; left on Harry Wade Road (**graded dirt road**); continue 6 miles; right at Y toward Saratoga Springs. Stop at river crossing.
2. **Saratoga Springs.** Continue on Saratoga Springs Road; left at T-intersection; 4 miles.
(1-mile hike; bring water.)
3. **Tecopa lake beds and caves.** Return 10 miles to Hwy 127; turn left. Continue 26 mi. Left onto dirt road just past Junction to Hwy 178.
4. **Shoshone. Lunch; Museum. (Restrooms) noon-1pm**
5. **Ashford Mill / Shoreline Butte.** Hwy 127 north; left on Hwy 178; 10 mi. Continue on Hwy 178; 19 mi.
6. **Split Cinder Cone.** Continue on Hwy 178 0.4 miles; left on West Side Rd (**graded dirt road**); 2 mi.
(Short steep uphill hike; caution on downhill!) Continue 1 mile on West Side Road to turn-around at intersection of Butte Pass Road; return to Hwy 178.
7. **Salt Weathering/Alluvial Fans.** Left onto Hwy 178; 5 mi.
8. **Badwater.** Continue on Hwy 178; 20 mi. (Restrooms)

End of Day 1 Trip Stops approx. 5:00 p.m.

Day 1 mileage from Baker approximately 160 miles

Camp for the night at Furnace Creek. Hwy 178 north; left on Hwy 190. 20 mi.

Instructional Hours = 8

Sunday, March 16

8:00 Meet at Visitor Center parking lot.

Note: Students should organize into as few vehicles as possible. Bring supplies for snacks & lunch.

1. **Zabriskie Point.** Right onto Hwy 190; right into parking area. 5 mi. (Restrooms) (Short walk on pavement uphill to viewpoint).
2. **Ryan Mines--a.** Right onto Hwy 190; right on Furnace Creek Road toward Dante's View. 7 mi.
3. **Ryan Mines--b.** Continue on Furnace Creek Road. 2 mi.
4. **Dante's View.** Continue on Furnace Creek Road. 11 mi. (Restrooms) (1/3 mile moderately strenuous hike uphill to viewpoint; elevation of parking area = 5475 feet; Possible high winds and cold temps).
5. **Furnace Creek Visitor Center. Lunch: noon-1pm (Restrooms)** Return 26 mi. noon-1pm
6. **Harmony Borax Works.** Left onto Hwy 190; left into parking access road; 1.3 miles.
7. **Salt Creek.** Left onto Hwy 190; in 11 miles, left onto graded gravel road to parking. (Restrooms) (One-mile boardwalk)
8. **Ventifact Ridge.** Right onto Hwy 190 towards Furnace Creek. Past Furnace Creek, turn right onto Hwy 178 towards Badwater. Continue 8.6 miles; pull off on right shoulder just past Artist Drive road.
9. **Devils Golf Course.** Continue 1.4 miles south on Hwy 178; left on graded dirt road 1.3 miles to parking. (Salt is sharp! Wear shoes.)
10. **Artist's Palette.** Return to Hwy 178; turn left. Continue 2.4 miles to Artists Drive; turn right. Continue 4 miles to trip stop. **Note: Artist's Drive is a one-way loop. After formal discussion, students will be free to explore the area on their own and return to camp at their leisure.**

End of Day 2 Trip Stops approx. 5:00 p.m.

Day 2 mileage approximately 100 miles.

Camp for the night at Furnace Creek Campground.

Instructional Hours = 8

* Optional: Moonlit night hike in Golden Canyon. Bring headlamps (just in case) and water.

Monday, March 17

8:00 Meet at Visitor Center parking lot. Begin the day with a full tank of gas!

Note: Students should organize into as few vehicles as possible. High clearance vehicles are especially helpful. Bring supplies for snacks & lunch.

1. **Manly Gravel Bar.** Left onto Hwy 190; at 11 miles, Right onto Daylight Pass Rd. Continue 2 mi.
2. **Corkscrew Peak.** Continue 10 miles on Daylight Pass Road to intersection with Mud Canyon Rd. Parking area on left. *(Restrooms)*
3. **Rhyolite.** Continue north on Hwy 190; road becomes Hwy 374. In 24 miles, turn left toward Rhyolite; 1.5 miles to town. *(Restrooms) Lunch: 11am to noon*
4. **Corkscrew Peak.** Parking area on right. **Lunch 30 min (Restrooms)**
5. **Titus Canyon.** Return to Hwy 374, turn right. In 9 mi continue on Daylight Pass Road. In 15 mile keep right on Daylight Pass Road. Right onto Scotty's Castle Road, 22 mi. Continue for 14 mi before a right turn on Titus Canyon Road. This will be a winding dirt road for 2.7 miles before a pull off before the entrance to the canyon.
We will stopping for a medium length hike in Titus Canyon to see features such as overturned folds, ripple marks, megabreccia, and features in canyon mouth.
6. **Ubehebe Crater.** Return to Scotty's Castle Road, turn right 18.5 mi. Left on Ubehebe Crater Rd for 5.3 miles. Continue until the parking lot. Be aware this stretch can often have road construction.

End of Day 3 Trip Stops approx. 5:00 p.m.

Day 3 mileage approximately 150 miles.

Camp for the night at Furnace Creek Campground.

Instructional Hours = 8.5

Tuesday, March 18

8:00 Meet at Visitor Center parking lot. Begin the day with a full tank of gas!

1. **Mesquite Flat Sand Dunes.** Left onto Hwy 190; turn right into parking area. 22 miles. *(Restrooms)*
2. **Mosaic Canyon.** Continue 2 miles on Hwy 190 through Stovepipe Wells. Turn left up *graded gravel road*; continue 2.4 miles to parking area. *(Short walk up canyon)*
3. **Eureka Mine.** Left onto Hwy 190. In 8 miles, turn left onto Emigrant Canyon Road. In 12 miles, turn left onto *graded gravel road* toward Augerberry Point. In two miles, take the right track to Eureka Mine. *(Short walk/explore site.*
4. **Augerberry Point.** Continue 4 miles to parking area. *(Short walk to overlook; elevation = 6433 feet; Possible high winds and cold temps). Lunch 30 min*
5. **Towne Pass.** In 2 miles, turn left onto Hwy 190. Continue 8 miles.
6. **Panamint Playa.** Continue 9 miles. **Caution! 9% downhill grade.**
7. **Panamint Springs.** Continue 4 miles. *(Restrooms, store)*
8. **Darwin Falls.** Continue 1 mile on Hwy 190; turn left onto *graded gravel road*. Continue 2.5 miles to parking. *(2-mile hike; some slippery water crossings)*

Instructional Hours = 7.5

End of trip (approximately 4:00 p.m). The mileage from Father Crowley Point to Palomar College is approximately 270 miles and will take approximately 5 hours. Return home via Panamint Valley Road through Trona to Hwy 395 to Interstate-15. Total round trip mileage from Palomar College is approximately 1000 miles.

Total instructional Hours = 32

PALOMAR COLLEGE

SUBJECT: Board Policies

DESCRIPTION: Throughout the academic year the Policies and Procedures Committee monitors, reviews, and amends District Policies and Procedures. Following Committee approval they are submitted to the Strategic Planning Council for additional review and approval prior to being submitted to the Governing Board for review and final approval.

The following Board Policies have undergone review through the Shared Governance Process. These items are presented here for **first reading**:

BP 5035 – Withholding of Student Records

BP 5052 – Open Enrollment

BP 5055 – Enrollment Priorities

BP 5075 – Course Adds and Drops

BP 5110 – Counseling

BP 5120 – Transfer Center

BP 5130 – Financial Aid Veterans and Scholarship Services

BP 5140 – DRC/DSPPS

BP 5300 – Student Equity

BP 5510 – Off-Campus Student Organizations

BP 5700 – Intercollegiate Athletics

BP 5900 – Prevention of Identity Theft in Student Financial Transactions

STUDENT SERVICES

REV 3-3-17

BP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:

Title 5 Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation to the District shall have grades, transcripts, diplomas, and registration privileges withheld until all obligations to the District have been met.

See Procedure 5035 titled Withholding of Student Records.

STUDENT SERVICES

REV 11/30/16

BP 5052 OPEN ENROLLMENT

Reference:

Title 5 Section 51006

The policy of the Palomar Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55003 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

The Superintendent/President shall assure that this policy is published in the catalog and schedule of classes.

See Procedure 5052 titled Open Enrollment.

STUDENT SERVICES

REV 11/30/16 no proposed changes

BP 5055 ENROLLMENT PRIORITIES

References:

Title 5 Sections 51006, 58106, and 58108

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

See Procedure 5055 titled Enrollment Priorities.

STUDENT SERVICES

REV 12/12/16 no proposed changes only

BP 5075 COURSE ADDS AND DROPS**Reference:**

Education Code Section 70902

The primary responsibility for class attendance and maintaining an accurate registration record rests with the student. Consequently, each student must process all adds or drops to the registration schedule and is held responsible for the updating of their Official Study Program.

See Procedure 5075 titled Course Adds and Drops.

STUDENT SERVICES

REV 11/30/16

BP 5110 COUNSELING SERVICES

References:

Education Code Sections 78210 et seq.;

Title 5 Section 51018

ACCJC Accreditation Standard II.C.5

Counseling services are an essential part of the educational mission of the District.

The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units in an academic term, students enrolled provisionally, and students on academic or progress probation.

See AP 5110 titled Counseling as well as BP 5050 titled Student Success and Support Program.

STUDENT SERVICES

REV 11/30/16 no proposed changes

BP 5120 TRANSFER CENTER

References:

Education Code Sections 66720-66744;
Title 5 Section 51027

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Superintendent/President shall assure that a Transfer Center Plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of all students including underrepresented students and complies with law and regulations.

See Procedure 5120 titled Transfer Center

STUDENT SERVICES

REV 8/28/17 9/1/17

BP 5130 FINANCIAL AID, VETERANS' & SCHOLARSHIPS SERVICES**References:**

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section 668; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

Education Code Sections 66021.6 and 76300;

ACCJC Accreditation Standard III.D.15

The Financial Aid, Veterans' & Scholarships Services (FAVSS) Office is responsible for the administration of federal, state, and institutional financial aid programs (i.e., fee waiver, grants, federal work study and loans), internal and external scholarships, and the Veterans Educational Benefits program.

All financial aid programs will adhere to guidelines, procedures, and standards issued by federal and state laws and other applicable regulatory and institutional requirements.

The Financial Aid, Veterans' & Scholarships Services Office shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Any student suspended or expelled from the College shall be ineligible for scholarships, loans, grants-in-aid, or any other financial aid given or guaranteed administered by the College, state, or federal government, during the period of the suspension or expulsion.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of;

- the nature of its educational program,
- the nature of its financial charges,
- the employability of its graduates.

The Superintendent/President shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting or admissions services concerning the District's educational

8/25/17: Debra - reviewed CCLC for Reference citations on BP & AP they are correct. Reordered so they are more in alignment with the AP references. Additional minor changes submitted by FAVSS 8/28/17.

Date Adopted: 04/08/2008; Revised: 11/08/2011; Revised 7/8/2014

(Replaces former Palomar College Policy 423.2 and all previous versions of BP 5130.)

36 programs, financial charges, and employment of graduates to assure compliance with
37 this policy.

38 The Superintendent/President shall establish procedures wherein the District shall
39 periodically monitor employees' and vendors' communications with prospective students
40 and members of the public and take corrective action where needed.

41 This policy does not create a private cause of action against the District or any of its
42 representatives or service providers. The District and its Governing Board do not waive
43 any defenses or governmental immunities by enacting this policy.

44 See AP 5130 titled Financial Aid, Veterans & Scholarships Services as well as BP 5500
45 titled Standards **Student** of Conduct.

8/25/17: Debra - reviewed CCLC for Reference citations on BP & AP they are correct.
Reordered so they are more in alignment with the AP references. Additional minor changes
submitted by FAVSS 8/28/17.

Date Adopted: 04/08/2008; Revised: 11/08/2011; Revised 7/8/2014
(Replaces former Palomar College Policy 423.2 and all previous versions of BP 5130.)

STUDENT SERVICES

REV 11/30/17

**BP 5140 ~~DISABILITY RESOURCE CENTER (DRC)/~~
~~DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)/~~
DISABILITY RESOURCE CENTER (DRC)**

References:

Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq. ~~and 56027~~

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

~~Disability Resource Center (DRC)/~~Disabled Student Programs and Services (DSPS)/
Disability Resource Center (DRC) shall be the primary provider for academic adjustments, auxiliary aids, services, and/or supplemental instruction ~~support programs and services~~ that facilitates equal educational opportunities for students with disabilities who can profit from instruction as required by federal and state laws.

~~DRC/DSPS/DRC~~ services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in ~~DRC/DSPS/DRC~~.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the ~~DRC/DSPS/DRC~~ conforms to all requirements established by the relevant law and regulations.

See AP 5140 titled ~~Disability Resource Center (DRC)/~~Disabled Student Programs and Services (DSPS)/ Disability Resource Center (DRC).

CCLC update to reflect the language used in the new and amended Title 5 Sections 56000 et seq. that go into effect on July 1, 2016 and to remove a redundant citation.

Date Adopted: 04/08/2008; Revised: 7/8/14

(Replaces all previous versions of Board Policy 5140.)

STUDENT SERVICES

REV 12-12-16 9-1-17

BP 5300 STUDENT EQUITY

References:

Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
Title 5 Section 54220

The District is committed to assuring student equity in educational programs and services. The Superintendent/President shall establish and implement a Student Equity Plan that complies with statutory requirements.

Also see Procedure AP 5300 titled Student Equity

STUDENT SERVICES

REV 12/12/16 no proposed changes

BP 5510 OFF-CAMPUS STUDENT ORGANIZATIONS

Reference:

34 Code of Federal Regulations Section 668.46(b)(7)

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

STUDENT SERVICES

REV 4/27/17

BP 5700 **INTERCOLLEGIATE** ATHLETICS**References:**

Education Code Sections 78223, 66271.6, 66271.8, and 67360 and 55041 et seq.
20 U.S. Code Sections 1681 et seq.
ACCJC Accreditation Standard II.C.4

The District shall maintain an organized program for men and women in intercollegiate athletics. ~~The program shall not discriminate on the basis of gender in the availability of athletic opportunities.~~ Opportunities for participation in intercollegiate athletics shall be based upon compliance with the tenants of Federal Title IX.

The Superintendent/President shall assure that the athletics program complies with state law, the California Community College Athletic Association (CCCAA) Constitution, and Bylaws, Sports Guides Championship Handbooks, and appropriate Conference Constitution~~s~~ and supplements as it regards ~~regarding~~ student~~s~~ athlete participation.

The District shall assume financial responsibility for the Intercollegiate Athletic Program.

See AP 5700 titled Athletics.

Proposed changes from CCLC updates 25 & 26 & Student Services

Date Adopted: 04/08/2008, Revised: 7/8/14

(Replaces former Palomar College Policy 470 and all previous versions of BP 5700.)

STUDENT SERVICES

REV 12/12/16 no proposed changes

**BP 5900 PREVENTION OF IDENTITY THEFT IN STUDENT
FINANCIAL TRANSACTIONS****References:**

Fair and Accurate Credit Transactions Act (FACT Act) 15 U.S. Code Section
1681m(e)

Since the District serves as a creditor in relation to its students, the District is required to provide for the identification, detection, and response to patterns, practices, or specific activities ("Red Flags") that could indicate identity theft of students. The Superintendent President is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Date Adopted: 5/10/2011; Reviewed:*Replaces all previous versions of BP 5900*

PALOMAR COLLEGE

SUBJECT: Administrative Procedures

DESCRIPTION: Throughout the academic year the Policies and Procedures Committee monitors, reviews, and amends District Policies and Procedures. Following Committee approval they are submitted to the Strategic Planning Council for additional review and approval.

The following Administrative Procedures have undergone review through the Shared Governance Process and are presented to the Board as **information items**:

- AP 5010 – Admission and Concurrent Enrollment
- AP 5012 – International Students
- AP 5013 – Students in the Military
- AP 5015 – Residence Determination
- AP 5020 – Nonresident Tuition
- AP 5030 – Fees
- AP 5035 – Withholding of Student Records
- AP 5040 – Student records, directory
- AP 5045 – Student records - challenging content and access
- AP 5050 – Student Success Support Program
- AP 5052 – Open Enrollment
- AP 5055 – Enrollment Priorities
- AP 5070 – Attendance
- AP 5075 – Course Adds and Drops
- AP 5110 – Counseling
- AP 5120 – Transfer Center
- AP 5130 – Financial Aid Veterans and Scholarship Services
- AP 5140 – DRC/DSPS
- AP 5150 – EOPS
- AP 5160 – GEAR UP Program
- AP 5170 – TRIO Programs
- AP 5200 – Student Health Svcs
- AP 5210 – Communicable Disease
- AP 5220 – Shower Facilities for students with housing insecurities
- AP 5300 – Student Equity
- AP 5400 – Associated Student Government
- AP 5410 – ASG Elections
- AP 5420 – ASG Financial Management
- AP 5510 – Off-Campus Student Organizations

AP 5520 – Student Discipline Procedures

AP 5570 – Student Credit Card Solicitation

AP 5610 – Voter Registration

AP 5700 – Intercollegiate Athletics

AP 5757 – Parking

AP 5900 – Prevention of Identity Theft in Student Financial Transactions

STUDENT SERVICES

REV 3-3-17

AP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

References:

Education Code Section 76000;

34 CFR Section 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

34 Code of Federal Regulations Part 668.16(p)

ACCJC Accreditation Standard II.C.6

Admission

The District will designate:

- Authority and responsibility for the admissions process
- Admission procedures for students over 18 with a high school diploma
- Admission criteria and procedures for students over 18 without a high school diploma
- Admission procedures for non-resident students that include a determination of residency status (AP 5015 titled Residence Determination)
- Publication of admissions policies and procedures

Admission to Palomar College shall conform to existing Education Code and Administrative Code regulations and requirements. Unless exempted by Statute, every course, course section, or class, the FTE of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

Palomar College admits any person who is 18 years of age or older, who holds a high school diploma or equivalent, or minors who may benefit from instruction. To be considered for admission, minors must have completed the eighth grade or reached the age of 15 and have permission of the local accredited school district. Home-schooled minors may enroll with permission of the local accredited school district or provide the Private School Affidavit from the County Office of Education. Minors under 156 years of age, with permission from an accredited public or private school and the Palomar faculty member(s) who is identified as the instructor of record for the course(s), may enroll only in courses specified by the local school district or private school. Otherwise, minors under 15 years of age are limited to enrolling in special classes devoted to children, such as child development lab classes or youth orchestra. Admission to the College does not guarantee enrollment in a class. The final decision as to whether a minor

Text in yellow highlight suggested by CCLC.

Date Approved: SPC 04/08/2008; SPC 10/18/2011

(Replaces current Palomar College Procedure 400)

under the age of ~~fifteen~~sixteen (156) may be enrolled in a class rests with the instructor.
(California Education Code, Sections 76000-76002).

Classroom Participation

Only enrolled students are allowed into classes. Others are considered visitors and may attend a class session only with permission of the instructor. District employees or other District authorized person(s) may attend classes as necessary to perform assigned duties.

Denial of Admission

If the Governing Board denies a request for special fulltime or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Governing Board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chief Student Services Officer shall establish procedures for evaluating the validity of a student's high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Office of Primary Responsibility: Enrollment Services

Text in yellow highlight suggested by CCLC.

Date Approved: SPC 04/08/2008; SPC 10/18/2011
(Replaces current Palomar College Procedure 400)

STUDENT SERVICES

REV 12/2/16

AP 5012 INTERNATIONAL STUDENTS

References:

Education Code Sections 76141, and 76142;
Title 5 Section 54045;
Title 8 U.S. Code Sections 214.2 et seq.

The District admits international students who have an F-1 or M-1 visa permitting them to study in the United States. International students, who come from all over the world, must comply with certain requirements imposed both by the District and applicable state and federal laws/regulations. International students pay nonresident tuition and a capital outlay fee in addition to enrollment fees (see AP 5020 titled Nonresident Tuition and AP 5030 titled Fees for more information on fees and exemptions). The District's Office of International Education monitors the students' academic progress. International students shall purchase a District-approved accident and sickness insurance policy before enrollment, and must maintain the coverage throughout their studies. Non-native speakers of English who are permanent residents of the United States and students who hold other types of visas are not considered international students.

The following is required for admission into the District's credit academic program:

- Completion of an international student application with passport-size photograph
- A Test of English as a Foreign Language (TOEFL) score of 470 (PBT)/150 (CBT) or 47 (iBT)
- Verification of high school graduation. Official transcripts of all secondary and college course work must be provided with a certified English translation
- Satisfactory recommendation if attending an English language school or another college in the United States

International students who do not meet the minimum English language proficiency requirements for regular District admission may attend the intensive English language program and reapply to Palomar College once they have attained appropriate English Language proficiency. For more information, contact the California English School at Palomar College.

The following are requirements for an International student to maintain their status:

- Maintain a valid accident/sickness insurance policy
- Maintain full-time enrollment (12+ units) each term. Exceptions can be obtained with the permission of the International Student Office
- Update education plan each term
- Major change notification at the time of the change
- Provide an updated address, phone and email contact information
- Maintenance of status and following all rules required for an F-1 visa as administered through the Student Exchange and Visitor Information System (SEVIS)
- For additional information and a complete list of all requirements, each student is required to maintain term by term contact with the International Education Office <http://www2.palomar.edu/pages/internationalstudents/>

Office of Primary Responsibility: Enrollment Services

STUDENT SERVICES

REV 11/17/16

AP 5013 STUDENTS IN THE MILITARY**References:**

Education Code Sections 68074, 68075, and 68075.5; and 68075.7
Title 5 Sections 55023, 55024, 54041, 54042, 54050, and 58620;
Military and Veterans Code Section 824
38 U.S. Code Section 3679

Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

Education Code Sections 68074 requires that: Students whose natural or adopted children, stepchildren, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification. ~~A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident. The Waiver of nonresident tuition may be for up to one year if an affidavit is filed declaring intent to establish California Residency as soon as possible. The student must live in the state during this period and the waiver must be used within two years from being discharged.~~

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more is entitled to resident classification.

Date Approved: 11/20/07; Revised: 10/18/11; Revised: 5/15/12; Revised 12/9/14
(Replaces former Palomar College Procedure 417 and previous versions of AP 5013)

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" grade. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

Also see AP 4230 titled Grading Symbols.

Office of Primary Responsibility: Enrollment Services

STUDENT SERVICES

REV 8/25/17 9/1/17

AP 5015 RESIDENCE DETERMINATION

References:

Education Code Sections 68000 et seq. and 68130.5, and 68075.7;

Title 5 Sections 54000 et seq.

38 U.S. Code Section 3679

Residence Classification

Residence classifications shall be determined for both credit and noncredit students for each student at the time of each registration application for admission and whenever a student has not been in attendance for more than one semester. To be classified as a resident, there must be a union of act and intent. A student's residency is a union of act and intent. Each person capable of establishing residence must couple their physical presence with objective evidence of their intent to reside in California for other than a temporary purpose. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
- Residence classification is the responsibility of Enrollment Services.
- Students must be notified of residence determination within 14 calendar days of submission of application.
- The District shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the District catalog or addenda thereto.
- A person can only have one permanent place of residence at any given time.

Resident

A student who has been a bona fide resident of the state for one year prior to the residence determination date and has demonstrated clear intent to make California a permanent home.

Nonresident

A student who has not resided in the state for more than one year immediately preceding the residence determination date.

One-Year Waiting Period

The one-year residence period which a student must meet to be classified as a resident does not begin to run until the student both is present in California and has manifested clear intent to become a California resident.

Burden of Proof

The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence.

Reestablished Residence

If a student or the parents of a minor student relinquish California residence after moving from the state, one full year of physical presence, coupled with one full year of demonstrated intent to be a California resident, is required to reestablish residence for tuition purposes, except as provided in Education Code section 68070.

Some examples of demonstrated residence are:

- * Residing in California on a continuous basis for one year
- * Owning residential property
- * Registering to vote and voting in California
- * Obtaining a license from California for professional practice
- * Holding active membership in service or social clubs
- * Showing a California address on federal tax returns
- * Having spouse, children or other close relative reside in California
- * Filing California state tax return as a resident
- * Possessing a California driver's license
- * Possessing a California motor vehicle registration
- * Maintaining California as legal state on Leave and Earnings Statement and W-2 Form while in the armed forces
- * Establishing and maintaining active California bank accounts
- * Petitioning for divorce in California

Some examples of intent inconsistent with a claim of California residency:

- * Maintaining voter registration in another state
- * Petitioning for divorce in another state
- * Attending an out-of-state institution as a resident of that state
- * Declaring non-residency for state income tax purposes
- * Maintaining a driver's license and/or vehicle registration in another state

Rules Determining Residence

- * A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
- * A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A person capable of establishing residence in California must be physically present in California for a minimum of one year prior to the residence determination date to be classified as a resident student.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- A man or a woman may establish his or her residence. A woman's person's residence shall not be derivative from that of her husband his or her spouse. The two may share some of the objective manifestations of intent, however may have differing evidence of intent which would indicate different residences
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
 - **Note:** The conditions for a minor apply unless the Immigration and Nationality Act precludes the minor from establishing domicile (residence) in the United States.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the minor qualifies under the Self-Support or the Two-Year Care and Control exceptions.
- An alien foreign national, including an unmarried minor alien foreign national, may establish his or her residence unless precluded by the Immigration and Nationality Act from establishing residence in the United States.
- Physical presence in California solely for educational purposes does not

allow the student to establish residence, regardless of the length of presence in the state.

Financial Independence

Amongst the factors to be considered when a student is seeking a residence reclassification is financial independence. Financial independence shall be balanced against other factors such as passage of time, parents' residence, and the student's intent to establish residence elsewhere. A finding of financial dependence shall be considered strongly against a claim of California residence than a finding of financial independence. Financial dependence in the current or preceding calendar year shall weigh more heavily against a finding of California residence than shall financial dependence in earlier calendar years.

A student will be considered financially independent if the following requirements are met:

- I. The student has not and will not be claimed as an exemption for state and/or federal tax purposes by his or her parent in the calendar year the reclassification request is made and in any of the three calendar years prior to the reclassification request.
- II. The student has not and will not receive more than seven hundred fifty dollars (USD \$750) per year in financial assistance from his or her parent, in the calendar year the reclassification request is made and in any of the three calendar years prior to the reclassification request, and
- III. The student has not lived and will not live for more than six weeks in the home of his or her parent during the calendar year the reclassification request is made and in any of the three calendar years prior to the reclassification request.

A student who has established financial independence as well as met the requirements of the union of act and intent may be reclassified as a resident. Financial dependence in the current or preceding calendar year shall be overcome only if:

1. The parent on whom the student is financially dependent is a California resident, or
2. There is no evidence of the student's continuing residence in another state.

Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

Some examples of demonstrated **residence intent** are:

- Residing in California on a continuous basis for one year
- Owning residential property or continuous occupancy of rented or leased property in California
- Registering to vote and voting in California
- Obtaining a license from California for professional practice
- Holding active membership in service or social clubs in California in professional, merchant, religious, service organizations or social clubs
- Showing a California address on federal tax returns
- Having spouse, children or other close relatives reside in California
- Filing California state tax return as a resident
- Possessing Maintaining a California driver's license or California ID
- Possessing Maintaining a California motor vehicle registration
- Maintaining California as legal state on Leave and Earnings Statement and W-2 Form while in the armed forces
- Maintaining a home of record in California or permanent military address in California while in the armed forces
- Establishing and maintaining active California bank accounts
- Petitioning for divorce in California
- Remaining in California while on academic breaks
- Indicating a California address on Selective Service registration

Some examples of intent inconsistent with a claim of California residency (including but not limited to):

- Maintaining voter registration and voting in another state
- Petitioning for divorce in another state
- Attending an out-of-state institution as a resident of that state
- Declaring non-residency for state income tax purposes; paying taxes in another state or country as a resident of that state or country or not fulfilling tax obligations to the State of California

Non-Citizens

The district will admit any non-citizen. The non-citizen, may establish his or her residence unless precluded by the Immigration and Nationality Act from establishing domicile in the United States; provided that the student has had residence in California for more than one year prior to the residence determination date for the semester for which attendance at the college is proposed. If the non-citizen is undocumented or

precluded from establishing domicile in the United States by the Immigration and Nationality Act, the student shall be classified as a nonresident. The nonresident classification shall continue until a year after the student has taken the appropriate steps to obtain a change of status from the United States Citizenship and Immigration Services to a classification that does not preclude establishing domicile in the United States and the student has had residence in California for more than one year. Students who are without lawful immigration status may be exempted from nonresident tuition under the Assembly Bill 540 or Assembly Bill 2000 nonresident tuition exemptions as long as the requirements of the exemptions are met.

Exceptions for Military

Active Duty Military

A student who is a member of the United States Armed Forces domiciled or stationed in California on active duty, as of the residence determination date is entitled to resident classification for tuition fees purposes. If that member of the United States Armed Forces, who is in attendance at the institution, is thereafter transferred to a place outside of California where the member continues to serve in the United States Armed Forces, the member shall retain resident classification as long as the member is continuously enrolled at the institution. This exception does not apply to the California National Guard, students seeking a graduate degree or members who are assigned for educational purposes to state-supported institutions of higher education.

Dependents of Military Personnel

A student who is a natural or adopted child or stepchild, or a spouse that is a dependent of a member of the United States Armed Forces domiciled or stationed in California on active duty shall be entitled to resident classification for tuition fees purposes. If that member of the United States Armed Forces is thereafter transferred on military orders to a place outside of California where the member continues to serve on active duty, or thereafter retires as an active member of the United States Armed Forces, the dependent shall retain resident classification as long as the student is continuously enrolled.

Recently Separated Military Members

A student who was a member of the United States Armed Forces that was stationed in California for one year immediately prior to being separated shall be exempt from payment of nonresident tuition for up to one year if the student files and affidavit with the institution stating that he or she intends to establish California residence as soon as possible. This one year exemption shall be used while the student lives in California and within two years from being separated. Members who received a dishonorable or bad conduct discharge are not eligible

for this exemption.

Veterans Access, Choice and Accountability Act

The following students who meet the below listed “covered individual” requirements shall be exempt from nonresident tuition for a period of up to three years’ from the service members discharge or death (in the line of duty):

1. A veteran eligible for educational assistance under either the Montgomery GI Bill-Active Duty (MGIB-AD) or Post-9/11 GI Bill education benefit programs who resides (lives) in California (regardless of his/her formal state of residence) and enrolls in the community college within three years of discharge from a period of active duty service of 90 days or more.
2. An individual eligible for transferred education benefits under either the Montgomery GI Bill-Active Duty (MGIB-AD) or Post-9/11 GI Bill education benefit programs who resides (lives) in California (regardless of his/her formal state of residence) and enrolls in the community college within 3 years of the transferor’s discharge from a period of active duty service of 90 days or more.
3. An individual eligible for benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who resides (lives) in California (regardless of his/her formal state of residence) and enrolls in the community college within three years of the Servicemember’s death in the line of duty following a period of active duty service of 90 days or more.

This exemption shall continue past the three years if the student is continuously enrolled.

Exceptions for Minors

Parent was California Domiciliary Who Left

- A student who is a minor and remains in this state California after the parent, who was previously domiciled in California for at least one year immediately prior to leaving, and has, during the student’s minority, and has and within one year immediately prior to the residence determination date, established residence elsewhere, shall be entitled to retain resident classification until the student has attained attained the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an the institution once

enrolled.

Self-Support

- A student who is ~~a minor~~ under the age of 19 on the residence determination date and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he or she has resided in the state the minimum time necessary to become a resident. The following would negate the student's self-support claim:
 - A loan made by a bank to the parent who in turn provides the student with the funds.
 - A loan made by a bank requiring a parent to co-sign.
 - A loan made by a parent to the student.
- ~~A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate premajority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.~~

Tacking

In instances that a student's a parent:

- Becomes deceased and the derivative residence shifts from the deceased parent to the living parent or
- Both of the student's parents become deceased and a guardian has been appointed to a minor, or if none appointed, to the minor's own elected residence.

The immediate pre-majority derived California residence may be added to the post-majority residence to satisfy the one year durational requirement.

Two-Year Care and Control

A student who, immediately prior to enrolling at the institution, has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years and the adult or adults having such control have been domiciled in California during the year immediately prior to the residence determination date, shall be entitled to resident classification until the student has reached the age of majority as long as continuous full-time attendance is maintained at the institution.

Ward of the State of California

A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.

Senate Bill 150

A special part-time student, other than a nonimmigrant (apart from T and U visas) who resides in California and has both parental permission and a recommendation by the principal of the pupil's school to attend a community college and who enrolls in 11.99 units or fewer per semester shall be exempt from the requirement to pay nonresident tuition. For the purposes of this section, "special part-time student" refers to students who have been recommended by the principal of the pupil's school and have parental permission to attend a community college during any session or term and who enroll in 11.99 or fewer units per semester. This exception does not apply to special full-time students.

Other Exceptions**Adult Dependent Child of California Resident**

A student who has not been an adult resident of California for more than one year and is either the dependent child of a California resident who has had residence in California for more than one year prior to the residence determination date, or has a parent who has both contributed court-ordered support for the student on a continuous basis and has been a California resident for a minimum of one year, shall be entitled to resident classification. This exception shall continue until the student has resided in the state the minimum amount of time necessary to become a resident as long as continuous attendance is maintained by the student at the institution.

American Indian Attending School Administered by Bureau of Indian Affairs Located Within the Community College District

A student who is a Native American is entitled to resident classification if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district. As used in this section, "Native American" means an American Indian.

Graduate of a California School Operated by United States Bureau of Indian Affairs

A student who is a graduate of any school located in California that is operated by the United States Bureau of Indian Affairs, including, but not limited to, the Sherman Indian High School, shall be entitled to resident classification. This exception shall continue as long as continuous attendance is maintained at the institution.

Employees of Public Schools

A. A student holding a valid credential authorizing service in the public schools of ~~this state~~ California, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:

- He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
- He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
- He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.

B. ~~notwithstanding any other provision of law, A~~ a student holding a valid emergency permit authorizing service in the public schools of ~~this state~~ California, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.

Nonresident Employees and/or Their Dependents

A student who is a full-time employee of the institution or of any state agency, or a student who is a child or spouse of a full-time employee of the institution or of any state agency, may be entitled to resident classification until he or she has resided the minimum amount of time necessary to become a resident. For

purposes of this section, the "employee of any state agency" must be assigned to work outside of the state.

Amateur Student Athlete

Any amateur student athlete in training at the United States Olympic Training Center in Chula Vista is entitled to resident classification until he or she has resided in the state the minimum amount of time necessary to become a resident. For the purposes of this section, "amateur student athlete" means any student who meets the eligibility standards established by the national governing body for the sport in which the athlete competes.

- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transferred on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.
- A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
- A student who was a member of the armed forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he/she lives in this state after being discharged up to the minimum time necessary to become a resident.

- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more.
- A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.

Federal Civil Service Employee Relocated due to Military Mission Realignment

- A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

Ward of the State of California (duplicated on page 9)

- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.

Agricultural Employment

- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to

resident classification. A student who earns a livelihood primarily by performing agricultural labor for hire in California and other states and who has performed this labor in California for at least two months per year in each of the two preceding years.

Apprentices

A student who is an apprentice and is taking classes of related or supplemental instruction shall be exempt from payment of nonresident tuition.

United States Citizens Whose Parent or Guardian was Deported or Permitted to Depart Voluntarily under the Federal Immigration and Nationality Act

A United States Citizen who resides in a foreign country and meets the following requirements:

- i. Demonstrates a financial need for the exemption.
- ii. Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act.
- ii. Moved abroad as a result of the deportation or voluntary departure.
- iv. Lived in California immediately before moving abroad.
- v. Attended a public or private secondary school in California for three or more years.
- vi. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
- vii. Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.
- viii. Documentation shall be provided by the student as required by statute as specified in Education Code section 76140(a)(5).

A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, , moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic

year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

Dependent of Individual Killed in the September 11, 2001 Terrorist Attacks

A student who is a surviving dependent of any individual killed in the September 11, 2001 terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania shall be exempt from the payment of nonresident tuition if the student meets the financial requirements for the Cal Grant A program under Education Code 69432.7 and either the dependent or the individual killed was a California resident on September 11, 2001.

Public Agency Employee Hired as a Peace Officer

A student who has been hired by a public agency that intends to classify the student as a peace officer, may be classified as a resident for purposes of enrollment and completion of police academy courses at the community college if the student has passed all other requirements of the public agency and if written assurances are provided by the public agency that it intends to classify the student as a peace officer upon complete of the police academy training course.

Assembly Bill 540

With the exception of nonimmigrant visa holders (apart from T and U visas), students who are physically present in California and:

- attended California high school(s) (public or private) for three or more years, and
- graduated (or attained the equivalent thereof) from a California high school

are exempted from payment of nonresident tuition if they meet the criteria specified in the law prior to the start of the term.

Assembly Bill 2000

With the exception of nonimmigrant visa holders (apart from T and U visas), students who are physically present in California and:

- Attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework.

- Attended a combination of elementary schools, middle schools, and /or high schools in California for a total of three or more years, and
- Graduated from a California high school or attained the equivalent thereof

Are exempted from payment of the nonresident tuition in credit courses if they meet the criteria specified in the law prior to the start of the term.

Senate Bill 150

A special part-time student, other than a nonimmigrant (apart from T and U visas), who resides in California and has both parental permission and a recommendation by the principal of the pupil's school to attend a community college and who enrolls in 11.99 units or fewer per semester shall be exempt from the requirement to pay nonresident tuition. For the purposes of this section, "special part-time student" refers to students who have been recommended by the principal of the pupil's school and have parental permission to attend a community college during any session or term and who enroll in 11.99 or fewer units per semester. This exception does not apply to special full-time students.

RECLASSIFICATION, PROVISIONS, APPEALS

Reclassification

A student previously classified as a nonresident may request to be reclassified by completing a supplemental residence questionnaire and submitting both the questionnaire and supporting documentation to Enrollment Services by the end of the term for which the student is requesting reclassification for.

Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
- Residence classification is the responsibility of Enrollment Services.
- Students must be notified of residence determination within 14 calendar days of submission of application.
- The District shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the District catalog or addenda thereto.
- A person can only have one permanent place of residence at any given

time.

Right To Appeal

Students who have been classified as nonresidents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Enrollment Services Office, may make written appeal to the Enrollment Services Office within 30 calendar days of notification of final decision by the District regarding classification.

Right to Appeal

Students whose reclassification request has been denied, may make a written appeal of that decision. The appeal and additional supporting documentation that was not included with the initial reclassification request shall be submitted to Enrollment Services for reconsideration.

Appeal Procedure

The appeal must be submitted to Enrollment Services Office. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Enrollment Services Office shall review all the records and have the right to request additional information from either the student or the Admissions Office. The Enrollment Services Office will render a final decision.

Within 30 calendar days of receipt, the Enrollment Services Office shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Appeal Procedure

Enrollment Services will review additional documentation submitted by the student and inform the student regarding the final residence determination. If the appeal is denied, the determination shall state specific facts on which the decision was made.

Reclassification

A student previously classified as a nonresident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Students must submit petitions to the Admissions Office.

Students must submit petitions prior to the session for which the reclassification becomes effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a nonresident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as nonresidents by the University of California, the California State University, or another community college district (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by the parent(s) in the calendar year prior to the year the reclassification application is made
- Has not lived and will not live for more than six weeks in the home of the parent(s) during the calendar year the reclassification application is made

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident or (2) there is no evidence of the student's continuing residence in another state.

The Enrollment Services Office will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens

The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as nonresidents and charged nonresident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she/he meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be exempted from nonresident tuition if he/she meets the following requirements:

- high school attendance in California for three or more years
- graduation from a California high school or attainment of the equivalent thereof
- registration for classes not earlier than the fall semester or quarter of 2001-2002
- the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Enrollment Services Office. Students may appeal the decision in writing to the Enrollment Services Office if additional evidence can be provided.

Office of Primary Responsibility: Enrollment Student Services

STUDENT SERVICES

REV 2/1/17

AP 5020 NONRESIDENT TUITION

References:

Education Code Sections 68130.5 and 76140 et seq.;
Title 5 Section 54045.5

The nonresident tuition fee will be established not later than February 1 for the succeeding fiscal year according to one of the following bases:

- Statewide basis
- District basis
- District basis with 10% or more noncredit FTES
- No more than a contiguous district
- No more than the District basis and no less than the statewide basis

Exemptions to the nonresident tuition fee requirements include any students, other than non-immigrant ~~aliens~~ foreign nationals under 8 U.S. Code Section 1101(a)(15), who meet all of the following requirements:

- either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
- graduation from a California high school or attainment of the equivalent thereof
- registration or enrollment in a course offered by an accredited institution of higher education for any term commencing on or after January 1, 2002
- completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so

Additionally:

- Any students who meet the following requirements:
 - demonstrates financial need;
 - has a parent who has been deported or was permitted to depart voluntarily;
 - moved abroad as a result of that deportation or voluntary departure;
 - lived in California immediately before moving abroad;
 - attended a public or private secondary school in the state for three or more years; and

- Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
- Any nonimmigrant foreign nationals granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.
- Non-resident fees for special part-time students will be waived based on the following criteria (Education Code Section 76140):
 - The student must be residing in California.
 - The student must be attending a high school (public or private) in California.
 - The student must be enrolled as a special part-time student in fewer than 12 units each semester or fewer than 15 units if participating in a CCAP as defined in AP 5011.
 - The student must be recommended by the principle of the pupil's school and have parental permission to attend a community college.
 - This exemption does not apply to special full-time students.
 - This exemption does not apply to non-immigrants other than "T" and "U" non-immigrant visa.
 - Students receiving this non-resident tuition exemption do not receive resident status.

The computation of the nonresident tuition per unit charge is based on the expense of education for the base year, the annual attendance (FTES), and the U.S. Consumer Price Index.

The computation of the nonresident capital outlay fee is not to exceed the amount expended for capital outlay in the preceding year divided by the total full-time equivalent students.

The application processing fee for citizens and residents of a foreign country is not to exceed the lesser of:

- the actual cost of processing an application and other documentation required by the federal government, or
- \$100, which may be deducted from the tuition fee at the time of enrollment.

Offices of Primary Responsibility: Fiscal Services and Student Services

STUDENT SERVICES

REV 02/09/17

AP 5030 FEES

References:

Education Code Sections 66025.3, 70902(b)(9), 76300et seq. and 76300.5 and 76355;
Title 5 Sections 51012, 58520, and 58629 54704, 54706, and 54708;
California Community College Chancellor's Student Fee Handbook
ACCJC Accreditation Standard I.C.6

REQUIRED FEES INCLUDE:

Enrollment Fee: A state mandated fee for enrolling in classes will be charged as determined by enrollment status. (Education Code Section 76300 and 76300.5; Title 5 Sections 58500-58509)

Nonresident Tuition Fee: See BP 5020 titled Nonresident Tuition and AP 5020 titled Nonresident Tuition (Education Code Sections 76140 and 76140.5) Nonresident tuition with these permissive exemptions:

- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
- All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
- Non-resident fees for special part-time students will be waived based on the following criteria (Education Code Section 76140):
 - The student must be residing in California.
 - The student must be attending a high school (public or private) in California.
 - The student must be enrolled as a special part-time student in fewer than 12 units each semester or fewer than 15 units if participating in a CCAP as defined in AP 5011.
 - The student must be recommended by the principle of the pupil's school and have parental permission to attend a community college.
 - This exemption does not apply to special full-time students.
 - This exemption does not apply to non-immigrants other than "T" and "U" non-immigrant visa.
 - Students receiving this non-resident tuition exemption do not receive resident status.

Text in yellow highlight is CCLC proposed language which incorporated changes proposed in Updates 20 -28.
Change in blue made after P&P approved on 2/3/17.

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(Replaces former Palomar College Procedures 5300)

Non-Resident Capital Outlay Fee: Education Code Section 76141 The computation of the capital outlay fee is not to exceed the amount expended for the capital outlay in the preceding year divided by the total full-time equivalent students.

Auditing Fee: Persons auditing a course shall be charged an established fee. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester. (Education Code Section 76370)

Student Health Fee: A health fee is charged to all students for operation of the Student Health Centers or Centers as authorized in Education Code Section 76355. Education Code Sections 66025.3, 70902(b), 76355)

The following students are exempt by law:

- Students who are taking only apprenticeship classes
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization

Other exempt students include:

- Students who are active duty military students and taking classes exclusively at the Camp Pendleton Center or who are deployed overseas.
- Students who attend Community Services Seminars
- Students who are exclusively taking Worksite Education specifically as employees of companies attend Not-for-Credit instruction.
- Students who are enrolled in non-credit classes at sites other than the San Marcos Campus and the Escondido Center exclusively taking contract education classes.
- Students who are exclusively enrolled in credit and non-credit classes at sites other than the San Marcos Campus and Escondido Center educational sites where Palomar College does that do not offer Student Health Services
- Students who are taking classes exclusively via distance education

Student Center Fee: A fee is assessed to all students attending classes at the San Marcos campus for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student center. The fee is \$1 per unit up to a maximum of \$10 per student per year. Noncredit students are not required to pay the fee, nor can are recipients of Temporary Assistance to Needy Families, Supplemental Security Income (SSI), State Supplementary Payment (SSP), or general assistance. (Education Code Section 76375 and Title 5 Section 58510)

Transcript/Student Record Fee: The District shall furnish at no charge up to two transcripts of students' records or two verifications of various records. After two copies, the District shall charge a fee. The District shall not charge for searching or retrieving any student record. Students may request special processing or rush processing of a transcript for an additional fee. (Education Code Section 76223)
(See the Palomar Class Schedule for exact fee amount)

Text in yellow highlight is CCLC proposed language which incorporated changes proposed in Updates 20 -28. Change in blue made after P&P approved on 2/3/17.

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(Replaces former Palomar College Procedures 5300)

OTHER FEES INCLUDE:

Parking Fee: A parking fee will be assessed per semester or session to park on District property parking lots for automobiles and motorcycles. See the class schedule for the specific amount. (Education Code Section 76360)

The following students are exempt by law from parking fee that exceed twenty dollars (\$20) per semester:

- Students who receive financial assistance (i.e., Board of Governors Enrollment Fee Waiver-A, B, C). Special categories BOGW with the exception of students who are dependent children and surviving spouses of members of the California Veteran or National Guard who are killed or permanently disabled while in active services.

Instructional Materials: Education Code Section 76365; Title 5 Sections 59400 et seq.

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

~~**Student Activities Fee (optional):** The optional student activities fee offers students a number of benefits including discounts to campus events and purchases with local merchants. Please contact the Comet Center or the Student Affairs Office for more information. See class schedule for the specific fee amount. The fee is nonrefundable after the drop deadline. (CCCCO Student Fee Handbook)~~

Student Identification Activities Card Fee (optional): The student ID card allows access to a variety of District support services and activities. The fee is nonrefundable after the drop deadline. (CCCCO Student Fee Handbook)

Student Representation Fee: Education Code Section 76060.5

Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing.

COLLECTION AND REFUND OF FEES

No student suspended or expelled shall be refunded any fees paid by or for the student. (Education Code Sections 41302 and 76037)

Non-Sufficient Funds Fee: The District shall charge a fee for personal checks returned for insufficient funds.

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Enrollment Fee Refunds: The District shall refund upon request any enrollment fee paid by a student in excess of that computed pursuant to Education Code Section 58501 for program changes made during the first two weeks of instruction as allowed by law.

The District shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction unless the program change is a result of action by the District to cancel or reschedule a class.

~~No student suspended or expelled shall be refunded any fees paid by or for the student. (Education Code Sections 41302 and 76037)~~

Collection Penalty Fee: Any past due debt will be subject to collection by a private collection agency or through the Chancellor's Office Tax Offset Program. A 33% collection fee will be added to the amount owed the District.

For students who owe fees, the District offers various payment methods for students including in full online, at the Cashiers Office, or by enrolling into a Payment Plan to pay your tuition and fees in installments. Details for the various payment options are available on the college website.

Enrollment Fee Waivers

Any private or public elementary or secondary school pupil admitted to Palomar College as a special part-time student for credit classes is exempt from the enrollment fee. The attendance of the student must be authorized by a letter of permission from the school principal.

For purposes of this policy, a special part-time student is a student who registers in less than 12 units per semester at Palomar College. Credit for courses completed shall be at the college level but may be transferred back to the school district for fulfillment of graduation requirements. (Education Code Sections 72252 and 76001)

~~Nonresident fees for special part-time students are subject to nonresident tuition if classes are taken for college credit. will be waived based on the criteria previously listed under Non-Resident Fees section of this Administrative Procedure (AP 5030). are subject to nonresident tuition if classes are taken for college credit.~~

Students participating in a "College and Career Access Pathways" partnership (CCAP) will be considered a special part-time student for up to 15 units per term if all of the following circumstances are satisfied (Education Code Section 76004(p)):

- The units constitute no more than four community college courses per term.
- The units are part of an academic program that is part of a CCAP partnership agreement.
- The units are part of an academic program that is designed to award both a high school diploma and an Associate degree or a certificate or credential.

Furthermore, if the special part-time student who is participating in a CCAP partnership meets all three of the aforementioned requirements, the college district must exempt the following community college fees pursuant to Education Code Section 76004(q):

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- Student representation fee. (Section 76060.5)
- Nonresident tuition fee and corresponding permissible "capital outlay" fee. (Sections 76140, 76141 and 76142)
- Transcript fees. (Section 76223)
- Course enrollment fees. (Section 76300)
- Apprenticeship course fees. (Section 76350)
- Early Childhood Education Lab School fees. (Section 79121)

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

The following students are exempt by law:

- Students who receive financial assistance (i.e., Board of Governor Enrollment Fee Waiver-A, B, C). Special categories BOGW such as students who are dependent children and surviving spouses of members of the California Veteran or National Guard who are killed or permanently disable while in active services, recipient of Congressional Medal of Honor or child of recipient, surviving dependent of individual killed in 9/11/01 Terrorist Attack, and eligible dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.

Office of Primary Responsibility: Enrollment Services

Text in yellow highlight is CCLC proposed language which incorporated changes proposed in Updates 20 -28. Change in blue made after P&P approved on 2/3/17.

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(Replaces former Palomar College Procedures 5300)

STUDENT SERVICES

REV 11-17-16

AP 5035 WITHHOLDING OF STUDENT RECORDS**Reference:**

Title 5 Section 59410

The **Senior** Director of Enrollment Services or designee shall withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to:

- student fees
- obligations incurred through the use of facilities, equipment or materials
- library fines
- unreturned library books
- materials remaining improperly in the possession of the student and/or
- any other unpaid obligation a student or former student owes to the District

A proper financial obligation does not include any unpaid obligation to a student organization.

Office of Primary Responsibility: Enrollment Services

STUDENT SERVICES

REV 2/3/17

AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

References:

Education Code Sections 71091 and 76200 et seq.;

Title 5 Sections 54600 et seq.,

20 U.S. Code Section 1232g(i) (U.S. Patriot Act);

Civil Code Section 1798.85

ACCJC Accreditation Standard II.C.8

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records

No instructor, official, employee, or member of the Governing Board shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. Student employees have access to student records only as necessary in the performance of their jobs. For example, a student employee under the supervision of a regular contract employee has access to student records on the basis of a "need to know."
- A student has access to review his/her own record and, with written permission, may receive a personal transcript or have the transcript sent to another individual or institution. Parents of both minors do have access. Parents of and non-minor students do not have access, except when written permission is received from the student.

"Directory information" may be released in accordance with the definitions in BP 5040 titled Student Records and Directory Information. Directory information is maintained which includes name, address, telephone number, date of birth, and dates of attendance class schedule information.

1. Student degrees and awards are publicized to recognize scholastic and athletic achievements in the school newspaper, or to the news media.
 2. Lists may be provided to other Palomar College departments or to colleges and universities for the expressed purpose of providing educational opportunities and financial assistance to students (names and addresses only).
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Each student whose record is requested under a subpoena is notified

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in advance of compliance and will be offered an opportunity to introduce a motion to quash.

- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. The institution considers the following to be "legitimate educational interest:"

- Performing a task related to the student's education, related to the student's receipt of financial aid, or to the student's health and safety. For example, an agent of a financial aid funding agency, who is requesting information for determination of program eligibility, may have access to student-record information on the applicant.
- Performing tasks with written consent of the student. For example, a formal committee (e.g., Academic Review Committee) has access to student records in the conduct of its deliberations because the records are germane to rendering a decision by the committee. In this case, permission is granted when the student petitions the committee to act on his/her request.
- Performing current teaching or counseling duties directly affecting the student. For example, a member of the faculty seeking information about a student currently registered in a class taught by that faculty member is construed to have legitimate educational interest and is entitled to access the student's record. The request for information about a student not registered, formerly registered, or registered in another faculty member's class, or who is a relative of the faculty member is not a legitimate educational interest and must have the written consent of the student to access the student's record. A counselor has legitimate educational interest and has implied permission to access a student's record when the student requests counseling or advising services.
- Research approved by the institution: For example, a task force, under the direction of the Superintendent/President, may have access to student records for purposes of research. Under these circumstances, the students' identities will be protected.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to state or federal law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents

by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Persons performing a task that is specified in his/her job description by contract agreement. For example, a contracted District auditor has access to student records in the performance of those duties related to the audit of a program. Likewise, a Department of Finance auditor or auditor from the Chancellor's Office has access to student records to conduct a comprehensive audit of compliance to program regulations.

- Student records may be released to officials of other public or private schools or school systems, including local, county, or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. For example, third-party contractual arrangements between the student and an agency for educational benefits may require transcripts to verify course completion. Military organizations, local fire and police agencies, and private businesses may reimburse the student or the District for enrollment fees. (See the Office of Enrollment Services for details.)
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. (See the Office of Financial Aid/Veterans/Scholarships Services for details.)
- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. (See the Office of Enrollment Services for details.)
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.
- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, **major(s)**, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

The District may be required by law to release student records to external parties. For example, student records may be requested under the California Public Records Act. In these cases, students' identities shall be removed.

Use of Social Security Numbers

Effective January 1, 2007, the District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or
 - To confirm the accuracy of the social security number.

Regulations and procedures regarding student records are available in the Records Office.

Also see AP 5045 titled Student Records: Challenging Content and Access Log.

Office of Primary Responsibility: Enrollment Services

STUDENT SERVICES

REV 3-3-17

**AP 5045 STUDENT RECORDS: CHALLENGING CONTENT AND
ACCESS LOG****References:**

Education Code Sections 76222 and 76232;
Title 5 Section 54630

Challenging Content

Students may file written requests with the Enrollment Services Office to correct or remove information recorded in their student records as described in the policy. Within 30 days of receipt of the request, the Enrollment Services Office shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Enrollment Services Office shall then sustain or deny the allegations.

If the Enrollment Services Office sustains any or all of the allegations, the subject information shall be corrected, removed, or destroyed as applicable. If the Enrollment Services Office denies any or all of the allegations and refuses to order the correction or removal of the information, students, within 30 days of the refusal, may appeal the decision in writing to the Academic Review Committee for academic issues, the **Financial Aid Student Program Eligibility** Appeals Committee for student financial aid record issues, or the Director of Student Affairs for disciplinary record issues.

A final appeal may be made to the Governing Board. The Governing Board shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the Governing Board sustains any or all of the allegations, it shall order the Superintendent/President or his/her designee, to immediately correct or remove and destroy the information. The decision of the Governing Board shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the

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alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records
- Parties to whom directory information is released
- Parties for whom written consent has been executed by the student
- Officials or employees having a legitimate educational interest

The log or record shall be open to inspection only by the student and the Enrollment Services Office, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

Also see AP 5040 titled Student Records and Directory Information.

Office of Primary Responsibility: Enrollment Services

STUDENT SERVICES

REV 1/11/17

AP 5050 MATRICULATION STUDENT SUCCESS AND SUPPORT PROGRAM**References:**

Education Code Sections 78210 et seq.;

Title 5 Section 55500 et seq.

ACCJC Accreditation Standard II.C.2

~~Matriculation~~ The Student Success and Support Program brings students and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of a student educational plan.

~~Each~~ students, in entering into a student educational plan, will do all of the following:

- ~~• express at least a broad educational intent upon admission~~
- ~~• identify an education and career goal;~~
- ~~• identify a course of study;~~
- ~~• be assessed to determine appropriate course placement;~~
- ~~• complete orientation;~~
- ~~• participate in the development of the student educational plan;~~
- ~~• declare a specific goal~~ complete a student educational plan no later than the term after which each student completes 15 semester units of degree applicable credit coursework
- ~~• diligently attend class and complete assigned coursework, and~~
- ~~• complete courses and maintain progress toward an educational goal and~~
- ~~• cooperate in the development of a student educational plan~~

~~Matriculation~~ Student Success and Support Program services include, but are not limited to, all of the following:

- ~~• Processing of the application for admission~~
- ~~• Orientation and pre-orientation services designed to provide to students,~~ on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters and
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:

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- The use of multiple measures to assess students' academic skills and abilities
- Administration of assessment instruments to determine student competency in computational and language skills
- Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses
- Evaluation of study and learning skills
- Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; **mental health services**; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services
- Advisement concerning course selection
- Ongoing institutional research program
- ~~Post-enrollment evaluation of students' progress~~ **Follow-up services**, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation
- Faculty and staff training and
- Prerequisite validation and enforcement

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

Office of Primary Responsibility: Dean of Counseling Services

STUDENT SERVICES

REV 9/1/17

AP 5052 OPEN ENROLLMENT

References:

Title 5 Sections 51006, 58106, and 58108

All courses of the District shall be open to enrollment in accordance with BP 5052 titled Open Enrollment and a priority system consistent with AP 5055 titled Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the Vice President of Instruction.

Students are not required to confer or consult with District staff nor are they required to receive permission to enroll in any class offered by the District, except as provided for in AP 5055 titled Enrollment Priorities and apprenticeship, dental assisting, medical assisting, nursing, fire, police, and paramedic academy programs.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in Procedure 5055 titled Enrollment Priorities and apprenticeship, dental assisting, medical assisting, nursing, fire, police, and paramedic academy programs.

Students may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
- The District is not following its enrollment procedures
- The basis for the limitation does not in fact exist

Students have the right to challenge any prerequisite. A prerequisite or co-requisite challenge requires written documentation, explanation of alternative course work, background, abilities, or other evidence which has adequately prepared the student you for the target course. A Prerequisite or Co-requisite Challenge Petition may be obtained at from the Admissions & Records Office, the Counseling Center, or an Education Center or Site.

The challenge petition may include one or more of the following:

1. A prerequisite or co-requisite has not been made reasonably available.
2. A prerequisite or co-requisite has not been established in accordance with the District's process for establishing prerequisites and co-requisites.

Minor grammatical changes made following the 9/1/17 P&P meeting, please review carefully.

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(Replaces all former versions of AP 5052)

- 37 3. Provide evidence of having the knowledge or ability needed to succeed in the
- 38 course despite not meeting the prerequisite or co-requisite.
- 39 4. Challenge other limitations on enrollment.
- 40 5. Challenge a prerequisite or co-requisite established to protect the health and
- 41 safety of himself, herself, and/or others.
- 42 6. A prerequisite, co-requisite, or limitation on enrollment is discriminatory or
- 43 applied in a discriminatory manner.
- 44 7. A prerequisite or co-requisite is in violation of Title 5.

45 If space is available in the target course when a challenge is filed about the prerequisite
46 or co-requisite, ~~the District shall reserve a seat and~~ resolve the challenge within five
47 working days. If the challenge is upheld or the District fails to resolve the challenge
48 within the five working day period, the student will be allowed to enroll in the course, ~~if~~
49 ~~space is available. The District will notify the department chair and the instructor-of-~~
50 ~~record if a student is being added to a class late and/or the challenge petition was not~~
51 ~~addressed within the five-working-day period.~~ If no space is available in the course
52 when a challenge is filed ~~resolved~~, the ~~challenge student shall~~ ~~will~~ be ~~resolved~~ ~~allowed~~
53 ~~to enroll in the course at~~ prior to the beginning of registration for the next term. ~~and if the~~
54 ~~challenge is upheld, the student will be permitted to enroll if space is available when~~
55 ~~registering for the subsequent term.~~

56 Prerequisite and co-requisite challenges are addressed by the appropriate academic
57 discipline/department.

58 Office of Primary Responsibility: ~~Enrollment~~ ~~Student~~ Services

Minor grammatical changes made following the 9/1/17 P&P meeting, please review carefully.

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STUDENT SERVICES

REV 9/1/17

AP 5055 ENROLLMENT PRIORITIES

References:

Education Code Sections 66025.8 and 66025.9;
Title 5 Section 58106

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See Board Policy and Procedure 4260 titled Prerequisites, Co-requisites, and Advisories.)

Enrollment may be limited due to the following:

- health and safety considerations
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements

No registration procedures shall be used that result in restricting enrollment to a specialized clientele.

Special registration assistance may be given to students with disabilities. It may also be given to a limited number of disadvantaged students upon specific recommendation of the Assistant Superintendent/Vice President for Student Services.

DEFINITIONS

- a. **Active Duty Military** - Students who have verified that they are currently on active duty and are identified in the student system.
- b. **Foster Youth** - Students under the age of 25 who verify that they are current or former Foster Youth as identified in the student system.
- c. **Homeless Youth** - Students with housing insecurity who are under 25 years of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission as a homeless child or youth, as defined in subsection (2) of Section 725 of the federal McKinney-

Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)), by at least one of the following:

- (i) A homeless services provider, as that term is defined in paragraph (3) of subdivision (d) of Section 103577 of the Health and Safety Code.
- (ii) The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director.
- (iii) A financial aid administrator for an institution of higher education.

A student who is verified and identified in the student system as a homeless youth shall retain that status for a period of six years from the date of admission to the postsecondary educational institution. This authorization is in effect until January 1, 2020 or until further legislation amends this date.

- d. **CalWORKs** – Students who are recipients of California Work Opportunity and Responsibility to Kids (CalWORKs) as identified in the student system.
- e. **Disability Resource Center (DRC)** - Students who are receiving Disability Resource Center support programs and services.
- f. **Extended Opportunity Programs and Services (EOPS)** - Students who meet the eligibility criteria for EOPS services and are verified in the student system.
- g. **Continuing Student** - Students who were enrolled in the previous semester (Summer not included).
- h. **Educational Plan** - Students with a declared major who have developed an academic plan as identified in the student system.
- i. **Fully-Matriculated** - Students who have completed assessment, orientation and have an educational plan on file as identified in the student system.
- j. **Non-Matriculated** - Students who have NOT completed one or more of the following services: orientation, assessment or an educational plan.
- k. **New Students** - Students entering Palomar College for the first time with no previous academic history at the District.
- l. **Returning Students** - Students returning to Palomar College after an absence of one or more semesters (Summer not included).
- m. **Concurrently Enrolled** – Students who are concurrently enrolled at a four-year institution or high school while attending community college.
- n. **Students with 90+ Units** - Students who have 90 or more earned units completed at Palomar College. Earned units are defined in title 5 55023 as

courses with grades of A, B, C, D, or P. Grades of W, I, F, FW, MW, and NP are excluded. Also excluded are all Basic Skills and Non-credit ESL.

- o. **Veteran** - Student who has verified that he/she has been discharged from military service within the past 15 years as identified in the student system.
- p. **High Unit Majors** – Academic programs that require more than 40 units in the major.
- q. **Students in their last term of attendance** – Students who have been approved by a counselor, have an approved transfer plan from the Transfer Center, or who have petitioned to graduate by the early petition deadline and who have indicated that the next term will be their last term of attendance prior to graduation or transfer. Participation in this priority group is afforded to a student only one time (no exceptions).
- r. **Approved Special Programs** – Any program or special group of students may petition to the Registration Committee for inclusion in the “Approved Special Programs” registration priority group. Criteria for inclusion should include but is not limited to: **A-a** requirement for the completion of orientation, assessment, and the development of an educational plan and the program or group is subject to additional requirements to maintain a full-time load or specialized course of study from an outside governmental agency that is officially recognized by Palomar College or other governing body that is officially-recognized by Palomar College. All petitions for inclusion as an “Approved Special Program” must submit this request through the Registration Committee to render a decision. Petitions must demonstrate the need, possible consequence for not having priority, and the ways in which the program or group benefits their students. Any approval by the Registration Committee remains in effect until it is revoked by the committee. No group or number of groups will be approved that would result in a substantial loss of access to the groups of students who follow this priority group.

Students will be assigned registration appointments on the basis of degree-applicable earned units completed at Palomar College. Earned units are defined in title 5 55023 as courses with grades of A, B, C, D, or P. Grades of W, I, F, FW, MW, and NP are excluded. Also excluded are all Basic Skills and Non-credit ESL. Registration appointments are assigned in the following priority scheme:

- **Group 1.** (**SSSP Categories 1 and 2**) Disability Resource Center (DRC), EOP&S, foster youth, **Homeless Youth**, CalWORKS, eligible veterans, and active duty military personnel who are:

 - Continuing students and,
 - New, returning, and transfer students who submit an application and complete assessment, orientation and development of an education plan prior to the deadline date (Foster Youth and DRC students are

encouraged to complete assessment, orientation and development of an education plan).

Appointments are assigned by descending unit order starting at 90 earned units completed at Palomar College (as defined earlier in this Administrative Procedure). Students who would otherwise qualify for Group 1, but have 90 or more earned units of completed at Palomar College (as earned units are defined earlier in this Administrative Procedure) or who have been on Academic or Progress Probation for two or more consecutive terms are moved to Group 7. (Foster youth are exempted from these requirements.) Exemptions can be made for high unit majors or extenuating circumstances. Students may petition for an exception from loss of priority through the Admissions Office.

- **Group 2. (SSSP Category 3)** Students in their last term of attendance prior to graduation or transfer.
 - Appointments are assigned by descending unit order for all earned units completed at Palomar College (as defined earlier in this Administrative Procedure.)
- **Group 3.** New, returning, transfer, and continuing students who complete orientation, assessment and development of an educational plan in the immediate period of time prior to the deadline date, usually the first day of class for the preceding full academic term.

Appointments are assigned by descending unit order starting at 90 earned units completed at Palomar College (as defined earlier in this Administrative Procedure.) (Students who would otherwise qualify for Group 3 but have 90 or more earned units completed at Palomar College (as earned units are defined earlier in this Administrative Procedure) or who have been on Academic or Progress Probation for two or more consecutive terms are moved to Group 7. Exemptions can be made for high unit majors or extenuating circumstances. Students may petition for an exception from loss of priority through the Admissions Office.

Group 4. (SSSP Category 3) Students participating in approved special programs.

Appointments are assigned by descending unit order starting at 90 earned units completed at Palomar College (as defined earlier in this Administrative Procedure). Students who would otherwise qualify for Group 4 but have 90 or more earned units completed at Palomar College (as earned units are defined earlier in this Administrative Procedure) or who have been on Academic or Progress Probation for two or more consecutive terms are moved to Group 7. Exemptions can be made for high unit majors or extenuating circumstances.

Students may petition for an exception from loss of priority through the Admissions Office.

- **Group 5.** (SSSP Category 3) Continuing students who are actively registered at census the prior semester or actively registered in a course as of the deadline date.

Appointments are assigned by descending unit order starting at 90 earned units completed at Palomar College (as defined earlier in this Administrative Procedure). Students who would otherwise qualify for Group 5, but have 90 or more earned units completed at Palomar College (as earned units are defined earlier in this Administrative Procedure) or who have been on Academic or Progress Probation for two or more consecutive terms are moved to Group 7. Exemptions can be made for high unit majors or extenuating circumstances. Students may petition for an exception from loss of priority through the Admissions Office.

- **Group 6.** New, returning, or transfer students who are not in Group 3.

Appointments are assigned by descending unit order starting at 90 earned units completed at Palomar College (as defined earlier in this Administrative Procedure). Students who would otherwise qualify for Group 6, but have 90 or more earned units completed at Palomar College (as earned units are defined earlier in this Administrative Procedure) or who have been on Academic or Progress Probation for two or more consecutive terms are moved to Group 7. Exemptions can be made for high unit majors or extenuating circumstances. Students may petition for an exception from loss of priority through the Admissions Office.

Group 7. Returning or continuing students with 90 or more earned units of credit completed at Palomar College (as earned units are defined earlier in this Administrative Procedure) and/or students who have been on Academic or Progress Probation for two or more consecutive terms.

Appointments are assigned by ascending unit order for all earned units completed at Palomar College (as earned units are defined earlier in this Administrative Procedure).

- **Group 8.** Non-high school graduates age 16 to 18. Students less than 16 years of age require permission of the instructor to enroll in classes.

A student who has lost a higher level of priority registration may appeal the loss of priority enrollment status due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified

cases of accidents, illnesses or other circumstances beyond the control of the student. Palomar College may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status due to having been on Academic or Progress Probation for two or more consecutive terms. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 for the term or terms. Petitions are submitted to the Office of Admissions and will be reviewed by the Program Eligibility Appeals Committee.

Also see AP 5011 titled Admission and Concurrent Enrollment of High School and Other Young Students

Office of Primary Responsibility: **Enrollment Student** Services

STUDENT SERVICES

REV 1/11/17 9/1/17

AP 5070 ATTENDANCE

References:

Title 5 Sections 58000 et seq.

Pursuant to Education Code Section 84040, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data use for calculating the state general fund apportionment and to facilitate annual audits required of the District. Appropriate support records include the following:

- Computation of units of fulltime equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
- Selection of a single primary term length for credit courses
- Reporting of FTES during the "first period" (between July 1 and December 31) and "second period" (between July 1 and April 15)
- Compliance with census procedures prescribed by the state Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis
- Preparation of census day procedure tabulations
- Preparation of actual student contact hours of attendance procedure tabulations
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he or she served
- Maintenance of the colleges in the District for at least 175 days during the fiscal year

Also see new AP 5075 titled Course Adds and Drops.

Office of Primary Responsibility: ~~Enrollment~~ Student Services

STUDENT SERVICES

REV 1-19-17 9/1/17

AP 5075 COURSE ADDS AND DROPS**References:**

Title 5 Sections 55024 and 58004

Adding Courses

Students may add classes through the registration period. If a class is closed because the enrollment maximum is reached, the permission of the instructor is required for entry. (See the class schedule for details or AP 5052 titled Open Enrollment for other enrollment conditions.)

Students are not registered in a class if their name does not appear on the class roster. Students on a waiting list are not officially registered in a course. Students' schedule of classes **also** indicates whether students have officially registered for a class.

Withdrawals

- Withdrawals, or drops, are authorized through the eighth week of the term or 50% of the length of a class. No notation will appear on the student's record for drops during the first two weeks of the term for semester length courses or before 20% of all other courses.
- A drop after the "no notation period" and before 50% of a course will have a "W" assigned.
- Drops after 50% of the course is completed will not be authorized. An evaluative grade (A, B, C, D, F, FW) or an "I" must be given.

While primary responsibility for class attendance and maintaining an accurate registration record rests with the student, the instructor has the responsibility for maintaining accurate and proper accountability records for state apportionment requirements. Students are responsible for adding or dropping of courses to their schedule of classes. Each instructor shall clear the class roster(s) of inactive students not later than the end of the last business day before the census day.

As such, the instructor:

- Must drop any student identified as a "no show" (students registered who have never attended class) by reporting these students on the **drop census** roster through Faculty eServices.

Minor changes in green made after P&P meeting of 9/1/17, please review.

Date SPC Approved: 11/20/2007; Revised 9/22/2009; Revised 4/17/2012; Revised:

(Replaces former Palomar College Procedures 417, 417.1, 418, 418.2 and all previous versions of AP 5075.)

- May elect to drop a student for the following reasons:

1. Excessive absences (normally defined as more than the number of times the class is scheduled to meet per week)

2. Failure to take examinations

3. Failure to complete class assignments

The instructor must indicate a last activity date (the date of the last active participation in the class) when the student is dropped. Such records should be kept a minimum of three years in accordance with Title 5 regulations. **Veteran/Financial Aid All** students must be reported no later than two (2) weeks after their last date of activity. **Veteran/ Financial Aid students are identified on the class roster with an asterisk (**).** Each instructor **should shall** maintain adequate records to support a student's last activity date (e.g. last paper submitted, last exam taken, last date of attendance, last electronic transmission).

Types of Withdrawals/Drops

Official Withdrawal: A student who formally withdraws or is dropped by a faculty member from a class prior to the drop deadline.

Unofficial Withdrawal: Students who stop attending class and do not drop are considered unofficially withdrawn. These students may receive an "F" or "FW" grade for the class.

Administrative Withdrawal: Administrative withdrawals may occur for academic or disciplinary reasons, or for non-payment of fees. If the administrative withdrawal occurs after the refund period, the student will not be entitled to a refund of registration fees.

Military Withdrawal: Members of an active or reserve military service who receive orders compelling a withdrawal from courses will be permitted withdrawal at any time during the semester. Upon verification of such orders, the grade symbol "MW," will be assigned after the "no notation" period **or after the first four weeks of the semester.** The "MW" will not be counted in progress probation, or dismissal calculations, or in calculating the permitted number of withdrawals and will not have any adverse effect on the academic record or enrollment status. Upon petition, the student will also receive a refund of the entire enrollment fee.

Minor changes in green made after P&P meeting of 9/1/17, please review.

Date SPC Approved: 11/20/2007; Revised 9/22/2009; Revised 4/17/2012; Revised:

(Replaces former Palomar College Procedures 417, 417.1, 418, 418.2 and all previous versions of AP 5075.)

Conditions for Petition to Withdraw: Students who have verifiable extenuating circumstances beyond their control may petition for an exception to withdraw from a class after the eighth week of a full semester course, or 50% of a short-term course. The student may petition the **Sr.** Director of Enrollment Services for authorization to receive a withdrawal (W) in the following manner:

- A formal petition must be submitted to the **Sr.** Director of Enrollment Services by the student, or the student's representative.
- Proof of the extenuating circumstances being cited as reasons for withdrawal, or unsuccessful course completion, must be submitted.
- The instructor of each course in question must be consulted. In the event the instructor of record cannot be contacted, or is unavailable, the department chair will act on behalf of the instructor of record.
- Palomar College defines extenuating circumstances as serious and compelling reasons which are limited to the following:
 - Illness, hospitalization, or medical reasons
 - Employment
 - Relocation
 - Illness or death of a family member or loved one
 - Incarceration

Pursuant to AP 4225 titled Course Repetition, the District will notify all students that have excessive W symbols on their record the limitations on withdrawals and provide the opportunity for counseling and educational planning services.

Also refer to the Palomar College Catalog.

Office of Primary Responsibility: **Enrollment Student** Services

Minor changes in green made after P&P meeting of 9/1/17, please review.

Date SPC Approved: 11/20/2007; Revised 9/22/2009; Revised 4/17/2012; Revised:

(Replaces former Palomar College Procedures 417, 417.1, 418, 418.2 and all previous versions of AP 5075.)

STUDENT SERVICES

REV 4-28-17

AP 5110 COUNSELING SERVICES

References:

Education Code Section 72620;

Title 5 Section 51018

ACCJC Accreditation Standard II.C.5

The counseling services available in the District's counseling program include at least the following:

- Academic and career/technical counseling, in which students are assisted in assessing, planning, and implementing their immediate and long-range academic goals. Academic and career/technical counseling is available to students seeking assistance with scheduling or clarification of requirements for graduation or transfer.
- Career counseling and courses, in which students are assisted in assessing, understanding, and developing their aptitudes, abilities, skills, values, and interests, and are advised concerning the current and future employment trends and services.
- Personal counseling, in which students are provided assistance related to their educational progress.
- Coordination with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special diverse needs, skills testing programs, financial assistance programs, and job placement services.

Confidentiality of Counseling Information

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Superintendent/President or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the College District community; reporting information to the Superintendent/President or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

Also refer to the Palomar College Catalog and Schedule of Classes.

Office of Primary Responsibility: Counseling Student Services

Date Approved: SPC 11/20/07; Revised:

(Replaces former Palomar College Procedure 418.2 and all previous versions of AP 5110.)

STUDENT SERVICES

REV 1/11/17 9/1/17

AP 5120 TRANSFER CENTER**References:**

Education Code Sections 66720-66744;
Title 5 Section 51027

The District has a Transfer Center Plan that complies with the requirements of Title 5. The Plan identifies appropriate target student populations and is designed to increase the transfer applications of all students including underrepresented students among transfer students.

Plan components include, but are not limited to:

- Services to be provided to students
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting
- Transfer path requirements for each articulated baccalaureate major

The Transfer Center offers information resources and staff to assist students with transfer planning.

Also refer to the Palomar College Catalog and Schedule of Classes

Offices of Primary Responsibility: **Transfer Center and Counseling Student** Services

STUDENT SERVICES

REV 8/28/17 9/1/17

AP 5130 FINANCIAL AID, VETERANS & SCHOLARSHIPS SERVICES

References:

20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668; (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.)
Education Code Section 66021.6, 66025.9 and 76300;
Title 5 Sections 55031 and 58600 et seq.
ACCJC Accreditation Standard III.D.15

Financial Aid, Veterans & Scholarship Services (FAVSS) administers numerous grants, scholarships, loans and employment programs funded by federal and state agencies, and institutional and private donors. For a complete list of aid programs including eligibility and disbursement criteria, visit the FAVSS website. Financial Aid programs available include: , but are not limited to, the following: (See the Financial Aid website for full details.)

- BOGW—Board of Governors Enrollment Fee Waiver Program for California residents
- Cal Grants (Cal Grant B, C)
- FTSSG Grants (Full-Time Student Supplemental Grant)
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- William D. Ford Federal Direct Student Loan Program
- Institutional Emergency Student Loans
- Institutional Scholarships
- Veterans Educational Benefits

FAVSS shall establish, publicize and utilize regulations that are in compliance with federal and state regulations and institutional policies that address, at a minimum:

- Application procedures, including deadlines
- Student eligibility
- Payment procedures
- Overpayment recovery
- Satisfactory Academic Progress (SAP)

Refer to the FAVSS website for details.

8/25/17: Debra - reviewed CCLC for Reference citations on BP & AP they are correct. Reordered so they are formatted better. Changes made after the 5/19/17 P&P meeting are reflected in this REV.

Date SPC Approved: 04/08/2008; Revised: 10/18/2011; 4/15/14; Revised:
(Replaces Palomar College Procedure 418.2 and all previous versions of AP 5130)

Financial Aid Application Process

The FAFSA (Free Application for Federal Student Aid) is required for federal and state financial aid programs. AB540 students applying BOGW Fee Waivers, Cal Grants and FTSSG Grants who are unable to submit a FAFSA may apply using the California Dream Application. Applications links and information are available on the FAVSS website. eServices and information is available at www.palomar.edu/fa

Scholarship information

Applications and information on for Palomar College Foundation, departmental and external scholarships may be accessed on the FAVSS scholarship website. scholarships may be accessed using the Financial Aid Office website. Applications for external scholarships require a separate application available in the Financial Aid Office.

Veterans and Active Duty Educational Benefits Program

Federal Veterans and Department of Defense Educational Benefits Program and Department of Defense Educational Benefits Program is are available at the District. Palomar College. Students can apply to receive their benefits at the San Marcos campus. Information is available at www.palomar.edu/fa on the FAVSS website.

Compliance

All financial aid, scholarships, and Veterans Educational Benefits program must adhere to guidelines, procedures, and standards issued by federal and state laws and regulations and institutional policies.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Loss of Eligibility for BOG Fee Waiver

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

8/25/17: Debra - reviewed CCLC for Reference citations on BP & AP they are correct. Reordered so they are formatted better. Changes made after the 5/19/17 P&P meeting are reflected in this REV.

Date SPC Approved: 04/08/2008; Revised: 10/18/2011; 4/15/14; Revised:
(Replaces Palomar College Procedure 418.2 and all previous versions of AP 5130)

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in re-establishing and maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and re-establishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

~~Foster Youth~~ All protected classes shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9(c).

See BP 5130 titled Financial Aid, Veterans' & Scholarships Services

Office of Primary Responsibility: ~~Financial Aid, Veterans' & Scholarships~~ Student Services

8/25/17: Debra - reviewed CCLC for Reference citations on BP & AP they are correct. Reordered so they are formatted better. Changes made after the 5/19/17 P&P meeting are reflected in this REV.

Date SPC Approved: 04/08/2008; Revised: 10/18/2011; 4/15/14; Revised:
(Replaces Palomar College Procedure 418.2 and all previous versions of AP 5130)

STUDENT SERVICES

REV 5/19/17 9/1/17

AP 5140 DISABLED STUDENT PROGRAMS AND SERVICES
(DSPS)/DISABILITY RESOURCE CENTER (DRC)
DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

References:

Title 5 Sections 56000 et seq.

The District maintains a plan for and a vehicle to provide programs and services to students with disabilities designed to assure that they have equality of access to District classes and programs.

This plan includes:

- procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee
- long-range goals and short term measurable objectives for the program;
- long-range goals and short term objectives for the program
- definitions of disabilities and students eligible for the program
- support services and instruction that is provided
- technology accessibility
- verification of disability
- student rights and responsibilities
- student educational contract academic accommodation plan or plan that is developed by a designated person in consultation with the student
- academic accommodations adjustments, auxiliary aids and services
- provisions for course substitution and waivers
- staffing
- advisory committee

Under the provisions of federal and state legislation, Disabled Students Programs and Services (DSPS) Disability Resource Center (DRC) Disabled Students Programs and Services (DSPS) provides special counseling, services and instruction for those with physical, learning, developmental, vision, hearing, acquired brain injuries, and communication disabilities. Post-secondary institutions shall take whatever steps necessary not to discriminate or have the effect of discrimination on the basis of handicap against a student with a disability. This prohibits the institution from denying any necessary items such as dog guides in buildings, tape recorders, or anything else

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(Replaces Palomar College Policy 409, Procedures 409 and 418.2 and all previous versions of AP 5140)

that limits the student with a disability from full participation. Examinations and other auxiliary aids will be made available and flexible to fit the requirements of the student with a disability upon the student's formal request to the Office of DRC (DSPS).

The following is available to students with verifiable disabilities through the DRC office:

- Adapted physical education
- Counseling
- Educational guidance
- **DRC** - English support classes
- **DRC** - Math support classes
- On-campus transportation
- Orientation
- Priority registration
- **DRC** - Reading support classes
- Instruction in personal adjustment
- Speech/language services
- Testing accommodations
- Learning disability assessment
- Adapted computer instruction
- Interpreters-for-the-deaf
- Readers
- Note takers
- Mobility assistance
- Other specially designed equipment

In general, the DRC (DSPS) program acts as an advocate for students with disabilities by representing their interests on campus as well as with various state and local agencies including the State Department of Rehabilitation.

Degree/Certificate Requirement Change to Comply with the Americans with Disabilities Act of 1990

The District acknowledges that a disability may preclude a student from demonstrating required competencies or from completing the requisite courses for an Associate degree or certificate in the same manner that non-disabled students are expected to. The District also recognizes its responsibility to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student's course of study as well as maintaining the standards of academic rigor relative to degree and certificate programs.

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(Replaces Palomar College Policy 409, Procedures 409 and 418.2 and all previous versions of AP 5140)

In order to accommodate students with documented disabilities, the District will use the following criteria in evaluating a student's request: **a** Documentation of a disability, evidence of the student's good-faith effort to meet the requirement, evidence that the student is otherwise qualified for success in the degree or certificate, evidence that the objectives of the course in question may be fulfilled in some other way that is consistent with the academic requirements of the program, and evidence that the request would not require a fundamental alteration to an essential component of an academic requirement.

The following criteria will be used in evaluating a student's request:

- A. Documentation of Disability with specific test scores and/or medical documentation and a description of the degree of educationally related functional limitations in the academic area under discussion and
- B. Evidence of the student's good-faith effort to meet the Degree/Certificate requirement such as:
 - Consistent and persistent effort in attempting course work as shown by academic transcripts
 - Regular attendance, completion of all assignments
 - Use of all appropriate and available services such as tutorial assistance or instructional support classes
 - Use of all appropriate and available academic adjustments such as test accommodations.

(Such accommodations include extended test time, provision of a quiet room for test taking, or provision of a reader.)

The student's good faith effort may also be validated in a written statement from the instructor and a DRC (DSPS) Specialist.

If a student with a documented disability can demonstrate to the DRC (DSPS) Specialist that his/her disability is of such magnitude that any attempt at completing the course would be futile, the student need not provide evidence of good faith effort as described in **(B)** above.

and

- C. Evidence that the student is otherwise qualified such as:
 - Student's success in completing course work in all other areas required for the degree or certificate
 - Success in courses that demonstrate equivalent skills to the courses under consideration
 - Success in employment.

and

Date Approved: SPC 11/20/2007

(Replaces Palomar College Policy 409, Procedures 409 and 418.2 and all previous versions of AP 5140)

D. Evidence that the objectives of the course in question can be met in some other way (course substitution or other.)

and

E. Evidence that the request would not require a fundamental alteration to an essential component of an academic requirement. ("Academic requirements that the District can demonstrate are essential to the program of instruction being pursued by the students, or directly related to licensing requirements, will not be regarded as discriminatory." Volume 34 of the Code of Federal Regulations 104.44(a).)

Documentation to be Submitted:

The student shall submit all of the following to the DRC (DSPS) Director a minimum of two semesters before the proposed degree or certificate completion date:

- Completion of Section A of the Request for Degree/Certificate Requirement Change. These forms are available at the DRC (DSPS) or at an Admissions counter.
- A letter written by student addressing the criteria A-E (listed above), as listed on the form.
- Evidence from a specialist on disabilities [the DRC (DSPS) or other recognized professional source] verifying the disability as it relates to student's request.
- An informal academic evaluation by a District counselor of degree or certificate requirements which student still needs to complete.
- A current academic transcript. An informal transcript is available in Counseling.
- Documentation from instructor(s) outlining evidence of persistent and consistent effort in attempting the course.

or

Documentation from a specialist on disabilities that the student's disability is of such nature or magnitude that any attempt at completing the course would be futile.

- Documentation from instructional support faculty or staff outlining evidence of use of all appropriate and available services and academic adjustments.

The DRC (DSPS) Director will complete Section B of the Request for Degree/Certificate Requirement Change form the request and, upon receipt of items A-E, will call a meeting of a committee comprised of:

- The Dean from the academic area(s) involved
- The DRC (DSPS) Director, or designee

Date Approved: SPC 11/20/2007

(Replaces Palomar College Policy 409, Procedures 409 and 418.2 and all previous versions of AP 5140)

- An advocate of the student's choice (non-voting)
- The department chair from the academic area(s) involved
- A representative from the Faculty Senate (preferably from the concerned academic area.)

Minutes of the meeting will be taken. The Committee will review all evidence presented by the student.

The Committee's decision will be determined by a majority vote. In the event of a tie, the request will be referred to the Vice President for Instruction. If the Committee recommends a course substitution, the Committee will request the department for the course in question to identify appropriate course substitutions.

If the request for change is approved by the committee and later granted by the department for the course in question, the student must fulfill all other requirements for the associate degree or certificate.

Decisions that affect a transfer-level course may not be recognized by the educational institution where the student intends to transfer.

The committee will forward its decisions in writing to the student and Director of Student Affairs within three weeks of receiving the original completed petition.

If the student is dissatisfied with the committee's decision, he/she may appeal to the Vice President for Instruction. Further appeals may be made to:

Office of Civil Rights
Coordination and Review Section
Civil Rights Division
U.S. Department of Justice
P.O. Box 66118
Washington, D.C. 20035-6118

Also refer to the Palomar College Catalog and class schedule.

Offices of Primary Responsibility: **Student Services** **Disability Resource Center (DSPS)**
Counseling Services

STUDENT SERVICES

REV 12-12-16

AP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

References:

Education Code Sections 69640-69656;
Title 5 Sections 56200 et seq.

The Extended Opportunity Programs and Services (EOPS) Annual Plan includes the following:

- Establishment of goals and objectives
- Staffing and program management
- Documentation and data collection system
- An EOPS advisory committee
- A director
- Eligibility criteria
- Student responsibility requirements
- Recruitment and outreach services
- Cognitive and non-cognitive assessment, advising, orientation services and registration assistance
- Director's Waivers
- Counseling and retention services
- Transfer services
- Direct aid
- Establishment of objective to achieve the goals in implementing extended opportunity programs and service
- Review and evaluation of the programs and services and submission of related reports.
- Program review, evaluation, and reporting

EOP&S

- Counseling (academic, career/technical, and personal)
- Tutoring
- Book services
- Pre-enrollment advisement
- Transfer services

Date Approved: SPC 04/08/2008

(Replaces Palomar College Procedure 418.2 and all previous versions of AP 5150)

- Educational workshops
- Meal tickets
- EOP&S/college orientation
- Food pantry
- Parking permits or bus passes
- PIC cards
- Priority registration
- Single-parent support services
- Summer classes and coordinate with instructors
- Four-year college fee waivers
- Child care assistance
- Graduation cap and gown
- Other educational support

Also refer to the Palomar College Catalog

Offices of Primary Responsibility: EOP&S/CARE/CalWORKs Student Services
Counseling Services

STUDENT SERVICES
REV 1/11/17 for deletion**AP 5160 — GEAR UP PROGRAM****References:**

Education Code Section 70902

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federal program funded by the U.S. Department of Education to help raise expectations, provide college preparatory insights, and develop academic skills and plans to ensure that low-income middle school students are well prepared for college.

The Palomar College GEAR UP Project partners include local educational institutions and community organizations.

The GEAR UP Program provides:

- Specialized academic enrichment through support activities college courses, e.g. Spelling Bee/Math Competitions
- Off-track/after school enrichment programs
- Instruction in critical thinking skills, study skills, SAT Preparations, etc.
- Tutoring
- Academic, Career, Personal Counseling
- Mentoring Programs
- Parent Workshops
- Computerized Scholarship Search
- College Campus Visits/Tours
- Academic Needs Assessment
- Personal Education Plans
- Cultural Enrichment Trips
- Cultural Diversity Training
- Professional Development and training for staff, teachers, counselors, tutors, mentors and volunteers

Also refer to the Palomar College Catalog and class schedule.

Offices of Primary Responsibility: Grant Funded Student Programs, Counseling Services

Date Approved: SPC 11/20/2007; Reviewed:
(Replaces current Palomar College Procedure 418.2)

STUDENT SERVICES
REV 1/11/17 for deletion**AP 5170 — TRIO PROGRAMS****References:**

Education Code Section 70902

The TRIO Program is a federal program funded by the U.S. Department of Education to helping students from low income families and first generation background to finish high school, enter college, and successfully graduate.

The District hosts the following TRIO Programs: Educational Opportunity Center, Student Support Services, and Upward Bound.

TRIO/North County Educational Opportunity Center (NCEOC)

NCEOC staff provides information and advising to qualified adults (low income and or first-generation college) who want to enter or continue attending:

- an adult school (GED program)
- a community college (including ESL, career/technical, certificate and degree programs)
- other educational institutions (after high school)

The program staff provides the following services:

- academic advisement
- career advisement
- financial aid information
- access to postsecondary tutoring
- test preparation
- workshops designed to support student success

TRIO/Student Support Services

TRIO/Student Support Services at Palomar College is designed to provide support services to potential transfer college students and enhance their chances for successful completion as they pursue their baccalaureate degree.

In order to receive assistance through TRIO/Student Support Services, students must be enrolled at Palomar College and need the services of the program. Program services include:

- academic advising
- tutoring
- priority registration
- personal
- career and transfer counseling
- college/university visits
- student success workshops
- financial aid information
- cultural events.

All participants must be either low income, first-generation, and/or disabled.

TRIO/Upward Bound

Escondido Center

The Upward Bound (UB) Program is an outreach and retention program for eligible high school students who are motivated to attend and succeed in college. Services offered to student participants include:

- academic advising
- after-school tutoring
- college-admissions and financial-aid information
- study-skills and SAT workshops
- college-campus visits
- cultural and educational programs
- supplemental instruction in subjects such as English, math, science, and foreign language on UB College Saturdays
- summer residential program

In order to participate in the Upward Bound Program, students must meet the low-income and first-generation eligibility criteria and be ninth graders enrolled in the following high schools: Escondido High School, Orange Glen High School, San Pasqual High School, San Marcos High School, Oceanside High School, and El Camino High School.

Also refer to the Palomar College Catalog and class schedule

Offices of Primary Responsibility: Grant Funded Student Programs
Counseling Services

STUDENT SERVICES
REV 3-3-17**AP 5200 STUDENT HEALTH CENTERS SERVICES****References:**

Education Code Sections 76350-76395, and 76401 ~~and 76355~~;
Title 5, ~~Code of Regulation~~, Sections 53411 and 54702

General

Student Health Centers will operate at any Palomar Educational facility in which students are assessed the health fee. The level of service available at each Student Health Centers will vary depending on funding, assessment data and demonstrated need. Services will be available for students during each semester (Fall, Spring, Summer)/Interession (Winter and Summer) a student health fee is assessed.

Payment of the Student Health Fee entitles the student to free evaluation(s) by a medical professional (Medical Doctor, Nurse Practitioner, Registered Nurse and/or Behavioral Health Counselor). Student Heath Centers will charge fees for additional services that include nursing, dental assisting, child development, and sports physical examinations, prescription medications, specialized medical and laboratory procedures. Charges for prescription medications and laboratory fees will not exceed \$5.00 above the cost charged to the Student Health Center.

The Student Health Center Advisory Committee, will meet at least once a semester to evaluate current services relative to student needs, review health fee income and expenditures, identify materials and services not covered by the Student Health Fee for determining optional service fees, and make suggestions and recommendations to the Director of Student Health Services and District administration.

The services provided to students, whom are currently enrolled and have paid the student health fee include: ~~by Student Health~~

- ~~Clinical Care Services: --basic primary care, health assessments, screening for short-term episodic care and services necessary for the treatment of acute illness, injuries and emergencies~~
 - Acute and primary care services that includes assessment, intervention, and referral for acute medical conditions or specialist evaluation.
 - First aid, and basic emergency care with referral for advanced medical care.

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(Replaces Palomar College Policy 450, Procedure 418.2, and all previous versions of AP 5200.)

- Communicable disease control that includes immunization services, surveillance and reporting suspected disease outbreaks and liaison with San Diego County Public Health Officials.
- Reproductive healthcare includes basic examinations for STDs, breast abnormalities, birth control and health education.
- Physical examinations and immunizations for entrance into academic programs (nursing, child development, paramedic, dental assisting, fire and police academy) - service fee will be charged for the physical exam as well as laboratory and immunization requirements.
- Laboratory Services – testing provided by a licensed, contracted laboratory for an additional service fee.
- Prescriptions – medication dispensed for a service fee or provided in written form for what is not stocked available in the pharmacy through Health Services.
- Behavioral Health Counseling
 - Mental Health Services -- direct and/or referral services by a registered nurse including crisis management, short term personal counseling, alcohol/drug counseling, stress management, suicide prevention, mental health assessment and eating disorders counseling
 - Crisis Management – assessment and intervention for students' experiencing psychological crisis in collaboration with Behavioral Intervention Team (BIT), Disability Resource Center (DRC) and Campus Police for referral to local community agencies for continued care and/or hospitalization for imminent harm to self or others.
 - Short Term psychotherapy- assessment and provide limited therapy and referral services to local community psychological resources.
 - Case Management- collaborate with Disability Resource Center and Academic Counseling to provide ongoing monitoring and support therapy for students, whom are experiencing chronic mental illness and academic challenges/difficulties.
- Support Services
 - Confidentiality and Mandated Reporting- compliance with State and Federal privacy laws. Protected health information is released as mandated by law (for example, pertaining to communicable diseases, sexual assault, domestic violence, harm to self or others, child abuse). Healthcare providers such as physicians, nurse practitioners, registered nurses, and behavioral health counselors along with BIT members, Campus Police, Vice President of Student Services, Director of Student Affairs share information with each other on an as-needed or need-to-know basis.

- Medical and Behavioral Health Treatment Records- Medical record documentation (physical or electronic form) is released when an individual authorizes, in writing, release of his/her protected health information to other healthcare providers or agencies or when requested under a court order. Records are kept for 7 years, by law and then destroyed.
- Medical Injury and Worker Compensation Reports- assist students with completion of medical injury report and forward these report to Risk Management Office and Environmental Safety Officer. Assist full and part time employees or student injury during academic program authorized clinical experience complete Workers Compensation Injury report and forward to Human Resource for processing and follow-up.
- Student Accident Insurance- premiums for the insurance (not athletic insurance) are paid through student health fees revenues. Staff assist students complete accident insurance claim forms and submit to company for processing.
- Community Referrals -- radiology, dental, optometric, and other services
- Special Services
 - Health Education and Wellness Programs -- provided by registered nurses and health education personnel that includes but not limited to classroom representations, seminars for faculty and staff, monthly health promotional events, financial and administrative support for student clubs such as Active Minds.
 - Teaching and Research- provide clinical experience opportunity for student workers interested in the healthcare field. Research consists of quality assurance initiatives, program review, service activities outcomes and student health needs assessment surveys.
- Physical Examinations -- the required pre-admission history and physical for students to enter academic programs

The Health Services facilities and environment shall comply with all applicable local, state, and federal building codes and regulations.

Also refer to the Palomar College Catalog, and class schedule and the Student Health Centers webpage-- <http://www2.palomar.edu/pages/healthservices/>

Office of Primary Responsibility: Student Health Services

STUDENT SERVICES

REV 2/3/17

AP 5210 COMMUNICABLE DISEASE

References:

Education Code Section 76403
California Code of Regulations Title 17
California Department of Health Services
Center for Disease Control (CDC)
County of San Diego Health and Human Services Agency

The following are the minimum standards required by law:

- Cooperation with local health officers in measures necessary for the prevention and control of communicable diseases in students.
- Compliance with any immunization program required by State Department of Health and Human Services regulations.
- Compliance with all academic program and transfer student immunization requirements.

Health Services provides (fees may apply):

1. Health education and intervention for communicable disease prevention, including disease reporting to County of San Diego Health and Human Services.
2. Tuberculosis (TB) testing, Hepatitis B vaccination, Measles, Mumps, Rubella (MMR) vaccination, and Tetanus, Diphtheria, and Pertussis vaccinations, and influenza vaccinations.
3. Community resources for meningitis vaccination, Human Papilloma Virus (HPV) vaccination, varicella vaccination, pneumonia vaccination, and travel vaccinations.
 - a. Community partnerships on campus for HIV and Chlamydia testing.
 - b. Screening for Sexually Transmitted Infections (STI), including but not limited to gonorrhea, chlamydia, herpes, hepatitis, HPV, and syphilis.
 - c. Screening for West Nile Virus, Zika, Severe Acute Respiratory Syndrome (SARS), and varied strains of influenza and other pathogens.
 - d. Screening and treatment for Methicillin Resistant Staphylococcal Aureus (MRSA).

Office of Primary Responsibility: Student Health Services

Date Approved: SPC 4/8/2008; Reviewed:

(Replaces all previous versions of AP 5210.)

STUDENT SERVICES

REV 2/3/17

AP 5220 SHOWER FACILITIES FOR HOMELESS STUDENTS WITH HOUSING INSECURITIES

References:

Education Code Section 76011

The district maintains shower facilities for student use on campus that may be used by any homeless student with housing insecurities who is currently enrolled in a minimum of ___ units of coursework, has paid enrollment fees, and is in good standing with the district.

A homeless student with housing insecurities is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Shower facilities are located at the San Marcos campus in Building M (men only); Building O (women only) and Building SW (pool shower rooms as designated for men and women). These shower facilities are open to use by homeless students with housing insecurities Monday through Friday between the hours of 6:00 a.m. and 8:00 p.m. The shower facilities may be closed on holidays, non-instructional days, or as special needs arise. ~~In the event that these hours conflict with the hours of an intercollegiate athletic program, the district will ___.~~

Office of Primary Responsibility: Student Services

This is a new procedure proposed by CCLC. All language is CCLC proposed unless underlined.

Date Approved:

STUDENT SERVICES

REV 9/1/17

AP 5300 STUDENT EQUITY

References:

Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
Title 5 Section 54220

The District shall have a Student Equity Plan which will be developed, maintained and updated by the Student Success & Equity Council (SSEC) using campus-based research practices. The SSEC is tri-chaired by the Vice President of for Student Services, Faculty Senate President, and Vice President for Instruction and includes representation from students, faculty, staff and administration.

Consistent with Title V Section 54220(6)(d), the SSEC will examine equity-related outcomes by race/ethnicity, gender, disability, age and other underrepresented populations.

The SSEC shall evaluate progress toward equity goals that aligns with the institutional strategic plan of the college.

Following approval of the District's Student Equity Plan by the Palomar College Governing Board, the plan is filed, as required, with the State Chancellor's office. The plan will be updated and sent to the State Chancellor's office every three (3) years.

The District's Student Equity Plan will include:

- provisions for the active involvement of all the groups on campus
- involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups
- campus-based research to identify as to student groups whose success rates are not at equitable levels the extent of student inequity
- an assessment of institutional barriers to equity

The District's Student Equity Plan will address:

- institutional barriers to equity
- goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion and improvement rates, and transfer for each disproportionately impacted historically underrepresented group of students

- activities most likely to be effective to attain the goals, including coordination of existing student equity related programs
- sources of funds for the activities in the plan
- a schedule and process for evaluation of progress towards equity plan goals the goals
- an executive summary that describes the disproportionate impact groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information

Office of Primary Responsibility: Vice President of Student Services

STUDENT SERVICES
No proposed changes
REV 12-12-16

AP 5400 ASSOCIATED STUDENT GOVERNMENT

References:

Education Code Section 76060

The District shall have one Associated Students Organization known as the Associated Student Government (ASG).

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established.

A simple majority of the elected voting members of the ASG shall constitute a quorum.

Both day and evening students shall be encouraged to participate in ASG.

The Palomar College governance structure provides for representation and participation of students.

Students are appointed to District committees by the ASG.

Also refer to the Palomar College Catalog and class schedule.

Office of Primary Responsibility: Student Affairs

STUDENT SERVICES

REV 3-3-17

AP 5410 ASSOCIATED STUDENT GOVERNMENT ELECTIONS**References:**

Education Code Section 76061

The Associated Student Government (ASG) shall conduct annual officer elections.

Any student elected as an officer in the ASG shall meet the requirements in Board Policy and the constitution and bylaws of the ASG.

Election Procedures

- ASG elections are held every year in the Spring.
- Candidate packets are available in the Office of Student Affairs during the election cycle.
- Candidate forums may be held (as deemed appropriate by the ASG).
- Voting will take place during a time frame identified by the ASG.

Additional information may be found on the ASG website and in the ASG by-laws and Constitution.

Office of Primary Responsibility: Student Services Affairs

STUDENT SERVICES

REV 2/3/17

**AP 5420 ASSOCIATED STUDENT GOVERNMENT FINANCIAL
MANAGEMENT****References:**

Education Code Sections 76063-76065

Associated Student Government (ASG) Funds are maintained in accordance with the following procedures:

- ASG Fund's financial records and procedures are subject to annual audit.
- Audit information and financial records, except that containing personnel or other confidential information, shall be released to the ASG by the Director of Student Affairs.
- ASG Funds shall be deposited with the Cashier's Office in **Student Administrative Services (A-2)** and disbursed through the District's Fiscal Services Office.
- The Funds shall be deposited, loaned, or invested in:
 - Deposits in trust accounts of the centralized State Treasury System pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
 - Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
 - Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
 - Participation in funds that are exempt from federal income tax pursuant to Internal Revenue Code Section 501(c)(3) and that are open exclusively to nonprofit colleges, universities, and independent schools.
 - Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

Date Approved: SPC 04/08/2008*(Replaces Palomar College Procedure 527 and all previous versions of AP 5420.)*

- Investment of money in permanent improvements to any community college district property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All Funds shall be expended subject to such procedures as may be established by the ASG subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- the Superintendent/President or his/her designee
- the officer or employee of the District who is the designated advisor of the particular student body organization and
- a representative of the student body organization

Office of Primary Responsibility: Student Affairs

Student Services

REV 1/12/17

AP 5510 OFF-CAMPUS STUDENT ORGANIZATIONS

Reference:

34 Code of Federal Regulations Section 668.46(b)(7)

Palomar Community College District Police Department does not provide law enforcement service to off-campus organizations nor are activities off-campus recognized by District authority.

Office of Primary Responsibility: Student Services

Date Approved:

(This is a new procedure recommended by the CCLC and the League's legal counsel)

STUDENT SERVICES

REV 9-1-17

AP 5520 STUDENT DISCIPLINE PROCEDURES

References:

Education Code Sections 66017, 66300, 69810-69813, 72122, 76030, 76031, 76032, 76037, 76120, 76210, and 76220 et seq.;

Government Code Sections 3540 et seq.;

Penal Code Sections 626.2 and 626.4;

Title 5 Sections 41303 and 54600 et seq.

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed to them by the California and United States Constitutions. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

~~These~~ This Administrative Procedures ~~are~~ is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the California and United States Constitutions, and by Education Code Section 76120 and will not be used to punish expression that is protected.

DEFINITIONS

District – The Palomar Community College District

Superintendent/President – The chief executive officer, or that person's designee, shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the state and federal law and regulations.

Administrator – An administrator is a person employed by the Governing Board in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Director of Student Affairs – The Director of Student Affairs of the District, or the Superintendent/President's designee, is responsible for implementation of the disciplinary procedures.

~~**Professor (Faculty Member) Instructor~~ – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or

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Date Approved: SPC 05/06/2008; Revised:

(Replaces former Palomar College Policies 430.1, 430.2, and 430.3 and all previous versions of AP 5520.)

has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Student – Any person currently enrolled as a student at Palomar College or in any program offered by the District during the time of the incident.

Informal Due Process Hearing – Student is afforded an initial opportunity to present his/her evidence regarding the alleged conduct violation to the Director of Student Affairs.

Disciplinary Appeals Panel – A Disciplinary Appeals Panel shall be composed of one administrator at large, one full-time faculty member, and one student.

Immediate Interim Suspension (Education Code Section 66017) – The Superintendent/President, or that person's designee, may order immediate suspension of a student where he or she he/she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to an appeals hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

Short-term Suspension – Exclusion of the student for good cause from one or more classes for a period of up to five (5) consecutive instructional days.

Long-term Suspension – Exclusion of the student by the for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the District for one or more terms.

Expulsion – Exclusion of the student by the Governing Board from the District for one or more terms.

Removal from class – Exclusion of the student by a an professor instructor faculty for the day of the removal and the next class meeting.

Written or verbal reprimand – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands shall become part of a student's permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the District for a period of up to one year.

Withdrawal of Consent to Remain on Campus – Withdrawal of consent by the District for any person to remain on campus in accordance with California Penal Code Section

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626.4 where the District has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day -- Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

Notice** – Delivery of notice shall be emailed to Palomar College student email account. Secondary notices may be delivered by United States (US) mail. Two Three business days are allowed for US mail delivery.

DISCIPLINARY ACTIONS

Verbal reprimand may be given to a student who violates the Standards of Student Conduct by an professor instructor faculty member or an administrator. The professor instructor faculty member or administrator may request a record of the verbal reprimand become part of a student's record at the District for a period of up to one year. The request shall be made to the Director of Student Affairs.

Written reprimand may be given to a student who violates the Standards of Student Conduct by an professor instructor faculty member or an administrator. The faculty member professor instructor or administrator shall, within five (5) days of giving the reprimand, send a copy of the reprimand to the Director of Student Affairs. The Director of Student Affairs shall ensure that the reprimand becomes part of the student's permanent record at the District.

~~**Removal from Class** (Education Code Section 76032) -- Any professor instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The professor shall immediately report the removal to the Director of Student Affairs. The student shall not return to the class during the period of the removal without the concurrence of the instructor professor. Nothing herein will prevent the Director of Student Affairs from recommending further disciplinary procedures in accordance with these procedures based on the evidence which led to the removal.~~

Removal from Class (Education Code Section 76032): Any instructor faculty member may order a student removed from his/her class for the day of the removal and the next class meeting. The instructor faculty member shall immediately submit the incident report of the removal to the Director of Student Affairs and advise the Division Dean. The Division Dean shall arrange for a conference between the student and the instructor faculty member regarding the removal. The student shall not be returned to the class during the period of the removal without the concurrence of the faculty member instructor. Nothing herein will prevent the Director of Student Affairs from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

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Short-term Suspensions, Long-term Suspensions, and Expulsions

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

- **Notice** -- The Director of Student Affairs will provide the student with written notice of the conduct warranting the discipline. The written **email** notice will include the following:
 - the specific section of the Standards of Student Conduct that the student is accused of violating
 - a short statement of the evidence supporting the accusation
 - the nature of the discipline that is being considered
 - **the due process right of the student to meet with the Director of Student Affairs to discuss the accusation, or to respond in writing.**
 - the time and date for the **informal due process hearing** before the Director of Student Affairs
- **Time limits** -- The notice must be provided to the student within ten **(10)** days of the date on which the conduct took place, or from the date the District became aware of the conduct. In the case of continuous, repeated, or ongoing conduct, the notice must be provided within **five ten (10)** days of the date on which conduct occurred which led to the decision to consider disciplinary action.
- **Informal Due Process Hearing** – The purpose of the **due process** hearing is to determine whether disciplinary action is warranted. The hearing must occur no later than ten **(10)** days after the notice is provided. At the hearing, the student must again be told the evidence leading to the accusation, and must be given an opportunity to respond verbally to the accusation. The student shall prepare a signed written statement of the incident and provide it to the hearing officer at the time of the hearing. The student shall bring supporting evidence to the hearing.
- **Hearing Officer** – The Hearing Officer shall be the Director of Student Affairs.

Short-term Suspension -- Within five (5) days after the hearing described above, the Director of Student Affairs shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Director of Student Affairs decision on a short-term suspension shall be final.

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Long-term Suspension -- Within five (5) days after the due process hearing described above, the Director of Student Affairs shall decide whether to impose a long-term suspension. Written notice of the Director of Student Affairs' decision shall be provided to the student. The notice will include the right of the student to request an appeal before a long-term suspension is imposed, and a copy of this policy describing the procedures for an appeal.

The Superintendent/President shall report all suspension of students to the Governing Board.

Expulsion -- Within five (5) days after the due process hearing described above, the Director of Student Affairs shall decide whether to recommend expulsion to the Superintendent/President and the Governing Board. Written notice of the Director of Student Affairs' decision shall be provided to the student. The notice will include the right of the student to request an appeal before expulsion is imposed, and a copy of this policy describing the procedures for an appeal.

APPEAL PROCEDURES

Request for an Appeal

Within five (5) days after receipt of the Director of Student Affairs' decision regarding a long-term suspension or expulsion, the student may ~~an~~ appeal the decision to an Disciplinary Appeals Panel. The request must be made in writing to the Director of Student Affairs.

Schedule of an Appeal Hearing

The appeal hearing shall be held within fourteen (14) days after a formal written request for an appeal is received.

Disciplinary Appeals Panel – At the beginning of each academic year, the Director of Student Affairs shall call for appointments from the Vice President for Student Services, the President of the Faculty Senate, and the President of the Associated Student Government (ASG). Each of these three individuals shall each, at the beginning of the academic year, establish submit a list of at least five persons (for a total of fifteen – or more- individuals) who ~~will~~ may serve on student disciplinary appeals panels throughout the academic year.

During an appeal hearing t The Director of Student Affairs and the student requesting the appeal hearing shall appoint a Disciplinary Appeals Panel from the names on these lists. Panels shall be composed of one administrator at large, one full-time faculty member, and one student H However, no administrator, faculty member instructor faculty member or student who has any personal involvement in the matter to be decided, who

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is a necessary witness, or who could not otherwise act in a neutral manner shall serve.
on a Disciplinary Appeals Panel.

Disciplinary Appeals Panel Chair

The Disciplinary Appeals Panel shall select its own chair. The decision of the chair shall be final on all matters relating to the conduct of the formal hearing unless there is a vote by both other members of the panel to the contrary.

Conduct of the Formal Hearing

The members of the Disciplinary Appeals Panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the formal hearing begins. The evidence supporting the accusation shall be presented by a District representative who shall be the Director of Student Affairs. The District representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

The District representative and the student shall each be permitted to make an opening statement. Thereafter, the District representative shall make the first presentation, followed by the student. The District representative may present rebuttal evidence after the student completes his/her evidence. The burden of proof shall be on the District representative to prove by the preponderance of the evidence that the facts alleged are true.

The student may represent himself/herself, and may also have the right to be represented by a person of his or her choice. If the student wishes to be represented by an attorney, a request must be presented in writing to the District representative not less than five (5) days prior to the date of the hearing. If the student is being represented by an attorney, the District representative may request legal assistance through the Office of the Superintendent/President. The Disciplinary Appeals Panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Formal Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the formal hearing.

In a closed formal hearing, witnesses shall not be present at the formal hearing when not testifying, unless all parties and the panel agree to the contrary.

The formal hearing shall be recorded by the District either by tape voice recording or stenographic recording, and shall be the only recording made. No witness who refuses

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to be recorded may be permitted to give testimony. ~~In the event the recording is by tape recording, At the beginning of the hearing,~~ the Disciplinary Appeals Panel chair shall, ~~at the beginning of the hearing,~~ ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. ~~Tape Voice~~ recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the ~~tape voice~~ recording.

All testimony shall be taken under oath; the oath shall be administered by the Disciplinary Appeals Panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. All testimony shall be taken under oath and ~~tape voice~~ recorded.

Within five days (5) following the close of the hearing, the Disciplinary Appeals Panel shall prepare and send to the Vice President for Student Services a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the formal hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

Vice President for Student Services' Decision

Long-term suspension -- Within five (5) days of the Disciplinary Appeals Panel's decision, the student may request an appeal to the Vice President for Student Services. The Vice President for Student Services may accept, modify or reject the findings, decision(s) of Disciplinary Appeals Panel. If the Vice President for Student Services modifies or rejects the Disciplinary Appeals Panel's decision, the Vice President for Student Services shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Vice President for Student Services shall be final.

Expulsion -- Within five (5) days following receipt of the Disciplinary Appeals Panel's ~~recommended~~ decision, the Vice President for Student Services shall render a written recommended decision to the Superintendent/President Governing Board. The Vice President for Student Services may accept, modify or reject the findings, decisions and recommendations of the Disciplinary Appeals Panel. If the Vice President for Student Services modifies or rejects the Disciplinary Appeals Panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. ~~The Vice President for Student Services shall make a written recommendation to the Superintendent/President.~~

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Governing Board Decision -- (Education Code Section 72122) The Governing Board shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision. The Governing Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures.

The student shall be notified in writing, by registered or certified mail to the address on file with the District or by personal service, at least three (3) days prior to the meeting, of the date, time, and place of the Governing Board's meeting. The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held as a public meeting. Even if a student has requested that the Governing Board consider an expulsion recommendation in a public meeting that involves any other student(s), the Governing Board will hold any the discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session to avoid any conflict with the right to privacy of any student(s).

The Governing Board may accept, modify or reject the findings, decisions and recommendations of the Superintendent/President and/or the Disciplinary Appeals Panel. If the Governing Board modifies or rejects the decision, the Board shall review the record of the hearing and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Governing Board shall be final. The final action of the Governing Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Withdrawal of Consent to Remain on Campus -- The Director of Student Affairs (see line 64 District) may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Director of Student Affairs a written report must be promptly made to the Superintendent/President.

The person from whom consent has been withdrawn may submit a written request for an appeal hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions. In no case shall consent be withdrawn for longer than ten fourteen days no more than fourteen (14) days from the date upon which consent was initially withdrawn. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest, in accordance with Penal Code Section 626.4

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Time Limits -- Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

Admission or readmission may be denied to any person who, while not enrolled as a student, commits such acts which, were he/she enrolled as a student, would be the basis for disciplinary proceedings under this policy. In addition, admission or readmission may be denied to any person who, while a student, commits acts which are subject to disciplinary action pursuant to this policy. Any conduct for which admission or readmission may be denied must be college-related.

The fact of disciplinary action and the reasons therefore shall be recorded on the student discipline records subject to access, review, and comment by the student as authorized by the Federal Family Educational Rights and Privacy Act [20 U.S.C. 1232 (g)] and the administrative regulations adopted thereto (45 CFR Sections 99 et seq.) and similar provisions of state law and the administrative regulations adopted pursuant thereto.

The information shall remain recorded on the student records unless expunged in accordance with state or federal law but shall not be released to prospective employers unless the student consents in writing to such release.

In addition, such information will be released to other third parties, including law enforcement agencies, as required or authorized by the state and federal law referred to above.

For a period of two calendar years after the recording of such information, the information may be used by appropriate District officials in determining the appropriate sanction of any subsequent disciplinary action or for any other college-related purposes.

Office of Primary Responsibility: Student Services Affairs

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STUDENT SERVICES

REV 3-3-17

**AP 5570 SOLICITORS ON CAMPUS STUDENT CREDIT CARD
SOLICITATION****References:**

Education Code Section 99030;
Title 5 Section 54400;
Civil Code Section 1747.02(m)

All solicitors must obtain approval from the Office of Student Affairs to conduct business on campus via the application process.

Palomar College addresses student credit card solicitation in the following manner:

- Sites at which student credit cards are marketed must be registered with the campus administration.
- The number of sites allowed on campus may be limited.
- Marketers of student credit cards are prohibited from offering gifts to students for filling out credit card applications.
- Credit card and debt education and counseling sessions are offered to students ~~(such as during financial aid eligibility interviews)~~ at times such as during new student orientation and financial aid workshops.

Office of Primary Responsibility: Student Affairs Services

STUDENT SERVICES

REV 3-3-17

AP 5610 VOTER REGISTRATION

References:

- 20 U.S. Code Section 1094(a)(23)(A);
- 34 CFR Section 668.14(d)(1)

The District will ensure that:

- a good faith effort will be made ~~to distribute a mail voter registration form~~ to notify each student enrolled in a degree or certificate program and physically in attendance at the institution on registering to vote.
- forms will be widely available to students at the institution, and
- a contact person will be designated as the contact for the Secretary of State for distribution of voter registration cards.

Districts that operate an automated class registration system, on or before January 1, 2008, must allow students to coordinate with the Secretary of State during the class registration process to receive voter information.

Office of Primary Responsibility: ~~Student Affairs~~ Enrollment Services

STUDENT SERVICES
REV 4/27/17

AP 5700 INTERCOLLEGIATE ATHLETICS

References:

Education Code Sections 78223, 66271.6, 66271.8, 67360 and 55041 et seq.;
Title IX Education Amendments of 1972

Students must meet the eligibility standards of the California Community College Athletic Association (CCCCAA) to participate in Palomar College athletics. Also refer to Student athletes are also required to adhere to the rules and regulations of the college as outlined in the Palomar College Catalog, Palomar College Student Athlete Handbook, class schedule, and Athletics web site.

Athletic Drug Testing

Athletic Drug Testing is not mandated.

Office of Primary Responsibility: Athletics Student Services

STUDENT SERVICES

REV 9/26/16

AP 5757 PARKING

References:

Education Code Section 76360;
Vehicle Code Section 21113

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles is limited to specially designated areas. Parking permits are required and must be properly displayed. Vehicles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on District property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code Section 21113 the District will enforce these procedures by issuing citations.

Office of Primary Responsibility: Student Services

**STUDENT SERVICES
REV 4/28/17****AP 5900 PREVENTION OF IDENTITY THEFT IN STUDENT
FINANCIAL TRANSACTIONS****References:**

Fair and Accurate Credit Transactions Act (FACT Act) (15 U.S. Code Section 1681m(e))

The Purpose of the Identity Theft Prevention Program

The purpose of this Identity Theft Prevention Program (ITPP) is to control reasonably foreseeable risks to students from identity theft, by providing for the identification, detection, and response to patterns, practices, or specific activities ("Red Flags") that could indicate identity theft.

Definitions

"Identity theft" is a fraud attempted or committed using identifying information of another person without authority.

A **"creditor"** includes government entities who defer payment for goods (for example, payment plans for bookstore accounts or parking tickets), issued loans, or issued student debit cards. Government entities that defer payment for services provided are not considered creditors for purposes of the ITPP.

"Deferring payments" refers to postponing payments to a future date and/or installment payments on fines or costs.

A **"covered account"** includes one that involves multiple payments or transactions.

"Person" means any individual who is receiving goods, receives a loan, and/or is issued a debit card from the District and is making payments on a deferred basis for said goods, loan, and/or debit card.

Detecting "Red Flags" For Potential Identity Theft

Detection or discovery of a "Red Flag" indicates the need to take action under this ITPP to help prevent, detect, and correct identity theft.

The District will consider the following factors in identifying relevant "Red Flags:"

- the types of covered accounts the District offers or maintains
- the methods the District provides to open the District's covered accounts
- the methods the District provides to access the District's covered accounts
- the District's previous experience(s) with identity theft

Change on line 96 recommended by Connie Moise

Date Approved: SPC 4/5/2011; 9/6/2011; Revised:

(Replaces all previous versions of AP 5900.)

The District will continue to incorporate relevant “Red Flags” into this ITPP from the following sources:

- incidents of identity theft that the District has experienced
- methods of identity theft that the District identifies that reflects changes in identity theft risks
- guidance from the District’s management, legal counsel, and/or risk management advisors who identify changes in identity theft risks

The following Red Flags have been identified for the District’s covered accounts:

- Alerts, Notifications, or Warnings from a Consumer Reporting Agency, such as:
 - A fraud or active duty alert is included with a consumer report the District receives as part of a background check of an individual with any duties in, or access to, or who holds covered accounts and the alert suggests that the individual may be a perpetrator.
 - A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report of an individual with any duties in, or access to, or who holds covered accounts and the alert suggests that the individual may be a perpetrator.
 - A consumer reporting agency provides a notice of address discrepancy. An address discrepancy occurs when an address provided by a student substantially differs from the one the credit reporting agency has on file. See the section titled Preventing and Mitigating Identity Theft for specific steps that must be taken to address this situation.
 - A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an individual with any duties in, or access to, or who holds covered accounts, such as:
 - A recent and significant increase in the volume of inquiries
 - An unusual number of recently established credit relationships
 - A material change in the use of credit, especially with respect to recently established credit relationships
 - An account that was closed for cause or identified for abuse of account privileges by a creditor or financial institution
- Suspicious Documents, such as:
 - Documents provided for identification appear to have been forged or altered
 - The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification
 - Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification
 - Other information on the identification is not consistent with readily accessible information that is on file with the District, such as a signature card or a recent check

Change on line 96 recommended by Connie Moise

Date Approved: SPC 4/5/2011; 9/6/2011; Revised:

(Replaces all previous versions of AP 5900.)

- An application appears to have been altered or forged, or gives the appearance of having been destroyed or reassembled
- Suspicious Personally Identifying Information, such as:
 - When necessitated by the presence of an applicable red flag, checks of provided personally identifying information reveal inconsistencies when compared against external information sources used by the District. For example:
 - The address does not match any address in the consumer report
 - The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration's Death Master File, or
 - There is a lack of correlation between the SSN range and date of birth
 - Personal identifying information provided by a person is not consistent with other personal identifying information provided by the person and the types of inconsistencies suggest possible identity theft. For example:
 - The name or identifying number on a document does not match identifying information on other immigration documents
 - Personal identifying information is associated with known fraudulent activity as indicated by internal or third-party sources used by the District. For example:
 - The address on an application is the same as the address provided on a fraudulent application
 - The phone number on an application is the same as the phone number provided on a fraudulent application
 - Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the District. For example:
 - The address on an application is fictitious, a mail drop, or a prison or
 - The phone number is invalid or is associated with a pager or answering service
 - The SSN provided is the same as that submitted by other persons currently being served by the District and such submittal or use is suspected of being fraudulent, intentionally incorrect, or otherwise malicious.
 - The address or telephone number provided is the same or similar to the address or telephone number submitted by an unusually large number of other persons being served by the District and such submittal or use is suspected of being fraudulent, intentionally incorrect, or otherwise malicious.
 - The person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
 - Personal identifying information provided is not consistent with personal identifying information that is on file with the District.

Change on line 96 recommended by Connie Moise

Date Approved: SPC 4/5/2011; 9/6/2011; Revised:

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- The person opening the covered account cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report when required or requested.
- Unusual Use of (or Suspicious Activity Relating to) a Covered Account, such as:
 - A new covered account is used in a manner that is commonly associated with known patterns of fraud. For example, a person makes a first payment, but there are no subsequent payments or explanatory contacts made and/or he/she continues to attempt to conduct business beyond the timeframes typically associated with such circumstances.
 - A covered account is used in a manner that is not consistent with established patterns of activity on the account. For example, there is:
 - Nonpayment when there is no history of late or missed payments, or
 - A material change in electronic fund transfer patterns in connection with a payment.
 - A covered account that has been inactive for a reasonably lengthy period of time is suddenly used or active without reasonable purpose such as without enrollment of for non-enrollment-related fees due such as for transcript requests.
 - Mail sent to the person holding the covered account is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the person's covered account.
 - The District is notified that the person is not receiving paper account statements and at least one other "red flag" condition type exists.
 - The District is notified of unauthorized transactions in connection with a person's covered account.
- Notices from Persons, Victims of Identity Theft, Law Enforcement Authorities, or Other Businesses About Possible Identity Theft in Connection with Covered Accounts, such as:
 - The District is notified by a person with a covered account, a victim of identity theft, a law enforcement authority, or any other person, that it has opened a fraudulent account for a person engaged in identity theft.

Measures to Detect "Red Flags"

The District shall do the following to aid in the detection of "Red Flags:"

- When a new covered account is opened, the District may obtain identifying information about, and information verifying the identity of, the student or other person seeking to open a covered account if one or more "red flags" are indicated. The following are examples of the types of valid identification that a person may provide to verify the identity of the person seeking to open the covered account:
 - Valid state-issued driver's license
 - Valid state-issued identification card

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Date Approved: SPC 4/5/2011; 9/6/2011; Revised:

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- Current passport
- Social Security Card
- Other photo identification believed to be authentic
- Current residential lease, or
- Copy of a deed to the person's home or invoice/statement for property taxes
- Persons with covered accounts who request a name change will be required to:
 - Make the change in person
 - Provide documentation proving the change
 - Show valid photo identification, such as state-issued driver's license or identification card or current passport
- Persons with covered accounts who request a change in their personal information on file, other than a name change, will have the requested changes verified by the District, as follows:
 - Any changes made on-line will be considered verified by reason of valid entry into the account using personal username and password.
 - Any change requests made in person shall be accompanied by the photo identification of the requester and at least one written form of verification reflecting the requested changes to the personal information. For example, if an address change is requested, then documentation evidencing the new address shall be obtained. If a phone number change is requested, then documentation evidencing the new phone number, such as a phone bill, shall be obtained.
- When a student obtains the District photo identification card, the student shall be required to provide, in person, photo identification in the form of a valid state-issued driver's license or identification card or a current passport.
- When a breach of the District's electronic or other security measures, including firewalls, is detected, an analysis shall be performed to identify any suspicious activity, attempted breaks, and violations.
- The District shall consider implementation of any new technologies for identity verification and "red flag" detection in application, enrollment and other on-line processes when they become available.

Preventing and Mitigating Identity Theft

One or more of the following measures, as deemed appropriate under the particular circumstances, shall be implemented to respond to "Red Flags" that are detected:

- Monitor the covered account for evidence of identity theft
- Contact the person who holds the covered account
- Block all online transactions and process transaction requests in-person with appropriate identification

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- Change any passwords, security codes, or other security devices that permit access to a covered account
- Reopen the covered account with a new account number
- Not open a new covered account for the person
- Close an existing covered account
- Not attempt to collect on a covered account or not sell a covered account to a debt collector
- Notifying law enforcement
- Where a consumer reporting agency provides an address for a consumer that substantially differs from the address that the consumer provided, the District shall take the necessary steps to form a reasonable belief that the District knows the identity of the person for whom the District obtained a credit report, and reconcile the address of the consumer with the credit reporting agency, if the District establishes a continuing relationship with the consumer, and regularly, and in the course of business, provides information to the credit reporting agency, or
- Determine that no response is warranted under the particular circumstances.

Updating the ITPP

The District shall update this ITPP on an annual basis to reflect changes in risks to persons with covered accounts, and/or to reflect changes in risks to the safety and soundness of the District from identity theft, based on the following factors:

- The experiences of the District with identity theft
- Changes in methods of identity theft
- Changes in methods to detect, prevent and mitigate identity theft
- Changes in the types of covered accounts that the District maintains
- Changes in the business arrangements of the District, including service provider arrangements

Methods for Administering the ITPP

Oversight by the District's Vice President of Finance and Administrative Services and Vice President of Student Services shall include:

- Assigning specific responsibility for the ITPP's implementation
- Reviewing reports prepared by the staff regarding compliance of the ITPP
- Approving material changes to the ITPP as necessary to address changing identity theft risks

Staff responsible for the development, implementation, and administration of this ITPP shall report to the Vice President of Finance and Administrative Services and Vice President of Student Services on an annual basis, or as necessary. The report shall address material matters to the ITPP and evaluate the following issues: the effectiveness of the policies and procedures in addressing the risk of identity theft in connection with opening new covered accounts and with respect to existing covered

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254 accounts; service provider arrangements; significant incidents involving identity theft
255 and management's response; and recommendations for material changes to the ITPP.
256

257 Whenever the District engages a service provider to perform an activity in connection
258 with one or more covered accounts the District shall take steps to ensure that the
259 activity of the service provider is conducted in accordance with reasonable policies and
260 procedures designed to detect, prevent, and mitigate the risk of identity theft. To that
261 end, the District shall require our service contractors, by contract, to have policies and
262 procedures to detect relevant "Red Flags" that may arise in the performance of the
263 service provider's activities, and either report the "Red Flags" to the District, or to take
264 appropriate steps to prevent or mitigate identity theft.

265 Offices of Primary Responsibility: Student Services and Finance and Administrative
266 Services

Change on line 96 recommended by Connie Moise

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Faculty Sabbatical Leave Abstracts Fall 2016

1. Jose Esteban, Economics, History, Political Science Department

While on sabbatical leave, Jose Esteban created a new economics “Elasticity” tutorial and revised an existing “Cost” tutorial. Professor Esteban learned about different types of software, different approaches to teaching elasticity and economic costs. His students are now using the tutorials to improve their understanding and practice their knowledge and his project now gives Economics faculty additional tools to teach the concepts of elasticity and economic costs.

2. Matthew Estes, Economics, History, Political Science Department

During his sabbatical leave, Professor Estes greatly improved his knowledge of the time period and cultures and historical trends associated with his History 102 course through research of Twentieth century American social and political history. By drawing on “non-traditional” historic sources from popular culture, he aims to pique the interest of students and encourage them to be more engaged in the study of history. Professor Estes created a number of discussion and essay activities, presentations, and a workbook that will improve students’ understanding of the elements of specific historical trends and social phenomenon during significant periods of American history and enhance critical thinking skills, writing organizational skills, and subject matter competency. The activities in this workbook will help the students master the Student Learning Outcomes for History 102.

3. Tracy Fung, ESL Department

During this fall sabbatical project, Professor Fung updated and enhanced her knowledge of current pronunciation research and pedagogy. Research in pronunciation instruction has made significant gains in recent years, and a thorough examination of this has informed her instructional methodology and teaching techniques. In the writing of this textbook, Professor Fung has worked on perfecting her skills in creating effective pronunciation exercises and tasks. A final benefit of this sabbatical project is that her passion and enthusiasm for offering effective pronunciation instruction have grown. She is looking forward to applying all the knowledge she gained from this sabbatical project to her spring 2017 classes. In addition to the educational benefits of this new course text, this instructor-designed textbook offers financial benefits for ESL 9 students, many of whom are in the beginning stages of pursuing a college education and face significant financial struggles in taking college classes and purchasing textbooks. The textbook created during this sabbatical is going to be used in the spring 2017 semester for the ESL 9 course and is available for free student download on Canvas or at low cost through the bookstore, which greatly reduces course costs for the students.

4. Pamela McDonough, English Department

Professor McDonough's sabbatical enabled her an opportunity to gain knowledge—though travel, in-depth research, and writing—that will benefit her students, the district, and herself. Most directly, her travel and research—with its focus on the Anglo-Irish writer Maria Edgeworth—will enhance her teaching of the British literature survey courses, as she approaches them with fresh knowledge and new approaches. All of her classes revolve around the careful reading and writing of texts, and her immersion in research and writing has given her the opportunity to think critically about effective ways to help students develop as insightful readers and effective writers. Professor McDonough states “I am confident that my students, my department, the college, and I will all benefit from my returning being intellectually renewed and reinvigorated with new ideas to bring into the classroom. I thank the college for recognizing how critical sabbaticals are to maintain high academic standards for our students.”

5. Carlton Smith, English Department

Professor Smith states “This Sabbatical experience allowed me to write at length, to revise and to think deeply about the writing process. It made me a better writer I believe, but it also allowed me to become a better teacher. I renewed my commitment to the actual writing and, simultaneously, considered what situations and exercises stimulate and assist the writer. I can now bring these insights to my students.” The sabbatical has enabled Professor Smith to better address the fiction and poetic concerns of his many creative writing students, to discuss the creative process with Bravura editors and students, and to more competently consider the writing issues of his current composition students.

6. Anne Voth, Mathematics Department

The Mathematics Department at Palomar College is now scaling-up the Accelerated Math Gateway program which is our accelerated STEM-Prep pathway. A majority of students who place into developmental mathematics never complete a college level Math class let alone a Calculus class, which is required for STEM majors. Research shows that accelerated pathways improve student success in Mathematics. After participating in such programs students will enter their Calculus class with a deeper understanding of concepts and skills necessary for Calculus.

Through her sabbatical, Professor Voth gained skills in active learning pedagogy and creating and managing a classroom culture of cooperative learning and productive persistence. Because of her in-depth study of these materials, she gained a deeper understanding of the connections between mathematics and its applications. She is now prepared to teach the accelerated pathways courses *Reasoning with Functions I* in the Fall and *Reasoning with Functions II* in the Spring. She is also ready to train and assist other faculty to teach these courses. Professor Voth states the teach style she is now practicing has resulted in more highly engaged students who are more willing to delve deeper in their understanding and to attempt to convey this understanding to their peers.



MATERIAL DONATION ACCEPTANCE FORM

COMPLETE THIS FORM, INCLUDING SECURING THE APPROPRIATE SIGNATURES **BEFORE** SUBMITTING TO THE ADVANCEMENT/FOUNDATION OFFICE, AA-130.

Name and title of District employee completing this form <u>Eileen Poole, FF&E Supervisor, Facilities/Const. Ext. 2266</u> Ext. _____	
Name of Donor <u>bkm Office Works, Bill Kuhnert, President/CEO</u>	858-569-4700 Telephone _____
Mailing Address <u>4780 Eastgate Mall, Suite 100</u>	City <u>San Diego</u> ST <u>CA</u> Zip <u>92121</u>
Relationship of donor to Palomar College <u>Vendor, Furniture Dealer</u>	

DESCRIPTION OF ITEM(S) DONATED	INVENTORY CONTROL USE ONLY
Description <u>See attached quotation for itemized list</u>	
Serial # _____ Model # _____ Value \$ <u>79,485.74</u>	TAG # _____
Description _____	
Serial # _____ Model # _____ Value \$ _____	TAG # _____
Description _____	
Serial # _____ Model # _____ Value \$ _____	TAG # _____
NOTE - ATTACH SHEET FOR ADDITIONAL ITEMS	

Will the donated item(s) cost Palomar College for service, repair, maintenance, transportation for pick-up, storage, installation, remodeling, safety issue, or hazardous material issue, etc.? MARK THE BOX ☒ NO ☐ YES
If YES, please explain _____

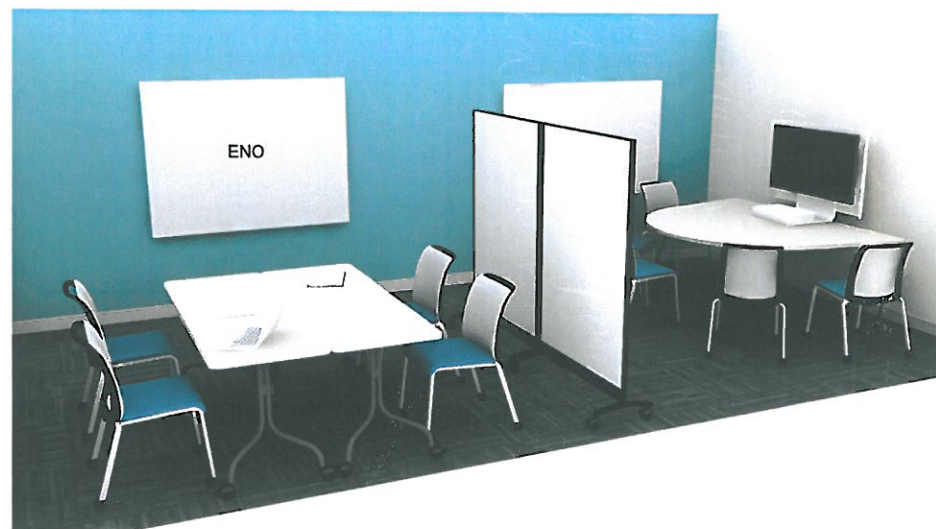
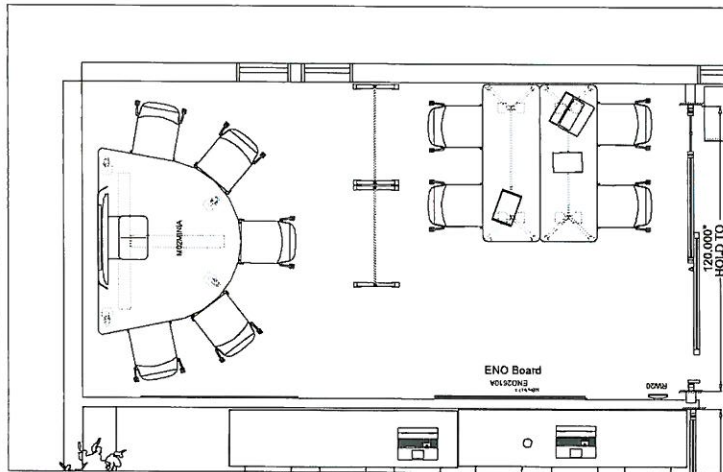
All donated items become the property of Palomar Community College District.

If the donated item has a value of \$1,000 or more, has it been examined and determined that it has a useful life of at least one year and requires no repair or some form of maintenance? MARK THE BOX ☐ NO ☒ YES

Equipment inspected by _____ Date _____ Proposed use of donated item (s) _____ Location _____

If there are restrictions on the use of the item(s), please explain _____

Department Chair/Director Signature	Date <u>9/6/17</u>
Dean/Vice President Signature	Date <u>9/7/17</u>
Foundation Executive Director Signature	Date <u>9/25/17</u>



DUAL-SLIDING GLASS DOORS

SINGLE-SLIDING GLASS DOOR



ALL DIMENSIONS SHOWN ARE APPROXIMATE. DIMENSIONS OF THE PROJECT SHALL BE THE DIMENSIONS SHOWN ON THE DRAWINGS. DIMENSIONS OF THE PROJECT SHALL BE THE DIMENSIONS SHOWN ON THE DRAWINGS.

NO.	DATE	REVISION

Palomar Veteran's Center
1140 W Mission Rd.
San Marcos, CA 92069

PROJECT TITLE

Study Room

APPROVED BY

DATE APPROVED

DATE 1.26.17

BY CW

DATE 1.26.17

BY BK

bkm.

bkm Office/Works
4780 Eastgate Mall, Suite 100
San Diego CA 92121
619-555-4100

SHEET #

4/8

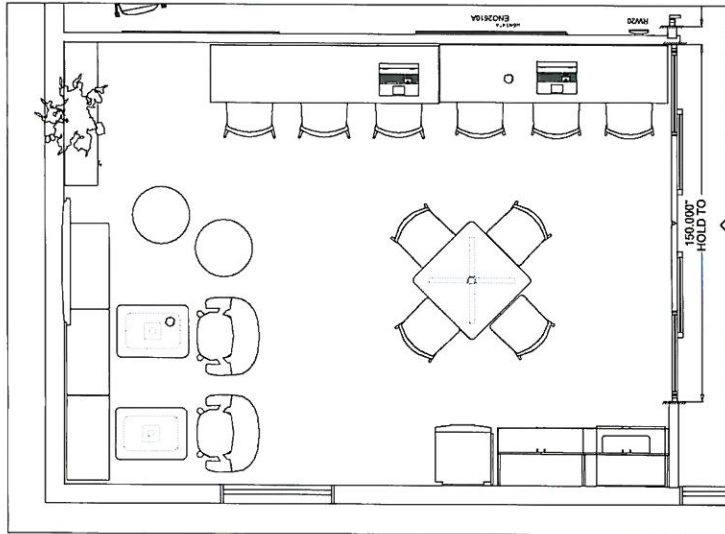
REVISIONS

DATE

BY

DATE

BY



Lounge



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REVISION RECORD		
NO.	DESCRIPTION	DATE

Palomar Veteran's Center 1140 W Mission Rd. San Marcos, CA 92069	
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DRAWING TITLE

Lounge

APPROVED BY:

DATE APPROVED:

DATE: 1.26.17 SCALE: 1/2"=1'-0"

DRAWN BY: CW SALES PERSON: BK

bkm.

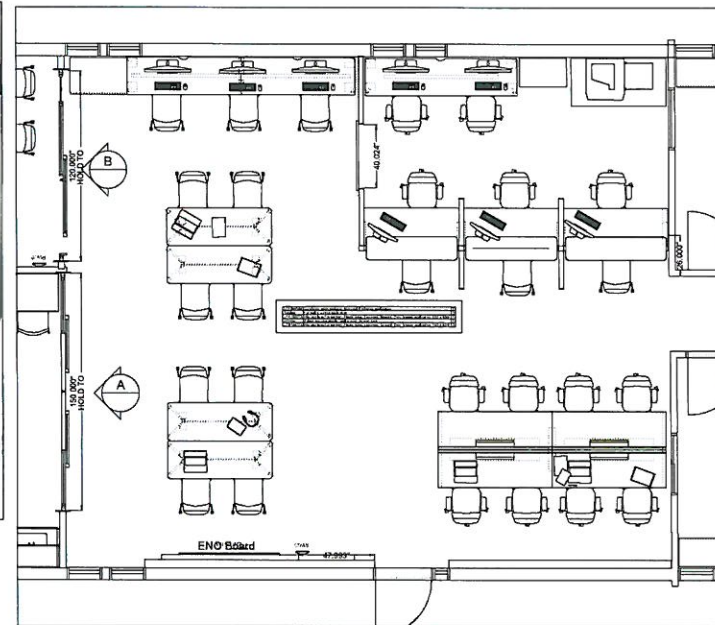
bkm OfficeWorks
 4780 Eastgate Mall, Suite 100
 San Diego, CA 92121
 619-593-4700

SHEET #

5/8

REVIEW ALL DIMENSIONS FROM TOP TO BOTTOM AND FROM LEFT TO RIGHT

DATE

[illegible]

Palomar Veteran's Center
1140 W Mission Rd.
San Marcos, CA 92069

Open Office

APPROVED BY _____

(DATE APPROVED)

DATE 1.26.17	SCALE NTS
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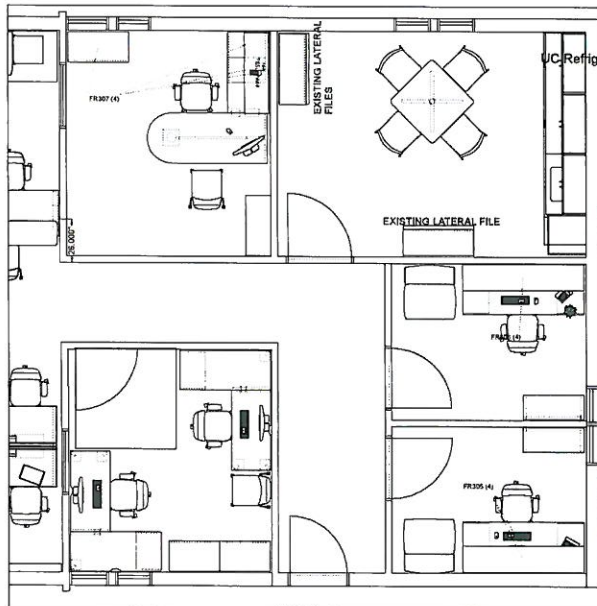
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bkm OfficeWorks
4780 Eastgate Mall, Suite 100
San Diego CA 92121
858-563-4700

SECRET

6/8

VERIFY ALL CREDIT RECORDS PRIOR TO FURNISHING THIS PROJECT



Offices and Break Rm



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NO.	DATE	REVISIONS

Palomar Veteran's Center
1140 W Mission Rd.
San Marcos, CA 92069

PROJECT TITLE

Offices/Break Room

APPROVED BY

DATE APPROVED

DATE 1.26.17

BY CW

DATE 1.26.17

BY BK

bkm.

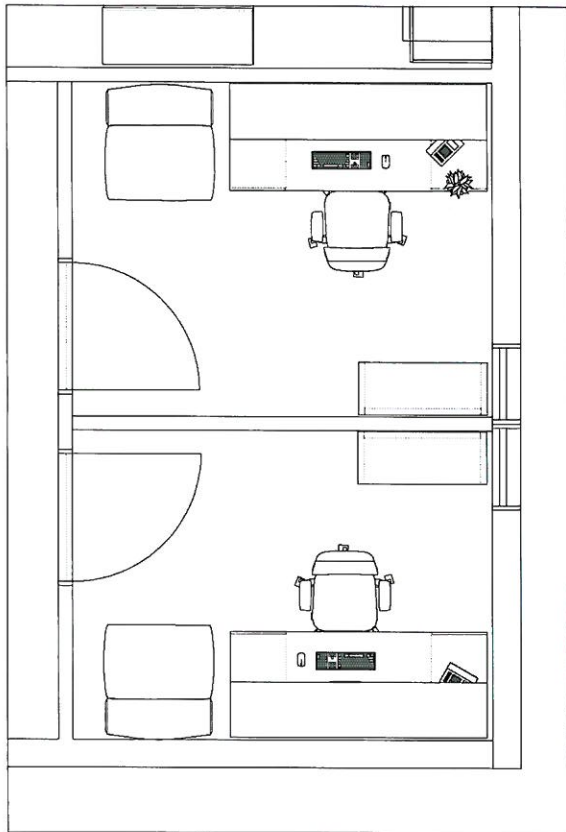
bkm OfficeWorks
4780 Eastgate Mall, Suite 100
San Diego, CA 92121
619-593-4700

SHEET #

7/8

VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION

DATE



Psychologist and Counselor



ALL DIMENSIONS IN METERS (FOOTNOTES)
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NO.	REVISION	DATE

Palomar Veteran's Center
1140 W Mission Rd.
San Marcos, CA 92069

Psychologist and
Counselor

APPROVED BY

DATE APPROVED

DATE 1.26.17

BY CW

DATE 1.26.17

BY BK

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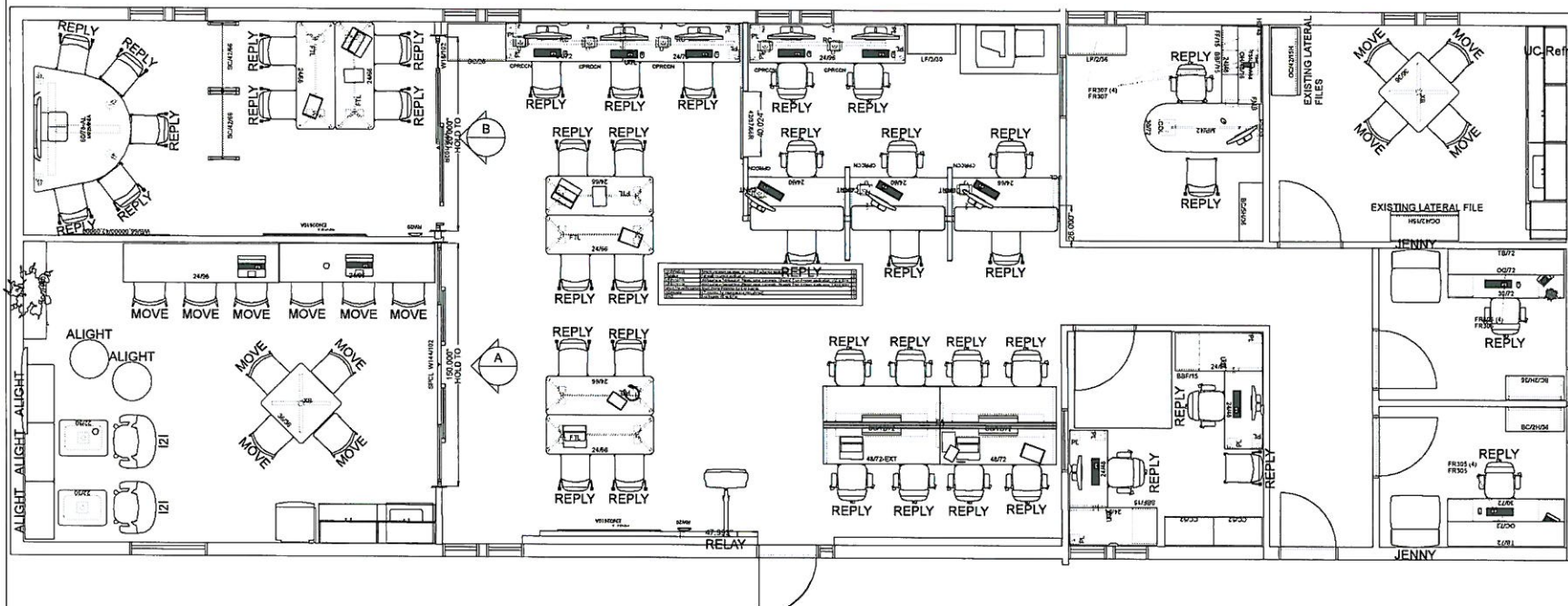
blum OfficeWorks
4780 Eastgate Mall, Suite 100
San Diego, CA 92121
858-563-4700

SHEET #

8/8

VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION

NOTE



ALL DIMENSIONS SHOWN IN PARENTHESES ARE APPROXIMATE DIMENSIONS OF THE BUILDING. DIMENSIONS OF THE BUILDING ARE BASED ON THE LATEST AVAILABLE INFORMATION. DIMENSIONS OF THE BUILDING ARE BASED ON THE LATEST AVAILABLE INFORMATION.

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Palomar Veteran's Center
1140 W Mission Rd.
San Marcos, CA 92069

Overall Plan

APPROVED BY:
DATE APPROVED:
DATE: 1.26.17
DRAWN BY: CW

NTS
SALE'S PERSON
BK

bkm.

bkm OfficeWorks
4780 Eastgate Mall, Suite 100
San Diego, CA 92121
858-568-4700

SHEET #
1/8

REVIEW ALL DIMENSIONS PRIOR TO CONSTRUCTION OF THIS PROJECT

DATE: 1.26.17



May 3, 2017

TO: San Diego and Imperial Counties Designated Occupational Deans
FROM: Sally Cox, Executive Director

Regional Strong Workforce CTE Employment Readiness and Job Placement Services

We are looking forward to partnering with each of the colleges on launching the Regional Strong Workforce Projects. As the Fiscal Agent for the Regional Strong Workforce Projects, the Foundation for Grossmont & Cuyamaca Colleges has already provided a Master Agreement to each college for Strong Workforce Projects over the next several years. This template will help us build the scope of work for your CTE Employment Readiness and Job Placement Services Project.

As stated in the SDICCCA Strong Workforce Program Plan 2017 the focus of the CTE Employment Readiness and Job Placement Services Short-Term Project is to continue the career services best practice improvements begun using CTE EF funding. As part of our Regional Strong Workforce Plan, the region will collaborate to develop a comprehensive CTE Employment Readiness and Job Placement Services program at all SDICCCA colleges. In the interim, colleges will get a one-time allocation of \$200,000 to continue to support best practices while the regional program is under development.

Major outcomes

Major outcomes include reports of completion of scope of work by each participating college for short-term funds.

I am attaching a copy of the Region Strong Workforce Plan. With our Master Agreement, we only need to outline your college's scope of work for the project. I expect that each college will have a fairly unique plan for the projects and the funds based on your current activities.

The funds can be spent from January 2017-September 2018. Each college is eligible to receive \$200,000. Please complete the questions and budget plan below. We will use this information as a basis of the scope of work. The Foundation for Grossmont and Cuyamaca College will follow up if there are any questions.

If you have questions about the grant or this request, feel free to contact me at sally.cox@gcccd.edu or 619 644-7684.

Strong Workforce Project
CTE Employment Readiness and Job Placement Services
College Scope of Work

Describe the work that your college will do to continue the career services best practice improvements begun using CTE EF funding?

CTE program faculty will be developing sustainable internships (paid and unpaid) so their students can enroll in Cooperative Work Experience and gain real world experience in their chosen program/pathway. The college will also purchase additional aptitude and interest inventory materials to serve more students along with hiring an additional part-time counselor to be assigned to the Career Center that will help students chose a pathway, develop an educational plan of study, and then access the internship when appropriate coursework has been completed. The College will also use some of these funds to host and Internship Fair at the college for local employers and students. We will also work closely with the local workforce development agencies in the region to promote work-based learning opportunities for our students.

Will these activities support the regional metrics of increasing Course Enrollment, Employed two quarters after exit and Job closely related to field of study? (Source: MIS, retrieved from Launchboard "SWP Metrics")

These activities will increase the number of available internships to program students, along with developing new industry partners, and of course increasing the number of students selecting a CTE certificate or degree program/pathway.

Identify how your college will use the \$200,000 to support the goals listed above. Please note that this investment can cover short-term staffing and supplies; these funds may not be used for to hire new, permanent staff.

Object	Classification	List of Budgeted Expenses	Total
1000	Instructional Salaries		\$120,000
2000	Non-instructional Salaries		
3000	Employee Benefits		\$24,000
4000	Supplies and materials		\$41,000
5000	Other Operating Expenses and Services		\$15,000
6000	Capital Outlay		
7000	Other Outgo		
Total Program Costs (Not to exceed \$50,000)			

Indirect is not permitted on this project.

If you have questions about the grant or this request, feel free to contact me at sally.cox@gcccd.edu or 619 644-7684.



May 2, 2017

TO: San Diego and Imperial Counties Designated Occupational Deans
FROM: Sally Cox, Executive Director

Regional Strong Workforce College Marketing Project

We are looking forward to partnering with each of the colleges on launching the Regional Strong Workforce Projects. As the Fiscal Agent for the Regional Strong Workforce Projects, the Foundation for Grossmont & Cuyamaca Colleges has already provided a Master Agreement to each college for Strong Workforce Projects over the next several years. This template will help us build the scope of work for your Marketing Project.

As stated in the SDICCCA Strong Workforce Program Plan 2017 the focus of the Marketing Project is to attract students to enroll in the community college CTE programs. Under the Marketing Project, the region will collaborate to develop a comprehensive marketing plan for CTE programs at all SDICCCA colleges. In the interim, colleges will get a one-time allocation of \$50,000 to continue their own CTE marketing activities while the regional marketing program is under development.

Major outcomes

Major outcomes include reports of completion of scope of work by each participating college for short-term funds.

I am attaching a copy of the Region Strong Workforce Plan. With our Master Agreement, we only need to outline your college's scope of work for the project. I expect that each college will have a fairly unique plan for the projects and the funds based on your current activities.

The funds can be spent from January 2017-September 2018. Each college is eligible to receive \$50,000. Please complete the questions and budget plan below. We will use this information as a basis of the scope of work. The Foundation for Grossmont and Cuyamaca College will follow up if there are any questions.

If you have questions about the grant or this request, feel free to contact me at sally.cox@gcccd.edu or 619 644-7684.

**Strong Workforce Project
MARKETING
College Scope of Work**

Describe the work that your college will do to attract students to enroll in the community college CTE programs?

Palomar College will be producing 1-2 minute videos for our CTE programs. These will be used for outreach and recruiting to high school students, veterans and military families, and be housed on the CTE website along with each program website. We will also be development ancillary print materials for CTE programs. In addition, we will use some of the funding for marketing through social media, and will be working with our local workforce development agencies in the region to promote our programs and courses.

Will these activities support the regional metrics of increasing Course Enrollment?

(Source: MIS, retrieved from Launchboard "SWP Metrics")

Yes.

Identify how your college will use the \$50,000 to support the goals listed above.

Object	Classification	List of Budgeted Expenses	Total
1000	Instructional Salaries		
2000	Non-instructional Salaries		
3000	Employee Benefits		
4000	Supplies and materials		10,000
5000	Other Operating Expenses and Services		40,000
6000	Capital Outlay		
7000	Other Outgo		
Total Program Costs (Not to exceed \$50,000)			

Indirect is not permitted on this project.

If you have questions about the grant or this request, feel free to contact me at sally.cox@gccd.edu or 619 644-7684.

PALOMAR COLLEGE CURRICULUM

SUBJECT:

Governing Board approval of curriculum changes effective Fall 2017

SUMMARY:

California Community Colleges are required to maintain evidence documenting that district governing board approval and college consensus has been secured for each curriculum proposal (new, substantial change, non-substantial change, and active/inactive status).

New course and program proposals, as well as substantial and non-substantial changes, recommended by the Curriculum Committee and the Faculty Senate to be included in the Palomar College Curriculum Inventory effective Fall 2017 are outlined in the attached "CURRICULUM ACTION ITEMS" documents dated: September 6 and September 20, 2017.

Substantial course changes typically include: TOP code, Course Credit Status, Maximum Units, Minimum Units, Course Basic Skills Status, Course SAM priority code, Course Prior to College Level, and Course Noncredit Category.

Non-substantial course changes typically include: Subject/Catalog Number, Course Title, Transfer Status, Cooperative Work Experience Education Status, Course Classification Status, Repeatability, Special Status, CAN Code, CAN Sequence Code, Funding Agency Category, Course Program Status.

Substantial program changes typically include: new certificate under same TOP code, new degree under same TOP code, new major/area of emphasis under same TOP code, TOP code change to a different TOP code discipline.

Non-substantial program changes typically include: title change, TOP code change within the same TOP code discipline, total unit change, addition/removal of courses.

DETAILS:

See the attached summary "CURRICULUM ACTION ITEMS" documents for detailed information regarding curriculum changes.

Palomar College
Curriculum Committee Actions
Wednesday September 6, 2017

I. **ACTION** - The following curriculum changes, pending appropriate approvals, will be effective **Fall 2017:**

A. **Credit Courses - New**

1. Course Number and Title: AP IT 707 Motor Control, Safety Training and Certifications
Short Title: Mtr Contrl, Sfty Train & Cert
Discipline: AP Intelligent Transport (AP IT)
Prerequisites: Student is a Registered State Indentured Apprentice
Course Included in the following programs:
 - a. Intelligent Transportation Systems Apprenticeship, A.S. Degree Major/Cert.
Achievement 18 units/more
New course for the new intelligent transportation program
Jenny Fererro
2. Course Number and Title: AP IT 708 Electrical Certification and Project Supervision
Short Title: Electrical Cert & Project Sup
Discipline: AP Intelligent Transport (AP IT)
Prerequisites: Student is a State Registered Indentured Apprentice
Course Included in the following programs:
 - a. Intelligent Transportation Systems Apprenticeship, A.S. Degree Major/Cert.
Achievement 18 units/more
Required for IT program degree
Jenny Fererro

B. **Requisites and Advisories**

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2017.

<u>Catalog Number</u>	<u>Type</u>	<u>Description</u>	<u>Proposal Type</u>
AP IT 707	Prerequisite	Student is a Registered State indentured Apprentice	New
AP IT 708	Prerequisite	Student is a Registered State indentured Apprentice	New

Palomar College
Curriculum Committee Actions
Wednesday, September 20, 2017

- I. **ACTION** – The following curriculum changes, pending appropriate approvals, will be effective **Fall 2017**:

A. **Credit Program Changes**

1. Program Title: Biology-General*
Discipline: Biology (BIOL)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 32
Reflected ZOO and BIOL discipline/number changes, removed ZOO 295 Directed Study course.
Richard Albistegui-Dubois
2. Program Title: Biology-Preprofessional*
Discipline: Biology (BIOL)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 29
Reflected ZOO and BIOL discipline/number changes, removed CHEM 220 and 221 from program requirements.
Richard Albistegui-Dubois

PALOMAR COLLEGE CURRICULUM

SUBJECT:

Governing Board approval of curriculum changes effective Spring 2018 and Fall 2018

SUMMARY:

California Community Colleges are required to maintain evidence documenting that district governing board approval and college consensus has been secured for each curriculum proposal (new, substantial change, non-substantial change, and active/inactive status).

New course and program proposals, as well as substantial and non-substantial changes, recommended by the Curriculum Committee and the Faculty Senate to be included in the Palomar College Curriculum Inventory effective Fall 2018 are outlined in the attached "CURRICULUM ACTION ITEMS" document dated: September 20, 2017. Courses adding distance education and other non-substantial changes effective Spring 2018 may also be found in the attached September 20 document.

Substantial course changes typically include: TOP code, Course Credit Status, Maximum Units, Minimum Units, Course Basic Skills Status, Course SAM priority code, Course Prior to College Level, and Course Noncredit Category.

Non-substantial course changes typically include: Subject/Catalog Number, Course Title, Transfer Status, Cooperative Work Experience Education Status, Course Classification Status, Repeatability, Special Status, CAN Code, CAN Sequence Code, Funding Agency Category, Course Program Status.

Substantial program changes typically include: new certificate under same TOP code, new degree under same TOP code, new major/area of emphasis under same TOP code, TOP code change to a different TOP code discipline.

Non-substantial program changes typically include: title change, TOP code change within the same TOP code discipline, total unit change, addition/removal of courses.

DETAILS:

See the attached summary "CURRICULUM ACTION ITEMS" documents for detailed information regarding curriculum changes.

Palomar College
Curriculum Committee Actions
Wednesday, September 20, 2017

- I. **ACTION** – The following curriculum changes, pending appropriate approvals, will be effective **Spring 2018**:

A. **Courses Reviewed/Added Distance Education**

1. Course Number and Title: DNCE 102 Survey of Dance on Film
Discipline: Dance (DNCE)
Associate Degree General Education - C: Humanities
Associate Degree Multicultural Requirement - Yes
CSU GE Area C: Arts and Humanities - C1: Arts
IGETC Area 3: Arts and Humanities - 3A: Arts
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online
Minor updates to objectives, updated content, textbooks, outside assignments, critical thinking and required writing, added online.
Margaret M. Faulkner
2. Course Number and Title: FASH 136 Advanced Sewing for Apparel
Discipline: Fashion (FASH)
Prerequisites: FASH 135
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Updated textbooks, required reading and suggested reading, added online.
Rita Campo Griggs

B. **Requisites and Advisories**

The establishment of the following advisories meets Title 5 Regulations 55003, effective Spring 2018.

<u>Catalog Number</u>	<u>Type</u>	<u>Description</u>	<u>Proposal Type</u>
FASH 136	Prerequisite	FASH 135	Review/DE

C. **Distance Learning**

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Spring 2018.

<u>Catalog/Subject Number</u>	<u>Learning Offerings</u>
DNCE 102	<u>Online</u>
FASH 136	<u>Online</u>

- II. **ACTION** - The following curriculum changes, pending appropriate approvals, will be effective **Fall 2018**:

A. **New Credit Programs**

1. Program Title: Basic Dance Certificate (*Requires Chancellor's Office approval*)
Discipline: Dance (DNCE)
Award Type: Certificate of Achievement
Total Units: 18.5
Rationale: This Certificate is designed to introduce students to the breadth and depth of dance as a field of study and to career options within the discipline.
Margaret M. Faulkner
2. Program Title: Deaf Studies (*Requires Chancellor's Office approval*)
Discipline: American Sign Language (ASL)
Award Type: A.S. Degree Major

Total Units: 25

Rationale: This program involves the first two years of ASL Conversational skills development and successful interactions with Deaf people. It will prepare students to enter into the ASL/English Interpreter Training Program if they wish to continue their studies further. They may also wish to continue their Deaf Studies by transferring to a four-year university to attain a baccalaureate degree in the field or to continue further into entering Deaf Education, Counseling, etc.

Kevin F. McLellan

B. Credit Program Changes

1. Program Title: American Sign Language-English Interpreting
Discipline: American Sign Language (ASL)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 33.5
Changed program title from American Sign Language/English Interpreter Training Program.
Kevin F. McLellan
2. Program Title: Apprenticeship-Drywall/Lather
Discipline: AP Drywall/Lather (AP DL)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 21.00 - 24.50
Added AP AC 705, 706, 711, 739, 774, 704, 723, 726, 728, 730, 731, and 732, reflected cross-listings for AP C/AP DL 739, AP C/AP AC/AP DL/AP PL 774 and AP DL/AP AC 704, updated total units.
Wendy Nelson
3. Program Title: Information Technology
Discipline: Computer Science and Information Technology - Information Technology (CSIT)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 30
Removed CSIT 120 and added CSIT 125 from requirements, removed CSWB 130 and CSWB 220 from electives.
Ronald Burgher
4. Program Title: Mathematics
Discipline: Mathematics (MATH)
Award Type: A.S. Degree Major
Total Units: 19 – 21
Changed CSCI 220 to CSCI 112.
Jay R. Wiestling
5. Program Title: Unmanned Aircraft System (UAS) (*Chancellor's Office approval required*)
Discipline: Geography (GEOG)
Award Type: Certificate of Achievement
Total Units: 15
Changed Certificate of Proficiency to Certificate of Achievement, added GEOG/GCIP/GEOL 158, updated total units from 14 to 15.
Wing H. Cheung

C. Credit Course Changes

1. Course Number and Title: ASL 206 American Sign Language IV
Discipline: American Sign Language (ASL)
Prerequisites: ASL 205
Course Included in the following programs:
 - a. Deaf Studies, A.S. Degree Major

Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C2: Humanities
IGETC Area 3: Arts and Humanities - 3B: Humanities
IGETC Area 6: Language other than English (101 level only) - 6A: Language other than English
Transfer Acceptability: UC, CSU

Updated description, objectives, textbooks, required reading, suggested reading, critical thinking and required writing, removed distance ed., (Television Course, Online, Two-Way Video and Computer Assisted, updated CB 11 to Credit Course, XB09 to N, added recommendation for IGETC Area 3B transfer status.

Kevin F. McLellan

2. Course Number and Title: ASL 210 Interpreting I
Discipline: American Sign Language (ASL)
Prerequisites: ASL 206,
Co-requisites: ASL 210L,
Recommended Prep: ASL 110, and ASL 115, and ENG 100
Transfer Acceptability: CSU
Distance Learning Offering(s): Computer Assisted, Video Two Way, Telecourse, Online
Added ASL 210L as a corequisite, updated objectives, methods of instruction, content, textbooks, outside assignments and methods of assessment, updated CB11 to Credit Course.
Melissa B. Smith
3. Course Number and Title: ASL 211 Interpreting II
Discipline: American Sign Language (ASL)
Prerequisites: ASL 210, and ASL 110, and ASL 208,
Co-requisites: ASL 211L,
Recommended Prep: ENG 100
Transfer Acceptability: CSU
Distance Learning Offering(s): Computer Assisted, Video Two Way, Telecourse, Online
Added ASL 211L as corequisite, updated objectives, content, outside assignments and methods of assessment.
Melissa B. Smith
4. Course Number and Title: ASL 211L Interpreting II Lab
Discipline: American Sign Language (ASL)
Co-requisites: ASL 211
Transfer Acceptability: CSU
Distance Learning Offering(s): Computer Assisted, Video Two Way, Telecourse, Online
Changed unit value from 0.5 to 1, fixed lab hours from 24-27 hours to 3 hours, updated objectives, content, suggested reading, outside assignments and methods of assessment, added Television, Online, Two-Way Video and Computer Assisted.
Melissa B. Smith
5. Course Number and Title: ASL 215L Interpreting III Lab
Discipline: American Sign Language (ASL)
Co-requisites: ASL 215
Transfer Acceptability: CSU
Distance Learning Offering(s): Computer Assisted, Video Two Way, Telecourse, Online
Removed unit value of 2, removed lab hours of 6, updated objectives, methods of instruction, content, textbooks and methods of assessment , added Television, Online, Two-Way Video and Computer Assisted.
Melissa B. Smith
6. Course Number and Title: AT 105 Automotive Electricity
Discipline: Automotive Technology (AT)

Co-requisites: AT 105L

Course Included in the following programs:

- a. Auto Chassis and Drive Lines, A.S. Degree/Cert. of Achieve.
- b. Auto Collision Repair, A.S. Degree/Cert. of Achieve.
- c. Electronic Tune-Up and Computer Control Systems, A.S. Degree/Cert. of Achieve.
- d. Mechanics-General, A.S. Degree/Cert. of Achieve.

Transfer Acceptability: CSU

Decreased unit value from 3 to 2, decreased lecture hours from 2 to 1, updated description, content, textbooks and suggested reading, updated CB11 to Credit Course.

Steven L. Bertram

7. Course Number and Title: CINE 100 Art of the Cinema

Discipline: Cinema (CINE)

Course Included in the following programs:

- e. Film, Television, and Electronic Media, AS-T Transfer Major (18 units or more)

Associate Degree General Education - C: Humanities

CSU GE Area C: Arts and Humanities - C1: Arts

IGETC Area 3: Arts and Humanities - 3A: Arts

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Online

Updated description, objectives, methods of instruction, content, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment.

Lisa Cecere

8. Course Number and Title: CINE 120 Film Criticism

Discipline: Cinema (CINE)

Associate Degree General Education - C: Humanities

CSU GE Area C: Arts and Humanities - C1: Arts

IGETC Area 3: Arts and Humanities - 3A: Arts

Transfer Acceptability: UC, CSU

Updated objectives, textbooks, required reading, suggested reading, outside assignments, critical thinking and required writing, updated CB11 to Credit Course.

Lisa Cecere

D. **Requisites and Advisories**

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2018.

<u>Catalog Number</u>	<u>Type</u>	<u>Description</u>	<u>Proposal Type</u>
ASL 206	Prerequisite	ASL 205	Change
ASL 210	Prerequisite	ASL 206	Change
	Corequisite	<u>ASL 210L</u>	
	Recomm. Prep.	ASL 110, and ASL 115 and ENG 100	
ASL 211	Prerequisite	ASL 210, and ASL 110, and ASL 208	Change
	Corequisite	<u>ASL 211L</u>	
	Recomm. Prep.	ENG 100	
ASL 211L	Corequisite	ASL 211	Change
ASL 215L	Corequisite	ASL 215	Change
AT 105	Corequisite	AT 105L	Change

E. **Distance Learning**

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2018.

<u>Catalog/Subject Number</u>	<u>Learning Offerings</u>
ASL 206	Telecourse, Online, Two-Way Video, Computer Assisted

ASL 210	Computer Assisted, Video Two Way, Telecourse, Online
ASL 211	Computer Assisted, Video Two Way, Telecourse, Online
ASL 211L	<u>Computer Assisted, Video Two Way, Telecourse, Online</u>
ASL 215L	<u>Computer Assisted, Video Two Way, Telecourse, Online</u>
CINE 100	<u>Online</u>

AMENDMENT NO. 5

Master Agreement between
Palomar Community College District
and Balfour Beatty Construction, LLC
Construction Management Services Prop M

This Amendment No. 5 (Amendment) is made this date, July 1, 2017, by and between the **Palomar Community College District** (hereinafter "District") and **Balfour Beatty Construction, LLC**, (hereinafter "CM"). District and CM are sometimes individually referred to as "Party" and collectively as "Parties" in this Amendment.

RECITALS

WHEREAS, on or about November 10, 2010, the District had issued a Request for Qualification (RFQ) seeking qualifications from highly-qualified firms, partnerships, and corporations to provide construction management services to assist the District with its construction for the implementation of the various projects assigned with funds from Prop M/Series B.

WHEREAS, the CM submitted a written proposal responding to the RFQ and was invited for 1st and 2nd level interviews with members of the District.

WHEREAS, on March 8, 2011 the Governing Board of the District approved CM as one of the pre-qualified designated firms to provide any or all aspects of construction management services as needed by the District on various projects assigned with funds from Prop M/Series B and authorization to contract with CM for services.

WHEREAS, on August 23, 2011, the "Parties" entered into a "Master Agreement" dated March 9, 2011, for construction management services for projects assigned to Construction Manager during Prop M/Series B. In accordance with the "Master Agreement"; CM was to submit to District a written proposal for projects to be assigned and when proposal is accepted and approved by District it will be the basis for amendment to "Master Agreement".

WHEREAS, the CM has also been a prequalified contractor of the District for construction management services since the Financial Year 2013-14 under the prequalification process for the contractors bidding and performing work on Prop M construction projects valued at more than \$250,000.

WHEREAS, the CM has annually revalidated its prequalification as a construction management services contractor with the District under the District's prequalification process for Prop M construction projects valued at more than \$250,000. The CM remains a prequalified contractor for the Financial Year 2017-18.

WHEREAS, the District now desires to extend the "Master Agreement" with the CM to provide any or all aspects of construction management services as needed by the District on various projects assigned with funds from Prop M/ Series C and Series D as well.

WHEREAS, the District finds that the CM is professional and duly qualified and capable of providing the construction management services described in the "Master Agreement" for implementation of projects assigned with funds from Prop M/ Series C and Series D.

WHEREAS, the CM represents that it is familiar with the requirements of the current California Education Code and the California Public Contract Code as applicable to performing its services under the "Master Agreement".

Based upon the foregoing recitals, the District and the CM hereby agree as follows:

AGREEMENT

In executing this Amendment No. 5, the "Parties" hereby acknowledge and incorporate the terms of the "Master Agreement" dated March 9, 2011 between the District and the CM for various projects assigned with funds from Prop M/ Series C and Series D as well. Except as specifically modified by the terms of this Amendment, the remaining terms and conditions of the "Master Agreement", shall remain in full effect, shall be fully applicable to, and shall govern, the scope of work described hereunder.

IN WITNESS WHEREOF, the "Parties," have, by their duly authorized representatives, executed this Amendment No. 5, (extending to the projects assigned under the Prop M/ Series C and D bonds and the construction of North Education Center Project), in duplicate, as of the day and year first written and agree that this amendment shall constitute a binding modification to the construction management services Prop M/Series C and Series D.

DATED: _____

PALOMAR COMMUNITY COLLEGE DISTRICT

By _____
Ron E. Ballesteros-Perez, Assistant Superintendent
Vice President, Finance & Administrative Services

DATED: _____

BALFOUR BEATTY CONSTRUCTION, LLC

By _____
Signature

Print Name & Title

NB Building Remodel and Escondido Health Center Remodel

SUBJECT: Governing Board Approval: October Change Order
 DSA Application Number: Not Applicable
 Change Order No.: 02

PROJECT DESCRIPTION:

This project is a renovation of a portion of the existing NB Building to create a Behavioral Health Center and a portion of the Escondido Center into a new Student Health Center. These projects are being funded through Student Health Fees. The project consists of the interior renovation of 1,000 square feet of existing relocatable building and approximately 615SF of vacant space at the Escondido Center. Work includes demolition, interior framing, drywall & finishes as well as new FF&E. Project also includes all new MEP (Mechanical, Electrical and Plumbing) systems. The project was awarded by the Governing Board on December 13, 2016.

The project is complete.

DESCRIPTION OF CHANGE:

EvergreenCali:

The project required modifications to structural framing due to unforeseen existing roof conditions and deleted scope by the District.

Unforeseen conditions	\$ 14,340.22
Credit for deleted scope	(\$4,990.11)
Total Change Order #02	\$ 9,350.11

Time Impact: 0 days working days

Cost impact: \$9,350.11

<u>EvergreenCali</u>	
Original Contract Value:	\$ 349,198.00
Change Orders to Date:	\$ 28,057.24
Proposed Change Orders:	\$ 9,350.11
Revised Contract Amount:	\$ 386,605.35

FINANCIAL IMPLICATIONS:

The NB Remodel and Escondido Health Center is being funded through Student Health Fees.

The above changes are included in Project Change order #02 and represent a total increase to the overall project in the amount of **\$9,350.11**.

RECOMMENDATION:

It is recommended that the Governing Board approve the NB Remodel and Escondido Health Center Change Order No. 02 for \$9,350.11 and 0 calendar days.

RECORDING REQUESTED BY:

Rainbow Municipal Water District

WHEN RECORDED RETURN TO:

Rainbow Municipal Water District
3707 Old Highway 395
Fallbrook, California 92028

GRANT OF RIGHT OF WAY (Non-Exclusive)

NO FEE REQUIRED PER
GOVERNMENT CODE SECTION 6103
DEED TRANSFER TAX: \$ 0
EXEMPT UNDER SEC. 11922 OF
REVENUE TAXATION CODE

Assessor's Parcel No. 108-120-55 & 108-121-16

For valuable consideration **Palomar Community College District, A California Public Agency** as Grantor, hereby grants to Rainbow Municipal Water District, a municipal water district formed pursuant to the Municipal Water District Act of 1911 as amended, as Grantee, its successors and assigns, an easement and right of way in, upon, over, under, and across the lands hereinafter described, to erect, install, construct, reconstruct, replace, repair, alter, operate, maintain, inspect and use a pipeline or pipelines for any and all purposes, together with any easement roads and appurtenances within the right-of-way including but not limited to conduits and cables for communication purposes, at such location and elevations, upon, along, over and under the hereinafter described right-of-way as Grantee may now or hereafter deem convenient and necessary from time to time, together with right of ingress thereto and egress therefrom to and along said right-of-way by a practical route or routes, in, upon, over, and across the hereinafter described lands, together with the right to clear and keep clear said right-of-way from buildings and structures.

The lands in which said easement of right-of-way is hereby granted are situated in the County of San Diego, State of California, and are particularly described as follows, to wit:

See Exhibit "A" and Exhibit "B" attached hereto and by reference made a part hereof.

Grantor hereby also grants to grantee the temporary use of such adjacent land of Grantor as is necessary to install the facilities provided for under the terms of the easement granted herein.

It is further understood and agreed that no other easement or easements shall be granted on, under, over said strip of land by the Grantor to any person, firm or corporation without the previous consent of said Grantee, with the exception of other utility easements and access easements granted to the homeowner's association or its members as required by the California Bureau of Real Estate and which terminate upon conveyance of fee title to the underlying property to the homeowner's association and/or its members, so long as no utility or access easement provided for herein may or will cause or require the relocation, repair or alteration of any Grantee facilities, including a pipeline or pipelines, or otherwise affect such Grantee facilities or Grantee's access to such facilities in any way. This easement shall remain exclusive as to the precise location and situs of Grantee's facilities.

Grantor and its successors and assigns shall not erect or construct, or permit to be erected or constructed, any building, fences, walls, or other structures of any kind and no trees shall be installed, constructed, erected, placed, planted or maintained in any portion of the easement and right-of-way, and no shrubs or other, plants or vegetation shall be placed, planted or maintained in the portion of the easement and right-of-way which is included within any road, and that no changes in the alignment or grading of any such road will be made without prior written consent of Grantee. It is further understood and agreed the grantor shall not drill any well or wells within the limits of said right-of-way.

Grantee shall have the right to construct and utilize an access road within said easement and shall have the right to erect, maintain and use gates in all of Grantor's fences which now cross or shall hereafter cross said route or routes, and to trim and cut and clear away any trees and brush whenever in its judgment the same shall be necessary for the convenient and safe exercise of the rights hereby granted, the right to transfer and assign this easement in whole or in part being hereby granted to the Grantee.

It is also understood and agreed by the parties hereto that the Grantor and successors or assigns, shall not increase or decrease, or permit to be increased or decreased the existing ground elevations of the above described right-of-way, existing at the time this document is executed, without the previous written consent of the Grantee.

IN WITNESS WHEREOF, the Grantor(s) executed this instrument this _____ day of _____, 2017.

GRANTOR:

(Print Name) _____

(Sign Name) _____

(Print Name) _____

(Sign Name) _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of)

)

On _____, before me, _____, Notary Public

personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed this instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Signature of Notary Public

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the Grant of Right of Way

dated _____ from _____

to the Rainbow Municipal Water District, formed pursuant to the Municipal Water District Act of 1911, is hereby accepted by order of Board of Director's Resolution No.02-13, dated July 3, 2002, authorizing the General Manager to accept and record Grants of Right of Way on behalf of said District.

RAINBOW MUNICIPAL WATER DISTRICT

Dated _____

By _____
General Manager

Project Name: _____

Water Atlas Page No. _____ Checked by: _____ Date: _____

EXHIBIT "A"
SEWER & WATERLINE EASEMENT

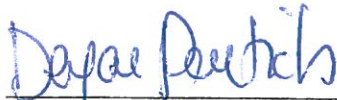
THAT PORTION OF PARCEL A AS SHOWN ON CERTIFICATE OF COMPLIANCE EVIDENCED BY DOCUMENT RECORDED DECEMBER 11, 2006 AS INSTRUMENT NO. 2006-0876284 OF OFFICIAL RECORDS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT ON THE WEST LINE OF PARCEL 1 OF PARCEL MAP NO. 13703, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY ON FEBRUARY 28, 1985, SAID POINT ALSO BEING THE NORTHERLY TERMINUS OF THAT CERTAIN COURSE SHOWN AND DESCRIBED ON RECORD OF SURVEY MAP NO. 20248, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY ON JULY 25, 2008 AS NORTH 00°33'04" EAST 670.18 FEET; THENCE ALONG SAID WEST LINE OF PARCEL 1 NORTH 01°17'22" EAST (RECORD NORTH 01°17'20" WEST PER PARCEL MAP NO. 13703) 888.71 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING ALONG SAID WEST LINE NORTH 01°17'22" EAST 45.10 FEET; THENCE LEAVING SAID WEST LINE NORTH 87°24'47" EAST 736.19 FEET TO A POINT ON THE EAST LINE OF SAID PARCEL A; THENCE ALONG SAID EAST LINE SOUTH 02°14'20" EAST (RECORD SOUTH 02°14'20" EAST) 60.01 FEET; THENCE LEAVING SAID EAST LINE SOUTH 88°38'58" WEST 30.94 FEET; THENCE NORTH 02°14'20" WEST 14.34 FEET; THENCE SOUTH 87°24'47" WEST 707.94 FEET TO THE WEST LINE OF SAID PARCEL 1 AND THE **TRUE POINT OF BEGINNING**.

CONTAINING 33,646 SF/0.77 AC ±

AS SHOWN ON EXHIBIT "B" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.

THIS LEGAL DESCRIPTION WAS PREPARED BY ME OR UNDER MY DIRECTION:




DEYAN PANTICH, LS 8414



EXHIBIT "B"

LEGEND:

- P.O.C. INDICATES POINT OF COMMENCEMENT
T.P.O.B. INDICATES TRUE POINT OF BEGINNING
 SEWER AND WATER EASEMENT
AREA = 33,646 S.F./0.77 AC ±
() INDICATES RECORD DATA PER PM 13703
{ } INDICATES RECORD DATA PER ROS 20248
[] INDICATES RECORD DATA PER CERTIFICATE
OF COMPLIANCE RECORDED 12/11/2006
AS INST. NO. 2006-0876284, O.R.

HIGHWAY I-15

HORSE

RANCH

SEE DETAIL
'A' HEREON

P.O.C.

(N00°17'20"E)
N01°17'22"E 888.71'

(N00°32'47"E)
{N00°33'04"E}
{670.18'}
N00°33'04"E

PARCEL A
INST. NO.
2006-0876284

APN: 108-120-55
APN: 108-121-16



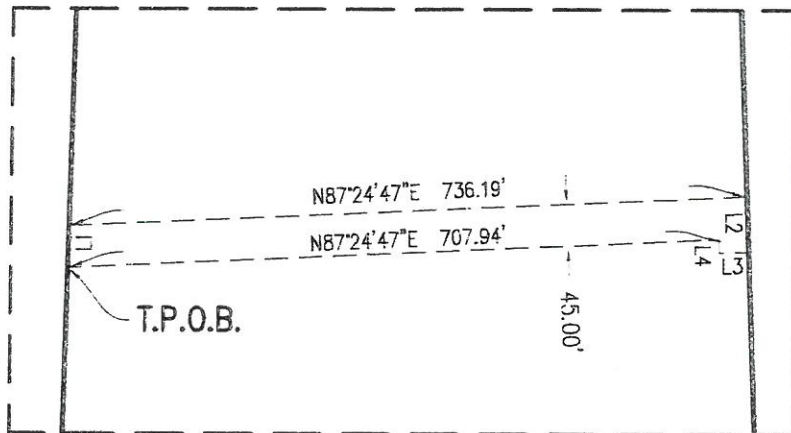
0 300 600 1200

SCALE IN FEET
GRAPHIC SCALE
1"=600'

CREEK

PARCEL 1
PM 13703

ROAD



DETAIL "A"

SCALE 1" = 200'

LINE DATA

NO.	BEARING	DISTANCE
L1	N01°17'22"E	45.10'
L2	S02°14'20"E	60.01'
[L2]	[S02°14'20"E]	
L3	S88°38'58"W	30.94'
L4	N02°35'13"W	14.34'



Deyan Pantich 8/24/17
DEYAN PANTICH, LS 8414

Prepared by:



Planning • Engineering • Surveying
Solveis,
200 E. Washington Ave., Suite 200
Escondido, CA 92025
O: 760.741.3070
F: 760.741.1796
www.masson-assoc.com

05/18/2017



3707 OLD HWY 395
FALLBROOK, CA 92028

SEWER & WATERLINE EASEMENT

APN:

108-120-55
108-121-16

SHEET: 1 OF 1

Recording requested by, and
when recorded, return to:

Vallecitos Water District
201 Vallecitos de Oro
San Marcos, CA 92069

APN: 219-161-17

(Space above for Recorder's Use)
Document Transfer Tax: None

**VALLECITOS WATER DISTRICT
GRANT OF RIGHT-OF-WAY**

PALOMAR COMMUNITY COLLEGE DISTRICT, as Grantor, for and in consideration of the sum of One Dollar and other valuable consideration paid by **VALLECITOS WATER DISTRICT**, as Grantee, receipt of which is hereby acknowledged, does hereby grant to said Grantee, its successors and assigns, an easement of right-of-way, 20 feet in width upon, over, under and across the lands hereinafter described, to erect, construct, reconstruct, replace, repair, maintain and use a pipeline or pipelines for any and all purposes, together with their necessary fixtures and appurtenances including but not limited to conduits and cables for power transmission and communication purposes specifically related to Grantee's facilities, at such locations and elevations, upon, along, over and under the hereinafter described right-of-way as Grantee may now or hereafter deem convenient and necessary from time to time, together with the right of ingress thereto and egress therefrom, to and along said right-of-way by a practical route or routes in, upon, over and across the hereinafter lands, together with the right to clear and keep clear said right-of-way from vehicles, vegetation, explosives, buildings and structures of any type.

The lands in which said easement of right-of-way is hereby granted are situated in the County of San Diego, State of California, and particularly described as follows:

That Portion of Parcel "A" of Parcel Map 16646, in the City of San Marcos, County of San Diego, State of California, filed in the Office of the County Recorder of San Diego County, on September 25, 1991.

The 20 -foot-wide easement of right-of-way in the aforesaid lands is particularly described as follows: SEE **EXHIBIT "A"** ATTACHED.

A.P.N.: **219-161-17**

AREA: **4,146 Square Feet more or less**

PLAT: SEE **EXHIBIT "B"** ATTACHED.

It is understood by the parties hereto that the Grantor and their successors and assigns:

Shall not grant any other easement on, under or over said easement of right-of-way without the prior written consent of Grantee.

Shall not erect or construct, or permit to be erected or constructed, any building or other structure, plant any tree or trees, or drill any well or wells, within the limits of said right-of-way.

Shall not increase or decrease, or permit to be increased or decreased, (the proposed surface elevations or existing ground elevations (as the case may be)) of the above described right-of-way, as shown on improvement plans titled **Water Plans for Palomar Operations and Maintenance Complex, VWD WO - 185562**, prepared by SWS Engineering, INC., without the prior written consent of Grantee.

Shall not park vehicles of any kind within the easement in such a manner as to hinder full access and use of the easement by Grantee.

It is understood by the parties hereto that the Grantee and its successors and assigns:

Shall have the right to erect, maintain and use any gates in any fences which cross or shall hereafter cross said easement of right-of-way, and to trim and cut and clear away any trees and vegetation whenever in its judgment the same shall be necessary for the convenient and safe exercise of the rights hereby conveyed.

Shall have the right to make any and all excavations and the right to alter the existing or proposed surface elevations within the easement right-of-way, now and in the future as may be deemed necessary and convenient. Grantee shall only be responsible for repair of improvements made necessary by the direct action of Grantee.

Shall not be responsible for maintenance or costs of maintenance of any improvements within the easement right of way, including all surface areas within the easement area, except those specific Grantee owned/maintained facilities within said easement, unless by separate agreement.

Shall have the right and privilege to spill water in natural channels which cross said lands adjacent to the easement right-of-way.

Shall have the right to transfer and assign this easement of right-of-way in whole or in part.

In Witness whereof, the Grantor executed these presents the ____ day of _____, 20__.

"Grantor"	
Company: _____	Company: _____
Name*: _____	Name*: _____
Title: _____	Title: _____
Signature †: _____	Signature †: _____

* Name of Authorized Representative of Developer

† Acknowledgement of the signature(s) executing this Easement Document, by a Notary Public, is required. Attach acknowledgement to this page.

(Seal if Corporation)

**CERTIFICATE OF ACCEPTANCE
VALLECITOS WATER DISTRICT**

This is to certify that the interest in real property conveyed by the deed or grant dated _____, from **Palomar Community College District**, to VALLECITOS WATER DISTRICT, a political corporation and/or a governmental agency, is hereby accepted by the undersigned officer of the Board of Directors of the VALLECITOS WATER DISTRICT pursuant to Resolution No. 1358, adopted on the 21st day of July, 2010, and the Grantee consents to the recording thereof by its duly authorized officer.

By. _____ Dated: _____

Glenn Pruim, Secretary
Board of Directors
Vallecitos Water District
201 Vallecitos De Oro
San Marcos, CA 92069

EXHIBIT "A"
LEGAL DESCRIPTION
ACCESS EASEMENT

THAT PORTION OF PARCEL "A" OF PARCEL MAP 16646, IN THE CITY OF SAN MARCOS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, ON SEPTEMBER 25, 1991 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST WESTERLY CORNER OF SAID PARCEL "A";

THENCE NORTHEASTERLY ALONG THE NORTHWEST LINE OF SAID PARCEL "A", NORTH 26°38'10" EAST, A DISTANCE OF 185.00 FEET TO THE MOST SOUTHERLY CORNER OF PARCEL "C" OF SAID PARCEL MAP 16646;

THENCE ALONG THE SOUTHWESTERLY LINE OF SAID PARCEL "C", NORTH 63°21'44" WEST, A DISTANCE OF 1.41 FEET;

THENCE LEAVING SAID SOUTHWESTERLY LINE, NORTH 25°59'59" EAST, A DISTANCE OF 11.46 FEET;

THENCE NORTH 19°00'01" WEST, A DISTANCE OF 12.93 FEET;

THENCE NORTH 64°00'01" WEST, A DISTANCE OF 199.16 FEET;

THENCE NORTH 79°22'20" WEST, A DISTANCE OF 18.47 FEET TO A POINT ON THE EASTERLY RIGHT OF WAY OF LAS POSAS ROAD AS DEPICTED ON SAID PARCEL MAP, SAID POINT BEING ALSO ON A NON-TANGENT CURVE CONCAVE WESTERLY AND HAVING A RADIUS OF 1063.00 FEET, THROUGH WHICH POINT A RADIAL LINE BEARS SOUTH 76°44'32" EAST;

THENCE NORTHERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 01°37'04", AN ARC LENGTH OF 30.02 FEET;

THENCE LEAVING SAID EASTERLY RIGHT OF WAY, SOUTH 79°22'20" EAST, A DISTANCE OF 18.62 FEET;

THENCE SOUTH 10°58'22" WEST, A DISTANCE OF 10.00 FEET;

THENCE SOUTH 79°22'20" EAST, A DISTANCE OF 1.65 FEET;

THENCE SOUTH 64°00'01" EAST, A DISTANCE OF 179.88 FEET;

THENCE NORTH 25°59'59" EAST, A DISTANCE OF 10.75 FEET;

THENCE SOUTH 64°00'01" EAST, A DISTANCE OF 20.00 FEET;

THENCE SOUTH 25°59'59" WEST, A DISTANCE OF 10.75 FEET;

THENCE SOUTH 64°00'01" EAST, A DISTANCE OF 10.27 FEET;

THENCE SOUTH 19°00'01" EAST, A DISTANCE OF 29.50 FEET;


THENCE SOUTH 25°59'59" WEST, A DISTANCE OF 203.16 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY OF MISION ROAD AS DEPICTED ON SAID PARCEL MAP, SAID POINT BEING ALSO ON A NON-TANGENT CURVE CONCAVE NORTHEASTERLY AND HAVING A RADIUS OF 1764.08 FEET, THROUGH WHICH POINT A RADIAL LINE BEARS SOUTH 21°15'16" WEST;

THENCE WESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 00°40'21", AN ARC LENGTH OF 20.71 FEET TO THE **POINT OF BEGINNING**.

EXCEPTING THEREFROM ALL THAT PORTION LYING WITHIN PARCEL "C".

SAID LAND IS SET FORTH ON EXHIBIT "B," ATTACHED HEREON AND MADE A PART HEREOF.

CONTAINS 4,146 SQUARE FEET MORE OR LESS.



MARK D. MACFARLANE, PLS 8960

06-23-16



DATE



EXHIBIT "B"

SHEET 1 OF 3

LEGEND

- APN ASSESSORS PARCEL NUMBER
P.O.B. POINT OF BEGINNING
(R) RADIAL BEARING
 INDICATES ACCESS EASEMENT
BEING GRANTED.
CONTAINING
0.10 ACRES +/-
 EASEMENT FOR RECIPROCAL
ACCESS, PUBIC & PRIVATE
UTILITY PURPOSES, DEPICTED AS
"PROPOSED" PER PARCEL MAP
NO. 16646.

NOTES:

1. BEARINGS AND DISTANCES DEPICTED
HEREON ARE IN TERMS OF PARCEL
MAP NO. 16646.



MARK D. MACFARLANE
P.L.S. 8960
DATE: 06-23-17
SWS ENGINEERING, INC.

SURVEYOR'S STATEMENT
THIS PLAT WAS PREPARED BY ME OR
UNDER MY DIRECTION.

LINE TABLE

LINE #	LENGTH	DIRECTION
L1	29.50'	S19°00'01"E
L2	10.27'	S64°00'01"E
L3	10.75'	S25°59'59"W
L4	20.00'	S64°00'01"E
L5	10.75'	N25°59'59"E
L6	1.65'	S79°22'20"E
L7	10.00'	S10°58'22"W
L8	18.62'	S79°22'20"E
L9	18.47'	N79°22'20"W
L10	12.93'	N19°00'01"W
L11	1.41'	N63°21'44"W
L12	11.46'	N25°59'59"E
L13	3.80'	N19°00'01"W

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA
C1	20.71'	1764.08'	00°40'21"
C2	87.52'	1764.08'	02°50'34"
C3	13.53'	1063.00'	00°43'46"
C4	30.02'	1063.00'	01°37'04"
C5	159.28'	1063.00'	08°35'07"
C6	50.43'	1764.08'	01°38'17"

VALLECITOS WATER DISTRICT

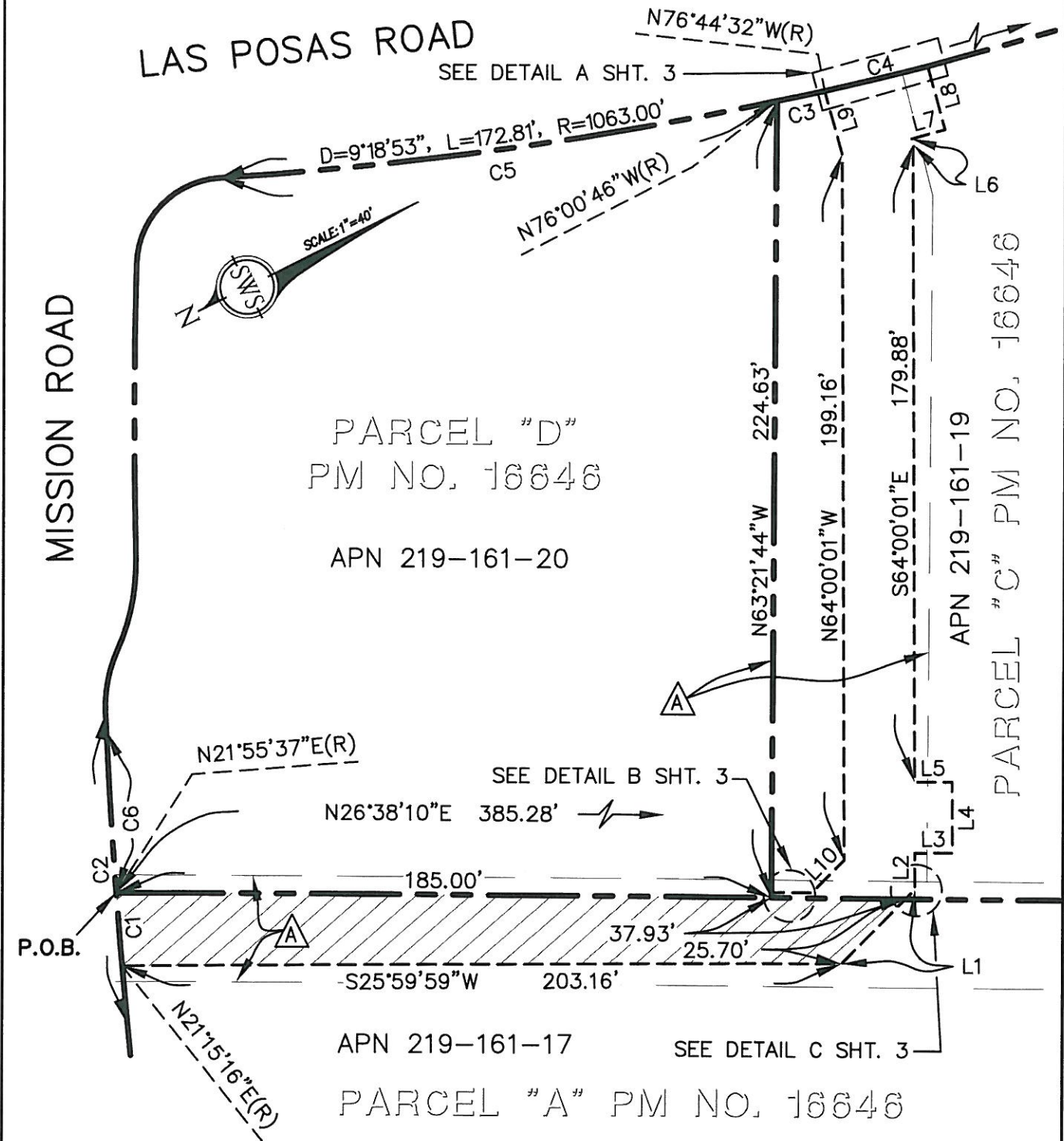
DATE: 04/11/17
SCALE: 1"=40'
APN 219-161-17

ACCESS EASEMENT
PARCEL "A"

DRAWN BY: MDM
WVD NO. WO# 185562
WVD CK:

EXHIBIT "B"

SHEET 2 OF 3



VALLECITOS WATER DISTRICT

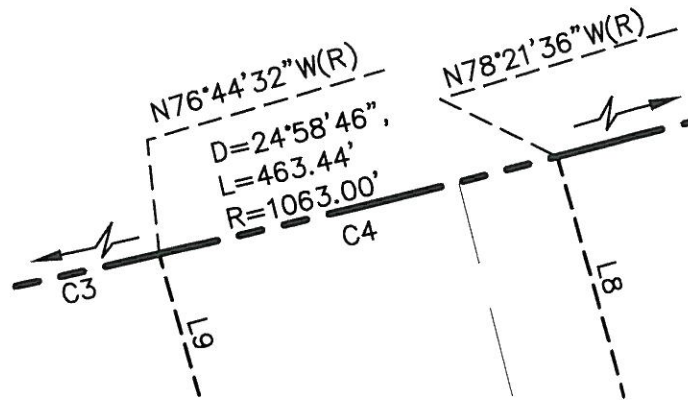
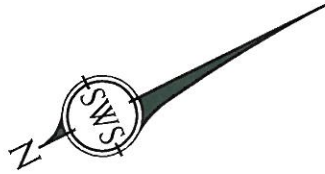
DATE:	04/11/17
SCALE:	1"=40'
APN	219-161-17

ACCESS EASEMENT
PARCEL "A"

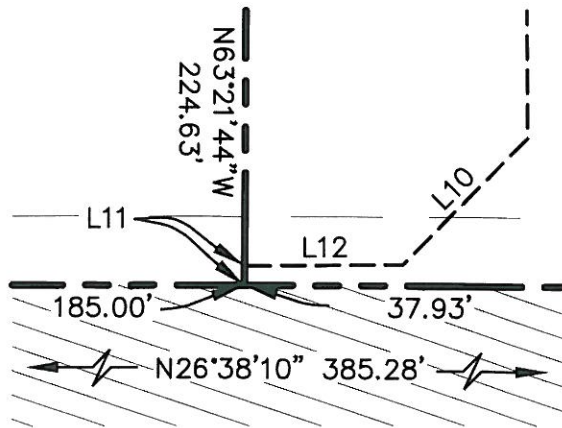
DRAWN BY:	MDM
WVD NO.	WO# 185562
WVD CK:	

EXHIBIT "B"

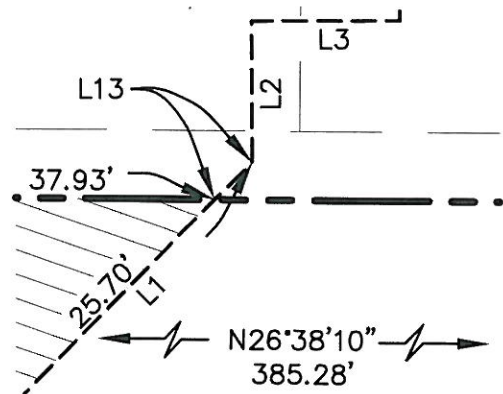
SHEET 3 OF 3



DETAIL A
NOT TO SCALE



DETAIL B
NOT TO SCALE



DETAIL C
NOT TO SCALE

VALLECITOS WATER DISTRICT

DATE: 04/11/17
SCALE: NOT TO SCALE
APN: 219-161-17

ACCESS EASEMENT
PARCEL "A"

DRAWN BY: MDM
VWD NO. WO# 185562
VWD CK:

Recording requested by, and
when recorded, return to:

Vallecitos Water District
201 Vallecitos de Oro
San Marcos, CA 92069

APN: 219-161-19

(Space above for Recorder's Use)
Document Transfer Tax: None

**VALLECITOS WATER DISTRICT
GRANT OF RIGHT-OF-WAY**

PALOMAR COMMUNITY COLLEGE DISTRICT, as Grantor, for and in consideration of the sum of One Dollar and other valuable consideration paid by **VALLECITOS WATER DISTRICT**, as Grantee, receipt of which is hereby acknowledged, does hereby grant to said Grantee, its successors and assigns, an easement of right-of-way, 20 feet in width upon, over, under and across the lands hereinafter described, to erect, construct, reconstruct, replace, repair, maintain and use a pipeline or pipelines for any and all purposes, together with their necessary fixtures and appurtenances including but not limited to conduits and cables for power transmission and communication purposes specifically related to Grantee's facilities, at such locations and elevations, upon, along, over and under the hereinafter described right-of-way as Grantee may now or hereafter deem convenient and necessary from time to time, together with the right of ingress thereto and egress therefrom, to and along said right-of-way by a practical route or routes in, upon, over and across the hereinafter lands, together with the right to clear and keep clear said right-of-way from vehicles, vegetation, explosives, buildings and structures of any type.

The lands in which said easement of right-of-way is hereby granted are situated in the County of San Diego, State of California, and particularly described as follows:

That Portion of Parcel "C" of Parcel Map 16646, in the City of San Marcos, County of San Diego, State of California, filed in the Office of the County Recorder of San Diego County, on September 25, 1991.

The 20 -foot-wide easement of right-of-way in the aforesaid lands is particularly described as follows: SEE **EXHIBIT "A"** ATTACHED.

A.P.N.: **219-161-19**

AREA: **5,088 Square Feet more or less**

PLAT: SEE **EXHIBIT "B"** ATTACHED.

It is understood by the parties hereto that the Grantor and their successors and assigns:

Shall not grant any other easement on, under or over said easement of right-of-way without the prior written consent of Grantee.

Shall not erect or construct, or permit to be erected or constructed, any building or other structure, plant any tree or trees, or drill any well or wells, within the limits of said right-of-way.

Shall not increase or decrease, or permit to be increased or decreased, (the proposed surface elevations or existing ground elevations (as the case may be)) of the above described right-of-way, as shown on improvement plans titled **Water Plans for Palomar Operations and Maintenance Complex, VWD WO - 185562**, prepared by SWS Engineering, INC., without the prior written consent of Grantee.

Shall not park vehicles of any kind within the easement in such a manner as to hinder full access and use of the easement by Grantee.

It is understood by the parties hereto that the Grantee and its successors and assigns:

Shall have the right to erect, maintain and use any gates in any fences which cross or shall hereafter cross said easement of right-of-way, and to trim and cut and clear away any trees and vegetation whenever in its judgment the same shall be necessary for the convenient and safe exercise of the rights hereby conveyed.

Shall have the right to make any and all excavations and the right to alter the existing or proposed surface elevations within the easement right-of-way, now and in the future as may be deemed necessary and convenient. Grantee shall only be responsible for repair of improvements made necessary by the direct action of Grantee.

Shall not be responsible for maintenance or costs of maintenance of any improvements within the easement right of way, including all surface areas within the easement area, except those specific Grantee owned/maintained facilities within said easement, unless by separate agreement.

Shall have the right and privilege to spill water in natural channels which cross said lands adjacent to the easement right-of-way.

Shall have the right to transfer and assign this easement of right-of-way in whole or in part.

In Witness whereof, the Grantor executed these presents the ____ day of _____, 20__.

"Grantor"	
Company: _____	Company: _____
Name*: _____	Name*: _____
Title: _____	Title: _____
Signature †: _____	Signature †: _____

* Name of Authorized Representative of Developer

† Acknowledgement of the signature(s) executing this Easement Document, by a Notary Public, is required. Attach acknowledgement to this page.

(Seal if Corporation)

**CERTIFICATE OF ACCEPTANCE
VALLECITOS WATER DISTRICT**

This is to certify that the interest in real property conveyed by the deed or grant dated _____, from **Palomar Community College District**, to VALLECITOS WATER DISTRICT, a political corporation and/or a governmental agency, is hereby accepted by the undersigned officer of the Board of Directors of the VALLECITOS WATER DISTRICT pursuant to Resolution No. 1358, adopted on the 21st day of July, 2010, and the Grantee consents to the recording thereof by its duly authorized officer.

By. _____

Dated: _____

Glenn Pruim, Secretary
Board of Directors
Vallecitos Water District
201 Vallecitos De Oro
San Marcos, CA 92069

EXHIBIT "A"
LEGAL DESCRIPTION
ACCESS EASEMENT

THAT PORTION OF PARCEL "C" OF PARCEL MAP 16646, IN THE CITY OF SAN MARCOS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, ON SEPTEMBER 25, 1991 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST WESTERLY CORNER OF PARCEL "A" OF SAID PARCEL MAP 16646;

THENCE NORTHEASTERLY ALONG THE NORTHWEST LINE OF SAID PARCEL A, NORTH 26°38'10" EAST, A DISTANCE OF 185.00 FEET TO THE MOST SOUTHERLY CORNER OF PARCEL "C" OF SAID PARCEL MAP 16646;

THENCE ALONG THE SOUTHWESTERLY LINE OF SAID PARCEL "C", NORTH 63°21'44" WEST, A DISTANCE OF 1.41 FEET;

THENCE LEAVING SAID SOUTHWESTERLY LINE, NORTH 25°59'59" EAST, A DISTANCE OF 11.46 FEET;

THENCE NORTH 19°00'01" WEST, A DISTANCE OF 12.93 FEET;

THENCE NORTH 64°00'01" WEST, A DISTANCE OF 199.16 FEET;

THENCE NORTH 79°22'20" WEST, A DISTANCE OF 18.47 FEET TO A POINT ON THE EASTERLY RIGHT OF WAY OF LAS POSAS ROAD AS DEPICTED ON SAID PARCEL MAP, SAID POINT BEING ALSO ON A NON-TANGENT CURVE CONCAVE WESTERLY AND HAVING A RADIUS OF 1063.00 FEET, THROUGH WHICH POINT A RADIAL LINE BEARS SOUTH 76°44'32" EAST;

THENCE NORTHERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 01°37'04", AN ARC LENGTH OF 30.02 FEET;

THENCE LEAVING SAID EASTERLY RIGHT OF WAY, SOUTH 79°22'20" EAST, A DISTANCE OF 18.62 FEET;

THENCE SOUTH 10°58'22" WEST, A DISTANCE OF 10.00 FEET;

THENCE SOUTH 79°22'20" EAST, A DISTANCE OF 1.65 FEET;

THENCE SOUTH 64°00'01" EAST, A DISTANCE OF 179.88 FEET;

THENCE NORTH 25°59'59" EAST, A DISTANCE OF 10.75 FEET;

THENCE SOUTH 64°00'01" EAST, A DISTANCE OF 20.00 FEET;

THENCE SOUTH 25°59'59" WEST, A DISTANCE OF 10.75 FEET;

THENCE SOUTH 64°00'01" EAST, A DISTANCE OF 10.27 FEET;

THENCE SOUTH 19°00'01" EAST, A DISTANCE OF 29.50 FEET;

THENCE SOUTH 25°59'59" WEST, A DISTANCE OF 203.16 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY OF MISSION ROAD AS DEPICTED ON SAID PARCEL MAP, SAID POINT BEING ALSO ON A NON-TANGENT CURVE CONCAVE NORTHEASTERLY AND HAVING A RADIUS OF 1764.08 FEET, THROUGH WHICH POINT A RADIAL LINE BEARS SOUTH 21°15'16" WEST;

THENCE WESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 00°40'21", AN ARC LENGTH OF 20.71 FEET TO THE **POINT OF BEGINNING**.

EXCEPTING THEREFROM ALL THAT PORTION LYING WITHIN PARCEL "A".

SAID LAND IS SET FORTH ON EXHIBIT "B," ATTACHED HEREON AND MADE A PART HEREOF.

CONTAINS 5,088 SQUARE FEET MORE OR LESS.



 06-23-17

MARK D. MACFARLANE, PLS 8960

DATE

EXHIBIT "B"

SHEET 1 OF 3

LEGEND

APN ASSESSORS PARCEL NUMBER

P.O.B. POINT OF BEGINNING

(R) RADIAL BEARING



INDICATES ACCESS EASEMENT
BEING GRANTED.
CONTAINING
0.12 ACRES +/-



EASEMENT FOR RECIPROCAL
ACCESS, PUBIC & PRIVATE
UTILITY PURPOSES, DEPICTED AS
"PROPOSED" PER PARCEL MAP
NO. 16646.

NOTES:

1. BEARINGS AND DISTANCES DEPICTED
HEREON ARE IN TERMS OF PARCEL
MAP NO. 16646.



MARK D. MACFARLANE

P.L.S. 8960

DATE: 06-23-17

SWS ENGINEERING, INC.

SURVEYOR'S STATEMENT

THIS PLAT WAS PREPARED BY ME OR
UNDER MY DIRECTION.

LINE TABLE

LINE #	LENGTH	DIRECTION
L1	29.50'	S19°00'01"E
L2	10.27'	S64°00'01"E
L3	10.75'	S25°59'59"W
L4	20.00'	S64°00'01"E
L5	10.75'	N25°59'59"E
L6	1.65'	S79°22'20"E
L7	10.00'	S10°58'22"W
L8	18.62'	S79°22'20"E
L9	18.47'	N79°22'20"W
L10	12.93'	N19°00'01"W
L11	1.41'	N63°21'44"W
L12	11.46'	N25°59'59"E
L13	3.80'	N19°00'01"W

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA
C1	20.71'	1764.08'	00°40'21"
C2	87.52'	1764.08'	02°50'34"
C3	13.53'	1063.00'	00°43'46"
C4	30.02'	1063.00'	01°37'04"
C5	159.28'	1063.00'	08°35'07"
C6	50.43'	1764.08'	01°38'17"

VALLECITOS WATER DISTRICT

DATE: 04/11/17

SCALE: 1"=40'

APN 219-161-19

ACCESS EASEMENT
PARCEL "C"

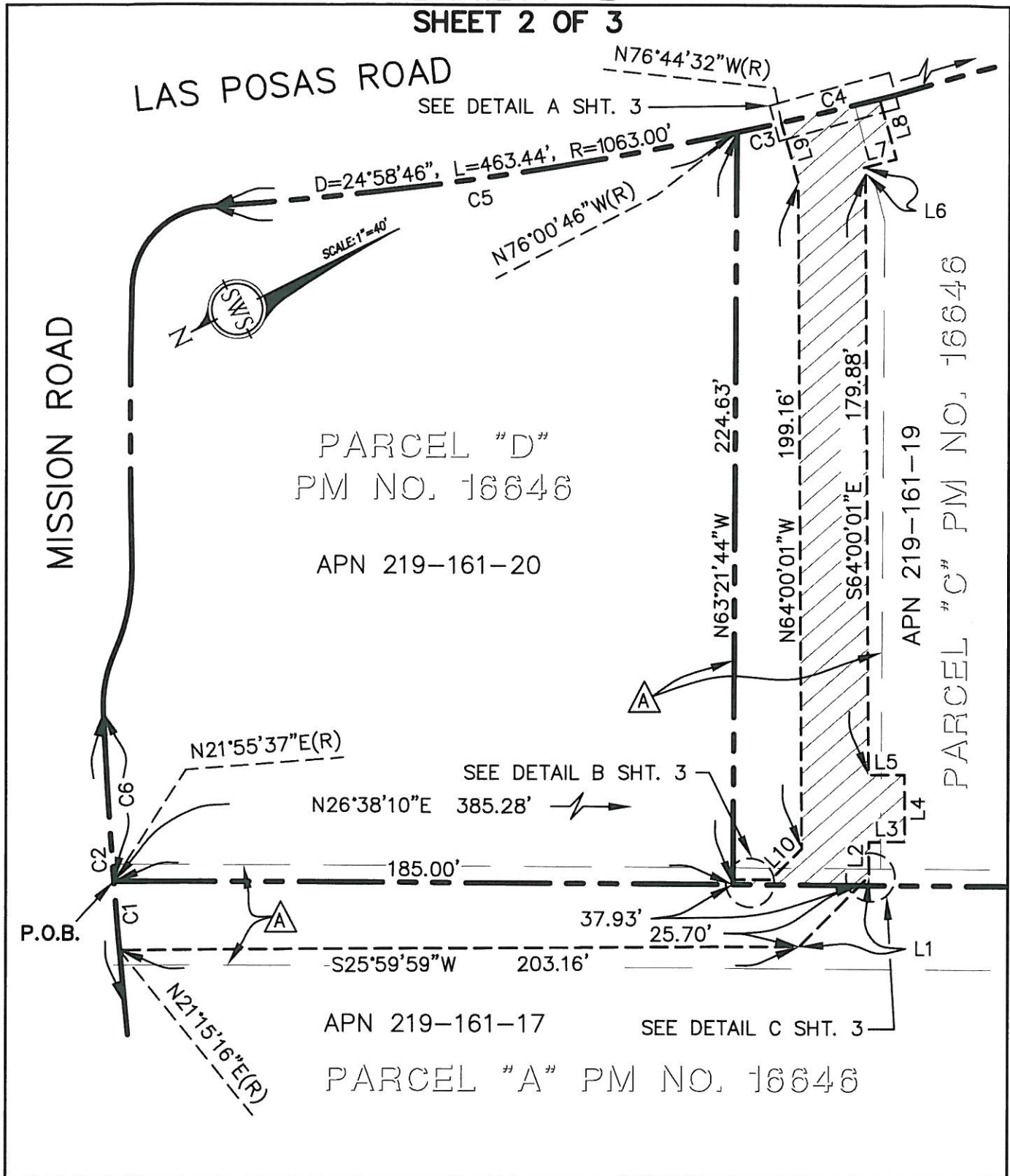
DRAWN BY: MDM

VWD NO. WO# 185562

VWD CK:

EXHIBIT "B"

SHEET 2 OF 3



VALLECITOS WATER DISTRICT

DATE: 04/11/17

SCALE: 1"=40'

APN 219-161-19

ACCESS EASEMENT PARCEL "C"

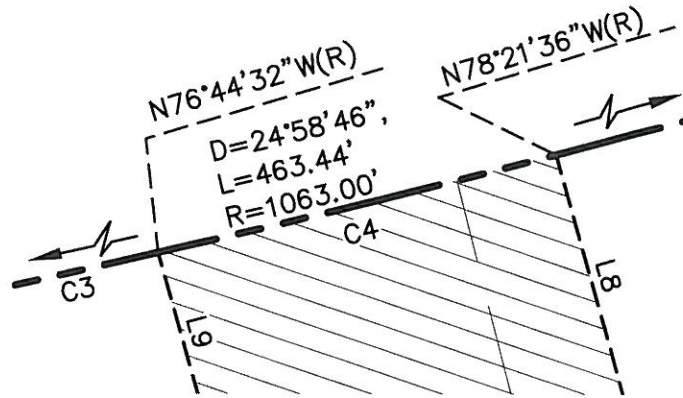
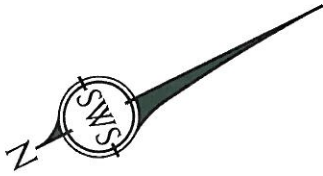
DRAWN BY: MDM

WVD NO. WO# 185562

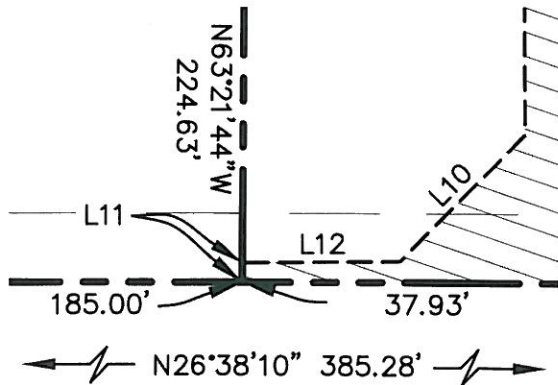
WVD CK:

EXHIBIT "B"

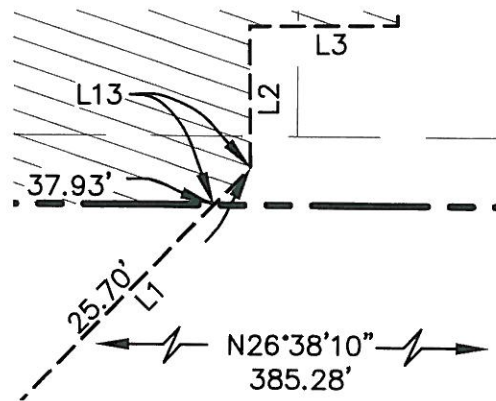
SHEET 3 OF 3



DETAIL A
NOT TO SCALE



DETAIL B
NOT TO SCALE



DETAIL C
NOT TO SCALE

VALLECITOS WATER DISTRICT

ACCESS EASEMENT PARCEL "C"

DATE: 04/11/17
SCALE: NOT TO SCALE
APN: 219-161-19

DRAWN BY: MDM
VWD NO. WO# 185562
VWD CK:

RESOLUTION NO. 17-21534

**A RESOLUTION OF THE GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
PALOMAR COLLEGE, SAN MARCOS, CALIFORNIA**

WHEREAS, on February 16, 2017 the Palomar Community College District (“PCCD”) Governing Board reaffirmed its commitment to undocumented students with the passing of Resolution No., 16-21521 and declared Palomar College a safe haven; and

WHEREAS, the results of the 2016 presidential election have continued to cause uncertainty and concern among members of Palomar’s student population; and

WHEREAS, community colleges across the nation are issuing resolutions, declarations, and statements of support to students such as this statement by Hostos Community College President David Gómez, Ed.D., *“Since the change in administration in our nation’s capital, there have been a series of continuous assaults against the immigrant community in this nation. Whether they were the numerous executive orders or tepid repudiation of acts of hate, it is clear that the present administration has elected to pursue a course of action that is antithetical to the principles upon which this nation was founded.”*

WHEREAS, the PCCD Governing Board stands in support of students from all backgrounds, cultures, immigration status, and religions.

WHEREAS, the PCCD Governing Board, administration, faculty, and staff support and value the District’s purpose and mission of providing high-quality educational opportunities for all students who can benefit from a higher education, without regard to race, ethnicity, heritage, national origin, immigration status, religion, age, gender, sexual orientation, gender identity, medical condition, or disability; and

WHEREAS, the District believes that neither California nor the United States of America will prosper without affording respect, opportunity, and support to its diverse population; and

WHEREAS, the goals of the District and its campuses are to educate students, to be inclusive and supportive of student diversity, and to provide an educational environment that protects students from pressures and intrusive actions that would disrupt or impair their education; and

WHEREAS, the District complies with federal and state laws and regulations, such as the Family Education Rights and Privacy Act (FERPA) that governs the privacy of student records, AB 540, and the California DREAM Act, which exempts undocumented students from non-resident tuition and provides other benefits; and

WHEREAS, the District supports the Deferred Action for Childhood Arrivals program (“DACA”) that provides a temporary reprieve from deportation for students who were brought to this country as

children and who are high achievers and on the path to success, and are deserving of being able to continue their studies;

NOW, THEREFORE, BE IT RESOLVED, that the PCCD Governing Board does not support and vehemently disagrees with President Trump's decision to terminate the DACA program in six months, putting nearly 800,000 young undocumented immigrants nationally at risk of deportation; and

BE IT FURTHER RESOLVED that the PCCD Governing Board supports the continuation of the following District practices; therefore, the PCCD will not;

1. allow federal immigration officials on campus absent legal authority; or
2. act on behalf of federal agencies to enforce immigration laws or aid in deportation; or
3. share student records containing immigration or citizenship status with immigration officials, absent a court order or other legal authority; and,
4. College Police will not participate in any voluntary program of immigration enforcement; and

BE IT FURTHER RESOLVED, that the PCCD Governing Board urges members of Congress to restore the DACA program and support and pass the Dream Act, a bill that would provide a path to legal status for undocumented young people who came to the country as children, in order to win back the values and ideals that made our country a beacon of hope and opportunity for the entire world.

PASSED AND ADOPTED by the Governing Board of the Palomar Community College District, County of San Diego, State of California, this _____ day of October, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Nancy Ann Hensch, President, Governing Board
Palomar Community College District

Attest:

John Halcón, Secretary, Governing Board
Palomar Community College District

SUBJECT: ICC/ISS student fairs & agent/college visits in Osaka and Tokyo Japan

OVERVIEW:

Request to participate in ICC/ISS student fairs followed by agency/school visits in Osaka and Tokyo, Japan.

DISCUSSION

ICC/ISS is a study abroad agency in Japan which has sent several students to Palomar College during the last two years. ICC/ISS will hold student fairs in Osaka (November 11th) and Tokyo (November 12th) for colleges to meet with prospective students. During my stay in both cities, I will also visit other agencies and schools to maintain our professional relationship.

FINANCIAL IMPLICATIONS:

Total travel cost not to exceed \$6200.

RECOMMENDATION: ACTION – APPROVE INTERNATIONAL TRAVEL FOR CLASSIFIED ADMINISTRATOR

It is recommended that the Governing Board approve travel for Yasue O'Neill, Coordinator, International Education, travel to Osaka and Tokyo, Japan for the purpose of meeting prospective students and visiting study abroad agencies and schools.

FY 2017 - 2018

Request for Travel Approval / Claim for Travel Expense

Use July 1, 2017 to Dec. 31, 2017

Applicant: Yasue O'Neill Ext: 2167 Date: 09/22/2017
Dept: International Education Div: Student Services
Meeting/Event: ICC/ISS Fair/Agent Visits City/State: Tokyo&Osaka Japan
Event Date(s): 11/11/2017 Departure Date: 11/08/2017 Return Date: 11/20/2017

Account	Fund	Org	Program	Class	Year	Proj/Grt	BusUnit	Fiscal Use
575200	11	424100	62100	10	2018	0811410	PALMR	
					2018			
					2018			
6 digits	2 digits	6 digits	5 digits	2 digits	4 digits	7 digits	5 characters	

REQUEST / APPROVAL FOR TRAVEL

CLAIM

Expenses Anticipated:

CalCard

Actual Expenses:

CalCard

Mileage X 0.535 \$0.00

Mileage X 0.535 \$0.00
(Prevailing IRS Standard Rate)

Commercial Transportation \$1,025.00 Yes ☒
(Purchasing Requisition Required for PrePay-
Send Req to Purchasing Dept)--Airfare costs
cannot exceed state contracted rates

Commercial Transportation Yes ☐
(Receipts and Itinerary Required)

*Refer to contracted rates
Official Contracted Air Fares*

Meals \$506.00

Meals Yes ☐

*** Original Itemized Receipts are Required.

*** Original Itemized Receipts are Required.

Lodging + Tax \$2,190.00 Yes ☒

Lodging + Tax (nights)
(Detailed hotel invoice Required) Yes ☐

Attach Prepaid Lodging Request Form

Fiscal Use
vendor # voucher #

Registration Fee \$2,000.00 Yes ☒

Registration Fee Yes ☐
(Receipts Required)

Attach Prepaid Registration Request Form

Fiscal Use
vendor # voucher #

Public Transportation \$315.00 Yes ☐
(estimate)

Public Transportation Yes ☐
(Receipts Required)

Other Permissible Expenses \$50.00 Yes ☐
inc. Parking (estimate)

Other Permissible Expenses Yes ☐
(Receipts Required)

Total Estimated Expenses: \$6,086.00 Yes ☐

Travel Total Expense \$0.00

(*Total must not exceed Total Funds Authorized)

Less direct Payments to Vendor(s)

Less charges paid with CalCard

Total Due Applicant \$0.00

Applicant's Signature

Date 9/22/17

Total Funds Authorized (Completed by
Senior/Executive Administrator OR Administrative Services Director)

Senior/Executive Administrator's Signature
OR Administrative Services Director

Date 9/26/17

Applicant Signature

Senior/Executive Administrator's
Signature OR Administrative Services Director

Purpose of trip, remarks, details:

Cal Card Information:

Cardholder Name:

Vendor #

Voucher #

Claim #

Audited by