



## STRATEGIC PLANNING COUNCIL AGENDA

Date: March 18, 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
<b>A. <u>MINUTES</u></b>		5 min.
1. Approve minutes of March 4, 2008		
<b>B. <u>DISCUSSION/INFORMATION ITEMS</u></b>		45 min.
1. AIP Progress Report	Exhibit B1	
2. ARCC narrative	Exhibit B2	
3. Student Grade Dispute Policy and Procedures	Exhibit B3	
4. Budget	Exhibit B4	
<b>C. <u>ACTION ITEMS/SECOND READING</u></b>		15 min.
1. Chapter 6 Policy & Procedures	Exhibit C1	
<b>D. <u>ACTION ITEMS/FIRST READING</u></b>		20 min.
1. Academic Calendar 2009-2010	Exhibit D1	
2. Holiday Schedule 2008-2009	Exhibit D2	
<b>E. <u>REPORTS OF PLANNING COUNCILS</u></b>		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		
<b>F. <u>REPORT FROM ACCREDITATION SELF-STUDY</u></b>		
<b>G. <u>REPORT FROM BUDGET COMMITTEE</u></b>	Exhibit G	10 min
<b>H. <u>REPORTS OF CONSTITUENCIES</u></b>		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		
<b>I. <u>OTHER</u></b>		
<b>J. <u>PENDING ITEMS</u></b>		
1. Campus Police Governance Structure		
2. Board Policy 5500		
3. Designated Smoking Areas		



## STRATEGIC PLANNING COUNCIL MEETING MINUTES March 18, 2008

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

### **Roll Call**

Members Present: Barton, Claypool, Deegan, Dowd, Faulkner, Fernandez, Gropen, Halttunen, Hogan-Egkan, Kovrig, Lienhart, Lyn, Madrigal, McCluskey, O'Brien, Sheahan, Titus, Tortarolo  
Recorder: Cheryl Ashour  
Members Absent: Paul Barboa, Berta Cuaron, Brent Gowen, Julie Ivey, Kathleen Sheahan, Richard Talmo  
Guests: Jayne Conway, Candi Francis for Berta Cuaron, Mark Oggel

### **A. MINUTES**

#### **1. Approve Minutes of March 4, 2008**

MSC (Fernandez/Kovrig) to approve the Minutes of March 4, 2008 with revisions.

MSCU (Madrigal/Gropen) to move up section D1 and D2.

### **D. ACTION ITEMS/FIRST READING**

#### **1. Academic Calendar 2009-2010**

Herman Lee discussed the proposed 2009-2010 Academic Calendar. **(Exhibit D1)** He stated that it is essentially the same as the 2008-09 adopted a year ago. The major change is that Veterans Day is back on a Friday. This item will come back for a second reading at the next SPC meeting.

#### **2. Holiday Schedule 2008-2009**

John Tortarolo presented the 2008-2009 Holiday Schedule. **(Exhibit D2)** This item will return for a second reading at the next SPC meeting.

### **B. DISCUSSION/INFORMATION ITEMS**

#### **1. AIP Progress Report**

Michelle Barton reviewed the 2007-2008 AIP February progress report. **(Exhibit B1)** She stated that she met with the vice presidents to review the reporting process and how cost estimates might be integrated. It was recommended that the individual(s) who are identified as the primary person(s) responsible for an objective on an AIP be the one(s) who completes the progress report. Those individuals will be responsible to contact and work with the assigned groups throughout the reporting term. It was suggested that the AIP form be revised to clarify the estimates and costs. Objective 3 is an example of the suggested revision.

Jesse Lyn stated that ASG was not contacted for input on Objective 3. Sherry Titus stated that she spoke to the ASG about the objective during one of their meetings and reported back to Joe Madrigal. It was clarified that ASG will work with the Director of Student Affairs on their objectives and the Director will report the progress to the primary person.

Bonnie Dowd stated that if a budget for an objective needs to be built, it should be done when everyone else is building their budgets, so that when all planning councils come together at SPC they will be sure of what will be funded through the general fund. The Budget Committee's role is to review. If there are one-time funds, the Budget Committee makes recommendations based on a list of how one-time funds can be used, but the Budget Committee does not decide how much money there is for an objective. When we identify an objective as funded, we are acknowledging it is funded. If it needs funding, it might be through budget requests at SPC or identifying other sources such as the foundation, grants, etc.

#### **2. ARCC Narrative**

Michelle Barton distributed the ARCC narrative that was presented to the Governing Board and sent to the Chancellor's Office. **(Exhibit B2)**

**3. Student Grade Dispute Policy and Procedures**

Molly Faulkner stated that the Faculty Senate accepted the Student Grade Dispute Policy and Procedures. **(Exhibit B3)** President Deegan commended the Senate for their work on this fair and clear policy and procedures. On behalf of the ASG, Jesse Lyn thanked the faculty for working with them on this document. ASG appreciated the respect the students received by the faculty.

**4. Budget**

President Deegan distributed a document from the California College League regarding the \$84 million statewide cut to community colleges. **(Exhibit B4)** He read an announcement that will be sent out college-wide this afternoon regarding a modified hiring freeze effective immediately. A discussion of the effect of the budget cuts on the College ensued. A question was asked if there are planned cuts to categorical programs and if the transfer of ROP programs will be affected. Mr. Deegan said that ROP will move forward with their plans and categorical programs may be cut as much as ten percent. A question was asked about what was going to happen to the SIG independent contractor. Dr. Dowd stated she was waiting on the classification study; once it is completed, she anticipates making a recommendation.

**C. ACTION ITEMS/SECOND READING****1. Chapter 6 Policy and Procedures (Exhibit C1)**

MSCU (Kovrig/Gropen) to approve Chapter 6 Policy and Procedures

Bonnie Dowd stated that AP 6322 and 6925 and BP 6925 will be deleted from the table of contents. These policies and procedures were moved to a different chapter but accidentally left on the table of contents.

**E. REPORTS OF PLANNING COUNCILS****1. Administrative Services Planning Council**

Bonnie Dowd reported that ASPC met on March 6. ASPC is working on its Governance Structure Group Request form. It hasn't been dealt with since 2002 and there are a lot of operational issues and things to clean up. Members are trying to define their organizational structure and come up with a trigger to know when it is time to hire new staff.

**2. Human Resource Services Planning Council**

John Tortarolo reported that HRSPC met on March 4. The Staff Development and Training Grant application process was distributed and discussed; a first reading is planned for the meeting today. Discussion continued on institutional review.

**3. Instructional Planning Council**

Candi Francis reported that the instructional departments and disciplines underwent the institutional review process, where they looked at quantitative as well as qualitative data. This will be used as a planning document in the future which will drive faculty hiring, block grant allocations potentially, future equipment, and space and staffing needs.

**4. Student Services Planning Council**

Joe Madrigal reported that SSPC met on March 12. Members discussed the current budget situation. The first drafts of the Student Services Institutional Review reports have been submitted to Mr. Madrigal's office. He commended the managers and department chairs and heads in Student Services for their timely and extremely well-written institutional review reports. The strengths and areas that need improvement were identified. It will also be a valuable piece of information for strategic planning. Mr. Madrigal shared with SSPC the parking change in Lot 2 due to the temporary buildings being installed this summer. SSPC strongly recommended timely communications to students and staff, and that proper signage be developed. Dean Halttunen reported on the categorical block grant proposal that is being circulated state-wide. The proposal is to take all the categorical programs and put them into one block grant, and allocate those to each college. Each college would then determine how much each categorical program will be funded. SSPC is opposed to the categorical block grant concept. An accreditation update was provided by Dean Halttunen and Herman Lee. Mr. Madrigal commended the Student Services writing group for their timely completion of the well-written Standard IIb report. SSPC talked about the student conduct code. It is being reviewed by the director

of student affairs to make sure that we comply with all legal and education code language. There are obvious changes that need to be made in terms of the recent grade dispute policy that was just passed to make sure that the student conduct code does not venture into those areas covered by the grade dispute policy. At this time the class schedule and catalog does not have the conduct code listed; instead it states that the student conduct code is being reviewed and updated and any questions can be brought to the Director of Student Affairs. Jayne Conway presented information on the Student in Crisis workgroup. This group is talking about finding ways to identify students in crisis and provide proper referral to them.

**F. ACCREDITATION SELF-STUDY – no report**

**G. BUDGET COMMITTEE**

Bonnie Dowd reported that the Budget Committee met March 11. They talked about the current budget situation and how to address the shortfall at the College. They discussed cuts and a hiring freeze, and looked at where we could reduce services. Dr. Dowd is having a report developed that is pulling data from PeopleSoft using the Gooder college groupings to find out by program what its three years of actuals were compared to what the budget was the previous year. She anticipates being able to share this with SPC and the Budget Committee after spring break.

Dr. Dowd distributed to SPC the revised 2007-08 P1 showing the statewide total for community colleges, which came out after the last Budget Committee meeting was held. She also distributed the revised 2007-08 P1 for Palomar College. **(Exhibit G)** She discussed the documents in detail and the effect on the College. Dr. Dowd distributed and discussed a document showing the designated projects for 2007-08. Discussion ensued.

**H. REPORTS OF CONSTITUENCIES**

**1. Administrative Association**

Laura Gropen reported that the AA will have meetings with the Classified and Educational Administrators in April. In addition to the scheduled AA retreat in June, they will be announcing a number of professional development opportunities that will be offered to AA and CAST members on issues such as evaluations, conflict management, and stress management.

**2. Associated Student Government**

Jesse Lyn reported that ASG is wrapping up their Women's History Month tomorrow with a larger celebration. Spring Fest is in its finalizing stages. ASG has a new bilingual ASG member who assisted with the Coffee House Night in Escondido. Students there expressed to her that it was nice that ASG remembered them in Escondido. Tomorrow night is the San Marcos campus Coffee House night. The election committee is finishing up its prep stage. ASG leaders had a wonderful time in Washington DC. They learned a lot about lobbying efforts and met with congressional representatives and aides of senators to discuss the Higher Education Act. Everyone they met with said it will be passed this year.

**3. CAST – no report**

**4. CCE**

Neill Kovrig reported that CCE is in preparation for Classified Staff Day scheduled for March 26. Lisa Galbreath, the chair of the classified staff day committee, and the rest of the committee has done an excellent job assembling workshops and speakers for the event. Five CCE delegates are preparing to attend the CFT convention scheduled for April 11-13 in Oakland.

**5. Faculty Senate**

Molly Faulkner reported that Tom Plotts and Kelly Hudson-MacIsaac spoke to the Faculty Senate about safety and security issues. The Faculty Senate plans to go to faculty to ask their opinions about security cameras and indoor door locks.

**6. PFF**

Shannon Lienhart reported that PFF is finalizing negotiations with the District. They are working on bringing the District a counter-proposal. They are hopeful it can be finalized by the end of the semester. They are thankful to the District for coming back to the table with an offer they can work with. PFF is in the process of

doing their elections for the co-president positions and e-board. They are sending ten delegates to the CFT convention in April.

**I. OTHER**

President Deegan stated that he and Vice President Dowd think it would be important to bring together SPC and the Budget Committee to discuss the budget around the middle of April. It may be in lieu of the April 15 SPC meeting; the date of the joint meeting will be discussed further at the next SPC meeting.

**J. ADJOURNMENT**

There being no remaining items, the meeting was adjourned at 4:00 p.m.



# Strategic Plan 2009

## Annual Implementation Plan

### 2007-2008

“The Strategic Planning Council recognizes the importance of using the governance process to identify, prioritize, and allocate funding to ensure the success of the Objectives and Activities listed in this Annual Implementation Plan. While the SPC may not be named as an assigned group on each Objective and Activity, its role is implicit throughout.”

<b>Objective/Activity 1</b> <i>Goal : ALL</i>		<b>Primary Person(s): Vice President, Instruction; Accreditation Tri-Chairs</b>
Prepare Palomar’s self-study for reaffirmation of accreditation.		<b>Assigned Groups: Accreditation Steering Committee; Accreditation Standard Writing Groups</b>
<b>Estimated Cost: \$50,000</b>	One Time: \$20,000 in 2007-08 \$30,000 in 2008-09	<b>Funding Source: General Fund</b>
	Ongoing	<b>Time Line: February 2008, 1<sup>st</sup> Draft; May 2008, 2<sup>nd</sup> Draft</b>
<b>February, 2008</b> The first draft response for each standard was submitted by the eleven (11) writing teams on February 14. The co-chairs, the ALO, and the staff assistant have begun their individual reviews of the draft responses then will collectively provide feedback for editing to the writing teams before bringing the 1 <sup>st</sup> draft to the Accreditation Steering Committee in March.		
<b>May, 2008</b>		

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<b>Objective/Activity 2</b> <b>Goal: Student Success</b>		<b>Primary Person(s):</b> Co-Chairs Learning Outcomes Council
<p>As a result of Palomar's self-assessment for effective practices in Basic Skills instruction and support, develop and implement student success centers to increase student engagement, persistence, and completion.</p> <p>This activity addresses the following objectives in the 2009 Strategic Plan:</p> <ul style="list-style-type: none"> <li>• Develop and implement an institution-wide plan that includes strategies to improve retention (course completion) and persistence (semester to semester attendance and completion)</li> <li>• Increase instructional faculty's awareness and referral of students to services that support student success.</li> <li>• Increase student awareness and use of services that support student success.</li> </ul>		<b>Assigned Groups:</b> Student Learning Outcomes Council; Curriculum Committee; Instructional Planning Council; Student Services Planning Council
<b>Estimated Cost:</b> \$350,000 (start-up costs for TLC; on-going costs will be less once TLC is established)	One Time	<b>Funding Source:</b> Basic Skills (restricted funds), General Fund
	Ongoing X	<b>Time Line:</b> Complete Plan in April 2008, design TLC at Escondido in Summer/Fall 2008, implement a TLC at Escondido in Spring 2009, continue exploring location options for a TLC on San Marcos campus.
<b>February, 2008</b> The Basic Skills Work Group will complete its self-assessment in March and its Plan for the Teaching and Learning Center (TLC) in April, 2008. The vision is to create a TLC at the Escondido Center first, in a small scale, using both existing instructional support services and activities, such as tutoring, a writing lab, and a reading lab, while also exploring the implementation of effective strategies identified in the research literature. The TLC will serve all students but will have an emphasis on learning activities that support the needs of students enrolled in basic skills courses and/or who lack some of the fundamental skills to succeed in college level courses. The group is also exploring a location for a TLC on the San Marcos campus as it continues its work for the Escondido location.		

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#### **Student Services**

- #1.** The Dean of the Counseling Services Division, the Counseling Department Chair, EOPS Director, and another counselor are members of the Basic Skills work group and have begun work on the self assessment and the plan that is due to the CCC System Office in May 2008.
- #2.** The Early Acceptance Program: Approximately 2500 high school students were assessed at their high schools in the spring 2007 using COMPASS. These students were invited to Palomar College in June for an orientation, tour, opportunity to meet with department representatives and to register for their fall classes. Previously high school students who tested with us at their high schools in the STARS Program were given priority registration but didn't use it. With the EAP event we had a 20% increase in the number of students who used their priority registration. We are tracking these freshmen and their retention, persistence and success rates should be higher because they enrolled in first choice classes, are aware of student support programs and are familiar with the campus. Plans are under way for the spring 2008 EAP program. A greater number of participants is expected based on the success of the first year.
- #3.** Financial Aid Office established in Summer 07 a requirement that all financial aid students who are disqualified based on not making satisfactory academic progress according to federal regulations must attend a Satisfactory Academic Progress Workshop prior to submitting a petition or appeals form.
- #4.** The International Education Center did an analysis of GPAs of international students from fall and spring 2006-07 semesters. There was an alarming increase in the number of students with less than a 2.0 GPA. Plans have been discussed to establish a tutoring center for international students to improve basic English and math skills.
- #5.** Enrollment Services implemented new Title 5 regulations to allow a second repeat of substandard grades and implemented Title 5 regulations to limit the number of W grades to three. Students must secure an evaluative grade at the fourth attempt.
- #6.** During the first two (2) weeks of classes, the Athletic Department provides information to each faculty member with an athlete in their class. They are asked to communicate with the Athletic counselor should academic or social issues arise with any student athlete. They will be contacted three (3) additional times during the semester, electronically and using the assessment cards.
- #7.** The Athletics & Competitive Sports 50 (Introduction to Collegiate Athletics) curriculum includes information on support services for students. Student athletes are taken on tours of the college campus to identify locations and resources.
- #8.** The Associated Student Government and the Office of Student Affairs has proposed the reconfiguration of SU-204, SU-28 and SU-28A.



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SU-204 will be converted from the computer center into the Diversity Center; serving all students, clubs, and student events. SU-28 and SU-28A will be converted from the game room into the computer center; serving students and assisting with assessment activities. Both areas will increase student engagement and assist with the collegiate experience outside the classroom while promoting retention, persistence, and completion.

**#9.** The Office of Student Affairs will improve communication to faculty and students regarding services available that are directly linked to student success including; textbook loans, bus passes, club membership, computer lab usage, PIC benefits, campus events and activities, and Associated Student Government participation.

**#10.** The Escondido Center will increase hours for PIC services.

**#11.** The Office of Student Affairs will increase student activities and events to promote and facilitate engagement and participation of students in college activities. Activities and events will be offered on the main campus and educational centers as well as introducing evening events for night students.

**#12.** Campus Police coordinated and implemented the new Sexual Assault Prevention Workshop and will continue to give classes during the Spring and Fall Semesters. The Sexual Assault Prevention Workshops are a collaborative effort between the Community based Women's Resource Center, The Center for Community Solutions, and the Palomar College Police Department. The workshops are structured for both men and women, and are open to students, Palomar College employees, and the surrounding community. The workshops are designed to bring awareness about sexual assault, ways to prevent sexual assaults, and the resources available if a person becomes a victim of sexual assault. (Complies with AB 1088, and the Clery Act)

**#13.** Campus Police developed and implemented the new Rape Aggression Defense Classes (R.A.D.) and will give classes during the Spring and Fall Semesters. The R.A.D. Program is a collaborative effort between the Occupational & Non-Credit Programs, Public Safety Programs, and the Palomar College Police Department. The R.A.D. Program is devised for women only and is open to students and Palomar College employees. The class is designed to develop heightened safety awareness and provides the options of self-defense to the woman who is attacked.

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<b>Objective/Activity 3</b> <i>Goal : Student Success</i>		<b>Primary Person(s):</b> Vice President, Student Services; Vice President, Instruction
Define and communicate classroom and college expectations of students that foster shared responsibility for learning outcomes.		<b>Assigned Groups:</b> Student Services Planning Council; Instructional Planning Council; Learning Outcomes Council; Faculty Senate; Associated Student Government;
<b>Estimated Cost:</b>	One Time 1. Budgeted a. Amount <u>-0-</u> b. Funding Source <u>-0-</u> 2. Needed a. Amount Needed or Sought <u>-0-</u>	<b>Funding Source:</b> Current expenses covered by District general fund, Matriculations, EOP&S and Foundation support. Expansion & enhancements will need additional support.
	Ongoing 1. Budgeted a. Amount <u>\$3,000,000.00</u> (budgeted salaries) b. Funding Source (unrestricted & categorical funds) 2. Needed a. Amount Needed or Sought <u>-0-</u>	<b>Time Line:</b> May, 2008
<b>February, 2008</b> In the fall 2007, the Curriculum Committee approved a pilot program which includes questions on learning outcomes at the course level, assessment of those outcomes, and analysis of the assessments in the curriculum review process. The articulation and assessment of student learning outcomes has been added as a component of the long established Course Outline review process. Each course must be updated at minimum every five years. The new questions ask faculty to review and revise the course objectives with the faculty members who teach the		

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course. On the basis of the course objectives, faculty are to indicate 2-6 overarching student learning outcomes for each course – that is, the knowledge, skills, abilities, or attitudes students will demonstrate as a result of successful completion of the course. In addition, faculty are asked to review and revise the methods of assessment with the faculty members who teach the course and to briefly describe how students demonstrate the overarching learning outcomes by means of these methods of assessment (qualitative and/or quantitative, measurable and/or observable). The review questions focus on the process that faculty use to analyze results of their assessments, what they see as possibilities for improvement, and the resources that are required to achieve improvement. Importantly, these extra components do not appear on the Course Outlines of Record but instead on the publicly available Curricunet reports that accompany the Outlines

#### **Student Services**

- #1.** The Counseling department developed and approved the departments Learning Outcomes Chart. The counselors provided orientation during fall 07 to 35 class rooms and 1000 students. In addition, counselors have written 15, 774 education plans and have conducted 24, 290 appointments during the 2006-07 academic year. The Career Center is now providing assistance to students at the Escondido Center.
- #2.** All matriculating students are required to go through assessment, advisement and orientation prior to registering for their first semester classes. They view an orientation video and are given an orientation packet that provides them with information about Palomar programs, services, specific programs, registration, college success, etc. This program is available at the San Marcos, Escondido, Poway, Ramona, Mt Carmel and Camp Pendleton Centers. PEER Ambassadors are scheduled to provide twice monthly visits to all the high schools in our district. High school students are given the opportunity to speak to a representative on a 1-1 basis. Follow up phone calls regarding student success and registration are made to all EAP students. Individual and group tours are also provided by PEERS and staff members from the Assessment Center.
- #3.** The EOPS Department developed, approved & applied the Learning Outcomes questionnaire for the department.
- #4.** The Financial Aid Federal Satisfactory Academic Progress Policy requires all financial aid students to complete course enrolled in as of the mid-point of the semester with a minimum 2.0 GPA. Students are informed of this policy and those disqualified are expected to attend an information workshop where student responsibility for academic and financial aid regulations is discussed. It is anticipated that the number of students disqualified will be reduced in spring 2008.
- #5.** The Office of Student Affairs will promote Associated Student Government (ASG) awareness and participation in an effort to boost ASG membership. Increased ASG membership will enhance student representation on shared governance committees and foster shared responsibility of learning outcomes and student success.

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NOTE – Identified as In Progress from 2006-07

<b>Objective/Activity 4</b> <b>Goal : Student Success</b>		<b>Primary Person(s):</b> Superintendent/President; Vice President, Human Resource Services
Develop a plan to increase the number of full-time faculty and the 75/25 ratio, while recognizing the need to increase the diversity among full-time faculty.		<b>Assigned Groups:</b> Strategic Planning Council; Human Resource Services Planning Council for Model EEO Plan; Faculty Senate; 75/25 Work Group
<b>Estimated Cost:</b>	One Time	<b>Funding Source: General Fund</b>
	Ongoing	<b>Time Line:</b> May, 2008
<b>February, 2008</b> 14 full-time faculty positions are currently being filled. In 2008-2009 the cost in salaries and employee benefits for these positions is estimated to be approximately \$1, 104,600 (\$58,000 salary, \$18,900 benefits per full-time employee).  A new Equal Opportunity Plan has been drafted. Review by HRSPC and the Equal Opportunity Advisory Committee is forth coming. Some sections of the plan await faculty and staff availability data from the Chancellors Office.		
<b>May, 2008</b>		

NOTE – Identified as In Progress from 2006-07

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<b>Objective/Activity 5</b> <i>Goal : Teaching and Learning</i>		<b>Primary Person(s):</b> Faculty Senate President; Academic Technology Coordinator
Integrate campus discussions related to on-line teaching.		<b>Assigned Groups:</b> Faculty Senate Academic Technology Committee; Academic Technology Group; Professional Development; PFF; Associated Student Government; TERB
<b>Estimated Cost: \$0</b>	One Time	<b>Funding Source:</b> Faculty Contracts
	Ongoing            X	<b>Time Line:</b> May, 2008
<b>February, 2008</b> During this spring semester, representatives of the assigned groups will meet to discuss the status of their projects involving online teaching and learning. .		
<b>May, 2008</b>		

NOTE – Identified as In Progress from 2006-07

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<b>Objective/Activity 6</b> <i>Goal : Teaching and Learning</i>		<b>Primary Person(s):</b> <del>Co-Chairs of Technology Resources Committee</del> <b>Note:</b> TRC will no longer be assigned group nor will co-chairs be primary due to dissolution of TRC. Perhaps Faculty Senate Academic Technology Committee (ATC) and Information Services are the appropriate primary person(s) given the activity as defined.
Provide up-to-date technology and related technical and equipment support for instructional purposes.		<b>Assigned Groups:</b> <del>Technology Resources Committee;</del> Strategic Planning Council; Faculty Senate Academic Technology Committee (ATC); <b>Information Services</b>
<b>Estimated Cost:</b> No new funds required for FY2007-08	One Time    No new funds required for FY2007-08	<b>Funding Source:</b> Proposition M provided initial funding along with the Matriculation restricted funds budget for Assessment Center and SU204.
	Ongoing	<b>Time Line:</b> May, 2008
<b>February, 2008</b> The passage of Proposition M has provided an opportunity for the District to replace aging technology infrastructure and equipment campus-wide. However, the District will need to address how these items will be replaced in future years. At this time, there are no additional funds required. New computers were installed in the Assessment Center and in SU 204 to provide updated technology for the Student Services assessment and orientation program. This upgrade was also necessary for the EAP event when students come to Palomar to register for their fall courses. Funds provided from restricted Student Services budget is estimated at having been \$80,000.		
<b>May, 2008</b>		

NOTE – Identified as In Progress from 2006-07

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<b>Objective/Activity 7</b> <i>Goal : Teaching and Learning</i>		<b>Primary Person(s):</b> Co-Chairs of Learning Outcomes Council
Enculture the discussion and implementation of learning outcomes cycles.		<b>Assigned Groups:</b> Learning Outcomes Council; Institutional Review Committee; Curriculum Committee
<b>Estimated Cost:</b> \$50,000 \$10,000 (Student Services)	One Time	<b>Funding Source:</b> General Fund #1,2& 3 – General Fund covers salary expenses and retreat paid for with Matriculation funds. (Student Services)
	On Going: (\$50,000/year) #1,2 & 3 = \$10,000 (Student Services)	<b>Time Line:</b> May, 2008
<b>February, 2008</b> <p>In the fall 2007 the Curriculum Committee approved a pilot program which includes questions on learning outcomes, assessment of those outcomes, and analysis of the assessments in the curriculum review process. The articulation and assessment of student learning outcomes has been added as a component of the long established Course Outline review process. Each course must be updated at minimum every five years. The new questions ask faculty to review and revise the course objectives with the faculty members who teach the course. On the basis of the course objectives, faculty are to indicate 2-6 overarching student learning outcomes for this course – that is, the knowledge, skills, abilities, or attitudes students will demonstrate as a result of successful completion of the course. In addition, faculty are asked to review and revise the methods of assessment with the faculty members who teach the course and to briefly describe how students demonstrate the overarching learning outcomes by means of these methods of assessment (qualitative and/or quantitative, measurable and/or observable). The review questions focus on the process that faculty use to analyze results of their assessments, what they see as possibilities for improvement, and the resources that are required to achieve improvement. Importantly, these extra components do not appear on the Course Outlines of Record but instead on the publicly available CurricUNET reports that accompany the Outlines</p>		
<b>Student Services</b> #1. The Counseling department has formed a department committee on Student Learning Outcomes and has identified five objectives for general counseling. Curriculum for COUN 110, to include appropriate SLO language, was updated.		

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**#2.** All faculty and staff in the Counseling Services Division attended a retreat in September 2007 with Dr. Debbi DiThomas, Vice Chancellor of Student Services at Riverside Community College to develop SLO's & SAO's in individual departments/areas. Faculty and staff had the opportunity to share the information gained working in small groups and to set SLO and SAO goals that are consistent with the mission goals of Palomar College.

**#3.** An EOPS Counselor participates in the Counseling department committee on Student Learning Outcomes, and we have identified 5 objectives for EOPS. The Pre & Post Survey was implemented in Fall 2007. CalWORKs implementation is in progress

**May, 2008**

The LOC and Curriculum Committee are in the process of creating a similar process for each academic and Career and Technical program. Thus student learning outcomes for courses programs will be explicit and easily accessed.

NOTE – Identified as In Progress from 2006-07



**Strategic Plan**  
**Annual Implementation Plan 2007-2008**

<b>Objective/Activity 8</b> <b>Goal : Organizational and Professional Development</b>		<b>Primary Person(s):</b> Vice President, Human Resource Services
Develop and implement a plan to establish and fund on-going employee training programs for technical and professional skills to assess needs, assure competencies, and identify appropriate delivery methods.		<b>Assigned Groups:</b> Human Resource Services Planning Council; Information Services; Professional Development; Council of Classified Employees (CCE); <del>Technology Resources Committee</del> ; Staff Development and Training Committee
<b>Estimated Cost: \$87,414.00</b>	One Time <b>\$87,414.00</b> (Budgeted, Restricted Funds for Grant process)	<b>Funding Source:</b>
	Ongoing <b>\$5,000.00</b> Not Budgeted	<b>Time Line:</b> May, 2008
<b>February, 2008</b> Staff Development & Training Committee has developed a grant process for allocation of one-time funds to be used in accordance with the Chancellors Office guidelines. On-going funds will be used for computer skills training and have not been determined.		
<b>May, 2008</b>		

NOTE – Identified as In Progress from 2006-07

**Strategic Plan**  
**Annual Implementation Plan 2007-2008**

<b>Objective/Activity 9</b> <b>Goal : Organizational and Professional Development</b>		<b>Primary Person(s):</b> Superintendent/President
Evaluate formal communication channels and improve the vertical and horizontal communication within the governance structure.		<b>Assigned Groups:</b> Strategic Planning Council; Instructional Planning Council; Student Services Planning Council; Human Resource Services Planning Council; Administrative Planning Council; Research and Planning
<b>Estimated Cost:</b>	One Time    N/A	<b>Funding Source:</b> No additional funds required for FY2007-08.
	Ongoing     N/A	<b>Time Line:</b> May, 2008
<b>February, 2008</b> HRSPC agreed to conduct manual shared governance roles training provided by the director of Research & Planning. Training has been conducted for FY 2007-2008 in HRSPC's initial meeting.  F&ASPC is in the process of updating departmental websites; developing a division newsletter, and has established a permanent display case to communicate deadlines and "happenings" (e.g., construction projects undertaken) in the Finance & Administrative Services Division.		
<b>May, 2008</b>		

NOTE – Identified as In Progress from 2006-07

**Strategic Plan**  
**Annual Implementation Plan 2007-2008**

<b>Objective/Activity 10</b> <b>Goal : Resource Management</b>		<b>Primary Person(s):</b> Superintendent/President; Director, Research and Planning
Develop and implement a process for submitting, approving, and managing grants.		<b>Assigned Groups:</b> Strategic Planning Council; Research and Planning; Director, Grant Funded Student Programs; Director, Fiscal Services
<b>Estimated Cost:</b> \$125,000 annually (estimated need)	One Time	<b>Funding Source:</b>
	Ongoing	<b>Time Line:</b> May, 2008
<b>February, 2008</b> Last May, the Grants workgroup provided the report below:  <i>The Grants workgroup met throughout the Spring 2007 term. The workgroup reviewed the current processes in place at Palomar for developing, submitting, and managing grants. Also, it reviewed the current practices at other community colleges. Based on its research, and the availability of appropriate funding, the workgroup is making the following recommendations:</i> <ul style="list-style-type: none"> <li>• <i>Establish a formal grants function and process at the college.</i></li> <li>• <i>Establish a small grants steering committee to identify grant strategies and opportunities and monitor the grants process.</i></li> <li>• <i>Establish a grants office consisting of a Grants Development Specialist/Writer (1.0 FTE) and Budget/Fiscal Technician (.45 FTE).</i></li> </ul> <p>The report included a recommendation that would require the commitment of ongoing funds. With proposed cuts to our operating budget next year, the college should determine if this is a path can take at this time.</p>		
<b>May, 2008</b>		

NOTE – Identified as In Progress from 2006-07

**Strategic Plan**  
**Annual Implementation Plan 2007-2008**

<b>Objective/Activity 11</b> <i>Goal : Facilities Improvement</i>		<b>Primary Person(s):</b> Vice President, Finance & Administrative Services; Director, Facilities
Identify and provide appropriate levels of funding to support and ensure implementation of the facilities plan and the ongoing maintenance of buildings and grounds.		<b>Assigned Groups:</b> Administrative Services Planning Council; Facilities Review Committee
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b> No additional funds required for FY2007-08.
	Ongoing	<b>Time Line:</b> May, 2008
<b>February, 2008</b> Due to budget constraints, budget levels for funding of the facilities plan and ongoing maintenance of buildings and grounds is less than acceptable. This area continues to be under-funded as evidenced by expenditure rankings within comparable colleges and according to industry guidelines. However, with the passage of Proposition M, which provides for some funding annually to off-set existing general fund budgets, the Facilities Department anticipates being able to augment the funds provided through scheduled maintenance to continue to maintain facilities, buildings, and grounds for FY2007-08.		
<b>May, 2008</b>		

NOTE – Identified as In Progress from 2006-07

**Strategic Plan**  
**Annual Implementation Plan 2007-2008**

<b>Objective/Activity 12</b> <i>Goal : Facilities Improvement</i>		<b>Primary Person(s):</b> Vice President, Finance & Administrative Services
Complete the master signage plan for all district facilities		<b>Assigned Groups:</b> Administrative Services Planning Council
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b> No additional funds required for FY2007-08.
	Ongoing	<b>Time Line:</b> May, 2008
<b>February, 2008</b> LPA, the District's Architects, are in the process of developing uniformed standards and guidelines for all newly constructed and remodeled buildings in the Master Plan 2022. Proposition M is being used to fund development of standards and guidelines by the District Architects for all buildings as a cost of construction in accordance with the proposition approved by the voters in November 2006.		
<b>May, 2008</b>		

NOTE – Identified as In Progress from 2006-07

**Strategic Plan**  
**Annual Implementation Plan 2007-2008**

<b>Objective/Activity 13</b> <b>Goal : Facilities Improvement</b>		<b>Primary Person(s):</b> Manager, Facility Planning/Environmental Health & Safety
Continue to develop procedures to respond to emergency situations.		<b>Assigned Groups:</b> Safety and Security Committee; Campus Police Committee
<b>Estimated Cost:</b>	One Time \$100,000 estimated	<b>Funding Source:</b> No additional general funds required for FY2007-08.
	Ongoing Uncertain at this time until plan is completed	<b>Time Line:</b> May, 2008
<b>February, 2008</b> <p>A working group consisting of the Safety and Security/Planning and Campus Police with representation from campus constituency groups was formed during fall 2007 and is currently working on this activity to develop an action plan for high and low tech emergency preparedness. Upon completion of this action plan, it is anticipated that one-time funds estimated at \$100,000 will be required for implementation with ongoing funds in an amount yet to be determined required in future budget years to sustain the program.</p> <p>Additionally, the Campus Police Committee is working with the Palomar College Safety and Security Committee to identify areas of vulnerability to improve the District's Emergency Preparedness Plan. The Campus Police will continue to conduct open forums on crime prevention, support the Safety Awareness Month during the month of September by orchestrating and implementing a variety of booths on campus to provide information to our students and staff on health, safety, and security awareness. In addition, the Counseling Department provided counseling services to students and staff affected by both the campus bombs threats and the San Diego County Fires. Finally, the Director of Student Affairs will be a member of the Situations Status unit in the District's Emergency Response Organization chart</p>		
<b>May, 2008</b>		

NOTE – Identified as In Progress from 2006-07

## ARCC

Palomar College serves a district of 2,500 square miles with a population of over 730,000. Each year more than 46,000 students attend the college and take classes at the San Marcos campus, one education center, or seven outreach sites. Over the past seven years, as the region's population has grown by 12%, Palomar's enrollment has increased. The college's San Marcos campus is at capacity and access to college and courses is a concern.

Palomar is recognized for the breadth and quality of its educational program offerings. Palomar provides over 250 AA degree and certificate programs and awards over 2,000 degrees and certificates annually. Each year, more than 1,000 students transfer to a CSU or UC, approximately 800 continue their studies at an in-state private or out-of-state university, and 2,000 become transfer prepared.

The SPAR and 30+ Units Rate for the college's first two cohorts are good and match our peers' average. However, the SPAR and 30+ Units rate for the most recent cohort dropped significantly. The college has identified inconsistencies in data reporting as a result of the college's course cleanup project and is researching if the inconsistencies affected the rates.

Overall system transfers to out-of-state colleges decreased. In the past, Palomar's transfer counts to out-of-state colleges have been high. We are unclear as to whether this is a technical issue related to the data match performed by the Chancellor or a real drop in out-of-state transfers.

The college recognizes the importance of the SPAR measure and has completed further internal analyses that evidence the persistence of our students. For the most recent cohort, the completion rate for students who begin and complete their studies at Palomar did not decrease as significantly as the SPAR measure in the ARCC report. A match with NSC reveals that 115 students transferred within six months after the end of the report's tracking period. Further, about 14% are still working toward their educational goals and attending Palomar within one year after the tracking period. Student enrollment past the tracking period may be related to the working status of our students, timely course access due to capacity limitations, or the number of Palomar students who serve in the military that have been deployed during their college careers. The college will discuss ways to help students complete their goals in a timely manner.

Report metrics that use recent data are relatively stable. Palomar is implementing strategies to improve its performance. The persistence rate for the college has increased and is at our peer's average. The college is developing a plan to provide enhanced instruction and support services for students enrolling in basic skills level and ESL courses. Targeted outcomes are persistence, course success rates, and basic skills and ESL improvement rates. Implementing this plan should improve these students' completion and transfer rates over time. The college is increasing instructional capacity through the implementation of its master plan. Expanded facilities and a commitment to increasing full-time faculty will help Palomar meet demand and advance student success.



## Formal Grade Dispute Resolution Hearing Request Form

Before filling out this form, the student must have followed all steps in the Informal Grade Dispute Resolution Procedures. This form must be filed within one semester of the instructor of record's response in the Informal Grade Dispute Resolution Procedures. Please see the Student Grade Dispute Policy and Procedures for details and complete timeline.

This form must be typed. All supplemental information/additional pages must be typed where possible.

STUDENT NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

Last, First, MI

TODAY'S DATE: \_\_\_\_\_

mm/dd/yyyy

### CLASS INFORMATION FOR CLASS IN QUESTION:

COURSE NAME/ID: \_\_\_\_\_ SECTION #: \_\_\_\_\_

SEMESTER/YEAR: \_\_\_\_\_ INSTRUCTOR NAME: \_\_\_\_\_

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Please provide a clear and concise statement of the grade dispute, including details of the specific violation of Title V, § 55025. Use additional pages if necessary.

Identify the resolution, corrective action, or remedy to this dispute being sought. Use additional pages if necessary.



Please provide a detailed summary of all actions already taken by the student to resolve the issue, including dates and times for all meetings that occurred during the Informal Grade Dispute Procedure. Use additional pages if necessary.

Please attach copies of all documents, assignments, or related materials that indicate that Title V, § 55025 has been violated.

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Students- please retain a copy of this completed form for your records. Please submit completed form and all related documentation to the Vice President of Instruction, Office of Instruction, AA-103.

**STUDENT SIGNATURE:** \_\_\_\_\_

By signing this form, you are indicating that all information provided is complete, accurate, and relevant to the best of your knowledge.

## **PALOMAR COMMUNITY COLLEGE DISTRICT STUDENT GRADE DISPUTE POLICY AND PROCEDURES**

### **I. POLICY**

Recognizing the importance of the integrity of the grading process, by dictate of the California Education Code, it is the policy of the Palomar Community College District to limit the assignment of final grades to each instructor, except in cases where an instructor has clearly violated § 55025 of the California Education Code (Title V). Students may dispute final grades only when the student can provide proof that § 55025 of the California Education Code (Title V) has been violated. See below for definitions. Without such proof, only the instructor who assigned a final grade can choose to change that final grade. Students can seek resolution of their dispute as outlined in the Student Grade Dispute Policy and Procedures. Students must initiate the dispute within one semester of the final grade being submitted. Students may ask any faculty, staff, or administrative member of the District for guidance in following the procedure, but students are responsible for proving their own case for a grade dispute.

### **II. DEFINITION OF TERMS**

*Grade Dispute* A claim by a student that his/her final grade was given by the instructor in violation of Title V, § 55025.

*Semester* One fall or spring semester as defined by the District calendar. For purposes of the grade dispute procedure, summer and intersessions do not count as semesters. Grade disputes for classes that take place in spring, summer, or intersession must be initiated no later than the fall semester immediately following summer. Grade disputes for classes that take place in fall must be initiated no later than the following spring semester.

Title V, § 55025 states:

“In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.” The California Education Code may be found at [www.leginfo.ca.gov](http://www.leginfo.ca.gov)

When determining whether or not a mistake, fraud, bad faith or incompetence has occurred, all parties need to consider the legal meaning of these terms, defined in Black’s Law Dictionary as:

***Mistake*** Some unintentional act, omission, or error by the instructor.

***Fraud*** An intentional perversion of the truth for the purpose of inducing another to part with something valuable or to surrender a legal right.

***Bad Faith*** Synonymous with fraud, neglect, or refusal to fulfill some duty or contractual obligation, not prompted by an honest mistake as to one’s rights or duties.

***Incompetence*** Lack of ability, legal qualification, or fitness to discharge a required duty.

### III. INFORMAL GRADE DISPUTE RESOLUTION PROCEDURES

Before initiating formal grade dispute procedures, the student shall attempt to resolve the dispute informally by meeting with the instructional faculty member who issued the grade in dispute and instructional administrator. The student may dispute grades only when there is evidence that Title V, § 55025 has been violated. The intent of the informal grade dispute procedure is to strongly encourage and support all possible attempts to resolve the dispute with the faculty member.

The student should follow the process described below in an attempt to informally resolve his/her dispute. Students can direct additional questions related to this process to the Chair of the Academic Standards and Practices Committee, a committee of the Faculty Senate.

- a. The student must make the initial dispute to the instructor of record for the class in question within one semester of the final grade being submitted. The instructor has 15 business days to respond to and meet with the student after being contacted by the student.
- b. If the student has not resolved his/her dispute with the instructor, the student may present his/her dispute to the chair of the department that offered the class for which the grade in question was given. The department chair has 15 business days to respond to and meet with the student after being contacted by the student.
- c. If the student has not resolved his/her dispute with the instructor and department chair, the student may present his/her dispute to the academic or counseling dean of the division. The dean has 15 business days to respond to and meet with the student after being contacted by the student.
- d. At levels b, and c listed above, the department chair or administrator in question does not have the authority to change the grade that was issued by the instructor. Rather, his/her role is to hear the dispute as presented by the student and earlier involved faculty members/administrators. If, after consultation with the instructor, department chair, and/or dean, the dean feels that Title V, § 55025 may have been violated, the student can request that the Vice President for Instruction pursue the Formal Grade Dispute process outlined in section IV.
- e. In cases where the instructor of record for the class in question is on sabbatical or other leave, the dispute calendar will be extended until the semester that the instructor returns, within one calendar year. In cases where the instructor is on leave for more than one calendar year, or is unavailable for return or contact, another faculty member may substitute for the instructor, as specified in Title V, § 55025.
- f. If no violation of Title V, § 55025 is found by the department chair, or academic or counseling dean, the instructor's decision is final, and no formal grade dispute will proceed. The academic or counseling dean involved will inform the student, instructor, and department chair in writing of the finality of the instructor's decision and the completion of the grade dispute process within 15 business days.

#### IV. FORMAL GRADE DISPUTE RESOLUTION PROCEDURES

If the academic or counseling dean finds that there is a potential case of a violation of Title V, § 55025, the student may file a request with the Vice President for Instruction for a formal hearing. The student must initiate the dispute process within one semester of the instructor of record's response to the informal grade dispute in question. Grade disputes pursued after one semester will not be accommodated.

Students must complete the Formal Grade Dispute Resolution Hearing Request Form (available on the Office of Instruction website), including the following typed and signed information in their request for a formal hearing:

- a. A clear and concise statement of the dispute that must include details of the specific violation of Title V, § 55025.
- b. The name of the instructor, course ID, section number, and semester of the class for which the grade is being disputed.
- c. Identification of the resolution, corrective action, or remedy being sought.
- d. A detailed summary of the actions already taken to resolve the issue, including dates and times for meetings that occurred during the Informal Grade Dispute procedure.
- e. Copies of all documents, assignments, or related materials indicating that Title V, § 55025 has been violated.

The Vice President for Instruction, upon receiving the student's request for a formal hearing will convene the Academic Grade Review Panel. The composition of the Academic Grade Review Panel is as follows:

- a. the Vice President for Instruction
- b. 1 faculty member from within the discipline of the class in question
- c. 2 faculty members at-large appointed by the Faculty Senate
- d. 1 student representative appointed by the ASG

If the student filing the Formal Grade Dispute Resolution Hearing Request Form prefers not to have a student representative, none will be appointed to the panel. The student also has the option to challenge the makeup of the panel, and may request that different faculty members be assigned in case of a perceived conflict of interest. The student may not request particular faculty, only that new faculty be assigned.

The instructor in question may also challenge the student representative on the panel in case of a perceived conflict of interest. The faculty may not request a particular student, only that a new student representative be assigned.

All documentation from the informal and formal procedures will be housed in the Office of Instruction in order to preserve the confidentiality of all records related to the process.

#### V. FORMAL HEARING PROCEDURES

- a. Within 20 business days of receiving a submitted request for a formal hearing, the Academic Grade Review Panel will convene to conduct the hearing.
- b. The Academic Grade Review Panel will:
  - i. Review the request for a formal hearing submitted by the student.

- ii. Receive a signed written statement from the instructor, department chair, and academic or counseling dean, specifying all relevant facts as discovered during the Informal Grade Dispute Procedure and the reasoning and evidence for Title V, § 55025 violation.
  - iii. Hear testimony, examine witnesses, and receive all evidence pertaining to the case, as determined to be necessary by the Academic Grade Review Panel.
  - iv. Evaluate testimony and evidence in terms of Title V, § 55025.
  - v. Provide a transcript of the proceeding and investigation, which will be kept in a confidential file in the Office of Instruction and will be available at all times to the parties to the dispute.
- c. The formal hearing will be closed to the public unless otherwise mutually agreed upon by all parties involved in the hearing.
- d. Upon conclusion of the formal hearing, the Academic Grade Review Panel will make a recommendation to the Superintendent/President of the District.
- e. The Superintendent/President of the District shall review the recommendation of the Academic Grade Review Panel and make a final decision within 15 business days.
  - i. If the Superintendent/President's decision is to change the grade, the new grade determined by the three faculty members of the Academic Grade Review Panel shall be the final grade assigned. The Academic Grade Review Panel will determine a new grade based on the information they have available to it, as well as the request of the student in the original request for a formal hearing. The Academic Grade Review Panel will designate one faculty member from the Panel to sign and file the official grade change form in Enrollment Services for appropriate recording of the new grade.
  - ii. If the Superintendent/President's decision is to uphold the grade, the instructor's decision regarding the grade dispute is final.



Community College League  
OF CALIFORNIA

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**March 18, 2008**

**Media Advisory  
FOR IMMEDIATE RELEASE**

**Community Colleges Experience Surprise \$84.4 million Cut  
*Mid-year Announcement Highlights Unfair Treatment of  
Largest Higher Education Segment***

Community colleges across California learned late last week of a statewide cut of \$84.4 million that has left community college officials across the state scrambling to balance their budgets, with only three months left in the fiscal year. The cut reduces general support by \$72 per full-time student, or about 1.5% of the colleges' general per student funding.

"Unlike the midyear cuts that the Legislature acted on earlier this year, this is a truly three-quarter year cut, which significantly limits the options our colleges have to keep the impact away from students," said John Romo, board chair of the Community College League of California (League) and President of Santa Barbara City College. In the announcement last week, Romo's college was informed of a \$1.1 million cut.

The surprise is primarily due to a drop in property tax revenue, which was announced by the state last Thursday. The annual state-approved community college budget includes a mix of the state's General Fund and expected local property tax revenues. A similar shortfall is expected to occur for K-12 schools; however, under state law any shortfall in property taxes is automatically backfilled to K-12 schools by the state's General Fund, but not to community colleges.

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"We will continue to seek equitable treatment with legislation to ensure that student access and success is maintained," said Scott Lay, President and Chief Executive Officer of the League. "In previous years, the Legislature has stepped up and agreed to fulfill the budgetary promise made at the beginning of the year, and we hope they will do it again."

"The property tax situation could actually get worse with the April payment deadline approaching," said Theresa Tena, Director of Fiscal Policy for the League. "If it does and the Legislature doesn't act to offset the cuts, summer school classes will likely be cut and important student support services will be reduced, which will make it more difficult for students to complete their educational goals on time."

The cuts are in addition to the \$31 million cut from the community college budget by the Legislature during February budget-balancing actions. While some colleges intend to use state-required reserve funds to backfill the drop in property taxes, the action will exacerbate the impact of proposed cuts for the 2008-09 fiscal year.

**Attached: Impact of \$84.4 million cut on community college districts.**

###

## Estimated District Impact of Surprise \$84.4 Million Cut

ALLAN HANCOCK	\$716,091	OHLONE	\$646,507
ANTELOPE VALLEY	\$838,422	PALO VERDE	\$200,127
BARSTOW	\$215,639	PALOMAR	\$1,418,361
BUTTE	\$792,446	PASADENA AREA	\$1,663,409
CABRILLO	\$874,947	PERALTA	\$1,521,987
CERRITOS	\$1,222,681	RANCHO SANTIAGO	\$2,132,611
CHABOT-LAS POSITAS	\$1,306,283	REDWOODS	\$385,647
CHAFFEY	\$1,092,473	RIO HONDO	\$975,270
CITRUS	\$854,417	RIVERSIDE	\$2,047,775
COAST	\$2,613,812	SAN BERNARDINO	\$1,069,512
COMPTON	\$406,024	SAN DIEGO	\$2,933,676
CONTRA COSTA	\$2,160,618	SAN FRANCISCO	\$2,491,892
COPPER MT.	\$161,976	SAN JOAQUIN DELTA	\$1,249,043
DESERT	\$572,453	SAN JOSE-EVERGREEN	\$1,133,003
EL CAMINO	\$1,479,993	SAN LUIS OBISPO	\$704,010
FEATHER RIVER	\$157,763	SAN MATEO	\$1,630,484
FOOTHILL-DEANZA	\$2,441,646	SANTA BARBARA	\$1,139,804
GAVILAN	\$407,428	SANTA CLARITA	\$1,066,893
GLENDALE	\$1,142,439	SANTA MONICA	\$1,643,963
GROSSMONT-CUYAMACA	\$1,359,515	SEQUOIAS	\$683,403
HARTNELL	\$507,747	SHASTA-TEHAMA-TRINITY	\$546,512
IMPERIAL	\$521,521	SIERRA	\$1,102,335
KERN	\$1,566,506	SISKIYOU	\$223,934
LAKE TAHOE	\$183,274	SOLANO	\$682,510
LASSEN	\$165,743	SONOMA	\$1,454,650
LONG BEACH	\$1,571,854	SOUTHWESTERN	\$1,153,472
LOS ANGELES	\$7,497,473	STATE CENTER	\$2,044,567
LOS RIOS	\$3,920,997	VENTURA	\$1,882,191
MENDOCINO-LAKE	\$276,050	VICTOR VALLEY	\$709,754
MERCED	\$695,267	WEST HILLS	\$444,864
MONTEREY PENINSULA	\$559,690	WEST KERN	\$294,957
MT. SAN ANTONIO	\$2,045,074	WEST VALLEY-MISSION	\$1,200,263
MT. SAN JACINTO	\$789,537	YOSEMITE	\$1,245,959
NAPA VALLEY	\$457,487	YUBA	\$640,017
NORTH ORANGE COUNTY	\$2,444,811		
			<hr/>
			\$84,383,459



# **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

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**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.

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**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

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**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

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**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.

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**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

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**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.

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**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.~~

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**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.

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**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

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**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.

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**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

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**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.

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**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.~~

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**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.

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**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.~~

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**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.

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**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

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**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.*

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**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

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**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.

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**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

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**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.

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**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

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**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.

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**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

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**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.

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**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

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**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.

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**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

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**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.

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**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

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**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.

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**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.~~

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**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.

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**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

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**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.

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**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

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**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.

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**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

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**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.

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**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

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.~~

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**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.

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**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.

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**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.

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**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](#)

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**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.

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**Date Adopted:**

(Replaces current Palomar College Policy  
560)

# **PALOMAR COLLEGE ADMIN. PROCEDURES**

## **Chapter 6 – Finance and Administrative Services**

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AP 6975   Bookstore and Food Services

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

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**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.

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**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

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**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.

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

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

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**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.

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**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](#)

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**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.

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**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~~

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**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.

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**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

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**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.

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**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.~~

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**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.

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**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~~

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**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.*

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**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.

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**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.

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**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

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**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.

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**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.~~

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***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.

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**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.

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#### **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.~~

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**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.

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**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

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**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.

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### **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

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**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.

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**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](#)

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**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.

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**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

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---

**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

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### **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

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**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.

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**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

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**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**.

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**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

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**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**.

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**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](#)

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**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**.

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### **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

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**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**.

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**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

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**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.

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**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

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**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**.

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**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

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**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.

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**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

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**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**.

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**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.~~

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**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.*

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**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

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**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**.

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**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

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**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.

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**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

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**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.

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**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

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**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.

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**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

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**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.

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**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](#)

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**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.

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## **Date Approved:**

*(Replaces current Palomar College Procedure 560)*

## SUMMER 2009

MAY 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JUNE 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

May 26-June 20 4-wk Session  
 June 22-Aug 3 6-wk Session  
 June 22-Aug 17 8-wk Session

## FALL SEMESTER MEETING DAYS

(number of days including finals)

M	T	W	TH	F	S
16	17	17	16	15	16

## SPRING SEMESTER MEETING DAYS

(number of days including finals)

M	T	W	TH	F	S
15	17	17	17	16	16

163 Instructional, 12 Total Professional Dev Days  
 (11 Professional Development Days plus  
 1 Plenary Day)

- ◆ Faculty Plenary
- Semester Begins
- Last Class/Final Exams
- ▲ Spring Recess
- Shaded Areas-Non-instructional Days

## FALL 2009

AUGUST 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 20 Part-time Faculty Plenary  
 Aug 21 Faculty Plenary  
 Aug 24 Fast Track 1 begins  
 Aug 24 Fall WKDY classes begin  
 Aug 29 Fall Saturday classes begin  
 Sept 7 Labor Day  
 Oct 19 Fast Track 1 ends  
 Oct 21 Fast Track 2 begins  
 Nov 13 Veterans' Day  
 Nov 26 Thanksgiving  
 Nov 27-28 Local Holiday  
 Dec 14-19 Last Class/Final Exams  
 Dec 19 Fast Track 2 ends  
 Dec 19 Fall semester ends  
 Jan 1 New Year's Day

## SPRING 2010

JANUARY 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

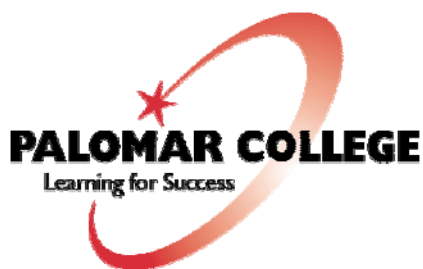
FEBRUARY 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

Jan 14 Part-time Faculty Plenary  
 Jan 18 Martin Luther King's Day  
 Jan 19 Spring semester begins  
 Jan 19 Fast Track 1 begins  
 Jan 23 Spring Sat classes begin  
 Feb 12 Lincoln's Day  
 Feb 15 Washington's Day  
 Mar 20 Fast Track 1 ends  
 Mar 22-28 Spring Recess  
 Mar 29 Fast Track 2 begins  
 May 15-21 Last Class/Final Exams  
 May 21 Fast Track 2 ends  
 May 21 Commencement  
 May 21 Spring semester ends  
 May 31 Memorial Day



## *HOLIDAY SCHEDULE*

2008-2009

DATE HOLIDAY OBSERVED	HOLIDAY
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, November 10	Veterans' Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Local Holiday
Wednesday, December 24	Christmas Eve
Thursday, December 25	Christmas Day
Friday, December 26	Admissions Day
Monday, December 29	Added Board Holiday
Tuesday, December 30	Local Holiday
Wednesday, December 31	Local Holiday
Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King, Jr. Day
Friday, February 13	Lincoln's Day
Monday, February 16	Washington's Day
Friday, March 27	Spring Holiday
Monday, May 25	Memorial Day

**CALIFORNIA COMMUNITY COLLEGES  
2007-08 FIRST PRINCIPAL APPORTIONMENT - MARCH REVISION  
STATEWIDE TOTAL**

EXHIBIT C

Workload measures:	Base Funding	Marginal Funding	Base FTES	Restored FTES	Growth FTES	Stability FTES	Actual FTES	Funded FTES
Credit FTES	4,380.610000	4,564.830000	1,050,288.19	9,152.34	18,962.94	-11,153.37	1,067,250.09	1,067,250.09
Noncredit FTES	2,626.000000	2,744.957800	56,332.81	417.74	474.30	-558.90	56,665.95	56,665.95
Noncredit - CDCP FTES	3,092.000000	3,232.067600	41,967.78	339.27	-904.30	66.41	41,469.17	41,469.17
<b>Total FTES:</b>			<b>1,148,588.78</b>	<b>9,909.35</b>	<b>18,532.94</b>	<b>-11,645.86</b>	<b>1,165,385.21</b>	<b>1,165,385.21</b>

**I Base Revenues +/- Restore or Decline**

A Basic Allocation	\$463,664,800
B Base Revenue	\$4,878,592,909
1 Credit Base Revenue	\$4,600,898,572
2 Noncredit Base Revenue	\$147,929,961
3 Career Development College NonCr	\$129,764,376
C Current Year Decline	\$-49,969,097
<b>D Total Base Revenue Less Decline</b>	<b>\$5,292,288,612</b>

**II Inflation Adjustment**

A Statewide Inflation Adjustment	
B Inflation Adjustment Entitlement	\$239,740,673
<b>C Current Year Base Revenue + Inflation Adjustment</b>	<b>\$5,532,029,285</b>

**III Basic Allocation & Restoration**

First Year State Approved Center(s)	\$1,059,200
COLA Adjustment for New State Approved Center(s)	\$47,982
Restoration	\$44,022,055
<b>Total</b>	<b>\$45,129,237</b>

**IV Growth**

A Unadjusted Growth Rate Cap	
B Unadjusted Growth Cap	\$101,495,867
C Adjusted Growth Cap	\$101,495,867
D Actual Growth	\$84,933,836
E Funded Credit Growth Revenue	\$86,562,472
F Funded Noncredit Growth Revenue	\$1,301,937
G Funded Noncredit CDCP Growth Revenue	\$-2,930,573
<b>Total Growth Revenue</b>	<b>\$84,933,836</b>

**V Other Revenues Adjustments**

A Audit Adjustment	\$-884,000
B CDCP Rate Adjustment	\$7,833
<b>Total Revenue Adjustments</b>	<b>\$-876,167</b>

**VI Stability Adjustment**

	\$52,232,697
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**VII Total Computational Revenue**

(sum of II, III, IV, V, & VI)	\$5,713,448,888
Deficit Coefficient	0.9852307318
<b>Adjusted Revenue Entitlement</b>	<b>\$5,629,065,429</b>

**VIII District Revenue Source**

A1 Property Taxes	\$2,074,208,456
A2 Less Property Taxes Excess	-\$93,466,714
B Student Enrollment Fees	\$285,392,665
C State General Apportionment	\$3,362,931,022
<b>D Total Available General Revenue</b>	<b>\$5,629,065,429</b>

**IX Other Allowances and Total Apportionments**

A State General Apportionment	\$3,362,931,022
B Statewide Average Replacement Cost	
Number of Faculty Not Hired	\$0.00
Full-time Faculty Adjustment	\$0
<b>C Net State General Apportionment</b>	<b>\$3,362,931,022</b>

**X Remaining Unrestored Decline (informational)  
(as of the most recent apportionment)**

A 1st Year	\$38,040,495
B 2nd Year	\$33,046,073
C 3rd Year	\$7,396,133
<b>D Total</b>	<b>\$78,482,700</b>

Regular Growth Caps adjusted by a factor of 1.000000000 to match funding.

**Basic Allocation Calculation  
College/Center Base Funding Rates:**

Single College District Funding Rates: Total FTES			Multi-College District Funding Rate: Total FTES				Total Colleges
>20,000	>10,000	<=10,000	Rural	>20,000	>10,000	<=10,000	
\$5,296,000	\$4,236,800	\$3,177,600	\$529,600	\$4,236,800	\$3,707,200	\$3,177,600	
Single College District - College FTES			Multi-College District - College FTES:				
>20,000	>10,000	<=10,000	Rural	>20,000	>10,000	<=10,000	
							111
Revenue:							Total Colleges
>20,000	>10,000	<=10,000	Rural	>20,000	>10,000	<=10,000	
			\$5,825,600				

State Approved Center: Funding Rates			Total State Approved Centers		Total State Approved Centers Revenue	
31	\$1,059,200		31		\$32,835,200	
Grandfathered or Previously Approved Center: Funding Rates @ FTES Levels						
>1,000	>750	>500	>250	<=250		
\$1,059,200	\$794,400	\$529,600	\$264,800	\$132,400		
Number of Grandfathered or Previously Approved Centers: @ Total FTES					Total Grandfathered or Previously Approved Centers	
>1,000	>750	>500	>250	<=250		
18	4	2	8	2	34	
Grandfathered or Previously Approved Center Revenue:					Total Grandfathered or Approved Center	
>1,000	>750	>500	>250	<=250		
\$19,065,600	\$3,177,600	\$1,059,200	\$2,118,400	\$264,800	\$25,685,600	\$464,724,000



	A	B	C	D	E	F	G
1	Designated Projects as of Adopted 2007-08 Budget						
2							
3	Project/Grant	Description			Balance	(Beginning Balance for FY07-08)	Contact
4	0611019	LOTTERY (PROP 20)			430,000.00	0.00	VPI
5	0611700	FY06-07 STATE APPORT 1X FUNDS			1,445,427.00	1,445,427.00	PVP
6	0811020	PARKING PENALTIES			320,687.00	88,676.00	VPSS
7	0811045	FOUNDATION BLOCK GRANT			1,457.00	1,457.00	VPI
8	0811050	STU HLTH SERVICES PHYSICAL EXAM			168,816.00	138,816.00	VPSS
9	0811203	FACILITIES WORK ORDERS			7,445.00	-1,367.00	VPFAS
10	0811207	Admin Overhead,Mandated Claims			1,396,990.00	1,396,990.00	PVP
11	0811208	Follett/District			2,503.00	2,503.00	VPFAS
12	0811212	CO-CURRICULAR ACTIVITIES			43,923.00	8,923.00	VPI
13	0811213	STAFF ACTIVITIES			245.00	245.00	VPI
14	0811214	FY04-05 FSTF ONE-TIME ALLOCATN			46,642.00	46,642.00	PVP
15	0811217	FY04-05 75/25 DISTRIBUTION			250,676.00	250,676.00	PVP
16	0811218	CAST/AA PROFESSIONAL DEVELOPMT			49,425.00	24,425.00	VPHR
17	0811230	BANKING SERVICES			55,876.00	5,876.00	VPFAS
18	0811250	BULLETIN BOARD ESCONDIDO			163.00	163.00	VPI
19	0811260	CATALOG SALES			7,794.00	794.00	VPI
20	0811270	COURSE FEE BOWLING LANES			1,659.00	-1,041.00	VPI
21	0811272	COURSE FEE PUB SAFTY ADMN JUST			21,272.00	-8,728.00	VPI
22	0811273	COURSE FEE PUBLIC SAFETY FIRE			18,887.00	-16,113.00	VPI
23	0811301	DONATIONS BUSINESS EDUCATION			1,508.00	1,508.00	VPFAS
24	0811340	FIELD COURSE BELIZE			41,299.00	1,299.00	VPI
25	0811341	FIELD COURSE SEA OF CORTEZ			-	-5,105.00	VPI
26	0811342	FIELD COURSE TETON/YELLOW			13,776.00	8,276.00	VPI
27	0811344	FIELD COURSE CATALINA			385.00	385.00	VPI
28	0811345	FIELD COURSE OCEANOGRAPHY			565.00	-35.00	VPI
29	0811350	FIELD TRIP EARTH SCIENCES			12,785.00	2,285.00	VPI
30	0811351	FIELD TRIP INTERIOR DESIGN			271.00	171.00	VPI
31	0811352	FIELD TRIP LIFE SCIENCES			2,316.00	2,316.00	VPI
32	0811353	FIELD TRIP DRAFTING			966.00	266.00	VPI
33	0811370	FUTURE TEACHERS CORPS			27.00	27.00	VPSS
34	0811380	GATE RECEIPTS ATHLETICS			20,997.00	10,997.00	VPSS
35	0811400	INTERNATIONAL EDUCATION			13,543.00	663.00	VPSS
36	0811410	INTERNATIONAL STUDENT			47,706.00	47,706.00	VPSS
37	0811420	LIBRARY COPIER			13,003.00	10,703.00	VPI
38	0811430	MAIL SERVICES			42,367.00	27,367.00	VPFAS
39	0811432	COMET COPY			165,681.00	21,086.00	VPFAS
40	0811439	Material Fee Dental Assisting			1,094.00	394.00	VPI
41	0811440	MALPRACTICE INSURANCE			9,216.00	9,216.00	VPFAS
42	0811450	MATERIAL FEE ACCOUNTING			392.00	392.00	VPI
43	0811451	MATERIAL FEE ASL			6.00	6.00	VPI
44	0811453	MATERIAL FEE BIOLOGY			481.00	-19.00	VPI
45	0811454	MATERIAL FEE BUSINESS ED			1,831.00	1,490.00	VPI
46	0811456	MATERIAL FEE CAREER CENTR			10,000.00	-1,449.00	VPSS
47	0811457	MAT FEE COMMUNICATIONS - RTV			9,846.00	9,846.00	VPI
48	0811459	MATERIAL FEE COMP SCI INFO SYS			551.00	551.00	VPI
49	0811460	MATERIAL FEE COUNSELING			6,083.00	6,083.00	VPSS
50	0811461	MATERIAL FEE DIESEL TECH			72.00	72.00	VPI
51	0811462	MATERIAL FEE DRAFTING			2,460.00	-240.00	VPI
52	0811463	MATERIAL FEE EDUCATIONAL TV			582.00	577.00	VPI
53	0811464	MATERIAL FEE ELECTRONICS			2,206.00	2,206.00	VPI
54	0811465	MATERIAL FEE ENGLISH			4.00	4.00	VPI
55	0811466	MATERIAL FEE ESL			1.00	1.00	VPI
56	0811467	MATERIAL FEE FASHION			4,130.00	1,230.00	VPI
57	0811472	MATERIAL FEE MICROBIOLOGY			3.00	3.00	VPI
58	0811473	MATERIAL FEE NURSING			5,591.00	841.00	VPI
59	0811474	MATERIAL FEE PARALEGAL			39.00	39.00	VPI
60	0811477	MATERIAL FEE SECRETARIAL			-	-163.00	VPI
61	0811479	MATERIAL FEE TUTORING			23.00	23.00	VPI
62	0811480	MATERIAL FEE WELDING			101.00	101.00	VPI
63	0811481	MATERIAL FEE WOODWORKING			32.00	32.00	VPI
64	0811482	MATERIAL FEE ZOOLOGY			2,760.00	2,660.00	VPI
65	0811483	MATERIAL FEE ART			51,764.00	21,764.00	VPI
66	0811484	INSTRUCTIONAL MAT READING LAB			5,587.00	587.00	VPI
67	0811486	FAMILY AND CONSUMER SCIENCE			1,673.00	1,073.00	VPI
68	0811488	COMMUNITY SVCS ABATE GRAPHICS			4.00	4.00	VPI
69	0811490	Pay for Print-Academic Comput			16,375.00	-1,625.00	VPI
70	0811491	Pay for Print-English Dept			57.00	57.00	VPI



	A	B	C	D	E	F	G
1	Designated Projects as of Adopted 2007-08 Budget						
2							
3	Project/Grant	Description			Balance	(Beginning Balance for FY07-08)	Contact
71	0811492	Pay for Print-CSIS			3,638.00	3,638.00	VPI
72	0811493	Pay for Print-Business Educat			922.00	922.00	VPI
73	0811494	Pay for Print-Escondido Center			3,628.00	3,628.00	VPI
74	0811495	Pay for Print-Career Center			770.00	770.00	VPSS
75	0811496	Pay for Print-Graphics			9,327.00	8,327.00	VPI
76	0811497	Pay for Print ESL			627.00	627.00	VPI
77	0811498	COMMUNITY SVCS ABATE T+I			20,007.00	20,007.00	VPI
78	0811499	COMMUNITY SERVICES ABATE ES-9			577.00	467.00	VPI
79	0811500	MFCU RENT/STU UNION FACILTY			14,506.00	14,506.00	VPFAS
80	0811502	Pay for Print Math			4.00	4.00	VPI
81	0811503	COMMUNITY SVCS ABATE ESL A-19			820.00	820.00	VPI
82	0811505	MATERIAL FEES DENTAL ASSISTING			206.00	0.00	VPI
83	0811520	PALOMAR IDENTIFICATION CARD			120,821.00	11,390.00	VPSS
84	0811540	PLANETARIUM			19,591.00	19,543.00	VPI
85	0811550	PRODUCTION, ED TELEVISION			84,717.00	70,717.00	VPI
86	0811551	CREATIVE SERVICES			49,152.00	44,927.00	VPFAS
87	0811553	PRODUCTION,COUNSELING MULIMED			5,148.00	5,148.00	VPSS
88	0811554	Signage and AV Sales			343.00	343.00	VPI
89	0811555	Telescope/Ad Sales			40,986.00	5,524.00	VPI
90	0811556	RTV Video Production			501.00	501.00	VPI
91	0811560	RECYCLE PROJECTS			11,962.00	11,962.00	VPFAS
92	0811570	RENTAL FACILITY ESCONDIDO			1,126.00	1,126.00	VPFAS
93	0811571	RENTAL FACILITY THEATRE			730.00	730.00	VPI
94	0811572	RENTAL FACILITY SAN MARCOS			63,859.00	62,859.00	VPFAS
95	0811580	REPAY/REPLACE LIBRARY BOOKS			5,886.00	4,186.00	VPI
96	0811590	SALE AUDIO/VISUAL PRODUCTS			2,202.00	2,202.00	VPI
97	0811591	SALE OF EQUIPMENT, PIANO			5,039.00	5,039.00	VPI
98	0811595	ES NAGT-FWS CONFERENCE			10,000.00	0.00	VPI
99	0811600	STU HLTH SVCS COMM RELATIONS			4,860.00	4,860.00	VPSS
100	0811601	STU HLTH SVCS EMPLOYEE CLINIC			30,549.00	21,549.00	VPSS
101	0811620	SUMMER SWIM PROGRAM			2.00	2.00	VPSS
102	0811630	TELEPHONE COMM ESCONDIDO			1,013.00	1,013.00	VPFAS
103	0811631	TELEPHONE COMMISSION DIST			16,007.00	16,007.00	VPFAS
104	0811641	TESTING FEE MICROBIOLOGY NURSE			2,966.00	466.00	VPI
105	0811642	TESTING FEE NURSING			1.00	1.00	VPI
106	0811643	Testing Fees Business Education			1,293.00	793.00	VPI
107	0811644	Testing Fees/MOUS			1,059.00	659.00	VPI
108	0811650	TRANSCRIPTS 2/3			171,060.00	79,158.00	VPSS
109	0811660	Vending, Student Affairs			43,568.00	34,568.00	VPSS
110	0811663	Vending, President's Office			39,353.00	-4,647.00	PRES
111	0811665	VENDING/DISTRICT			83,664.00	77,664.00	VPFAS
112	0811670	WAREHOUSE STORES SUPPLY			5.00	5.00	VPFAS
113	0811672	Information Systems Abatement			13,474.00	13,474.00	VPFAS
114	0811673	VEHICLE ABATEMENT			59,323.00	59,323.00	VPFAS
115	0811680	WELDING CERTF&SCRAP SALE			120.00	120.00	VPI
116	0811690	HVAC LOAD STUDY			16,019.00	16,019.00	VPFAS
117	0811710	SDICCCA			1.00	1.00	VPI
118	0811800	1X CAP IMPRVMT STU UNION SUBWY			65,000.00	65,000.00	VPFAS
119	0811801	1X CAP IMPRVMT KTCHN EQP ARMRK			55,000.00	55,000.00	VPFAS
120	0811802	1X CLIENT ADVANTGE RFP COPIERS			17,135.00	17,135.00	VPFAS
121							
122	Total				5,878,613.00	4,328,118.00	
123							
124	2007-08 Budgeted Expenditures in accounts 200000 through 700000				2,388,296.00		
125	2007-08 Budgeted Contingencies to spread				3,490,317.00		
126							
127					5,878,613.00		