



STRATEGIC PLANNING COUNCIL AGENDA

Date:	March 4, 2008
Starting Time:	2:00 p.m.
Ending Time:	4:00 p.m.
Place:	SU-18

CHAIR: Deegan

MEMBERS: Barboa, Barton, Claypool, Cuaron, Dowd, Faulkner, Fernandez, Gowen, Gropen, Halttunen, Hogan-Egkan, Ivey, Kovrig, Lienhart, Lyn, Madrigal, McCluskey, O'Brien, Owens, Shehan, Talmo, Titus, Tortarolo

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min.
1. Approve minutes of February 5, 2008		
B. <u>ACTION ITEMS/SECOND READING</u>		0 min.
1. Dissolution of Technology Resources Committee		
2. Campus Police Governance Structure	Exhibit B2	
C. <u>ACTION ITEMS/FIRST READING</u>		20 min.
1. Board Policy 2715, 5500	Exhibit C1	
2. Chapter 6 Policy & Procedures	Exhibit C2	
3. Designated Smoking Areas	Exhibit C3	
D. <u>DISCUSSION/INFORMATION ITEMS</u>		45 min.
1. Office Computer Replacement	Exhibit D1	
2. Modular Buildings Placement		
3. AIP Progress Report		
4. Staff Development & Training Committee/		
5. Code of Conduct/Student Discipline		
E. <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		
F. <u>REPORT FROM ACCREDITATION SELF-STUDY</u>		
1. Berta Cuaron		
G. <u>REPORT FROM BUDGET COMMITTEE</u>		10 min
1. Bonnie Ann Dowd	Exhibit G	
H. <u>REPORTS OF CONSTITUENCIES</u>		15min.
1. Administrative Association – Laura Gropen		
2. Associated Student Government – Jesse Lyn		
3. Confidential/Supervisory Team –		
4. CCE/AFT – Neill Kovrig		
5. Faculty Senate – Brent Gowen		
6. PFF/AFT – Shannon Lienhart/Julie Ivey		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
March 4, 2008**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, March 4, 2008, in SU-18. The meeting was called to order at 2:00 p.m. by Robert Deegan.

Roll Call

Members Present: Barboa, Barton, Claypool, Cuaron, Deegan, Dowd, Faulkner, Gropen, Kovrig, Lienhart, Lyn, Madrigal, McCluskey, Owens, Sheahan, Titus, Tortarolo
Recorder: Cheryl Ashour
Members Absent: Jose Fernandez, Brent Gowen, Lynda Halttunen, Theresa Hogan-Egkan, Julie Ivey, Patrick O'Brien, Richard Talmo
Guests: Mike Ellis, Mark Oggel, Don Sullins, Mark Vernoy

A. MINUTES

1. Approve Minutes of February 5, 2008

MSC (Kovrig/Barboa) to approve the Minutes of February 5, 2008 with revisions

Bonnie Dowd presented a correction to the December 4, 2007 minutes at D2: "Bonnie Dowd asked the chairs of the TRC sub-committees, Haydn Davis, Don Sullins and Mark Vernoy, to attend today's meeting. Dr. Dowd gave a brief history of the formation and duties of the TRC. **The sub-committee and TRC co-chairs are recommending the dissolution of TRC.**"

President Deegan presented a State budget update.

B. ACTION ITEMS/SECOND READING

1. Dissolution of Technology Resources Committee

MSCU (Barboa/Owens) to dissolve the Technology Resources Committee

There was a question regarding who would now allocate computers to faculty. Dr. Dowd responded that the Computer Coordinating Committee is responsible for faculty computer allocations. The committee is chaired by the Academic Technology Coordinator, who reports to the Faculty Senate.

2. Campus Police Governance Structure

MS (Lyn/Barboa)

Joe Madrigal pointed out the changes to the membership of the Campus Police Governance Structure. **(Exhibit B2)** He stated the changes were approved by Student Services Planning Council. Neill Kovrig requested that an additional classified staff member be assigned to the committee for a total of two classified staff members. Dr. Dowd stated that the language related to safety in the "Products" portion is the same as when the police reported to Finance and Administrative Services Planning Council. They now report to Student Services. Dr. Dowd requested that the language be revised. It was decided that the governance structure be returned to the Campus Police Committee for language revision and request of an additional classified staff member to the Committee.

MSCU (Cuaron/Tortarolo) to table

MSCU (Kovrig/Faulkner) to amend the agenda to move up D1 and D2

D. DISCUSSION/INFORMATION ITEMS

Dr. Dowd introduced her new assistant, Valerie Carlomagno.

1. Office Computer Replacement

Dr. Dowd distributed an Office Computer Replacement Plan. **(Exhibit D1)** Don Sullins stated that within Prop M there was a technology component. One of the pieces is replacement of office computers; there is also another for the student lab computers, services, switches, and voice-over IP. Computer replacement priority is based on those machines that have expired. The replacements were included in the first series of the bond. The replacement process will begin this summer. A question was asked if a person could choose a PC or Mac. Mr. Sullins responded that yes, a person could choose what type of computer he/she wants. Laptop computers and instructional labs are not included in this plan. However there is a replacement plan for instructional lab computers.

Berta Cuaron stated that the Computer Coordinating Committee is aware of the replacement plan. There are a number of faculty that do request laptops. We will continue to respond to those requests with block grant funds.

2. Modular Buildings Placement

Dr. Dowd stated that a major demolition of the LS, CH, ES quad and the S building will begin this summer. There is a need to provide modular classrooms until the completion of the new Health Sciences and Multi-Disciplinary buildings. It is anticipated that modular buildings will be needed for three years. Mike Ellis distributed and discussed a document showing the location of the modular classrooms in parking lot 2. He stated that this location was the only one that fit all the needs of electric, data, water, sewer and access to disabled students. Discussion ensued.

MSCU (Barboa/Faulkner) to move to return to the order of the day

C. FIRST READING**1. Board Policy 2715, 5500 (Exhibit C1)**

MSCU (Barboa/Cuaron) to move Board Policy 2175 to action

The changes to Board Policy 2715 were those recommended by the Community College League of California (CCLC). These changes were approved by the Policies and Procedures Task Force.

MSCU (Barboa/Cuaron) to approve Board Policy 2715

Joe Madrigal discussed the changes to Board Policy 5500. These changes were approved by the Policy and Procedures Task Force, with one dissenting vote. Paul Barboa stated that ASG still disagrees with the District Counsel on #9 and the decision of the task force to accept. They believe # 9 is unconstitutional. Dr. Dowd stated there was a great deal of discussion in Policy & Procedures Task Force about this issue and they decided to follow the attorney's recommendation to include the language in #9.

Sherry Titus stated that she believes the College is in violation of its code of conduct, based on information she received at a recent training session. She specifically questions the consequences of violating the Academic Integrity Code on page 2. Ms. Titus stated that a student cannot receive a failing grade for a course per Ed. Code and Title 5. BP 5500 also states that the Director of Student Affairs will administer the code of conduct; however this contradicts the new Student Grade Policy. Discussion ensued.

It was decided that Board Policy 5500 will return to the Policy and Procedures Task Force to ensure that the College is in compliance with the law and due process. Sherry Titus, Brent Gowen and Berta Cuaron will meet to discuss this before it returns to the task force.

2. Chapter 6 Policy & Procedures (Exhibit C2)

Dr. Dowd stated that the language in red ink was recommended by CCLC; the black ink is from current Palomar College policy; the green ink reflects revisions/additions made by Finance and Administrative Services; and, the blue ink in legally advised.

Mr. Barboa stated that a great deal of language was taken out of the procedure section and changed to "The Chief Business Officer shall be responsible for creating, maintaining, and communicating the contents of Finance and Administrative Services Handbook(s)." The reason this change was made was because a lot of procedures are dictated by things outside of the District; either Federal or State law. These change frequently and it is not efficient to continually change the District procedure versus allowing it stay with the people who are the experts in the area and who are required to do it by law. Finance and Administrative Services will now be responsible for compiling handbooks, particularly for the Business Services and Fiscal departments that will deal with the day-to-day operational issues. We have a lot of operational detail in our procedures that CCLC recommended be taken out.

There was a question about why AP 6925 was not included in the procedures; it is in the table of contents but not in the document. The secretary to the Policy and Procedures Task Force will be consulted. It will be brought forward at the next meeting. This item will return for a second reading/action at the next meeting.

3. Designated Smoking Areas

Mr. Barboa distributed and discussed a Smoking Policy. **(Exhibit C3)** The document included the present smoking policy and ASG's proposed change to the policy. There was concern with the elimination of the wording "within 20 feet of buildings", and wording about enforcement. Discussion ensued.

ASG was asked to revise the policy regarding the 20 feet portion. They are asked to create both a policy and a procedure and give it a BP and AP number. They are asked to not put enforcement language in the policy but address it in the procedure. It was reiterated that there will not be enforcement for faculty and staff. This item will return for a second reading when ASG is ready to bring it back.

D. DISCUSSION/INFORMATION ITEMS

3. AIP Progress Report

There was confusion about the funding information on the objectives. It was decided that the primary persons will revise their objectives. This item will return at the next SPC meeting.

4. Staff Development & Training Committee/Staff Development Funds

John Tortarolo stated that the Staff Development and Training Committee devised a grant process to use the one-time funds given by the Chancellor's office. Funds will be available to all faculty and staff with no minimum or maximum. He discussed the nine different uses the Chancellor's office will allow.

5. Code of Conduct/Student Discipline

This item was discussed during C1.

E. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council

Bonnie Dowd reported that ASPC is reviewing its governance structure. They are looking at identifying how to come up with "triggers" for staffing needs. Dr. Dowd stated that their Council is still in need of faculty representation. They received a report from the Budget Committee.

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC plans to meet today. At their last meeting they reviewed and discussed their areas of responsibility on the AIP. They received a faculty recruiting update, a Staff Development and Training Committee report, a Team Life report, and discussed institutional review.

3. Instructional Planning Council

Berta Cuaron reported that IPC had a meeting last Wednesday. They spent a great deal of time talking about the institutional review and planning process. Departments have been working on them a great deal. They are grappling on how they are going to receive all the information, put some meaning to it and, more importantly, act on the plans. IPC discussed common themes that might come through from each of the areas. They addressed future needs in terms of staffing, faculty, and program changes. They discussed the Escondido and Fallbrook Centers.

IPC approved funding requests for the 75/25 allocation. Wilma Owens gave a brief update on the new process for requesting Perkins funding. They may look at the role of IPC and revisit its roles and responsibilities because they found themselves doing things a little bit differently. The IPC subcommittee that does position priorities for faculty spoke about the historical data over the past four years.

4. Student Services Planning Council – no report

F. ACCREDITATION SELF-STUDY

Berta Cuaron reported that she, the co-chairs, and the staff assistant are looking at the initial drafts that have come in from the writing teams, giving feedback to the teams, and encouraging them to incorporate the information from the employee survey. The draft will be brought to the Accreditation Steering Committee next Thursday.

G. BUDGET COMMITTEE

Bonnie Dowd reported that the Budget Committee met on February 26. At that meeting she distributed the P1. **(Exhibit G)** The P1 will be changing because of the property tax shortfall. Fiscal Services will soon institute a process regarding designated projects. Community colleges were asked to cut \$40 million from its budget for 2007-08. Dr. Dowd distributed a document from the System Office showing \$31 million in savings that was identified. The balance was forgiven by the State.

H. REPORTS OF CONSTITUENCIES

1. Administrative Association

Laura Gropen reported that the AA launched their new website. The information has not changed, just the look. They launched an outreach campaign to their members asking about concerns and ideas for future activities to get the administrators together on more occasions than just the retreat. Their goal is to increase communication among administrators.

2. Associated Student Government

Jesse Lyn reported that ASG is celebrating Women's History Month. There will be a large celebration on March 19. Spring Fest will be April 15-16 with a Mardi Gras/Carnival theme. They hope to incorporate the multicultural group. Their Coffee House night was sponsored by Financial Aid. The Election Committee was formed; they hope this will be the largest election to date. March 17 will be a St. Patrick's Day celebration. They will celebrate Cesar Chavez day on March 20. On Thursday, members of ASG will travel to Washington D.C. for lobbying. Two new senators were voted in recently. There are three more people to interview. ASG's goal is to have a full Board by the end of the semester.

3. CAST – no report

4. CCE – no report

5. Faculty Senate

Kathleen Sheahan reported that Faculty Senate completed the grade dispute policy. It will be presented to the Governing Board at their next meeting. They also approved the timeline for transitioning ROP programs.

6. PFF – no report

I. Adjournment

There being no remaining items, the meeting was adjourned at 4:15 p.m.

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Jerry Patton					Date April 5, 2002 (rev. 5/7/02, 5/21/02)		
Proposed Name of Requested Group Campus Police Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:				Add		Delete	
Role, Products, Reporting Relationships:							
Role: To provide input and recommendations on Campus Police Department services.							
Products: Written quarterly report on the efficiency and effectiveness of the department on parking, traffic control, safety and security.							
Reporting Relationship: Student Services Planning Council							
Meeting Schedule: Monthly – 1 st Thursdays, 3:30 – 5:00 p.m. Student Services Conference Room							
Chair: Chief of Police							
Members:							
<ul style="list-style-type: none"> • Chief of Police • Police Lieutenant or Designee appointed by Chief of Police • Two Faculty Members appointed by Faculty Senate • One Administrative Association Member appointed by AA • One Confidential and Supervisory Member appointed by CAST • One Classified Staff Member appointed by CCE/AFT • Director of Student Affairs • One Student appointed by ASG • Director, Education Centers/Extended Education 							

Reviewed by Strategic Planning Council:

Comments:

5/7/02	First Reading
5/21/02	Approved
2/18/03	Revision Approved
4/04/06	Revision Approved

CAMPUS POLICE COMMITTEE

Role

To provide input and recommendations on Campus Police Department services.

Products

Written quarterly report on the efficiency and effectiveness of the department on parking, traffic control, safety and security.

Report Relationship

Student Services Planning Council

Meeting Schedule

Monthly ~~1st~~ 3rd Thursday of the month, 3:30 – ~~5:00~~ 4:30 p.m. Student Services Center Conference Room

Chair

Chief of Police

Members

- Chief of Police
- Police Lieutenant or Designee (appointed by Chief of Police)
- ~~Two~~ Three Faculty Members appointed by Faculty Senate (request for a counselor)
- One Administrative Association Member appointed by AA
- One Confidential/Supervisory Team Member appointed by CAST
- One Classified Staff Member appointed by CCE/AFT
- Director of Student Affairs
- Director, Education Centers/Extended Education
- ~~One~~ Two students appointed by ASG

Approved by SPC 5-21-02
Revised by SPC 4-04-06

Governing Board

BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE**References:**

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

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 District 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 District operation.

Date Adopted: November 13, 2007

(Replaces former Palomar College Policy 89-13740)

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 District business.
9. Welcome and encourage the active involvement of students, employees, and citizens of the District with respect to establishing policy on current District 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 in accordance with the Brown Act.
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.

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

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

Student Services
DRAFT as of 2/22/08

BP 5500 STANDARDS OF CONDUCT

References:

Education Code Sections 66300, 66301, and 76030 et seq.;
Accreditation Standard II.A.7.b

❖ From current Palomar College BP 305 titled Academic Integrity Code of Conduct (92-15739)

Academic Integrity is a code of conduct for students that requires honest and ethical academic endeavor.

It is an integral part of the spirit embodied in an academic community. Violations of this code of conduct are considered serious and may result in penalties ranging from failing a test or assignment to expulsion from the College District. The Governing Board of the Palomar Community College District supports the principles of the Academic Integrity Code and supports the efforts of faculty and staff to ensure that these principles are upheld.

~~GB 5-25-93~~

❖ From current Palomar College Procedure 305 titled Academic Integrity Code of Conduct

~~Academic Integrity is a code of conduct for students that requires honest and ethical academic endeavor.~~

Violations

Violations of the Academic Integrity Code include:

- Cheating, plagiarism or false representation of another's work as one's own.
- Forgery, alteration, or misuse of college District documents or records.
- Use of false identification.
- Knowingly furnishing false information to the District.
- Unauthorized use or misuse of District equipment.
- Unauthorized access, use, or alteration of computer hardware, software, or data.
- Obstruction or disruption of the educational process.
- Soliciting or assisting another to do any of the above.

Consequences

Consequences for violating this code may result in any or all of the following:

- A. At the discretion of the instructor the student may receive:
 - 1. A failing grade for the assignment
 - 2. A failing grade for the course
 - 3. Short-term suspension as described in Section IV A of the Rules and Regulations for Student Behavior
- B. Long-term suspension or expulsion may be applied following the procedures described in the Rules and Regulations for Student Behavior.

In the event that District-level sanctions, including suspension or expulsion, are applied, the procedures described in the Rules and Regulations for Student Behavior will be employed. The code of conduct that details the standards is administered by the Director of Student Affairs.

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Governing Board shall consider any recommendation from the Superintendent/President for expulsion. The Governing Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Governing Board on the expulsion shall be taken at a public meeting.

This policy shall be made widely available to students through the Palomar College Catalog, class schedule, and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

- 1. Causing, attempting to cause, or threatening to cause physical injury to another person
- 2. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Superintendent/President or designee
- 3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or

offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5

4. Committing or attempting to commit robbery or extortion
5. Causing or attempting to cause damage to District property or to private property on campus
6. Stealing or attempting to steal District property or private property on campus or knowingly receiving stolen District property or private property on campus
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District
8. Committing sexual harassment as defined by law or by District policies and procedures
9. Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other protected status [that is in violation of established state or federal laws](#)
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by [the academic code of integrity \(see Procedure 5500 titled Standards of Conduct\)](#)
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District
14. Unauthorized entry upon or use of District facilities
15. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions
16. Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises or the violation of lawful District administrative procedures or the substantial disruption of the orderly operation of the District
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

❖ **From current Palomar College Policy 420.1 titled General Application**

~~Palomar College students are responsible for regulating their own conduct and for respecting the rights and privileges of others. They are expected to conduct themselves in a manner compatible with the function of the College as an educational institution and respect and obey all civil and criminal laws.~~

~~Failure to abide by the standards as set forth by Palomar College is cause for disciplinary action.~~

~~EC 66300, 66017, 87708, 76030 et seq; 5 CAC 41301, 41302; PC 415.5;
GB 1-12-82~~

Administration of this policy is defined in AP 5500 titled Standards of Conduct. Also see BP 5030 titled Fees and BP 5130 titled Financial Aid which address consequences of disciplinary action.

NOTE: This policy 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 policy. The language in **black ink** is current Palomar College Policy 305 titled Academic Integrity Code of Conduct adopted on 5-25-93; Policy 420.1 titled General Application adopted on 1-12-82; Policy 420.2 titled Application of Policy to Conduct of Applicants for Admission or Readmission with no adoption date; Policy 421 titled Confidentiality with no adoption date; Policy 422 titled Delegation with no adoption date; Policy 423 titled Record of Disciplinary Action with no adoption date; Policy 423.1 titled Technical Departures with no adoption date, and Palomar College Procedure 305 titled Academic Integrity Code of Conduct with no date. The language in **green ink** reflects suggested revisions from Student Services. This policy was reviewed at the May 11, 2007 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces current Palomar College Policies 305, 420.1, 420.2, 421, 422, 423, 423.1)

Approved by Policies & Procedures Task Force on 2/22/08

PALOMAR COLLEGE POLICIES

Chapter 6 – Finance and Administrative Services

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Finance and Administrative Services

DRAFT as of 10/19/07

BP 6100 DELEGATION OF AUTHORITY

References:

Education Code Sections 70902(d), 81655, and 81656

The Governing Board delegates to the Superintendent/President the authority to establish procedures that assure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets. All transactions and operations shall comply with applicable laws and regulations.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Governing Board. (See BP 6340 titled Bids and Contracts)

The Superintendent/President in consultation with the Chief Business Officer shall make appropriate periodic reports to the Governing Board and shall keep the Governing Board fully advised regarding the financial status of the District.

See AP 6100 titled Delegation of Authority

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue ink** is additional language to consider including in this policy. The language in **green ink** reflects additions made at the November 17, 2006 Policy and Procedure Task Force Meeting as well as follow-up revisions made by Finance and Administrative Services. This policy was also reviewed at the October 19, 2007 Policy and Procedure Task Force Meeting.

Date Adopted:

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

Finance and Administrative Services

DRAFT as of 10/19/07

BP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

References:

Education Code Sections 81655, 85232, and 85233

Authority to sign orders and other transactions on behalf of the Governing Board is delegated to the Superintendent/President. The Superintendent/President delegates finance and administrative services-related items to the Chief Business Officer.

The authorized signatures shall be filed with the San Diego County Office of Education.

See AP 6150 titled Designation of Authorized Signatures

NOTE: This policy 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 policy. The language in **green ink** reflects additions made at the November 17, 2006 Policy and Procedure Task Force Meeting as well as follow-up revisions made by Finance and Administrative Services. This policy was also reviewed at the October 19, 2007 Policy and Procedure Task Force Meeting.

Date Adopted:

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

Finance and Administrative Services

DRAFT as of 2/22/08

BP 6200 BUDGET PREPARATION

References:

Education Code Section 70902(b)(5);
Title 5 Sections 58300 et seq.

Each year, the Superintendent/President shall present to the Governing Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The Governing Board has determined that the unrestricted general reserves shall be consistently maintained at or above the minimum prudent level (5% of the total unrestricted general fund expenditures) as recommended by the Chancellor's Office of the California Community Colleges.

The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Governing Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans which reflect the planning processes
- Assumptions upon which the budget is based are presented to the Governing Board for review
- A schedule is provided to the Governing Board each year that includes dates for presentation of the tentative budget, required public hearing(s), Governing Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Governing Board regarding the proposed budget or any item in the proposed budget
- Changes in the assumptions upon which the budget was based shall be reported to the Governing Board in a timely manner and
- Budget projections address long term goals and commitments

❖ **From current Palomar College BP 7.06 titled Budget**

~~The Board annually adopts the fiscal budget for the operation of the District as prepared and presented by the Superintendent in accordance with budgetary procedures. All expenditures of funds are authorized or ratified by the Board.~~

See AP 6200 titled Budget Preparation

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar College BP 7.06 titled Budget with no date. The language in **green ink** reflects additions made at the November 17, 2006 Policy and Procedure Task Force Meeting as well as follow-up revisions made by Finance and Administrative Services. This policy was also reviewed at the October 19, 2007 and February 22, 2008 Policy and Procedure Task Force Meetings.

Date Adopted:

*(Replaces current Palomar College Policy
7.06)*

Finance and Administrative Services

DRAFT as of 2/22/08

BP 6250 BUDGET MANAGEMENT

References:

Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Chancellor's Office as prescribed by the Budget and Accounting Manual (BAM). Budget revisions shall be made only in accordance with these policies and as provided by law.

All income accruing to the District in excess of the amounts required to finance the total proposed expenditures as shown in the budget of the District shall be added to the ending fund balance of the District. The ending fund balance shall consist of the following:

Unrestricted General Reserve (Fund 11 General Fund)

- **Governing Board Reserve** – is currently set at five percent of the total unrestricted general fund expenditures
- **Designated Reserve** – funds designated by Governing Board action
- **Other Reserves** – funds to cover general and other unanticipated needs

Restricted Reserve (Fund 12 Restricted Fund)

- Funds restricted by source of revenue

A transfer from the Governing Board Reserve may be approved by the Chief Business Officer, and a resolution providing for this transfer must be submitted to the Governing Board for ratification and be approved by two-thirds vote of the members of the Governing Board.

Transfers between expenditure classifications may be approved by the Chief Business Officer and must be submitted to the Governing Board for ratification and **be approved by a majority vote of the members of the Governing Board.**

See AP 6250 titled Budget Management

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

December 15, 2006, October 19, 2007, and February 22, 2008 Policy and Procedure Task Force Meetings. The language in **green ink** reflects revisions/additions made by Finance and Administrative Services.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel – current Palomar policies moved to the related procedure)

Finance and Administrative Services

DRAFT as of 12/15/06

BP 6275 INCENTIVE COST-SAVINGS PROGRAM

References:

The Task Force recommends deletion of this policy.

- ❖ From current Palomar College BP 513 titled Incentive Cost-Savings Program (92-15351, 98-19263)

~~Palomar Community College District encourages employees to develop and submit ideas to reduce costs through the improvement of operational methodology, processes and services, or to improve the quality of the work environment. Through this Incentive Cost-Savings Program, the District can promote and recognize individual or team initiative by sharing with employees the savings resulting from their adopted ideas; however, the idea must be feasible to implement within available financial resources. Monetary awards of 10% of the annual savings, not to exceed \$1,000, will be presented after the first year of implementation.~~

NOTE: The information in **black ink** is current Palomar College BP 510 titled Incentive Cost-Savings Program (92-15351, 98-19263) dated 11-10-92 and revised on 12-8-98. This policy was reviewed at the December 15, 2006 Policy and Procedure Task Force Meeting.

Date Adopted:

(This is current Palomar College Policy 513)

Finance and Administrative Services

DRAFT as of 10/19/07

BP 6300 FISCAL MANAGEMENT

References:

Education Code Section 84040(c);

Title 5 Section 58311;

California Community Colleges Budget and Accounting Manual (BAM)

The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311 and Generally Accepted Accounting Principles (GAAP) and other relevant accounting standards mandated by specific agencies to include:

- Adequate internal controls exist
- Fiscal objectives, procedures, and constraints are communicated to the Governing Board and employees
- Adjustments to the budget are made in a timely manner, when necessary
- The management information system provides timely, accurate, and reliable fiscal information and
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the BAM.

As required by law, the Governing Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

See AP 6300 titled Fiscal Management

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). This policy was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings. The language in **green ink** reflects revisions/additions made by Finance and Administrative Services.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel – current Palomar policies moved to the related procedure)

Finance and Administrative Services

DRAFT as of 10/19/07

BP 6320 INVESTMENTS

References:

Government Code Sections 53600 et seq.

The Superintendent/President is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District **are invested**. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements
- Transactions should be avoided that might impair public confidence

See AP 6320 titled Investments

NOTE: This policy is **legally required** except as noted above. 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 policy. This policy was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings. The language in **green ink** reflects revisions/additions made by Finance and Administrative Services.

Date Adopted:

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

Finance and Administrative Services

DRAFT as of 2/14/08

BP 6325 PAYROLL

Reference:

~~Education Code Section 70902~~

As of 2/14/08, the Finance and Administrative Services Office recommends deletion of BP 6325 and will address payroll deductions in departmental procedures.

❖ **From current Palomar College BP 528 titled Payroll**

~~It is the responsibility of Fiscal Services to maintain all payroll records of District employees to conform to all state and federal regulations, to adhere to all Education Code rulings, and to provide updated information to all staff as requested.~~

❖ **From current Palomar College BP 528.1 titled Payroll Deductions**

~~At the request of individual faculty members, it is the policy of the Board to allow payroll deduction to be made for purposes of making contributions to the United Way/CHAD Fund or for purposes of making deposits in the Credit Union or other agencies approved by the Board.~~

~~It is Board Policy to allow payroll deductions to approved agencies or to financial institutions as requested by individual employees.~~

NOTE: The information in **black ink** is from current Palomar College BP 528 titled Payroll with no date and Palomar College BP 528.1 titled Payroll Deductions with no date. The **green ink** reflects revisions suggested by Finance and Administrative Services. This policy was reviewed at the December 15, 2006, October 19, 2007, and February 22, 2008 Policy and Procedure Task Force Meetings.

Date Adopted:

(This is current Palomar College Policy 528 and 528.1--just re-numbered)

Finance and Administrative Services

DRAFT as of 2/14/08

BP 6330 PURCHASING

References:

Education Code Section 81656;

Public Contract Code Section 20650

The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Governing Board at least every 60 days.

❖ **From current Palomar College BP 540 titled Purchasing**

~~The Governing Board has the sole authority and responsibility for purchase contracts of the District. The Governing Board may designate certain individuals as being authorized to sign purchase orders and certain contractual documents on its behalf, subject to ratification. Only those persons' names may obligate the District on behalf of the Governing Board. Furthermore, the Governing Board recognizes the need to establish guidelines for conducting day-to-day purchasing procedures as defined by the Purchasing Procedures Handbook.~~

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is from current Palomar College BP 540 titled Purchasing with no date. This policy was reviewed at the December 15, 2006, October 19, 2007, and February 22, 2008 Policy and Procedure Task Force Meetings. The language in **green ink** reflects revisions/additions made by Finance and Administrative Services.

Date Adopted:

(Replaces current Palomar College Policy 540)

Finance and Administrative Services

DRAFT as of 11/9/07

BP 6340 BIDS AND CONTRACTS

References:

Education Code Sections 81641 et seq.;

Public Contracts Code Sections 20650 et seq.

The Governing Board delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Upon ratification by the Governing Board, contracts are enforceable obligations and all such transactions shall be ratified by the Governing Board at least every 60 days
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Governing Board
- When bids are required according to Public Contract Code Section 20651, the Governing Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Governing Board requires or rejects all bids
- All such transactions shall be reviewed by the Governing Board at least every 60 days.

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

See AP 6340 titled Bids and Contracts

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

*December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings. The language in **green ink** reflects revisions/additions made by Finance and Administrative Services.*

Date Adopted:

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

Finance and Administrative Services

DRAFT as of 11/9/07

BP 6400 AUDITS

References:

Education Code Sections 15278 and 84040(b);
Government Code Section 53060

The Superintendent/President shall assure that an annual audit of all funds, books, and accounts of the District is completed in accordance with the regulations of Title 5. In addition, the Superintendent/President shall assure that annual audits are completed in compliance with General Obligation 39 requirements. The Superintendent/President shall recommend a certified public accountancy firm to the Governing Board with which to contract for the annual audits.

❖ **From current Palomar College BP 7.07 titled Audits**

~~The Board authorizes annual audits of all accounts and employs external auditors to perform certified audits of the District's financial records.~~

❖ **From current Palomar College BP 525 titled Fiscal Auditing**

~~The Governing Board shall provide for the annual audit of all District and subsidiary funds through an external certified auditor. EC 84040 et seq.~~

See AP 6400 titled Audits

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 information in **black ink** is current Palomar College BP 7.07 titled Audits with no date and Palomar College BP 525 titled Fiscal Auditing with no date. This policy was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings. The language in **green ink** reflects revisions/additions made by Finance and Administrative Services.

Date Adopted:

*(Replaces current Palomar College Policies
7.07 and 525)*

Finance and Administrative Services

DRAFT as of 12/14/07

BP 6500 MANAGEMENT OF REAL PROPERTY

References:

Education Code Sections 81300 et seq.

The Superintendent/President is delegated the authority to act as the Governing Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the acquisition, lease, sale, use, or exchange of real property by the District shall be enforceable until acted on by the Governing Board.

The Superintendent/President shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the acquisition, lease, sale, use, or exchange of real property by the District.

See AP 6500 titled Management of Real Property

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** reflects revisions/additions made by Finance and Administrative Services as well as Task Force members at the November 9, 2007 Task Force Meeting.

Date Adopted:

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

Finance and Administrative Services

DRAFT as of 12/14/07

BP 6520 SECURITY FOR DISTRICT PROPERTY

References:

Education Code Sections 81600 et seq.:

Accreditation Standard III.B.1

❖ **From current Palomar College Policy #552 titled Fixed Asset Inventory**

~~A computerized inventory of District fixed assets shall be maintained by District staff. All equipment and furnishings whose current value exceeds three hundred dollars (\$300) shall be included in the inventory, with the exception of property permanently affixed in a building, such as heaters and lockers. A record of the date and method of disposal of all items removed from the inventory shall be kept.~~

❖ **From current Palomar College Policy #551 titled Use of District-Owned Equipment (86-11585)**

~~District-owned equipment may be removed from the College property for use by students or staff members only when such equipment is necessary to accomplish tasks arising from their College-approved activities or job responsibilities. In all cases where equipment is removed from the campus, prior approval must be secured from the administrator responsible for the equipment. Removal of College equipment for personal use is prohibited.~~

~~This policy does not preclude lending District-owned equipment to other agencies when such use is deemed by the College administration to be of benefit to the College.~~

~~GB 1-13-87~~

❖ **From current Palomar College Policy #553 titled Keys**

~~Keys to College buildings are the property of the College and are issued only to District employees. Keys may be obtained through the Mail Center and must be returned upon termination of employment.~~

The Superintendent/President shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

See AP 6520 titled Security for District Property

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar College BP 551 titled Use of District-Owned Equipment dated 1-13-87, Palomar College BP 552 titled Fixed Asset Inventory with no date, and Palomar College BP 553 titled Keys with no date. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office.

Date Adopted:

(Replaces current Palomar College Policies 551, 552, and 553)

Finance and Administrative Services

DRAFT as of 2/14/08

BP 6530 DISTRICT VEHICLES

Reference:

Title 13 California Code of Regulations, Division 1, Chapter 1

The President/Superintendent shall adopt procedures to ensure that each person required by their job description to drive a District-owned vehicle shall maintain a safe driving record. An employee's continuing compliance with such procedures shall be a condition of continued employment in any position requiring the driving of District vehicles.

Clearance to drive District owned vehicles requires the driver/District employee to have in their possession an appropriate, valid California Drivers' License. Verification must be obtainable through the California Department of Motor Vehicles.

❖ **From current Palomar College Policy #554.2 titled Regulations**

- ~~A. Vehicles shall be used for College-related business only.~~
- ~~B. Only authorized staff or students 18 years of age or older may drive College vehicles. To qualify as an authorized driver, the individual's driving record on file with the Department of Motor Vehicles must meet the District-established criteria.~~
- ~~C. Faculty or an approved staff member must accompany students on all trips when College vehicles are used outside of San Diego County.~~
- ~~D. Drivers must operate vehicles in compliance with all laws. Improper use or negligence in operation of a vehicle may result in loss of use of vehicles by the individual responsible.~~

See AP 6530 titled District Vehicles

NOTE: The information in **black ink** is current Palomar College BP 554.2 titled Regulations with no date. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office.

Date Adopted:

(These are current Palomar College Policy

554.2 -- *just re-numbered*)

Finance and Administrative Services

DRAFT as of 12/14/07

BP 6540 INSURANCE

References:

Education Code Sections 70902, 72502, 72506, and 81601 et seq.

The Superintendent/President shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property
- Personal liability of the members of the Governing Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his or her office or employment. The Superintendent/President may authorize coverage for persons who perform volunteer services for the District
- Worker's compensation insurance

Insurance also shall include fire insurance and insurance against other perils recommended by the Finance and Administrative Services Office.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

See AP 6540 titled Insurance

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** reflects revisions/additions made by Finance and Administrative Services.

Date Adopted:

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

Finance and Administrative Services

DRAFT as of 12/14/07

BP 6545 STUDENT ACCIDENT INSURANCE

References:

Education Code Section 72506;

Government Code Sections 989-991.2

The Superintendent/President shall assure that students are covered by accident insurance in those instances required by law or contract.

See AP 6545 titled Student Accident Insurance

NOTE: This policy 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 policy. This policy was reviewed by Student Services in January. This policy was reviewed at the April 13, 2007 Policy and Procedure Task Force Meeting. The language in **green ink** reflects revisions/additions made by Finance and Administrative Services.

Date Adopted:

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

Finance and Administrative Services

DRAFT as of 12/14/07

BP 6550 DISPOSAL OF DISTRICT PERSONAL (LISTED) PROPERTY

References:

Education Code Sections 70902(b)(6), 81383, 81384, and 81452

The Superintendent/President is delegated authority by the Governing Board to declare as surplus such personal property of the District as is no longer useful for District purposes and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Governing Board on a periodic basis.

See AP 6550 titled Disposal of District Personal (Listed) Property

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Palomar College Policy that addresses this issue. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office.

Date Adopted:

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

Finance and Administrative Services

DRAFT as of 11/9/07

BP 6555 SALE OF PERSONAL PROPERTY FABRICATED BY STUDENTS

Reference:

Education Code Section 81457

**THE FINANCE AND ADMINISTRATIVE SERVICES OFFICE RECOMMENDS
DELETION OF THIS CURRENT PALOMAR POLICY**

- ❖ **From current Palomar College BP 510 titled Sale of Personal Property Fabricated by Students**

~~The Governing Board authorizes the District to sell to any student personal property of the District which has been fabricated by such student, at the cost to the District of the materials furnished by the District and used therein.~~

NOTE: The information in **black ink** is current Palomar College BP 510 titled Sale of Personal Property Fabricated by Students with no date. This policy was reviewed at the November 9, 2007 Task force Meeting.

Date Adopted:

(This is current Palomar College Policy 510)

Finance and Administrative Services

DRAFT as of 12/14/07

BP 6600 CAPITAL CONSTRUCTION

References:

Education Code Section 81820;

Title 5 Sections 57150 et seq.

The Superintendent/President is responsible for the planning and administrative management of the District's capital construction.

The Governing Board shall approve and submit to the Board of Governors the Five-Year Capital Construction Plan as required by law. The Superintendent/President shall ensure completion of an update of the Plan and present it to the Governing Board for approval annually.

The Superintendent/President shall ensure that the progress of all construction work is monitored including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.

See AP 6600 titled Capital Construction

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** reflects revisions/additions made by Finance and Administrative Services.

Date Adopted:

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

Finance and Administrative Services

DRAFT as of 2/14/08

BP 6700 OTHER FACILITIES USE (CIVIC CENTER ACT)

References:

Education Code Sections 82537 and 82542

The administrative procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities.

No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender), or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

- ❖ **From current Palomar College Policy #550 titled Use of District Facilities (92-15349)**

(NOTE: This is an outdated version (dated 10-85; 11-10-92) of BP 550 from page 72 of the Governing Board Manual)

~~The Mission of Palomar Community College District includes service to northern San Diego County residents to provide programs in health, recreation, physical development and opportunities for athletic competition; and to serve as an intellectual, cultural, and artistic center for the people of northern San Diego County.~~

~~The California Education Code extends the power to the Governing Board of the Palomar Community College District to "grant the use of college facilities or grounds" for a variety of public uses "upon such terms and conditions as the board deems proper," subject to restrictions and limitations set by the Code. District instructional programs have priority in the use of District facilities, and student and community activity needs follow in priority.~~

~~No use shall be inconsistent with the use of the buildings or grounds for District purposes, or interfere with the regular conduct of instruction. (Ed Code 82542)~~

~~The Palomar Community College District reserves the right to deny rental of its facilities to any group, individual, or activity which, in the judgment of the Administration, is not consistent with the mission, goals, and objectives of the institution; which could result in the destruction of property or bodily injury to participants; or which conflicts with educational activities.~~

~~In recognition of the direct and indirect expenses imposed upon facilities and personnel for other than regular use, a use fee shall be charged. The Governing Board may charge a rental fee for direct costs associated with the facility use, or for fair rental value of the facility or grounds. The associated Procedures specify which activities shall be charged direct costs and which shall be charged fair rental value.~~

~~EC 82537 et seq., 109000 et seq., 81378; GB 10-85, GB 11-10-92~~

❖ From current Palomar College Policy #550 titled Use of District Facilities (updated as of 5-10-05)

(NOTE: This updated version (dated 5-10-05) of BP 550 is from pages 213-214 of the Governing Board Manual)

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

~~Palomar College is a learning community dedicated to achieving student success and cultivating a love of learning. We strive to improve performance and outcomes based on evidence. To provide the highest quality learning and cultural experiences, we are guided by our core values of:~~

- ~~• Achieving excellence in teaching, learning, and service;~~
- ~~• Fostering integrity as the foundation for all we do;~~
- ~~• Providing access to our programs and services;~~
- ~~• Ensuring equity and fair treatment in all policies, processes, and procedures;~~
- ~~• Celebrating diversity in people, philosophies, cultures, beliefs, programs, and learning environments;~~
- ~~• Supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes;~~
- ~~• Promoting mutual respect and trust through open communication and actions;~~
- ~~• Supporting innovation to enhance and enrich learning environments and services.~~

~~The California Education Code extends the power to the Governing Board of the Palomar Community College District to "grant the use of college District facilities or grounds 'for a variety of public uses' upon such terms and conditions as the Board deems proper," subject to restrictions and limitations set by the Code. Palomar Community College instructional programs have priority in the use of Palomar~~

~~Community College facilities, and student and community activity needs follow in priority.~~

~~No use shall be inconsistent with the use of the buildings or grounds for Palomar Community College purposes, or interfere with the regular conduct of instruction. (Ed Code, Section 82531)~~

~~Palomar Community College reserves the right to deny rental of its facilities to any group, individual, or activity which, in the judgment of the Administration, is not consistent with the mission, goals, objectives and safety procedures of the institution; which could result in the destruction of property or bodily injury to participants; or which conflicts with educational activities.~~

~~Civic Center events held by organizations, clubs or associations organized for cultural activities and general character building or welfare purposes or public agencies or senior citizens organizations that are held without charge or solicitation (Civic Center Act — Ed Code, Section 38130 et seq.). Whenever any college District facility or grounds is required for educational purposes, a Use of Facilities application may be denied or canceled in accordance with Governing Board policies. Palomar Community College, at its discretion, shall have the right to cancel and terminate a Civic Center Application immediately and without notice upon its discovery of a violation of any term, condition, or provision of the permit or practice of discrimination on the part of the lessor. Should any such violation occur, the college District, at its discretion, shall have the right to deny any future requests by the lessor for the use of any college District property or facilities.~~

~~In recognition of the direct and indirect expenses imposed upon facilities and personnel for other than regular use, a user fee shall be charged. The Governing Board may charge a rental fee for direct costs associated with the facility use, or for fair rental value of the facility or grounds. The associated procedures specify which activities shall be charged direct costs and which shall be charged fair rental value. Ed Code, § 82530 et seq., §109000 et seq., §81378; GB 10-85, GB 11-10-92, GB 05-10-05~~

[See AP 6700 titled Civic Center and Other Facilities Use](#)

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar College Policy #550 titled Use of District Facilities dated 10-85; 11-10-92; and 5-10-05. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office.

Date Adopted:

*(Replaces current Palomar College Policy
550)*

Finance and Administrative Services

DRAFT as of 2/22/08

BP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE

References:

Education Code Sections 15264 et seq., 15278, 15280, and 15282;
Calif. Constitution Article XIII A Section 1(b) and Article XVI Section 18(b)

If a bond measure has been authorized pursuant to the conditions of Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000 (Education Code Sections 15264 et seq.), as defined in the California Constitution, the Superintendent/President must establish a Citizens' Bond Oversight Committee in accordance with the applicable law and necessary regulations.

See AP 6740 titled Citizens' Bond Oversight Committee

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** reflects revisions/additions made by Finance and Administrative Services. This policy was reviewed at the February 22, 2008 Policy and Procedure Task Force Meeting.

Date Adopted:

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

Finance and Administrative Services

DRAFT as of 2/22/08

BP 6750 PARKING

References:

Education Code Section 76360;

Vehicle Code Section 21113

The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of instructional programs. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees shall be established in accordance with BP 5030 titled Fees.

See AP 6750 titled Parking

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar College BP 30 titled Parking Policy with no date. The language in **green ink** reflects revisions/additions made by Finance and Administrative Services. This policy was reviewed at the February 22, 2008 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces current Palomar College Policy 30)

Finance and Administrative Services
DRAFT as of 2/22/08

BP 6800 OCCUPATIONAL HEALTH AND SAFETY

References:

49 C.F.R. Part 40 and Part 655;
29 C.F.R. 1910.101 et seq.;
Health and Safety Code Section 104420;
Title 8 Section 3203;
Labor Code Section 6401.7; and
Cal-OSHA Safety Orders Section 3203

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials
- Prohibition of the use of tobacco in all public buildings and District-owned vehicles

Also see BP 6805 titled Risk Management and BP 6810 titled Illness/Injury Prevention as well as AP 6800 Occupational Health and Safety, AP 6805 titled Risk Management, and AP 6810 titled Illness/Injury Prevention.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** reflects revisions/additions made by Finance and Administrative Services. This policy was reviewed at the February 22, 2008 Policy and Procedure Task Force Meeting.

Date Adopted:

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

Finance and Administrative Services

DRAFT as of 2/22/08

BP 6805 RISK MANAGEMENT

References:

No references

❖ **From current Palomar College Policy #6310 titled Risk Management**

The Board is committed to the establishment of a risk management program that is consistent with all legal requirements for community colleges. The primary concern of such a program shall be the safety and health of students, faculty, staff, and the public and the protection of District property and assets. In order to ensure that the District is conducting its operations as safely and efficiently as possible, the Board authorizes the Superintendent/President or designee to develop and maintain a risk management program that includes identification, prevention, mitigation, and assumption or transfer of risks through appropriate agreements, purchase of insurance, pooling with other agencies or other risk financing practices. The ultimate goal shall be successful implementation of safety and loss prevention/control practices and the maintenance of adequate insurance programs. An ~~annual~~ report on the program shall be presented to the Board as needed or requested.

NOTE: This policy is **suggested as good practice**. The information in **black ink** is from current Palomar College Policy #6310 titled Risk Management and dated 5-11-04. The language in **green ink** reflects revisions/additions made by Finance and Administrative Services. This policy was reviewed at the February 22, 2008 Policy and Procedure Task Force Meeting.

Date Adopted:

(This is current Palomar College Policy 6310
re-numbered to avoid conflict with procedure
numbering)

Finance and Administrative Services

DRAFT as of 2/22/08

BP 6810 ILLNESS/INJURY PREVENTION

❖ **From current Palomar College Policy #6810 titled Illness/Injury Prevention Program**

~~Pursuant to the Labor Code and California General Industry Orders, the Board of Trustees recognizes the necessity of an injury/illness prevention program. No employee shall be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health or safety. The District shall make every reasonable effort to ensure that working conditions and equipment are maintained in compliance with federal, state, and local laws and regulations.~~

~~The Board expects all employees to use safe work practices and to report and correct any unsafe conditions that may occur. The Superintendent/President shall name a manager to serve as the safety officer for the District. The safety officer shall be responsible for maintaining implementation procedures for this policy in accordance with federal, state, and local laws. These procedures shall include the development of safe and healthy work practices through education, training, and enforcement.~~

NOTE: This policy is **suggested** as **good practice**. The language in **red ink** is recommended from the Community College League and legal counsel. The information in **black ink** is from current Palomar College BP 6810 titled Illness/Injury Program and dated 5-11-04. The language in **green ink** reflects revisions/additions made by Finance and Administrative Services. This policy was reviewed at the February 22, 2008 Policy and Procedure Task Force Meeting.

Date Adopted:

(This is current Palomar College Policy 6810)

Finance and Administrative Services

DRAFT as of 2/22/08

BP 6925 EXPENDITURES FOR MEETINGS, EVENTS, AND ACTIVITIES

References:

Education Code Sections 72233 and 87032

❖ From current Palomar College BP 7.14 titled Special Events/Activities Policy (94-16818)

The Governing Board of Palomar Community College District recognizes the need to promote understanding of District programs through personal contact with individuals and groups and, at times, requires officers and employees to meet during meal periods. Therefore, the Board authorizes the purchase of food, refreshments, and other items related to these meetings or events for employees and non-employees at District-sponsored events, pursuant to Education Codes 87032 and 72233.

Approved activities include: Recognition functions for volunteers and employees; activities honoring individuals in education; educational events; seminars and workshops; committee meetings, including advisory and accreditation team visits; group planning and operational meetings.

Approved related expenditures are: Service of non-alcoholic beverages, food, and other refreshments; speakers' fees; rental of space and equipment; framed certificates and plaques.

Such expenses for non-alcoholic beverages and other refreshments which are served at duly authorized activities may be paid from District funds. ~~Governing Board action is required when the total request exceeds the approved meal allowance per person per day or when the total request is over \$1,000 per event.~~

The Superintendent/President delegates the approval of expenditures to the appropriate Vice President.

Also see BP 3560 titled Alcoholic Beverages, AP 3560 titled Alcoholic Beverages, and AP 6925 titled Expenditures for Meetings, Events, and Activities.

NOTE: This policy is **suggested** as **good practice**. The wording in **blue ink** is additional language to consider including in this policy. The information in **black ink** is from current Palomar College BP 7.14 titled Special Events/Activities Policy (94-16818) and dated 1-17-95 and 11-26-96. The language in **green ink** reflects revisions/additions made by Finance and Administrative Services. This policy was reviewed at the February 22, 2008 Policy and Procedure Task Force Meeting.

Date Adopted:

(Replaces current Palomar College Policy
7.14)

Finance and Administrative Services

DRAFT as of 2/22/08

BP 6975 BOOKSTORE AND FOOD SERVICES

References:

Education Code Section 81676

The Superintendent/President is responsible for ensuring that the college bookstore and food services operations are provided for students, faculty, and staff. The bookstore and food services shall be established and operated by either the District or by a qualified vendor.

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

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

If qualified vendor(s) are to provide bookstore and/or food services, contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Governing Board for approval, and awarded in the best interests of the students, faculty, and staff.

❖ **From current Palomar College Policy 560 titled Palomar College Bookstore**

~~Under the authority of Education Code Section 81676 (1970), the Governing Board authorizes and orders:~~

- ~~A. The establishment of a bookstore on the Palomar College campus to be known as the Palomar College Bookstore.~~
- ~~B. The establishment of a Bookstore Fund in the District budget to which the proceeds derived from the operation of the Bookstore shall be transferred.~~
- ~~C. That the Assistant Superintendent/Vice President for Finance and Administrative Services be designated to act as trustee for funds derived from the operation of the Palomar College Bookstore and instructed to receive such funds in accordance with procedures established by the Governing Board.~~

- ~~D. That all necessary expenses, including salaries, wages and other essential costs, shall be deducted from the sales of the Palomar College Bookstore.~~
- ~~E. That net profits from the operation of the Bookstore shall be transferred to the Associated Student Government for the general benefit of the student body in the following manner:~~
- ~~1. Net profits of the previous year's operation of the Palomar College Bookstore shall be separated into an amount to be retained for future capital expansion of the bookstore building, and an amount to be transferred to the Associated Student Government.~~
 - ~~2. As a guideline, approximately 20% of the net profit of the previous year shall be retained in the Bookstore Fund for capital expansion.~~
 - ~~3. The remainder of the net profit shall be transferred to the Associated Student Government according to the following schedule: a) on July 1, \$5,000, b) on September 1, one third of balance, c) on November 1, one third of the balance and d) on January 1, one third of the balance.~~
 - ~~4. The Governing Board, during the budget approval process shall determine the amounts of money to be separated for the two functions.~~
 - ~~5. Effective June 30, 1974, and recurring on each June 30 thereafter, funds shown as the ending balance of the Associated Student Government (non-trust) in excess of \$5,000 shall be transferred to the savings account of the Bookstore Fund. The savings account of the Bookstore Fund is recognized to be the depository of money which shall, under Board policy, be used for capital outlay costs of expanding the bookstore building.~~
- ~~F. These policies shall not conflict with the presently adopted District Associated Student Government policy.~~
- ~~G. That a committee be established consisting of three faculty members, four students, all of whom are voting members and the Director of Bookstore Operations, in an advisory capacity and one administrator who is a voting member.~~

[See AP 6975 titled Bookstore and Food Services](#)

NOTE: This policy 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 policy. The information in **black ink** is from current Palomar College BP 560 titled Palomar College Bookstore with no date. The language in **green ink** reflects suggested revisions from Student Services. This policy was reviewed at the September 14, 2007 and February 22, 2008 Policy and Procedure Task Force Meetings.

Date Adopted:

(Replaces current Palomar College Policy
560)

PALOMAR COLLEGE ADMIN. PROCEDURES

Chapter 6 – Finance and Administrative Services

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As of 2/22/08

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6100 DELEGATION OF AUTHORITY

References:

Education Code Sections 70902(d), 81644, 81655, and 81656;

Public Contract Code Sections 20651, 20658, and 20659

The Superintendent/President delegates the authority to the Chief Business Officer to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board Policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Chief Business Officer. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.

When transactions do not exceed the dollar limits established in the Public Contract Code, the Education Code, or other laws pertaining to the taking of competitive bids, the Director of Business Services may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Director of Business Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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 is **legally advised**. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting. This procedure was also reviewed at the October 19, 2007 Policy and Procedure Task Force Meeting.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

References:

Education Code Sections 85232 and 85233

The Chief Business Officer is hereby designated as the District officer authorized to sign warrants on behalf of the District. In addition, an authorized list of signatures is presented to the Governing Board on an annual basis for its approval.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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 is **legally advised**. This procedure was reviewed at the November 17, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 2/22/08

AP 6200 BUDGET PREPARATION

References:

Accreditation Standard III.D;

Education Code Section 70902(b)(5);

Title 5 Sections 58300 et seq.

The Chief Business Officer is responsible for the budget preparation process which includes establishing guidelines and timelines for the preparation of budgets. The budget preparation process at Palomar College includes, but is not limited to, the following:

- A statement of philosophy that includes that budget planning supports institutional goals and is linked to other institutional planning efforts.
- A budget calendar that includes presentation of the tentative and adopted budgets. The tentative budget shall be presented no later than July 1 (Title 5 Section 58305(a)), and the adopted budget no later than September 15 (Title 5 Section 58305(c)). A public hearing on the adopted budget shall be held on or before September 15 (Title 5 Section 58301).
- Submission of one copy of the adopted budget to the California Community Colleges Chancellor's Office on or before September 30 (Title 5 Section 58305(d)).
- Budget development processes, including consultation with appropriate groups
- Criteria and institutional guidelines for the financial planning and budgeting.

The above deadline dates must be met unless an extension is granted by the California Community Colleges Chancellor's Office under the authority of Title 5 Sections 58305 and 58306.

❖ From current Palomar College AP 521.2 titled Budget Timetable

Budget Timetable

December	Distribute budget request forms for preparation of new budget requests following certain restrictive guidelines; i.e., e.g. zero growth due to declining FTEs
March	Budget request forms to the Vice Presidents for review
April	Budget requests to the Vice President for Finance and Administrative Services for compilation of division totals

May ——— First review of expenditures for comparison to revenues available
June ——— Presentation of tentative budget to Governing Board for approval
August ——— Publish date and time of public hearing on budget and announce dates of
public inspection
September — Public hearing on the budget and final adoption

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is **legally recommended** by 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 information in **black ink** is current Palomar College AP 521.2 titled Budget Timetable with no date. The language in **green ink** reflects suggested revisions from the Palomar College Vice President of Finance and Administrative Services' Office. This procedure is **legally required**. Additional language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting. This procedure was also reviewed at the October 19, 2007 and February 22, 2008 Policy and Procedure Task Force Meetings.

Date Approved:

*(Replaces current Palomar College Procedure
521.2)*

Finance and Administrative Services

DRAFT as of 2/22/08

AP 6250 BUDGET MANAGEMENT

References:

Title 5 Sections 58305, 58307, and 58308

The Chief Business Officer is responsible for ensuring the budget management process conforms to the Title 5 regulations. Title 5 requires that budget management conforms to the following minimum standards:

- Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the academic year, except as specifically authorized by the Governing Board
- Transfers may be made from the Governing Board Reserve to any expenditure classification by written resolution of the Governing Board and must be approved by a two-thirds vote of the members of the Governing Board
- Transfers may be made between expenditure classifications by written resolution of the Governing Board and may be approved by a majority of the members of the Governing Board
- Excess funds must be added to the general reserve of the District and are not available for appropriation except by resolution of the Governing Board setting forth the need according to major classification

Transfers may not be made from the Restricted Reserve to any other reserve.

Transfers from the Designated Reserve to the Unrestricted General Reserve or the Other Reserves require written resolution of the Governing Board and shall be approved by a majority of the members of the Governing Board.

In addition, the California Community Colleges Chancellor's Office requires budget and financial reporting which includes the submission of appropriate forms (e.g. CCFS 311) according to established deadlines.

❖ From current Palomar College BP 520 titled Management of Funds

~~All funds credited to the District are to be managed and expended in such a manner as to provide the best possible educational opportunities and facilities for those entitled to benefit from such a program.~~

❖ **From current Palomar College BP 521 titled Budget**

~~The adopted budget is a controlled spending plan for the fiscal year. The District Superintendent is authorized to make expenditures and commitments in accordance with Board policies and applicable local, state, and federal laws.~~

❖ **From current Palomar College BP 521.1 titled Budget Transfers**

~~All budget transfers between legal accounts of the budget will be approved by the Board on recommendation of the Superintendent. Such transfers shall be recorded in the minutes of the meeting at which the action took place. Adjustments between and among subaccounts within a particular legal account may be made by administrative action, as needed. EC 42600, 85200, 85201~~

❖ **From current Palomar College BP 523 titled State and Federal Financial Assistance**

~~State and federal financial assistance programs including matching or proportionate sharing programs shall receive the approval of the Superintendent.~~

[Office of Primary Responsibility: Finance and Administrative Services](#)

NOTE: The language in **red ink** is recommended by 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 information in **black ink** is current Palomar College BP 520 titled Management of Funds with no date, Palomar College BP 521 titled Budget with no date, Palomar College BP 521.1 titled Budget Transfers with no date, Palomar College BP 522 General Reserve and Undistributed Reserve with no date, and Palomar College BP 523 titled State and Federal Financial Assistance with no date. The language in **green ink** reflects suggested revisions from the Palomar College Vice President of Finance and Administrative Services' Office. This procedure is **legally required**. This procedure was reviewed at the December 15, 2006, October 19, 2007, and February 22, 2008 Policy and Procedure Task Force Meetings.

Date Approved:

(Replaces current Palomar College Policies 520, 521, 521.1, and 523)

Finance and Administrative Services

DRAFT as of 12/15/06

AP 6275 INCENTIVE COST-SAVINGS PROGRAM

Reference:

Task Force Members recommended deletion of this procedure. (December 15, 2006)

❖ From current Palomar College AP 513 titled Incentive Cost-Savings Program

~~The purpose of the Incentive Cost-Savings Program is to acknowledge and reward employees who make significant contributions to the efficiency of Palomar Community College District operations and/or to foster employee morale.~~

Suggestion Committee

~~The committee will consist of the presidents of each employee group: Administrative Association, CCE/AFT, Faculty, the Vice Presidents, and the Superintendent of the District. The Committee will meet twice annually.~~

Eligibility

- ~~A. All probationary and permanent classified employees and faculty.~~
- ~~B. Employees who are designated as Managers, Directors, and Administrators are not eligible for this program.~~
- ~~C. Employees must be in a paid status at the time of the monetary award.~~

Procedure for Submitting Suggestions

- ~~A. The form for submitting ideas/suggestions is available from the Administrative Services office in Room A4-C, Ext. 2109.~~
- ~~B. Complete the form and submit it to the President's Office for distribution to the Suggestion Committee.~~
- ~~C. The Suggestion Committee will send a receipt to the employee when the form is received.~~
- ~~D. The Suggestion Committee will consider the ideas/suggestions, consult with appropriate Managers, Directors, or Administrators on the feasibility of the suggestions, and notify the employee(s) or team of the Committee's decision.~~
- ~~E. The Suggestion Committee will notify the Public Information Office of all ideas/suggestions submitted so that acknowledgments can be published in the Campus Communiqué.~~

- ~~F. Employees who submit viable cost savings ideas or suggestions will receive a certificate of recognition signed by the Superintendent/President and the President of the Governing Board.~~
- ~~G. If by chance there is a duplicate submission, in order to give absolute credit to an employee, the submission with the earliest date stamp received by the President's Office will be the one considered by the Suggestion Committee.~~

Procedure for Evaluation of the Submitted Cost-Saving Initiatives

- ~~A. Twice annually, the Committee will evaluate submissions and validate projected cost savings.~~
- ~~B. Prior to the granting of the cash award, proof of the actual cost and long-term saving to the College must be furnished to the Committee.~~
- ~~C. Award(s) may not be granted if the Committee determines that the submitted initiatives lack proof of being above and beyond normal and expected duties and procedures. Rev. PAC 11-17-98~~

NOTE: The information in **black ink** is current Palomar College AP 513 titled Incentive Cost-Savings Program dated 11-17-98. This procedure was reviewed at the December 15, 2006 Policy and Procedure Task Force Meeting.

Date Approved:

(This is current Palomar College Procedure 513)

Finance and Administrative Services

DRAFT as of 2/14/08

AP 6300 FISCAL MANAGEMENT

References:

Education Code Section 84040(c);

Title 5 Section 58311;

Accreditation Standard III.D.2;

California Community Colleges Budget and Accounting Manual (BAM)

The Chief Business Officer is responsible for ensuring that the District complies with sound fiscal management procedures which include:

- Providing for responsible stewardship of available resources
- Providing for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities
- Providing for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability
- Providing that appropriate administrators keep the Governing Board current on the fiscal condition of the District as an integral part of policy and decision-making
- Providing for development and communication of fiscal policies, objectives, and constraints to the Governing Board, staff, and students
- Providing for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision making, and budgetary control
- Providing for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met
- Providing a process to evaluate significant changes in the fiscal environment and make necessary and timely adjustments
- Providing both short term and long term goals and objectives and broad based input coordinated with District educational planning

The Chief Business Officer is responsible for creating, maintaining, and communicating the contents of the Finance and Administrative Services Handbook(s).

❖ **From current Palomar College BP 526 titled Revolving Cash Fund (82-9620)**

~~The Governing Board establishes a revolving cash fund in the amount of twenty-five thousand dollars (\$25,000), to be controlled by the Director of Fiscal Services.
EC 85400; GB 6-28-83~~

❖ **From current Palomar College BP 529 titled Cash Receipts and Deposits**

~~Fiscal Services shall collect/receive all fees, revenues and abatements and deposit same in the appropriate account in the County Treasury or Board-approved financial institution.~~

❖ **From current Palomar College AP 507.5 titled Reports to the Governing Board**

~~Fiscal Services will submit reports to the Governing Board as requested detailing the travel reimbursements. Travel reimbursements are made on commercial warrants utilizing PeopleSoft Accounts Payable.~~

[Office of Primary Responsibility: Finance and Administrative Services](#)

NOTE: The language in **red ink** is recommended by 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 information in **black ink** is from current Palomar College BP 526 titled Revolving Cash Fund (82-9620) dated 6-28-83 and current Palomar College BP 529 titled Cash Receipts and Deposits with no date as well as current Palomar College AP 507.5 titled Reports to the Governing Board with no date. The **green ink** reflects revisions suggested by the Palomar Vice President of Finance and Administrative Services' Office. This procedure is **legally required**. This procedure was reviewed at the December 15, 2006, October 19, 2007, and February 22, 2008 Policy and Procedure Task Force Meetings.

Date Approved:

*(Replaces current Palomar College Policies
526 and 529 as well as Procedure 507.5)*

Finance and Administrative Services

DRAFT as of 2/22/08

AP 6305 RESERVES

Reference:

Budget and Accounting Manual, Chapter 5

On 2/14/08, the Finance and Administrative Services Office recommended deletion of AP 6305 because it is addressed in BP/AP 6200 and BP/AP 6250.

❖ **From current Palomar College BP 522 titled General Reserve and Undistributed Reserve**

~~It shall be the policy of the Governing Board that a small amount of the unrestricted budget will be carried in the General Reserve as required by the Education Code, and that the Undistributed Reserve shall carry the major amount of money necessary to: (1) take care of emergencies of the current year; and (2) provide the fund which becomes part of the beginning balance of the following fiscal year, enabling the District to conduct its business until such time as revenues of the following fiscal year shall become available.~~

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar College BP 522 General Reserve and Undistributed Reserve with no date. This procedure is **suggested** as **good practice**. This policy was reviewed at the December 15, 2006, October 19, 2007, and February 22, 2008 Policy and Procedure Task Force Meetings.

Date Approved:

(Replaces current Palomar College Policy 522)

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6310 ACCOUNTING

References:

❖ **From current Palomar College BP 524 titled Fiscal Accounting**

~~The accounting system used to record financial affairs of the District shall be in accordance with the definitions, instructions and procedures published in the California Community Colleges Budget and Accounting Manual, as approved by the Board of Governors of the California Community College system.
EC 72413, 84030~~

NOTE: *The language in **black ink** is from current Palomar College BP 524 titled Fiscal Accounting with no date. The Palomar Vice President of Finance and Administrative Services' Office recommended the policy be placed in this procedure. This procedure was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings.*

Date Approved:

(This is current Palomar College Policy 524)

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6315 WARRANTS

References:

Education Code Sections 85230 et seq.

Task Force Members recommended deletion of this procedure. (October 19, 2007)

❖ **From current Palomar College AP 528 titled Payroll**

Payroll Process

Salaried Employees

~~Warrants – Payroll warrants are prepared for salaried employees from resolutions previously approved by the Governing Board and are issued and distributed on the last working day of each month by Fiscal Services.~~

~~Payroll warrants are placed in faculty mailboxes on the last working day of each month. Each employee must pick up his/her own payroll warrant. If the employee wishes the check to be mailed, the employee must so advise Fiscal Services. Automatic payroll depositing is available if an employee wishes to have all of his/her payroll warrants deposited to a financial institution of choice. See Fiscal Services for additional information and forms. If it is decided that Fiscal Services mail only one warrant to a bank for deposit, it is necessary to have this request in writing, signed by the employee, with completed "Deposit by Mail" slip obtainable from the employees bank.~~

~~Monthly absence reports for all salaried employees are placed in the paycheck envelope on the last day of the month and are to be completed, signed by the employee, and submitted to Fiscal Services by the first of the month.~~

Salary Advancement

~~In March of each year, Human Resource Services distributes to all academic contract staff a memorandum and form regarding salary advancement. An academic staff member who anticipates advancing horizontally on the salary schedule for the following year due to completion of additional course work must return the completed form to Human Resource Services by June 30. There will be no exceptions. The form will apply to the following year only; it cannot apply to subsequent years. Course work must be completed prior to the first day of employment of the following year, and transcripts must be submitted to Human Resource Services by September 1 of the following year.~~

Adjunct Faculty Employees

A separate manual is available for adjunct faculty. This manual is available through the Office of the Dean of Media, Business, and Community Services. All other faculty teaching hourly should review the Adjunct Faculty Manual.

Supporting Documentation for Salaries and Related Costs on Federal and State Categorical Programs

Office of Management and Budget (OMB) Circular A-87 provides a list of basic guidelines or cost principles for determining whether a cost is allowable and allocable to a federal categorical program. Palomar College is required to follow these guidelines relating to compensation for personal services salaries and benefits. The circular requires that employees prepare monthly activity reports if their positions are funded by more than one federal award or by a federal and non-federal award. Semiannual certification for employees whose positions are funded entirely from a single federal program are required. This documentation is in addition to the payroll records currently maintained to support salary and fringe benefit costs.

Palomar College will follow these OMB guidelines for state categorical programs also.

Each employee whose position falls within the requirements of OMB Circular A-87 will be notified of the appropriate papers to be filed, the correct way to complete the paperwork, and where to return the paperwork.

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar College AP 528 titled Payroll with no date. This procedure is **suggested** as **good practice**. This procedure was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

*(Replaces current Palomar College Procedure
528)*

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6320 INVESTMENTS

References:

Government Code Sections 16429.1 - 16429.3, 16430, and 53600 et seq.

The Chief Business Officer is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the Governing Board in accordance with the Government Code Sections cited above and the following:

- Funds which are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness)

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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 **green ink** reflects revisions suggested by the Palomar Vice President of Finance and Administrative Services' Office. This procedure is **legally required**. This procedure was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6325 PAYROLL

Task Force Members recommended deletion of this procedure. (December 15, 2006)

❖ From current Palomar College AP 528 titled Payroll

Payroll Process

Salaried Employees

~~Warrants - Payroll warrants are prepared for salaried employees from resolutions previously approved by the Governing Board and are issued and distributed on the last working day of each month by Fiscal Services.~~

~~Payroll warrants are placed in faculty mailboxes on the last working day of each month. Each employee must pick up his/her own payroll warrant. If the employee wishes the check to be mailed, the employee must so advise Fiscal Services. Automatic payroll depositing is available if an employee wishes to have all of his/her payroll warrants deposited to a financial institution of choice. See Fiscal Services for additional information and forms. If it is decided that Fiscal Services mail only one warrant to a bank for deposit, it is necessary to have this request in writing, signed by the employee, with completed "Deposit by Mail" slip obtainable from the employees bank.~~

~~Monthly absence reports for all salaried employees are placed in the paycheck envelope on the last day of the month and are to be completed, signed by the employee, and submitted to Fiscal Services by the first of the month.~~

Salary Advancement

~~In March of each year, Human Resource Services distributes to all academic contract staff a memorandum and form regarding salary advancement. An academic staff member who anticipates advancing horizontally on the salary schedule for the following year due to completion of additional course work must return the completed form to Human Resource Services by June 30. There will be no exceptions. The form will apply to the following year only; it cannot apply to subsequent years. Course work must be completed prior to the first day of employment of the following year, and transcripts must be submitted to Human Resource Services by September 1 of the following year.~~

Adjunct Faculty Employees

~~A separate manual is available for adjunct faculty. This manual is available through the Office of the Dean of Media, Business, and Community Services. All other faculty teaching hourly should review the Adjunct Faculty Manual.~~

Supporting Documentation for Salaries and Related Costs on Federal and State Categorical Programs

Office of Management and Budget (OMB) Circular A-87 provides a list of basic guidelines or cost principles for determining whether a cost is allowable and allocable to a federal categorical program. Palomar College is required to follow these guidelines relating to compensation for personal services salaries and benefits. The circular requires that employees prepare monthly activity reports if their positions are funded by more than one federal award or by a federal and non-federal award. Semiannual certification for employees whose positions are funded entirely from a single federal program are required. This documentation is in addition to the payroll records currently maintained to support salary and fringe benefit costs.

Palomar College will follow these OMB guidelines for state categorical programs also.

Each employee whose position falls within the requirements of OMB Circular A-87 will be notified of the appropriate papers to be filed, the correct way to complete the paperwork, and where to return the paperwork.

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar College AP 528 titled Payroll with no date. This procedure is **suggested** as **good practice**. This procedure was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

(Replaces current Palomar College Procedure 528)

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6330 PURCHASING

Task Force Members recommended deletion of this procedure. (October 19, 2007)

❖ **From current Palomar College AP 541.1 titled Requisitions**

~~Requisitions for materials, supplies, equipment, services, and travel originate with department personnel and must bear the endorsement of the appropriate administrator. These requisitions should be priced as accurately as possible. A suggested source of the order may be indicated on the requisition. The selection of the vendor will be made by Purchasing Services, in consultation with the person placing the order. All requisitions should be sent to Purchasing Services for approval and order. Funds to cover all requisitions must be available in the department's budget. All requisitions are to be completed in accordance with the Purchasing Handbook.~~

~~All vendors have been informed that the college will honor purchases only if proposed purchases have had prior approval by a purchase order. The following personnel are authorized to sign purchase orders: the Director of Business Services and the Vice President for Finance and Administrative Services.~~

~~The usual route of requisitions for even the smallest purchase is the only route approved. This applies to the purchase of all office and bookstore supplies as well as instructional supplies.~~

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar College AP 541.1 titled Requisitions with no date. This procedure is **suggested** as **good practice**. This procedure was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

(Replaces current District Procedure 541.1)

Finance and Administrative Services

DRAFT as of 11/9/07

AP 6340 BIDS AND CONTRACTS

References:

Education Code Sections 81641 et seq.;

Public Contract Code Sections 20112, 22000 et seq., and 20650 et seq.

The Chief Business Officer is responsible for Bids and Contracts.

Limits

Bids or quotes shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limit set out in the Public Contract Code will require documented quotes
- Purchase of goods or services in excess of the limit set out in the Public Contract Code will require formal advertised bids

Contracts involving expenditures that require competitive bidding require approval by the Governing Board prior to award.

The current bid minimum can be found on the Palomar College Business Services web page.

Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Formal Advertised Bids

The District shall publish at least once a week for two weeks in a newspaper of general circulation circulated within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the District's web site or through an electronic portal, a notice calling for bids or proposals, stating the materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by Business Services. All applicable statutory provisions and Board Policies shall be observed in preparation of the forms.

Business Services shall be responsible for ensuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with California Labor Code Sections 1775 and 1776 governing payment of prevailing wages and California Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

Business Services shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

A deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts Awards

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District for good and sufficient reason.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Governing Board shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

Purchase without Advertising for Bids

The Chief Business Officer is authorized to make purchases from firms holding county contracts without calling for bids where it appears advantageous to do so.

The Chief Business Officer may, without advertising for bids within the same county, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Chief Business Officer may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed five years.

Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Chief Business Officer may make a contract on behalf of the District for labor, materials, and supplies without advertising for or inviting bids, subject to ratification by the Governing Board.

Unlawful to Split Bids

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

Office of Primary Responsibility: Business Services

NOTE: The language in **red ink** is recommended by 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 is **legally required**. This procedure was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 11/9/07

AP 6350 CONTRACTS – CONSTRUCTION

References:

Education Code Section 81800;

Public Contract Code Sections 20650 et seq. and 22000 et seq.

The Facilities Office shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of District-initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Facilities Office shall be responsible for preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of buildings and grounds together with estimates of costs.

The preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, shall be submitted to the Governing Board for approval and authorization to proceed with the working drawings and specifications. Upon completion, the working drawings, specifications, and revised cost estimates, if any, will be submitted for approval to the California Community Colleges Chancellor's Office and the State Department of General Services as required by statute in the name of the Governing Board.

The final working drawings and specifications, approved by the State Department of General Services and the California Community Colleges Chancellor's Office, together with revised estimates, if any, shall then be submitted to the Governing Board for adoption.

The letting of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding. (See AP 6340 titled Bids and Contracts)

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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 is **legally advised**. This procedure was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 11/9/07

AP 6360 CONTRACTS – ELECTRONIC SYSTEMS AND MATERIALS

References:

Education Code Sections 81641 et seq. and 81651;

Public Contract Code Sections 20651 et seq.

The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods, and services.

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with AP 6340 titled Bids and Contracts.

Criteria to determine what constitutes a responsive bid shall be established by [Business Services](#).

Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

Sale and leaseback of data-processing equipment or another major item of equipment is permissible if the purchaser agrees to lease the item back to the District for use by the District following the sale. The Governing Board shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

Office of Primary Responsibility: [Finance and Administrative Services](#)

NOTE: The language in **red ink** is recommended by 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 is **legally advised**. This procedure was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 11/9/07

**AP 6365 CONTRACTS -- ACCESSIBILITY OF INFORMATION
TECHNOLOGY**

References:

Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794d);
36 CFR Sections 1194.1 et seq.;
Government Code Section 11135;
Title 5 Sections 59300 et seq.

Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

Each contract with such a vendor shall contain the following provision:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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 is **legally required**. This procedure was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 11/9/07

AP 6370 CONTRACTS – PERSONAL SERVICES (PROFESSIONAL EXPERTS, INDEPENDENT CONTRACTORS, AND CONSULTANTS)

References:

Education Code Section 88003.1;
Government Code Section 53060

Personal services contracts are permissible when any one of the following conditions is met:

- The contract is for new functions mandated or authorized by the Legislature to be performed by independent contractors
- The services are not available within the District or cannot be satisfactorily performed by District employees
- The services are incidental to a purchase or lease contract
- The policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process
- The work meets the criteria for emergency appointment
- Equipment, materials, facilities, or support services could not feasibly be provided by the District
- The services are of an urgent, temporary, or occasional nature

The District may enter into personal services contracts to achieve cost savings when each of the following conditions is met:

- It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District
- The contractor's wages are at the industry's level and do not undercut District pay rates
- The contract does not cause the displacement of District employees
- The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period
- The amount of savings clearly justifies the size and duration of the contracting agreement
- The contract is awarded through a publicized, competitive bidding process
- The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards

- The potential for future economic risk to the District from potential contractor rate increases is minimal
- The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the District

The following represent types of personal services contracts the District may enter into:

Professional Experts

Contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide services and advise in financial, economic, accounting, engineering, legal, or administrative matters. They must be specially trained, experienced, and competent to perform the services required. Compensation for special services and advice from professional experts may be paid from available funds in the amounts deemed proper for the services rendered.

Independent Contractors

To be an independent contractor, substantial conformance with the following conditions must exist:

- The contractor controls the way in which work is performed
- The contractor sets his or her own hours
- The contractor is not restricted from taking jobs from other businesses at the same time that they are doing work for the District
- No District employees have duties similar to the independent contractor
- The District does not provide assistants to the contractor
- The duration of employment is for a specific job, not for a specified period of time
- The District does not furnish tools, training, or equipment to the contractor. Contractors should be able to perform their services without the District's facilities (e.g., equipment, office furniture, machinery)
- The contractor's investment in his or her trade must be real, essential, and adequate
- The contractor has employer identification numbers with the Internal Revenue Service for reporting
- The individual is not presently employed by the District to do the same type of work
- Contractors are hired to provide a result and usually have the right to hire others to do the actual work
- Contractors are hired for the final result, and therefore should not be asked for progress or interim reports
- Contractors are generally responsible for their incidental expenses
- Contractors should be able to make a profit or a loss. Five circumstances show that a profit or loss is possible:
 - If the contractor hires and pays assistants
 - If the contractor has his own office, equipment, materials, or facilities
 - If the contractor has continuing and reoccurring liabilities

- If the contractor has agreed to perform specific jobs for prices agreed upon in advance and
- If the contractor's services affect his own business reputation
- Contractors can't be fired so long as they produce a result that meets the contract specifications
- Contractors are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the hiring firm for failure to complete

Consultants

Consulting services contracts refer to all services that:

- are of an advisory nature
- provide a recommended course of action or personal expertise
- have an end product which is basically a transmittal of information either written or verbal
- are obtained by awarding a procurement-type contract, a grant, or any other payment of funds for services of the above type

The product may include anything from answers to specific questions to design of a system or plan, and includes workshops, seminars, retreats, and conferences for which paid expertise is retained by contract.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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 is **legally required**. This procedure was reviewed at the December 15, 2006 November 9, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 11/9/07

AP 6400 AUDITS

References:

Education Code Sections 84040(b) and 81644

The Chief Business Officer shall be responsible for the selection of auditors who shall be certified public accountants licensed by the California State Board of Accountancy.

An auditing firm's contract shall be for no longer than five years. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- a statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5 and
- a summary of audit exceptions and management recommendations

Audit reports for the preceding fiscal year must be presented to the Governing Board and submitted to the California Community Colleges Chancellor's Office by December 31.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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 is **legally required**. This procedure was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6500 MANAGEMENT OF REAL PROPERTY

References:

Education Code Sections 70902 and 81300 et seq.

The Chief Business Officer shall be responsible for supervising acquisitions of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting, and other special assessments; and the condemnation of real property.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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 is **suggested** as **good practice**.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6520 SECURITY FOR DISTRICT PROPERTY

Reference:

Accreditation Standard III.B.1

The Chief Business Officer shall be responsible for creating, maintaining, and communicating the contents of Finance and Administrative Services Handbook(s).

❖ **From current Palomar College AP 552 titled Fixed Asset Inventory**

~~Inventory Control maintains fixed asset inventory records to ensure accurate records for administrative controls, insurance valuation, adequate safeguards against loss, damage or theft, and proper disposition of equipment. Facilities Inventory Control shall schedule and perform a physical re-inventory of equipment for each department/division and reconcile results with the property records at least once a year. Differences determined by physical inspection shall be investigated to determine the cause of difference.~~

~~Equipment and furniture are listed in the District inventory. DO NOT REMOVE, TRANSFER, OR DISPOSE of equipment or furniture for any reason without properly executing and submitting an Inventory Transfer/Surplus/Disposal Request Form. The District Governing Board in accordance with federal regulations, state laws, and District policies and procedures must approve sale, donation, or disposal of equipment. In all cases where equipment is removed from the campus to accomplish tasks arising from job responsibilities or College approved activities, prior approval must be secured from the administrator accountable for the equipment and a Removal of District-Owned Property Request shall be properly executed and forwarded to Facilities Inventory Control. Report stolen or missing property to Campus Police.~~

~~Inventory questions or concerns should be directed to Facilities Planning Office.~~

❖ **From current Palomar College AP 552.1 titled Work Order Requests for Maintenance and Custodial Work**

To request repair of existing building and non-instructional equipment:

Call Facilities to report the problem. No further action is required. Facilities will fund the repairs.

To request repair of instructional equipment:

~~Call Facilities Department Secretary to report the problem. Maintenance will repair, if possible. If the item needs to be sent out, the Instruction Office will fund the repair.~~

To request function set-up:

~~Submit work request form a minimum of ten working days before the event. If overtime is required to set-up, the requesting department must provide funding to cover all expenses.~~

To request building modifications, any new work, or items to be installed:

- ~~A. Submit work request form (available through Facilities Office, x2629) with a detailed description of the work to be done.~~
- ~~B. Please provide the location, the name of the requestor, extension number, an account number, and proper signatures. All new work must be funded by the requesting department. If you need an estimate, please contact the Director of Facilities.~~
- ~~C. If the work has to be completed within 10 to 30 days, the requesting department must fund any overtime expenses required to complete the job on time.~~
- ~~D. Submit the completed form and three copies to the Director of Facilities. Any forms that are not completely filled out will be returned to the requesting department.~~

To request Building Remodels or Renovations:

- ~~A. Submit Facilities Capital Improvement Plan Packet, available from the Facilities Planning Office (x2772).~~
- ~~B. Please provide all of the data requested on the forms. Funding sources must be provided by the requesting department. The requesting department must take the request through the appropriate committees, i.e., Facilities, Safety and Security, Environmental Impact Review.~~
- ~~C. If request includes a request for estimated project cost, please allow 30 days for estimate.~~
- ~~D. If project is over \$10,000, an architect or engineer will be required for design purposes. If the project is over \$20,000, an architect will be required to design the renovation and take it to the Office of the State Architect for approval. All of the above costs must be covered by the requesting department.~~

❖ From current Palomar College AP 553 titled Keys

~~Keys must be obtained from the Mail Center. Submit Key Request Form to the Facilities Department indicating to whom the key will be issued. Form must have proper signatures. Keys must be returned to the Mail Center when no longer needed or employment is terminated. All keys are District property; however, each individual is responsible for keys issued to him/her. DO NOT DUPLICATE KEYS OR TRANSFER KEYS.~~

Office of Primary Responsibility: Facilities Office

NOTE: The language in **red ink** is recommended by 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 information in **black ink** is from the first half of current Palomar College AP 552 titled Fixed Asset Inventory with no date, AP 552.1 titled Work Order Requests for Maintenance and Custodial Work with no date, and AP 553 titled Keys with no date. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office. This procedure is **suggested** as **good practice**.

Date Approved:

*(Replaces current Palomar College
Procedures 552, 552.1, and 553)*

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6530 DISTRICT VEHICLES

Reference:

Title 13 California Code of Regulations, Division 1, Chapter 1

❖ **From current Palomar College Policy #554.1 titled Responsibility**

The Superintendent/President shall delegate the authority and the Administrative Services shall have complete authority in the supervision of the use of College District vehicles to the Chief Business Officer. Any violations concerning the use of College District vehicles shall be handled by the Chief Business Officer Vice President for Finance and Administrative Services.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information in the Finance and Administrative Services Handbook(s) regarding use of District Vehicles.

❖ **From current Palomar College AP 507.22 titled Use of College Vehicles**

~~College vehicles are available to help fulfill the transportation needs of institutional, professional, and instructional off-campus travel, subject to the following stipulations:~~

- ~~A. Prior to requesting use of a College vehicle, an employee must fill out the Request for Authorization to Drive College Vehicle form and have his/her driving record from the Department of Motor Vehicles on file in Facilities. There are two ways to submit your driving record:
 - ~~1. Complete the authorization form, and submit it to the Facilities Department. Palomar College fills out a Government Agency Request for Driver Record Information and sends same to Sacramento. The driver's record is sent to Palomar College. This procedure takes two weeks.~~
 - ~~2. Employee requesting clearance may go to a Department of Motor Vehicles office and receive a printout of his/her driving record by paying a fee. The printout received may be submitted to the Facilities Department.~~~~

~~The following criteria are used to determine eligibility for clearance to drive a College vehicle:~~

- ~~a. no more than two major violations within a three-year period are allowed. A major violation is considered to be an at-fault accident~~

- ~~(one in which a citation is issued to the employee), speeding, reckless driving, and/or speed competition.~~
- ~~b. no D.U.I.'s within a five-year period allowed. D.U.I. is driving while intoxicated or under the influence of a narcotic substance.~~
- ~~B. Requests for use of College vehicles must be approved by the appropriate administrator. Use form entitled Request for Use of a College Vehicle. It is essential that the dates and exact times of departure and return to campus be indicated on the request before it is submitted for approval.~~
- ~~C. All drivers of College vehicles must be at least 18 years of age and must have a valid California driver's license appropriate to the vehicle being driven.~~
- ~~D. A driver is charged with the responsibility of operating an assigned vehicle in strict compliance with all laws applicable in the area of operation. Prohibitions include, but are not limited to:~~
 - ~~1. driving while intoxicated or under the influence of alcohol or drugs~~
 - ~~2. failure to stop and report an accident~~
 - ~~3. driving during a period while license is suspended or revoked~~
 - ~~4. reckless driving~~
 - ~~5. possession of open container of alcoholic beverage.~~

[Also see BP/AP 7400 titled Travel for further details regarding off-campus travel.](#)

❖ From current Palomar College AP 554 titled Vehicles

Request for Use of Vehicle(s)

~~On trips which involve any school-owned vehicles, the faculty sponsor must submit a Request for Use of College Vehicle form to the Facilities Department for scheduling. The Request for Use of College Vehicles form must be completed and signed by the Department Chair/Director and Division Administrator. Administrative Services shall have complete authority in the supervision of College vehicles. The Facilities Department is responsible for scheduling College vehicles. A vehicle request form must be on file in the Facilities Office before a vehicle will be assigned. The Director of Facilities will determine the priority for use of College vehicles and shall be responsible for all maintenance and safety factors.~~

Authorization to Drive

~~The Facilities Department must have a print-out of all drivers' records before they are authorized to drive College vehicles. The form Request for Authorization to Drive can be obtained from the Facilities Department and returned signed by the Department Supervisor. The driver's information is sent to Sacramento, and it takes two weeks to obtain a copy of a driver's records. The requesting driver can obtain a copy of their record at the local DMV office for a \$5.00 fee. Staff and Faculty DMV records are updated every two years by the Facilities Department Secretary. A list of Authorized Drivers, including student drivers, is sent out at the beginning of each semester to each Department. The Request to Drive must be approved by the Facilities Department seven (7) days prior to the trip.~~

Student Drivers

~~Vehicles shall be used for College-related business only. Only students 18 years of age or older may drive College vehicles and must have approval from a faculty member directly related to the activity or faculty advisor. An instructor or approved staff member must be present in the vehicle on all trips outside of San Diego County. If more than one vehicle is used for an out-of-county trip and a student is driving the second vehicle, the vehicles must travel the same route and stay as close together as is consistent with safety. The student has some protection through the College insurance program on such trips but only when acting within the instructions given the student as an agent of the College. If the student acts outside these instructions, it is probable that the College insurance program will lend him/her no protection. It is the responsibility of the faculty sponsor on excursions involving situations as listed above to follow the procedures as outlined.~~

Vehicle Check-Out

~~Vehicles shall be picked up in the maintenance area and must be returned to the same area upon completion of the trip. The Vehicle Check-Out Office is open 7:30 a.m. to 4:30 p.m., Monday through Friday. Private vehicles cannot be parked in the maintenance area while using College vehicles.~~

~~If the driver finds any malfunction of College vehicles or needs immediate repair, the Facilities Department should be notified without delay. (Ext. 2629, 2655, 2131, or 2132)~~

~~Credit cards will be issued only when the length of trip warrants same. College-owned vehicles should be operated, whenever possible, with gasoline supplied from the campus tanks. Minimum use should be made of credit cards. All credit card receipts must be submitted to the Facilities Department as soon as possible.~~

~~Keys, trip tickets, and credit cards must be returned to the Facilities Department upon completion of the trip. When returning after office hours, these may be deposited in the slot provided next to the door of the Facilities Department offices, RS building.~~

Office of Primary Responsibility: Facilities Office

NOTE: The language in **red ink** is recommended by 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 information in **black ink** is from current Palomar College BP 554.1 titled Responsibility with no date, AP 507.22 titled Use of College Vehicles with no date, and AP 554 titled Vehicles with no date. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office. This procedure is **legally advised**.

Date Approved:

(Replaces current Palomar College Policy 554.1 and Procedures 507.22 and 554)

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6535 USE OF DISTRICT EQUIPMENT

Reference:

Education Code Section 70902

The Superintendent/President shall delegate the authority and the supervision of the use of equipment to the Chief Business Officer.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information in the Finance and Administrative Services Handbook(s) regarding use of equipment.

Office of Primary Responsibility: Facilities Office

NOTE: The language in **red ink** is recommended by 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** indicates suggested revisions/updates from the Palomar Facilities Office. This procedure is **suggested** as **good practice**.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6536 EQUIPMENT REPLACEMENT

Reference:

Accreditation Standard III.B.1

The Superintendent/President shall delegate the authority and the supervision of equipment replacement to the Chief Business Officer.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information in the Finance and Administrative Services Handbook(s) regarding equipment replacement.

❖ From current Palomar College AP 6536 titled Equipment Replacement

- ~~1. In general, capital equipment replacement will be consistent with the District financial depreciation schedule. Replacement of technology equipment will be on a three-year cycle, and other equipment will be on an eight-year cycle. Note: This procedure does not apply to equipment donated to the College or purchased with Categorical funds.~~
- ~~2. Final decisions on equipment replacement under this procedure will be based upon considerations of eligibility, priority, and critical needs.~~
 - ~~a. Replacement decisions will reflect the critical need for equipment to maintain College operation.~~
 - ~~b. Eligibility for initial consideration will be given in order of priority to:~~
 - ~~(1) Equipment that is no longer functional (inventoried);~~
 - ~~(2) Equipment that is three or eight years old, respectively (inventoried);~~
 - ~~c. Replacement priority will be given in the following order:~~
 - ~~(1) Equipment necessary for health/safety or in the management of institutional risk.~~
 - ~~(2) Equipment used in instruction.~~
 - ~~(3) Equipment used in administrative and academic support.~~
- ~~3. Process~~
 - ~~a. There will be a non-prioritized assignment of capital equipment replacement funds as follows:~~
 - ~~(1) President's Office~~
 - ~~(2) Instruction~~
 - ~~(3) Student Services~~

~~(4) Finance and Administrative Services~~

~~(5) Human Resource Services~~

- ~~b. Administrators, in conjunction with planning councils, will be assigned initial responsibility to identify equipment for replacement based upon the criteria of eligibility, priority, and need as indicated above.~~
- ~~c. Recommendations are directed to the Strategic Planning Council through the appropriate planning council and Vice President. The Strategic Planning Council may seek additional information and clarification prior to approvals.~~
- ~~d. Strategic Planning Council may determine an appropriate retention of available replacement funds for emergency purposes.~~

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The information in **black ink** is current Palomar College AP 6536 titled Equipment Replacement with no date. The wording in **blue ink** is additional language to consider including in this procedure.

Date Approved:

*(This is current Palomar College Procedure
6536)*

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6540 INSURANCE

References:

Education Code Sections 70902, 72502, 72506, and 81601 et seq.

The Chief Business Officer is responsible for securing the appropriate insurance in accordance with law and the District's Risk Management Program.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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 is **legally required**.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6545 STUDENT ACCIDENT INSURANCE

Reference:

Education Code Section 72506

Business Services is responsible for ensuring that all officially enrolled students and children who are enrolled in a District childcare facility will be covered by District student accident insurance.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **green ink** is recommended by Student Services. The wording in **blue ink** is additional language to consider including in this procedure.

Date Approved:

*(This is a new procedure recommended by
Palomar Health Services)*

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6550 DISPOSAL OF DISTRICT PERSONAL (LISTED) PROPERTY

References:

Education Code Section 70902(b)(6), 81383, 81384, and 81450 et seq.

The Superintendent/President shall delegate the authority and the supervision of disposal of District personal (listed) property to the Chief Business Officer.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information in the Finance and Administrative Services Handbook(s) regarding disposal of District personal (listed) property.

❖ From current Palomar College AP 552 titled Fixed Asset Inventory

Surplus Property

~~Surplus property, according to California Education Code CEC 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use.~~

~~District personal property shall not be sold, given away, destroyed, or disposed of in any manner except as described herein. The Governing Board must approve the sale of all surplus personal property.~~

~~All surplus property, if transportable, must be sent to the District Warehouse.~~

~~Declaring Surplus Property Procedures:~~

- ~~1. Obtain a Surplus/Transfer/Disposal Request Form from the Web. You can find it under Administration — Facilities Forms.~~
- ~~2. Completely fill out all appropriate sections of the form.~~
- ~~3. Obtain Department Chairperson approval signature.~~
- ~~4. Send the completed, signed form to Facilities Planning for processing.~~
- ~~5. Facilities Planning will notify the warehouse to pick up surplus property.~~

~~The Warehouse will not pick up equipment containing hazardous material (e.g., asbestos, chemicals). Contact Environmental Health & Safety @ 2266 to dispose of equipment containing hazardous materials.~~

Three Types of Surplus Property

1. ~~Reusable and authorized for re-issue on campus.~~
2. ~~Reusable but NOT authorized for re-issue on campus. (i.e., equipment that is no longer supported by the District or cannot be repaired.)~~
3. ~~Not reusable because it is hazardous, unsafe, or non-repairable.~~

~~Reusable property authorized for re-issue within the District is stored in the Warehouse and can be viewed Monday through Friday from 8 a.m. to 3:30 p.m. Departments may select property and arrange an appropriate delivery time with the Warehouse staff.~~

~~Reusable but not re-issuable property is stored in the District surplus lot for eventual sale by auction.~~

Procedures for Declaring Property Surplus

~~Identify surplus property on an INVENTORY TRANSFER/SURPLUS/DISPOSAL REQUEST FORM. The accountable department disposing of the property is responsible for the completion of the form must be SIGNED by the department chair/director.~~

Transfer of Property to Other Departments

~~Complete that portion of the form titled INVENTORY TRANSFER. Transferring District-owned property to programs/departments that receive their operating funds from other sources, i.e., ROP, the property being transferred will remain property of the District.~~

~~When the INVENTORY TRANSFER/SURPLUS/DISPOSAL REQUEST FORM is completed, contact the Custodial Department at Extension 2134 to arrange for pickup. The completed paper work must accompany the property. Forward the completed paperwork to the FACILITIES PLANNING OFFICE.~~

Procedures for Sale or Auction of Surplus Property

~~The Warehouse Supervisor shall submit a list of surplus property for disposal sale to the District Governing Board prior to transporting the items for sale. The Warehouse Supervisor shall arrange for the sale of surplus property through either local auction or County auction. The Warehouse Supervisor shall ensure that all paperwork is processed through the proper channels, i.e., District Governing Board approval, County auction forms, District fixed-asset inventory notification, income and expense forms, etc.~~

~~Local Auction: If a local auction is held within the District, a list of surplus property on hand is presented to the District Governing Board with a recommendation that it be sold at auction. Upon approval, the District will place a notice in a newspaper within the District to be published no less than once a week for two weeks prior to the sale.~~

~~County Auction: The District Governing Board may, with the consent of a County Purchasing Agent, utilize County services for the sale of District property (CEC 81451). The responsibility for notification of such sale rests with the County Purchasing Agent.~~

~~The District Governing Board or its representative shall declare that the listed District property is surplus and authorize the sale of said property.~~

~~Private Sale: If the District Governing Board by a unanimous vote of those members present finds the property, whether one or more items, valued at less than two thousand five hundred dollars (\$2,500), the property may be sold at private sale without advertising by an employee of the District empowered for that purpose by the District Governing Board (CEC 81452). The money received from the sale shall be credited to the fund from which it was purchased, i.e., general fund, VATEA, etc. The Director of Fiscal Services shall determine the appropriate disbursement of those monies.~~

~~Criteria for Donation or Destruction of Surplus Property~~

- ~~1. Property has no sale dollar value to the District~~
- ~~2. Property is unsafe for use~~
- ~~3. Property is or contains a hazardous material or waste, which must be disposed of in District compliance with the regulations for hazardous material disposal.~~

~~Donation of Surplus Property: If the District Governing Board, by unanimous vote of those members present, finds the property of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the District Governing Board, or it may be disposed of in the local public dump on order of an employee of the District empowered for that purpose by the District Governing Board (CEC 81452).~~

~~Local Public Dump Disposal: The Warehouse Supervisor shall determine whether the property meets the guidelines for local disposal. If so, both representatives shall sign an Inventory Disposal form, and the property will be disposed of in accordance with the required State and local guidelines. (If surplus property has been declared unsafe or hazardous, the District Environmental Health and Safety Officer must inspect and sign the Inventory Disposal form and arrange for disposal, if applicable.~~

~~Cannibalization Disposal of Personal Property: Aged and inoperable equipment may be cannibalized and used for parts. Prior authorization is required before personal property that is no longer required for instructional purposes or suitable for District use may be cannibalized as parts. Equipment obtained for a period of less than three years or equipment obtained by federal funds for a period of less than five years will not be authorized for cannibalization.~~

Office of Primary Responsibility: Facilities Office

NOTE: The language in **red ink** is recommended by 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** indicates suggested revisions/updates from the Palomar Facilities Office. The information in **black ink** is from the second half of current Palomar College AP 552 titled Fixed Asset Inventory with no date. This procedure is **legally advised**.

Date Approved:

*(Replaces current Palomar College Procedure
552)*

Finance and Administrative Services

DRAFT as of 11/9/07

AP 6555 SALE OF PERSONAL PROPERTY FABRICATED BY STUDENTS

Reference:

No reference

**THE FINANCE AND ADMINISTRATIVE SERVICES OFFICE RECOMMENDS
DELETION OF THIS CURRENT PALOMAR PROCEDURE**

❖ From current Palomar College AP 510 titled Sale of Personal Property Fabricated by Students

- ~~A. Instructors involved must request pre-numbered receipt forms in triplicate from the Cashier in Fiscal Services.~~
- ~~B. After an item has been fabricated, the instructor will determine the cost of the District property used in fabrication. Education Code 81457 states that this amount must not exceed the actual cost to the District. The instructor will prepare the receipt in triplicate, retain the third copy for department files and direct the student to take the original, second copy, and payment to the Cashier at Fiscal Services.~~
- ~~C. The Cashier will receive payment and indicate this on both copies of the receipt.~~
- ~~D. The student will then take the receipted copy to the instructor, who will replace the department file copy with the original. The fabricated item will then become the property of the student.~~

NOTE: *This is current Palomar College AP 510 titled Sale of Personal Property Fabricated by Students with no date Task Force Meeting. This procedure was reviewed at the November 9, 2007 Task Force Meeting.*

Date Approved:

(This is current Palomar College Procedure 510)

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6600 CAPITAL CONSTRUCTION

References:

Education Code Section 81820;

Title 5 Sections 57150 et seq.

The Chief Business Officer shall ensure that the Five-Year Capital Outlay Program is filed with the California Community Colleges Chancellor's Office. The program will consist of the plans of the District concerning its future academic and student service programs, and the effects of such programs on construction needs as required by the California Community Colleges Chancellor's Office.

Construction contracts will be awarded in accordance with AP 6350 titled Contracts – Construction and will comply with applicable laws relating to public works.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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 is **legally required**.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6700 OTHER FACILITIES USE (CIVIC CENTER ACT)

References:

Education Code Sections 82537 and 82542;

Public Resources Code Section 42648.3

General Provisions

District facilities are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Chief Business Officer. Except as provided in these regulations, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Chief Business Officer is responsible for the coordination and implementation of these procedures. The Chief Business Officer shall determine all applicable fees to be charged.

All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers

Eligible persons or groups may use District buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to these rules and regulations.

The groups identified in Education Code Section 82542(a) will be permitted to use District facilities upon payment of the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
- the cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties;
- the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and

- the cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, janitorial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
- Entertainments or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affect the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services mutually deemed necessary to meet the needs of the community.

Rules for Facilities Use

Requests for use of District facilities must be made at least thirty (30) days in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the **Chief Business Officer**.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

All charges for the use of District facilities **will be billed accordingly after the conclusion of the event.**

Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he or she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities.

Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances, or tobacco in any forms shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Chief Business Officer.

Recycling (Education Code Section 82542(a))

The Palomar Community College District provides its own campus recycling services through the Facilities Office. Contact that office for further details.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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** indicates suggested revisions/updates from the Palomar Facilities Office. This procedure is **legally required** except where otherwise noted.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 2/22/08

AP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE

References:

Education Code Sections 15264 et seq., 15278, 15280, and 15282

A Citizens' Bond Oversight Committee (the "Committee") must be established pursuant to the requirements in Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000 (the "Act") (Education Code Sections 15264 et seq.).

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

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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 is **legally required** if the District has passed a local bond measure under the Proposition 39 requirements.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 2/22/07

AP 6750 PARKING

References:

Education Code Section 76360;

Vehicle Code Section 21113

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles is limited to specially designated areas. Parking permits are required and must be properly displayed. Vehicles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on District property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

❖ From current Palomar College BP 30 titled Parking Policy

~~Any individual or group utilizing District parking facilities must properly display a valid parking permit or have received approval by completing a Facilities Use Form and submitting it to Campus Police as per established procedures.~~

~~Visitor and vendor parking permits shall be issued only by Campus Police.~~

~~❖ From current Palomar College AP 30 titled Parking Procedure (#00-20425)~~

- ~~1. Free visitor parking will be provided in lot 15. Visitor parking signage and an entry will be established into lot 15 from Mission Road. Registering students will be allowed to park in lot 15 one week before and two weeks into the Fall and Spring semesters. After that time, all vehicles parked in visitor lots will be required to display a valid visitor parking permit. Visitor parking is first come, first served.~~
- ~~2. Use of visitor parking lots will require sponsors to request specific lots on the revised Facilities Request Form (11/19/00). The form must be submitted to Campus Police no later than three weeks prior to the event. This is necessary~~

~~due to the number of multiple events and the need to prioritize usage, based on the date of request. Campus Police will make arrangements for the sponsor to pick up parking permits two weeks prior to the event. Sponsors will be responsible for notifying attendees of the approved parking lot. All sponsors not complying with the policy will be responsible for advising their attendees that they will be required to purchase a daily parking pass from parking machines located in lots 3, 5, 9, and 12 on the day of the event.~~

- ~~3. Non-student seasonal and short-term employees will be allowed to park in Faculty/Staff parking lots. Permits will be issued from the Campus Police Office (San Marcos Campus).~~
- ~~4. All event daily fees from the previous policy have been eliminated.~~
- ~~5. The general fund will contribute 20% of the revenue from semester and daily parking permits per year. Contributions will be used exclusively for construction, maintenance, landscaping, repair, parking/safety improvements, supply/equipment expenses, off-site security, and utility costs for parking lots and access roads.~~

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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 information in **black ink** is from current Palomar College AP 30 titled Parking Procedure (#00-20425) with no date. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office. This procedure is **legally required** except where otherwise noted.

Date Approved:

*(Replaces current Palomar College Procedure
30)*

Finance and Administrative Services

DRAFT as of 2/22/07

AP 6800 OCCUPATIONAL HEALTH AND SAFETY

References:

Cal/OSHA; Labor Code Sections 6300 et seq.;

Title 8 Sections 340 et seq. and 3203;

Code of Civil Procedure Section 527.8;

Penal Code Sections 273.6, 626.9, 626.10, and 12021

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

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by 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** indicates suggested revisions/updates from the Palomar Facilities Office. This procedure is **legally required**. Safety conditions of employment are a mandatory subject of bargaining and may be more specific than the procedure language cited above, which are minimum standards to cover students and unrepresented employees. AP 3510 titled Workplace Violence Plan covers many of the same requirements and some districts prefer to not include a similar procedure here.

Date Approved:

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

Finance and Administrative Services

DRAFT as of 2/22/08

AP 6975 BOOKSTORE AND FOOD SERVICES

Reference:

Education Code Section 81676

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

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

❖ From current Palomar Procedure 560 titled Palomar College Bookstore

~~Selection and Ordering of Textbooks~~

~~Textbooks and related supplies will be available on the main campus or various education centers for students to purchase approximately one or two weeks before the start of the semester. The Bookstore may not keep stock on hand of required or recommended textbooks during the remainder of the semester due to publishers' return policies. Instructors should encourage students to buy their books early in the semester.~~

~~Please contact your department chairperson, director, or secretary for ordering, discontinuance, or adoption of textbooks. Book orders are placed by the department approximately four months before the semester begins. Please contact the academic department assistant for any changes/deletions to book orders already placed by the department before contacting the Bookstore.~~

~~It is suggested that instructors requesting texts or other printed material which may be of a controversial nature specifically inform the department chairperson/director, the appropriate division dean, and the Assistant Superintendent/Vice President for Instruction.~~

New Adoptions

~~New adoptions for newly established courses and replacement adoptions of discontinued textbooks shall be approved through the usual channels, and orders for books should reach the Bookstore prior to the following dates:~~

~~April 19 – for Fall Semester~~

~~October 10 – for Spring Semester~~

~~March 10 – for Summer Session~~

~~In deciding quantity, please quote sound enrollment estimates disregarding quantities on hand in the Bookstore.~~

Miscellaneous Policies Concerning Textbooks

- ~~A. It is inappropriate for a teacher to accept cash from students for the sale of textbooks and supplies or deposits to cover special orders for such items.~~
- ~~B. Instructors should encourage students to buy their textbooks early in the semester because the Bookstore returns any allowable overstock within sixty days of the beginning of the semester.~~
- ~~C. Examination copies for instructors should be ordered directly by the instructor, not by the Bookstore or District. A desk copy of your textbook may be obtained from the department secretary or by writing to the publisher (depending upon your department's policy). Desk-copy request forms and publisher's address are available from the department secretary or the Bookstore Customer Service desk. Adjunct faculty may purchase a textbook from the Bookstore if they are unable to obtain a desk copy in time for the upcoming semester. You must return the book(s) purchased in new condition, without publisher's "Complimentary Instructor Copy" stamp or any other such markings within SIXTY DAYS of the purchase date along with your cash register receipt to obtain a refund. It is the responsibility of the instructor to obtain a desk copy from the publisher within sixty days. **NO REFUNDS WILL BE ALLOWED AFTER 60 DAYS.** Contract and regular instructors may charge a text to the Bookstore for a period of sixty days. If at the end of the eight-week period the instructor has not returned a clean copy to the Bookstore for credit against the account, the instructor will be expected to pay for the book. Desk copies should be ordered promptly.~~
- ~~D. As soon as an instructor is aware that the text is sold out at the Bookstore and more books are needed, the Bookstore should be notified immediately if additional copies are needed.~~
- ~~E. After final approval of a textbook has been given by the department chair, the title will be put on computer printout sheets by class. Each semester these printout sheets will be sent to the department chairpersons/directors for the number of books to be ordered. These computer sheets are to be signed by the instructor and the department chairperson/director. They then should be returned directly to the Bookstore.~~
- ~~F. Education Center Bookstores are generally open the first two weeks of each semester, with the exception of the Escondido Center Bookstore which is open~~

~~throughout the semester. Please consult the class schedule on the page entitled "Palomar College Bookstore, Book Sale Hours" for the exact dates and times of the Bookstore operation at your Education Center. Please advise students to take advantage of the Education Center Bookstore during these dates; otherwise, they may have to travel to the San Marcos Campus Bookstore for textbooks.~~

~~Please contact the Textbook Department at 744-1150 X2223 or X2225 for any of the following:~~

- ~~1. current selling price,~~
- ~~2. expected arrival from the publisher date,~~
- ~~3. inventory,~~
- ~~4. titles sold out and reorder quantities,~~
- ~~5. reorder due dates,~~
- ~~6. or any questions pertaining to textbooks.~~

~~Please contact the Supply Department at 744-1150 X2222 or X2264 for any non-textbook course-material questions.~~

~~The Bookstore requests that faculty refrain from quoting prices to students due to constant price fluctuation. Please instruct students to call the Bookstore Customer Service at 744-1150 X2682 for current approximate price and stock availability information.~~

~~Other Services and Supplies~~

~~Duplicating Services~~

~~Duplicating Services may be obtained from any one of the duplication centers. Locations are in A-23, F-6, GJ-1 and the Escondido Center, please call extension 2452 for hours of operation.~~

~~Duplication services requested may be submitted to the Comet Copy Center as electronic files or hard copy. Electronic files can be submitted in various forms; as a network file, a floppy disk, CD Rom file or as an E-mail attachment (MS Word files). The person requesting the duplicating service must fill out the appropriate work request form for an electronic file as well as hard copy. Work request forms are available at all locations.~~

~~It is the job of the technician in the Duplicating Center to duplicate documents for faculty and staff. A completed work order form must be submitted for each duplication service requested. An account code is required for duplication services and must be on work orders. If you do not know your account code, please ask your Academic Department Assistant. No work will be produced without a properly filled out work order.~~

~~Every effort is made to complete each request within 24 hours; However if possible, please allow 48 hours for the Comet Copy Center to complete the work requested. Walk up service will be available in the A-23 and Escondido locations~~

Mail

~~Each department has a mailbox in the Duplication/Mail Center in the Administrative Services Building. There is a mailbox for outgoing mail in the Center for the convenience of staff.~~

Payroll Forms

~~The following payroll forms are available in the offices indicated in the parentheses: W-4 Withholding Exemption Certificate (Fiscal Services), Tuberculosis Test (Human Resource Services), Voluntary Deductions Forms (Fiscal Services), Health & Medical Benefits Insurance (Human Resource Services), Dental Insurance (Human Resource Services), Life Insurance (Human Resource Services), Vision Plan (Human Resource Services)~~

Parking

~~Faculty are entitled to free parking. One hanging staff parking permit which can be transferred to the car being driven will be issued to each staff member. Parking permits are issued to individual faculty and staff members. Therefore, sharing of a parking permit by anyone, including family members, relatives, or friends, other than the registered owner of the permit, is not permitted. There is a \$25 charge to replace a lost decal. Parking decals are available at Fiscal Services, Cashier's window~~

ID Cards

~~Optional staff ID cards are available from the PIC counter in the Student Services Building. Call the Student Affairs Office for information on dates and times to have pictures taken. Each employee is entitled to a staff ID card once yearly. If duplicates are desired for any reason other than reclassification (loss of card, poor picture, etc.), the employee will pay a fee of \$1.00.~~

Office of Primary Responsibility: [Finance and Administrative Services](#)

NOTE: The language in **red ink** is recommended by 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 information in **black ink** is from current Palomar AP 560 titled Palomar College Bookstore with no date. The language in **green ink** indicates suggested revisions/updates from Student Services. This procedure is **suggested** as **good practice**. This procedure was reviewed at the September 14, 2007 Policy and Procedure Task Force Meeting.

Date Approved:

(Replaces current Palomar College Procedure 560)

Smoking Policy

The current Palomar College smoking policy:

“It is the policy of Palomar Community College District that there shall be no smoking permitted in buildings or within 20 feet of buildings at Palomar College. Additionally, Palomar College has designated several areas on campus as non smoking areas. Any questions or concerns related to this policy or enforcement should be directed to The Director of Student Affairs in room SU 201.”

"2007 - 2008 Palomar College Catalog." Palomar College. 2007. Palomar Community College District. 15 Feb 2008 <<http://www.palomar.edu/catalog/2007/pdf/Section%204%20Student%20Rights%20and%20responsibilities.pdf>>.

The ASG proposed change:

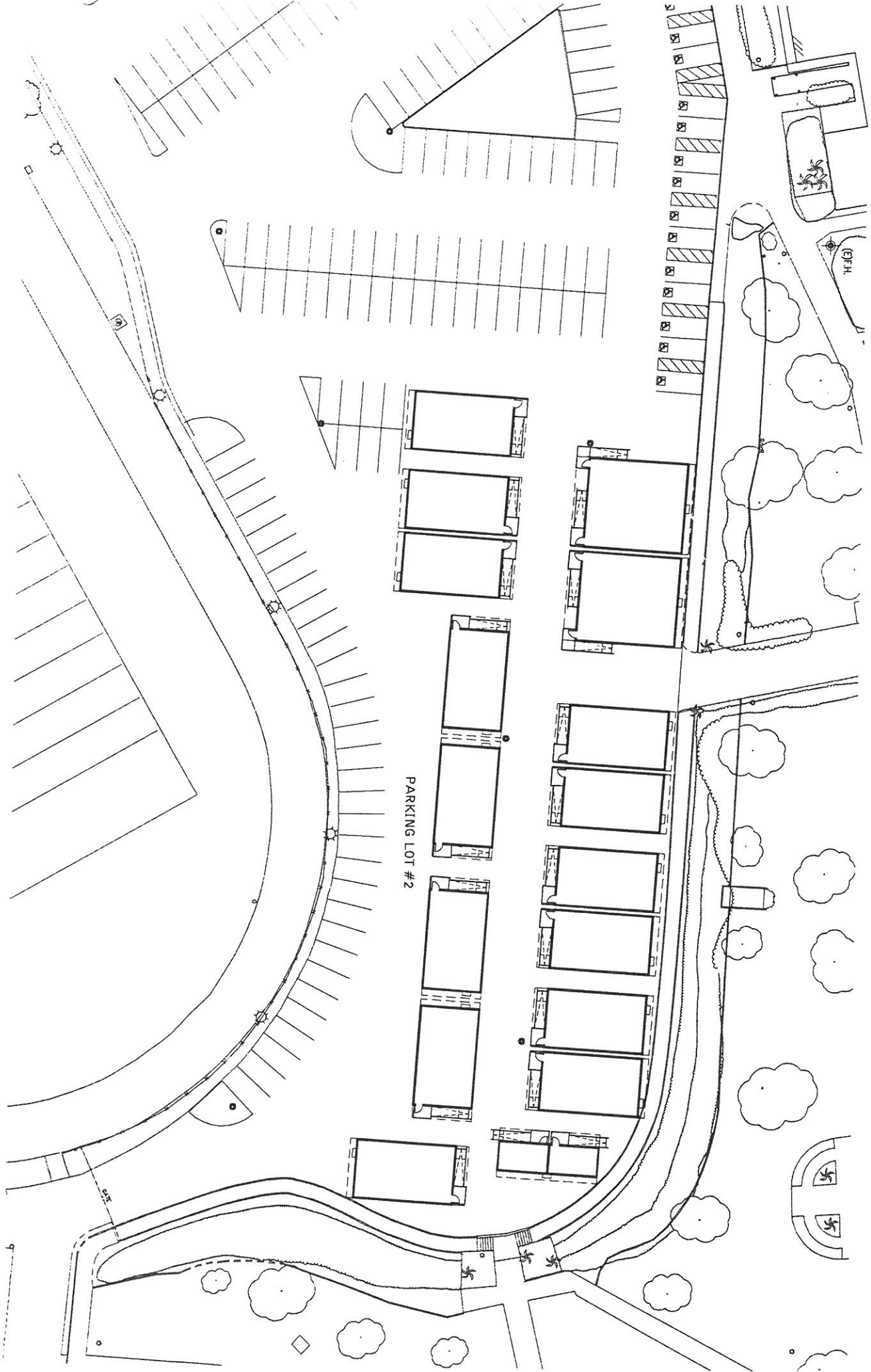
It is the policy of Palomar Community College District that there shall be no smoking permitted in buildings or ~~within 20 feet of buildings~~ outside of designated smoking areas at Palomar College. ~~Additionally, Palomar College has designated several areas on campus as non smoking areas.~~ Any questions or concerns related to this policy or enforcement should be directed to The Director of Student Affairs in room SU 201.

Information Services
Office Computer Replacement Plan
February-08

Model	Qty	Purchase Date	Warranty Status	Replacements & Costs	
				FY2007-08	FY2008-09
Dell Desktop					
Dell GX 1	14		Expired	14	
Dell GX 110	42		Expired	42	
Dell GX 150	33		Expired	33	
Dell GX 240	146		Expired	146	
Dell GX 260	88		Expired	88	
Dell GX 270	154		Expired		154
Dell GX 280	88	7/19/2004	7/18/2008		88
Dell GX 300	3		Expired	3	
Dell GX 620	131	5/23/2006	5/22/2011		
Dell GX 745	127	4/20/2007	4/19/2012		
Dell GX 755	10	1/12/2008	1/11/2013		
Subtotal	836				
Apple Desktop					
G3 Mac	7		Expired		
G4 Mac	14		Expired		
G5 Mac	21		Expired		
Subtotal	42			42	
Other Desktops					
Gateway	3		Expired		
Other	3		Expired		
Subtotal	6			6	
Total	884			374	242

DESKTOP COMPUTER RECOMMENDATIONS for FY2007-08 & FY2008-09

Dell	574	\$918,400		
Apple	42	\$140,700		
Totals	616	\$1,059,100	\$671,900	\$387,200



Dowd, Bonnie

From: Regalado, Elias [EREGALAD@CCCCO.EDU]
Sent: Thursday, February 28, 2008 11:11 AM
To: SO2CBO@LISTSERV.CCCNEXT.NET
Subject: P1 Apportionment Update

DEAR CBO's. THE FOLLOWING "P-1 APPORTIONMENT" INFORMATION IS BEING FORWARDED TO YOU ON BEHALF OF ERIK SKINNER, VICE CHANCELLOR OF COLLEGE FINANCE AND FACILITIES PLANNING. PLEASE REVIEW.

Dear Colleagues:

Greetings. I would like to provide you with some additional information related to changes in the recently posted P-1 apportionment. The System Office is still in the process of investigating the new developments, so I would characterize the following information as preliminary. Given the volume of questions we have received I am taking the step of providing this update, even though this situation is still unfolding.

* Subsequent to posting of P-1 on Friday, the System Office was contacted by a number of districts about significant discrepancies between local property taxes received and those displayed in the P-1 apportionment. The districts reporting discrepancies are in two counties--Orange and Sonoma.

* In all cases, the districts reported that property taxes posted in P-1 were higher than actual property taxes received.

Upon investigation, it appears that the property tax information certified by county assessors in November was incorrect. County assessors have now provided revised property tax amounts.

* Based on the new property tax amounts reported for districts in these two counties, the State General Fund obligation has increased significantly.

* As a result, it now appears that the System faces a statewide shortfall of approximately \$76 million in 2007-08.

* We are currently in the process of validating these numbers, determining why this reporting problem occurred, and investigating whether additional misreporting may have occurred that has not yet been identified.

* As a result of this information, the Chancellor's Office will revise the P1 sometime in early to mid-March

As we make further progress on this matter, we will provide additional updates.

Erik Skinner

CALIFORNIA COMMUNITY COLLEGES
REDUCTIONS IN AB 4xxx
(unspent local assistance funds)

Program	FY 2005-06	FY 2006-07	FY 2007-08	TOTAL
Nursing Program Enrollment/Equipment	5,383	0	0	5,383
Student Financial Aid Administration	9,937	27,970	0	37,907
Special Services for CalWORKs Recipients	1,340,266	3,193,048	0	4,533,314
Foster Care Education Program	28,000	0	12,163	40,163
Matriculation	167,006	448,883	0	615,889
Economic Development	612,289	0	6,100,000	6,712,289
Extended Opportunity Programs and Services	585,482	954,423	0	1,539,905
California High School Exit Exam (CAHSEE)	0	2,672,480	1,158,946	3,831,426
Career Technical Education (SB 70)	0	500,154	10,000,000	10,500,154
Nursing Program Support	0	10,175	1,142,885	1,153,060
Nursing & Allied Health Equipment	0	0	104,054	104,054
Nursing Program Startup	0	0	2,000,000	2,000,000
TOTAL	\$2,748,363	\$7,807,133	\$20,518,048	\$31,073,544