



STRATEGIC PLANNING COUNCIL AGENDA

Date: April 3, 2007
Starting Time: 2:00 p.m.
Ending Time: 3:45 p.m.
Place: **SU-18**

CHAIR: Deegan

MEMBERS: Barton, Bishop, Colwell, Cuaron, Doran, Dowd, Eichelberger, Faulkner, Fernandez, Frady, Giese, Gowen, Halttunen, Hogan-Egkan, Ivey, Lienhart, Madrigal, McCluskey, O'Brien, Owens, Plotts, Tortarolo

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min.
1. Approve Minutes of March 6, 2007		
B. <u>ACTION ITEMS/FIRST READING</u>		60 min.
1. Chapters 1 & 2, Policies & Procedures	Exhibit B1	
C. <u>DISCUSSION/INFORMATION ITEMS</u>		0 min.
1. Grants Review Process		
2. Shared Governance Evaluation	Exhibit C2	
D. <u>REPORTS OF PLANNING COUNCILS</u>		15 min.
1. Administrative Services Planning Council – Bonnie Ann Dowd		
2. Human Resource Services Planning Council – John Tortarolo		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
E. <u>REPORT FROM RAC</u>		10 min
F. <u>REPORT FROM TRC</u>		
G. <u>REPORTS OF CONSTITUENCIES</u>		15min.
1. Administrative Association – Tom Plotts		
2. Associated Student Government – Michelle Eichelberger		
3. Confidential/Supervisory Team – JoAnne Giese		
4. CCE/AFT – Becky McCluskey		
5. Faculty Senate – Brent Gowen		
6. PFF/AFT – Shannon Lienhart/Julie Ivey		
H. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
April 3, 2007**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, April 3, 2007, in SU-18. The meeting was called to order at 2:00 p.m. by Robert Deegan.

ROLL CALL

Members Present: Barton, Bishop, Cuaron, Deegan, Doran, Dowd, Eichelberger, Faulkner, Fernandez, Gowen, Halttunen, Hogan-Egkan, Ivey, Lienhart, Madrigal, McCluskey, Miller, O'Brien, Owens, Park, Plotts, Tortarolo
Recorder: Cheryl Ashour
Members Absent: Colwell, Doran, Frady

A. MINUTES

1. Approve Minutes of March 6, 2007

MSC (Gowen) to approve the Minutes of March 6, 2007 as written

B. ACTION ITEMS/FIRST READING

1. Chapters 1 & 2, Policies & Procedures (Exhibit C1)

All policies in Chapter 1 were reviewed. BP 2010 through 2510, and AP 2105 through 2510 in Chapter 2 were reviewed and discussed. Revisions were suggested. The suggestions will be sent to the Policies and Procedures Task Force. After the Task Force reviews the suggestions and/or makes revisions, they will be brought back to SPC for review.

BP 2610 through 2745 and AP 2610 through 2712 will be reviewed at the April 17 SPC meeting.

C. DISCUSSION/INFORMATION ITEMS

1. Grants Review Process

This item was tabled until the May 1, 2007, meeting.

2. Shared Governance Evaluation (Exhibit C2)

Michelle Barton distributed and discussed a self-evaluation form which SPC, IPC, SSPC, ASPC, and HRSPC members will be asked to fill out and return in time for discussion at the May 1, 2007 SPC meeting. She asked members to email her with suggested revisions to the self-evaluation form by Friday, April 5, 2007.

Reports of Planning Councils, RAC, TRC, and Constituencies were not given because of lack of time.

H. OTHER ITEMS

The May progress report for the Annual Implementation Plan is due in three weeks. Cheryl Ashour will send the objectives to the designated Primary Person within the next couple of days. They will be discussed at the May 1, 2007 SPC meeting.

I. ADJOURNMENT

There being no remaining items the meeting was adjourned at 4:05 p.m.

PALOMAR COLLEGE POLICIES

Chapter 1 – The District

Table of Contents

BP 1100	The Palomar Community College District
BP 1200	District Mission
BP 1300	Educational Philosophy

As of 11/17/06

The District
DRAFT as of 5/22/06

BP 1100 THE PALOMAR COMMUNITY COLLEGE DISTRICT

References:

Education Code Section 72000(b);
Elections Code Section 18304

The District has been named the Palomar Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following college(s), education center(s), and sites:

Palomar College San Marcos Campus

Palomar College Escondido Center

and sites at:

Borrego Springs

Camp Pendleton

Fallbrook

Mt. Carmel

Pauma

Poway

Ramona

~~Education Code Section 72000(b)~~

The official boundary description for the Palomar Community College District is on file at the San Diego County Office of Education.

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (*Liebert Cassidy Whitmore*). This policy was revised by the Community College League and legal counsel in 2/04 because AB 255 created a misdemeanor for specific use of the District seal with intent to deceive the voters. In the revisions, the pertinent section of the Elections Code was added to the list of references. The language in **black ink** is from current Palomar College Policy #1100 titled The Palomar Community College District adopted on 3-11-03. The language in **green ink** reflects revisions/additions made at the May 12, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Former Palomar Policy #1100 originally adopted on 3/11/03)

The District
DRAFT as of 5/22/06

BP 1200 DISTRICT MISSION

References:

Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges Standard 1 (as of June 2002)

The mission of the Palomar Community College District:

Palomar College is an educational leader committed to quality learning. We provide our community the knowledge, information, skills, and aesthetic appreciation necessary to live responsibly, effectively, and creatively in an interdependent and changing world.

To achieve its mission, the Palomar Community College District follows the mission of the California Community College System as determined by the State Legislature.

The mission is evaluated and revised on a regular basis.

NOTE: This policy is **suggested** as **good practice**. The language in **black ink** is from current Palomar College Policy #1200 titled District Mission adopted on 3-11-03. The language in **green ink** reflects revisions/additions made at the May 12, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Former Policy #1200 originally adopted on 3/11/03)

The District
DRAFT as of 5/22/06

BP 1300 EDUCATIONAL PHILOSOPHY

References:

No specific references

The educational philosophy of Palomar College is based upon belief in the value of the individual and belief in the individual's potential for intellectual, ethical, personal, and social growth. Only through growth in these areas and responsible examination of the question of personal rights can the rights of an individual in a democratic society be fully understood.

The fundamental assumption of the democratic way of life is the intrinsic worth of the individual. This assumption, therefore, becomes the fundamental principle of public education in a democratic community.

In order to become an effective member of a democratic society, an individual must take part in a free exchange of ideas. Only within a free society is the individual assured this free exchange of ideas and the maximum freedom of choice and opportunity for self-realization consistent with the freedoms and opportunities of others. Only within a free society can the human personality attain its greatest stature.

The community college, by providing equal opportunities for individuals to develop their differing abilities and interests, enables students to realize more fully their potentials. Thus, their talents become more readily available to the community, and their participation in society becomes more effective. ~~GB 11-8-94~~

NOTE: The language in **black ink** is from current Palomar College Policy #1.2 titled Educational Philosophy (69-2804) adopted on 11-8-94. This policy was reviewed at the May 12, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Former Policy #1.2 originally adopted on 11/8/94)

PALOMAR COLLEGE POLICIES

Chapter 2 – Governing Board

Table of Contents

BP 2010	Governing Board Membership
BP 2015	Student Trustee
BP 2100	Governing Board Elections
BP 2105	Election of Student Trustee
BP 2110	Vacancies on the Governing Board
BP 2200	Board Duties and Responsibilities
BP 2210	Officers
BP 2220	Committees of the Governing Board
BP 2305	Annual Organizational Meeting
BP 2310	Regular Meetings of the Governing Board
BP 2315	Closed Sessions
BP 2320	Special and Emergency Meetings
BP 2330	Quorum and Voting
BP 2340	Agendas
BP 2345	Right to Public Participation
BP 2350	Speakers
BP 2355	Decorum/Conduct
BP 2360	Minutes
BP 2365	Recording
BP 2410	Policy Making Authority and Administrative Procedures
BP 2430	Delegation of Authority to the Superintendent/President
BP 2431	Superintendent/President Selection
BP 2432	Superintendent/President Succession
BP 2435	Evaluation of the Superintendent/President
BP 2510	Participation in Local Decision Making
BP 2610	Presentation of Initial Collective Bargaining Proposals
BP 2710	Conflict of Interest
BP 2715	Code of Ethics/Standards of Practice
BP 2716	Political Activity
BP 2717	Personal Use of Public Resources
BP 2720	Communications among Governing Board Members
BP 2725	Governing Board Member Compensation
BP 2730	Governing Board Member Health Benefits

BP 2735 Governing Board Member Travel
BP 2740 Governing Board Education
BP 2745 Governing Board Self-Evaluation

As of 11/17/06

Governing Board
DRAFT as of 5/22/06

BP 2010 GOVERNING BOARD MEMBERSHIP

References:

Education Code Sections 72023, 72103, and 72104

The purpose of the Governing Board of the Palomar Community College District is to serve as a representative body elected by and responsible to the people of the College District. The Governing Board shall consist of five members elected by the qualified voters of the District. Members shall be elected at large.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Governing Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Governing Board unless he or she resigns as an employee.

No member of the Governing Board shall, during the term for which he or she is elected, hold an incompatible office.

See BP 2710 titled Conflict of Interest

❖ **From Palomar College BP 5.0**

Purpose

~~It is incumbent upon each Board member to interpret the views of the public to the Board and administration.~~

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 5.0 titled Purpose. The language in **green ink** reflects revisions/additions made at the May 12, 2006 Policy and Procedure Task Force Meeting.

Attorney General Opinion 01-112 (8/3/01) clarified employment of a Governing Board member as a part-time or substitute instructor. Education Code Section 72103(b)(2) makes an exception for individuals who are usually employed in an occupation other than teaching and who are employed by the District to teach no more than one course per semester or quarter in the subject matter of the individual's occupation. The AG Opinion states that this exception applies only

when the contract to teach has already been executed at the time of the election to the Governing Board.

Government Code Sections 1090 and 87100 and common law principles of conflict of interest prohibit such office-holding, and inclusion of this exception is not recommended.

Date Adopted:

(Replaces Former Palomar Policy 5.0 with no adoption date indicated)

Governing Board
DRAFT as of 9/15/06

BP 2015 STUDENT TRUSTEE

Reference:

Education Code Section 72023.5

The Governing Board shall include one non-voting Student Trustee. The term of office shall be one year commencing June 1.

The duly elected Associated Student Government President will serve as the student member of the Board. The Student Trustee shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of six semester units in the District at the time of nomination and throughout the term of service. The student shall maintain minimum standards of scholarship of at least a 2.0 grade point average during his/her term.

The Student Trustee shall be seated with the Governing Board and shall be recognized as a full member of the Board at meetings. The Student Trustee is entitled to participate in discussion of issues and receive all materials presented to members of the Governing Board (except for closed session). The Student Trustee shall recuse himself/herself from both discussion and action on matters of potential conflict of interest. ~~The Student Trustee shall be entitled to any mileage allowance necessary to attend Board Meetings to the same extent as publicly elected Board members.~~

On or before June 1 of each year, the Governing Board shall consider whether to afford the Student Trustee any of the following privileges:

- The privilege to second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance at a level equivalent to elected Trustees. (See Board Policy 2725);
- The privilege to serve a term commencing on June 1.

❖ From Palomar College BP 8.1

Student Trustee Advisory Vote (92-15673, 00-20322)

~~The Board shall consist of five voting members and one student member who may cast an advisory vote. All voting members must be residents of the District; however, the student member shall not be required to be a District resident. (EC 72023, 72023.5)~~
(reflected in previous language)

❖ **From Palomar College BP 8.3**

Student Member

~~The student member shall be seated with the elected members of the Governing Board and shall be recognized as a full member of the Board at the meetings. He/she shall receive all materials presented to the Board and may participate in the questioning of witnesses and the discussion of issues. (EC 72023.5)~~
(reflected in previous language)

❖ **From Palomar College BP 8.31**

Student Member Duties

~~The student member shall not be included in determining the vote required to carry any measure before the Board and shall not have the right, or be afforded the opportunity, to attend closed sessions of the Board. The student member of the Board shall not be liable for any acts of the Governing Board. (EC 72023.5)~~
(reflected in previous language)

❖ **From Palomar College BP 8.32**

ASG President as Student Member (77-6694)

The duly elected Associated Student Government President will serve as the student member of the Board.
(moved to second paragraph in policy)

❖ **From Palomar College BP 8.33**

Student Member Term (81-8757)

~~The student member shall serve for a period of one year commencing on May 15th and ending on May 14th of the following year. (EC 72023.7)~~

❖ **From Palomar College BP 8.34**

Student Member Eligibility

The student member must be currently enrolled at the College for at least six semester units and maintain minimum standards of scholarship of at least a 2.0 grade point average during his/her term.

(moved to second paragraph in policy)

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 8.1 titled Student Trustee Advisory Vote (92-15673, 00-20322) adopted on 5-11-93 and revised on 9-26-00, 8.3 titled Student Member, 8.31 titled Student Member Duties, 8.32 titled ASG President as Student Member (77-6694) adopted 3-14-78, 8.33 titled Student Member Term (81-8757) adopted 12-8-81, and 8.34 titled Student Member Eligibility. The language in **green ink** reflects revisions/additions made at the May 12, 2006 and September 15, 2006 Policy and Procedure Task Force Meetings.

There are Governing Boards that provide the Student Trustee an advisory vote at Board Meetings, even though the law does not mention this privilege. If the Board chooses to include an advisory vote, it should be listed in the above policy with a statement, "The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Governing Board."

Date Adopted:

(Replaces former Palomar Policy 8.1 originally adopted on 5/11/93 and revised on 9/26/00; replaces former Palomar Policy 8.3 with no adoption date indicated; replaces former Palomar Policy 8.31 with no adoption date indicated; replaces former Palomar Policy 8.32 originally adopted on 3/14/78; replaces former Palomar Policy 8.33 originally adopted on 12/8/81; and replaces former Palomar Policy 8.34 with no adoption date indicated)

Governing Board
DRAFT as of 9/15/06

BP 2100 GOVERNING BOARD ELECTIONS

References:

Education Code Sections 5000 et seq., 72023, and 72027

The term of office of each Board member shall be four years, commencing on the first Friday in December following the election. Elections shall be held every two years, in even numbered years. Terms of Governing Board members are staggered so that, as nearly as practical, one half of the Board members shall be elected at each Board member election.

Candidates will be charged for the candidate's statements or other materials to be sent to the voters for the Governing Board member election. The District shall determine the length of the Candidate's Statement. The fees for such statement will be paid to the Registrar of Voter's Office by the candidate.

Ties

In the event of a tie vote in a Governing Board member election, the Governing Board of the Palomar Community College District will determine the winner or winners by lot.

~~**Note:** Terms of office begin on a date determined by the date of election. In districts where elections are governed by a city charter, the date will be the date all municipal officers take office. In districts governed by general law, the date will usually be the first Board Meeting in December following the general election in November.~~

❖ **From Palomar College BP 9.1**

Term

~~Voting members of the Board are elected in the manner prescribed by law to serve a term of four years.~~

~~(EC 72023)~~

(new policy language reflects this policy language)

❖ **From Palomar College BP 9.2**

Commencement of Term (98-19355)

~~An elected Board member will begin his/her term of office on the first Friday in December following his/her election.~~

~~(EC 72027)~~

(new policy language reflects this policy language)

❖ **From Palomar College BP 9.3**

Candidate's Statement (79-7522; 88-12537)

Candidates will be charged for the candidate's statements or other materials to be sent to the voters for the Governing Board member election. (included this language at the end of the first paragraph in the new policy)

❖ **From Palomar College BP 9.4**

Ties (79-7522; 88-12537)

~~In the event of a tie vote in a Governing Board member election, the Governing Board of the Palomar Community College District will determine the winner or winners by lot.~~

(new policy language reflects this policy language)

NOTE: This policy is **legally advised**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 9.1 titled Term, 9.2 titled Commencement of Term (98-19355) revised on 2-23-99, 9.3 titled Candidate's Statement (79-7522; 88-12537) adopted on 8-7-79, and 9.4 titled Ties (79-7522; 88-12537) adopted on 8-7-79. The language in **green ink** reflects revisions/additions made at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 9.1 with no adoption date indicated; replaces former Palomar Policy 9.2 revised on 2/23/99; replaces former Palomar Policy 9.3 originally adopted on 8/7/79; and replaces former Palomar Policy 9.4 originally adopted on 8/7/79)

Governing Board
DRAFT as of 9/15/06

BP 2105 ELECTION OF STUDENT TRUSTEE

References:

Education Code Sections 72023.5 and 72103

The Student Trustee shall be chosen by the students enrolled in the District as follows:

The Student Trustee, who also serves as the President of the Associated Student Government, shall be elected by all the students of the student body in a general election held for the purpose. Normally an election will be held in the Spring semester so that the office is filled by June 1.

Special elections shall be held if the office becomes vacant by reason of the resignation, or disqualification, or recall of an elected Student Trustee, ~~or by any other reasons.~~ Special elections shall be held within thirty (30) days or within thirty (30) days of the resumption of the academic year after notice of the vacancy comes to the attention of the Superintendent/President.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law, these policies, and the bylaws of the Associated Student Government. The election will be conducted in accordance with AP 2105 titled Election of Student Trustee. ~~administrative procedures established by the Superintendent/President.~~

NOTE: This policy is **legally advised**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Palomar Policy regarding the election of a Student Trustee. The language in **green ink** reflects revisions/additions made at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

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

Governing Board
DRAFT as of 9/15/06

BP 2110 VACANCIES ON THE GOVERNING BOARD

References:

Education Code Sections 5090 et seq.;
Government Code Section 1770

Vacancies on the Governing Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Governing Board shall be governed by Education Code 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Governing Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for District Governing Board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Governing Board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Governing Board will determine the schedule and appointment process, which may include interviews at a public meeting.

❖ **From Palomar College BP 10.0**

Vacancy

~~Vacancies in the Board will be filled in accordance with provisions prescribed by statute. EC 5090, 5091, 5092, 5093, 5094~~

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 10.0 titled Vacancy. This policy language was reviewed at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 10.0 with no adoption date indicated)

Governing Board
DRAFT as of 9/15/06

BP 2200 BOARD DUTIES AND RESPONSIBILITIES

References:

Education Code Section 70902;
Accreditation Standard IVB.1.d

The Governing Board governs on behalf of the citizens of the Palomar Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Governing Board is committed to fulfilling its responsibilities to:

- Represent the public interest;
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for District operations;
- Hire and evaluate the Superintendent/President;
- Delegate power and authority to the Superintendent/President to effectively lead the District;
- Assure fiscal health and stability;
- Monitor institutional performance and educational quality; and
- Advocate for and protect the District.

NOTE: This is a new policy included the Community College League's Update 11 dated August 30, 2006. It is **suggested** as **good practice**. The language in **above** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). Board duties and responsibilities are also reflected throughout the Board Policies and are addressed in BP 2715 titled Code of Ethics/Standards of Practice. Additional resources may be found in Chapter 7 of the Community College League's Trustee Handbook and other publications on trusteeship. There does not appear to be a current District policy that addresses this issue. The language in **green ink** reflects revisions/additions made at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

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

Governing Board
DRAFT as of 9/15/06

BP 2210 OFFICERS

Reference:

Education Code Section 72000

At the annual organizational meeting, the Governing Board shall elect from among its members a President of the Board, a Vice President of the Board, and a Secretary of the Board.

The terms of officers shall be for one year.

The duties of the President of the Board are to:

- Preside over all meetings of the Governing Board;
- Call emergency and special meetings of the Governing Board as required by law;
- Consult with the Superintendent/President on Governing Board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Governing Board members;
- Assure Board compliance with policies on Board Education, Self-Evaluation, and Superintendent/President Evaluation; and
- Represent the Governing Board at official events or ensure Board representation.

The duties of the Vice President of the Board are to:

- serve as the President of the Board in the absence of the Board President;
- Preside at any Regular and/or Special meetings;
- Sign such documents that the acts of the Governing Board may require;
and
- Represent the District in its relations with other Governing Board in the absence of the Board President.

The duties of the Secretary of the Board are to:

- Certify or attest to actions taken by the Governing Board whenever such certification or attestation is required for any purpose;
- Make or maintain such other records or reports as are required by law;
and

- Perform such other duties as may require official signature by the Governing Board of Trustees of the District.

The Superintendent/President shall serve as Secretary to the Board.

The duties of the Secretary to the Board are to:

- Notify members of the Governing Board of regular, special, emergency and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have prepared for adoption minutes of Board meetings;
- Attend all Governing Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Governing Board;
- Certify as legally required all Board actions; and
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary of the Governing Board.

The Governing Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

❖ From Palomar College BP 12.1

Officers

~~The Board shall elect a president, vice president, and secretary from its members at the annual organizational meeting of the Board. The Superintendent/President shall serve as Secretary to the Board.~~

~~(EC 72025)~~

(This information is reflected in the new policy language above)

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 12.1 titled Officers. The language in **green ink** reflects revisions/additions made at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 12.1 with no adoption date indicated)

Governing Board
DRAFT as of 9/15/06

BP 2220 COMMITTEES OF THE GOVERNING BOARD

Reference:

Government Code Section 54952

The Governing Board may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Governing Board action shall comply with the requirements of the Brown Act and with Palomar Community College District policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Governing Board and do not have authority that may lawfully be exercised by the Board itself, are not required to comply with the Brown Act or with these policies regarding open meetings.

Board committees have no authority or power to act on behalf of the Governing Board. Findings or recommendations shall be reported to the Governing Board for consideration. All Board-appointed committees serve in an advisory capacity to the Board and shall avoid making commitments which might be interpreted as binding contracts on the District.

❖ **From Palomar College BP 12.14 (Retain current policy language as stated)**

Committees

~~At the request of the Superintendent or a majority of the Board, the President of the Board may appoint special committees to investigate specific problems and report their findings and recommendations to the Board. There are no standing Board committees. All Board-appointed committees serve in an advisory capacity to the Board and shall avoid making commitments which might be interpreted as binding contracts on the District.~~

(The last sentence was moved to the end of the new third paragraph above)

NOTE: This policy is **legally advised**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 12.14 titled Committees. The language in

green ink reflects revisions/additions made at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

*(Replaces former Palomar Policy 12.14 with
no adoption date indicated)*

Governing Board
DRAFT as of 9/15/06

BP 2305 ANNUAL ORGANIZATIONAL MEETING**Reference:**

Education Code Section 72000(c)(2)(A)

~~The annual organizational meeting of the Governing Board will be held [insert the time frame as per current policy. If the District holds elections in November it would be within fifteen days of the date that elected Governing Board members take office, generally at the regular meeting held the first two weeks of December.] The purpose of the annual organizational meeting is to elect a President of the Board, a Vice President of the Board, a Secretary of the Board, and conduct any other business as required by law or determined by the Governing Board.~~

❖ **From Palomar College BP 12.2**

Organizational Meeting

The Governing Board shall hold an annual organizational meeting. The date and time of the annual organizational meeting shall be selected by the Board at its regular meeting held immediately prior to November 30 unless otherwise provided by rule of the Governing Board. The annual organizational meeting shall be held between November 30 and December 14 of each year. The Board shall notify the County Superintendent of Schools of the date and time selected for the meeting. Within 15 days prior to the meeting, the Secretary to the Board shall notify in writing all members and members elect of the date and time selected for the annual organizational meeting.
(EC 72125) (Note: This code no longer exists)

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 12.2 titled Organizational Meeting. This policy was reviewed at the September 15, 2006 Policy and Procedure Task Force Meeting and the language in current Palomar Policy 12.2 titled Organizational Meeting was retained.

Date Adopted:

(Replaces former Palomar Policy 12.2 with no adoption date indicated)

Governing Board
DRAFT as of 9/15/06

BP 2310 REGULAR MEETINGS OF THE GOVERNING BOARD

References:

Education Code Section 72000(d);
Government Code Sections 54952.2, 54953 et seq., and 54961

Regular meetings of the Governing Board shall be held the second Tuesday of each month. Regular meetings of the Governing Board shall normally be held at the San Marcos Campus, 1140 West Mission Road, San Marcos, CA 92069.

A notice identifying the location, date, and time of each regular meeting of the Governing Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. According to the Brown Act, the Governing Board Agenda will be posted 72 hours in advance of the meeting. All regular meetings of the Governing Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Governing Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

❖ **From Palomar College BP 7.11**

Meetings

~~The Board conducts public meetings at a regularly scheduled time and place as determined by the Board at its annual organizational meeting.
(EC 72120, 72121, 72126; GC 54954)~~

❖ **From Palomar College BP 12.3**

Regular Meetings

~~The Governing Board shall hold regular public meetings as determined at the annual organizational meeting. A notice identifying the location, date, and time of the meeting shall be posted at the College at least 10 days prior to the meeting and shall remain posted up to and including the time of the meeting.~~

~~(EC 35145, 72126, 72132)~~

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 7.11 titled Meetings and 12.3 titled Regular Meetings. The language in **green ink** reflects revisions/additions made at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 7.11 with no adoption date indicated and former Palomar Policy 12.3 with no adoption date indicated)

Governing Board
DRAFT as of 9/15/06

BP 2315 CLOSED SESSIONS

References:

Education Code Section 72122;
Government Code Sections 54956.8, 54956.9, 54957, 54957.6, and
11125.4

Closed sessions of the Governing Board shall ~~only~~ be held only as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Governing Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Governing Board or by law.

If any person requests an opportunity to present complaints to the Governing Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Governing Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Governing Board.

❖ From Palomar College BP 6.1

Legal Authority

~~It is recognized that the Education Code of the California Statutes and Title 5 of the Administrative Code legalizes the authority of the Governing Board as a whole, not as individual members. Only those matters which have been discussed and approved in open Board meetings or in duly authorized closed sessions have the effect of law.~~

❖ From Palomar College BP 12.6

Closed Session

~~Closed sessions of the Board may be held at the request of the members of the Governing Board, administration, academic staff, classified staff, or students. Such sessions are held in accordance with the provisions of the Ralph M. Brown Act, Government Code sections 54950-54961. Such meetings are restricted in scope to the review of academic and classified personnel, salary and fringe benefit proposals of employees, collective bargaining issues, acquisition of property, litigation affecting the District, or matters affecting an individual student. Final action of the Board will be taken at a public meeting and the result of such action shall be a public record.~~

~~(EC 35146, 72122; GC 3549.1, 11125.2, 11126, 11126.3, 54950-54961)~~

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 6.1 titled Legal Authority and 12.6 titled Closed Session adopted on 8-1-72. The language in **green ink** reflects revisions/additions made at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 6.1 with no adoption date indicated and former Palomar Policy 12.6 originally adopted on 8/1/72)

Governing Board
DRAFT as of 9/15/06

BP 2320 SPECIAL AND EMERGENCY MEETINGS

References:

Education Code Section 72129;
Government Code Sections 54956, 54956.5, and 54957

Special meetings may from time to time be called by the President of the Governing Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Superintendent/President shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

❖ **From Palomar College BP 12.4**

Special Meetings

~~Special meetings of the Board may be held at the call of the Board President or upon call in writing and signed by a majority of members of the Board. A special meeting may also be convened at any time upon unanimous consent. Special meetings are open to the public. A notice of a special meeting must be posted at least 24 hours prior to the special meeting.
(EC 72129; GC 54956)~~

❖ **From Palomar College BP 12.5**

Emergency Meetings

~~In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Governing Board may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Government Code Section 54956 or both of the notice and posting requirements.
(GC 54956.5)~~

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 12.4 titled Special Meetings adopted on 6-9-70 and 12.5 titled Emergency Meetings. This policy was reviewed at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 12.4 originally adopted on 6/9/70 and former Palomar Policy 12.5 with no adoption date indicated)

Governing Board
DRAFT as of 9/15/06

BP 2330 QUORUM AND VOTING

References:

Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81432, and 81511;
Government Code Section 53094;
Code of Civil Procedure Section 1245.240

No action shall be taken by secret ballot.

A quorum of the Board shall consist of three members.

The Governing Board shall act by majority vote of all of the membership of the Board, except as noted below.

~~No action shall be taken by secret ballot.~~

The following actions require a ~~two-thirds~~ majority vote by ~~of~~ all members of the Governing Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Governing Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

❖ **From Palomar College BP 12.7**

Quorum

~~The presence of three or more voting Board members at a duly noticed meeting constitutes a quorum.~~

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 12.7 titled Quorum. The language in **green ink** reflects revisions/additions made at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 12.7 with no adoption date indicated)

Governing Board
DRAFT as of 10/13/06

BP 2340 AGENDAS

References:

Education Code Sections 72121 and 72121.5;
Government Code Sections 6250 et seq. and 54954 et seq.

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Governing Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Governing Board.

The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Governing Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Governing Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President **ten days** prior to the regularly scheduled Governing Board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Governing Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

❖ **From Palomar College BP 12.11**

Action

The Board will act only upon matters identified as action items on the agenda. Official action taken by the Board shall be affirmed by a formal vote. The Board shall act by majority vote. Voting is by voice unless a written ballot is requested by the President of the Board. If the vote is not unanimous, the minutes shall reflect the vote of each member. A roll call vote may be called for by any Board member.

~~(EC 72202, 72203) (These Ed Code Sections no longer exist)~~

❖ **From Palomar College BP 12.8**

Agenda

~~The Superintendent of the District prepares the agenda for all regular, special, and emergency Board meetings. Members of the public may place matters on the agenda of open Board meetings, and may address the Board regarding any such items as they are taken up by the Board at an open Board meeting.~~

~~(EC 72121.5)~~

❖ **From Palomar College BP 12.9**

Availability of Agenda

~~A copy of the agenda shall be posted in accordance with the law, and copies will be forwarded to the news media serving the College District.~~

~~(EC 72121; GC 54954.2)~~

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 12.8 titled Agenda adopted 11-9-93, 12.9 titled Availability of Agenda , and 12.11 titled Action. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 12.8 originally adopted on 11/9/93; former Palomar Policy 12.9 with no adoption date indicated; and former Palomar Policy 12.11 with no adoption date indicated)

Governing Board
DRAFT as of 10/13/06

BP 2345 RIGHT TO PUBLIC PARTICIPATION

References:

Education Code 72121.5;
Government Code Sections 54954 **et seq.** and 54957.5

The Governing Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Governing Board in one of two ways:

1. There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the Superintendent/President or President of the Governing Board (whichever is most appropriate) that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Governing Board on such items.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340.

If requested through the Superintendent/President's Office, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Governing Board under this rule, but shall be submitted to the District.

❖ From Palomar College BP 7.10

Communication

Members of the College community communicate with members of the Board in accordance with established guidelines for communication.

❖ From Palomar College BP 12.10

Hearings

At regular meetings, the Governing Board shall provide opportunities for members of the public to address the Board directly on items on the agenda or on items of interest to the public that are within the subject matter jurisdiction of the Board. The Board welcomes the information provided by this direct interaction with the public.

~~(GC 54954.3)~~

~~The Board will accept testimony from individuals, a committee, or a delegation. Hearings from the following shall be regularly scheduled in the agenda: The Faculty, Faculty Senate, Palomar Faculty Federation, Associated Student Government, CCE/AFT, Administrative Association, Confidential and Supervisory Team, Other, and Superintendent.~~

NOTE: This policy is **legally advised**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 7.10 titled Communication and 12.10 titled Hearings adopted 11-9-93. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 7.10 with no adoption date indicated and former Palomar Policy 12.10 originally adopted on 11/9/93)

Governing Board
DRAFT as of 10/13/06

BP 2350 SPEAKERS

References:

Education Code Section 72121.5;
Government Code Sections 54950 et seq.

Persons may speak to the Governing Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Governing Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Governing Board or if their remarks are unduly repetitive.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Governing Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- They shall complete a written request to address the Governing Board at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.

- No member of the public may speak without being recognized by the President of the Board.
- Each speaker will be allowed a maximum of **five** minutes per topic. **Thirty** minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Governing Board, these time limits may be extended.

❖ **From Palomar College Administrative Procedure 12.10.1**

Public Participation at Regular Meetings of the Board (97-18518) (97-18582)

- The Governing Board may ask a delegation to limit the number of speakers on a specific topic unless the proposed speakers are addressing different concerns.
- Each speaker coming before the Governing Board is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters.

NOTE: This policy is **legally advised**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Palomar Policy regarding Speakers. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar AP 12.10.1 with no adoption date indicated)

Governing Board
DRAFT as of 10/13/06

BP 2355 DECORUM/CONDUCT

References:

Education Code Section 72121.5;
Government Code Section 54954.3(b)

The following will be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Governing Board has scheduled to consider in closed session;
- Profanity, obscenity, and other offensive language; and
- Physical violence and/or threats of physical violence directed toward any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Governing Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Governing Board. If the behavior continues, the person(s) may be removed by a vote of the Governing Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Governing Board may order the meeting room cleared and may continue in session. The Governing Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

❖ **From Palomar College BP 12.13**

Rules of Procedure

In all matters of procedure not otherwise indicated, Robert's Rules of Order, Revised, governs.

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 12.13 titled Rules of Procedure. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

*(Replaces former Palomar Policy 12.13 with
no adoption date indicated)*

Governing Board
DRAFT as of 10/13/06

BP 2360 MINUTES

References:

Education Code Section 72121(a);
Government Code Section 54957.5

The Superintendent/President shall cause minutes to be taken of all meetings of the Governing Board. The minutes shall record all actions taken by the Governing Board including, but not limited to, those present, all motions, names of those making and seconding motions, and votes. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

~~The minutes shall also record names of those present, all motions, names of those making and seconding motions, votes, etc.~~

❖ **From Palomar College BP 12.12**

Minutes

~~Minutes shall be taken at all meetings recording actions of the Board. The minutes are public record and shall be available to the public.
(EC 72121, 72202)~~

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 12.12 titled Minutes. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 12.12 with
no adoption date indicated)

Governing Board
DRAFT as of 10/13/06

BP 2365 RECORDING

References:

Education Code Section 72121(a);
Government Code Sections 54953.5 and 54953.6

If the Governing Board causes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for ~~at least thirty~~ 30 days following the taping or recording.

Persons attending an open and public meeting of the Governing Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Governing Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Governing Board to stop.

NOTE: This policy is **legally required**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Palomar Policy regarding recording. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

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

Governing Board
DRAFT as of 10/13/06

BP 2410 POLICY MAKING AUTHORITY AND ADMINISTRATIVE PROCEDURES

References:

Education Code Section 70902;
Accreditation Standard IV.B.1.b and e

❖ From Palomar College BP 7.01

District Policy

All policies of the District are established by the Governing Board.

The Governing Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Governing Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Governing Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President.

The Superintendent/President shall annually provide each member of the Board with copies of the administrative procedures or any revisions since the last time they were provided. The Governing Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Governing Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the Superintendent/President.

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 7.01 titled District Policy. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 7.01 with no adoption date indicated)

Governing Board
DRAFT as of 10/13/06

**BP 2430 DELEGATION OF AUTHORITY TO THE
SUPERINTENDENT/PRESIDENT**

References:

Education Code Sections 70902(d) and 72400;
Accreditation Standards IV.B.1.j and IV.B.2

The Governing Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Governing Board requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him or her by the Governing Board (including the administration of the College and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret Board Policy. In situations where there is no Board Policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Governing Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written Board Policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Governing Board in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Governing Board as a whole. Individual Board member requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any Board member shall be provided to all Board members.

The Superintendent/President shall act as the professional advisor to the Governing Board in policy formation.

❖ **From Palomar College BP 6.2**

Management

The Board delegates the authority for the District administration to the Superintendent of the District.

❖ **From Palomar College BP 6.3**

Designate Alternate Representative of Board (AB1725) (89-13785)

In the absence of designation of an alternate representative, the Superintendent/President shall act as the representative of the Governing Board in all matters including the implementation of the provisions of the Education Code added by Assembly Bill 1725. The Superintendent/President may delegate specific responsibility to other District employees. The Governing Board reserves its right to approve policy recommendations.

❖ **From Palomar College BP 21**

District Superintendent/President

The Chief Executive Officer for the Governing Board of Palomar College and the Palomar Community College District is the District Superintendent and President of the College. He/she is responsible for the execution of policies established by the Governing Board. He/she is expected to administer the College in an economical, democratic, and efficient manner for the best interests of the students and the residents of the Palomar Community College District.

NOTE: This policy is **legally required**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 6.2 titled Management, 6.3 titled Designate Alternate Representative of Board (AB1725) (89-13785) adopted on 5-8-90, and 21 titled District Superintendent/President. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 6.2 with no adoption date indicated; former Palomar Policy 6.3 originally adopted on 5/8/90; and former Palomar Policy 21 with no adoption date indicated)

Governing Board
DRAFT as of 10/13/06

BP 2431 SUPERINTENDENT/PRESIDENT SELECTION

References:

Accreditation Standards IV.B.1 and IV.B.1.j.;
Title 5 Sections 53000 et seq.

In the case of a Superintendent/President vacancy, the Governing Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

❖ **From Palomar College BP 7.02**

Selection of the Superintendent/President

A Superintendent is ~~elected~~ selected by the Board to serve as the Chief Executive Officer of the District. The initial contract of the Superintendent/President will be negotiated to the mutual agreement of the Superintendent/President and the Board, for a term not to exceed four years. The contract will be reviewed annually and renewed by mutual agreement of the Board and the Superintendent/President.

NOTE: This policy is **legally required**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 7.02 titled Selection of the Superintendent/President. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 7.02 with no adoption date indicated)

Governing Board
DRAFT as of 10/13/06

BP 2432 SUPERINTENDENT/PRESIDENT SUCCESSION

References:

Education Code Sections 70902(d) and 72400;
Title 5 Section 53021(b)

The Governing Board delegates authority to the Superintendent/President to appoint an acting Superintendent/President to serve in his or her absence for short periods of time, not to exceed 30 calendar days at a time.

In the absence of the Superintendent/President and when an Acting President has not been named, administrative responsibility shall reside with (in order):

(Per Palomar College BP 22)

- Chief Instructional Officer
- Chief Student Services Officer
- Chief Business Officer
- Chief Human Resources Officer
- Deans (in order of length of service as a dean at Palomar College)

The Governing Board shall appoint an acting Superintendent/President for periods exceeding 30 calendar days.

❖ **From Palomar College BP 22**

Designation of Administrator in Charge (89-13757)

~~In the absence of designation of an administrator in charge by the Superintendent/President or by the Governing Board, the standard succession will be first, the chief instructional officer; second, the chief student services officer; and then the deans, in order of their length of service as deans at Palomar College.~~

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 22 titled Designation of Administrator in Charge (89-13757) adopted on 4-24-90. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

*(Replaces former Palomar Policy 22 originally
adopted on 4/24/90)*

Governing Board
DRAFT as of 11/17/06

**BP 2435 EVALUATION OF THE
SUPERINTENDENT/PRESIDENT**

Reference:

Accreditation Standard IV.B.1

The Governing Board shall conduct an evaluation of Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Governing Board and the Superintendent/President.

The criteria for evaluation shall be based on Board Policy, the Superintendent/President job description, and performance goals and objectives developed in accordance with Board Policy 2430 titled Delegation of Authority to the Superintendent/President.

❖ **From Palomar College BP 21.1**

Conditions of Employment

- A. ~~It is a policy of the Board to review the existing contract of the District Superintendent annually.~~
- B. ~~In the event the Governing Board determines that the Superintendent is not to be reemployed upon the expiration of his/her contract, the Superintendent will be given written notice thereof at least six months in advance of the expiration of his/her contract period. In the event of failure to give such notice, the Superintendent shall be deemed reelected for a term of the same length as the one completed, in accordance with the California State Education Code.~~

NOTE: This policy is **legally required**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in

black ink is from current Palomar College Policy 21.1 titled Conditions of Employment. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 21.1 with no adoption date)

Governing Board
DRAFT as of 11/17/06

BP 2510 PARTICIPATION IN LOCAL DECISION MAKING

References:

Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (staff), and
51023.7 (students);
Accreditation Standard IV.A

❖ **From Palomar College BP 4.0**

Collegiality (83-9881)

The Governing Board of the Palomar Community College District wishes to encourage the greatest possible cooperation among its employees and believes that the best ideas are often the product of collective thought. The Board affirms its commitment to collegiality and directs its employees to make every effort in sincere attempts to use the collegial model in policy development.

❖ **From Palomar College BP 2510**

PARTICIPATION IN LOCAL DECISION-MAKING

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Faculty Senate ~~(Title 5, Sections 53200-53206.)~~

Pursuant to rules adopted by the Board of Governors of the California Community Colleges, the Governing Board elects to rely primarily upon the advice and judgment of the Faculty Senate on academic and professional matters.

The term “Academic and Professional Matters” refers to the establishment or modification of the following Policy and Procedure matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. Governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Faculty Hiring Policy, Faculty Hiring Criteria, and Faculty Hiring Procedures
12. Other academic and professional matters as mutually agreed upon by the Governing Board and the Faculty Senate. As other such academic and professional matters are identified, they will be added to this list.

Palomar Faculty Federation

Consistent with the EERA (Educational Employment Relations Act), the Palomar Faculty Federation shall represent faculty on campus committees dealing with salaries, benefits, and working conditions.

Staff (~~Title 5, Section 51023.5, Education Code 70901.2~~)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the CCE/AFT, Administrative Association, and Confidential and Supervisory Team will be given every reasonable consideration.

Students (~~Title 5, Section 51023.7~~)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, *et seq.*

~~Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students)~~

❖ From Palomar College BP 4.5

Academic and Professional Matters (91-14779, 92-15302)

~~A. Pursuant to rules adopted by the Board of Governors of the California Community Colleges, the Governing Board elects to rely primarily upon the advice and judgment of the Faculty Senate on academic and professional matters.~~

~~B. The term "academic and professional matters" means the following policy and procedures matters:~~

- ~~1. Curriculum, including establishing prerequisites and placing courses within disciplines~~
- ~~2. Degree and certificate requirements~~
- ~~3. Grading policies~~
- ~~4. Educational program development~~
- ~~5. Standards or policies regarding student preparation and success~~
- ~~6. Governance structures, as related to faculty roles~~
- ~~7. Faculty roles and involvement in accreditation processes, including self-study and annual reports~~
- ~~8. Policies for faculty professional development activities~~
- ~~9. Processes for program review~~
- ~~10. Processes for institutional planning and budget development~~
- ~~11. Faculty Hiring Policy, Faculty Hiring Criteria, and Faculty Hiring Procedures~~
- ~~12. Other academic matters as mutually agreed upon by the Governing Board and the Faculty Senate. As other such academic matters are identified, they will be added to this list.~~

~~C. The Governing Board, through the Superintendent/President or designee, will consult with the Faculty Senate when adopting policies and procedures on academic matters. Policies and procedures on academic matters shall not be adopted by the Governing Board or implemented until consultation with the Faculty Senate has occurred.~~

~~D. Modifications of this policy are to be considered a professional matter and fall within the scope of this agreement.~~

NOTE: This policy is **legally advised**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 2510 titled Participation in Local Decision-Making adopted on 11-14-03, Policy 4.0 titled Collegiality adopted 1-10-84, and Policy 4.5 titled

Academic and Professional Matters (91-14779, 92-15302) adopted on 10-13-92. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 2510 originally adopted on 11/14/03; former Palomar Policy 4.0 originally adopted on 11/10/84; and former Palomar Policy 4.5 originally adopted on 10/13/92)

Governing Board
DRAFT as of 12/11/06

**BP 2610 PRESENTATION OF INITIAL COLLECTIVE
BARGAINING PROPOSALS**

Reference:

Government Code Section 3547

The Superintendent/President is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Governing Board of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the following timelines:

NOTE: This policy is **legally required**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Palomar Policy regarding the presentation of initial collective bargaining proposals. This procedure was also reviewed by the Human Resources Office regarding collective bargaining processes.

Date Adopted:

*(This is a new policy recommended by the CC
League and the League's legal counsel)*

Governing Board
DRAFT as of 11/17/06

BP 2710 CONFLICT OF INTEREST

References:

Government Code Sections 1090 et seq., 1126, and 87200 et seq.;
Title 2 Sections 18730 et seq.

Governing Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Governing Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Governing Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the District.

In compliance with law and regulation, the Superintendent/President shall establish administrative procedures to provide for disclosure of assets of income of Governing Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Governing Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Governing Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

❖ **From Palomar College BP 9.5 titled Economic Interests**

~~Each Board member shall file Statements of Economic Interests in accordance with the Political Reform Act of 1974 and the Conflict of Interest Code of the Palomar Community College District.~~
~~(GC 87100 et seq.)~~

❖ **From Palomar College BP 541 titled Conflict of Interest**

~~Governing Board members who have a legal interest in any contract brought before the Board shall abstain in the approval process. No employee of the District shall have a financial interest in any contract with a vendor specified by the employee as one from whom to purchase materials. EC 72533~~

NOTE: This policy is **legally advised**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar BP 9.5 titled Economic Interests with no date and BP 541 titled Conflict of Interest with no date. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

*(Replaces former Palomar BP 9.5 with no date
and former Palomar BP 541 with no date)*

Governing Board
DRAFT as of 11/17/06

BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

References:

Accreditation Standards IV.B.1.a, e, and h

**❖ From the CODE OF ETHICS PALOMAR COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD (89-13740)**

As a member of the Palomar Community College District Governing Board, I will perform my duties in accordance with my oath of office. I am committed to serving the educational needs of the citizens of the District. My primary responsibility is to provide learning opportunities to each student regardless of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability.

It is my further responsibility to:

1. Devote time, thought, and study to my duties as a Palomar College Board member so that I may render effective and creditable service.
2. Work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debates of points at issue.
3. Base my personal decisions upon all available facts in each situation, vote my honest conviction in every case unswayed by partisan bias, and abide by and uphold the final majority decision of the Board.
4. Remember at all times that as an individual I have no legal authority outside the meetings of the Board and conduct my relationships with College staff, students, the local citizenry, and the media on that basis.
5. Be aware that I am responsible to all citizens of the District and not solely to those who elected me. The authority delegated to me by the voters must be exercised with as much care and concern for the least influential as for the most influential member of the community.
6. Resist every temptation and outside pressure to use my position as a community college board member to benefit either myself or any other individual or agency apart from the total welfare of the Palomar Community College District.
7. Recognize that it is as important for the Board to understand and evaluate the educational program of Palomar College as it is to plan for the business of College operation.

8. Bear in mind under all circumstances that the Board is legally responsible for the effective operation of the District. Its primary function is to establish the policies by which the Palomar Community College District is to be administered. The Board shall hold the Superintendent/President and his/her staff responsible for the administration of the educational program and the conduct of College business.
9. Welcome and encourage the active involvement of students, employees, and citizens of the District with respect to establishing policy on current College operation and proposed future developments and consider their views in my deliberations and decisions as a Board member.
10. Recognize that deliberations of the Board in closed session are not mine to release or discuss in public without the approval of the Board by majority vote.
11. Avail myself of opportunities to enhance my potential as a Board member through participation in educational conferences, workshops, and training sessions offered by local, state, and national organizations.
12. Be informed about the actions and positions of state and national community college trustees' associations.
13. Strive to provide the most effective community college board service of which I am capable, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

NOTE: This policy is **legally required**. The language in **black ink** is from current Palomar College Policy 89-13740 titled Code of Ethics Palomar Community College District Governing Board (89-13740) adopted on 4-10-90. This policy was reviewed at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 89-13740
originally adopted on 4/10/90)

Governing Board
DRAFT as of 11/17/06

BP 2716 POLITICAL ACTIVITY

References:

Education Code Sections 7054 and 7056;
Government Code Section 8314

Members of the Governing Board shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Governing Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

NOTE: This policy is **legally required**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Palomar Policy regarding political activity. This policy was reviewed at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Governing Board
DRAFT as of 11/17/06

BP 2717 PERSONAL USE OF PUBLIC RESOURCES

References:

Government Code Section 8314;
Penal Code Section 424

No Governing Board member shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

NOTE: This policy is **legally required**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Palomar Policy regarding the personal use of public resources. This policy was reviewed at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Governing Board
DRAFT as of 11/17/06

**BP 2720 COMMUNICATIONS AMONG GOVERNING BOARD
MEMBERS**

Reference:

Government Code Section 54952.2

Members of the Governing Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Governing Board.

NOTE: This policy is **legally required**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Palomar Policy regarding communications among Governing Board members. This policy was reviewed at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

*(This is a new policy recommended by the CC
League and the League's legal counsel)*

Governing Board
DRAFT as of 11/17/06

BP 2725 GOVERNING BOARD MEMBER COMPENSATION

References:

Education Code Sections 1090, 35120, 72023.5, and 72425-72024

❖ **From Palomar College BP 11.0**

Compensation

❖ **From Palomar College BP 11.1**

Services (79-7791, 98-19508, 99-19753)

Governing Board members and the non-voting student member are compensated for their services within the limits established by law. Compensation for the non-voting student trustee will be set by the Governing Board on or before ~~May 15~~ June 1 of each year. Board members, except for the non-voting student member, may elect to receive health and welfare benefits extended to District employees.

~~(Adopted compensation is found in EC 72023.5, 72425)~~

NOTE: This policy is **legally required**. The language in **black ink** is from current Palomar College Policy 11.0 titled Compensation and 11.1 titled Services (79-7791, 98-19508, 99-19753) adopted on 3-11-80 and revised on 5-25-99 and 10-12-99. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 11.0 with no adoption date indicated and former Palomar Policy 11.1 originally adopted on 3/11/80 and revised on 5/25/99 and 10/12/99)

Governing Board
DRAFT as of 12/11/06

BP 2730 HEALTH BENEFITS

Reference:

Government Code Section 53201

Members of the Governing Board are eligible for and may elect to participate in the District's health benefit programs.

NOTE: This policy is **legally required**. There does not appear to be a current Palomar Policy regarding health benefits. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting and recommendations from the Human Resources Office.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Governing Board
DRAFT as of 11/17/06

BP 2735 GOVERNING BOARD MEMBER TRAVEL

Reference:

Education Code Section 72423

❖ From Palomar College BP 11.2

Travel Allowance

Board members, including the non-voting student member, incurring travel expenses in the performance of their duties shall ~~may~~ be eligible for reimbursement with approval of the Board.
(~~EC 72423~~)

NOTE: This policy is **legally required**. The language in **black ink** is from current Palomar College Policy 11.2 titled Travel Allowance. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 11.2 with no adoption date indicated)

Governing Board
DRAFT as of 11/17/06

BP 2740 GOVERNING BOARD EDUCATION

Reference:

Accreditation Standard IV.B.1.f

The Governing Board is committed to its ongoing development as a Board and to an education program that includes an orientation for new Board members.

To that end, the Governing Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster Board member education.

❖ **From Palomar College BP 7.15**

Orientation of Trustees (98-19184)

~~The Governing Board will schedule a special meeting for the purpose of orienting its members within two months of the seating of a new Board member. In addition, N~~new Board members are strongly encouraged to attend orientation sessions sponsored by state and national associations. ~~When a new Student Trustee is seated, the Board will arrange a special meeting or other activities to orient the Student Trustee.~~

NOTE: This policy is **legally required**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 7.15 titled Orientation of Trustees adopted on 10-27-98. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces former Palomar Policy 7.15
originally adopted on 10/27/98)

Governing Board
DRAFT as of 11/17/06

BP 2745 GOVERNING BOARD SELF-EVALUATION

References:

Accreditation Standards IV.B.1.e and g

The Governing Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Governing Board has established the following processes:

A committee of the Governing Board shall be appointed in March to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board Policies regarding Governing Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Governing Board.

If an instrument is used, all Governing Board members will be asked to complete the evaluation instrument and submit them to Secretary to the Board.

A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

❖ **From Palomar College BP 13.0**

Board Evaluation (95-17149)

~~It is the policy of the Palomar Community College District to~~ The Governing Board shall conduct an annual self-evaluation ~~of the Governing Board~~. The goals of the self-evaluation of the Governing Board are to clarify roles, to enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. The ultimate goal is to improve College operations and policies for the benefit of the students and employees of Palomar College and the citizens of the Palomar Community College District.

The evaluation instrument will be completed by each individual Board member, discussed at an annual Board retreat, and maintained in the District Office.

NOTE: This policy is **legally required**. The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 13.0 titled Board Evaluation (95-17149) adopted on 7-18-95. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

*(Replaces former Palomar Policy 13.0
originally adopted on 7/18/95)*

PALOMAR COLLEGE PROCEDURES

Chapter 2 – Governing Board

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As of 11/17/02

~~AP 2015 STUDENT TRUSTEE~~

Version dated 5/9/06

Reference:

~~Education Code Section 72023.5~~

~~The student member shall have the following responsibilities:~~

- ~~• Attend meetings of the Board of Trustees~~
- ~~• —~~

~~(Note: The District may list other duties and expectations of the Student Trustee, such as defining the relationship with the Associated Student Organization, undergoing an orientation to the role, and identifying a mentor or advisor for the position.)~~

NOTE: *This procedure is optional, depending on the amount of detail included in Board Policy. If the duties are not stated in Board Policy, the language above is **suggested** as **good practice**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Approved:

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

~~AP 2100 BOARD ELECTIONS~~

~~Version dated 5/9/06~~

References:

~~Education Code Sections 5000 et seq.~~

~~Note: Board election practices are covered in Board Policy. However, if there are administrative processes beyond that contained in Board Policy, they may be inserted here.~~

NOTE: This procedure is **suggested** as **good practice**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Approved:

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

Governing Board
DRAFT as of 11/29/06

AP 2105 ELECTION OF STUDENT TRUSTEE

Reference:

Education Code Section 72023.5

The Student Trustee shall be elected by a plurality vote of those voting in a regular election of the student body. All members of the student body may vote. Normally, the election will be conducted during the spring semester and will be completed in time for the Student Trustee to take office on June 1.

The student body may recall the President of the Associated Student Government who may then cease to be the Student Trustee. The President of the Associated Student Government may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Superintendent/President of a petition signed by at least 5% of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within twenty (20) days of a regularly scheduled election for the Student Trustee.

Upon notice to the Superintendent/President that a vacancy has occurred, the Superintendent/President shall, within twenty (20) days, call a special election. No special election will be called if the vacancy occurs within twenty (20) days of a regularly scheduled election for Student Trustee. The office shall become vacant if the Student Trustee becomes ineligible for the office, resigns, is recalled, or dies.

Office of Primary Responsibility: Superintendent/President

NOTE: This procedure is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Approved:

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

Governing Board
DRAFT as of 10/1/06

AP 2110 VACANCIES ON THE GOVERNING BOARD

References:

Education Code Sections 5090 et seq.;
Government Code Sections 1770 and 6061

When the Governing Board determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District and publication in a newspaper of general circulation.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Governing Board.

Persons applying for appointment to the Governing Board shall receive a letter from the Superintendent/President containing information about the District and the Board, and including a candidate information sheet to be completed and returned by a specific date.

The Governing Board shall request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Governing Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Governing Board shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation.

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Governing Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures,

is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a Governing Board member upon the appointee immediately following his or her appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Governing Board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Office of Primary Responsibility: Superintendent/President

NOTE: This procedure is **legally advised**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Approved:

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

Governing Board
DRAFT as of 10/1/06

AP 2310 REGULAR MEETINGS OF THE GOVERNING BOARD

References:

Education Code Section 72000(d);
Government Code Sections 54952.2, 54953 et seq., and 54961

❖ From Palomar College Administrative Procedure 12.3

Regular Meetings (00-20502)

The Governing Board meets on the second Tuesday of each month at 7:00 p.m. Any item for the agenda must be in the President's Office ten days prior by 5 p.m., ~~on the Monday eight days prior~~ to each Tuesday meeting. The fourth Tuesday of the month will be kept open for special meetings, orientations, workshops, or training sessions, should they be needed. GB rev. 2-13-01

Office of Primary Responsibility: Superintendent/President

NOTE: The language in **black ink** is from current Palomar Administrative Procedure 12.3 titled Regular Meetings dated 2-13-01. The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Approved:

(Replaces former Palomar AP 12.3 dated 2-13-01)

Governing Board
DRAFT as of 10/1/06

AP 2320 SPECIAL AND EMERGENCY MEETINGS

References:

Education Code Sections 72023.5 and 72129;
Government Code Sections 54956 and 54956.5

❖ ~~From Palomar College Administrative Procedure 12.3~~

~~Regular Meetings (00-20502)~~

~~The Governing Board meets on the second Tuesday of each month at 7:00 p.m. Any item for the agenda must be in the President's Office by 5 p.m., on the Monday eight days prior to each Tuesday meeting. The fourth Tuesday of the month will be kept open for special meetings, orientations, workshops, or training sessions, should they be needed. GB rev. 2-13-01 (language moved to new AP 2310 titled Regular Meetings of the Governing Board)~~

Whenever a special meeting of the Governing Board is called, the Superintendent/President shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Superintendent/President shall also ensure that the following notices of the meeting are delivered either personally or by other means:

- Written notice to each member of the Governing Board, including the Student Trustee.
- Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the Governing Board in writing either prior to or at the time of the meeting.

Whenever an emergency meeting of the Governing Board is called, the Superintendent/President shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Superintendent/President shall

provide the newspapers, radio stations, and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Office of Primary Responsibility: Superintendent/President

NOTE: This procedure is **suggested** as **good practice**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made at the September 15, 2006 Policy and Procedure Task Force Meeting.

Date Approved:

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

Governing Board
DRAFT as of 10/19/06

AP 2340 AGENDAS

Reference:

Education Code Section 72121

❖ **From Palomar College Administrative Procedure 12.8**

Agenda

Any member of the public who wishes to place a matter on the agenda of an open Board meeting shall notify the Superintendent/President in writing at least eight ten calendar days before any regular meeting. The written notification shall specify the matter and include any relevant background information.

The Superintendent/President shall determine whether the specific matter is directly related to the business of the District or is appropriate for an open Board meeting. Any decision by the Superintendent/President not to place a requested matter on the agenda may be appealed in writing to the Board.

❖ **From Palomar College BP 12.10**

Hearings

~~At regular meetings, the Governing Board shall provide opportunities for members of the public to address the Board directly on items on the agenda or on items of interest to the public that are within the subject matter jurisdiction of the Board. The Board welcomes the information provided by this direct interaction with the public.~~

~~(GC 54954.3)~~

The agenda will include regularly scheduled standing items from ~~The Board will accept testimony from individuals, a committee, or a delegation. Hearings from the following shall be regularly scheduled in the agenda: The Faculty, the Faculty Senate, the Palomar Faculty Federation, the Associated Student Government, the CCE/AFT, the Administrative Association, the Confidential and Supervisory Team, Other, and the Superintendent/President.~~

A statement will be included on Board Agendas requesting that individuals who desire the agenda information in an accessible format and/or require other accommodations should contact the President's Office.

Office of Primary Responsibility: Superintendent/President

NOTE: This procedure is **legally advised**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar Administrative Procedure 12.8 titled Agenda with no date. The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Approved:

(Replaces former Palomar AP 12.8 and BP 12.10)

Governing Board
DRAFT as of 10/26/06

AP 2350 SPEAKERS

References:

Education Code Section 72121.5;
Government Code Sections 54950 et seq.

❖ From Palomar College Administrative Procedure 12.10.1

Public Participation at Regular Meetings of the Board (97-18518) (97-18582)

~~For the purposes of conducting an orderly Board meeting, the Board hereby sets a five-minute time limit per person for members of the public who wish to address the Board on matters within its jurisdiction, may ask a delegation to select a spokesperson, and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.~~

~~The Board President or the Chair of any Board meeting may terminate a presentation by a member of the public given the floor to speak under this procedure, after a verbal warning to cease improper and offensive conduct; for example, conduct which incites a riot, and the individual who is warned persists in engaging in disapproved conduct.~~

Any member of the public seeking to speak to the Board and complain against an individual District employee may do so pursuant to the provisions of this procedure. These individuals are encouraged to contact the supervisor of the employee against whom they have a complaint and seek resolution of the complaint by informal means; however, their right to address the Governing Board is not dependent upon their doing so.

The employee against whom a complaint is made by a member of the public under this policy shall be entitled to the following: (1) Written Notice from an authorized representative of the Governing Board that the complaint has been made against him or her; and, (2) The date the complaint was made and a verbatim transcript of the complaint as presented to the Board; and, (3) The right to respond both orally and in writing to the complaint within a reasonable time thereafter, to the Board; and, (4) All rights provided by established grievance procedures for the employee's job classification, e.g., faculty, classified, administrative." (California Government Code Section 54954.3 54950 et seq.)
EC 72121.5; GC 54954.3; GB 11-9-93, GB 8-97, GB 10-14-97

Office of Primary Responsibility: Superintendent/President

Date Approved:

NOTE: This procedure is **suggested** as **good practice**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar Administrative Procedure 12.10.1 titled Public Participation at Regular Meetings of the Board dated 11-9-93, 8-97, and 10-14-97. The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Approved:

(Replaces former Palomar AP 12.10.1 dated 11-9-93, 8-97, and 10-4-97)

Governing Board
DRAFT as of 10/26/06

AP 2365 RECORDING

References:

Government Code Sections 6250 and 54953.5

The Superintendent/President's Office is responsible for maintaining audio recordings of Board meetings, excluding closed sessions, for 30 days following the meeting.

The audio records shall be made available to the public and the news media in accordance with the California Public Records Act, Government Code Section 6250.

The agenda for each meeting shall state, in a prominent place, that the meetings are being recorded electronically.

Office of Primary Responsibility: Superintendent/President

NOTE: It is **legally advised** to have this procedure, since the Governing Boards is required to permit recording under the conditions set out in policy. The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Approved:

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

Governing Board
DRAFT as of 10/26/06

AP 2410 POLICY MAKING AUTHORITY AND ADMINISTRATIVE PROCEDURES

References:

Education Code Section 70902;
Accreditation Standard IV.B.1.b and e

❖ From Palomar College BP 3.04

Formal Communication of Matters of Institution-Wide Policy

No member or organization of the College community is precluded from first presenting a policy proposal to the Governing Board or any of the recommending agencies. A citizen or organization of the College District should direct policy proposals to the President of the College in his/her capacity as Secretary to the Governing Board. Proposals may be presented to all of the recommending agencies simultaneously.

~~By law, any member or organization may submit institution-wide policy proposals directly to the Governing Board. However, it is not desirable for every policy proposal to be so submitted. It is recommended, therefore, that policy proposals not be presented directly to the Governing Board except for compelling or urgent reasons, or until other appropriate channels of communication have been exhausted.~~

The recommending agencies include: ~~There are eight recommending agencies at Palomar College which consider institution-wide policy matters:~~

- ~~(1) the Associated Student Government~~
- ~~(2) the Faculty Senate~~
- ~~(3) the Curriculum Committee~~
- ~~(4) (3) the Instructional Planning Council~~
- ~~(5) (4) the Student Services Planning Council~~
- ~~(6) (5) the Human Resources Planning Council~~
- ~~(7) (6) the Administrative Services Planning Council~~
- ~~(8) (7) the Strategic Planning Council.~~

~~Members or organizations of the College should use the recommending agencies for testing need, content, form, and the practicability of policy proposals. The member or organization proposing institution-wide policy should select the recommending agency to which the proposal should first be presented based on:~~

~~(1) the nature of the proposal, and (2) the agency with which the member or organization is most directly affiliated. A student or student organization should normally first present a proposal to the Associated Student Government, a faculty member or organization to the Faculty Senate, a member of the administration or an administrative organization to the Strategic Planning Council, a member of the classified staff or its association to the Strategic Planning Council.~~

A recommending agency may recommend adoption, amendment, referral to another agency, or reconsideration of a proposal. Interagency communication may take whatever form the involved agencies may deem necessary in accordance with the nature and urgency of the policy proposal.

Recommendations for adoption of policy shall be made in writing to the Governing Board. ~~In cases where consensus is not achieved by the recommending agencies, each may present its own version of a policy proposal to the Governing Board as outlined above.~~

Office of Primary Responsibility: Superintendent/President

NOTE: This procedure is **suggested** as **good practice**. The language in **black ink** is from current Palomar College Policy 3.04 titled Formal Communication of Matters of Institution-Wide Policy. The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made at the October 13, 2006 Policy and Procedure Task Force Meeting.

Date Approved:

(Replaces former Palomar Policy 3.04 with no adoption date indicated)

Governing Board
DRAFT as of 11/17/06

**AP 2435 EVALUATION OF THE SUPERINTENDENT/
PRESIDENT**

Reference:

Accreditation Standard IV.A

❖ **From Palomar College BP 7.03**

Evaluation of the Superintendent/President (85-11108)

Evaluation of the Superintendent/President should be an ongoing and systematic process conducted both informally and formally. Its purpose is to clarify the expectations placed on this position by the Governing Board and to assess performance based upon these expectations. ~~Improvement of performance, a clearer sense of direction, and reinforcing recognition should be the primary goals of this policy.~~

The employment agreement between the Superintendent/President and the Palomar CCD addresses the annual evaluation of the Superintendent/President.

Formal evaluation shall occur once each year and shall be the responsibility of the Governing Board. The process and criteria used shall be understood by and mutually acceptable to the Board and the Superintendent/President.

The Governing Board often receives input from campus constituent groups and others regarding the Superintendent/President. One source of input submitted to the Governing Board for consideration includes the results of the annual evaluation of the Superintendent/President conducted by the Faculty Senate's Personnel Standards and Practices Committee.

The Governing Board's formal evaluation of the Superintendent/President shall result in a written record of performance upon which the Board will base its annual review of the contract of the Superintendent/President.

Office of Primary Responsibility: Superintendent/President

NOTE: This procedure is **legally required** to meet accrediting standards. The language in **black ink** is from current Palomar College Policy 7.03 titled Evaluation of the Superintendent/President adopted on 2-11-86. The wording in **blue ink** is additional language to consider including in this

procedure. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Approved:

*(Replaces former Palomar BP 7.03 originally
adopted on 2/11/86)*

Governing Board
DRAFT as of 11/17/06

AP 2510 PARTICIPATION IN LOCAL DECISION-MAKING

References:

Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;
Accreditation Standards IV.A.2 and IV.A.5

The Palomar College governance structure involves faculty, staff, administration, students, and the community in the planning and operation of the District.

The governance structure and practices embrace the Palomar Community College District values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes; promoting mutual respect and trust through open communication and actions; and fostering integrity as the foundation for all we do. The Governing Board is the final authority for governance at the Palomar Community College District. The Governing Board delegates authority to the Superintendent/President who in turn solicits and receives input through the shared governance decision-making process.

Organization

The Strategic Planning Council (SPC), as the principal participatory governance body of the District, creates the processes for recommending policies and governance committee structures. The SPC reviews actions, recommendations, and requests of planning groups and task forces. The SPC amends and guides the planning processes and recommends policies and procedures to respond to the changing needs of the student population and the internal and external environments. The Strategic Planning Council develops, implements, evaluates continuously and revises, if necessary, the District's plans and initiatives, both long-term and short-term. A three-year planning cycle is used to implement the Strategic Plan.

An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The SPC reviews the Annual Implementation Plan three times during an academic year to evaluate progress toward the vision and strategic goals.

The Superintendent/President serves as the chair of the SPC. To provide communication within the governance structure, all planning council chairs report progress on their objectives and activities at each SPC meeting.

Representation

The governance structure provides for representation from seven recognized constituencies of the Palomar Community College District: students, Faculty Senate, bargaining unit faculty, bargaining unit classified staff, Administrative Association members, Confidential and Supervisory employees, and senior and executive administration.

Appointments from the constituencies, when not specified by position, are made by the:

- ASG – students
- Faculty Senate – faculty on academic and professional matters
- PFF/AFT – faculty
- CCE/AFT– classified staff
- Confidential and Supervisory Team (CAST) – supervisors and confidential employees
- Administrative Association – directors and managers
- Superintendent/President – senior and executive administrators

The constituent appointees serve the length of term designated by their representative group.

Responsibilities of Representatives

The primary responsibilities of representatives are as follows:

- prepare for and attend meetings
- participate in discussions
- communicate with individual constituencies; and
- contribute to informed decision making.

Recommendation Process

Recommendations shall emerge ideally as a result of group consensus. When consensus cannot be reached, a majority of members shall determine the recommendation.

Each chair is responsible for communicating recommendations through the appropriate administrative and/or governance structure.

All representatives are responsible for keeping their respective constituencies informed of the proceedings and recommendations.

The process for presenting items first for Information, then for action at a subsequent meeting shall be followed, thus allowing sufficient time for discussion. Allowance will be made for suspending this process when deemed appropriate by a majority.

Definitions of Governance Structures

Council – A group of constituency representatives designated or selected to act in an advisory capacity that meets on a regular basis. The charge of a council entails District-wide issues.

Standing Committee – A permanent committee of constituency representatives intended to consider all matters pertaining to a designated subject that meets on a regular basis. A standing committee is part of the governance structure.

Permanent Sub Committee – A permanent sub group of a standing committee designated to consider specific subjects in detail for recommendations back to the standing committee. The chair must be a member of the committee to which it reports. Other members need not be members of the committee to which it reports.

Ad Hoc Committee – A committee created by a council or standing committee to address and make recommendations on a particular subject as needed and meets until a task is completed. The members need not be from a council or standing committee.

Task Force – A constituency-represented group created to address a special District-wide subject/issue and meets until the subject/issue is resolved.

Open Access

Governance meetings are public. In addition to representation afforded to individuals through constituencies, other individuals and groups may be heard in any governance meeting by requesting and receiving permission from the chair to participate and/or have items added to the agenda. Written minutes will be prepared for all governance meetings. Agendas, minutes, reports, and other work products of all governance committees and other groups involved in governance should be made readily accessible to all interested parties.

Evaluation

The SPC and planning councils will regularly evaluate the governance structures and process and communicate the results of these evaluations.

Office of Primary Responsibility: Superintendent/President

NOTE: This procedure is **legally required**. The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting. This language is directly from the District's governance overview in its strategic planning document.

Date Approved:

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

Governing Board
DRAFT as of 12/11/06

**AP 2610 PRESENTATION OF INITIAL COLLECTIVE
BARGAINING PROPOSALS**

Reference:

Government Code Section 3547

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Governing Board:

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Governing Board at a public meeting.
- Between the initial presentation and subsequent opportunity for public response, all initial collective bargaining proposals will be available for public review in the District's Human Resources Office.
- The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Governing Board meeting. The opportunity for public response shall appear on the Governing Board's regular agenda. Public response shall be taken in accordance with the Board's Policies regarding speakers.
- After the public has an opportunity to respond to an initial proposal presented by the District, the Governing Board shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.
- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within twenty-four (24) hours after their presentation in negotiations.
- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.

When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:

- The amendment shall appear on the agenda as a notice item, for action at a subsequent Governing Board meeting.
- The public shall have an opportunity to respond to the amendment at a subsequent Governing Board meeting. The public response shall be indicated on the agenda.

Office of Primary Responsibility: Superintendent/President

NOTE: This procedure is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. This procedure was reviewed at the November 17, 2006 Policy and Procedure Task Force Meeting. The language in **green ink** was recommended by the Human Resources Office.

Date Approved:

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

Governing Board
DRAFT as of 11/17/06

AP 2710 CONFLICT OF INTEREST

References:

Government Code Sections 87105 and 87200-87210;
Title 2 Sections 18700 et seq. and as listed below.

Incompatible Activities (Government Code Sections 1126 and 1099)

Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Governing Board member's duties as an officer of the District. A Governing Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Governing Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)

Board members and designated employees shall not be financially interested in any contract made by the Governing Board or in any contract they make in their capacity as members of the Governing Board or as designated employees.

A Governing Board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Governing Board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a Governing Board meeting and noted in the official Board minutes. The affected Governing Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. ~~This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the board, employed part time by the District to~~

~~teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).~~

Financial Interest in a Decision (Government Code Sections 87100 et seq.)

If a Governing Board member or designated employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Governing Board's official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Governing Board. A Governing Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Governing Board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Governing Board members and designated employees.

Governing Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. The term "honorarium" does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation (Government Code Section 87406.3)

Elected officials shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Office of Primary Responsibility: Superintendent/President

NOTE: This procedure is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting.

Date Approved:

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

Governing Board
DRAFT as of 11/17/06

AP 2712 CONFLICT OF INTEREST CODE

References:

Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503;
Title 2 Section 18730

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1 – Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2 -- Designated Employees

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

Section 3 -- Disclosure Categories

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which

those persons must report their financial interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- A. The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- B. The disclosure assigned in the code of the other agency is the same as that required under Article 2 of Chapter 7 of the Political Reform Act, Government Code Section 87200; and
- C. The filing officer is the same for both agencies.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

Section 4 -- Statements of Economic Interests

Place of Filing

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

Section 5 -- Statements of Economic Interests

Time of Filing

(A) Initial Statements: All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.

² See Government Code Section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements: All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements: All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements: All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5 -- Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 6 -- Contents of and Period Covered by Statements of Economic Interests

(A) Contents of Initial Statements: Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements: Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements: Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements: Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7 -- Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure: When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property; and
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) Personal Income Disclosure: When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

description of the gift; the amount or value of the gift; and the date on which the gift was received; and

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure: When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity and

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure: When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal during Reporting Period: In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8 -- Prohibition on Receipt of Honoraria

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the Governing Board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

(B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1 -- Prohibition on Receipt of Gifts in Excess of \$360

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$360 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or

⁶ . Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the Governing Board of any public institution of higher education, unless the member is also an elected official.

(B) Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 8.2 -- Loans to Public Officials

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3 -- Loan Terms

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4 -- Personal Loans

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9 -- Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$360 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3 -- Legally Required Participation

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9.5 -- Disqualification of State Officers and Employees

In addition to the general disqualification provisions of Section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

Section 10 -- Disclosure of Disqualifying Interest

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11 -- Assistance of the Commission and Counsel

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12 -- Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

Section 13 -- Designated Positions and Disclosure Requirements

1. The persons occupying the following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.:

- Governing Board Members
- Superintendent/President
- Assistant Superintendent/Vice President for Finance and Administrative Services

2. Disclosure Categories: The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two (2) years.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that were engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years.

Category 4: All investments and business positions in, and sources of income from, business entities that were banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the Designated Employee's Department.

Designated Positions, and the Disclosure Categories to be assigned to them, were as follows:

<u>Assistant Superintendent/Vice President for Human Resource Services</u>	<u>Category 6</u>
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<u>Assistant Superintendent/Vice President for Instruction</u>	<u>Categories 5,6</u>
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Assistant Superintendent/Vice President

<u>for Student Services</u>	<u>Categories 5,6</u>
<u>Director, Fiscal Services</u>	<u>Categories 4,5</u>
<u>Deans</u>	<u>Category 6</u>
<u>Director, Business Services</u>	<u>Categories 1,4,5</u>
<u>Director, Facilities</u>	<u>Categories 1,2,3,4</u>
<u>Police Chief</u>	<u>Categories 5,6</u>
<u>Consultant</u>	<u>Categories 1,2,3,4,5,6</u>

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Superintendent/President or designee may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that were limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based on that description, a statement of the extent of disclosure requirements. The Superintendent/President’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Office of Primary Responsibility: Superintendent/President

NOTE: *This procedure is **legally required**. This procedure is essentially verbatim from Title 2 Section 18730 et seq. The number system reflects the system used in the code and includes gaps in numbering. The first paragraph states that if an agency adopts the verbatim text of that regulation, the agency will be presumed to have adopted a code that complies with the Political Reform Act. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting.*

Date Approved:

(This is a new procedure recommended by the CC League and the League’s legal counsel)

Strategic Planning Council
Self-Evaluation
(INSERT YEAR)

Thank you for providing input and feedback regarding the effectiveness and operation of the Strategic Planning Council and our governance structure. This evaluation form has two parts. Part I on the next page includes questions specific to the Strategic Planning Council. Part II (on page 3 of this document) includes questions regarding the governance structure. Please take a few minutes to complete both parts of the evaluation form.

To complete the form follow the steps outlined below:

1. Print out this form.
2. You may use a pencil or pen to complete the evaluation.
3. For multiple-choice questions, answer each question by filling in the bubble associated with your response.
4. If you would like to comment on any of the questions, write your comments in the space provided.
5. For open-ended questions, write your answers in the space provided.
6. If you need more space, you can write additional comments on the back of the form.
7. Once you have completed the form, send it through interoffice mail to the Office of Institutional Research and Planning, Attention Michelle Barton.
8. Please complete and return the evaluation by (INSERT DATE).

Thank you for completing this evaluation.

(INSERT DATE) Strategic Planning Council - Self-Evaluation

	Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	Not Applicable
1. The role and responsibilities of the Strategic Planning Council (SPC) are clear and well understood. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The SPC has operated effectively this year. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The SPC spends the appropriate amount of time discussing and acting upon issues and topics. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The Annual Implementation Plan and methods for evaluating our progress on accomplishing its tasks are clear and understood (i.e., tasks identified, plan, individuals/groups responsible for completing tasks, three progress reporting periods, annual progress report.) Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The procedures used to guide the functioning of the SPC are effective (e.g., structure, conduct, and the organization of meetings). Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The structure of SPC allows for open and participatory communication between constituents. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. I understand/understood my role and responsibilities as a member of SPC. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. As a member of SPC, I am/was able to participate in the decision-making process of the college. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. As a member of SPC, I feel that I am/was able to devote the time necessary for participation on the council. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10a. Who do/did you share information with regarding the issues discussed and actions taken at SPC?						
10b. What methods do/did you use to share this information?						
11. What did SPC do well this year? Please give specific examples.						
12. How can SPC improve? Please give specific examples.						
13. Are you a current member of SPC? (Circle your response)	YES		NO			
14. How long have you been a member of SPC or how long were you a member of SPC? (Circle your response.) A. Less than one semester B. One Semester C. Two semesters or more						

(INSERT DATE) Strategic Planning Council - Governance Structure

	Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	Not Applicable
1. The roles and responsibilities of the planning councils (Administrative Services, Human Resource Services, Instructional, and Student Services) are clearly defined and understood. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The governance structure provides an opportunity for each campus constituency (students, faculty, classified staff, and administrative staff) to identify and articulate its views on institution-wide issues. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The process for proposing changes (e.g., changes to committee members, establishing a new committee) to the governance is clearly defined and understood. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The process for presenting issues or matters for discussion within the governance structure is clearly defined and understood. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The planning councils spend the appropriate amount of time discussing and acting upon issues and topics. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Overall, the planning councils have operated effectively this year. Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The governance structure allows for expression of ideas, input, and feedback at all levels of the institution (i.e., communication flows vertically up through the organization and horizontally across the organization). Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. What are the strengths of the current governance structure? Please give specific examples.						
9. How can we improve the current governance structure? Please give specific examples.						