



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
AGENDA  
October 26, 2016**

<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/>	Staff	<b>Date:</b> <b>October 26, 2016</b>
	<input type="checkbox"/>	Product/Project	<b>Starting Time:</b> <b>9:30 a.m.</b>
	<input type="checkbox"/>	Special	<b>Ending Time:</b> <b>11:00 a.m.</b>
			<b>Place:</b> <b>MD-155C</b>

**CHAIR:** Adrian Gonzales      **MEMBERS:** Antonecchia, Cathcart, Cecere, Cory, Cunningham, DiMaggio, Harris, Hopp, Large, Magnuson, Meyers, Moore, Moss, Nguyen, Nunez, O'Brien, Perez-Corona, Shoop, Springer, Stockert, Titus and Williams.

**RECORDER:** Michelle LaVigueur

<b>Order of Agenda Items</b>	<b>Attachments</b>	<b>Time Allotted</b>
<b>A. <u>MINUTES</u></b>		
1. Approve Minutes of October 12, 2016		
<b>B. <u>ACTION ITEMS/FIRST READING</u> – None.</b>		
<b>C. <u>ACTION ITEMS/SECOND READING</u> – None.</b>		
<b>D. <u>INFORMATION/DISCUSSION ITEMS</u></b>		
1. New Member – Deanna Shoop, Manager of Outreach		5 minutes
2. Update on Student Services District BP/AP	Exhibit A	40 minutes
<b>a.</b> AP 5012 – International Students		
<b>b.</b> BP 5030 – Fees		
<b>c.</b> AP 5030 – Fees		
<b>d.</b> BP 5420 – ASG Financial Management		
<b>e.</b> AP 5420 – ASG Financial Management		
<b>f.</b> BP 5757 – Parking		
<b>g.</b> AP 5757 - Parking		
3. NaBITA Training October 18 – 21, 2016		20 minutes
<b>E. <u>COMMITTEE REPORTS</u></b>		
1. Academic Review Committee		10 minutes
2. Behavioral Health & Campus Wellness Committee		
3. Campus Police Committee		
4. Registration Committee		
5. Scholarship Committee		
6. Student Program Eligibility Appeals Committee		
<b>F. <u>OTHER BUSINESS</u></b>		
1. <b>Town Hall Forums – November 2, 2016</b> (9:30 – 10:30 a.m. and 3:30 – 4:30 p.m.)		15 minutes
2. <b>Vice President of Human Resource Services update</b>		

**Next Meeting: Wednesday, November 9, 2016 in MD-155C**



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
October 12, 2016**

**CHAIR:** Adrian Gonzales

**MEMBERS PRESENT:** Ambrocio, Antonecchia, Cathcart, Cecere, Cory, Cunningham, DiMaggio, Harris, Magnuson, Meyers, Nguyen, Nunez, O'Brien, Springer, Stockert and Titus.

**RECORDER:** Michelle LaVigueur

**MEMBERS ABSENT:** Hopp, Large, Moore, Moss and Williams.

**GUESTS:**

Order of Agenda Items	Attachments	Time Allotted
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**A. MINUTES**

**1. Approval of Minutes for September 14, 2016**

MSC – (Stockert/Cecere): The minutes for September 14, 2016 were approved and accepted into the record.

Minutes, agendas and attachments are posted on the following Palomar College website:  
<http://www2.palomar.edu/pages/sspc/>

**B. ACTION ITEMS/FIRST READING** – None.

**C. ACTION ITEMS/SECOND READING** – None.

**D. INFORMATION/DISCUSSION ITEMS**

- |           |  |           |            |
|-----------|--|-----------|------------|
| <b>1.</b> | <b><u>Update on Student Services District BP/AP</u></b><br>VP Gonzales reported that the VP Student Service (VPSS) Cabinet is currently working on updating the Student Services Board Policies (BP) and Administrative Procedures (AP). As they update a BP and/or AP, they will be brought to SSPC for further review and input. Then they will be presented to the Policies and Procedures committee (P&P), SPC and finally to the Governing Board. Our goal is to complete the updates by December 2016 and hand them off to P&P > SPC > Governing Board for final review in spring 2017. Current BP/AP's can be found here: <a href="https://www.palomar.edu/gb/Web%20Pages/PoliciesAndProcedures.html">https://www.palomar.edu/gb/Web%20Pages/PoliciesAndProcedures.html</a> | Exhibit A | 30 minutes |
| <b>2.</b> | <b><u>Update on new PRP forms</u></b><br>VP Gonzales reported that Student Services will be completing a one year PRP report this year (2016-17) which is due to the VP office by November 3, 2016. We will begin a three year PRP cycle starting next year (2017-18) using an updated form. The workgroup that is updating the PRP form is being extended to include members from key Student Services areas. An informational email will be sent out asking for volunteers to participate in a standing monthly meeting. It is not required to have a seat on SSPC in order to participate. Our goal is to identify the core elements of the form by December 2016. We will utilize the spring semester to refine the details of the form.                                       |           | 10 minutes |
| <b>3.</b> | <b><u>Behavioral Health Intervention Structure and Process</u></b><br>VP Gonzales gave an overview of three components to the Behavioral Health Intervention Structure: <i>Crisis Intervention, Prevention and Training.</i>   |           | 20 minutes |
- Crisis Intervention - Counseling, Student Affairs, Behavioral Health Counseling and /or Campus Police were identified as the core areas and steering committee. The team will review threat assessment, crisis management and case load management of specific students.
  - Prevention - The Behavioral Health and Campus Wellness (BHCW) committee is our shared governance group that focuses on broader prevention strategies to aid in campus behavioral health and wellness. The BHCW committee would be the ideal group to discuss and develop information campaigns, on-going training and preventative strategies.

- **Training** – Behavioral Health Intervention Training will be provided periodically to the campus community to ensure that we are equipped with tools to assist students in need. The next Behavioral Health Intervention training will be held October 18 – 21, 2016 for faculty and staff. Details can be found on the Student Health Centers website: <http://www2.palomar.edu/pages/healthservices/events/>.
4. **Student Health Centers announced two upcoming activities:** 10 minutes
- a. National Behavioral Intervention Team Association (NaBita) Training October 18-21, 2016 for faculty and staff.
  - b. Flu shots are available beginning October 17, 2016. The shots are free to students and are \$20.00 for staff and faculty.
- E. **COMMITTEE REPORTS** – Tabled. 10 minutes
1. Academic Review Committee
  2. Behavioral Health & Campus Wellness Committee
  3. Campus Police Committee
  4. Registration Committee
  5. Scholarship Committee
  6. Student Program Eligibility Appeals Committee
- F. **OTHER BUSINESS** 10 minutes
1. **Common Assessment** – VP Gonzales reported that the State has delayed plans to implement the Common Assessment in order to do additional validation. It is unclear as to when the State expects to be ready to roll out the implementation of the Common Assessment. We currently use Compass for English, Math and Reading assessment (and Accuplacer for math challenges); however, Compass has informed colleges that it will no longer be producing the assessment in November 2016. As a result, we will be moving to a “multiple measures” model of course placements where by students would answer a series of questions at the time of application and then be placed into courses based on those responses. Our transition to the “multiple measures” model will start with the Spring 2017 testing period.
  2. **SSSP/SE conference in Sacramento**  
VP Gonzales reported that he, Carmelino Cruz and Olga Diaz attended the SSSP/SE Conference in Sacramento on October 26 – 28, 2016. The integration of SE/SSSP/BSI at the state-wide level was discussed. The Chancellor’s Office advised that we will not need to submit an annual plan this year for any of these three initiatives. However, we will still submit a financial report regarding how the funds are being spent. There was discussion on the Legislative Analyst Report (LAO) which indicated that California Community Colleges have been following the general intent of SSSP/SE, but the level of implementation varies from college to college. The report also discussed the need for Student Education Plans (SEP) be integrated with Enrollment Management.
  3. Student Services PRP’s are due November 3, 2016 and there will likely be \$200,000 in SPPF funding available. More information on SPPF funding will be forthcoming as we receive it from SPC.

Meeting was adjourned at 11:03 a.m.

**AP 5012 INTERNATIONAL STUDENTS**

**References:**

Education Code Sections 76141, and 76142;  
Title 5 Section 54045;  
Title 8 U.S. Code Sections 214.2 et seq.

The District admits international students who have an F-1 or M-1 visa permitting them to study in the United States. International students, who come from all over the world, must comply with certain requirements imposed both by the District and applicable state and federal laws/regulations. International students pay nonresident tuition and a capital outlay fee in addition to enrollment fees (see AP 5020 titled Nonresident Tuition and AP 5030 titled Fees for more information on fees and exemptions). The District’s Office of International Education monitors the students’ academic progress. International students shall purchase a District-approved accident and sickness insurance policy before enrollment, and must maintain the coverage throughout their studies. Non-native speakers of English who are permanent residents of the United States and students who hold other types of visas are not considered international students.

The following is required for admission into the District’s credit academic program:

- Completion of an international student application with passport-size photograph
- A Test of English as a Foreign Language (TOEFL) score of 470 (PBT)/150 (CBT) or 47 (iBT)
- Verification of high school graduation. Official transcripts of all secondary and college course work must be provided with a certified English translation
- Satisfactory recommendation if attending a English language school or another college in the United States

International students who do not meet the minimum requirements for regular District admission may attend the intensive English language program. For more information, contact the California English School at Palomar College.

Office of Primary Responsibility: Enrollment Services

STUDENT SERVICES  
REV 10/18/16**BP 5030 6980 5030 FEES****References:**

Education Code Sections 66025.3, 70902 (b)(9), 76300 et seq. and references cited below;

Title 5 Sections 51012, 54702, 54704, 54706, 54708, and 54710;  
Chancellor's Office Student Fee Catalog  
ACCJC Accreditation Standard I.C.6

The Governing Board authorizes the following fees. The Superintendent/ President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the District catalog.

**Required fees include:**

**Enrollment Fee:** Education Code Section 76300

Each student shall be charged a fee for enrolling in credit courses as required by law.

**Nonresident Tuition Fee:** See BP/AP 5020 titled Nonresident Tuition.  
Education Code 76140 and 76140.5

**Non-Resident Capital Outlay Fee:** Education Code Section 76141

**Auditing Fee:** Education Code Section 76370

An established auditing fee shall be charged. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Persons auditing a course shall be charged a fee of [ not more than \$15.00 ] per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

**Student Health Fee:** Education Code Sections 66025.3, 70902(b), 76355

Text in **green highlight** does not exist in CCLC template document please review and make a determination whether to keep or remove language. Text in **yellow highlight** suggested by CCLC.

**Date Adopted: 04/08/2008**

*(Replaces Palomar College Policies 403.1, 403.2, 403.5, 423.2, 5030.3, and 5030.6)*

The Superintendent/President shall present to the Governing Board for approval a fee to be charged to each student for student health services. See AP 5030 for details.

**Student Center Fee:** Education Code Section 76375 and Title 5 Section 58510.

A Student Center Fee is required of all students attending the community college where the center is located. The Board of Governors has adopted section 58510 of CAC Title 5 to implement this provision.

**Transcript/Student Record Fees:** Education Code Section 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

#### Other Fees Include:

**Parking Fee:** Education Code Section 76360

The Superintendent/President shall present fee information for parking for students to the Governing Board for approval.

**Student Activity Card Fee (optional):** CCCCCO Student Fee Handbook

**Instructional Materials:** Education Code Section 76365; Title 5 Sections 59400 et seq.

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

**Physical Education Facilities:** Education Code Section 76395

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

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**Date Adopted: 04/08/2008**

*(Replaces Palomar College Policies 403.1, 403.2, 403.5, 423.2, 5030.3, and 5030.6)*

66 **Student Representation Fee:** Education Code Section 76060.5

67 ~~Students will be charged a \$1 fee per semester to be used to provide support for~~  
68 ~~student governmental affairs representation. A student may refuse to pay the fee~~  
69 ~~for religious, political, financial, or moral reasons and shall submit such refusal in~~  
70 ~~writing.~~

71 **~~International Students Application Processing Fee:~~** Education Code Section  
72 ~~76142~~

73 ~~The District shall charge students who are both citizens and residents of a~~  
74 ~~foreign country a fee to process the application for admission. This processing~~  
75 ~~fee and regulations for determining economic hardship may be established by~~  
76 ~~the Superintendent/President. The fee shall not exceed the lesser of 1) the~~  
77 ~~actual cost of processing an application and other documentation required by the~~  
78 ~~U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from~~  
79 ~~the tuition fee at the time of enrollment.~~

80 **Collection, Waiver and Refund of Fees**

81 ~~No student suspended or expelled shall be refunded any fees paid by or for the~~  
82 ~~student. Education Code Sections 41302 and 76037.~~

83 **Non-Sufficient Funds Fee:**

84

85 **Enrollment Fee Refunds:**

86

87 **Collection Penalty Fee:**

88

89 **Enrollment Fee Waivers**

90

91 Office of Primary Responsibility: Enrollment Services

92

93 See **Procedure AP** 5030 titled Fees.

94

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**Date Adopted: 04/08/2008**

*(Replaces Palomar College Policies 403.1, 403.2, 403.5, 423.2, 5030.3, and 5030.6)*

## STUDENT SERVICES

REV 10/17/16

## AP 5030 FEES

## References:

Education Code Sections 66025.3, 70902(b)(9), 76300et seq., and 76300.5 and 76355;  
Title 5 Sections 51012, 58520, and 58629 54704, 54706, and 54708;  
California Community College Chancellor's Student Fee Handbook  
ACCJC Accreditation Standard I.C.6

## REQUIRED FEES INCLUDE:

**Enrollment Fee:** A state mandated fee for enrolling in classes will be charged as determined by enrollment status. (Education Code Section 76300 and 76300.5; Title 5 Sections 58500-58509)

**Nonresident Tuition Fee:** See BP 5020 titled Nonresident Tuition and AP 5020 titled Nonresident Tuition (Education Code Sections 76140 and 76140.5) **Nonresident tuition with these permissive exemptions:**

- **A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);**
- **All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:**
  - **high school attendance in California for three or more years;**
  - **graduation from a California high school or attainment of the equivalent thereof;**
  - **registration or enrollment in a course offered for any term commencing on or after January 1, 2002;**
  - **completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and**
  - **in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.**
- **Non-resident fees for special part-time students will be waived based on the following criteria (Education Code Section 76140):**
  - **The student must be residing in California.**
  - **The student must be attending a high school (public or private) in California.**
  - **The student must be enrolled as a special part-time student in fewer than 12 units each semester or fewer than 15 units if participating in a CCAP as defined in AP 5011.**
  - **The student must be recommended by the principle of the pupil's school and have parental permission to attend a community college.**
  - **This exemption does not apply to special full-time students.**
  - **This exemption does not apply to non-immigrants other than "T" and "U" non-immigrant visa.**
  - **Students receiving this non-resident tuition exemption do not receive resident status.**

Text in yellow highlight is CCLC proposed language which incorporated changes proposed in Updates 20 -28.

**Date Approved: 4/8/2008, Revised 12/6/2011**  
(Replaces former Palomar College Procedures 5300)



48 **Non-Resident Capital Outlay Fee:** Education Code Section 76141 The computation of the  
49 capital outlay fee is not to exceed the amount expended for the capital outlay in the preceding  
50 year divided by the total full-time equivalent students.

51

52 **Auditing Fee:** Persons auditing a course shall be charged an established fee. Students  
53 enrolled in classes to receive credit for 10 or more semester credit units shall not be charged  
54 this fee to audit three or fewer units per semester. (Education Code Section 76370)

55

56 **Student Health Fee:** A health fee is charged to all students for operation of the Student Health  
57 Centers or Centers as authorized in Education Code Section 76355. Education Code Sections  
58 66025.3, 70902(b), 76355)

59

60 The following students are exempt by law:

- 61 • Students who are taking only apprenticeship classes
- 62 • Students who depend exclusively upon prayer for healing in accordance with the  
63 teachings of a bona fide religious sect, denomination, or organization

64 Other exempt students include:

- 65 • Students who are active duty military students and taking classes exclusively at the  
66 Camp Pendleton Center or who are deployed overseas.
- 67 • ~~Students who attend Community Services Seminars~~
- 68 • Students who are exclusively taking Worksite Education specifically as employees of  
69 companies attend Not-for-Credit instruction.
- 70 • Students who are enrolled in non-credit classes at sites other than the San Marcos  
71 Campus and the Escondido Center exclusively taking contract education classes.
- 72 • Students who are exclusively enrolled in non-credit classes at sites other than the San  
73 Marcos Campus and Escondido Center

74

75 **Student Center Fee:** A fee is assessed to all students attending classes at the San Marcos  
76 campus for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and  
77 operating a student center. The fee is \$1 per unit up to a maximum of \$10 per student per year.  
78 Noncredit students are not required to pay the fee, nor can are recipients of Temporary  
79 Assistance to Needy Families, Supplemental Security Income (SSI), State Supplementary  
80 Payment (SSP), or general assistance. (Education Code Section 76375 and Title 5 Section  
81 58510)

82

83 **Transcript/Student Record Fee:** The District shall furnish at no charge up to two transcripts of  
84 students' records or two verifications of various records. After two copies, the District shall  
85 charge a fee. The District shall not charge for searching or retrieving any student record.  
86 Students may request special processing or rush processing of a transcript for an additional fee.  
87 (Education Code Section 76223)  
88 (See the Palomar Class Schedule for exact fee amount)

89

#### 90 OTHER FEES INCLUDE:

91

92 **Parking Fee:** A parking fee will be assessed per semester or session to park on District  
93 property parking lots for automobiles and motorcycles. See the class schedule for the specific  
94 amount. (Education Code Section 76360)

95

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**Date Approved: 4/8/2008, Revised 12/6/2011**  
(Replaces former Palomar College Procedures 5300)

96 The following students are exempt by law from parking fee that exceed twenty dollars (\$20) per  
97 semester:

- 98 • Students who receive financial assistance (i.e., Board of Governors Enrollment Fee  
99 Waiver-A, B, C). Special categories BOGW with the exception of students who are  
100 dependent children and surviving spouses of members of the California Veteran or  
101 National Guard who are killed or permanently disabled while in active services.

102

103 **Instructional Materials:** Education Code Section 76365; Title 5 Sections 59400 et seq.

104 Students may be required to provide required instructional and other materials for a credit or  
105 non-credit course, provided such materials are of continuing value to the student outside the  
106 classroom and provided that such materials are not solely or exclusively available from the  
107 District.

108

109

110 **Student Activities Fee (optional):** The optional student activities fee offers students a number  
111 of benefits including discounts to campus events and purchases with local merchants. Please  
112 contact the Comet Center or the Student Affairs Office for more information. See class schedule  
113 for the specific fee amount. The fee is nonrefundable after the drop deadline. (CCCCO Student  
114 Fee Handbook)

115

116 **Student Identification Activities Card Fee (optional):** The student ID card allows access to a  
117 variety of District support services and activities. The fee is nonrefundable after the drop  
118 deadline. (CCCCO Student Fee Handbook)

119

120 **Student Representation Fee:** Education Code Section 76060.5

121 Students will be charged a \$1 fee per semester to be used to provide support for student  
122 governmental affairs representation. A student may refuse to pay the fee for religious, political,  
123 financial, or moral reasons and shall submit such refusal in writing.

124

## 125 **COLLECTION AND REFUND OF FEES**

126

127 No student suspended or expelled shall be refunded any fees paid by or for the student.  
128 (Education Code Sections 41302 and 76037)

129

130 **Non-Sufficient Funds Fee:** The District shall charge a fee for personal checks returned for  
131 insufficient funds.

132

133 **Enrollment Fee Refunds:** The District shall refund upon request any enrollment fee paid by a  
134 student in excess of that computed pursuant to Education Code Section 58501 for program  
135 changes made during the first two weeks of instruction as allowed by law.

136

137 The District shall not refund any enrollment fee paid by a student for program changes made  
138 after the first two weeks of instruction unless the program change is a result of action by the  
139 District to cancel or reschedule a class.

140

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**Date Approved: 4/8/2008, Revised 12/6/2011**  
(Replaces former Palomar College Procedures 5300)

141 ~~No student suspended or expelled shall be refunded any fees paid by or for the student.~~  
142 ~~(Education Code Sections 41302 and 76037)~~

143  
144 **Collection Penalty Fee:** Any past due debt will be subject to collection by a private collection  
145 agency or through the Chancellor's Office Tax Offset Program. A 33% collection fee will be  
146 added to the amount owed the District.

#### 147 **Enrollment Fee Waivers**

148 Any private or public elementary or secondary school pupil admitted to Palomar College as a  
149 special part-time student for credit classes is exempt from the enrollment fee. The attendance of  
150 the student must be authorized by a letter of permission from the school principal.  
151

152  
153 For purposes of this policy, a special part-time student is a student who registers in less than 12  
154 units per semester at Palomar College. Credit for courses completed shall be at the college  
155 level but may be transferred back to the school district for fulfillment of graduation requirements.  
156 (Education Code Sections 72252 and 76001)

157  
158 ~~Nonresident fees for special part-time students are subject to nonresident tuition if classes are re-~~  
159 ~~taken for college credit. will be waived based on the criteria previously listed under Non-~~  
160 ~~Resident Fees section of this Administrative Procedure (AP 5030). are subject to nonresident~~  
161 ~~tuition if classes are taken for college credit.~~

162  
163 Students participating in a "College and Career Access Pathways" partnership (CCAP) will be  
164 considered a special part-time student for up to 15 units per term if all of the following  
165 circumstances are satisfied (Education Code Section 76004(p)):

- 166 • The units constitute no more than four community college courses per term.
- 167 • The units are part of an academic program that is part of a CCAP partnership  
168 agreement.
- 169 • The units are part of an academic program that is designed to award both a high school  
170 diploma and an Associate degree or a certificate or credential.

171  
172 Furthermore, if the special part-time student who is participating in a CCAP partnership meets  
173 all three of the aforementioned requirements, the college district must exempt the following  
174 community college fees pursuant to Education Code Section 76004(q):

- 175 • Student representation fee. (Section 76060.5)
- 176 • Nonresident tuition fee and corresponding permissible "capital outlay" fee. (Sections  
177 76140, 76141 and 76142)
- 178 • Transcript fees. (Section 76223)
- 179 • Course enrollment fees. (Section 76300)
- 180 • Apprenticeship course fees. (Section 76350)
- 181 • Early Childhood Education Lab School fees. (Section 79121)

182  
183 The District may waive enrollment fees which were not collected in a previous session where  
184 the enrollment fees were not collected as a result of the District's error in awarding a Board of  
185 Governors Fee Waiver to an ineligible student and not through the fault of the student, and to  
186 collect the enrollment fee would cause the student undue hardship.

187  
188 The following students are exempt by law:

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**Date Approved: 4/8/2008, Revised 12/6/2011**  
(Replaces former Palomar College Procedures 5300)

- 189 • Students who receive financial assistance (i.e., Board of Governor Enrollment Fee  
190 Waiver-A, B, C). Special categories BOGW such as students who are dependent  
191 children and surviving spouses of members of the California Veteran or National Guard  
192 who are killed or permanently disable while in active services, recipient of Congressional  
193 Medal of Honor or child of recipient, surviving dependent of individual killed in 9/11/01  
194 Terrorist Attack, and eligible dependent of a deceased law enforcement/fire suppression  
195 personnel killed in the line of duty.

196  
197  
198  
199 Office of Primary Responsibility: Enrollment Services

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**Date Approved: 4/8/2008, Revised 12/6/2011**  
*(Replaces former Palomar College Procedures 5300)*

## STUDENT SERVICES

REV 10-25-16 (no proposed changes)

## BP 5420 ASSOCIATED STUDENT GOVERNMENT FINANCIAL MANAGEMENT

**References:**

Education Code Sections 76063-76065

Associated Student Government (ASG) funds shall be deposited with and disbursed by the Superintendent/President or designee.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the (ASG), subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the Superintendent/President or designee
- the employee who is the designated adviser of the particular student body organization and
- a representative of the student body organization

The funds of the (ASG) shall be subject to an annual audit.

Associated Student Government funds are to be used for projects and programs which benefit the students and the District.

See Procedure 5420 titled Associated Student Government Financial Management.

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**Date Adopted: 04/08/2008**

*(Replaces current Palomar College Policy 527)*

## STUDENT SERVICES

REV 10/25/16

## AP 5420 ASSOCIATED STUDENT GOVERNMENT FINANCIAL MANAGEMENT

## References:

Education Code Sections 76063-76065

Associated Student Government (ASG) Funds are maintained in accordance with the following procedures:

- ASG Fund's financial records and procedures are subject to annual audit.
- Audit information and financial records, except that containing personnel or other confidential information, shall be released to the ASG by the Director of Student Affairs.
- ASG Funds shall be deposited with the Cashier's Office in Student Administrative Services (A-2) and disbursed through the District's Fiscal Services Office.
- The Funds shall be deposited, loaned, or invested in:
  - Deposits in trust accounts of the centralized State Treasury System pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
  - Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
  - Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
  - Participation in funds that are exempt from federal income tax pursuant to Internal Revenue Code Section 501(c)(3) and that are open exclusively to nonprofit colleges, universities, and independent schools.
  - Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any

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

*(Replaces former Palomar College Procedure 527 and all previous versions of AP 5420.)*

37 money so invested or deposited is invested or deposited in certificates,  
38 shares, or accounts fully covered by the insurance.

- 39 ○ Investment of money in permanent improvements to any community  
40 college district property including, but not limited to, buildings, automobile  
41 parking facilities, gymnasiums, swimming pools, stadia and playing fields,  
42 where those facilities, or portions thereof, are used for conducting student  
43 extracurricular activities or student spectator sports, or when those  
44 improvements are for the benefit of the student body.

45 All Funds shall be expended subject to such procedures as may be established by the  
46 ASG subject to the approval of each of the following three persons. Approval shall be  
47 obtained each time before any funds may be expended:

- 48 • the Superintendent/President or his/her designee  
49 • the officer or employee of the District who is the designated advisor of the  
50 particular student body organization and  
51 • a representative of the student body organization

52 Office of Primary Responsibility: Student Affairs

STUDENT SERVICES

REV 9-26-16 (no proposed changes)

**BP 5757 PARKING**

**References:**

Education Code Section 76360;  
Vehicle Code Section 21113

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

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

See AP 5757 titled Parking.



## AP 5757 PARKING

### References:

Education Code Section 76360;  
Vehicle Code Section 21113

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

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

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

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

In accordance with California Vehicle Code Section 21113 the District will enforce these procedures by issuing citations.

Office of Primary Responsibility: Student Services