



STRATEGIC PLANNING COUNCIL AGENDA

Date:	April 3, 2018
Meeting Time:	2:30p-4:00p
Place:	AA-140

CHAIR: Joi Lin Blake

MEMBERS: Jenny Akins, Michelle Barton, Colleen Bixler, Lisa Carmichael, Carmelino Cruz, Patti Dixon, Dan Dryden, Kelly Falcone, Margie Fritch, Adrian Gonzales, Anel Gonzalez, Laura Gropen, Jack Kahn, Teresa Laughlin, Martha Martinez, Connie Moise, Lisa Norman, Ron Perez, Travis Ritt, Erin Scott, Stacy Rungaitis, Connie Sterling, Brian Stockert, Sherry Titus, Fari Towfiq

RECORDER: Cheryl Ashour

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| A. <u>MINUTES</u> | | 2 min |
| 1. Approve Minutes of March 20, 2018 | | |
| B. <u>ACTION ITEMS/SECOND READING</u> | | |
| 1. Instructional Planning Council Governance Structure | Exhibit B1 | 10 min |
| 2. Policies and Procedures | Exhibit B2 | 5 min |
| a. Chapter 7 BP's & AP's | | |
| 1. BP/AP 7150 – Employee Evaluations | | |
| 2. BP/AP 7160 – Professional Development | | |
| 3. AP 7175 – District Awards | | |
| 4. AP 7212 – Temporary Faculty | | |
| 5. AP 7216 – Employee Grievance/Complaint Procedure | | |
| 6. AP 7231 – Seniority | | |
| 7. BP 7335 – Health Examinations | | |
| 8. AP 7337 – Fingerprinting | | |
| 9. BP/AP 7340 – Leaves | | |
| 10. BP 7345 – Catastrophic Leave Program | | |
| 11. AP 7343 – Industrial Accident and Illness Leave | | |
| 12. BP/AP 7600 – Palomar College Police Department | | |
| 13. BP 7700 – Whistleblower Protection | | |
| C. <u>ACTION ITEMS/FIRST READING</u> | | |
| 1. Academic Calendar 2018-2019 | Exhibit C1 | 10 min |
| 2. Holiday Schedule 2018-2019 | Exhibit C2 | 10 min |
| 3. Winter Holidays Schedule 2018-2019 | Exhibit C3 | 5 min |
| D. <u>ACCREDITATION</u> | | |
| 1. ACCJC Visit for the South Education Center | | 10 min |
| 2. North Center Substantive Change Report | | 5 min |
| E. <u>INTEGRATED PLANNING MODEL</u> | | 15 min |
| 1. Strategic Plan Action Plan Update | | |
| 2. Outcome of the IEPI PRT Team Visit | | |
| 3. Reminder of EMP website and feedback form | | |

F. INFORMATION/DISCUSSION

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| 1. Chapter 4 Board Policies and Administrative Procedures | 5 min |
| 2. Discussion on Chapter 4 of the Community Book Club Reading:
<i>Redesigning American's Community Colleges</i> | 20 min |

G. REPORTS OF PLANNING COUNCILS/DEPARTMENTS

5 min

1. Finance & Administrative Services Planning Council – Ron Perez
2. Human Resource Services Planning Council – Lisa Norman
3. Instructional Planning Council – Jack Kahn
4. Student Services Planning Council – Adrian Gonzales
5. Foundation – Stacy Rungaitis
6. Professional Development – Kelly Falcone

H. REPORTS OF CONSTITUENCIES

5 min

1. Administrative Association – Connie Sterling
2. Associated Student Government – Erin Scott
3. CCE/AFT – Anel Gonzalez
4. Confidential/Supervisory Team – Jenny Akins
5. Faculty Senate – Travis Ritt
6. PFF/AFT – Teresa Laughlin/Colleen Bixler

I. OTHER ITEMS



**STRATEGIC PLANNING COUNCIL
MINUTES
April 3, 2018**

A regular meeting of the Palomar College Strategic Planning Council scheduled April 3, 2018, was held in AA-140. Superintendent/President Joi Blake called the meeting to order at 2:30 p.m.

ROLL CALL

Present: Jenny Akins, Michelle Barton, Colleen Bixler, Joi Blake, Lisa Carmichael, Carmelino Cruz, Patti Dixon, Dan Dryden, Kelly Falcone, Margie Fritch, Anel Gonzalez, Teresa Laughlin, Martha Martinez, Lisa Norman, Ron Perez, Travis Ritt, Stacy Rungaitis, Erin Scott, Brian Stockert, Sherry Titus, Fari Towfiq
Absent: Adrian Gonzales, Laura Gropen, Jack Kahn, Martha Martinez, Connie Moise, Connie Sterling
Guest: Kendyl Magnuson
Recorder: Cheryl Ashour

A. MINUTES

1. Approve Minutes of March 20, 2018

34334Akins/Dixon) to approve the March 20, 2018 Minutes as presented

B. ACTION ITEMS/SECOND READING

1. Instructional Planning Council Governance Structure (Exhibit D1)

This item was tabled to the next meeting.

2. Policies and Procedures

a. Chapter 7 BP's and AP's

1. BP/AP 7150 – Employee Evaluations
2. BP/AP 7160 – Professional Development
3. AP 7175 – District Awards
4. AP 7212 – Temporary Faculty
5. AP 7216 – Employee Grievance/Complaint Procedure
6. AP 7231 – Seniority
7. BP 7335 – Health Examinations
8. AP 7337 – Fingerprinting
9. BP/AP 7340 – Leaves
10. BP 7345 – Catastrophic Leave Program
11. AP 7343 – Industrial Accident and Illness Leave
12. BP/AP 7600 – Palomar College Police Department
13. BP 7700 – Whistleblower Protection

MSC (Barton/Gonzalez) to approve Chapter 7 BPs and AP's: BP/AP 7150, BP/AP 7160, AP 7175, AP 7212, AP 7216, AP 7231, BP 7335, AP 7337, BP/AP 7340, BP 7345, AP 7343, BP/AP 7600, BP 7700 as written.

C. ACTION ITEMS/FIRST READING

1. Academic Calendar 2018-2019 (Exhibit C1)

Lisa Norman requested this item be moved to action/second reading.

MSC (Barton/Gonzalez) to move Academic Calendar 2018-2019 to action/second reading.

Lisa Norman highlighted changes to the Academic Calendar 2018-2019: The addition of American Indian Day holiday; two additional local holidays at the beginning of the Christmas holiday; and four additional local holidays for Spring Break (the campus will be closed Spring Break week). Because the Cesar Chavez holiday is right after Spring break, it was decided we would find ways to come together and celebrate on that day instead of adding it as a holiday. She reported the District negotiated a different summer schedule with PFF; they agreed to see how the structure will work out.

MSC (Fritch/Towfiq) to approve the Academic Calendar 2018-2019 as presented.

2. Holiday Schedule 2018-2019 (Exhibit C2)

MSC (Barton/Towfiq) to move Holiday Schedule 2018-2019 to action/second reading

Lisa Norman reported there is an error on the schedule. November 12 should be listed as Veterans Day.

MSC (Towfiq/Barton) to approve the Holiday Schedule 2018-2019 as amended.

3. Winter Holidays Schedule 2018-2019 (Exhibit C3)

MSC (Towfiq/Barton) to move the Winter Holidays Schedule 2018-2019 to action/second reading.

Lisa Norman stated in the past there would be three years of holiday schedules to approve; however, negotiations are not finalized for 2019-20 and 2020-21 so only 2018-2019 is coming for approval.

MSC (Barton/Dixon) to approve the Winter Holidays Schedule 2018-2019 as presented.

D. ACCREDITATION

1. ACCJC Visit for the South Education Center

Michelle Barton reported an accreditation site visit to the South Education Center will be on April 16. The ACCJC representative will meet with the Accreditation Steering Committee and the Faculty Senate in the afternoon.

2. North Center Substantive Change Report

Michelle Barton reported a substantive change report will be done for the North Center in order for students to receive financial aid. There will be class offerings at the North Center to enable a student to earn 50% or more of their units at the Center. The target date to submit the Substantive Change is the end of summer or beginning of fall.

E. INTEGRATED PLANNING MODEL

1. Strategic Plan Action Plan Update

Michelle Barton reported requests for updates to the Action Plan were sent in March. Once they are received, the updated Action Plan will be sent to members for review. It will be discussed at the next meeting.

2. Outcome of the IEPI PRT Team Visit

Joi Blake reported the IEPI PRT Team has not yet sent their report; however, the chair stated she has never seen a campus accomplish so much as our campus. We were on-point with the work plan and how the funds were allocated. The District may apply for another grant focusing on strategic planning and our committee structure.

3. Reminder of EMP website and feedback form

Michelle Barton reminded members the EMP group is requesting feedback; they have received very little. The feedback form is found on the EMP website. The Advisory Committee is meeting Tuesday to get a progress report. CBT will return in May to do additional listening sessions, including students.

F. INFORMATION/DISCUSSION

1. Chapter 4 Board Policies and Administrative Procedures

Margie Fritch reported IPC is working on Chapter 4 Board Policies and Procedures. A consultant was hired to work with the Vice President and team.

2. Discussion on Chapter 4 of the Community Book Club Reading: *Redesigning American's Community Colleges*

This item was tabled.

G. REPORTS OF PLANNING COUNCILS

1. Finance & Administrative Services Planning Council

There was no report.

2. Human Resource Services Planning Council

There was no report.

3. Instructional Planning Council

There was no report.

4. Student Services Planning Council

Brian Stockert reported Marti Snyder attended the last meeting to discuss the Educational Master Plan.

5. Foundation

Stacy Rungaitis reported the Leichtag Foundation has extended the crowdfunding deadline to April 29. They will match all donations up to \$10,000. Last week the Foundation had its annual audit with an external auditor and it went well. Ms. Rungaitis reported on donations received and an upcoming donor tour on April 20.

6. Professional Development

There was no report.

H. REPORTS OF CONSTITUENCIES

1. Administrative Association

There was no report.

2. Associated Student Government

Erin Scott reported on the recent ASG trip to Washington, D.C. and the legislators they spoke with. ASG election week is April 19.

3. CCE/AFT

Anel Gonzalez reported she attended the CFT Convention. CCE won two state-wide communication awards and she participated in the March held during the conference. She announced a general staff meeting was held today and thanked Dr. Blake for the town hall meeting

regarding the threat situation. A benefits survey was sent to members and they received a good response. Classified Appreciation Day is scheduled for June 7.

4. Confidential/Supervisory Team

Jenny Akins reported she enjoyed attending the Recognition Ceremony; the Human Resource staff did a fabulous job organizing the event. Being able to see each of the groups' Employee of the Year was very enjoyable.

5. Faculty Senate

Travis Ritt reported on the policy points the Statewide Academic Senate will be reviewing, including basic skills, the new funding formula, and the online college.

6. PFF/AFT

Teresa Laughlin reported she attended the CFT Convention and marched at the gun control rally. They won two first-place communications awards and a second-place for focus groups. A loan forgiveness workshop will be held Monday from 3:30-5:00.

I. Other

- The Strong Workforce program received 2 gold and 9 silver stars for 11 of its programs.
- The Public Affairs office received four awards, 3 silver and a bronze for the class schedule, catalog and our Promise promotion program.
- The Industry event in Poway was well-attended by faculty, staff, and community businesses.
- The Fire Academy was given a fire truck by the City of San Marcos.
- The Diesel Technology program received \$200,000 worth of equipment from Bobcat.
- Judy Harris won the 2018 Bridging Health Needs Award from the California Association of Nurse Practitioners.
- A Town Hall was held today about the threat to the campus. We take this seriously; first and foremost is the protection of this campus.

J. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 3:25 pm.



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Jack S. Kahn, Ph.D.				Date: 03/6/18			
Proposed Name of Requested Group: Instructional Planning Council							
X	Council		Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
Role: <ul style="list-style-type: none"> Develops, implements, evaluates and revises college plans and initiatives relevant to Instruction, both short- and long-term Develops, reviews, updates, and implements the Program Review and Planning (PRP) process for Instruction, including the form and data elements to be used Reviews, summarizes, and provides feedback on PRPs and makes funding recommendations Summarizes and recommends global priorities for Instruction as a result of PRP reviews, including budget allocations, equipment, technology, facilities, and other resources essential to support instruction and the success of students Develops and updates the Staffing Plan for Instruction utilizing PRP and data provided by Human Resource Services Makes recommendations and provides input to the District's Educational Master Plan and the Strategic Plan Implements goals and objectives of the Annual Action Plan as assigned by SPC Makes recommendations on matters relevant to Instruction or the District at the request of SPC Convenes IPC subcommittee to (a) review and update the process [qualitative and quantitative elements and instruments] and timeline for full-time faculty position requests and (b) annually develop and recommend a prioritized list of full-time faculty positions, forwarded to SPC for information Products: <ul style="list-style-type: none"> Program Review and Planning summaries and funding recommendations Recommendations for global needs for Instruction, as determined from PRP analysis Progress reports on assigned Annual Action Plans Annual goals and accomplishments Full-time Faculty Position Priority Recommendations Other products as determined through College planning and operational matters 							
Reporting Relationship: Strategic Planning Council							
Meeting Schedule: Second and Fourth Wednesdays, 2:00 to 4:00 p.m. 2:30 to 4:00 p.m. (or more frequently as needed for special tasks)							
Chair: * Vice President for Instruction Members: <ul style="list-style-type: none"> *Five (5) instructional deans Associate Dean of Workforce Development & Extended Studies *Seven (7) Faculty Members (one each from the five instructional divisions, Library, and Student Services appointed by Faculty Senate) One Apprenticeship Faculty representative appointed by the CTEE Division One Professional Development Coordinator One Instructional Services Office Manager *One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate *One SLOAC Coordinator One Two Classified Unit Employees (One from Instruction and One from Student Services) appointed by CCE/AFT One Two Students appointed by ASG Director of Occupational and Non-Credit Programs Research Analyst One Confidential and Supervisory Team representative appointed by CAST One Administrator appointed by AA *One Faculty Member appointed by PFF 							

*The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) faculty appointed by the Faculty Senate.

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

9/16/03 First Reading

10/07/03 Approved

03/06/06 Revisions Approved SPC

09/04/13 Revisions Approved by SPC

09/17/13 Revisions Approved by SPC

HUMAN RESOURCES

REV 2-2-18

BP 7150 EMPLOYEE EVALUATIONS**References:**

California Constitution Article I, Section 7(a);

Education Code Sections 70902 and 87663-87683;

Accreditation Standards ~~s III.A.1.b, III.A.3.a, and IV.B.1~~ III.A.5

All faculty and permanent staff members will periodically undergo a performance evaluation.

All evaluations shall be conducted in accordance with the District's policies and procedures on nondiscrimination. The Governing Board shall ensure that all employee evaluations are conducted under the direction of the employee's supervisor and in a manner that promotes fairness and accuracy. This process shall include, but not be limited to, advance notice to the evaluated employee both as to the time and process of the evaluation, and shall provide the evaluated employee an opportunity to review the content of the evaluation. The evaluated employee shall have an opportunity to be heard as to the content of the evaluation and shall have the right to have his/her comments attached for inclusion in the personnel file and/or provided to the Governing Board for any purpose.

The procedures for employee evaluations are delineated in the applicable collective bargaining agreement or employee handbook.

Also see BP/AP 3410 titled Nondiscrimination, BP/AP 3420 titled Equal Employment Opportunity, and BP/AP 2435 titled Evaluation of the Superintendent/President.

HUMAN RESOURCES
REV 10-18-17

AP 7150 EMPLOYEE EVALUATIONS

Reference:

Accreditation Standard III.A.5

The District assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The District establishes written criteria for evaluating all personnel. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely, and documented.

Details regarding employee evaluations are delineated in the applicable collective bargaining agreement or employee handbook.

Also see BP/AP 3410 titled Nondiscrimination, BP/AP 3420 titled Equal Employment Opportunity, and BP/AP 2435 titled Evaluation of the Superintendent/President.

Office of Primary Responsibility: Human Resource Services

Approved:

BP 7160 PROFESSIONAL DEVELOPMENT

Reference:

Accreditation Standard III.A.5 **14**

It is the intent of the District to support professional development opportunities for its employees. All eligible employees will be afforded opportunities and encouraged to participate in professional development/professional growth activities.

The details regarding professional development/professional growth are delineated in the applicable collective bargaining agreement or employee handbook.

Office of Primary Responsibility: Human Resource Services

Date Adopted: 12/09/2008; Revised:

(Replaces former Palomar Policy 167 and Procedure 167 and all previous versions of BP 7106.)

HUMAN RESOURCES

REV 2/2/18

AP 7160 PROFESSIONAL DEVELOPMENT**References:**

Education Code Sections 87150 et seq.;
Accreditation Standard III.A.14

The District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the District's mission. The District will evaluate these programs and use the results of the evaluation as the basis for improvement.

The Superintendent/President shall annually submit to the California Community Colleges Chancellor's Office an affidavit that includes, but is not limited to, ~~contains all~~ of the following:

- A statement that the college has an advisory committee, composed of managers, faculty, and staff representatives, which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs;
- The college has completed a campus human development resources plan for the current and subsequent fiscal years; and
- A report of the actual expenditures for faculty and staff development for the preceding year.

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES
REV 10-18-17

AP 7150 EMPLOYEE EVALUATIONS

Reference:

Accreditation Standard III.A.5

The District assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The District establishes written criteria for evaluating all personnel. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely, and documented.

Details regarding employee evaluations are delineated in the applicable collective bargaining agreement or employee handbook.

Also see BP/AP 3410 titled Nondiscrimination, BP/AP 3420 titled Equal Employment Opportunity, and BP/AP 2435 titled Evaluation of the Superintendent/President.

Office of Primary Responsibility: Human Resource Services

Approved:

HUMAN RESOURCES

REV 10/18/17

AP 7212 TEMPORARY FACULTY

References:

Education Code Sections 87481, 87482, 87482.5, and 87482.8

The District may employ any qualified individual as a temporary faculty member for a complete academic year, but not less than one semester or quarter during an academic year unless the date of rendering first paid service begins during the second semester or third quarter and prior to March 15th. The employment of these persons shall be based upon the need for additional faculty during a particular semester, quarter, or year because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need.

The District may employ any qualified individual as a temporary faculty member for a complete academic year but not less than a complete semester or quarter during an academic year. The employment of those persons shall be based upon the need for additional faculty during a particular semester or quarter because of the higher enrollment of students during that semester or quarter as compared to the other semester or quarter in the academic year or because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester or quarter. No person, other than a person serving as clinical nursing faculty, shall be so employed for more than two semesters or three quarters within any period of three consecutive years.

~~A person serving as clinical nursing faculty may be employed for up to four semesters or six quarters within any period of three consecutive years between July 1, 2007 and June 30, 2014, as long as the hiring of that person does not result in an increase in the ratio of part-time to full-time nursing faculty in the District.~~

Any person who is employed to teach classes for not more than 67 percent of the hours per week that are considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

Screening for temporary faculty shall, insofar as possible, be conducted in accordance with District practices and procedures for employment of regular faculty. In particular, there shall be consideration given to principles of selection that assure the greatest opportunity for participation by underrepresented groups as required by Board Policies and Administrative Procedures.

Also see AP 7120 titled Recruitment and Hiring

Office of Primary Responsibility: Human Resource Services

Date Approved: 11/18/08; Revised:

(Replaces all previous versions of AP 72120)

HUMAN RESOURCES

REV 3/2/18

AP 7216 EMPLOYEE GRIEVANCE/COMPLAINT PROCEDURES

References:

Education Code Section 87610.1;

Faculty Senate Website

Procedures for resolution of grievances or complaints involving contractual issues are contained in the applicable collective bargaining agreement or employee handbook.

Complaints regarding non-contractual issues which may involve faculty members, administrative staff, classified staff, and/or students may be addressed utilizing established agreements within the applicable collective bargaining agreement(s) or employee handbook(s) ~~the guidelines for the Faculty Senate's Academic Due Process Procedure.~~

Also see BP 7361 titled Academic Due Process.

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES

REV 10/18/17 no proposed changes

AP 7231 SENIORITY**References:**

Education Code Sections 87743 et seq., 88017(b), 88117, and 88127

The Governing Board shall make assignments and reassignments in a manner that employees shall be retained to render any service which their seniority and qualifications entitle them to render. Refer to the appropriate collective bargaining agreement or employee handbook for details regarding seniority.

Office of Primary Responsibility: Human Resource Services

Date Approved: 10/21/08; Revised:

(Replaces all previous versions of AP 7231.)

HUMAN RESOURCES

REV 2/2/18

BP 7335 HEALTH EXAMINATIONS

References:

Government Code Section 12940;
42 U.S. Code Section 12112(d);
29 Code of Federal Regulations Part 1630;

The District may require pre-employment medical examinations ~~of candidates for appropriate positions,~~ after a conditional offer of employment has been extended and prior to assuming the duties of the position. Such pre-employment medical examinations shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate will be required to participate in such an examination solely on the basis of the candidate's age or disability.

The Superintendent/President shall establish administrative procedures related to medical examinations of candidates for appropriate positions.

The Governing Board authorizes the Superintendent/President ~~or designee~~ to require any employee to undergo a physical or mental examination at any time it appears to be in the District's interest to obtain verification of an employee's fitness for duty and where such a fitness for duty exam is job related and consistent with business necessity. Such medical examinations will be at the District's expense and will be conducted by a physician chosen by the District, subject to provisions in applicable collective bargaining agreements or employee handbooks.

Also see BP/AP 7330 titled Communicable Disease and AP 7336 titled Freedom from Tuberculosis

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES

REV 10/18/17

AP 7337 FINGERPRINTING**References:**

Education Code Sections 87013 and 88024;
Penal Code Sections 11077.1 and 11102.2

All District employees shall be required to have fingerprints taken at the employee's expense at an approved Live Scan location prior to starting employment. For employees coming from out-of-state, the electronic fingerprints and applicable fees will be forwarded to the Department of Justice to ascertain if the applicant or employee has any record of previous arrests or convictions. The Department of Justice will forward any findings to the Human Resource Services Office. Human Resource Services will evaluate findings to ensure all criminal activity was reported and that no offense would disqualify the applicant from employment.

All District volunteers are also required to have fingerprints taken via Live Scan prior to volunteering their service. The costs of Live Scan fingerprinting for volunteers and student workers will be paid by the District. For all other applicants, the costs of fingerprinting are the sole responsibility of the applicant.

The Vice President for Human Resources will designate one or more employees to receive, store, disseminate, and destroy criminal records furnished by the California Department of Justice and to serve as the contact for the California Department of Justice for related issues. Any such employee must be confirmed by the California Department of Justice as required by law and pursuant to California Department of Justice procedures. The Chief Human Resources Officer will notify the California Department of Justice by March 1 of each year beginning on March 1, 2012, of the individual(s) designated.

The Chief Human Resources Officer shall ensure that criminal history record information is destroyed once the District's business need for the information is fulfilled.

The District will maintain criminal history records on applicable District police department personnel in accordance with P.O.S.T. requirements.

Also see AP 7126 titled Background Investigations and AP 7127 titled Restrictions Governing the Employment of Applicants with Criminal Records.

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES

REV 10/15/17

BP 7340 LEAVES

References:

Education Code Sections 87763 et seq., 88190 et seq., and cites below:

Labor Code Sections 245 et seq.;

Article 6, PFF and CCE Contracts

The Superintendent/President shall establish procedures for employee leaves as authorized by law, by collective bargaining agreements, and by employee handbooks. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, confidentials, administrators, supervisors, and managers;
- leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization; (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- family medical leave and pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945); (See BP 7347 titled Family Medical Leave);
- leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, and 88207.5);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192). (See BP/AP 7343 titled Industrial Accidents and Illness);
- bereavement leave (Education Code Sections 87788 and 88194);

Date Adopted: 1/13/2009; Revised: 3/11/14, Revised:

(Replaces all previous versions of BP 7340.)

- military service (Education Code Section 87700);
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036 and 87037);
- sabbatical leaves; and
- load bank leaves (Education Code Section 87790);

Vacation leave for members of the classified bargaining unit, confidential and supervisory team employees (CAST), and educational and classified administrators shall not accumulate beyond two times the annual leave accrual. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Governing Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

HUMAN RESOURCES

REV 2/2/18

AP 7340 LEAVES**References:**

Education Code Sections 87763 et seq. and 88190 et seq.;
Labor Code Sections 234 and 245 et seq.

The District recognizes several different forms of leave for employees as delineated in the collective bargaining agreements and employee handbooks. Employees are responsible for completing and filing submitting required appropriate leave documentation forms at the earliest possible date. Information relative to absences and leaves exclusive of medical information shall be made a matter of record included in the employee's personnel file.

Also see AP 7343 titled Industrial Accidents, AP 7344 titled Notifying District of Illness, and AP 7347 titled Family Medical Leave.

Office of Primary Responsibility: Human Resource Services

Date Approved: 11/18/08; Revised:

(Replaces former Palomar Policies 156, 156.1, 156.2, 156.22, 156.23, 156.3, 156.31, 156.32, 156.33, 156.35, 156.36, 156.37, 156.371, 170, 171, 172, 172.1, 172.2, 172.3, 172.4, 172.5, and 172.6, Palomar Procedures 156, 156.1, 156.2, 156.3, 156.31, 156.36, 156.37, 156.371, 172, and all previous versions of AP 7340.)

HUMAN RESOURCES

REV 2/2/18

BP 7345 CATASTROPHIC LEAVE PROGRAM

Reference:

Education Code Section 87045

The Governing Board authorizes implementation of a Catastrophic Leave Program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his/ ~~er~~ her family suffers from a catastrophic illness or injury.

~~The Superintendent/President shall establish administrative procedures to administer the program that comply with the catastrophic leave program requirements that are established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory way.~~

Also see AP 7345 titled Catastrophic Leave Program.

~~Office of Primary Responsibility: Human Resource Services~~

HUMAN RESOURCES

AP 7343 INDUSTRIAL ACCIDENTS AND ILLNESS LEAVE**References:**

Education Code Sections 87787 and 88192

The specific procedures for industrial accident leaves of absence are contained in the appropriate collective bargaining agreement and employee handbooks.

Academic Employees

Academic employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness in any one fiscal year for the same accident.

Allowable leave shall not be accumulated from year to year.

Industrial accident or illness leave shall commence on the first day of absence.

When an academic employee is absent from his/ or her duties on account of an industrial accident or illness, the employee shall be paid the portion of the salary due to him/ or her for any month in which the absence occurs as, when added to his/ or her temporary disability indemnity under the Labor Code, will result in a payment to the employee of not more than his/ or her full salary. "Full salary," shall be computed so that it shall not be less than the employee's "average weekly earnings" as that phrase is used in Labor Code Section 4453 ~~of the Labor Code~~. For purposes of this section, however, the maximum and minimum average weekly earnings set forth in Labor Code Section 4453 ~~of the Labor Code~~ shall otherwise not be deemed applicable.

Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/ or her for the same illness or injury.

Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Education Code Sections 87780, 87781, and 87786, and, for the purposes of each of these sections, his/ or her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave. However, if the employee continues to receive temporary disability indemnity, he/she may elect to take as much of his/ or her accumulated sick leave which, when added to his/ or her temporary disability indemnity, will result in a payment to the employee of not more than his/ or her full salary.

Date Approved: SPC 11/18/08; Revised:

(Replaces former Palomar Policy 156.34 and all previous versions of AP 7343.)

During any paid leave of absence, the employee may endorse to the District the temporary disability indemnity checks received on account of his or her industrial accident or illness. The District shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by the salary warrants.

~~Any employee receiving benefits as a result of this section, during periods of injury or illness, shall remain within the State of California unless the Governing Board authorizes travel outside the state.~~

Classified Employees

Classified employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness, in any one fiscal year for the same accident.

Allowable leave shall not be accumulative from year to year.

Industrial accident or illness leave of absence will commence on the first day of absence.

Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this state, exceed the normal wage for the day.

Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.

When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under Education Code Section 88191. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation, the person shall be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full day's wage or salary.

Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.

During all paid leaves of absence, whether industrial accident leave as provided in this procedure, sick leave, vacation, compensated time off, or other available leave provided by law or the action of the District, the employee shall endorse to the District wage loss

Date Approved: SPC 11/18/08; Revised:

(Replaces former Palomar Policy 156.34 and all previous versions of AP 7343.)

benefit checks received under the workers' compensation laws of this state. The District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this procedure.

When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person, if not placed in another position, shall be placed on a reemployment list for a period of 39 months. When available, during the 39-month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

~~Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the state.~~

An employee who has been placed on a reemployment list, as provided above, who has been medically released for return to duty and who fails to accept an appropriate assignment, shall be dismissed.

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES

REV 2/27/18

BP 7600 COLLEGE POLICE DEPARTMENT

References:

Education Code Sections 72330 et seq.

Government Code Sections 3300 et. seq.

The Governing Board has established a police department under the supervision of one Chief of Police, who shall report directly to the Superintendent/President or designee.

The purpose of the department is to enforce the law on or near the campus and other grounds or properties owned, operated, controlled, or administered by the District or by the state acting on behalf of the District.

District police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830 et seq.

The Superintendent/President shall establish minimum qualifications of employment for the Chief of Police including, but not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers' Standards and Training (POST).

The Superintendent/President shall ensure that every member of the police department first employed by the District before July 1, 1999, satisfies the requirements of state law regarding qualifications for continued employment.

Every member of the police department shall be issued a suitable identification card and badge bearing words "Palomar Community College District Police".

The Superintendent/President, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the police department.

Also see AP 7600 titled College Police Department

~~Office of Primary Responsibility: Human Resource Services~~

Date Adopted: 7/8/08 Revised:

(Replaces all previous versions of BP 7600.)

HUMAN RESOURCES

REV 11/2/17

AP 7600 PALOMAR COLLEGE POLICE DEPARTMENT**Reference:**

Education Code Section 72330

Palomar College Police Department

The Chief Human Resources Officer is delegated the responsibility to establish minimum qualifications of employment for the Palomar College Chief of Police including but not limited to the conditions contained in Board Policy (see BP 7600 titled Palomar College Police Department).

The Chief Human Resources Officer is delegated the responsibility to establish minimum qualifications of employment for the Palomar College Chief of Police Department including but not limited to the conditions contained in Board Policy (see BP 7600 titled Palomar College Police Department).

Every member of the police department first employed by the District before July 1, 1999, must, in order to retain his/her employment, meet the requirements of Education Code Section 72330.2, including but not limited to:

- Submission of one copy of his/her fingerprints which shall be forwarded to the Federal Bureau of Investigation
- A determination that the employee is not a person prohibited from employment by a California community college district and
- If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm

Every member of the Palomar College Police Department shall be supplied with, and authorized to wear, a badge bearing words "Palomar College Police." Every member of the Department shall be issued a Police Department identification card.

In addition, the minimum qualifications and other requirements for full-time positions in the Police Department include:

- Equivalent to completion of the 12th grade
- Satisfactory passage of a physical examination
- Satisfactory passage of FBI and California Department of Justice fingerprint check
- Psychological evaluation

Date Approved: 11/3/2015; Revised:*(Replaces all previous versions of AP 7600.)*

- Polygraph examination
- Passage of a background investigation
- Possession of a valid Class "C" California driver license
- Possession of, or ability to obtain, valid CPR/AED and First Aid Certification and/or EMT Certification

This procedure is subject to the provisions in the applicable collective bargaining agreement or employee handbooks.

Salaries and working conditions for Palomar College Police Department permanent and probationary full-time and part-time employees shall be established after appropriate negotiations with their exclusive representative.

The Chief Human Resources Officer, in cooperation with the Chief of Police, shall issue other regulations as may be necessary for the administration of the Palomar College Police Department, including but not limited to:

- Schedules and shifts
- Call back procedures
- Less lethal weapons safety and practical application
- Firearms safety and practical application
- Use of vehicles
- Pursuit policies
- Disciplinary procedures
- Lexipol police department policy and procedures
- Use of force
- Training

The Palomar College Police Department shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault
- Geographical boundaries of the operational responsibilities and
- Mutual aid procedures

Office of Primary Responsibility: Human Resource Services

HUMAN RESOURCES

REV 2/2/18

BP 7700 WHISTLEBLOWER PROTECTION**References:**

Education Code Sections 87160-87164;
California Labor Code Section 1102.5;
Government Code Section 53296;
Private Attorney General Act of 2004 (Labor Code Section 2698);
Affordable Care Act (29 U.S.C. Code Section 218C)

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports with reasonable cause and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or appropriate bB Board pPolicy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices, and protections are provided to those employees who, with reasonable cause, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

- (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
- (2) directly or indirectly use or attempt to use the official authority or influence of his/ or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District.

The District will not tolerate retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

PALOMAR COLLEGE 2018-2019 ACADEMIC CALENDAR

Board Exhibit 4/10/2018

May-18						
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		

SUMMER 2018						
Jun-18						
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

Jul-18						
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				

SUMMER						
FALL 2018						
Aug-18						
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	

Sep-18						
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						

Oct-18						
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			

Nov-18						
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	

Dec-18						
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					

SPRING 2019						
Jan-19						
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		

Feb-19						
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		

Mar-19						
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						

Apr-19						
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-19						
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	

SUMMER 2019						
Jun-19						
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						

Jul-19						
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			

SUMMER						
FALL 2019						
Aug-19						
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

SUMMER 2018		
M 29-Jun 22	Summer 4-week (1) classes	
M 29-Jul 20	Summer 8-week (1) classes	
M 29-Aug 17	Summer 12-week classes	
Jun11-Jul 20	Summer 6-week session	
Jun11-Aug 3	Summer 8-week (2) classes	
Jun25-Jul 20	Summer 4-week (2) classes	
Jun25-Aug17	Summer 8-week (3) classes	
Jul23-Aug17	Summer 4-week (3) classes	
Jul 4	Holiday - Independence Day	
Varies	Summer grade due 5 days after class ends	

FALL 2018	
Aug 16-17	Plenary
Aug 20	Fall semester/Fast Track 1 begins
Aug 25	Fall Saturday classes begin
Sep 3	Holiday - Labor Day
Sep 4	Census Date
Sep 28	Holiday - Native American Day (CDLS Open)
Sep 29	Non-Instructional Day
Oct 13	Fast Track 1 ends
Oct 15	Fast Track 2 begins
Nov 12	Holiday - Veterans' Day (observed)
Nov 19-21	Non-Instructional Days
Nov 22-23	Holiday - Thanksgiving
Nov 24	Non-Instructional Day
Dec 15	Fall semester/Fast Track 2 ends
Dec 19	Fall grade rosters due
Dec 20-Jan 1	Winter Break - College Closed
Dec 25	Holiday - Christmas
Jan 1	Holiday - New Year's Day (observed)

SPRING 2019	
Jan 2-25	Winter Intersession
Jan 21	Holiday - Martin Luther King Jr Day
Jan 24	Plenary
Jan 28	Spring semester/Fast Track 1 begins
Feb 2	Spring Saturday classes begin
Feb 11	Census Date
Feb 15	Holiday - Lincoln's Day
Feb 16	Non-Instructional Day
Feb 18	Holiday - Washington's Day
Mar 23	Fast Track 1 ends
Mar 25-29	Spring Break - Campus Closed
Apr 1	Fast Track 2 begins
May 24	Commencement
May 25	Spring semester/Fast Track 2 ends
May 27	Holiday - Memorial Day
May 31	Spring grade rosters due

SUMMER 2019		
M 28-Jun 21	Summer 4-week (1) classes	
M 28-Jul 19	Summer 8-week (1) classes	
M 28-Aug 16	Summer 12-week classes	
Jun10-Jul 19	Summer 6-week session	
Jun10-Aug 2	Summer 8-week (2) classes	
Jun24-Jul 19	Summer 4-week (2) classes	
Jun24-Aug16	Summer 8-week (3) classes	
Jul22-Aug16	Summer 4-week (3) classes	
Jul 4	Holiday - Independence Day	
Varies	Summer grades due 5 days after class ends	

LEGEND	
⊗	Plenary
➡	Semester or Session Begins
⬅	Spring Recess
○	Last Class of Term or Session
■	Instructional Days
■	Classes not in session
■	Holidays / Campus Closed
■	Summer Sessions/Intersessions
	Ins Day Flex Ins+Flex Sat All Total



HOLIDAY SCHEDULE

2018-2019

Board Approved: 4/xx/18

DATE HOLIDAY OBSERVED	HOLIDAY
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Friday, September 28	Native American Day
Monday, November 11	Veterans Day
Thursday, November 22	Thanksgiving Day
Friday, November 23	Local Holiday
Thursday, December 20	Local Holiday
Friday, December 21	Local Holiday
Monday, December 24	Added Board Holiday
Tuesday, December 25	Christmas Day
Wednesday, December 26	Admission Day (Observed)
Thursday, December 27	Local Holiday
Friday, December 28	Local Holiday
Monday, December 31	Local Holiday
Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King, Jr. Day
Friday, February 15	Lincoln's Day
Monday, February 18	Washington's Day
Monday-Friday, March 25-29	Spring Break (Local Holidays)
Monday, May 27	Memorial Day

**WINTER HOLIDAYS
FY19**

**WINTER HOLIDAYS SCHEDULE
FOR 2018-2019**

December/January 2018-2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 16	December 17	December 18	December 19	December 20	December 21	December 22
	Work day	Work day	Work day	Local Holiday	Local Holiday	
December 23	December 24	December 25	December 26	December 27	December 28	December 29
	Added Bd. Holiday	Christmas Day	Admission Day	Local Holiday	Local Holiday	
December 30	December 31	January 1	January 2	January 3	January 4	January 5
	Local Holiday	New Year's Day	Work day	Work day	Work day	

Board Approved: 4/XX/18