



2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Part I – Deadlines and Important Information

Part II – Program Goals and Planning

PREVIOUS ACCOMPLISHMENTS

Questions 1 & 2 focus on what you **have accomplished during the 2015-16 planning cycle.**

1. Assess your college’s previous program efforts:

- a. In the table below, list progress made toward achieving the goals outlined in your 2015-16 SSSP, Student Equity, and BSI plans. Expand the table as needed so that all of your goals are included.

Student Success & Support Program (SSSP)

Core Service Delivery	Requirement	To Be Calculated 1617	2015-16
Orientation	100% Students (Directed)		45%
Assessment	100% New Students (Directed)		52%
Abbreviated Ed Plan	100% Students by 15th Unit		24%
Comprehensive Ed Plan	100% Students by 30th Unit		

Non-Credit Student Success & Support Program (NCSSSP) – [PENDING UPDATE]

Student Equity

Success Indicator	Disproportionate Impact	3 Year Goal	Progress
Access	Veterans	+5% Enrollment	-8.8%
Course Completion	Foster Youth	+5% Completion	+6.3%
ESL & Basic Skills Completion	African Americans	+5% Successful Completion	+5.2% Eng +8.8% Math
	DSPS Students	+2% Basic Skills Seq. Comp.	+17.1% Eng
	Males	+5% Successful Completion	+16% ESL +10.6% Math
	Hispanics	+5% Successful Completion	+14% Eng +12.1% ESL +11.7% Math
Degree & Certificate Completion	Unprepared Age 25-49	+2% Completion	-1.5%
	African Americans	+2% Completion	-2.2%
	DSPS Students	+2% Completion	+1.1%
Transfer to 4-year Inst.	Unprepared Age 25-49	+2% Completion	+1.3%



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BSI 1516 Goals	F13 – Su15	F14 – Su16	Difference
Increase the # of DRC students who pass their basic skills courses.	ESL = 0%	ESL = 0%	0
	English = 32.99%	English = 32.97%	-.02
	Math = 11.54% (for Math 60 = 24.04%)	Math = 5.66% (for Math 60 = 24.53%)	-5.88% (for Math 60 = +.49)
Increase the success rate of first-year students in math courses below transfer level.	Math 15 → Math 60 = 12.66%	Math 15 → Math 60 = 17.38%	+4.72%
Of those students who enroll into ESL 101, increase the percentage who are eligible to enroll in English 100 within 3 years.	43%	58.75%	+15.75%
Pilot activities and programs designed to help students progress successfully through the English sequence.	20.20%	26.64%	+6.44%

b. To what do you attribute your overall success or lack thereof? (This answer can be in narrative or bullet; 100 words maximum)

Successes

- Increased staffing in key student support service delivery roles
- Greater collaboration among departments
- Expanded use of data/tools to identify students in specific categories and to reach out with targeted information and services.
- DRC support classes and tutoring in Math and English
- 2nd year of ESL Leap Start, a one-year learning community



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- Student completing reading classes showed a higher level of transfer-level coursework completion in English

Shortfalls

- Veteran enrollment affected by decrease in military discharged population.
- Unaddressed issues for students with math-related challenges

c. In the table below, identify one goal from your 2015-16 plans that intersects SSSP, Student Equity, and BSI and describe the integration activities. (Note: For the 2017-19 plan, integrated goals are required.)

Goal	Activities in each program that serve the goal listed		
	SSSP	Student Equity	BSI
Increase ESL & Basic Skills sequence completion	Provide orientation, assessment, course planning and counseling services. Early Alert Retention Follow-Up Success Skillshops	Provide prep courses/ Skillshops Mathematics Learning Center First Year Experience Summer Bridge Program STAR Tutoring	Offer first-year experience programs or specific summer bridge programs targeting English 10, ESL 45/55, and Math together with reading and counseling support ESL Tutoring Math Learning Center Writing Center Support Reading Tutoring Embedded tutoring in DRC Support Classes in Math and English

2. Describe one strategy or activity that your college has implemented that is resulting in significant gains in student completion or closing of achievement gaps. The Chancellor’s Office will use this information to assist in dissemination of effective practices to other colleges.

Palomar College has focused on providing students with substantive academic and student support services. One significant change in our business practice has been an intentional focus on providing current and incoming students with targeted messaging that connects them with relevant support services. For example, we identify students who are enrolled in math courses and we send them specific information about availability of free math tutoring at our Mathematics Learning Center. Our data show that students who participate in tutoring have consistently higher pass rates than students who do not. For math, that difference is 1.5%. For English, that difference is 6.5%. For ESL, that difference is 11.1%. For other areas, that difference is 6.8%. By using student system data, we can focus messaging to the specific needs of students. This data driven approach to service and support delivery has enabled us to reach students more efficiently.



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FUTURE PLANS

Questions 3-8 address the 2017-19 planning cycle.

3. Establish integrated student success goals to be completed/achieved by June 30, 2019, along with corresponding activities designed to achieve those goals. Goals must be outcomes-based, using system-wide outcomes metrics.

Select five integrated goals for the period covering this plan and complete the following table, showing how each goal connects across programs as well as the activities/steps you will implement to achieve each goal.

Goal	Activities in each program that serve the goal listed			Goal Area
	SSSP	Student Equity	BSI	
Basic Skills Completion	Assess placement through multiple-measures. Counseling/ Education Planning Success Skillshops	Tutoring services Direct Supports to Students Counseling/ Education Planning Dual Enrollment Professional Development	Tutoring (@centers, online, and embedded) Learning communities among basic skills courses and basic skills w/transfer-level courses Summer Bridge FYE Success Skillshops Professional Development	<input type="checkbox"/> Access <input checked="" type="checkbox"/> Retention <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> ESL/Basic Skills Completion <input checked="" type="checkbox"/> Degree & certificate Completion <input type="checkbox"/> Other: _____
Improve Access for Veterans	Timely Core Service Delivery: -Orientation -Assessment -Counseling/ Education Planning Designated Veteran Counselors	Outreach Staff / Targeted Marketing Direct Supports to Students Designated Veteran Counselors Transition Services (active duty to vet status)	Offer non-credit low-level math and English classes Offer English 10 & Math 15 and 50 at Camp Pendleton; research viability of offering Reading as well	<input checked="" type="checkbox"/> Access <input checked="" type="checkbox"/> Retention <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> ESL/Basic Skills Completion <input checked="" type="checkbox"/> Degree & Certificate Completion <input checked="" type="checkbox"/> Other: Employment Placement
Increase Degrees, Certificates and Transfer Rates	Timely Core Service Delivery: -Orientation -Assessment -Counseling/ Education Planning	FYE / Palomar Promise Direct Supports to Students	Learning Communities Tutoring Core Service Delivery via:	<input type="checkbox"/> Access <input checked="" type="checkbox"/> Retention <input checked="" type="checkbox"/> Transfer <input checked="" type="checkbox"/> ESL/Basic Skills Completion



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	<p>Early Alert Success Skillshops Peer Mentoring</p>	<p>Counseling/ Education Planning</p> <p>Core Service Delivery via: UMOJA Puente FYE FYRST DSPS</p> <p>Service Learning Math Learning Center Transfer Workshops College Tours -HSI, HBCU</p> <p>Professional Development</p>	<p>Summer Bridge FYE Success Skillshops</p> <p>Professional Development related to working with disproportionately impacted students (ADA, cultural competencies, Title IX)</p>	<p>X Degree & Certificate Completion</p> <p><input type="checkbox"/> Other: _____</p>
<p>Guided Student Pathways</p>	<p>Timely Core Service Delivery: -Orientation -Assessment -Counseling/ Education Planning</p> <p>Degree Planner</p> <p>Success Skillshops</p> <p>Develop pathways for all academic programs for 2nd year student retention.</p>	<p>Direct Supports to Students</p> <p>Tutoring Faculty Advising Peer Mentoring</p> <p>Include industry input to connect academic and career pathways.</p> <p>Student Engagement: Service Learning Faculty Advising Peer Mentoring</p> <p>Professional Development</p>	<p>K-12/CC Collaboration to assist students in being college ready (articulations, CCAPs, meetings among faculty at all levels)</p>	<p><input type="checkbox"/> Access</p> <p>X Retention</p> <p>X Transfer</p> <p>X ESL/Basic Skills Completion</p> <p>X Degree & Certificate Completion</p> <p>X Other: Career Placement</p>
<p>Increase intervention and retention of students on progress/probation</p>	<p>Establish effective early alert system (Starfish)</p> <p>Communicate probation status and options.</p> <p>Transition students to good standing.</p>	<p>Student Engagement: Tutoring Counseling/Advising Success Skillshops Peer Mentoring</p>	<p>Academic support/tutoring Peer Mentoring</p>	<p><input type="checkbox"/> Access</p> <p>X Retention</p> <p>X Transfer</p> <p>X ESL/Basic Skills Completion</p> <p>X Degree & Certificate Completion</p> <p>Other:</p>



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4. How will your college accomplish integration of matriculation, instruction, and student support to accomplish your student success goals? Include in your answer how your college will ensure coordination across student equity-related categorical programs or campus-based programs. (500 words max)

Palomar College has continuously engaged faculty, staff and students in all college planning of categorical and campus-based programs. The College utilizes a collaborative, shared-governance process which includes research and dialogue in the development of proposed strategies. Funding is prioritized for activities also aligned with strategic plan goals.

The primary planning group coordinating the 2017-19 Integrated Plan was our Student Success and Equity Council (SSEC). The SSEC is comprised of a cross section of campus community representatives including instruction, student services and the student body and tri-chaired by the VP of Student Services, the VP of Instruction and the Faculty Senate President. Members of the SSEC had the foresight to integrate activities within our Student Success and Support Program (SSSP) and the Student Equity Plan three years ago. Integration of our Non-Credit Student Success and Support Program (NCSSSP) began last year with the transfer of oversight from the Dean of Languages and Literature to the Dean of Counseling, who also oversees SSSP. A separate Basic Skills Initiative (BSI) committee has representation on the SSEC and together, we prioritize integrated goals.

As a consistent practice, we incorporate the counseling faculty and counseling division staff into a variety of important roles within all of the College's program plans. For example, our Summer Bridge and FYE programs, both of which support basic skills students, provide participants with orientation, assessment, education planning, and follow up services.

Palomar College has invested in technology upgrades to enhance our retention efforts. We are participating in the second phase implementation of Hobsons Starfish Early Alert. This tool will enable more timely intervention for students who may be struggling. Several academic and student service departments are teaming up to test the kudo and referral features. Expanded use is planned for spring 2016 with full implementation by fall 2018. Concurrently, we are implementing the Hobsons Starfish Degree Planner module to streamline electronic education planning between students and counselors. Implementing these technology projects will enhance the pace at which we are able to support student success.

Additionally, our campus-wide theme of "Better Together" is a reflection of our commitment to effective and efficient business practices. Our professional development programs for faculty, classified and administrative staff were recently merged. Beginning with academic year 2017-18, all employees are afforded an opportunity and encouraged to participate in shared professional development and professional growth activities. This was done to enhance cross-departmental collaboration and program integration between instruction, student services, and general campus



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support, professional development activities were consolidated into one campus-wide accessible program.

In short, at Palomar College, we work well together and we continuously strive to collaborate across departments and divisions. We recognize that we are indeed “Better Together”.

5. If your college has noncredit offerings, describe how you are including these offerings in moving students through to their goals, including post-secondary transitions and employment (250 words max)

Palomar College offers noncredit course work, primarily through the ESL Department. Core services including orientation, assessment and education planning are available to all new and returning non-credit students. Services are delivered to students in person through workshops or one-on-one appointments. These services help prepare noncredit students for successful completion of ESL studies. Students also have access to our noncredit ESL counselor or ESL student specialist for follow-up and support.

Palomar College began offering noncredit course work for older adults in Fall 2017; the largest demographic population in our service area. Many additional adult education courses are currently in the curriculum approval process. Plans are underway to offer noncredit modules for the medical professions beginning in summer 2018. These will assist students as they transition into credit nursing and emergency medical education programs. All students interested in transitioning to our credit programs are encouraged to meet with a counselor to plan their path.

6. Describe your professional development plans to achieve your student success goals. (100 words max)

Palomar College has a Professional Development Committee (PDC) comprised of members representing all employee groups. A broad range of training opportunities are available to all faculty and staff. A Student Success & Equity training series is under development to enhance campus community practices and provide faculty and staff with the techniques that help students achieve goals. Palomar is also a part of a BSI Partnership focused on professional development for equity, involving identification of biases and applying equity practices to interactions with students, curriculum and hiring.

7. How and how often will you evaluate progress toward meeting your student success goals for both credit and noncredit students? You could analyze milestones, momentum points, leading indicators, or any other metric you find appropriate for your college. (100 words max)

Palomar College has developed a culture of inquiry, self-assessment and data driven decision-making. Palomar’s strategic plan includes objectives focused on activities found in SSSP, NCS SSP,



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BSI and Student Equity plans. Monthly review of MIS data provides program managers with a preliminary measure of service delivery and allows for corrective action of inefficiencies. In addition, the Office of Institutional Research and Planning assists the SSEC with oversight of SSSP, NCS SSP and Student Equity plan goals, by conducting research to monitor variances and progress toward plan goals.

- ~~8. NA For multi-college districts, how will you coordinate your efforts for SSSP, Student Equity, and BSI, with other colleges in your district to achieve your student success goals? (100 words max)~~
9. Using the document “BSI SE SSSP Integrated Budget Plan 2017-2018” and your 2017-2018 annual allocation amounts, provide a budget plan specifying how you will utilize your BSI, SE, and SSSP funds to help achieve your student success goals.

[TBD when final allocations are known]

Categorical Program	FY 16-17	FY 17-18
Basic Skills Initiative	\$ 177,532.00	\$ 142,025 (80%)
Student Equity	\$ 1,815,640.00	\$ 1,779,327 (final)
Student Success & Support Program	\$ 3,305,678.00	\$ 2,644,542 (80%)
Non-Credit Student Success & Support Program	\$ 236,319.00	\$ 189,055 (80%)
Total	\$ 5,535,169.00	\$

- 10. Each college must create an executive summary that includes, at a minimum, the Student Equity goals for each required student group, the activities the college will undertake to achieve these goals, and the resources budgeted for these activities. The executive summary for this plan must also include an accounting of how Student Equity funding for 2014-15, 2015-16, and 2016-17 was expended and an assessment of the progress made in achieving the identified goals from prior year plans. The summary must also include the name of the college or district official to contact for further information. The executive summary must be posted to the college website. Provide a link to your college’s executive summary below:**

Executive Summary

2017-19 Integrated Plan Development

Palomar College is proud of its work to develop a focused 2017-19 Integrated Plan. The draft plan was crafted by the Student Success & Equity Council (SSEC), a workgroup consisting of representatives from faculty, staff, students and administrators. It was further refined and finalized through our collaborative, shared-governance process which included research, dialogue, and the self-assessment of program strategies.



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This 2017-19 Integrated Plan serves as a reaffirmation of our commitment to address student success and equity issues with targeted interventions. By increasing student support services, enhancing equity dialogue and engaging in continuous self-improvement of processes that support student success and equity, the college will continue to move our students toward successful completion of their individual goals.

The Integrated Plan aligns goals and activities of our College Strategic Plan with four categorical programs including:

- Basic Skills Initiative (BSI)
- Credit Student Success and Support Program (3SP)
- Noncredit Student Success and Support Program (NC3SP)
- Student Equity Plan

To facilitate and monitor the Integrated Plan, the Office of Institutional Research and Planning conducted analysis to measure progress toward eliminating disproportionate impact. Our progress demonstrates highly effective practices to increase student success.

Focus on Equity Progress & Goals

The 2014 Student Equity Plan included 3-year goals, established by the SSEC, for improvement in each area of disproportionate impact. To achieve the established goals, a series of activities were initiated or expanded. Result of an updated analysis reveal continued evidence of disproportionate impact among veterans, foster youth, Latino and African American males, and students with disabilities. Specific areas of impact included: *Access* (Veterans), *Course Completion* (Foster Youth), *ESL and Basic Skills Completion* (African Americans, Students with Disabilities, males, and Hispanics), and *Degree and Certificate Completion* (African Americans, students with disabilities, and students who entered college unprepared for college level work).

The following table summarizes the areas of disproportionate impact and measurable progress toward our 3-year goals. In addition, we address our current gap, and new 2-year plan goals adopted by SSEC members:



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Success Indicator	Disproportionate Impact	3 Year Goal 2013-2016	3 Year Progress	Remaining Gap	Current Gap	2 Year Goal 2017-2019
Access	Veterans	+5% Enrollment	-8.8%			+2% Enrollment
Course Completion	Foster Youth	+5% Completion	+6.3%			+3% Completion
ESL & Basic Skills Completion	African Americans	+5% Successful Completion	+5.2% Eng +8.8% Math			+5% Successful Completion
	DSPS Students	+2% Basic Skills Seq. Comp.	+17.1% Eng			+5% Basic Skills Seq. Comp.
	Males	+5% Successful Completion	+16% ESL +10.6% Math			+5% Successful Completion
	Hispanics	+5% Successful Completion	+14% Eng +12.1% ESL +11.7% Math			+5% Successful Completion
Degree & Certificate Completion	Unprepared Age 25-49	+2% Completion	-1.5%			+2% Completion
	African Americans	+2% Completion	-2.2%			+2% Completion
	DSPS Students	+2% Completion	+1.1%			+3% Completion
Transfer to 4-year Inst.	Unprepared Age 25-49	+2% Completion	+1.3%			+2% Completion

Integrated Plan monitoring and oversight will continue to be provided by the Student Success & Equity Council (SSEC) in partnership with the Basic Skills Initiative committee.

Current and Planned Activities to achieve Student Equity Goals

Campus Wide Initiatives

Institutionalize Equity

Explore “Equity” Concepts

- campus climate survey
- student equity survey (m2c3, HERI)
- analysis of campus self- image
- campus focus groups (m2c3)
- identify PD focus areas to address deficiencies

Equity Dialogue Series

- campus wide/community equity themed events
- campus/community speaker series
- featured equity event(s) for DI groups
- Region X Equity collaboration

Build Campus Capacity to Address Equity Issues

- Expand data collection and analysis capabilities (IRP, IT)
- Expand communication tools to access DI students (text reminders, ed plan access)
- Upgrade admissions and retention systems to allow easier access to all, including DI groups

Targeted Initiatives

Support Successful Programs

Teaching & Learning Center –

- First Year Experience – Double Size
- Summer Bridge - Expand availability
- Learning Communities – Expand and link with Service Learning
- Faculty Resource Center
- Math Learning Center



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Embedded Tutoring

Expand Foster Youth Services Resources (FYRST)

- Fulltime counselor
- Financial Aid counselor focused on FY
- Hire successful FY students as mentors/ambassadors for new FY

Expand Disable Student Service Resources

- Hire successful DRC students as mentors/ambassadors for new DRC students
- Embedded tutoring for DRC students
- Expand counseling services available to DRC students

Expand Veteran Access Efforts

- Hire Veterans to help with Veteran outreach
- Design targeted outreach publications – Veteran Services

Support Academic Achievement for DI Students

- Embedded tutoring for college level English/Math courses
- Hire student equity support specialists

Support Personal Needs to Enable Achievement for DI Students

- Offer direct support (gas vouchers, transit vouchers, book vouchers)
- Campus employment for DI students (priority hiring, work study)

Recognition Events (limited budget)

- Celebrations of success for DI groups (Tarde de Familia, ESL Recognition)

Professional Development

- Curriculum Review for Bias Elimination
- Cultural Competency Training for faculty/staff

Student Engagement

- Educational Excursions to regional cultural sites
- Expand Student Equity, Advocacy & Leadership (SEAL) Center and Programs

Student Transfer Success

- Transfer Center Resources for DI students
- Transfer Center visits to HBCU/HIS locations

Resources to Achieve Equity Goals

In addition to categorical funds for Integrated Plan allocations, the College will continue to leverage other program and general funds to help students achieve their academic goals. These resources include General Fund (GF), EOPS, DSPS, TRIO, CARE, Title V - HSI, Grant Funded Student Programs, Financial Aid and Foundation Scholarship.

[INSERT SUMMARY FISCAL DATA]

CURRENT PLANNED USE OF FUNDS 2017-18

PRIOR USE OF SE FUNDS 2014-15-16



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Additional Questions:

For questions related to Palomar College's 2017-19 Integrated Plan, please contact:

Name	Olga Diaz
Title	Director of Student Success & Equity
Email Address	odiaz@palomar.edu
Phone	(760)744-1150 x3624

11. What support from the Chancellor's Office (e.g., webinars, workshops, site visits, etc.) and on what topics (e.g., budget, goal setting, expenditures, data visualization, etc.) would help you to accomplish your goals for student success and the closing of achievement gaps?

The following suggestions were gathered from members of our Student Success and Equity Council, Basic Skills Initiative committee members.

- Workshops delivered at college campuses. Webinars to update colleges about legislation changes and key concepts for implementing changes.
- Workshops tailored to instructors that address how to help close achievement gaps.
- Develop consistent way to measure achievement gaps. Provide better descriptions and definitions of data. Offer data collection and data use workshops.
- Encourage inclusion of small populations in disproportionate impact gap analysis.
- Project management software to support long range implementation of substantive programs.
- Easily accessible, reliable, far-reaching data; a wide variety of skillshops on equity and practical application to hiring, curriculum, tutoring, etc.

12. Identify one individual to serve as the point of contact for your college (with an alternate) for the Integrated Plan and provide the following information for that person:

Point of Contact:

Name	Olga Diaz
Title	Director of Student Success & Equity
Email Address	odiaz@palomar.edu
Phone	(760)744-1150 x3624

Alternate Point of Contact:

Name	Adrian Gonzales
Title	Vice President of Student Services
Email Address	adriangonzales@palomar.edu
Phone	(760)744-1150 x2158



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Part III – Approval and Signature Page

College: Palomar College

District: Palomar

Board of Trustees Approval Date: _____

We certify the review and approval of the 2017-19 Integrated Plan by the district board of trustees on the date shown above. We also certify that the goals, strategies and activities represented in this plan meet the legislative and regulatory intent of the Student Success and Support (credit and noncredit), Student Equity, and Basic Skills programs and that funds allocated will be spent according to law, regulation and expenditure guidelines published by the California Community College Chancellor’s Office.

Chancellor/President	Date	Email Address
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Chief Business Officer	Date	Email Address
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Chief Instructional Officer	Date	Email Address
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Chief Student Services Officer	Date	Email Address
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President, Academic Senate	Date	Email Address
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Request submitted by: Jack S. Kahn, Ph.D.					Date: 10/11/17		
Proposed Name of Requested Group: Instructional Planning Council							
<input checked="" type="checkbox"/>	Council		Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	<input checked="" type="checkbox"/>	Change
<p>Role:</p> <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 <p>Products:</p> <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. (or more frequently as needed for special tasks)							
<p>Chair: * Vice President for Instruction</p> <p>Members:</p> <ul style="list-style-type: none"> *Five (5) instructional deans <li style="color: red;">• 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) <li style="color: red;">• *One Apprenticeship Faculty representative appointed by the CTEE Division *One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate One SLOAC Coordinator** One Classified Unit Employee from Instruction appointed by CCE/AFT One Student 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

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BP 1100 THE PALOMAR COMMUNITY COLLEGE DISTRICT

References:

- Education Code Section 72000(b)
- ~~Elections Code Section 18304~~

The District has been named the Palomar Community College District.

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

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

- Palomar College San Marcos Campus
- Palomar College Escondido Center
- Palomar College North Education Center

and sites:

- Camp Pendleton
- Fallbrook
- Pauma
- Mt Carmel
- Ramona
- South Education Center

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

This policy is being updated in part to delete an outdated reference to Education Code Section 18304 (Update 28.)

Date Adopted: 11/13/2007, Revised 1/14/2014, Revised:
(Replaces former Palomar College Policy 1100 and all previous versions of BP 1100.)

THE DISTRICT

REV 8/24/17 No proposed changes

BP 1200 DISTRICT MISSION

References:

ACCJC Accreditation Standard I.A

The mission of the Palomar Community College District:

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

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

The District's mission is evaluated and revised on a regular basis as part of the strategic planning cycle.

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BP 1300 EDUCATIONAL PHILOSOPHY

References:

No specific references

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

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

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

21 The community college, by providing equal opportunities for individuals to develop their
22 differing abilities and interests, enables students to realize more fully their potentials.
23 Thus, their talents become more readily available to the community, and their
24 participation in society becomes more effective.

25
26 In keeping with this educational philosophy, Palomar Community College District
27 declares itself a safe haven for learning and reaffirms its unequivocal support of all
28 students regardless of race, religion, national origin, immigration status, sexual
29 orientation, family structure, or gender identity.

*BP 1300 is being revised to incorporate language from Governing Board Resolution 16-21521
declaring Palomar a safe haven.*

Date Adopted: 11/13/2007; Reviewed 1/14/2014; Revised:
(Replaces former Palomar College Policy 1.2 and all previous versions of BP 1300)

GENERAL INSTITUTION
REV 8/28/17

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BP 3225 INSTITUTIONAL EFFECTIVENESS

References:

- Education Code Sections 78210 et seq., and 84754.6;
- ACCJC Accreditation Standard I.B.5 - 9

The Board is committed to developing goals that measure the ongoing condition of the District’s operational environment. The Board regularly assesses the District’s institutional effectiveness.

This is a new Procedure recommended by CCLC.

Date Approved:

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AP 3225 INSTITUTIONAL EFFECTIVENESS

References:

- Education Code Sections 78210 et seq. and 84754.6;
- ACCJC Accreditation Standards I.B.5 – 9

The College shall develop, adopt, and publically post institutional effectiveness goals addressing:

- (1) accreditation status
- (2) fiscal viability
- (3) student performance outcomes; and
- (4) programmatic compliance with state and federal guidelines.

The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California’s adult population to the workforce and economic needs of the state.

This is a new Procedure recommended by CCLC.

Date Approved:

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AP 5550 3900 SPEECH: TIME, PLACE, AND MANNER

References:

Education Code Sections 76120 and 66301

The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place and manner policies and procedures contained in Board Policy 5550 and these procedures. This procedure and its implementing policy shall be applied equitably and fairly.

The District shall place no restrictions on any person, organization, or group on the basis of the content of constitutionally protected free speech/free expression provided that the speech/expression does not:

- Violate lawful community college policies and regulations, including illegal harassment and discrimination;
- Create a clear and present danger of the commission of unlawful acts;
- Cause the substantial disruption of the orderly operation of the College/District.

All College/District exterior grounds which are generally available to the public are available for students, district employees and members of the public to exercise their rights of free speech/expression. The exterior grounds include open spaces (both grassy and paved), walkways, and similar common areas where students and the public normally congregate. These areas provide visibility and allow communication to a large number of students, district employees, and others on campus without creating a substantial disruption to instruction and other service delivery activities of the College/District.

Use of District Property

I. General Provisions

A. The District derives its basic authority from the California Education Code. All pertinent local, state and federal statutes are in force on District property and may be enforced by authorized campus or off-campus agencies.

B. All persons on District Property are required to abide by Board policies

This version of AP 3900 was presented at P&P on 11/4/16 and drafted by Adrian. P&P approved this item as written – lines 108-114 were filled in after the May P&P meeting. Minimal yellow highlighting was used – observe the underline and strike-out.

Date Approved: SPC 04/08/2008: Revised:
(Replaces Palomar College Procedures 434.1 and 434.2 and Administrative Procedure 5550)

41 and administrative procedures. This includes, but is not limited to, the
42 following:

- 43 1. No person on District property or at district functions may block
44 entrances to or otherwise interfere with the free flow of traffic into or
45 out of campus buildings;
- 46 2. Obstruct or disrupt campus sponsored activities;
- 47 3. Camp or lodge on District property, except with the approval of the
48 Superintendent/President;
- 49 4. Engage in physically abusive, threatening, harassing or intimidating
50 conduct toward any person;
- 51 5. Exhibit lewd or disorderly conduct;
- 52 6. Participate in a disturbance of the peace or unlawful assembly;
- 53 7. Use, possess, sell or manufacture narcotic or illegal drugs;
- 54 8. Possess weapons, including firearms of any kind;
- 55 9. Fail to comply with the lawful directions of a district official acting in
56 the performance of his or her duties; or
- 57 10. Engage in the theft or misuse of district property or equipment.

- 58 C. All persons on District Property are required, for reasonable cause, to
59 identify themselves to, and comply with the instructions of, authorized
60 District official acting in the performance of their duties.

61
62 Reservations for Space: As there are many events/activities on campus
63 each year, persons wishing to use exterior grounds are encouraged to
64 reserve space for their event/activity. Reservations are made on a first
65 come, first served basis and priority will be given to district sponsored
66 events/activities for students. Campus clubs, academic departments or
67 district organizations can make a reservation request through the Office of
68 Student Affairs. Members of the public, community organizations, and
69 commercial vendors can make a reservation through the Office of Student
70 Affairs or through the Facilities Office.

71
72 Acts of free speech/expression without a reservation to use exterior
73 grounds is permitted; however persons or organizations without
74 reservations may be moved to other available open spaces if their
75 event/activity disrupts or substantially interferes with those who do have
76 approved space reservations. In order to ensure the orderly operations of
77 the College/District, the District retains the right to adjust space utilization
78 of all exterior grounds regardless of whether a reservation has been
79 granted or not.

80
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- 81 D. Distribution of Printed Material: All users of exterior grounds may distribute
82 petitions, circulars, leaflets, newspapers or other printed matter.
83 Distribution of printed material shall only take place on exterior grounds,
84 excluding parking lots, driveways, and entrances to buildings. The
85 following provisions will also apply:
86 1. When distributing materials, users may not obstruct the free flow of
87 traffic, force materials on others, place materials on or in vehicles
88 parked on campus, or litter the campus;
89 2. Distributed materials that are discarded or dropped in or around
90 areas other than in appropriate receptacles must be retrieved and
91 removed or properly discarded by the parties distributing the
92 material prior to their departure from the area;
93 3. Distributed materials that are requesting donations must make it
94 clear that a donation is not required as a condition of participation
95 or admission nor may a specific amount of donation be indicated.
96
97 E. Postings on Campus: Campus departments and student clubs are
98 permitted to post literature, posters, signs, and banners in designated
99 posting locations on campus and with the prior approval of the appropriate
100 office. Campus departments should coordinate their postings with their
101 appropriate faculty chair and designated manager. Student clubs should
102 coordinate their postings with their club advisor and the Office of Student
103 Affairs.
104
105 F. Non-students and non-district employees may not post such items on
106 campus without the prior authorization of the Office of Student Affairs.
107 Those seeking authorization to post on campus must do the following:
108 1. Create literature piece ("posting") and include contact information)
109 Max size 8 ½" x 11"
110 2. Take the posting to the Office of Student Affairs (SU 201) on the
111 San Marcos Campus (or mail it to: Office of Student Affairs, 1140
112 West Mission Rd, San Marcos, California 92069) with the \$5.00 fee
113 3. Postings, whether electronic or on bulletin boards, are limited to 30
114 days.
115 G. Amplified Sound: Persons or groups wishing to use amplified sound shall
116 submit a reservation request through the Office of Student Affairs for
117 student groups or the Facilities Scheduling Office for all others.
118 Reservations are made on a first come, first serve basis and priority will be
119 given to district sponsored events and activities for students. Amplification
120 between the hours of 10:00 a.m. to 2:00 p.m. will generally be permitted
121 provided it does not reasonably disrupt the operations of the

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College/District. Persons or groups wishing to use amplified sound (i.e. microphones, speakers, bull horns, etc.) outside of these hours must coordinate with the Office of Student Affairs and the Chief of Police. In order to ensure the orderly operations of the College/District, the District reserves the right to restrict the use of amplified sound at any time.

- H. Use of Free Standing Displays: All users are permitted to utilize free standing displays or signage as part of their expression of free speech, provided that their displays do not threaten the health and safety of students, district employees, and the general public. Users intending to use display that are larger than 12 ft. wide and/or 12 ft. high must coordinate their efforts with the Director of Facilities, the Director of Student Life, and the Chief of Police. The District reserves the right to deny the use of a large display or require the taking down of an approved display if health and safety concerns are identified. Criteria that will be taken into consideration when determining health and safety risks include, but are not limited to, height and weight of display, quality and stability of construction, proposed location of display in relation to campus buildings and pedestrian pathways, and weather conditions.
- I. Hours of Access: Access to exterior grounds by students, district employees and the public is generally between 6:00 am and 11:00 pm. No events or activities are permitted outside of these hours without approval from the Superintendent/President. In order to ensure the orderly operations of the College/District and to protect the health and safety of users, the District reserves the right to modify the days and times of access in the event of an emergency situation and/or natural disaster.
- J. Restricted Areas: Areas that are considered essential to orderly operation of the College/District are not available for programs and activities. These areas include, but may not be limited to: interior hallways and stairways, elevators, classrooms, bathrooms, locker rooms, lobbies, office waiting areas, employee/student offices, warehouses, storage or maintenance yards, mechanical rooms, and storage rooms.

The language below (lines 157 – 196) is the District’s current (and active) Administrative Procedure pertaining to Speech, Time, Place & Manner.

~~This procedure has been developed as a guide to those responsible for the selection and scheduling of speakers to appear at Palomar College. It is applicable to student organizations~~

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(Replaces Palomar College Procedures 434.1 and 434.2 and Administrative Procedure 5550)

162 on-campus in their recruitment of guest speakers and is not intended to apply to instructors
163 inviting speakers into their classes.

164 The College has the responsibility to develop informed, critical, and objective thinking. Such
165 thinking can best be encouraged in an atmosphere assuring free interchange of ideas.

166 Opportunities for balancing viewpoints must be provided:

- 167 • On the same program at the discretion of the sponsoring organization, or
- 168 • At another hour designated by the Director of Student Affairs, or
- 169 • At any date in the Free Speech Area in accordance with the code of the Free Speech
170 Area.

171 No speaker or topic shall be in violation of the Education Code or any local, state, or federal law
172 (See Item 2 on procedures below). The Director of Student Affairs shall seek, from any
173 speaker, agreement on the following provisions:

- 174 • That the speaker's background be made known to his/her audience as accurately and
175 completely as possible.
- 176 • That if a question period is provided, the speaker attempts to answer questions from the
177 floor that have both relevance and propriety.
- 178 • That the speaker's presentation and/or question period be taped and recorded for library
179 use.

180 All off-campus speakers to be presented at Palomar College by student organizations must be
181 cleared through the Student Affairs Office and placed on the Master Calendar. Forms for
182 scheduling speakers are available in the Student Affairs Office and must be submitted at least
183 three weeks prior to the presentation. The Director of Student Affairs will determine adherence
184 to Board policy regarding all off-campus speakers.

185 The following procedures must be followed when inviting speakers to the campus:

- 186 • Obtain approval of the Club Advisor.
- 187 • Obtain clearance from the Director of Student Affairs to determine intended adherence
188 to Education Code. Before rendering a decision, the Director of Student Affairs may
189 consult the respective club, or other resources. (One week to be allotted for decision).
- 190 • Obtain a form in the Student Affairs Office for scheduling a speaker and request a
191 "tentative" date and room on the Master Calendar.
- 192 • Extend a written invitation to the speaker.
- 193 • After the speaker accepts the invitation, confirmation must be obtained from the Student
194 Affairs Office.
- 195 • The Governing Board will be apprised of the speaker prior to presentation.
- 196 • Failure to comply with the above procedures will result in cancellation of an activity.

197
198 Office of Primary Responsibility: Student Affairs Services

This version of AP 3900 was presented at P&P on 11/4/16 and drafted by Adrian. P&P approved this item as written – lines 108-114 were filled in after the May P&P meeting. Minimal yellow highlighting was used – observe the underline and strike-out.

Date Approved: SPC 04/08/2008: Revised:

(Replaces Palomar College Procedures 434.1 and 434.2 and Administrative Procedure 5550)

Student Services

REV 11/17/16

AP 5031 INSTRUCTIONAL MATERIALS FEES

References:

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

Students may be required to provide instructional ~~and other~~ materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in each college catalog.

DEFINITIONS:

- ~~Instructional and Other Materials:~~ Any tangible personal property which is owned or primarily controlled by an individual student.
- ~~Tangible Personal Property:~~ Includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class.

Required Instructional ~~and Other~~ Materials: Any ~~instructional and other~~ materials which a student must procure or possess as a condition of registration, enrollment, or entry into a class; or any such material which the instructor determines is necessary to achieve these the required objectives of a course ~~which are to be accomplished under the supervision of an instructor during class hours.~~

NOTE: The yellow highlighted language is from legal Update 20

Date Approved: 04/08/2008, Revised

(Replaces Palomar College Policy 403.3 and all previous versions of AP 5031)

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- **Solely or exclusively available from the District:** The instructional material is not available except through the District or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) The instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons or 2) The instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.
 - **Required Instructional and Other Materials which are of Continuing Value Outside of the Classroom Setting:** Materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class hours.

60

61 **Establishing Required Materials and Related Fees**

62 The need for an instructional material fee is determined by the discipline faculty in
63 consultation with the department chair, the division dean, and staff in the Office of
64 Instructional Services. The instructional material fee is assessed if it complies with the
65 definitions above.

66

67 All instructional material fees are published in the class schedule. The fees are paid to
68 the Bookstore or the Cashier's Office, and the materials are provided by the department
69 or by the College Bookstore.

70

71 Office of Primary Responsibility: Instructional Services and Student Services

NOTE: The yellow highlighted language is from legal Update 20

Date Approved: 04/08/2008, Revised

(Replaces Palomar College Policy 403.3 and all previous versions of AP 5031)

AP 5530 STUDENT COMPLAINTS AND GRIEVANCES

References:

- Education Code Section 76224(a);
- Title IX Education Amendments of 1972
- ACCJC Accreditation Eligibility Requirement 20;
- ACCJC Accreditation Standard IV.D

The purpose of this procedure, through due process, is to provide a prompt and equitable resolving of student complaints and grievances. It is the responsibility of the student to provide proof of the alleged unjust action.

Definition of Terms

Complaint: A statement of dissatisfaction with an alleged unjust action that affects the status, rights, and/or privileges of a student. Complaints are excluded from the grievance process as they *do not* violate District policies or procedures, or local, state, or federal law.

Grievance: A statement of an alleged unjust action that affects the status, rights, and/or privileges of a student *due to a violation* of District policies or procedures, or local, state, or federal law. Excluded from the grievance process are any matters for which a specified method of complaint resolution is provided by law or by District policy (such as the Americans with Disabilities Act Complaint Procedure, the Sexual Harassment Complaint Procedure, Employee Discipline, and Student Final Grade Appeal Procedure). The grievance process may not be used to change a District policy.

Appeal: An action taken to request a review of and possible change to the recommended resolution of the grievance.

Day: A day is a school day when classes are offered or exams scheduled, excluding Saturday.

Ombudsperson: A person capable of mediating in a dispute without taking sides but with an interest in resolving an issue.

Complaint Resolution Process

First, before initiating complaint procedures, the student shall attempt to resolve the dispute with the district employee or other student.

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(Replaces Procedures 426, 430.3, 430.311, 430.312, 430.313, and 430.314 and all previous versions of AP 5530.)

46 If the dispute is not satisfactorily resolved with the district employee or other student,
47 the student with the complaint should, as the second step in the process, arrange to
48 speak with the employee's immediate supervisor (if the complaint is against an
49 employee) or the Director of Student Affairs (if the complaint is against another
50 student.)

51
52 If the complaint is not satisfactorily resolved with the immediate supervisor, it moves
53 through the administrative chain, with a final decision rendered by the appropriate
54 Vice-President.

55
56

57 **Grievance Resolution Process**

58

59 1. A student may initiate a grievance-with the Director of Student Affairs within one
60 semester of the alleged violation. The student should prepare a document that
61 includes the following:

62

63 a. A clear and concise statement of the grievance demonstrating violation of
64 District policies or procedures, or local, state or federal law

65 b. The name/s of the individual/s against whom the grievance is being filed and
66 factual data including dates, times, records, etc.

67 c. The proposed resolution, corrective action, or remedy being sought
68 (exclusive of the grievance process as identified under Definition of Terms:
69 Grievance.)

70 d. A summary of actions already taken to resolve the issue

71 2. Following review of the grievance, the Director of Student Affairs shall make a
72 determination as to the appropriateness of allowing the grievance to go forward.
73 The following criteria should be taken into consideration when making this
74 determination:

75

76 a. Does the grievance involve matters for which a specified method of
77 complaint resolution is provided by law or by District policy (such as the
78 Americans with Disabilities Act Complaint Procedure, the Sexual
79 Harassment Complaint Procedure, Employee Discipline, and Student Final
80 Grade Appeal Procedure)?

81 b. Is the resolution sought by the student reasonable given the circumstances
82 of the grievance articulated by the student?

83 c. Can the grievance be resolved through established process?

84 d. Does the grievance committee have jurisdiction to restore the rights of the
85 student and/or provide resolution?

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(Replaces Procedures 426, 430.3, 430.311, 430.312, 430.313, and 430.314 and all previous versions of AP 5530.)

- 86 e. Is the grievance timely? That is, has the student initiated the process within
87 legally mandated timelines ~~or typically~~ one (1) semester ~~from the date of the~~
88 ~~alleged grievance. ?]~~
- 89
- 90 3. If any of the above criteria are answered in the negative, the Director of Student
91 Affairs shall notify the student that the process cannot appropriately address their
92 grievance. This notice shall be delivered to the student either in person or by
93 U.S. mail within fourteen (14) days of receipt of the grievance by the Director of
94 Student Affairs.
- 95
- 96 4. Should the student desire to appeal the decision of the Director of Student
97 Affairs, he/she should write a letter to the ~~Assistant Superintendent~~/Vice
98 President for Student Services requesting examination of the case and reversal
99 of the Director's decision. This appeal letter must be received by the ~~Assistant~~
100 ~~Superintendent~~/Vice President for Student Services within twenty-one (21) days
101 of the date of the notice sent by the Director of Student Affairs.
- 102
- 103 5. The ~~Assistant Superintendent~~ Vice President for Student Services shall decide
104 within fourteen (14) days of receipt of the student's appeal whether to allow the
105 grievance to go forward. The student shall be notified either in person or by U.S.
106 mail of the decision of the Vice President ~~for Student Services~~. The Director of
107 Student Affairs will be notified to allow the grievance to move forward if that is the
108 decision of the ~~Assistant Superintendent~~/Vice President ~~for Student Services~~.
- 109
- 110 6. The ~~Assistant Superintendent~~ /~~Assistant Vice~~ President for Student Services will
111 appoint an ombudsperson acceptable to both sides involved in the grievance. If
112 the grievance is against the ~~Assistant Superintendent~~/~~Assistant~~
113 ~~Superintendent~~/Vice President for Student Services, ~~then~~ the ~~Assistant~~
114 ~~Superintendent~~/Vice President for Instruction will assume responsibility for
115 resolution.
- 116
- 117 7. Within ten days after receipt of the Grievance, the Ombudsperson will meet with
118 the parties involved in the grievance prior to convening a conciliation conference.
119 The Ombudsperson will attempt to reach resolution with the parties prior to or
120 during the conciliation conference. If agreement is reached between the parties,
121 a written statement signed by both parties shall be filed with the Vice President
122 handling the grievance.
- 123
- 124 8. If no agreement is reached, a written request for a formal hearing must be filed
125 with the Director of Student Affairs. If the student fails to submit a request for
126 formal hearing within ten days after the conciliation conference, the matter will be
127 considered closed. The Director of Student Affairs will notify each party in writing
128 of closure.
- 129

Date Approved: SPC 04/08/2008, Revised 9/20/2016; Revised:

(Replaces Procedures 426, 430.3, 430.311, 430.312, 430.313, and 430.314 and all previous versions of AP 5530.)

Formal Hearing

1. Within ten days of receiving a written request for a formal hearing, the Director of Student Affairs will coordinate convening a Grievance Committee to conduct the hearing. The five member committee shall be composed as follows:
 - a. Two students appointed by the **Associated Student Government** (ASG) President.
 - b. Two members from the constituency group of the person who the grievance is being filed against.
 - c. One District Vice President or designee who shall serve as committee chair

Each party will be permitted two challenges to committee members for cause and one peremptory challenge. In the establishment of the Committee, the Director of Student Affairs will serve to coordinate the formation of the Committee and provide information needed to assist parties.

2. The Grievance Committee shall:
 - a. Receive a signed written statement from each party involved in the grievance specifying all relevant facts
 - b. Hear testimony, examine witnesses, and receive all evidence pertaining to the case
 - c. Wait for 15 minutes past the appointed time for the parties to the grievance to arrive at the hearing. If both have not appeared by the extended time frame, the Grievance Committee will determine how to proceed.
 - d. Allow each party the right to be represented at the hearing by a student or staff member of the District
 - e. Question witnesses and **hear** testimony
 - f. Evaluate the relevance and weight of testimony evidence; limit its investigation to matters identified in the formal grievance
 - g. Make recommendations for disposition of the case in accordance with the proposed resolution, corrective action, or remedy being **sought** as identified in the grievance statement.
 - h. Keep a confidential audio recording of the proceeding for six months and which shall be made available to the parties to the grievance upon request.
 - i. Submit its findings of fact and recommended action to each party and the appropriate Vice President within ten days of the formal hearing.

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(Replaces Procedures 426, 430.3, 430.311, 430.312, 430.313, and 430.314 and all previous versions of AP 5530.)

- 170 3. The formal hearing shall be closed to the public unless mutually agreed upon by
171 the parties to the grievance.
172

173 Initial Appeal

- 174
175 1. Upon receipt of the Grievance Committee's decision, within five days, the student
176 may submit a written appeal of the decision to the appropriate ~~Assistant~~
177 ~~Superintendent~~/Vice President. The appeal must contain a clear and concise
178 statement of the reason(s) for the appeal and include copies of the original
179 grievance and all proposed resolutions and recommended decisions. The
180 ~~Assistant Superintendent~~/Vice President may:
- 181 a. Affirm the recommendation of the Grievance Committee.
 - 182 b. Modify the recommended decision.
- 183

184 Second Level Appeal

- 185
186 1. Upon receipt of the recommendation of the appropriate ~~Assistant Superintendent/~~
187 Vice-President, the parties to the grievance have five days to appeal the decision
188 of the Vice President to the Superintendent/President.
- 189 2. If neither party submits a request for appeal within five days, the matter will be
190 considered closed. The documentation will be kept by the Director of Student
191 Affairs.
- 192 3. If an appeal is submitted to the Superintendent/President, it must contain clear,
193 concise reason(s) for the appeal and include copies of the original grievance and
194 all proposed resolutions and recommended decisions.
- 195 4. Within thirty days of receipt of the request for appeal, the Superintendent/
196 President will review the written record and issue a written decision. The
197 Superintendent/ President may:
- 198 a. Affirm the recommendation of the Grievance Committee
 - 199 b. Affirm the recommendation of the ~~Assistant Superintendent/~~ Vice
200 President
 - 201 c. Modify the recommended action
- 202

203 Governing Board Appeal

- 204
205 1. If either party wishes to appeal the decision of the Superintendent/President,
206 she/he must submit a request for an appeal to the Governing Board within ten
207 days of receipt of the Superintendent/President's decision. The Governing Board
208 reviews all written records and shall render a final decision within sixty days.

Date Approved: SPC 04/08/2008, Revised 9/20/2016; Revised:

(Replaces Procedures 426, 430.3, 430.311, 430.312, 430.313, and 430.314 and all previous versions of AP 5530.)

- 209 2. Requests for appeal must contain the following:
- 210 a. A clear and concise statement of the reason(s) for the appeal.
- 211 b. A file containing copies of the original grievance and all proposed
- 212 resolutions and recommended decisions.
- 213 3. The decision of the Governing Board is final.
- 214 4. Documentation of the appeal will be kept by the Director of Student Affairs.
- 215

216 Time lines may be extended when instructors and students are not available, such as
 217 **during** intersession or summer sessions.

218 A grievance may be withdrawn by the student at any time. However, the same
 219 grievance shall not be filed again by the same student.

220 Students who make false or malicious charges against an employee of the District are
 221 subject to disciplinary action as outlined in BP 5500 Standards of Conduct and AP 5520
 222 Student Discipline Procedures.

223
 224 Office of Primary Responsibility: Student **Services** **Affairs**

HUMAN RESOURCES

REV 9/1/17

This AP is submitted for amendment in order to reflect past practice of the District as well as agreements with the representative unions.

AP 7380 RETIREE HEALTH BENEFITS**References:**

Education Code Sections 7000 et seq.

All Full-Time employee active subscribers, their spouses, their domestic partners (as defined in Appendix D and BP 7510-Domestic Partners) and their eligible dependent children from birth to age 26 are eligible for District Paid Health Benefits. Benefits-eligible employees who work less than full time are eligible for District-paid health and dental benefits after working the equivalent to full time, ten (10) months as described for Groups I & II.

The health benefits for retirees from Palomar College are addressed in the following three groups:

Group I

- ~~Hired prior to 3/1/94, employed for 20 years or more~~
- ~~Retiree and eligible dependents will receive medical and dental benefits for the life of the retiree~~

Full-time employees hired prior to March 1, 1994 working at least ten (10) months within a year who are eligible to retire based on the applicable employee agreement and employee's retirement plan (CalSTRS or CalPERS) and who have been employed at Palomar College for twenty (20) or more consecutive years will receive the same level of health benefits as provided to active employees and eligible dependents in effect on the date the employee retires for the life of the retiree. These benefits will be fully employer-paid.

At age 65, retirees and dependents eligible for Medicare benefits must enroll in Medicare A and B. Note: It is necessary to contact the Social Security Administration office three (3) months/ninety (90) days prior to the retiree's 65th birthday in order for benefits to begin the month the retiree turns age 65. Failure to enroll prior to the retiree's 65th birthday will result in the effective date of benefits being delayed. These rules also apply to the retiree's spouse.

Dental coverage will continue for retiree and eligible dependents for the life of the retiree.

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Group II

- ~~Hired prior to 3/1/94 with at least ten years but less than 20 years of service~~
- ~~Hired after 3/1/94 with at least ten years of service~~
- ~~Retiree and eligible dependents will receive medical benefits up to age 65~~
- ~~Dental benefits will continue for the life of the retiree~~

Full-time employees working at least 10 months within a year:

- Hired prior to March 1, 1994, who are eligible to retire based on the applicable employee agreement and employee's retirement plan (CalSTRS or CalPERS) and have been employed at Palomar College for ten (10) consecutive years, but less than twenty (20) consecutive years; or
- Hired on or after March 1, 1994, who are eligible to retire based on the applicable employee agreement and employee's retirement plan (CalSTRS or CalPERS) and who have been employed at Palomar College for ten (10) consecutive years or more, will receive the same level of health benefits as provided to active employees and eligible dependents in effect on the date the employee retires until the retiree has reached the age of 65. These benefits will be fully employer-paid.

The spouse of the retiree at the time of retirement will receive the same fully employer-paid health benefits as provided to active employees and eligible dependents until the retiree reaches age 65 or the death of the retiree, whichever occurs first. Eligible dependent children of the retiree at the time of retirement will be covered according to the terms of this Agreement until the retiree reaches age 65 or the death of the retiree, whichever occurs first.

Dental coverage will continue for retiree and eligible dependents for the life of the retiree.

Group III

- ~~Employees who terminate with less than ten years of are not eligible for District-paid health benefits~~
- ~~May continue health benefits on a self-pay basis for 18 months (COBRA)~~

~~Benefits-eligible employees who work less than full-time are eligible for District-paid health and dental benefits after working the equivalent to full-time, ten months (e.g., a 50 percent part-time employee would complete the full-time, ten months eligibility described for Group I in 40 years) as described for Groups I and II.~~

Employees who terminate with less than ten (10) consecutive equivalent years of employment at Palomar College are not entitled to District-paid retirement health benefits. However, under current legislation, they are entitled to purchase, at their own expense, health and dental insurance (at group rates plus a small administrative fee) for a specified period of time.

Office of Primary Responsibility: Human Resource Services

This section contains all the
BP's & AP's with no
recommended changes.

They are all double sided.

GOVERNING BOARD

REV 9/1/17 No proposed changes

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BP 2110 VACANCIES ON THE GOVERNING BOARD

References:

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

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

Within 60 days of the vacancy or filing of a deferred resignation, the Governing Board shall either order an election or make a provisional appointment to fill the vacancy. If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

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

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

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

GOVERNING BOARD

REV 9/19/17 no proposed changes

AP 2110 VACANCIES ON THE GOVERNING BOARD

References:

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

When the Governing Board determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District and publication in a newspaper of general circulation. The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Governing Board.

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

The Governing Board shall request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose. Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Governing Board members at a public meeting called for that purpose.

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

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Governing Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a Governing Board member upon the appointee immediately following his/her appointment. A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Governing Board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Office of Primary Responsibility: Superintendent/President

Date Approved: SPC 05/01/2007; Reviewed: 4/29/14; Reviewed:
(Replaces all previous versions of AP 2110.)

GOVERNING BOARD

REV 9/2/17 no proposed changes

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BP 2220 COMMITTEES OF THE GOVERNING BOARD

Reference:

Government Code Section 54952

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

Board committees that are composed solely of less than a quorum of members of the Governing Board that are advisory are not required to comply with the Brown Act or with these policies regarding open meetings.

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

GOVERNING BOARD

REV 9/2/17 no proposed changes

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BP 2305 ANNUAL ORGANIZATIONAL MEETING

Reference:

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

8 The Governing Board shall hold an annual organizational meeting. The date and time of
9 the annual organizational meeting shall be selected by the Board at its regular meeting
10 held immediately prior to November 30 unless otherwise provided by rule of the
11 Governing Board. The annual organizational meeting shall be held between November
12 30 and December 14 of each year. The Board shall notify the County Superintendent of
13 Schools of the date and time selected for the meeting. Within 15 days prior to the
14 meeting, the Secretary to the Board shall notify in writing all members and members
15 elect of the date and time selected for the annual organizational meeting.

GOVERNING BOARD

REV 9/2/17 no proposed changes

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BP 2320 SPECIAL AND EMERGENCY MEETINGS

References:

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

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

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

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

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

GOVERNING BOARD

REV 9/19/17 no proposed changes

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AP 2320 SPECIAL AND EMERGENCY MEETINGS

References:

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

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

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

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

Whenever an emergency meeting of the Governing Board is called, the Superintendent/President shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Superintendent/President shall provide the newspapers, radio stations, and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Office of Primary Responsibility: Superintendent/President

GOVERNING BOARD

REV 9/4/17 no proposed changes

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BP 2360 MINUTES

References:

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

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

GOVERNING BOARD

REV 9/4/17 no proposed changes

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4 **BP 2432 SUPERINTENDENT/PRESIDENT SUCCESSION**

5 **References:**

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

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

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

- 13 • Chief Instructional Officer
- 14 • Chief Student Services Officer
- 15 • Chief Business Officer
- 16 • Chief Human Resources Officer
- 17 • Deans (in order of length of service as a dean at Palomar College)

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

GOVERNING BOARD

REV 9/4/17 no proposed changes

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BP 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

7 **Reference:**

8 Government Code Section 3547

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

12 All initial collective bargaining proposals, which relate to matters within the scope of
13 representation, shall be made in accordance with the procedures set forth in
14 Government Code Section 3547.

GOVERNING BOARD

REV 9/19/17 no proposed changes

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AP 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

Reference:

Government Code Section 3547

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

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

- 40 When the District and the exclusive representative agree to amend an executed
41 collective bargaining agreement in accordance with the agreement, the following
42 procedure shall be followed:
- 43 • The amendment shall appear on the agenda as a notice item, for action at a
44 subsequent Governing Board meeting.
 - 45 • The public shall have an opportunity to respond to the amendment at a
46 subsequent Governing Board meeting. The public response shall be indicated
47 on the agenda.
- 48 Office of Primary Responsibility: Superintendent/President

GOVERNING BOARD

REV 9/19/17 no proposed changes

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AP 2712 CONFLICT OF INTEREST CODE

References:

Government Code Section 87100 – 87500;
Title 2 Section 18730

The Political Reform Act (Government Code Sections 87100 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (Title 2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, and which can be incorporated by reference as the local agency’s conflict of interest code. Whenever the Fair Political Practices Commission adopts any changes or amendments to Section 18730, they are automatically adopted without further action by any local agency which has incorporated Section 18730 as the agency’s conflict of interest code. Therefore, the Palomar Community College District (“District”) hereby adopts Section 18730 and incorporates it by reference as its conflict of interest code. This replaces and supersedes any prior conflict of interest code after approval by the San Diego County Board of Supervisors.

Designated employees who are required to file statements of economic interest are set forth in Appendix “A.” Those designated employees are classified as either “Government Code Section 87200 Filers” or “Code Filers.” Government Code Section 87200 Filers shall file their statements of economic interest with the San Diego County Board of Supervisors with the District retaining a copy. Code Filers will file their statements of economic interest with the District which will retain the originals.

APPENDIX "A"

Government Code Section 87200 Filers

The following designated employees manage public investments and shall file a full statement of economic interest for all disclosure categories listed below.

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

Code Filers

The following designated employees shall file statements of economic interest for the disclosure categories shown after their titles.

- Assistant Superintendent/Vice President for Human Resource Services Category 6
- Assistant Superintendent/Vice President for Instruction Categories 5, 6
- Assistant Superintendent/Vice President for Student Services Categories 5, 6
- Director, Fiscal Services Categories 4, 5
- Deans Category 6
- Director, Business Services Categories 1, 4, 5
- Director, Facilities Categories 1, 2, 3, 4
- Police Chief Categories 5, 6
- Consultant* Categories 1, 2, 3, 4, 5, 6

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

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

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

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

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

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

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

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

Office of Primary Responsibility: Superintendent/President

GOVERNING BOARD

REV 9/19/17 no proposed changes

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AP 2714 DISTRIBUTION OF TICKETS OR PASSES

Reference:

Title 2 Section 18944.1

The Superintendent/President shall ensure compliance with the following procedures for the distribution, use and reporting of tickets or passes which are made available to or for the District and are distributed to a District official for admission to a facility, event, show, or performance for an entertainment, amusement, recreational, or similar purpose.

These procedures shall ensure that all tickets and passes distributed by the District are issued in furtherance of the public purposes of the District pursuant to Section 18944.1 of Title 2 of the California Code of Regulations (“Section 18944.1”). The public purpose for providing a ticket and/or pass to a District official is to further the District’s mission or significantly contribute to the professional development of the District official or member of the Governing Board. Tickets or passes distributed and accounted for in compliance with this policy and Section 18944.1 will not be considered as gifts to the District official who makes use of such tickets or passes.

Definitions

“District official” means every member, officer, employee or consultant of the Palomar Community College District, as defined in Government Code Section 82048 and Fair Political Practices Commission (FPPC) Regulation 18701. Such term shall include any District Governing Board member or employee required to file an annual Statement of Economic Interests (FPPC Form 700).

“Immediate family” means spouse and dependent children.

“Ticket or pass” means an admission to a facility, event, show, or performance for an entertainment, amusement, recreational, or similar purpose, as defined in Section 18944.1.

Applicability

This policy applies to tickets and passes that are:

- Gratuitously provided to the District by an outside source
- Acquired by the District by purchase, or
- Received by the District as consideration pursuant to the terms of a contract or because the District owns or controls the facility or venue at which the event occurs or sponsors the event.

45 This policy does not apply to tickets or passes that are:

- 46 • Provided to a District official to carry out his/her job duties or where the District
47 official will perform a ceremonial role or function on behalf of the District, as long
48 as the District reports the distribution of the ticket or pass on its website as set
49 forth below.
- 50 • Treated by the District official as income consistent with federal and state income
51 tax laws and the District reports the distribution of the ticket or pass as income to
52 the official and on its website as set forth below. If the District official is required
53 to file an annual Statement of Economic Interests (FPPC Form 700), the official
54 shall be responsible for determining whether the income represented by the
55 ticket or pass must be reported on the official's FPPC Form 700.
- 56 • The District official purchases or reimburses the District for the face value of the
57 tickets or passes

58
59 If other benefits, such as food, or other items, are provided to the District official or
60 employee at the event and they are not included as part of the admission to the event,
61 those benefits will need to be accounted for as gifts to the District official or employee.

62
63 **Public Purpose**

64 The public purpose for providing a ticket and/or pass to a District official is to further the
65 District's mission or significantly contribute to the professional development of the
66 District official or member of the Governing Board. This includes but is not limited to the
67 following:

- 68 • Promotion of education related policy activities on behalf of the District,
69 nationally, regionally and statewide
- 70 • Marketing promotions highlighting the achievements of public agencies, local
71 residents, nonprofits, community groups and businesses in the areas of
72 education
- 73 • Promotion and marketing of District facilities and resources available for public
74 use
- 75 • Promotion of District recognition, visibility, and/or profile on a local, state, national
76 or international scale
- 77 • Promotion of District issues and interests at event sponsored by other
78 governmental agencies and government related industry groups, and nonprofit
79 organizations
- 80 • Attendance at student productions, scholarship dinners, welcome dinners,
81 recognition dinners, award banquets, graduation ceremonies, pinning
82 ceremonies, commencement activities, end-of-year parties, student
83 performances, student plays, student or faculty debates, student sporting events,
84 student or faculty presentations, and/or similar events that may have some

85 amusement, entertainment, or recreational component within or on behalf of the
86 District

- 87 • Promotion of open government by District official appearances, participation
88 and/or availability at business or community events
- 89 • Sponsorship agreements involving private events where the District specifically
90 seeks to enhance the District’s reputation both locally and regionally by serving
91 as hosts providing the necessary opportunities to meet and greet visitors
- 92 • All written contracts where the District, as a form of consideration, has required
93 that a certain number of tickets or suites be made available for its use
- 94 • Employment retention programs, including enhancement of employee morale
- 95 • Charitable 501(c)(3) fundraisers for the purpose of networking with other
96 community and civic leaders
- 97 • Spouses of District officials in order to accompany him/her to any events listed
98 above
- 99 • Any purpose similar to above included in any District contract

100
101 **Distribution**

102 The District has sole discretion to determine who shall receive the tickets or passes
103 received or acquired by the District.

- 104 • Tickets or passes that are donated or provided by an outside source and are
105 earmarked for use by a specific District official are considered gifts to the District
106 official and are subject to the disclosure and reporting requirements applicable to
107 gifts, unless one of the exemptions listed above apply.
- 108 • Tickets or passes received by the District from an outside source without
109 designation as to the specific District official who may use the tickets or passes
110 shall be forwarded to the Office of the Superintendent/President. The
111 Superintendent/President or designee shall determine the face value of the
112 tickets or passes, the District official who may use them, and report their
113 distribution as provided below.
- 114 • The District will distribute the ticket or pass to the person who will benefit most
115 directly or whose regular role in the District most directly relates to the facility,
116 event, show, or performance. If more than one person would benefit equally or
117 their role relates equally to the facility, event, show, or performance, the District
118 will select one person to receive the ticket or pass by lot or rotation.

119
120 **Transfer Prohibition**

121 The transfer by any District official of any tickets and/or passes distributed pursuant to
122 this policy to any other person, except to members of the District official’s immediate
123 family for their personal use, is prohibited. The District official or any member of the
124 official’s immediate family may, however, return any ticket or pass unused to the District
125 for redistribution pursuant to this policy.

Date Approved: SPC 9/4/13; Reviewed: 4/29/14; Reviewed:
(Replaces all previous versions of AP 2714.)

126 **Reporting Requirement**

127 The forms shall be forwarded to the FPPC for posting on its website, as required by
128 Section 18944.1.

129
130 **Consistency with Section 18944.1**

131 AP 2714 is intended to be consistent with Section 18944.1. In the event of any
132 inconsistency between AP 2714 and Section 18944.1 as may be amended from time to
133 time, Section 18944.1 shall prevail.

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135 Office of Primary Responsibility: Superintendent/President

GOVERNING BOARD

REV 9/4/17 no proposed changes

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BP 2717 PERSONAL USE OF PUBLIC RESOURCES

References:

- Government Code Section 8314;
- Penal Code Section 424

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

GOVERNING BOARD

REV 9-4-17 no proposed changes

BP 2750 GOVERNING BOARD MEMBER ABSENCE FROM THE STATE

Reference:

Government Code Section 1064

No member of the Governing Board shall be absent from the state for more than 60 days, except in any of the following situations:

- Upon business of community college district with the approval of the Governing Board.
- With the consent of the Governing Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Governing Board.
- For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Governing Board pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence and fill the temporary vacancy. If two or more members of the Governing Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to fill the temporary vacancies and enable the Governing Board to conduct business and discharge its responsibilities.
- The term of an interim member of the Governing Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

Also see AP 2110 titled Vacancies on the Governing Board

This section contains all the
BP's WITH recommended
changes.

They are all double sided.

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BP 2010 GOVERNING BOARD MEMBERSHIP

References:

Education Code Sections 72023, 72103, and 72104
ACCJC Accreditation Standard IV.C.6

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

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

No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on a the governing board of a high school district whose boundaries are coterminous with those of the community college district.

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

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

See BP 2710 titled Conflict of Interest.

Yellow = CCLC update 28 Blue = internal

Date Adopted: 11/13/2007; Reviewed: 6/10/2014; Revised:
(Replaces former Palomar College Policy 5.0 and all previous versions of BP 2010)

BP 2015 STUDENT TRUSTEE**References:**

Education Code Sections 72023.5 and 72103

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

The duly elected Associated Student Government (ASG) President will serve as the student member of the Board. If, for any reason, the ASG President is not qualified as Student Trustee, the duly elected ASG Vice President shall serve as Student Trustee. If neither the ASG President nor the ASG Vice President are qualified to serve as Student Trustee, that position shall be filled in accordance with the ASG line of succession per ASG Bylaws.

The Student Trustee shall be enrolled in and maintain a minimum of five semester units in the District at the time of nomination and throughout the term of service. The student shall maintain minimum standards of scholarship of at least a 2.0 grade point average during his/her term.

The student member is not required to give up employment with the District.

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

On or before May 15 of each year, the Board shall consider whether to afford the Student Trustee any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance at a level equivalent to elected Trustees. (See BP 2725 titled Governing Board Member Compensation);

Yellow = Move lines 49-55 up to the 2nd paragraph, blue = CCLC language.

Date Adopted: 11/13/2007; Revised: 05/11/2010; Revised: 8/14/2012; Revised 11/12/2014; Revised:

(Replaces Palomar College Policies 8.1, 8.3, 8.31, 8.32, 8.33, and 8.34 and all previous versions of BP 2015.)

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- The privilege to serve a term commencing on May 15.

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- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Governing Board.

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~~If, for any reason, the ASG President is not qualified as Student Trustee, the duly elected ASG Vice President shall serve as Student Trustee. If neither the ASG President nor the ASG Vice President are qualified to serve as Student Trustee, that position shall be filled by a special election of the students enrolled in the District. The individual who meets all of the eligibility criteria for Student Trustee and receives the most votes shall be seated as a Student Trustee until the next regular election of an ASG President.~~

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Also see BP/AP 2105 titled Election of Student Trustee

Yellow = Move lines 49-55 up to the 2nd paragraph, **blue** = CCLC language.

Date Adopted: 11/13/2007; Revised: 05/11/2010; Revised: 8/14/2012; Revised 11/12/2014; Revised:

(Replaces Palomar College Policies 8.1, 8.3, 8.31, 8.32, 8.33, and 8.34 and all previous versions of BP 2015.)

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BP 2100 GOVERNING BOARD ELECTIONS

References:

Education Code Sections 5000 et seq., 72023, 72027, and 72036

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

Candidates will be charged by the San Diego County Registrar of Voters Office for the eCandidate's sStatements and/or other materials to be sent to the voters for the Governing Board member election.

The District shall determine the length of the Candidate's Statement. The fees for such statement will be paid to the Registrar of Voter's Office by the candidate.

Ties

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

NOTE: The Governing Board may change from at large elections of trustees to elections by trustee areas, in accordance with Education Code section 72036 and the California Voting Rights Act of 2001 (Chapter 1.5 (commencing with Section 14025) of Division 14 of the Elections Code), upon the adoption by the Governing Board of a resolution in support of the change and upon the approval of the Board of Governors of the California Community Colleges.

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BP 2200 BOARD DUTIES AND RESPONSIBILITIES

References:

- Education Code Section 70902;
- ~~Accreditation Standard IV.B.1.d~~
- ACCJC Accreditation Standard IV (formerly IV.B.1.d)

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

The Governing Board is committed to fulfilling its responsibilities to:

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

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BP 2210 OFFICERS

Reference:

Education Code Section 72000

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

The terms of officers shall be for one year.

The duties of the President of the Board are to:

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

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

- sServe as the President of the Board in the absence of the Board President;
- ~~Preside at any Regular and/or Special meetings~~
- ~~Consult with the Superintendent/President and Governing Board President on Governing Board meeting agendas;~~
- Sign such documents that the acts of the Governing Board may require; and
- Represent the District in its relations with other Governing Boards in the absence of the Board President.

The duties of the Secretary of the Board are to:

- Certify or attest to actions taken by the Governing Board whenever such certification or attestation is required for any purpose;

- 33 • Make or maintain such other records or reports as are required by law; and
34 • Perform such other duties as may require official signature by the Governing
35 Board of Trustees of the District.

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

37 **The duties of the Secretary to the Board are to:**

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

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

GOVERNING BOARD

REV 9/14/17

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5 **BP 2310 REGULAR MEETINGS OF THE GOVERNING BOARD**

6 **References:**

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

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

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

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

GOVERNING BOARD

REV 9/2/17

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BP 2315 CLOSED SESSIONS**References:**

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

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

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

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

**Lines 13-16 are directly from Ed Code

Date Adopted: 11/13/2007; Reviewed 6/10/14; Revised:

(Replaces former Palomar College Policies 6.1 and 12.6 and all previous versions of BP 2315.)

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

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

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

****Lines 13-16 are directly from Ed Code**

Date Adopted: 11/13/2007; Reviewed 6/10/14; Revised:

(Replaces former Palomar College Policies 6.1 and 12.6 and all previous versions of BP 2315.)

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BP 2330 QUORUM AND VOTING

References:

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

10 No action shall be taken by secret ballot.

11 A quorum of the Palomar Community College District Governing Board shall consist of
12 three members.

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

15 The following actions require a majority vote by all members of the Governing Board:

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

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

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

GOVERNING BOARD

REV 9/14/17

BP 2345 RIGHT TO PUBLIC PARTICIPATION**References:**

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

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

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

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

~~Members wishing to present such items shall submit a written request, prior to the public comment section of the agenda or before the agenda item is to be heard, to the Superintendent/President or President of the Governing Board (whichever is most appropriate) that summarizes the item and provides his/her name and organizational affiliation, if any. No action may be taken by the Governing Board on such items not on the agenda.~~

~~2. Members of the public may place items on the prepared agenda in accordance with BP 2340 titled Agendas.~~

1. Request to Speak - Public Comment: There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda. (Referred to as "Public Comment" on the Governing Board agenda.) Members wishing to present such items shall submit a written request, prior to the Public Comment section of the agenda. No action may be taken by the Governing Board on Public Comment items.

2. Request to Speak on Agenda item: When a member of the public wishes to speak on a matter listed on the agenda the member shall submit a written request ("Request to Speak" card) before the agenda item is heard.

"Public Comment" cards, "Request to Speak" cards and any other written requests to speak are to be submitted to the Superintendent/ President or minutes clerk.

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3. Request Agenda Item: Members of the public may place items on the prepared Governing Board agenda in accordance with BP 2340 titled Agendas. Agenda items submitted by members of the public must be received by the office of the Superintendent/President no less than ten days prior to the regularly scheduled Governing Board meeting.

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

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

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

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

BP 2350 SPEAKERS

References:

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

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

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

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for **Public Comment**.

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

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Governing Board or if their remarks are unduly repetitive
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Governing Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section
- They shall complete a written request to address the Governing Board at the beginning of the meeting at which they wish to speak. The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed
- No member of the public may speak without being recognized by the President of the Board
- Each speaker will be allowed a maximum of five minutes per topic. **However, the Board shall allow at least twice the allotted time to a member of the public who utilizes a translator, unless translation equipment is used which allows the body to hear the translated public testimony simultaneously.** Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Governing Board, these time limits may be extended.
- The Governing Board may ask a delegation to limit the number of speakers on a specific topic unless the proposed speakers are addressing different concerns.

CCLC recommended changes to language

Date Adopted: 11/13/2007; Reviewed 6/10/14; Revised:

(Replaces former Palomar College AP 12.10.1 and all previous versions of BP 2350)

- 45 • Each speaker coming before the Governing Board is limited to one presentation per
46 specific agenda item before the Board and to one presentation per meeting on non-
47 agenda matters.

CCLC recommended changes to language

Date Adopted: 11/13/2007; Reviewed 6/10/14; Revised:

(Replaces former Palomar College AP 12.10.1 and all previous versions of BP 2350)

GOVERNING BOARD

REV 10/26/17

BP 2355 DECORUM/CONDUCT**References:**

Education Code Section 72121.5;
Government Code Section 54954.3(b) and 54957.9.

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

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

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

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

Before removal, the presiding officer will issue a verbal warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Governing Board. If the behavior continues, the presiding officer will issue a 2nd warning. If the behavior still continues the presiding officer will call for a motion, second, and vote. the person(s) may be removed by a vote of the Governing Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.**

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

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

**Lines 21-25 CCLC uses the language "by a vote of the Governing Board." Government Code 54957.9 states, "members of the legislative body" without stipulating a vote being required. Board practice is to issue two verbal warnings then call for a motion and a vote before removing anyone from a Board meeting.

Date Adopted: 11/13/2007; Reviewed 6/10/14; Revised:

(Replaces former Palomar College Policy 12.13 and all previous versions of BP 2355.)

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

References:

Education Code Sections 70902(d) and 72400;
ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1 (formerly IV.B.1.j
and IV.B.2

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

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

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

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

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

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

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

43 The Board delegates the authority for the District administration to the
44 Superintendent/**President** of the District.

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46 In the absence of designation of an alternate representative, the Superintendent/
47 President shall act as the representative of the Governing Board in all matters including
48 the implementation of the provisions of the Education Code added by Assembly Bill
49 1725. The Superintendent/President may delegate specific responsibility to other
50 District employees. The Governing Board reserves its right to approve policy
51 recommendations.

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

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BP 2431 SUPERINTENDENT/PRESIDENT SELECTION

References:

ACCJC Accreditation Standards **IV.B and IV.C.3 (formerly IV.B.1 and IV.B.1.j.)**
Title 5 Sections 53000 et seq.

In the case of a Superintendent/President vacancy, the Governing Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations. The process will include, at a minimum, the following items which shall be Board approved in an open and public meeting:

- Search Timeline
- Search Committee formation
- Search Firm proposals
- Identification of desired qualifications of Superintendent/President
- Development of a recruitment brochure
- Candidate recruitment
- Candidate screening
- Selection of interviewees
- Interviews
- Campus Visits
- Public Forums
- Background Checks
- Board Interview of Finalists

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

BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

References:

ACCJC Accreditation Standard IV.C.11 (formerly IV.B.1.a, e, and h)

Each member of the Palomar Community College District Governing Board will perform his/her duties in accordance with the oath of office. Each member is committed to serving the educational needs of the citizens of the District. The Board's primary responsibility is to provide learning opportunities to each student regardless of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability.

Furthermore, trustees shall:

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

Date Adopted: 11/13/07; Revised: 04/08/08; Revised: 6/10/14; Revised:

(Replaces former Palomar College Policy 89-13740 and all previous versions of BP 2715.)

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8. Bear in mind under all circumstances that the Board is legally responsible for the effective operation of the District. Its primary function is to establish the policies by which the Palomar Community College District is to be administered. The Board shall hold the Superintendent/President and his/her staff responsible for the administration of the educational program and the conduct of District business.
9. Welcome and encourage the active involvement of students, employees, and citizens of the District with respect to establishing policy on current District operation and proposed future developments and consider their views during deliberations and decisions as a Board member.
10. Recognize that deliberations of the Board in closed session are to be kept confidential in accordance with the Brown Act and are not to be released or discussed outside of closed session meetings.
11. Make the most of opportunities to enhance their effectiveness as a Board member through participation in educational conferences, workshops, and training sessions offered by local, state, and national organizations.
12. Be informed about the actions and positions of state and national community college trustees' associations.
13. Strive to provide the most effective community college board service, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

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

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

GOVERNING BOARD
REV 10/25/17

BP 2716 GOVERNING BOARD MEMBER POLITICAL ACTIVITY

References:

Education Code Sections 7054, 7054.1 and 7056;
Government Code Section 8314

It is unlawful for any elected or appointed member of the Governing Board - as well as employees and District consultants - to use, or permit others to use, public resources for a campaign activity, or personal or other purposes which are not authorized by law.

“Public resources” means any property or asset owned by the District including, but not limited to: Land, buildings and facilities; Funds; Equipment, supplies, telephones, computers and vehicles as well as; District images, insignia and logos.

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

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

Yellow Lines 11 – 17 part of Gov. Code Section 8314

Date Adopted: 11/13/2007; Reviewed 6/10/14; Revised:
(Replaces all previous versions of BP 2716.)

BP 2720 COMMUNICATIONS AMONG GOVERNING BOARD MEMBERS

Reference:

Government Code Section 54952.2

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

A majority of the members of the Governing Board shall not, outside of an official Board Meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Governing Board.

This policy shall not be construed as preventing an employee or official of the District, from engaging in separate conversations or communications, outside of a meeting, with members of the Governing Board in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the Governing Board, **if provided** that person does not communicate to members of the Governing Board the comments or position of any other member or members of the Governing Board. Except for the conditions of this policy, individual contacts or conversations between members of the Governing Board and any other person are not constrained.

GOVERNING BOARD

REV 10/25/17

BP 2725 GOVERNING BOARD MEMBER COMPENSATION

References:

Education Code Sections 72023.5 and 72024

Governing Board members and the non-voting student member are compensated for their services within the limits established by law. Per Education Code Section 72024 when the full-time equivalent students (FTES) for the prior college year was 25,000 or less, but more than 10,000, each member of the Governing Board of the district who actually attends all meetings held may receive as compensation for his or her services a sum not to exceed four hundred dollars (\$400) in any month.

A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that the absence was excused due to personal necessity.

Compensation for the non-voting student member will be set by the Governing Board on or before May 15 of each year.

Board members, except for the non-voting student member, may elect to receive health and welfare benefits extended to District employees.

GOVERNING BOARD

REV 9/4/17

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BP 2730 GOVERNING BOARD MEMBER HEALTH BENEFITS

Reference:

Government Code Sections 53201 and 53208.5,

Members of the Governing Board, except for the non-voting student member, are eligible for and may elect to participate in the District's health benefit programs. The benefits of members of the Board through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District.

Governing Board members health benefits after separation from the District follow procedures of AP 7380 titled Retiree Health Benefits.

GOVERNING BOARD

REV 9/13/17

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BP 2740 GOVERNING BOARD MEMBER EDUCATION AND NEW TRUSTEE ORIENTATION

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Reference:

ACCJC Accreditation Standard **IV.C.9 (formerly IV.B.1.f)**

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

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To that end, Governing Board members will:

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- Engage in workshops and study sessions
- Utilize available reading materials and online resources such as those available through the Community College League of California, Association of Community College Trustees, Accrediting Commission for Community and Junior Colleges, Academic Senate of California Community Colleges, and Fair Political Practices Commission
- Attend local, regional, state, and national educational opportunities

24 The Superintendent/President will administer the New Trustee Orientation program.

BP 2745 GOVERNING BOARD SELF-EVALUATION

References:

ACCJC Accreditation Standards **IV.C.10 (formerly IV.B.1.e and g)**

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

As part of its Institutional Effectiveness and Review Cycle, the Governing Board shall conduct an annual self-evaluation. The goals of the self-evaluation of the Governing Board are to clarify roles, to enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. The ultimate goal is to improve District operations and policies and to demonstrate a commitment to student learning outcomes for the benefit of the students and employees of Palomar College and the citizens of the Palomar Community College District.

Each year the Governing Board shall determine the instrument or process to be used in the self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board Policies regarding Governing Board operations, as well as criteria defining Board effectiveness disseminated by recognized practitioners in the field.

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

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

This section contains all the
BP's/AP's WITH recommended
changes.

They are all double sided.

GOVERNING BOARD

REV 8/30/17

BP 2105 ELECTION OF STUDENT TRUSTEE**References:**

Education Code Sections 72023.5 and 72103

The President of the Associated Student Government (ASG) who is elected by the students enrolled in the District shall serve as the Student Trustee. Normally ASG elections are ~~an election will be~~ held in the spring semester so that the office is filled by June 1.

If, for any reason, the ASG President is not qualified as Student Trustee, the duly elected ASG Vice President shall serve as Student Trustee. If neither the ASG President nor the ASG Vice President are qualified to serve as Student Trustee, that position shall be filled in accordance with the ASG line of succession per ASG Bylaws.

The student member may be recalled in an election held for that purpose in accordance with procedures established in the ASG Bylaws.

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

Should the office of the ASG President become vacant for any reason whatsoever, the ASG Vice President shall assume the office of President immediately, with all rights and privileges ascribed thereto. The ASG Vice President shall meet the same criteria as the ASG President.

Also see BP 2015 titled Student Trustee, AP 2105 titled Election of Student Trustee, and BP/AP 5410 titled Associated Student Government Elections ~~and BP 2015 titled Student Trustee~~

AP 2105 ELECTION OF STUDENT TRUSTEE

Reference:

Education Code Section 72023.5

The President of the Associated Student Government (ASG) shall be elected by a plurality vote of the students who voted in the election and will serve as the Student Trustee. All members of the student body may vote. The ASG President will be elected in accordance with the ASG bylaws. Normally, the ASG elections will be conducted during the spring semester so that the office is filled by June 1, and will be completed in time for the ASG President to take office by June 1.

The student body may recall the ASG President, who shall then cease to be the Student Trustee. The position shall then be filled in accordance with the ASG line of succession per ASG Bylaws. The recall process will be conducted in accordance with the ASG bylaws.

Upon notice of an impeachment, the Superintendent/President may conduct an investigation to determine if the impeachment was executed in bad faith. The Superintendent/President may, within twenty (20) school days of such a determination, call a special election. The special election will be conducted in accordance with ASG bylaws. No special election will be called within thirty (30) days of a regularly scheduled election for the ASG President.

Also see BP 2105 titled Election of Student Trustee and BP 2015 titled Student Trustee

Office of Primary Responsibility: Superintendent/President

GOVERNING BOARD

REV 10/27/17

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34 **BP 2340 AGENDAS**5 **References:**

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

8 An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to
9 the meeting time for regular meetings.

10 **Effective January 1, 2019: A direct link to the current the agenda shall also be posted on**
11 **the District's website homepage 72 hours prior to the meeting time for regular meetings.**
12 **and The agenda shall be accessible through a prominent, direct link on the District's**
13 **homepage, to the current agenda. The direct link to the agenda and shall not be in a**
14 **contextual menu.****

15 The agenda shall include a brief description of each item of business to be transacted or
16 discussed at the meeting. **A brief general description of an item generally need not**
17 **exceed 20 words.** If requested, the agenda shall be provided in appropriate alternative
18 formats so as to be accessible to **persons individuals** with a disability.

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

- 21 • a majority decides there is an "emergency situation" as defined for emergency
22 meetings
- 23 • two-thirds of the members (or all members if less than two-thirds are present)
24 determine there is a need for immediate action and the need to take action came
25 to the attention of the Governing Board subsequent to the agenda being posted
- 26 • an item appeared on the agenda **of** and was continued from a meeting held not
27 more than five days earlier

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

29 The Superintendent/President shall establish administrative procedures that provide for
30 public access to agenda information and reasonable **annual** fees for the service **as**
31 **allowed by law.**

32 Members of the public may place matters directly related to the business of the District
33 on an agenda for a Board meeting by submitting a written summary of the item to the
Yellow = CCLC. **Blue** = internal. **Green** – Lines 10 -14 were reworded as requested to clarify
that a link – not the entire agenda – shall be posted on the homepage.

Date Adopted: 11/13/2007; Reviewed 6/10/14; Revised:

(Replaces former Palomar College Policies 12.8, 12.9, and 12.11 and all previous versions of BP 2340.)

34 Superintendent/President. The written summary must be signed by the initiator **and**
35 **should include a phone number or email address that may be used to contact the**
36 **initiator**. The Governing Board reserves the right to consider and take action in closed
37 session on items submitted by members of the public as permitted or required by law.

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

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

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

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

Yellow = CCLC. **Blue** = internal. **Green** – Lines 10 -14 were reworded as requested to clarify that a link – not the entire agenda – shall be posted on the homepage.

Date Adopted: 11/13/2007; Reviewed 6/10/14; Revised:

(Replaces former Palomar College Policies 12.8, 12.9, and 12.11 and all previous versions of BP 2340.)

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AP 2340 AGENDAS

Reference:
Education Code Section 72121

Agenda Development

Governing Board meeting agendas are developed by the Superintendent/President in consultation with the Governing Board President.

The agenda shall include line items for reporting by the following individuals and groups:

- Governing Board President
- Governing Board Trustees
- Student Trustee
- Superintendent/President
- Faculty Senate
- Palomar Faculty Federation
- Administrative Association
- Confidential and Supervisory Team
- CCE/AFT
- Associated Student Government

Public Participation

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

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

The agenda will include regularly scheduled standing items from the Faculty Senate, the Palomar Faculty Federation, the Associated Student Government, the CCE/AFT, the Administrative Association, the Confidential and Supervisory Team, and the Superintendent/President.

Yellow – chgs proposed by President, guidelines provided by CCLC.

39 **Public Access**

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

43 Governing Board agendas are posted to the District's website and in a conspicuous
44 location that is freely accessible to members of the public 24 hours a day located near
45 the meeting location in accordance with applicable laws.

46 Any person may file a written request to receive Governing Board agendas, or the entire
47 agenda packet, in paper form; fees may apply. Such requests are valid for one calendar
48 year and must be renewed annually by January 1 of each year.

49 Governing Board agendas and meeting materials are available for public review in the
50 Office of the President in accordance with applicable laws and are also available at
51 each meeting of the Board.

52 **Fees**

53 Fees for paper copies of Governing Board meeting materials will not exceed those
54 allowed by law.

55 Office of Primary Responsibility: Superintendent/President

Yellow – chgs proposed by President, guidelines provided by CCLC.

Date Approved: SPC 05/01/2007; Reviewed: 4/29/14; Revised:
(Replaces former Palomar College AP 12.8 and BP 12.10 and all previous versions of AP 2340.)

GOVERNING BOARD

REV 10/27/17

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BP 2365 RECORDING

References:

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

8 Any audio recording of an open and public Board meeting made by or at the direction of
9 the Board shall be subject to inspection by members of the public in accordance with
10 the California Public Records Act, Government Code Sections 6250 et seq. The
11 Superintendent/ President is directed to enact administrative procedures to ensure that
12 any such recordings are maintained for ~~two years~~ at least six months thirty days
13 following the ~~taping or~~ recording.

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

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AP 2365 RECORDING

References:

Government Code Sections 6250 and 54953.5

The Superintendent/President's Office ~~is responsible for~~ will maintaining audio recordings of Board meetings, excluding closed sessions for ~~two one years~~ at least six months following the meeting.

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

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

Office of Primary Responsibility: Superintendent/President

GOVERNING BOARD

REV 11/3/17

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4 **BP 2410** **BOARD POLICIES ~~SY~~ MAKING AUTHORITY AND**
5 **ADMINISTRATIVE PROCEDURES**
6

7 **References:**

8 Education Code Section 70902;

9 **ACCJC** Accreditation Standards **IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly IV.B.1.b**
10 **and e)**
11

12
13 **Recommendations for the establishment of new, or revision of existing, Governing**
14 **Board Policy or Administrative Procedure may be submitted by any member of the**
15 **college community and should be directed to the Superintendent/President or his/her**
16 **designee.**
17

18 **BOARD POLICY**

19
20 All Governing Board policies of the District are **the responsibility of and** established by
21 the Governing Board.
22

23 The Governing Board may adopt such policies as are authorized by law or determined
24 by the Board to be necessary for the efficient operation of the District. Board policies are
25 intended to be statements of intent by the Governing Board on a specific issue within its
26 subject matter jurisdiction.
27

28 The policies have been written to be consistent with provisions of law, but do not
29 encompass all laws relating to District activities. All District employees are expected to
30 know of and observe all provisions of law pertinent to their job responsibilities.
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32 Policies of the Governing Board may be adopted, revised, added to, or amended at any
33 regular Board meeting by a majority vote. Proposed changes or additions shall be
34 introduced not less than one regular meeting prior to the meeting at which action is
35 recommended. **The Board shall regularly assess its policies for effectiveness in fulfilling**
36 **the District's mission.**
37

38 **ADMINISTRATIVE PROCEDURE**

39
40 Administrative procedures are to be issued by the Superintendent/President as
41 statements of method to be used in implementing Board Policy. Such administrative
42 procedures shall be consistent with the intent of Board Policy. Administrative
43 procedures may be revised as deemed necessary by the Superintendent/President.
44

45 The Superintendent/President shall make available to each member of the Board copies
46 of the administrative procedures or any revisions since the last time they were provided.
CCLC proposed revisions.

Date Adopted: 11/13/2007; Revised: 6/10/14; Revised:

(Replaces former Palomar College Policy 7.01 and all previous versions of BP 2410.)

47 The Governing Board reserves the right to direct revisions of the administrative
48 procedures should they, in the Board's judgment, be inconsistent with the Governing
49 Board's own policies.

50
51 Copies of all Governing Board Policies and Administrative Procedures shall be
52 readily available on the District's website.

CCLC proposed revisions.

Date Adopted: 11/13/2007; Revised: 6/10/14; Revised:

(Replaces former Palomar College Policy 7.01 and all previous versions of BP 2410.)

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AP 2410 POLICY MAKING AUTHORITY BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

References:

Education Code Section 70902;
Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b and e)

The Palomar Community College District Governing Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action.

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

Recommendations for the establishment of new, or revision of existing, Governing Board Policy or Administrative Procedure may be submitted by any member of the college community and should be directed to the Superintendent/President or his/her designee.

In determining the need for a new policy or procedure the following questions are considered:

- Must this issue be addressed to ensure compliance with applicable laws, regulations, or accreditation mandates OR is it being considered due to an individual problem/incident?
- Does the policy/procedure have institution-wide application OR is it better addressed in an operational manual or as a department guideline?
- Is the language contained in the BP/AP general and broad enough to avoid the necessity for frequent revisions?

The District has an established a Policies and Procedures Committee made up of constituent group representatives whose responsibility it is to participate in the review, recommendation and monitoring of Governing Board Policies and Administrative Procedures. All District Policies and Procedures are vetted through the shared governance process. Final approval of Board Policy rests with the Governing Board. Final approval of Administrative Procedure rests with the Superintendent/ President.

Blue revised at 10/20/17 P&P meeting.

Date Approved: SPC 05/01/2007; Reviewed: 4/29/14; Revised:
(Replaces former Palomar College Policy 3.04 and all previous versions of AP 2410.)

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

48 ~~It is recommended, therefore, that policy proposals not be presented directly to the~~
49 ~~Governing Board except for compelling or urgent reasons.~~

50 ~~The recommending agencies include:~~

51 ~~(1) — the Associated Student Government~~

52 ~~(2) — the Faculty Senate~~

53 ~~(3) — the Strategic Planning Council.~~

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

58 ~~Recommendations for adoption of policy shall be made in writing to the Governing~~
59 ~~Board.~~

60 ~~Office of Primary Responsibility: Superintendent/President~~

61 Also see: BP 2200 Board Duties and Responsibilities, BP 2430 Delegation of Authority
62 to the Superintendent/President, BP 2410 Board Policies and Administrative
63 Procedures, BP 2510 Participation in Local Decision Making

Blue revised at 10/20/17 P&P meeting.

Date Approved: SPC 05/01/2007; Reviewed: 4/29/14; Revised:
(Replaces former Palomar College Policy 3.04 and all previous versions of AP 2410.)

GOVERNING BOARD

REV 9/4/17

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BP 2435 EVALUATION OF THE SUPERINTENDENT/PRESIDENT

Reference:

ACCJC Accreditation Standard **IV.C.3 (formerly IV.B.1)**

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

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

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

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GOVERNING BOARD
REV 9/18/17

AP 2435 EVALUATION OF THE SUPERINTENDENT/ PRESIDENT

Reference:

ACCJC Accreditation **Standard IV.C.3 (formerly IV.A)**

Evaluation of the Superintendent/President should be an ongoing and systematic process conducted both informally and formally. Its purpose is to clarify the expectations placed on this position by the Governing Board and to assess performance based upon these expectations.

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

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

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

The evaluation of the Superintendent/President shall be placed in his/her personnel file.

Office of Primary Responsibility: Superintendent/President

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BP 2510 PARTICIPATION IN LOCAL DECISION MAKING

References:

- Education Code Section 70902(b)(7);
- Title 5 Sections 53200 et seq. (Faculty Senate), 51023.5 (staff), and 51023.7 (students);
- ACCJC** Accreditation Standards IV.A and IV.D.7

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

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

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

Faculty Senate

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

The term "Academic and Professional Matters" ~~refers to the establishment or modification of the following Policy and Procedure matters:~~ means the following policy development and implementation matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success

Blue lines 33-34 = Language pulled directly from 5 CCR § 53200. Other blue in lines 55-70 internal.

Date Adopted: 11/13/2007; Reviewed: 6/10/14; Revised:
(Replaces former Palomar College Policies 2510, 4.0, 4.5 and all previous versions of BP 2510.)

- 42 6. Governance structures, as related to faculty roles
- 43 7. Faculty roles and involvement in accreditation processes, including self-study and
- 44 annual reports
- 45 8. Policies for faculty professional development activities
- 46 9. Processes for program review
- 47 10. Processes for institutional planning and budget development
- 48 11. Faculty Hiring Policy, Faculty Hiring Criteria, and Faculty Hiring Procedures
- 49 12. Other academic and professional matters as mutually agreed upon by the
- 50 Governing Board and the Faculty Senate. As other such academic and
- 51 professional matters are identified, they will be added to this list.

52
53 **Palomar Faculty Federation**

54 Consistent with the EERA (Educational Employment Relations Act), the Palomar Faculty
55 Federation shall represent faculty on campus committees dealing with **mandatory subjects**
56 **of bargaining including**; salaries, benefits, and working conditions.

57
58 **Staff CCE/AFT, Administrative Association, and Confidential and Supervisory Team**

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

63
64 **Students**

65 The Associated Students shall be given an opportunity to participate effectively in the
66 formulation and development of District policies and procedures that have a significant
67 effect on students, as defined by law. The recommendations and positions of the
68 Associated Students will be given every reasonable consideration. The selection of student
69 representatives to serve on District committees or task forces shall be **determined by the**
70 **Associated Student Governing. made after consultation with the Associated Students. The**
71 **following topics are identified in the California Code of Regulations, Title 5, Section**
72 **51023.7 as having a significant effect on students:**

- 73
- 74 1. **Grading policies**
- 75 2. **Codes of student conduct**
- 76 3. **Academic disciplinary policies**
- 77 4. **Curriculum development**
- 78 5. **Courses or programs which should be initiated or discontinued**
- 79 6. **Processes for institutional planning and budget development**

Blue lines 33-34 = Language pulled directly from 5 CCR § 53200. Other blue in lines 55-70
internal.

Date Adopted: 11/13/2007; Reviewed: 6/10/14; Revised:

(Replaces former Palomar College Policies 2510, 4.0, 4.5 and all previous versions of BP 2510.)

- 80 7. Standards and policies regarding student preparation and success
- 81 8. Student services planning and development
- 82 9. Student fees within the authority of the district to adopt; and
- 83 10. Any other district and college policy, procedure, or related matter that the district
- 84 governing board determines will have a significant effect on students.

85
86 Except for unforeseeable emergency situations, the Board shall not take any action on
87 matters subject to this policy until the appropriate constituent group or groups have been
88 provided the opportunity to participate.

89
90 Nothing in this policy will be construed to interfere with the formation or administration of
91 employee organizations or with the exercise of rights guaranteed under the Educational
92 Employment Relations Act, Government Code Sections 3540, *et seq.*

Blue lines 33-34 = Language pulled directly from 5 CCR § 53200. Other blue in lines 55-70 internal.

Date Adopted: 11/13/2007; Reviewed: 6/10/14; Revised:
(Replaces former Palomar College Policies 2510, 4.0, 4.5 and all previous versions of BP 2510.)

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AP 2510 PARTICIPATION IN LOCAL DECISION-MAKING

References:

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

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

The governance structure and practices embrace the Palomar Community College District values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes; promoting mutual respect and trust through open communication and actions; and fostering integrity as the foundation for all we do.

The Governing Board is the final authority for governance at the Palomar Community College District. The Governing Board delegates authority to the Superintendent/President who in turn solicits and receives input through the shared governance decision-making process.

Organization

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

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

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

44 **Representation**

45
46 The governance structure provides for representation from seven recognized
47 constituencies of the Palomar Community College District: ~~students, Faculty Senate,~~
48 ~~bargaining unit faculty, bargaining unit classified staff, Administrative Association~~
49 ~~members, Confidential and Supervisory employees, and senior and executive~~
50 ~~administration.~~

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

- 52 1. ASG – students
53 2. Faculty Senate – faculty on academic and professional matters
54 3. PFF/AFT – faculty
55 4. CCE/AFT– classified staff
56 5. Confidential and Supervisory Team (CAST) – supervisors and confidential
57 employees
58 6. Administrative Association – directors and managers
59 7. Superintendent/President – senior and executive administrators

60 Appointments from the constituencies, when not specified by position, are made by the;
61 ~~respective constituency group's leadership.~~ The constituent appointees serve the length
62 of term designated by their representative group.

63 **Responsibilities of Representatives**

64 The primary responsibilities of representatives are as follows:

- 65 • prepare for and attend meetings
66 • participate in discussions ~~and contribute to informed decision making~~
67 • communicate with ~~one's individual constituency ies members, keeping them~~
68 ~~informed of the proceedings and recommendations.~~; and
69 • ~~contribute to informed decision making~~

70 **Recommendation Process**

71
72 Recommendations shall emerge ideally as a result of group consensus. When
73 consensus cannot be reached, a majority of those voting shall determine the
74 recommendation.

75 Each ~~Council/Committee/Task Force~~ chair is responsible for communicating
76 recommendations through the appropriate administrative and/or governance structure.

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

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

82 **Definitions of Governance Structures**

83 **Council**

84 A group of constituency representatives designated or selected to act in an
85 advisory capacity that meets on a regular basis. The charge of a council entails
86 college-wide issues and reports directly to the Strategic Planning Council (SPC).
87

88 **Committee**

89 ➤ **Operational Standing Committee** – A **standing committee group** of
90 constituency representatives intended to consider all matters pertaining to
91 procedural issues as defined by its role. **An operational standing**
92 **committee is part of the governance structure. Standing Committees do**
93 **not sunset.**
94

95 ➤ **Subcommittee** – A permanent sub-group convened by a **Standing**
96 **Committee** or **Council** to consider specific subjects in detail for
97 recommendations back to the **Standing Committee** or **Council**. The
98 chair must be a member of the committee or council to which it reports.
99 Other members need not be members of the committee to which it reports
100 but may be appointed by the appropriate constituent group(s) as defined
101 by the subcommittee membership.
102

103 ➤ **Ad Hoc Committee** – A working group or sub-group created by a council
104 or **operational standing** committee to address and make recommendations
105 on a particular subject. The members need not be from a council or
106 committee. **Ad-Hoc Committees meet until the subject/issue is resolved**
107

108 **Task Force**

109 A constituency-represented group specifically convened by and reporting to SPC
110 or to the Superintendent/President to address a special college-wide subject/
111 issue and meets until the subject/issue is resolved.
112

113 **Open Access**

114
115 Governance meetings are public. In addition to representation afforded to individuals
116 through constituencies, other individuals and groups will be heard in accordance with
117 the Brown Act. Written minutes will be prepared for all governance meetings. Agendas,
118 minutes, reports, and other work products of all governance committees and other
119 groups involved in governance should be made readily accessible to all interested
120 parties.

121 **Evaluation**

122
123 The SPC and planning councils will regularly evaluate the governance structures and
124 process and communicate the results of these evaluations.

125 Office of Primary Responsibility: Superintendent/President

GOVERNING BOARD

REV 9/4/17

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BP 2710 CONFLICT OF INTEREST

References:

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

Governing Board members and designated employees shall not be financially interested in any contract made by them in their official capacity, Board or in any contract they make in their capacity as Board members, body or board of which they are members.

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

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

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

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

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

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

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AP 2710 CONFLICT OF INTEREST

References:

Government Code Sections 87105 and 87200-87210;
Title 2 Sections 18700 et seq. and as listed below
2 Federal Code of Regulations Part 200.318(c)(1); and other citations as listed below

Incompatible Activities (Government Code Sections 1126 and 1099)

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

Financial Interest (Government Code Sections 1090 et seq.)

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

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

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

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

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

Yellow = CCLC Update 30

Date Approved: SPC 05/01/2007; Reviewed: 4/29/14

(Replaces all previous versions of AP 2710.)

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

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

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

54 **Gifts (Government Code Section 89503)**

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

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

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

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

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

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

73 Designated employees shall not accept any honorarium that is defined as any payment
74 made in consideration for any speech given, article published, or attendance at any

Yellow = CCLC Update 30

Date Approved: SPC 05/01/2007; Reviewed: 4/29/14

(Replaces all previous versions of AP 2710.)

75 public or private gathering, if the employee would be required to report the receipt of
76 income or gifts from that source on his or her statement of economic interests. The
77 term "honorarium" does not include:

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

84 **Representation (Government Code Section 87406.3)**

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

88 **Contracts Supported by Federal Funds (2 Code of Federal Regulations Part** 89 **200.318(c)(1))**

90 No employee, Board member, or agent of the District may participate in the selection,
91 award, or administration of a contract supported by a federal award if he/she has a real
92 or apparent conflict of interest. Such a conflict of interest would arise when the
93 employee, Board member, or agent, any member of his/or her immediate family, his/her
94 partner, or an organization which employs or is about to employ any of the parties
95 indicated herein, has a financial or other interest in or a tangible personal benefit from a
96 firm considered for a contract. The Board members, employees, and agents of the
97 District may neither solicit nor accept gratuities, favors, or anything of monetary value
98 from contractors or parties to subcontracts. Disciplinary action will be taken for
99 violations of such standards by Board members, employees, or agents of the District.

100 Office of Primary Responsibility: Superintendent/President

Yellow = CCLC Update 30

Date Approved: SPC 05/01/2007; Reviewed: 4/29/14

(Replaces all previous versions of AP 2710.)

GOVERNING BOARD
REV 10/19/17

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BP 2735 GOVERNING BOARD MEMBER TRAVEL

Reference:

Education Code Section 72423

Government Code Section 11139.8.

Reimbursement

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

Travel Restrictions

Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approve a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. Government Code Section 11139.8 can be incorporated by reference as part of the local agency's policies on travel. Whenever the California Legislature adopts any changes or amendments to Section 11139.8, they are automatically adopted without further action by any local agency which has incorporated Section 11139.8 as the agency's policies. Therefore, the Palomar Community College District hereby adopts Government Code Section 11139.8 and incorporates it by reference.

It shall be the responsibility of the Superintendent/President or designee, prior to approving Board Travel, to consult the web site of the California Attorney General in order to comply with the travel and funding restrictions imposed by Government Code Section 11139.8.

Travel Budget

The Superintendent/President will, in consultation with the Governing Board, establish an annual travel budget for Board members.

Date Adopted: 11/13/2007; Reviewed: 6/10/14; Revised:

(Replaces former Palomar College Policy 11.2 and all previous versions of BP 2735.)

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AP 2735 GOVERNING BOARD MEMBER TRAVEL

References:

- Education Code Section 72423
- Government Code Section 11139.8.

Eligibility for reimbursement of travel expenses does not guarantee reimbursement of travel expenses. The District may reimburse Trustees for necessary expenses incurred to attend conferences, workshops, meetings, and college and site visitations provided:

- the travel is authorized by the Superintendent/President;
- the appropriate Travel Approval/Reimbursement Claim form has been completed to ensure compliance with provisions of the District’s workers’ compensation policy, and;
- that availability of funds in the appropriate budget account have not been depleted.

Travel conducted before the approved request form is on file may be denied for reimbursement.

To support the District the Board may adopt a fixed amount annually as part of the regular budget process. Effective fiscal year 2018/19 the amount of travel monies and the manner in which these funds will be expended will be determined by the Board prior to the adoption of the final budget.

Any unexpended funds at the end of the fiscal year will be returned to the General Fund.

Reimbursement for trustee travel expenses shall follow District procedures (see AP 6900 - Travel.)

Travel Request and Required Forms

The Superintendent/President reviews and authorizes Trustees’ travel requests.

Trustees requesting travel and meeting expenses should plan ahead to avoid unnecessary short-notice travel, late registration fees, and increased costs associated with airfare, etc.

This procedure is suggested as good practice.

Date Approved:

41 All expenses must be properly itemized and accompanied by the necessary receipts.
42 Requests for reimbursement are to be submitted to the Superintendent/President or
43 his/her designee within 30 days from the completion of travel.

44
45 Failure to provide proof of actual expenses, normally in the form of credit card receipts,
46 hotel receipts, itemized restaurant receipts, etc. within 30 days following travel may
47 result in denial of reimbursement, a moratorium on future travel and/or a forfeiture of the
48 District credit card.

49
50 All travel outside the United States must be approved in advance by the Governing
51 Board.

52
53 **Expectations for board member travel**

54
55 Board members are expected to represent the public interest:

56
57 Advocate for and protect the District:

58
59 Foster a professional environment which reflects well on the District, and engenders
60 respect for the District:

61
62 Not engage in any activity that is inconsistent with or in conflict with to his/her duties as
63 an officer of the District; including the appearance of conflict of interest:

64
65 Remember that as an individual Board member they have no legal authority:

66
67 If a majority of the Board travels together they shall avoid using a series of
68 communications of any kind, directly or through intermediaries, to discuss, deliberate, or
69 take action on any item of business of a specified nature that is within the subject matter
70 jurisdiction of the Governing Board.

71 Upon return from travel, the Board members are encouraged to provide a written or oral
72 report describing the content of the event attended to share with other Board members.

73
74
75
76 Office of Primary Responsibility: Superintendent/President

77
78
79 Also see BP 2715 Code of Ethics/Standards of Practice, BP 2720 **Communication**
80 among Governing Board Members, BP 2735 Governing Board Member Travel and AP
81 6900 Travel.

This procedure is suggested as good practice.

Date Approved:

GOVERNING BOARD

REV 9/20/17 deletion recommended

AP 2310 — REGULAR MEETINGS OF THE GOVERNING BOARD

References:

Education Code Section 72000(d);

Government Code Sections 54952.2, 54953 et seq., and 54961

The Governing Board meets on the second Tuesday of each month. Any item for the agenda must be in the President's Office ten days prior to each Tuesday meeting. The fourth Tuesday of the month will be kept open for special meetings, orientations, workshops, or training sessions, should they be needed.

Office of Primary Responsibility: Superintendent/President

Not a legally required AP. Language covered in BP. Departmental process. Does not pertain to Regular meetings.

Date Approved: SPC 05/01/2007; Reviewed: 4/29/14

(Replaces former Palomar College AP 12.3)

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GOVERNING BOARD

REV 9/20/17 recommended for deletion

AP 2350 — SPEAKERS

References:

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

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

The employee against whom a complaint is made by a member of the public under this policy shall be entitled to the following: (1) Written Notice from an authorized representative of the Governing Board that the complaint has been made against him or her; and, (2) The date the complaint was made and a verbatim transcript of the complaint as presented to the Board; and, (3) The right to respond both orally and in writing to the complaint within a reasonable time thereafter, to the Board; and, (4) All rights provided by established grievance procedures for the employee's job classification, e.g., faculty, classified, administrative.

Office of Primary Responsibility: Superintendent/President

An AP is not required or recommended by CCLC.

Date Approved: SPC 05/01/2007; Reviewed: 4/29/14
(Replaces former Palomar College AP 12.10.1)