Meeting Highlights

Present:  Robert Deegan, Jane Wright (Consultant), Ruth Larson, Nancy Chadwick (representing Michele Nelson), Brent Gowan, Bill Bedford, Susan Coleman, Berta Cuaron, Joe Tortarolo, Michelle Barton, Sara Thompson, and Josie Silva

I. Introductions -- President Deegan welcomed the members and thanked them for their willingness to serve on this important Task Force. Self introductions were made. Jane Wright described her community college work history and her consulting efforts with other community college districts that have or are in the process of updating/revising their policies and procedures.

II. Task Force Role and Meeting Schedule – President Deegan discussed the role of task force members. The members reviewed the list of meeting dates through Spring 2007. Michelle mentioned that the February 16, 2007 meeting appears to be on a college holiday. That meeting will be re-scheduled.

III. Definitions of Policies and Procedures – Jane disseminated and reviewed a handout that distinguishes between the definition of a policy versus the definition of a procedure. Policies require official adoption by the Governing Board whereas procedures need be placed on the Board agenda but should be approved through the College’s internal review process.

IV. Review Updating Process and Draft Timeline -- Jane provided an overview of the task of updating the policies and procedures. Jane explained that the Community College League of California (CCLC) and the legal firm of Liebert, Cassidy, and Whitmore developed policy and procedure templates in 2001. The templates were created by attorneys who specialize in community college issues and educational law. Palomar College is one of the 60 community college districts in the state that is a member of the CCLC Policy and Procedure Service.

The 152 recommended policies and 201 recommended procedures are divided into the following seven chapters: Chapter 1 (The District); Chapter 2 (Governing Board); Chapter 3 (General Institution); Chapter 4 (Instructional Services); Chapter 5 (Student Services); Chapter 6 (Finance and Administrative Services), and Chapter 7 (Human Resources).
Every six months (in February and August) the college receives updates to ensure that board policies and administrative procedures are current. The updates are sent via email to the Superintendent/President as well as posted on the Subscribers Website (www.ccleague.org). Jane shared the user identification name (“subscriber”) and password (“process”) for members and others on campus who wish to access the template information.

Policy and procedure samples are categorized as legally required, legally advised, or suggested as good practice. The definitions of the categories are as follows:

1. **Legally Required**: These are policies which legal counsel has determined that, based on federal or state law or regulation, the College must enact and which require Board action;

2. **Legally Advised**: These are policies which are not specifically required based on any federal or state law, but which legal counsel has identified as essential to protect the College from potential liability, and which, if enacted, require Board action; and

3. **Suggested**: These are policies that are suggested by legal counsel and the Community College League of California as standards of good practice.

The Task Force members reviewed the draft timeline dated April 28, 2006. John noted that the date for the first step in the process for the Chapter 7 (Human Resources) policies needs to be revised from Mid-February 2006 to Mid-February 2007. This revision will be made and an updated timeline will be distributed at the September Meeting. Jane explained that the chapters are in a non-sequential order based on those she has found to be easier to update/review. The chapters near the end of the process often prove more challenging due to the content and level of detail. Therefore, she suggested that the chapters be reviewed in the following order: Chapter 1 (The District), Chapter 2 (Governing Board), Chapter 6 (Finance and Administrative Services), Chapter 5 (Student Services), Chapter 4 (Instructional Services), Chapter 3 (General Institution), and Chapter 7 (Human Resources).

V. **Review Policies and Procedures for Chapters 1 and 2** – The Task Force members began reviewing the draft policies in Chapters 1 (The District) and 2 (Governing Board) as well as the draft procedures for Chapter 2 (Governing Board). There are no procedures recommended for Chapter 1. Revisions were made to the following Board Policies (BP):

- **BP 1100 titled The Palomar Community College District**: John noted that it was incorrectly numbered as BP 1000. Nancy suggested that we obtain the legal description of the District boundaries and include that description here. It was also suggested that a comparison be done between what is included in the College Catalog versus the information in the policy to be consistent.
• BP 1200 titled District Mission: Michelle suggested that we add a date next to the reference regarding the WASC/ACCJC Accreditation Standard 1 because the accreditation standards are updated/revised periodically.

• BP 1300 titled Educational Philosophy: Josie explained that the number in parenthesis (69-2804) that is included with this policy as well as others in the current Palomar Board Policy Manual most likely indicates the year and resolution number associated with the adoption of a particular policy.

• BP 2010 titled Governing Board Membership: The first sentence in current Palomar BP 5.0 was moved to the beginning of the new policy. The second sentence in current Palomar BP 5.0 was deleted since the new wording suggested was very similar. It was suggested that a reference to BP 2710 titled Conflict of Interest be added at the end of the policy.

• BP 2015 titled Student Trustee: The last sentence at the end of the third paragraph was deleted and replaced with: “The Student Trustee shall recuse himself/herself from both discussion and action on matters of potential conflict of interest.” Sara noted that the word “to” needed to be added in the first bulleted item.

Jane will make the revisions suggested and bring updated versions of the policies to the September 15 meeting. In September, the members will continue to review the remaining policies and procedures in Chapter 2 (Governing Board).

VI. Other – Task Force members will be provided with notebooks for all of their meeting materials at the September 15, 2006 meeting. The same handouts distributed at this meeting will be included in the notebooks.

VII. Next Meeting Agenda – The next Task Force Meeting is scheduled for Friday, September 15, 2006 at 10:00 a.m.

VIII. Adjournment – The meeting was adjourned at noon. No meetings will be held during the summer months.
Meeting Highlights

Present: Jane Wright (Consultant), Robert Deegan, Darrel McMullen, Brent Gowen, Bill Bedford, Ken Burns, Michael Dimnick, Kelley Hudson MacIsaac, Susan Coleman, Berta Cuarons, Joe Madrigal, John Tortarolo, Michelle Barton, Sara Thompson, and Josie Silva

I. Introductions -- President Deegan welcomed the members to the first Task Force Meeting of the fall semester. Jane Wright introduced herself and described her experience with updating/revising policies and procedures. Self introductions were made.

II. Dissemination of Task Force Notebooks – Every Task Force member received a blue binder with labeled sections for each chapter, agendas, meeting highlights, and other materials. Jane thanked Josie for creating wonderfully organized notebooks.

III. Continue Updating Chapter 2 Policies and Procedures – Jane reviewed the revisions made during the May 12, 2006 Task Force Meeting to the policies in Chapter 1 (The District) as well as the first few policies in Chapter 2 (Governing Board). The members continued to update/revise the wording for the following policies and procedures:

- **Policy 2015 titled Student Trustee:** The language from current Palomar BP 8.32 titled ASG President as Student Member will be included as the first sentence of the second paragraph. In addition, the third bullet in the fourth paragraph shall include language regarding, “The privilege to receive compensation for meeting attendance at a level equivalent to elected Trustees.”

- **Procedure 2015 titled Student Trustee:** This proposed procedure will be deleted.

- **Policy 2100 titled Governing Board Elections:** The language from current Palomar BP 9.3 titled Candidate’s Statement will be added as the last sentence of the first paragraph. In addition, language will be included regarding, “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.”

- **Procedure 2100 titled Governing Board Elections:** This proposed procedure will be deleted.
- **Policy 2105 titled Election of Student Trustee:** Two new legal references (Education Code Sections 72023.5 and 72103) were added per the Community College League’s August 2006 update. An updated version of this policy was disseminated to reflect suggestions from the advisor to the Associated Student Government.

- **Procedure 2105 titled Election of Student Trustee:** The misspelling of the word “Trustee” at the beginning of the second paragraph was corrected. The proposed language in this procedure will be checked against the Associated Student Government Bylaws for consistency.

- **Policy 2110 titled Vacancies on the Governing Board:** This procedure was accepted as presented.

- **Procedure 2110 titled Vacancies on the Governing Board:** This procedure was accepted with all new language as presented.

- **Policy 2200 titled Board Duties and Responsibilities:** Jane disseminated this new policy which was added per the Community College League’s August 2006 update. The last bullet in this policy was corrected to read, “Advocate for and protect the District.”

- **Policy 2210 titled Officers:** The colons were deleted after the word “are” when followed by bullets. Duties for the Vice President and the Secretary of the Board were added.

- **Policy 2220 titled Committees of the Governing Board:** The last sentence of current Palomar BP 12.14 was retained and added to the end of the third paragraph. The term “these policies” was revised to read “Palomar CCD policies” in the last sentence of the first paragraph.

- **Policy 2305 titled Annual Organizational Meeting:** The newly proposed language was deleted. The language in current Palomar BP 12.2 was retained.

- **Policy 2310 titled Regular Meetings of the Governing Board:** The following sentence was added as the second sentence in the second paragraph, “According to the Brown Act, the Governing Board Agenda will be posted 72 hours in advance of the meeting.”

- **Policy 2315 titled Closed Sessions:** The word “only” in the first sentence of the first paragraph was moved and placed after the word “held.”

- **Policy 2320 titled Special and Emergency Meetings:** The newly proposed language was approved as submitted. It will replace current Palomar BP 12.4 and BP 12.5.

- **Procedure 2320 titled Special and Emergency Meetings:** The first paragraph of this policy included current Palomar Administrative Procedure 12.3 titled Regular Meetings which was mistakenly included in this procedure rather than as new Procedure 2310 titled Regular Meetings of the Governing Board. Jane will place this information in a new procedure, and the members placed the phrase, “ten days prior” after the words “…President’s Office” in the first sentence. The words “at 7:00 p.m.” and “by 5 p.m. on the Monday eight days prior” were deleted.

- **Policy 2330 titled Quorum and Voting:** The sentence, “No action will be taken by secret ballot” will become the first sentence of the policy. There
was discussion regarding the issue of two-thirds versus four-fifths votes. Upon further review of Robert’s Rules of Order, the recommendation is to include the following language, “The following actions require a majority vote by all members of the Governing Board.”

In addition, Jane will double-check all legal citations referenced with current Palomar Policies and Regulations to ensure that they are accurate.

IV. Other – At the October Meeting, the members will review and revise the remaining 23 policies and 12 procedures in Chapter 2 (Governing Board). The Task Force members were asked to thoroughly review those remaining policies and procedures prior to the October 13, 2006 meeting. Time permitting, the members of the Task Force may begin reviewing the policies and procedures in Chapter 6 (Finance and Administrative Services) at the October Meeting.

V. Next Meeting Agenda – The next Task Force Meeting is scheduled for Friday, October 13, 2006 at 10:00 a.m.

VI. Adjournment – The meeting was adjourned at noon.
Meeting Highlights

Present: Jane Wright (Consultant), Ruth Larson, Brent Gowan, Bill Bedford, Ken Burns, Michael Dimmick, Kelley Hudson MacIsaac, Susan Coleman, Berta Cuaron, Joe Madrigal, John Tortarolo, Michelle Barton, Sara Thompson, and Josie Silva

I. Review and Approval of September Meeting Highlights – Task Force members received the September 15, 2006 Meeting Highlights. The highlights were approved as submitted.

II. Continue Updating Chapter 2 Policies and Procedures – Jane disseminated packets of the legal citation language at the beginning of the meeting. Task Force members continued to update/revise the wording for the following policies and procedures:

- **Policy 2340 titled Agendas**: The members agreed that the language from current Palomar BP 12.8 titled Agenda and BP 12.9 titled Availability of Agenda was adequately addressed in the League-recommended language so these two policies could be deleted. The language in current Palomar BP 12.11 titled Action will be added as the last paragraph in this newly revised policy.

- **Procedure 2340 titled Agendas**: The League-recommended bulleted language was deleted. The only edit in current Palomar Administrative Procedure 12.8 was to delete “eight” and add “ten” in the first sentence of the first paragraph. The second paragraph from current Palomar BP 12.10 titled Hearings was moved from Policy 2345 and included in Procedure 2340 with the following edits: The agenda will include regularly scheduled standing items from The Board will accept testimony from individuals, a committee, or a delegation. Hearings from the following shall be regularly scheduled in the agenda: The Faculty, the Faculty Senate, the Palomar Faculty Federation, the Associated Student Government, the CCE/AFT, the Administrative Association, the Confidential and Supervisory Team, Other, and the Superintendent/President. In addition, the following statement was added to the end of the procedure: “A statement will be included on Board Agendas requesting that individuals who desire the agenda information in an accessible format and/or require other accommodations should contact the President’s Office.”

- **Policy 2345 titled Public Participation at Governing Board Meetings**: The title was revised to “Right to Public Participation.” In the legal references, the Government Code Section 54954.3 was revised to be
“54954 et seq.” The last sentence in the League-recommended language was revised to be: “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.”

Lastly, the second paragraph of current Palomar BP 12.10 titled Hearings was moved from Policy 2345 and included in Procedure 2340.

- **Procedure 2345 titled Public Participation at Governing Board Meetings:** This proposed procedure was deleted. The language that was included in this proposed procedure was moved to newly created Procedure 2350 titled Speakers.

- **Policy 2350 titled Speakers:** The following statement from current Palomar Administrative Procedure #12.10.1 was moved to Policy 2350 and included as the second to last bullet: “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.”

- **Procedure 2350 titled Speakers:** The members created a new procedure by including the proposed language from Procedure 2345. The first two paragraphs of current Palomar Administrative Procedure 12.10.1 were recommended to be deleted (evidenced by strike throughs). The legal references for the Government Code Section was expanded to include 54950 et seq. (listed under “References” at the beginning of the procedure and at the end of the procedure.

- **Policy 2355 titled Decorum/Conduct:** The members added the word “Conduct” to the title of this policy.

- **Policy 2360 titled Minutes:** The last sentence in red ink under the “note” was revised and added to the end of the second sentence of this policy. This new sentence reads, “The minutes shall record all actions taken by the Governing Board including, but not limited to, those present, all motions, names of those making and seconding motions, and votes.” It was agreed that the information in current Palomar BP 12.12 was addressed in the new red language.

- **Procedure 2360 titled Minutes:** This procedure was deleted.

- **Policy 2365 titled Recording:** The words “at least” were deleted and the end of the first paragraph.

- **Procedure 2365 titled Recording:** The members agreed to include the sample language from another community college district as the new language in this proposed procedure.

- **Policy 2410 titled Policy Making Authority and Administrative Procedures:** The members added the words “Making Authority” and made the word Procedure plural in the title of this policy. In the fifth paragraph, the members added the word “annually” so that the first sentence in the fifth paragraph reads, “The Superintendent/President shall annually provide each member of the Board with copies of the administrative procedures or any revisions since the last time they were provided.” Current Palomar BP 7.01 was moved to become the new first sentence of this policy. Current Palomar BP 4.0 titled Collegiality was moved to Board Policy 2510 titled
Participation in Local Decision Making. Current Palomar BP 3.04 titled Communication of Matters of Institution-wide Policy was moved to Procedure 2410 due to the level of detail contained in this current policy.

- **Procedure 2410 titled Policy Making Authority and Administrative Procedures:** The members added the words “Making Authority” and made the word Procedure plural in the title of this procedure. The order of the language in current Palomar BP 3.04 titled Communication of Matters of Institution-wide Policy was reordered to more accurately reflect current practice.

- **Policy 2430 titled Delegation of Authority to Superintendent/President:** The word “provided” in the sixth paragraph was included in the blank provided.

- **Procedure 2430 titled Delegation of Authority to Superintendent/President:** This procedure was deleted.

- **Policy 2431 titled Superintendent/President Selection:** The word “elected” in current Palomar BP 7.02 was revised to be “selected.” The members asked Jane to research any Education codes that specifically address the CEO contract and to add those citations to the list of references as appropriate. This policy will be reviewed at the November 17 Task Force Meeting per the members’ request.

- **Policy 2432 titled Superintendent/President Succession:** The number “30’ was added to the end of the first paragraph in red ink. The words “30 calendar days” were added to the third paragraph in red. The bulleted language from current Palomar BP 22 titled Designation of Administrator in Charge was revised to include the Chief Business Officer as the third bullet, the Chief Human Resources Officer as the fourth bullet, and the addition of the words “as a dean” to the last bullet to clarify the parenthetical statement. The parenthetical statement now reads, “… in order of length of service as a dean at Palomar College”

In addition, Jane will print copies of the legal citations for the remaining policies and procedures in Chapter 2. She will disseminate those legal citations at the beginning of the November Meeting.

**III. Other** – At the November Meeting, the members will review and revise the remaining policies and procedures in Chapter 2 (Governing Board) beginning with Policy 2435. The Task Force members were asked to thoroughly review those remaining policies and procedures prior to the November 17, 2006 meeting. Jane and Josie will also disseminate the Chapter 6 (Finance and Administrative Services) policies and procedures in October so that Task Force members have an opportunity to begin reviewing these documents in advance. Time permitting, the members of the Task Force will begin updating the policies and procedures in Chapter 6 at the end of the November Meeting.
IV. **Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, November 17, 2006 from 9:00 a.m. – noon. Refreshments and breaks will be provided for the members.

V. **Adjournment** – The meeting was adjourned at 12:10 p.m.
Meeting Highlights

Present: Jane Wright (Consultant), Darrell McMullen, Brent Gowan, Bill Bedford, Michael Dimmick, Kelley Hudson MacIsaac, Susan Coleman, John Tortarolo, Michelle Barton, Sara Thompson, and Josie Silva

I. Review and Approval of October Meeting Highlights – Task Force members received the October 13, 2006 Meeting Highlights. The highlights were approved as submitted.

II. Complete Review/Revision Chapter 2 Policies and Procedures – Task Force members continued to update/revise the wording for the following policies and procedures:

- **Policy 2435 titled Evaluation of the Superintendent/President:** In the third paragraph of this policy, the words Board Policy were capitalized. In the last line of the third paragraph, the words “…titled Delegation of Authority to the Superintendent/President” were added at the end of the sentence.

- **Procedure 2435 titled Evaluation of the Superintendent/President:** The last sentence in the first paragraph from current Palomar BP 7.03 was struck through for recommended deletion. The following sentence was added as the new second paragraph: “The employment agreement between the Superintendent/President and the Palomar CCD addresses the annual evaluation of the Superintendent/President.” In addition, the following language was included as the new fourth paragraph in this procedure: “The Governing Board often receives input from campus constituent groups and others regarding the Superintendent/President. One source of input submitted to the Governing Board for consideration includes the results of the annual evaluation of the Superintendent/President conducted by the Faculty Senate’s Personnel Standards and Practices Committee.” Lastly, at the beginning of the fifth paragraph, the words “Governing Board’s” and “… of the Superintendent/President …” were added to the first sentence for clarification.

- **Policy 2510 titled Participation in Local Decision Making:** Section A from current Palomar BP 4.5 was struck through because this information is addressed elsewhere in the policies.

- **Procedure 2510 titled Participation in Local Decision Making:** The language from the governance overview taken directly from the District’s strategic planning website was added to this procedure.
Policy 2610 titled Presentation of Initial Collective Bargaining Proposals: A new sentence, “Collective bargaining proposals will be presented to the Governing Board in accordance with the timelines established in the current contracts for the represented employee groups.” NOTE: It was recommended that John Tortarolo’s Office review this recommended sentence for accuracy. If deemed appropriate, Vice President Tortarolo’s Office should insert the timelines related to the District’s collective bargaining agreements or a similar reference.

Procedure 2610 titled Presentation of Initial Collective Bargaining Proposals: This procedure was accepted as submitted.

Policy 2710 titled Conflict of Interest: This policy was placed on hold for further clarification specifically regarding the third paragraph addressing a Board member’s remote interest in any contract and the confusion regarding the language contained in the two previous paragraphs. The language in current Palomar BP 9.5 and BP 541 was struck through for recommended deletion as the new language recommended from the CC League appeared to be more comprehensive.

Procedure 2710 titled Conflict of Interest: Fifth paragraph, last sentence beginning with, “This provision…” was deleted.

Procedure 2712 titled Conflict of Interest Code: The District’s current designated positions and disclosure requirements were inserted.

Policy 2715 titled Code of Ethics/Standards of Practice: This policy was accepted as presented from current Palomar College Policy #89-13740 titled Code of Ethics Palomar Community College District Governing Board (89-13740) adopted on 4-10-90.

Policy 2716 titled Political Activity: This policy was accepted as presented.

Policy 2717 titled Personal Use of Public Resources: This policy was accepted as presented.

Policy 2720 titled Communications Among Governing Board Members: This policy was accepted as presented.

Policy 2725 titled Governing Board Member Compensation: The Education Code reference for Section 72425 was struck through and replaced with Section 72024 (per the CC League’s Update #11 in late August 2006). The date “May 15” was struck through in current Palomar BP 11.1 and replaced with the date “June 1” which currently reflects District practice.

Policy 2730 titled Governing Board Member Health Benefits: Current Palomar Policy 11.1 was mistakenly duplicated in this policy. The language was struck through with a note to see Policy 2725. It was recommended that John Tortarolo’s Office review the sentence recommended by the CC League for accuracy.
• **Policy 2735 titled Governing Board Member Travel:** The following words were added to current Palomar BP 11.2: “shall” (rather than may); “…eligible for …”; and “ment” (added to reimburse).

• **Policy 2740 titled Governing Board Education:** The first sentence in current Palomar BP 7.15 was struck through for recommended deletion. The first two words in the second sentence of current Palomar BP 7.15 was also struck through so that the second sentence begins with the word “New …” The third sentence in current Palomar BP 7.15 was struck through for recommended deletion.

• **Policy 2745 titled Governing Board Self-Evaluation:** The word “March” was added to the first sentence in the third paragraph. The title “Secretary to the Board” was added to the end of the fifth paragraph. The following words in the first sentence of current Palomar BP 13.0 were struck through: “It is the policy of the Palomar Community College District to …” The words “The Governing Board shall…” were added to the beginning of the first sentence of current Palomar BP 13.0. Lastly, the words, “ … of the Governing Board” at the end of the first sentence of current Palomar BP 13.0 were struck through.

• **Policy 6100 titled Delegation of Authority:** In the last line of the second paragraph, the words “…titled Bids and Contracts” were added at the end of the parenthetical statement. Delete last paragraph: Office of Primary Responsibility.

• **Procedure 6100 titled Delegation of Authority:** No revisions were made. Second paragraph designated position: Director, Business Services.

• **Policy 6150 titled Designation of Authorized Signatures:** In the first and second paragraphs, the term “Secretary to” was added.

• **Procedure 6150 titled Designation of Authorized Signatures:** This procedure was deleted and combined with 6315.

• **Policy 6200 titled Budget Preparation:** The current Palomar BP 7.06 language was struck through for recommended deletion.

• **Procedure 6200 titled Budget Preparation:** At the beginning of the procedure, the words “The budget preparation process at Palomar College includes, but is not limited to, the following:” were added before the bulleted items. At the recommendation of the Fiscal and Administrative Services Office, the words “one copy …” were added at the beginning of the third bullet. At the beginning of the language in current Palomar AP 521.2, the phrase “The District’s Budget Timetable includes:” was added. – instead of i.e., it should be e.g. – FTEs should be FTES.
III. **Other** – At the December Meeting, the members will review and revise the remaining policies and procedures in Chapter 6 (Finance and Administrative Services) beginning with Policy 6250 titled Budget Management. The Task Force members were asked to thoroughly review the remaining policies and procedures in Chapter 6.

IV. **Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, **December 15, 2007**, from **9:00 a.m.** – noon. Refreshments and breaks will be provided for the members.

V. **Adjournment** – The meeting was adjourned at 11:45 a.m.
Palomar College Policies/Procedures Review Task Force Meeting
Friday, December 15, 2006
9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Jane Wright (Consultant), Ruth Larson, Bob Deegan, Berta Cuaron, Joe Madrigal, Brent Gowan, Ken Burns, Kelley Hudson MacIsaac, Susan Coleman, Michelle Barton, and Josie Silva

I. Review and Approval of November Meeting Highlights – Task Force members received the November 17, 2006 Meeting Highlights. The highlights were approved as submitted.

II. Review/Revise Policies and Procedures in Chapters 2 and 6 – Task Force members continued to update/revise the wording for the following policies and procedures:

Note: A reference to the related procedure number and title was added at the end of all the policies.

- **Policy 6150 titled Designation of Authorized Signatures:** Susan asked the Task Force members to review the language in Policy 6150 again in order to confirm that the language accurately reflects and encompasses the responsibilities of the Finance and Administrative Services Office. The Task Force members recommended that Vice President Dowd review the language in this policy one more time to confirm its accuracy.

- **Procedure 6200 titled Budget Preparation:** Susan asked the Task Force members to review the language in Procedure 6200 again in order to specifically confirm that the budget timetable accurately reflects and encompasses the District’s budget preparation processes. The Task Force members recommended that Vice President Dowd review the language in this procedure to confirm its accuracy.

- **Policy 6250 titled Budget Management:** It was recommended that Vice President Dowd review the language in the second paragraph to determine if further detail is necessary.

- **Procedure 6250 titled Budget Management:** This procedure was referred to Vice President Dowd for review and revision.

- **Policy 6275 titled Incentive Cost-Savings Program:** The Task Force members recommended deletion of this policy.

- **Procedure 6275 titled Incentive Cost-Savings Program:** The Task Force members recommended deletion of this procedure.

- **Policy 6300 titled Fiscal Management:** Current Palomar College Policy 526 titled Revolving Cash Fund and Policy 529 titled Cash Receipts and
Deposits were moved from this policy and placed in Procedure 6300 titled Fiscal Management.

- **Procedure 6300 titled Fiscal Management:** Current Palomar College Policy 526 titled Revolving Cash Fund was moved into this procedure. A note was added above current Palomar College Policy 526 asking whether this current policy language should be placed in a separate policy. This procedure was referred to Vice President Dowd for review and revision.

- **Procedure 6305 titled Reserves:** The Task Force recommended that Vice President Dowd review and revise the language in this procedure.

- **Procedure 6310 titled Accounting:** The Task Force members recommended deleting this procedure.

- **Procedure 6315 titled Warrants:** The Task Force referred this procedure to Vice President Dowd for further review/revision and asked why employees in other categories beyond salaried employees were not included?

- **Policy 6320 titled Investments:** In the first sentence, the words “are invest” were moved to the end of the sentence. The suggested language to consider from another community college was deleted.

- **Procedure 6320 titled Investments:** This procedure was accepted as submitted.

- **Procedure 6322 titled Employee Indemnity Bonds:** This procedure was accepted as submitted.

- **Policy 6325 titled Payroll:** In the first paragraph the comma after the word “employees” was deleted and the comma after the word “staff” was deleted. It was recommended that the first sentence in current Palomar College Policy 528.1 be deleted. It was also recommended that the following words at the beginning of the second sentence be deleted: “It is Board Policy to allow” because these words do not appear to be necessary. The first letter in the word “payroll” was capitalized and the sentence began with that word.

- **Procedure 6325 titled Payroll:** The Task Force members recommended that Vice President Dowd review this procedure.

- **Policy 6330 titled Purchasing:** The Task Force recommended deleting current Palomar College Policy 540 titled Purchasing and using the newly suggested language from the Community College League instead.

- **Procedure 6330 titled Purchasing:** The Task Force members recommended that Vice President Dowd review this procedure.

- **Policy 6340 titled Bids and Contracts:** This policy was accepted as presented.

- **Procedure 6340 titled Bids and Contracts:** The Task Force members recommended that Vice President Dowd review this procedure with key staff members.

- **Procedure 6350 titled Contracts -- Construction:** The references to the “Business Office” were replaced with “The Facilities Office.”

- **Procedure 6360 titled Contracts – Electronic Systems and Materials:** This procedure was accepted as submitted.
• **Procedure 6365 titled Contracts -- Accessibility of Information Technology:** This procedure was accepted as submitted.

• **Procedure 6370 titled Contracts – Personal Services:** The words “(Independent Contractors, Professional Experts, and Consultants)” were included in the title. The Task Force members recommended that Vice President Dowd’s Officer confirm that the related forms used by the college reflect the same procedural information referenced in this procedure.

• **Procedure 6380 titled Vendors:** It was recommended that Vice Presidents Dowd and Madrigal review this procedure. The following sentence was added at the end of this procedure: “The Business Services’ web page includes a Vendor’s Guide with purchasing and bid information.”

• **Policy 6400 titled Audits:** The recommendation was to delete the language in current Palomar College 7.07 and Policy 525.

• **Procedure 6400 titled Audits:** In the first bullet, the letter “A” was made lower case. In the last sentence of the procedure, the word “Chancellor’s” was deleted and replaced with the word “Systems.”

• **Policy 6500 titled Property Management:** This policy was accepted as presented.

• **Procedure 6500 titled Property Management:** The Task Force members recommended that Vice President Dowd review this procedure and include the District’s local practices regarding property management.

• **Policy 6520 titled Security for District Property:** The recommendation was to delete the language in current Palomar College 551, Policy 552, and Policy 553. It was suggested that the language from the Community College League be used instead.

• **Procedure 6520 titled Security for District Property:** The Task Force members recommended that Vice President Dowd review this procedure.

• **Procedure 6525 titled Regulations Controlling the Use of Coasters, Roller Blades, etc.:** It was recommended that this procedure be moved to Chapter 3 (General Institution).

• **Policy 6530 titled District Vehicles:** Kelley recalled seeing sample language regarding district vehicles from other community colleges. Jane will obtain sample language and make a recommendation for the Task Force to consider at their January Meeting.

• **Procedure 6530 titled District Vehicles:** The Task Force members recommended that Vice President Dowd review this procedure to determine if much of the information included could be deleted and a Facilities Handbook be referenced instead.

• **Procedure 6535 titled Use of District Equipment:** The Task Force recommended that Vice President Dowd review this procedure and consider reducing the amount of detail added.

• **Procedure 6536 titled Equipment Replacement:** The Task Force recommended that Vice Presidents Dowd and Cuaron review this procedure for accuracy.
III. Other – At the January Meeting, Vice President Dowd will also address the questions raised during the December 15. The members will review and revise the remaining policies and procedures in Chapter 6 (Finance and Administrative Services) beginning with Policy 6540 titled Insurance. The Task Force members were asked to thoroughly review the remaining policies and procedures in Chapter 6.

IV. Next Meeting Agenda – The next Task Force Meeting is scheduled for Friday, January 12, 2007 from 9:00 a.m. – noon. Refreshments and breaks will be provided for the members.

V. Adjournment – The meeting was adjourned at 11:52 a.m.
Meeting Highlights

Present: Jane Wright (Consultant), Berta Cuaron, Joe Madrigal, John Tortarolo, Brent Gowan, Ken Burns, Kelley Hudson MacIsaac, Susan Coleman, Bill Bedford, and Josie Silva

I. Review and Approval of December Meeting Highlights – The Task Force members reviewed the December 15, 2006, Meeting Highlights. The highlights were approved as submitted.

II. Status of Chapters 1 and 2 – The Task Force members discussed the process and timeline for further review and submission of Chapters 1 and 2 to the Strategic Planning Committee (SPC) and the Governing Board. The chapters will be submitted to SPC on March 6th for first reading, and April 3rd for second reading. It is estimated that the chapters will be submitted to the Governing Board in May.

III. Review/Revise Policies and Procedures in Chapter 5 – Jane connected her computer to the projector so that the Task Force members could view the language on the screen and verify the revisions being made. The members began updating/revising the wording for the following policies and procedures in the Student Services Chapter:

- **Policy 5000 titled Student Responsibility**: Brent suggested that the language used in the policies and procedures is consistent. References to students were made plural in this policy and throughout the policies/procedures (with the few exceptions in cases where the term student must remain singular for emphasis and/or the context).

- **Procedure 5000 titled Student Responsibility**: The office of primary responsibility was modified to read “Enrollment Services” rather than the title of a specific position. Jane will make this revision throughout the policies and procedures where appropriate.

- **Policy 5010 titled Admissions and Concurrent Enrollment**: Berta recommended that the term “profit” be revised to “benefit.”

- **Procedure 5010 titled Admissions**: The title of this procedure was revised to: “Admissions and Concurrent Enrollment” for consistency with the policy. Joe will clarify the meaning of the Classroom Participation Section of this procedure. Jane will research the origin of this language and include a note regarding the current Palomar policy number and adoption date. Joe and Jane will check with Bonnie Dowd regarding the issue of claims for state apportionment for concurrent enrollment to determine if this issue is addressed in the Fiscal Services Section.

- **Procedure 5013 titled Students in the Military**: The content of this policy was accepted as submitted.

- **Policy 5015 titled Residence Determination**: Joe recommended that the term “session” be used rather than “semester” in order to encompass short-term sessions and other unique terms.
• Procedure 5015 titled Residence Determination: References to specific job titles were revised to reference the particular office instead.

• Policy 5020 titled Nonresident Tuition: The phrase “to be determined not later than February 1 of each year for the following fiscal year” was added at the beginning of the fourth paragraph for clarity.

• Procedure 5020 titled Nonresident Tuition: The section regarding the District practice for calculating the nonresident tuition fee was referred to Bonnie Dowd for review and clarification.

• Policy 5030 titled Fees: Susan recommended that the language in this policy be compared with the language in the procedure regarding the consistency in the order addressed. Any repetition will be removed. The statement “The Governing Board authorizes the following fees” will be added to the policy along with a list of those applicable fees and the related legal citations.

• Procedure 5030 titled Fees: The section regarding “other exemptions” was referred to Herman and Berta for review and clarification.

• Policy 5035 titled Withholding of Student Records: The content of this policy was accepted as submitted.

• Procedure 5035 titled Withholding of Student Records: The word “may” in the first sentence was changed to “shall.”

• Policy 5040 titled Student Records and Directory Information: Joe will follow-up on this issue of student directory information and whether there is a provision whereby students can limit their name/address/telephone number from being released.

• Procedure 5040 titled Student Records and Directory Information: The section regarding student records being released to officials of other public or private schools or school systems was referred to Herman for further review and for the addition of example statements. The section regarding “charging for transcripts or verifications of student records” was moved to AP 5030 titled Fees. The following language was added to the procedure: “The District may be required by law to release student records to external parties. For example, student records may be requested under the California Public Records Act. In these cases, students’ identities shall be removed.”

Due to time constraints, only half of this procedure could be reviewed. In March, the Task Force will begin by reviewing the remaining language in this procedure.

IV. Next Meeting Agenda – The next Task Force Meeting is scheduled for Friday, March 16, 2007, from **9:00 a.m. – noon.** Refreshments and breaks will be provided for the members.

V. Adjournment – The meeting was adjourned at 12:07 p.m.
Meeting Highlights

Present: Jane Wright (Consultant), Ruth Larson, Berta Cuaron, Joe Madrigal, Kelley Hudson Mac Isaac, Michelle Barton, Michael Dimmick, Susan Coleman, and Josie Silva

I. Review and Approval of February Meeting Highlights – The Task Force members reviewed the February 23, 2007, Meeting Highlights. Jane noted the responses in purple ink submitted by Joe Madrigal and Herman Lee. The highlights were approved as submitted.

II. Review/Revise Policies and Procedures in Chapter 5 – Jane projected the policy/procedure language on the screen for Task Force members to review and verify the revisions. The members continued updating/revising the wording for the following policies and procedures in the Student Services Chapter:

- **Policy 5045 titled Student Records: Challenging Content and Access Log:** The term “his/her” was replaced by the “the student’s” in the first sentence.
- **Procedure 5045 titled Student Records: Challenging Content and Access Log:** Task Force members noticed that there was a duplicate first paragraph. The duplicate paragraph was deleted. The first sentence of the new first paragraph was revised. Current Palomar Procedure 405 titled Access to Student Records was recommended for deletion.
- **Policy 5050 titled Matriculation:** The following phrase was added to the end of the first paragraph: “… that include admission; assessment orientation academic career, transfer, and personal counseling; advising; and follow-up services.” Current Palomar Policy 5050 was deleted (indicated by strike throughs).
- **Procedure 5050 titled Matriculation:** The terms “his/her” were changed to “a student.” The following bulleted items under matriculation services were added: “The use of multiple measures to assess students’ academic skills and abilities;” “Ongoing institutional research program;” “Faculty and staff training;” and “Prerequisite validation and enforcement.” Current Palomar Procedure 401 titled Matriculation was recommended for deletion.
- **Policy 5052 titled Open Enrollment:** Task Force members questioned whether the following statement is in fact published in the schedule of classes and the catalog: “The Superintendent/President shall assure that this policy is published in the catalog and schedule of classes.” Joe and Berta will check the catalog/schedule of classes and confirm.
- **Procedure 5052 titled Open Enrollment:** There were questions about whether the Paramedics Program should be included in the list of programs in paragraphs two and three. Berta will double-check and make a recommendation.

- **Policy 5055 titled Enrollment Priorities:** The language in current Palomar Policies 402 titled Registration and 402.1 titled Registration Priority System was recommended for deletion.

- **Procedure 5055 titled Enrollment Priorities:** The language in black ink did not have a current Palomar Policy/Procedure reference. Jane will research the applicable reference and add that information to Procedure 5055.

- **Procedure 5070 titled Attendance:** Some Task Force members had copies of AP 5070 and others had information that this specific procedure was to be deleted. Jane will research the issue and confirm.

- **Policy 5075 titled Course Adds and Drops:** Current Palomar College Policy 418 titled Enrollment/Disenrollment was retained. Current Palomar College Policy 417 titled Withdrawal was deleted (indicated by strike throughs).

- **Procedure 5075 titled Course Adds and Drops:** Task Force members reviewed the recommended revisions submitted by Student Services. The recommended revisions were approved as submitted.

- **Policy 5110 titled Counseling Services:** The phrase “in an academic term” was added in the middle of the sentence, Counseling shall be required for all first time students enrolled for more than six units in an academic term, students enrolled provisionally, and students on academic or progress probation. Current Palomar College policy 5050 titled Counseling and Matriculation was deleted (indicated by strike throughs). The word “Services” was added to the title in the policy. Jane revised the Table of Contents to reflect this title change.

- **Procedure 5110 titled Counseling Services:** The word “Services” was added to the title in the procedure. Jane revised the Table of Contents to reflect this title change. The word vocations was revised to be career/technical. Task Force members reviewed the other recommended revisions submitted by Student Services. The recommended revisions were approved as submitted.

- **Policy 5110 titled Transfer Center:** Jane explained that Education Code references were added at the top of the page in both the policy and procedure. The added legal citations relate to transfer core curriculum and path requirements (including new Education Code Section 66721.7 requesting the University of California to articulate courses with community colleges and on curricular paths to achieve the baccalaureate degree). In addition, the phrase “all students including” was added to the following sentence: The Superintendent/President shall assure that a Transfer Center Plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of all students including underrepresented students and complies with law and regulations. Current
Palomar College Policy 5120 titled Transfer Center was deleted (indicated by strike throughs).

- **Procedure 5110 titled Transfer Center:** The first letter of *Transfer Center* Plan was capitalized. The second paragraph of current Palomar Procedure 418.2 was recommended for deletion.

### III. Next Meeting Agenda

The next Task Force Meeting is scheduled for Friday, April 13, 2007 from **9:00 a.m.** – noon. Refreshments and breaks will be provided for the members.

### IV. Adjournment

The meeting was adjourned at 11:06 a.m.
Meeting Highlights

Present: Nancy Chadwick, Bob Deegan, Berta Cuaron, John Tortarolo, Brent Gowen, Bill Bedford, Susan Coleman, Josie Silva, Herman Lee, and Jane Wright (Consultant)

I. Review and Approval of March Meeting Highlights – The Task Force members reviewed the March 16, 2007 Meeting Highlights. The highlights were approved as submitted. As a follow-up to the Policy 5052 Section titled Open Enrollment in the meeting highlights, Herman reported that information regarding open enrollment is included in the College Catalog and Schedule of Classes. As a follow-up to the Procedure 5055 Section titled Enrollment Priorities in the meeting highlights, Jane reported that the language in black ink reviewed during the March 16 Meeting was current Palomar College Policy 402 titled Registration (77-6279) and Policy 402.1 titled Registration Priority System (89-13819, 94-16943, 94-17035, 98-19411, 00-20570). Jane also reported that Procedure 5070 titled Attendance is currently being reviewed by Herman and will be submitted for Task Force review on May 11.

II. Continued Review of Policies and Procedures in Chapter 5 – Jane projected the policy/procedure language on the screen for Task Force members to review and verify the revisions. The members continued updating/revising the wording for the following policies and procedures in the Student Services Chapter:

- **Policy 5130 titled Financial Aid, Veterans’ & Scholarship Services:** The policy language was accepted as submitted.

- **Procedure 5130 titled Financial Aid, Veterans’ & Scholarship Services:** There was a discussion regarding the use of “District” versus “College.” It was determined that the term “District” will be used because it is legally more accurate. Jane will do a search to replace the references to “College” with the term “District.” Task Force members also discussed deleting any punctuation at the end of the phrases in a bulleted listing. Jane will do a search and replace to delete the punctuation. The language in AP 5130 was reviewed and accepted as submitted.

- **Policy 5140 titled Disability Resource Center (DRC)/Disabled Students Programs and Services (DSPS):** The title of this policy as well as the references in the text was revised to be Disability Resource Center (DRC)/Disabled Students Programs and Services (DSPS). These same revisions were made in the related procedural language.
• Procedure 5140 titled Disability Resource Center (DRC)/Disabled Students Programs and Services (DSPS): Jane will revise reference to DRC/DSPS to be consistent with the policy. Ron Haines will be asked to review this procedure for currency (such as the computer-related programs) and to combine some of the bulleted points. Task Force members also asked about including a reference to a 504 Accommodation Plan. Task Force members discussed the difference between the use of “that” versus “which.” When the term "that" is used, no commas are included. When the term “which” is used, commas must be included. Jane will insert the quotations in the appropriate location in the paragraph that references the Federal Code of Regulations Volume 34.

• Policy 5150 titled Extended Opportunity Programs and Services (EOPS): The words “that augment” were added to the first sentence in the first paragraph.

• Procedure 5150 titled Extended Opportunity Programs and Services (EOPS): Task Force members asked Jane to forward this procedure to Anne Stadler to clarify “waivers” and whether “waivers” can be placed in a separate bullet. Task Force members also recommended that the bullet stating “summer classes and coordinate with instructors” be deleted because it doesn’t seem to fit with the other items in the list. Task Force members also want Anne to clarify the bullet stating “four-year college fee waivers.” The question was whether this relates to application fee waivers for baccalaureate-level institutions?

• Procedure 5160 titled GEAR UP Program: It was recommended that Calvin review this procedure again and the proposed revisions by the Task Force for accuracy.

• Procedure 5170 titled TRIO Programs: It was recommended that Calvin review this procedure to convert the long paragraphs of information into bulleted lists (similar to the format used in other procedures).

• Procedure 5180 titled Tutorial Services Programs: This procedure was moved from Chapter 5 (Student Services) to Chapter 4 (Instructional Services) and re-numbered as AP 4045.

• Procedure 5190 titled Placement Services: Task Force members recommended that the information in this procedure be moved to AP 5130 titled Financial Aid, Veterans' & Scholarships Services.

• Policy 5200 titled Student Health Services: It was recommended that this policy be reviewed and simplified by inserting the language recommended by the CC League and by deleting all of the legal references with the
exception of the Education Code and Title 5 references. This policy will be sent to Jayne Conway for revision.

- **Procedure 5200 titled Student Health Services:** This procedure was referred to Jayne Conway because the current Palomar College Policy 418.2 seems to describe all of the key Student Health Services areas without the need for the added verbiage. Task Force members recommended that the information in black ink be converted to bullets in order to simplify it and be more succinct. It was recommended that the references only include Ed Code and Title 5 citations. Lastly, the recommendation was to reference an office manual in the text of this procedure to direct the reader to other important information (rather than delineating office practices/processes).

- **Policy 5205 titled Student Accident Insurance:** After a lengthy discussion, Task Force members recommended that this policy and the related procedure be moved to Chapter 6 (Finance and Administrative Services). It was re-numbered as BP 6545.

- **Procedure 5205 titled Student Accident Insurance:** Moved to Chapter 6 (Finance and Administrative Services) and re-numbered as AP 6545.

- **Policy 5210 titled Communicable Disease:** The words “certain” and “in students” were added to the end of the first sentence to clarify that the District addresses certain communicable diseases in students.

- **Procedure 5210 titled Communicable Disease:** This procedure was referred to Jane Conway to respond to the following questions and modify the language accordingly. What communicable diseases will trigger an intervention by Student Health Services? What happens when health services becomes aware of an infection? What are the steps? What is the process?

- **Policy 5300 titled Student Equity:** This policy was accepted as submitted.

- **Procedure 5300 titled Student Equity:** This procedure was accepted as submitted.

- **Policy 5400 titled Associated Student Government:** The Task Force just began reviewing BP 5400, BP 5410, and BP 5420. The recommendation was to send these three policies and the related procedures to Bruce Bishop to consider combing the three policies and the three related procedures into one policy and one procedure. The Task Force will begin with BP 5400 at the meeting on May 11, 2007.
III. **Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, May 11, 2007 from 9:00 a.m. – noon.

IV. **Adjournment** – The meeting was adjourned at 11:40 a.m. because the Task Force members did not take any meeting breaks.
Palomar College Policies/Procedures Review Task Force Meeting
Friday, May 11, 2007
9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Bob Deegan, Bonnie Dowd, Joe Madrigal, Kelley Hudson MacIsaac, Bill Bedford, Susan Coleman, Michael Dimmick, Josie Silva, and Jane Wright (Consultant)

I. Review and Approval of April Meeting Highlights – The Task Force members reviewed the April 13, 2007 Meeting Highlights. The highlights were approved as submitted.

II. Meeting Schedule for the 2007-08 Academic Year – Josie disseminated a suggested schedule for Task Force Meetings for 2007-08. The members reviewed the meeting dates (which are on Friday mornings at the end of Board Meeting weeks). The dates were approved as presented:

- Friday, September 14, 2007 from 9:00 a.m. - noon
- Friday, October 12, 2007 from 9:00 a.m. - noon
- Friday, November 16, 2007 from 9:00 a.m. - noon
- Friday, December 14, 2007 from 9:00 a.m. - noon
- Friday, January 11, 2008 from 9:00 a.m. - noon
- Friday, February 22, 2008 from 9:00 a.m. - noon
- Friday, March 14, 2008 from 9:00 a.m. - noon
- Friday, April 11, 2008 from 9:00 a.m. - noon
- Friday, May 16, 2008 from 9:00 a.m. - noon

III. Continued Review of Policies and Procedures in Chapter 5 – Jane projected the policy/procedure language on the screen for Task Force members to review and verify the revisions. The members continued updating/revising the wording for the following policies and procedures in the Student Services Chapter:

- Policy 5400 titled Associated Student Government: The word “Government” was added to the title of this policy, the related procedure, and to Policies/Procedures 5410 and 5420 to reflect the actual title used at Palomar. In addition, the following sentence was added to the end of the first paragraph: “This student body organization is known as the Associated Student Government (ASG).” The acronym “ASG” was added throughout the rest of the policy.
• **Procedure 5400 titled Associated Student Government:** The acronym “ASG” was added, where appropriate, to this procedure. The first half of current Palomar College Procedure 418.2 titled Disenrollment Procedures was stricken. The following sentence was added: “Both day and evening students shall be encouraged to participate in ASG.” The words “and participation” were added to the following sentence: “The Palomar College governance structure provides for representation and participation of students.”

• **Policy 5410 titled Associated Student Government Elections:** Task Force members asked for clarification from Bruce Bishop regarding the following sentence added at his request: “The ASG may identify additional requirements for participation in the organization.” Specifically, the members wanted to know if the statement refers to “election to serving as an officer in the organization?” or whether it refers to general student participation? (If it is the latter, the Task Force members recommended moving this statement to BP 5400).

• **Procedure 5410 titled Associated Student Government Elections:** The word “officer” was added to the following sentence: “The Associated Student Government (ASG) shall conduct annual officer elections.” In addition, the phrase: “and the constitution and bylaws of the ASG” was added to the end of the second sentence.

• **Policy 5420 titled Associated Student Government Financial Management:** The words “Financial Management” were added to the title. The acronym “ASG” was added throughout as well as the phrase “or designee” at the end of the first paragraph.

• **Procedure 5420 titled Associated Student Government Financial Management:** The words “Financial Management” were added to the title. The acronym “ASG” was added throughout. The term fund was made possessive in the first bullet. The phrases “and financial records” as well as “Director of Student Affairs” were added to the second bullet. The following phrases were added to the third bullet: “the Cashier’s Office in Student Services,” “through,” and “Fiscal Services Office.” The language in current Palomar College Procedure 527 titled Associated Student Funds was stricken.

• **Policy 5500 titled Standards of Conduct:** Jane highlighted one Education Code reference (Ed Code Section 66301) as a reminder to double-check the accuracy of this specific reference. At the recommendation of the Task Force members, the first line of the first paragraph in current Palomar College Procedure 305 was stricken. The words “This policy” and “class schedule” were added to the following sentence: “This policy shall be made widely available to students through the College catalog, class schedule, and other means.” The words “or designee” were added to the end of item #2. The words “the academic code of integrity (see Procedure 5500 titled Standards of Conduct)” were added to the end of item #12. The language in current Palomar Policy 420.1 was stricken.
• **Procedure 5500 titled Standards of Conduct:** Jane highlighted the Education Code reference for section 66301 as a reminder to double-check the accuracy of this reference. The Task Force accepted the remainder of the procedure as submitted.

• **Procedure 5520 titled Student Discipline Procedures:** Whenever a reference regarding the specific number of days was cited in this procedure, the number was written as well as depicted with its numerical value in parenthesis. Current Palomar College Procedure 465 titled Emergency Messages to Students was moved from this procedure to a related procedure in Chapter 3 (General Institution) titled Safety (AP 3500). Task Force members asked Jane to check the legal citation (Title 5 Section 41303) listed in current Palomar College Policy 420.2 titled Application of Policy to Conduct of Applicants for Admission or Readmission. Jane was also asked to confirm the legal citations in current Palomar College Policy 423 titled Record of Disciplinary Action for accuracy.

• **Policy 5530 titled Student Rights and Grievances:** The language in the first paragraph was revised as follows:

  It is the policy of the Palomar Community College District to authorize Students may to initiate grievance procedures when they student believes that he/she has they have been subject to unjust action or the denial of rights as stipulated in published District regulations policies/procedures, state laws, or federal laws. Such action may be instituted by a student against another student, a staff member, a faculty member, or an administrator. When a student believes an injustice has been done, the student may seek redress as outlined in the Student Grievance Policy and Procedures.

  In addition, Task Force members requested that the language in current Palomar College Policy 430.1 titled Suspension by Instructor, Policy 430.2 titled Administrative Suspension, and Policy 430.3 titled Right to Impose Long-term Suspensions or Recommend Expulsions be moved to new Procedure 5520 titled Student Discipline Procedures and be shown in that procedure with the language stricken.

**IV. Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, September 14, 2007 from 9:00 a.m. – noon.

**V. Adjournment** – The meeting was adjourned at 11:37 a.m. because the Task Force members did not take any meeting breaks.
Meeting Highlights

Present: Bob Deegan, Brent Gowan, Joe Madrigal, Kelley Hudson Maclsaac, Bill Bedford, Susan Coleman, Ken Burns, Mark Vernoy, and Jane Wright (Consultant)

I. Review and Approval of May Meeting Highlights – The Task Force members reviewed the May 11, 2007, Meeting Highlights. The highlights were approved as submitted.

II. Meeting Schedule for the 2007-08 Academic Year – Susan mentioned the date change for the October Meeting (from October 12 to October 19). The revised 2007-08 Task Force dates include:

- Friday, October 19, 2007 from 9:00 a.m. - noon
- Friday, November 9, 2007 from 9:00 a.m. - noon
- Friday, December 14, 2007 from 9:00 a.m. - noon
- Friday, January 11, 2008 from 9:00 a.m. - noon
- Friday, February 22, 2008 from 9:00 a.m. - noon
- Friday, March 14, 2008 from 9:00 a.m. - noon
- Friday, April 11, 2008 from 9:00 a.m. - noon
- Friday, May 16, 2008 from 9:00 a.m. - noon

III. Completion of Review of Chapter 5 Policies/Procedures – Jane projected the policy/procedure language on the screen for Task Force members to review and verify the revisions. The members continued updating/revising the wording for the following policies and procedures in the Student Services Chapter:

- **Policy 5550 titled Speech: Time, Place, and Manner:** BP 5550 was reviewed and approved as submitted.

- **Procedure 5550 titled Speech: Time, Place, and Manner:** AP 5550 was reviewed and approved as submitted.

- **Policy 5570 titled Student Credit Card Solicitation:** The title of this policy was revised to be Solicitors on Campus.

- **Procedure 5570 titled Student Credit Card Solicitation:** The title of this procedure was revised to be Solicitors on Campus. The following sentence was added to the beginning of the procedure: “All solicitors must obtain approval from the Office of Student Affairs to conduct business on campus via the application process.”

- **Procedure 5610 titled Voter Registration:** The words “will be” were added in the two bullets to make the language in the bullets parallel.
• **Policy 5700 titled Athletics:** This policy was approved as submitted.

• **Procedure 5700 titled Athletics:** The following language was added to the end of the procedure: “Also refer to the Palomar College Catalog, class schedule, and Athletics web site”

• **Policy 5800 titled Bookstore:** It was recommended that this policy be moved to Chapter 6 (Finance and Administrative Services) and be re-numbered as BP 6975.

• **Procedure 5800 titled Bookstore:** It was recommended that this procedure be moved Chapter 6 (Finance and Administrative Services) and be re-numbered as AP 6975.

IV. **Other Items** - The Task Force members also reviewed the following:

• **Revisit Procedure 5020 titled Nonresident Tuition** – Bonnie Dowd and Phyllis Laderman provided clarification as requested regarding District practice for calculating the nonresident tuition fee. Bonnie and Phyllis recommended the addition of the following bullet at the end of the procedure: “Completion of the California Community Colleges Nonresident Tuition Fee Worksheet (per Education Code Section 76140) that sets the fee rate in relation to the fee at other districts.”

• **Revisit Procedure 5030 titled Fees** -- Herman Lee recommended the following language be added under the header titled Transcript/Student Record Fee: “The District shall furnish at no charge up to two transcripts of students’ records or two verifications of various records. After two copies, the District shall charge a fee. The District shall not charge for searching or retrieving any student record. Students may request special processing or rush processing of a transcript for an additional fee. (See the Palomar Class Schedule for exact fee amount)” In addition, the Task Force members recommended grammatical changes to the bulleted items under the Student Health Fee header in order to make the bulleted language parallel. Joe will clarify the accuracy of the language in the bullet regarding health fee exemptions for students who are active military students taking classes at Camp Pendleton.

• **Revisit Procedure 5040 titled Student Records and Directory Information** – This procedure was reviewed by the Task Force because it was not reviewed in its entirety by the Task Force at the February 23, 2007 Meeting due to time constraints (see Feb. 23 Meeting Highlights). This procedure was reviewed and accepted as submitted.

• **Revisit Procedure 5052 titled Open Enrollment** – This procedure was reviewed again in order to obtain clarification regarding the inclusion of the paramedics program and regarding who reviews challenges. The paramedic academy program was included in the listing of programs with restricted enrollments. The following sentence was added at the end of the procedure to clarify the issue of challenges: “Prerequisite and co-requisite challenges are addressed by the appropriate academic discipline/ department.”
Revisit Procedure 5070 titled Attendance -- Herman Lee recommended the following sentences be included as the introductory statement for this procedure: “Pursuant to Education Code Section 84040, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor’s Office, documentation requirements are maintained to promote standardized, accurate reporting of data use for calculating the state general fund apportionment and to facilitate annual audits required of the District. Appropriate support records include the following:"

Revisit Procedure 5075 titled Course Adds and Drops – The Task Force reviewed the language in this procedure and discussed the process for official withdrawals. It was recommended that Herman Lee review the recommended revisions to confirm the accuracy of the following statement: “A student who formally withdraws or is dropped by a faculty member from a class prior to the drop deadline.”

Revisit Procedure 5140 titled DRC/DSPS -- The Task Force reviewed the language in this procedure and accepted the procedure as submitted.

Revisit Procedure 5150 titled EOPS – The Task Force reviewed the language in this procedure and recommended that Anne Stadler review the following bullet under the elements in the EOPS Annual Plan: “Director’s waivers for basic skills instruction, and tutoring service” Task Force members were unaware of this waiver provision and requested further information.

Revisit Procedure 5160 titled GEAR UP Program – The Task Force reviewed the revisions recommended by Calvin and deleted the detailed information listing the specific school districts involved in the program because this information was too prescriptive and might change therefore requiring the procedure to be re-submitted through the Palomar review process again.

Revisit Procedure 5170 titled TRIO Programs -- The Task Force reviewed the revisions recommended by Calvin and accepted them as submitted.

Revisit Policy 5200 titled Student Health Services -- Jayne Conway submitted recommended revisions at the request of the Policy and Procedure Task Force (at the April 13 Meeting) to reduce the number of legal references cited in order to include only those with specific section numbers. In addition, the policy language was distilled down to the main aspects related to Health Services. Lastly, the title was revised from Student Health Services to Health Services to be consistent with the actual title of this area.

Revisit Procedure 5200 titled Student Health Services -- Jayne Conway submitted recommended revisions at the request of the Policy and Procedure Task Force (at the April 13 Meeting) to reduce the number of legal references cited in order to include only those with specific section numbers. In addition, the procedural language was distilled down to the main aspects related to Health Services. Lastly, the title was revised from Student Health Services to Health Services to be consistent with the actual title of this area.
• **Revisit Procedure 5210 titled Communicable Disease** – Jayne Conway submitted recommended revisions at the request of the Policy and Procedure Task Force (at the April 13 Meeting) to reduce the number of legal references cited in order to include only those with specific section numbers. In addition, the procedure language was distilled down to the main aspects related to Health Services. The Task force reviewed the revised procedure and accepted it as submitted.

• **Revisit Policy 5400 titled Associated Student Government** – There were no additional recommendations from Bruce Bishop. This policy was approved as submitted.

• **Revisit Procedure 5400 titled Associated Student Government** – The Task Force reviewed this procedure and accepted it as submitted.

• **Revisit Procedure 5530 titled Student Rights and Grievances** – The following phrase was added to the end of this procedure: “Additional informal grievance resolution information is available in the Office of Student Affairs.”

V. **Other** – Bill mentioned that the past few Palomar College Schedules of Classes have misspelled the term “Capitol” under the Tuition and Fees Schedule. The correct spelling is Capital Outlay Fee. Jane confirmed that she would bring this to the attention of Berta Cuaron so this could be corrected in future publications. (NOTE: Immediately following the meeting, Jane obtained the 2007 Fall Schedule of Classes and confirmed that the misspelling appears on page 192. She sent Berta an email message with this information to alert her to the issue.)

VI. **Next Meeting Agenda** – The next Task Force Meeting is scheduled for Friday, October 19, 2007 from 9:00 a.m. – noon.

VII. **Adjournment** – The meeting was adjourned at 11:55 a.m.

**POST MEETING NOTE:** On September 21, 2007, the Community College League distributed the biannual update (Update #13) to districts throughout the state. The only recommended revision related to Chapter 5 (Student Services) was in AP 5013 titled Students in the Military. The recommended League revisions reflected revisions in Title 5 reference numbers and a clarified the prohibition on assigning an FW grade for military withdrawal. Jane made these recommended revisions to AP 5013 on September 21, 2007.
Palomar College Policies/Procedures Review Task Force Meeting
Friday, October 19, 2007
9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Darrel McMullen, Bonnie Dowd, Joe Madrigal, Paul Barboa, Bill Bedford, Ken Burns, Susan Coleman, Michael Dimmick, Kelley Hudson Maclsaac, Josie Silva, and Jane Wright

I. Introductions – Task Force members made self introductions and welcomed new student representative, Paul Barboa.

II. Review and Approval of September Meeting Highlights – The Task Force members reviewed the September 14, 2007 Meeting Highlights. The highlights were approved as submitted.

III. Review of BP 2105, BP 2350, and BP 2355 – In response to questions raised during the October 9, 2007 Governing Board Meeting, the Task Force reviewed the following three policies:

- Policy 2105 titled Election of Student Trustee: Task Force members devoted one hour to an extensive discussion regarding the issue of whether holding a special election within 30 days of removal of the Student Trustee is in conflict with the language in the current Associate Student Government (ASG) Bylaws. The second issue that was considered was whether the 30 day timeframe was a realistic time period. Josie disseminated copies of the language in the proposed policy, the proposed procedural language, the legal citations, sample language from other districts, and the applicable section of the ASG Bylaws. It was noted that Palomar College is currently faced with the need to clarify the filling of the Student Trustee vacancy upon the recent resignation of the 2007-08 Student Trustee. The discussion included the distinction between resignation, recall, and impeachment. Another challenging aspect of the issue was the recognition that at Palomar College the ASG President also serves as the Student Trustee. This dual role issue is not consistent among California community colleges. The following language is consistent with the language in the ASG bylaws and was included to replace the previously proposed language in the third and fourth paragraphs: 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. In addition, the language in the first paragraph was slightly rearranged to clarify the dual role issue. After conducting a thorough discussion and noting discrepancies between the proposed policy language versus the proposed
procedural language, the Task Force’s final recommendation was for the Director of Student Affairs and the College President to meet and reconcile this issue as they deem most appropriate. Due to the substantive revision in the language, Task Force members also suggested that District legal counsel review the matter in relation to current laws and regulations.

- **Policy 2350 titled Speakers:** The bulleted sentence, “Each speaker coming before the Governing Board is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters” was reviewed and discussed. Task Force members agreed that the language allows ample opportunity for speakers to address issues on the agenda as well as one non-agenda matter. The language was deemed appropriate as originally submitted.

- **Policy 2355 titled Decorum/Conduct:** The issue raised during the Board Meeting was to clarify the use of the term “removal.” Task Force member recommended the use of the term “escorted” in the second paragraph rather than the originally proposed term, “removal.”

### IV. Review of Chapter 6 (Finance & Administrative Services) Policies/Procedures

- **Policy 6100 titled Delegation of Authority:** Vice President Dowd recommended four wording revisions in the first paragraph (see the words in green ink).
- **Procedure 6100 titled Delegation of Authority:** Vice President Dowd recommended the addition of the titled “Director of Business Services” in two places.
- **Policy 6150 titled Designation of Authorized Signatures:** In November 2006, this policy was referred to Vice President Dowd for review and revision. Vice President Dowd recommended the addition of the following sentence to the end of the first paragraph: The Superintendent/President delegates finance and administrative services-related items to the Chief Business Officer.
- **Procedure 6150 titled Designation of Authorized Signatures:** Vice President Dowd recommended the addition of the following language at the end of the first paragraph: “In addition, an authorized list of signatures is presented to the Governing Board on an annual basis for its approval.”
- **Policy 6200 titled Budget Preparation:** Vice President Dowd recommended the addition of the following language to the end of the fourth bullet: “... determined by the Governing Board and is currently set at five percent of the prior year unrestricted general fund expenditures which is considered prudent by the Chancellor’s Office of the California Community Colleges.” Task Force members discussed the importance of maintaining a five percent reserve calculated on the prior year general fund expenditures and that this conservative amount would only fund salaries for approximately six weeks if a fiscal crisis occurred. It was mentioned that Governing
Boards at several districts in the state require their districts to maintain a higher reserve level.

- **Procedure 6200 titled Budget Preparation:** In November 2006, this procedure was referred to Vice President Dowd for review and revision. Vice President Dowd will review the Title 5 language (related to this procedure) with her colleagues and report at the November 9, 2007 Meeting.

- **Policy 6250 titled Budget Management:** In November 2006, this policy was referred to Vice President Dowd for review and revision. Vice President Dowd recommended several paragraphs of additional language including the definitions for Governing Board Reserve, Other Reserves, Restricted Reserve, and Designated Reserve. The issue of transfers between expenditure classifications was discussed and the related Title 5 language was reviewed. Vice President Dowd will review the issue with her colleagues at an upcoming meeting of Chief Business Officers and report back at the November 9, 2007 Task Force Meeting.

- **Procedure 6250 titled Budget Management:** In November 2006, this procedure was referred to Vice President Dowd for review and revision. Vice President Dowd recommended that current Palomar College Policies 520, 521, 521.1, and 523 be moved to this procedure. At the recommendation of Vice President Dowd, additional language was included in the first and last paragraphs of the League recommended language.

- **Policy 6300 titled Fiscal Management:** Vice President Dowd recommended that the California Community Colleges Budget and Accounting Manual (BAM) be added to the list of references and referenced in the second paragraph. In addition, she recommended the following language be added to the end of the first paragraph: “... and Generally Accepted Accounting Principles (GAAP) and other relevant accounting standards mandated by specific agencies to include:”

- **Procedure 6300 titled Fiscal Management:** In December 2006, this procedure was referred to Vice President Dowd for review and revision. A reference to the Budget and Accounting Manual (BAM) and the following phrase was added (in the first paragraph) “The Chief Business Officer is responsible for ensuring that the District complies with sound fiscal management procedures which include: . . .”

- **Procedure 6305 titled Reserves:** In December 2006, this procedure was referred to Vice President Dowd for review and revision. A note at the top of this procedure was added to ensure that any revisions to BP/AP 6250 titled Budget Management maintain consistency with the following new language in this procedure: “A transfer from the General Reserve shall be approved by the Chief Business Officer, and a resolution providing for the transfer from reserves must be submitted to the Governing Board for ratification.”

- **Procedure 6310 titled Accounting:** Vice President Dowd recommended that this procedure be deleted and explained that an office operational manual will be developed to address specific details related to accounting processes, warrant distribution, and other routine business matters.
• **Procedure 6315 titled Warrants:** In December 2006, the Task Force referred this procedure to Vice President Dowd for further review/revision and asked why employees in other categories beyond salaried employees were not included? Vice President Dowd recommended that this procedure be deleted and explained that an office operational manual will be developed to address specific details related to accounting processes, warrant distribution, and other routine business matters.

• **Policy 6320 titled Investments:** Vice President Dowd reviewed the language in this policy with no further recommended revisions beyond those made at the December 15, 2006 Task Force Meeting. Vice President Dowd recommended the addition of the title “Chief Business Officer” in the first sentence.

• **Policy 6325 titled Payroll:** Vice President Dowd reviewed the language in this policy with no further recommended revisions. This policy was reviewed at the December 15, 2006 Task Force Meeting.

• **Procedure 6325 titled Payroll:** In December 2006, the Task Force members recommended that Vice President Dowd review this procedure. Vice President Dowd recommended that this procedure be deleted and explained that an office operational manual will be developed to address specific details related to accounting processes, warrant distribution, and other routine business matters.

• **Policy 6330 titled Purchasing:** Vice President Dowd reviewed the language in this policy with no further recommended revisions. This policy was reviewed at the December 15, 2006 Task Force Meeting.

• **Procedure 6330 titled Purchasing:** In December 2006, this procedure was referred to Vice President Dowd for review and revision. Vice President Dowd recommended that this procedure be deleted and explained that an office operational manual will be developed to address specific details related to accounting processes, warrant distribution, and other routine business matters.

V. **Next Meeting** – The next Task Force Meeting is scheduled for Friday, November 9, 2007 from 9:00 a.m. – noon.

VI. **Adjournment** – The meeting was adjourned at 11:55 a.m.
Meeting Highlights

Present: Darrel McMullen, Bonnie Dowd, Joe Madrigal, Brent Gowen, Paul Barboa, Wayland Blue, Michelle Barton, Susan Coleman, Michael Dimmick, Kelley Hudson MacIsaac, Mark Vernoy, Josie Silva, and Jane Wright

I. Review and Approval of the October Meeting Highlights -- The Task Force members reviewed the October 19, 2007 Meeting Highlights. The highlights were approved as submitted.

II. Update on BP 2105 titled Election of Student Trustee – Paul read the revisions made to the proposed policy titled Election of Student Trustee. The revisions were recommended by the ASG, the Director of Student Affairs, and the Vice President of Student Services. These recommended revisions will be included on the November 13 Governing Board Agenda.

III. Continue Review of the Following Chapter 6 (Finance & Administrative Services) Policies and Procedures: Jane projected the policy/procedure language on the screen for Task Force members to review. Vice President Dowd facilitated the review of the following policies and procedures:

• Policy 6250 titled Budget Management -- At the October 19, 2007 Meeting, Task Force members requested that Vice President Dowd research and clarify the issue of “transfers between expenditure classifications.” Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.

• Procedure 6250 titled Budget Management -- At the October 19, 2007 Meeting, Task Force members requested that Vice President Dowd research and clarify the issue of “transfers between expenditure classifications.” Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.

• Policy 6340 titled Bids and Contracts -- Vice President Dowd reviewed the content of this policy and discussed the revisions in green ink recommended by the Finance and Administrative Services Office.

• Procedure 6340 titled Bids and Contacts -- In December 2006, the Task Force members recommended that Vice President Dowd review this procedure with key staff members. Vice President Dowd reviewed the content of this procedure and discussed the revisions in green ink recommended by the Finance and Administrative Services Office.
• Procedure 6350 titled Contracts – Construction -- Vice President Dowd reviewed the content of this procedure and discussed the revisions in green ink recommended by the Finance and Administrative Services Office.

• Procedure 6360 titled Contracts – Electronic Systems and Materials -- Vice President Dowd reviewed the content of this procedure and the Task Force approved it as submitted.

• Procedure 6365 titled Contracts – Accessibility of Information Technology -- Vice President Dowd reviewed the content of this procedure and the Task Force approved it as submitted.

• Procedure 6370 titled Contracts – Personal Services (Professional Experts, Independent Contractors, and Consultants) -- In December 2006, the words “(Independent Contractors, Professional Experts, and Consultants)” were included in the title. At the December 2006 Meeting, the Task Force members recommended that Vice President Dowd's Office confirm that the related forms used by the college reflect the same procedural information referenced in this procedure. Vice President Dowd reviewed the content of this procedure and discussed the revisions in green ink recommended by the Finance and Administrative Services Office.

• Procedure 6380 titled Vendors -- (DELETED by FINANCE AND ADMIN SERVICES) In December 2006, it was recommended that Vice Presidents Dowd and Madrigal review this procedure. In December 2006, the following sentence was added at the end of this procedure: “The Business Services’ web page includes a Vendor's Guide with purchasing and bid information.” The Finance and Administrative Services Office recommended deletion of this procedure.

• Policy 6400 titled Audits -- Vice President Dowd reviewed the content of this policy and discussed the revisions in green ink recommended by the Finance and Administrative Services Office.

• Procedure 6400 titled Audits -- Vice President Dowd reviewed the content of this procedure and discussed the revisions in green ink recommended by the Finance and Administrative Services Office.

• Policy 6500 titled Property Management -- Task Force members recommended the addition of the word “acquisition” in two places in this policy. Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.

• Procedure 6500 titled Property Management -- In December 2006, the Task Force members recommended that Vice President Dowd review this procedure and include the District’s local practices regarding property management. Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.
• Policy 6520 titled Security for District Property -- Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.

• Procedure 6520 titled Security for District Property -- In December 2006, the Task Force members recommended that Vice President Dowd review this procedure. Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.

• Policy 6530 titled District Vehicles -- At the December 2006 Task Force Meeting, Kelley recalled seeing sample language regarding district vehicles from other community colleges. Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.

• Procedure 6530 titled District Vehicles -- In December 2006, the Task Force members recommended that Vice President Dowd review this procedure to determine if much of the information included could be deleted and a Facilities Handbook be referenced instead. Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.

• Procedure 6535 titled Use of District Equipment -- In December 2006, the Task Force recommended that Vice President Dowd review this procedure and consider reducing the amount of detail added. Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.

• Procedure 6536 titled Equipment Replacement -- In December 2006, the Task Force recommended that Vice Presidents Dowd and Cuaron review this procedure for accuracy. Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.

• Policy 6540 titled Insurance -- Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.

• Procedure 6540 titled Insurance -- Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.

• Policy 6545 titled Student Accident Insurance -- Task Force members recommended replacing the word “District” with “Superintendent/President” in the first sentence. After further discussion, Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.

• Procedure 6545 titled Student Accident Insurance -- Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.

• Policy 6550 titled Disposal of District Property -- Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.
• **Procedure 6550 titled Disposal of District Property** -- Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.

• **Policy 6555 titled Sale of Personal Property Fabricated by Students** -- The Finance and Administrative Services Office recommended deletion of this policy.

• **Procedure 6555 titled Sale of Personal Property Fabricated by Students** -- The Finance and Administrative Services Office recommended deletion of this procedure.

• **Policy 6600 titled Capital Construction** – Task Force members recommended the hyphenation of “Five-Year,” the following revisions (underlined) to the second sentence in the second paragraph: “The Superintendent/President shall ensure completion of an update of the Plan and present it to the Governing Board for approval annually.” and the following revisions (underlined) to the first sentence in the third paragraph: “The Superintendent/President shall ensure that the progress of all construction work is monitored including ...” Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.

• **Procedure 6600 titled Capital Construction** -- Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.

• **Policy 6620 titled Naming of Facilities** -- Vice President Dowd requested that this policy be reviewed at the December 14, 2007 Task Force Meeting.

• **Procedure 6620 titled Naming of Facilities** -- Vice President Dowd requested that this procedure be reviewed at the December 14, 2007 Task Force Meeting.

**IV. Other Items** – No other items were addressed during the meeting.

**V. Next Meeting** – The next Task Force Meeting is scheduled for Friday, December 14, 2007 from 9:00 a.m. - noon

**VI. Adjournment** – The meeting was adjourned at 11:30 a.m.
Meeting Highlights

Present: Darrell McMullen, Bob Deegan, Bonnie Dowd, Joe Madrigal, Brent Gowen, Jesse Lyn, Paul Barboa, Debbie Allen, Michelle Barton, Bill Bedford, Ken Burns, Susan Coleman, Michael Dimmick, Kelley Hudson Maclsaac, Mark Vernoy, Josie Silva, and Jane Wright

I. Review and Approval of the November Meeting Highlights – The Task Force members reviewed the November 9, 2007 Meeting Highlights. The highlights were approved as submitted.

II. Continue Review of the Following Chapter 6 (Finance & Administrative Services) Policies and Procedures: Jane projected the policy/procedure language on the screen for Task Force members to review. Vice President Dowd facilitated the review of the following policies and procedures:

- Policy 6200 titled Budget Preparation – The Task Force reviewed this policy and approved it as submitted.
- Procedure 6200 titled Budget Preparation – Vice President Dowd recommended that this procedure be held until the February 22, 2008 Task Force Meeting to allow time for further review and recommendations regarding language describing reserves.
- Policy 6250 titled Budget Management (carried over from the Oct. 19 Meeting) – Vice President Dowd requested additional time to review the Title 5 language and will report at the February 22, 2008 Meeting.
- Procedure 6250 titled Budget Management (carried over from the Oct. 19 Meeting) – This procedure will be reviewed again at the February 22, 2008 Meeting.
- Procedure 6305 titled Reserves – A note was added at the top of this procedure to make certain that any revisions made in BP/AP 6250 regarding reserves would also be reflected in this procedure for consistency.
- Policy 6500 titled Property Management (carried over from the Nov. 9 Meeting) – The title of this policy was revised to be Management of Real Property. The Table of Contents was also revised to reflect this title change. The content of the policy was approved.
- Procedure 6500 titled Property Management (carried over from the Nov. 9 Meeting) – The title of this procedure was revised to be
Management of Real Property. The Table of Contents was also revised to reflect this title change. The content of the procedure was approved.

*Policy 6520 titled Security for District Property* (carried over from the Nov. 9 Meeting) – The current Palomar language was recommended for deletion. The new language recommended by the League was included to address security for District property. The content of this policy was approved.

*Procedure 6520 titled Security for District Property* (carried over from the Nov. 9 Meeting) – The current Palomar procedure language was recommended for deletion. A new first sentence was added that states, “The Chief Business Officer shall be responsible for creating, maintaining, and communicating the contents of Finance and Administrative Services Handbook(s).” The Task Force had a lengthy discussion regarding the topics to be addressed in newly created Administrative Services Handbook(s) and sought reassurance from Vice President Dowd that these handbooks would be developed soon and frequently updated to remain current with current laws/regulations and Palomar College processes. Vice President Dowd assured the Task Force that this would occur.

*Policy 6530 titled District Vehicles* (carried over from the Nov. 9 Meeting) – The words “. . . an appropriate . . .” were added to the second paragraph to provide further clarification that a drivers’ license be appropriate and valid. Current Palomar College policy language was recommended for deletion.

*Procedure 6530 titled District Vehicles* (carried over from the Nov. 9 Meeting) – Current Palomar College language was recommended for deletion. The following two paragraphs were revised at the beginning of this procedure:

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

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

The language in the procedure was approved as modified.

*Procedure 6535 titled Use of District Equipment* (carried over from the Nov. 9 Meeting) – The language in following two paragraphs was included in this procedure:
“The Superintendent/President shall delegate the authority and the supervision of the use of equipment to the Chief Business Officer.

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

The language in this procedure was approved as modified.

- **Procedure 6536 titled Equipment Replacement** (carried over from the Nov. 9 Meeting) – The current Palomar College procedure language was recommended for deletion. The language in the following two paragraphs was included in this procedure:
  “The Superintendent/President shall delegate the authority and the supervision of equipment replacement to the Chief Business Officer.

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

The language in this procedure was approved as modified.

- **Policy 6540 titled Insurance** (carried over from the Nov. 9 Meeting) – The words “recommended by the Finance and Administrative Services Office” were added to the second paragraph. The second paragraph now reads, “Insurance also shall include fire insurance and insurance against other perils recommended by the Finance and Administrative Services Office.” The content of this policy was approved.

- **Procedure 6540 titled Insurance** (carried over from the Nov. 9 Meeting) – The following language was added to the procedure: “The Chief Business Officer is responsible for securing the appropriate insurance in accordance with law and the District’s Risk Management Program.”

The language in this procedure was approved as modified.

- **Policy 6545 titled Student Accident Insurance** (carried over from the Nov. 9 Meeting) – The language in this policy was approved as submitted.

- **Procedure 6545 titled Student Accident Insurance** (carried over from the Nov. 9 Meeting) – The following language was included in this procedure: “Business Services is responsible for ensuring that all officially enrolled students and children who are enrolled in a District childcare facility will be covered by District student accident insurance.”
The language in this procedure was approved as modified.

- **Policy 6550 titled Disposal of District Property** (carried over from the Nov. 9 Meeting) – The title of this policy was revised to be Disposal of District Personal (Listed) Property. The Table of Contents was also revised to reflect this title change. The content of the policy was approved.

- **Procedure 6550 titled Disposal of District Property** (carried over from the Nov. 9 Meeting) – The title of this procedure was revised to be Disposal of District Personal (Listed) Property. The Table of Contents was also revised to reflect this title change.

  Current Palomar College language was recommended for deletion. The following two paragraphs were included in this procedure:

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

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

  The content of the procedure was approved.

- **Procedure 6600 titled Capital Construction** (carried over from the Nov. 9 Meeting) – The language in the following two paragraphs was reviewed and approved:

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

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

- **Policy 6620 titled Naming of Facilities** (carried over from the Nov. 9 Meeting) – The language in this policy was approved as submitted.

- **Procedure 6620 titled Naming of Facilities** (carried over from the Nov. 9 Meeting) – The Task force recommended that this procedure be reviewed by the Facilities Review Committee.
• **Policy 6700 titled Civic Center and Other Facilities Act** – The title of this policy was revised to be Other Facilities Use (Civic Center Act). The Table of Contents was also revised to reflect this title change. The content of the policy was approved.

• **Procedure 6700 titled Civic Center and Other Facilities Act** – The title of this procedure was revised to be Other Facilities Use (Civic Center Act). The Table of Contents was also revised to reflect this title change. The content of the procedure was approved.

• **Policy 6740 titled Citizens’ Bond Oversight Committee** – The language in this policy was approved as submitted.

• **Procedure 6740 titled Citizens’ Bond Oversight Committee** – It was recommended that this procedure be reviewed by District Legal Counsel and placed on the February 22, 2008 Meeting Agenda for a second review by the Task Force.

• **Policy 6750 titled Parking** – The language in this policy was approved as submitted.

• **Procedure 6750 titled Parking** – It was recommended that this procedure be reviewed by Campus Police and placed on the February 22, 2008 Meeting Agenda for a second review by the Task Force.

• **Policy 6800 titled Occupational Health and Safety** – The language in this policy was approved as submitted.

• **Procedure 6800 titled Occupational Health and Safety** – The language in this procedure was approved as submitted.

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**III. Other Items** – At the beginning of the meeting, Debbie and the ASG leaders inquired about the status of the Chapter 5 (Student Services) policies and procedures reviewed by the Governing Board. The Task Force members reported that the Governing Board reviewed the proposed language revisions recommended by the ASG regarding ASG-related policies/procedures and accepted the recommendations as submitted.

**IV. Next Meeting** – The next Task Force Meeting is scheduled for Friday, February 22, 2008 from 9:00 a.m. - noon

**V. Adjournment** – The meeting was adjourned at 11:55 a.m.
Palomar College Policy/Proced. Review Task Force Meeting
Friday, February 22, 2008
9:00 a.m. – 12:00 p.m.

Meeting Highlights

Present: Darrell McMullen, Bonnie Dowd, Berta Cuaron, John Tortarolo, Brent Gowen, Paul Barboza, Bill Bedford, Ken Burns, Susan Coleman, Josie Silva, and Jane Wright

I. Welcome and Introductions – The Task Force members welcomed guests Diane Veach, Instruction Office Manager and Cheryl Deloatch, Administrative Technician, Curriculum. Self introductions were made by Task Force members. Bill Bedford announced that free mammograms are available at www.thebreastcancersite.com

II. Review and Approval of the December Meeting Highlights – The Task Force members reviewed the December 14, 2007 Meeting Highlights. The highlights were approved as submitted.

III. Other Items – At the beginning of the meeting, Josie asked the Task Force members to review the following two proposed paragraphs to be added at the end of BP 2715 titled Code of Ethics/Standards of Practice to address violations of the Code of Ethics (required to be included in the policy by the Accrediting Commission):

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.

The Task Force members reviewed and approved the additional two paragraphs for BP 2715.

In addition, Josie distributed copies of BP 5500 titled Standards of Conduct with recommended language indicated by green and blue ink. The language revisions in item #9 (identified by italics) to consider included: “Engaging in harassing or discriminatory behavior based on race, sex (i.e. gender), religion, age, national
origin, disability, or any other protected status that is in violation of established state or federal laws." The Task Force members engaged in a lengthy discussion regarding the addition of proposed language (recommended by the District’s legal counsel). In addition, in language in item #12 (identified by italics) to consider included: “Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the academic code of integrity (see Procedure 5500 titled Standards of Conduct).” Student representative, Paul Barboa, raised several concerns regarding the additional language. He cited several court cases in support of his arguments. At Paul’s request, a roll call vote of the members was taken. The results of the vote were: Josie – aye, Darrell – aye, Bill – aye, Ken – aye, Berta – aye, Brent – aye, Bonnie – aye, John – aye, and Paul – no. BP 5500 will be forwarded to SPC for review and approval.

IV. Final Review of the Chapter 6 (Finance & Administrative Services) Policies and Procedures: Jane projected the policy/procedure language on the screen for Task Force members to review. Vice President Dowd facilitated the review of the following policies and procedures:

- **Policy 6200 titled Budget Preparation** – Bonnie recommended that the following language be added to the end of the first paragraph: The Governing Board has determined that the unrestricted general reserves shall be consistently maintained at or above the minimum prudent level (5% of the total unrestricted general fund expenditures) as recommended by the Chancellor’s Office of the California Community Colleges. The Task Force members reviewed the language and approved the addition.

- **Procedure 6200 titled Budget Preparation** – Bonnie reviewed the recommended language in AP 6200 one final time discussing the reasons for her suggested revisions. The Task Force members reviewed the language and approved it as submitted.

- **Policy 6250 titled Budget Management** – Bonnie explained that she separated the bulleted phrases in this policy to clearly delineate the difference between the Unrestricted General Reserve (Fund 11 General Fund) and the Restricted Reserve (Fund 12 Restricted Fund). The Task Force members reviewed the language and approved it as submitted.

- **Procedure 6250 titled Budget Management** – As in the related policy, Bonnie explained that she included language to address the Unrestricted General Reserve versus the Restricted Reserve. The Task Force members reviewed the language and approved it as submitted.

- **Procedure 6305 titled Reserves** – Bonnie recommended deletion of AP 6305 because it is addressed in BP/AP 6200 and BP/AP 6250. The Task Force members agreed with this recommendation.

- **Policy 6620 titled Naming of Facilities** – Bonnie recommended that this policy be moved to Chapter 3 (General Institution) because of its implications to the entire college. The Task Force members agreed with this recommendation.

- **Procedure 6620 titled Naming of Facilities** – Bonnie recommended that this procedure be moved to Chapter 3 (General Institution) along with the corresponding policy. The Task Force members agreed with this recommendation.
• **Policy 6740 titled Citizens’ Bond Oversight Committee** – Bonnie recommended the following language be included in this policy:

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

In addition, Education Code Sections 15264 et seq. were added to the legal references. The Task Force members agreed with this recommendation.

• **Procedure 6740 titled Citizens’ Bond Oversight Committee** – Bonnie recommended the following language be included in this procedure: A Citizens’ Bond Oversight Committee (the “Committee”) must be established pursuant to the requirements in Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000 (the “Act”) (Education Code Sections 15264 et seq.).

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

In addition, Education Code Sections 15264 et seq. were added to the legal references. The Task Force members agreed with this recommendation.

• **Policy 6750 titled Parking** – It was recommended that this policy be reviewed by Campus Police and placed on a future Task Force Agenda.

• **Procedure 6750 titled Parking** – It was recommended that this procedure be reviewed by Campus Police and placed on a future Task Force Agenda.

• **Policy 6800 titled Occupational Health and Safety** – Bonnie reviewed the language in this policy. The sentence at the end was revised to become: Also see BP 6805 titled Risk Management, AP 6800 Occupational Health and Safety, and AP 6805 titled Risk Management. The Task Force members agreed with this recommendation.

• **Procedure 6800 titled Occupational Health and Safety** – Bonnie recommended that the current language in this procedure be deleted with the following language to be added: The Chief Business Officer shall be responsible for creating, maintaining, and communicating information and procedures related to occupational health and safety issues in the Finance and Administrative Services Handbook(s). The Task Force members agreed with this recommendation.

• **Policy 6805 titled Risk Management** – Bonnie recommended that the last sentence in current Palomar Policy 6310 titled Risk Management be revised as follows: An annual report on the program shall be presented to the Board as needed or requested. The Task Force members agreed with this recommendation.

• **Policy 6810 titled Illness/Injury Prevention** – Bonnie recommended that the language in current Palomar Policy 6810 titled Illness/Injury Prevention be deleted. The Task Force members agreed with this recommendation.
• **Policy 6925 titled Special Events/Activities** – The Task Force discussed the title and content of this policy. The title was changed to Expenditures for Meetings, Events, and Activities. All of the language in current Palomar Policy 7.14 titled Special Events/Activities was moved into new BP 6925 (some of the language in current Palomar Policy 7.14 titled Special Events/Activities had been placed in newly proposed AP 6925 as an initial recommendation. The last sentence of current Palomar Policy 7.14 was recommended to be deleted (shown as struck through). The following sentence was added to the end of this new policy: The Superintendent/President delegates the approval of expenditures to the appropriate Vice President. The Task Force members approved this recommendation.

• **Procedure 6925 titled Special Events/Activities** – This procedure was deleted since all of current Palomar College Policy 7.14 was included in BP 6925 (newly) titled Expenditures for Meetings, Events, and Activities. The Task Force members agreed with this recommendation.

• **Procedure 6950 titled Drug and Alcohol Testing** – John said he believed that this issue should be addressed in Chapter 7 (Human Resources). Therefore, the language in this newly recommended procedure was removed from Chapter 6 (Finance and Administrative Services) and moved to Chapter 7. The Task Force members agreed with this recommendation.

• **Policy 6975 titled Bookstore** – Although Palomar College currently outsources its bookstore and food services operations, it was recommended that this policy and the related procedure be retained in the event that the college chooses to manage these operations in-house in the future. The title of this policy was revised to become Bookstore and Food Services because this more accurately represents these two auxiliary functions. Jane reminded Task Force members that there will be a detailed policy (BP 3600) and lengthy procedure (AP 3600) in Chapter 3 (General Institution) titled Auxiliary Organizations that includes all of the legally required language for such operations. The following language was added to this policy: The Superintendent/President is responsible for ensuring that the college bookstore and food services operations are provided for students, faculty, and staff. The bookstore and food services shall be established and operated by either the District or by a qualified vendor.

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

• Operational costs of the bookstore and food services shall be paid from revenue earned from the bookstore and food services, respectively.

• Fiscal management of the bookstore and food services shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore and food services shall be provided to Governing Board.

The Task Force members agreed with this recommendation.

• **Procedure 6975 titled Bookstore** – The title of this procedure was revised to become Bookstore and Food Services in order to be consistent with the title of the policy. The following language was added to this procedure:
If qualified vendors are to provide bookstore and food services, the Director of Business Services is responsible to act as liaison between the vendors and the student, faculty, and staff constituencies represented on the Bookstore Advisory Committee and the Food Services Advisory Committee. The committees will review the quality of services and make recommendations to the vendor for changes and improvement in services to students, faculty, and staff. A quarterly report shall be provided to the Chief Business Officer on service and quality of operations.

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

V. **Next Meeting** – The next Task Force Meeting is scheduled for Friday, April 18, 2008 from 9:00 a.m. - noon

VI. **Adjournment** – The meeting was adjourned at 11:50 a.m.
Meeting Highlights

Present: John Tortarolo, Paul Barboa, Bill Bedford, Ken Burns, Susan Coleman, Mark Vernoy, Josie Silva, Jane Wright, and guests – Sherry Titus (Student Affairs) and Claudia Duran (ASG Senator)

I. Review and Approval of the February Meeting Highlights – The Task Force members reviewed the February 22, 2007 Meeting Highlights. Susan requested that the meeting highlights be revised in the section about Policy 6975 titled Bookstore to delete the language “that the” as noted: “The Superintendent/President is responsible for ensuring that the college bookstore . . .” and correct the language in the bulleted section of this same policy so the word “form” in the first bullet is revised to be “from” and “the” is added before “Governing Board” in the second bullet. Jane will make these same revisions in BP 6975 titled Bookstore and Food Services.

Paul requested that the language for the roll call vote in Item III titled Other Items be revised in the meeting highlights to read “yea” rather than “aye” for affirmative responses in accordance with Robert’s Rules. The highlights were approved with the noted revisions.

II. Review BP 5500 and AP 5520 – Sherry Titus and Paul Barboa reviewed the recommended revisions to BP 5500 titled Standards of Conduct and AP 5520 titled Student Discipline Procedures with recommended language indicated by purple ink. In BP 5500, the recommendation was to add Education Code Section 70902 as well as new language on page two of the policy under the “Consequences” Section to address Short-Term Suspension, Long-Term Suspension, dismissal from class for two consecutive class meetings, and that a student may receive a failing grade from the professor for the assignment, project, paper, or exam. Mark recommended that any reference to instructor be revised to be faculty member or professor. Jane made the recommended revisions and will forwarded the revised version electronically to Josie for review by the Strategic Planning Council (SPC).

The Task Force carefully reviewed the ten pages of AP 5520 titled Student Discipline Procedures and the numerous recommended revisions from the ASG and Sherry. The revisions were discussed at length by the Task Force. Jane was asked to add the legal definition for administrator from the Government
Code. She did so following the meeting and sent Josie an electronic version of AP 5520 for submission to SPC for review.

III. Begin Review of the Chapter 7 (Human Resources) Policies and Procedures: Jane projected the policy/procedure language on the screen for Task Force members to review. Vice President Tortarolo facilitated the review of the following policies and procedures:

- **Policy 7100 titled Commitment to Diversity** – John reviewed the language in this new policy. It references the language in Education Code Sections 87100 et seq. and Title 5 Sections 53000 et seq. The Task Force members approved this policy as submitted.

- **Procedure 7100 titled Commitment to Diversity** – Jane included the following explanatory statement at the top of this procedure: Procedures that meet legal requirements have been included in Chapter 3 in AP 3420 titled Equal Employment Opportunity. John explained that the language in current Palomar Procedure 101 titled Staff Diversity was struck through because this same information is addressed in both BP 7100 titled Commitment to Diversity and AP 3420 titled Equal Employment Opportunity. The Task Force approved the deletion of current Palomar Procedure 101 as submitted.

- **Policy 7110 titled Delegation of Authority** – John explained that new BP 7110 replaces the language in current Palomar Policies 7.04 and 7.05. The Task Force members reviewed the language and approved it as submitted.

- **Procedure 7110 titled Delegation of Authority** – The Task Force members reviewed the language and suggested the word “recommend” be added to the first sentence. This procedure was approved with the revision.

- **Policy 7370 titled Use of District Resources for Political Activity** – The Task Force members recommended that references to BP/AP 4030 titled Academic Freedom be added to the end of this policy. The Task Force approved this policy with the additional language.

- **Procedure 7370 titled Use of District Resources for Political Activity** – John reviewed the recommended language with the Task Force members. This new procedural language will replace current Palomar Procedure 4.1 titled Political Activities on Campus. The Task Force members recommended that references to BP/AP 4030 titled Academic Freedom and BP/AP 6700 titled Other Facilities Use (Civic Center Act) be added to the end of this procedure. The Task Force approved this procedure with the additional language.

- **Policy 7380 titled Retiree Health Benefits** – John reviewed the language in this new policy. It references the language in Education Code Sections 7000 et seq. The Task Force members approved this policy as submitted.
• **Procedure 7380 titled Retiree Health Benefits** – John reviewed the language in this new procedure. The Task Force members approved this procedure as submitted.

• **Procedure 7500 titled Volunteers and Interns** – Jane corrected a misspelling of the word “Officer” at the beginning of the third paragraph. The Task Force members approved this new procedure as submitted.

• **Policy 7600 titled College Police Department** – John explained that this new policy is included in the Human Resources chapter because it addresses the qualifications for hiring Police Department employees. The Task Force members approved this policy as submitted.

• **Procedure 7600 titled College Police Department** – The Task Force members approved this procedure as submitted.

• **Policy 7700 titled Whistleblower Protection** – Jane explained that Education Code Sections 87160-87164 were added to the references at the recommendation of the Community College League in their Update #14 distributed in February 2008. John underscored the importance of this legally advised policy. The Task Force members approved this policy as submitted.

• **Procedure 7700 titled Whistleblower Protection** – Jane explained that Education Code Sections 87160-87164 were added to the references at the recommendation of the Community College League in their Update #14 distributed in February 2008. The Task Force members approved this procedure as submitted.

I. **Next Meeting** – The next Task Force Meeting is scheduled for Friday, May 16, 2008 from 9:00 a.m. - noon

II. **Adjournment** – The meeting was adjourned at 11:48 a.m.
Meeting Highlights

Present: Bob Deegan, Darrell McMullen, Bonnie Dowd, John Tortarolo, Joe Madrigal, Brent Gowen, Bill Bedford, Kelley Hudson Maclsaac, Michelle Barton, Susan Coleman (designated representative for Bonnie), Claudia Duran, Mark Vernoy, Josie Silva, and Jane Wright

I. Review and Approval of the April Meeting Highlights – The Task Force members reviewed the April 18, 2008 Meeting Highlights. Bonnie clarified that Susan Coleman is no longer an “official member” of the Task Force but serves to represent Bonnie on the Task Force in Bonnie’s absence. Jane confirmed that a notation after Susan’s name will reference her as Bonnie’s designated representative. Brent moved approval for the April Meeting Highlights and John seconded. The meeting highlights were approved.

II. Review of the Chapter 7 (Human Resources) Policies and Procedures: Jane projected the policy/procedure language on the screen for Task Force members to review. The following documents were reviewed:

- **Policy 7110 titled Delegation of Authority** – President Deegan explained that this policy and the related procedure were reviewed by the Strategic Planning Council (SPC). The concern expressed at the SPC Meeting related to the Governing Board giving authority to the Superintendent for human resources-related issues especially regarding hiring. The Task Force members reviewed in the policy. The Education Code language was also reviewed. The Task Force discussed the issue and the authority of the CEO as cited in law and in the accreditation standards. The Task Force approved the current language in BP 7110 as submitted with no changes.

- **Procedure 7110 titled Delegation of Authority** – President Deegan explained that this procedure was reviewed by the Strategic Planning Council (SPC). The concern expressed at the SPC Meeting related to the Governing Board giving authority to the Superintendent for human resources-related issues especially regarding hiring (the same issue as expressed about BP 7110). The Task Force members reviewed in the language in procedure. The Task Force discussed the issue and the authority of the CEO as cited in law and in the accreditation standards. The Task Force approved the current language in AP 7110 as submitted with no changes.
Policy 7370 titled Use of District Resources for Political Activity – President Deegan explained that this policy and the related procedure were reviewed by the Strategic Planning Council (SPC). The concern expressed at the SPC Meeting focused on the issue of political expression. The Task Force discussed the issue of political expression compared with the issue of using District resources (supplies, materials, equipment, etc.) for political advocacy. Brent offered to review this policy and the related procedure over the summer and bring recommendations to the Task Force at the September 12, 2008 Meeting. Jane confirmed that she will send Brent the language included in the legal references as well as a draft of BP/AP 4030 titled Academic Freedom from Chapter 4 (Instructional Services).

Procedure 7370 titled Use of District Resources for Political Activity – Brent will review this procedure over the summer and bring recommendations to the Task Force at the September 12, 2008 Meeting.

Procedure 7600 titled College Police Department – John explained proposed that the following sentence be deleted from the procedure: “If no such unit is established, salaries shall be recommended by the Chief Human Resources Officer, subject to applicable collective bargaining agreements.” to address concerns expressed at the SPC Meeting. In addition, a reference to “handbook” was included in a following sentence to clarify that information could be found in applicable collective bargaining agreements or handbook as appropriate. The Task Force members approved this procedure as revised.

Procedure 7700 titled Whistleblower Protection – Susan reported that following the April Task Force Meeting, she researched the telephone number listed as the Whistleblower Hotline and found the number to connect to the State Auditor’s Office. She recommended that a reference to this office be added so callers would be aware that they were contacting the State Auditor. Jane added the reference to the State Auditor’s Office. The Task Force members approved this procedure as revised with no further action needed.

III. Review of the Smoking Policy and Procedure: President Deegan reported that SPC had reviewed language related to smoking at their recent meeting. The proposed smoking policy language was disseminated. The following documents were reviewed:

Policy 3570 titled Smoking – Claudia explained that the students and other have been working on revisions to the smoking policy over the past 18 months. The Task Force recommended that the first few words (“It is the policy of Palomar Community College District that”) be omitted for consistency with other District policies and because of
redundancy. In addition, the reference to the building and room number at the end of the proposed policy was recommended to be deleted because buildings and rooms are apt to change. The Task Force approved the smoking policy language with the revisions.

- **Procedure 3570 titled Smoking** – The Task Force recommended deleting the procedure because the policy contains the pertinent language.

### IV. Fall Meeting Schedule

The Task Force members received a list of proposed 2008-09 Task Force Meetings:
- Friday, September 12, 2008
- Friday, October 17, 2008
- Friday, November 14, 2008
- Friday, December 12, 2008
- Friday, January 16, 2009
- Friday, February 20, 2009
- Friday, March 13, 2009
- Friday, April 17, 2009
- Friday, May 1, 2009

All meetings will be held from 9:00 a.m. – noon with the room location to be determined.

Josie reminded all Task Force representatives share materials/information with their appropriate constituent group members. In addition, concerns from constituent groups should be shared at the Task Force meetings so that the issues can be addressed during Task Force Meetings.

Mark corrected the email address listed by his name on the membership list. Josie will make the correction.

### V. Adjournment

The meeting was adjourned at 10:08 a.m.
Meeting Highlights

Present:  Bob Deegan, Darrell McMullen, Bonnie Dowd, John Tortarolo, Joe Madrigal, Monika Brannick, Shannon Leinhart, Mike Dimmick, Kelley Hudson MacIsaac, Susan Coleman (designated representative for Dr. Dowd), Michelle Barton, Mark Vernoy, Claudia Duran, Karen Robinson, Josie Silva, and Jane Wright

I. Review and Approval of the May Meeting Highlights – The Task Force members reviewed the May 16, 2008 Meeting Highlights. Jane clarified that the May 2009 Task Force Meeting date should be corrected from Friday, May 1, 2009 to Friday, May 15, 2009. The meeting highlights were approved as submitted.

II. Welcome and Introductions
President Deegan welcomed the Task Force members to the first meeting of the 2008-09 academic year. He thanked the members for their time and dedication to this project.

III. Review Definitions of Board Policy and Administrative Procedure
Jane summarized the definitions for Board Policy versus Academic Procedure so all Task Force members had the same understanding and foundation. She also reminded all Task Force members to share materials/information with their appropriate constituent group members. Jane asked that concerns from constituent groups be shared at the Task Force Meetings so that the issues may be addressed at that point.

IV. Continued Review of the Chapter 7 (Human Resources) Policies and Procedures: Jane projected the policy/procedure language on the screen for Task Force members to review. The following documents were reviewed:
- **BP 7370 titled Use of District Resources for Political Activity**
  (carry over from 5/16/08 Task Force Meeting)
  Shannon and Monika discussed their concerns regarding preserving the right of free speech and academic freedom. An opening sentence was added to this policy to clarify that the District encourages and
promotes academic freedom and free speech. John clarified that the intent of this policy is to abide with the laws regulating the use of District resources for political activity and the restrictions regarding acceptance of funds and contributions. At the end of this policy, language referencing BP/AP 4030 titled Academic Freedom, BP/AP 5550 titled Speech: Time, Place, and Manner, and BP/AP 6700 titled Other Facilities Use (Civic Center Act) as well as AP 7370 titled Use of District Resources for Political Activity was included. Shannon asked that this policy be sent to her so she could review it one final time with PFF leaders. The Task Force reviewed this policy and approved it with the recommended revisions.

- **AP 7370** titled *Use of District Resources for Political Activity* (carry over from 5/16/08 Task Force Meeting)
  The Task Force recommended the addition of the following language as the new first paragraph of AP 7370: “As the District encourages and promotes academic freedom and free speech, this procedure is not intended to limit free speech. The following policies/procedures address academic freedom and free speech: BP/AP 4030 titled Academic Freedom, BP/AP 5550 titled Speech: Time, Place, and Manner, and BP/AP 6700 titled Other Facilities Use (Civic Center Act).” Shannon asked that this procedure be sent to her so she could review it one final time with PFF leaders. The Task Force reviewed this procedure and approved it with the recommended revisions.

- **AP 7125** titled *Verification of Eligibility for Employment*
  The Task Force discussed the necessity to clarify the language in the first paragraph of AP 7125 in order to clearly convey the intent of the law regarding verification of eligibility for employment for noncitizens and persons who are not eligible to be employed in the United States. The language was revised for clarity and the Task Force approved the recommended revisions.

- **BP 7130** titled *Compensation*
  Task Force members discussed the definition of compensation and recommended that the title of this policy be revised to be “Compensation and Benefits.” The word “authorize” was added to the first sentence in this policy to emphasize that the Governing Board establishes and authorizes compensation and benefits. The Task Force reviewed this policy and approved it with the recommended revisions.

- **BP 7140** titled *Collective Bargaining*
  Jane mentioned that a reference to BP 2610 titled Presentation of Initial Collective Bargaining Proposals was included at the end of this policy to connect with the details in that policy. The Task Force reviewed this policy and approved it as submitted.

- **BP 7150** titled *Employee Evaluations*
  John explained that a general sentence referencing the applicable collective bargaining agreement or employee handbook was included
in this policy and will appear in several other policies and procedures. The intent is to direct the reader to the appropriate agreement or handbook as these documents are reviewed continually and updated often. The Task Force reviewed this policy and approved it as submitted.

- **BP 7160** titled **Professional Development**
  The Task Force reviewed this policy and approved it as submitted.

- **AP 7212** titled **Temporary Faculty**
  Shannon asked that this procedure be reviewed again at the October 17, 2008 Task Force Meeting. She also asked to have it sent to her so she could review it one final time with PFF leaders.

- **AP 7213** titled **Part-Time Faculty: Benefits**
  The Task Force reviewed this procedure and approved it as submitted.

- **AP 7214** titled **Part-Time Faculty: Office Hours**
  The Task Force reviewed this procedure and approved it as submitted.

- **AP 7215** titled **Academic Employees: Probationary Contract Faculty**
  The Task Force reviewed this procedure and approved it as submitted.

- **AP 7216** titled **Employee Grievance and Complaint Procedures**
  The title of this procedure was revised to be “Employee Grievance/complaint Procedures.” There was a discussion about academic due process. Some recommended language to consider for the last paragraph of this procedure was, “Other conflicts which may involve faculty members, administrative staff, classified staff, and/or students may be addressed through the District’s Academic Due Process policy and procedure.” Monika asked that this procedure be reviewed again at the October 17, 2008 Task Force Meeting. She also asked to have it sent to her so she could review it one final time with faculty senate leaders.

- **AP 7231** titled **Seniority**
  The Task Force reviewed this procedure and approved it as submitted.

- **AP 7232** titled **Classification Review**
  The Task Force reviewed this procedure and approved it as submitted.

- **AP 7233** titled **Claims for Work Out of Classification**
  The Task Force reviewed this procedure and approved it as submitted.

- **AP 7235** titled **Probationary Period: Classified Employees**
  Mike asked that this procedure be reviewed again at the October 17, 2008 Task Force Meeting. He also asked to have it sent to him so he could review it one final time with classified leaders.

- **BP 7236** titled **Short-Term Employees**
  The final sentence in this policy was revised by the Task Force to read, “See the Short-Term Employee Hiring Regulations available in the Human Resource Services Office.” The Task Force reviewed this policy and approved it with the recommended revisions.

- **AP 7237** titled **Layoffs**
  The Task Force reviewed this procedure and approved it as submitted.
• **BP 7240** titled **Confidential Employees**
The Task Force reviewed this policy and approved it as submitted.

• **AP 7240** titled **Confidential Employees**
The Task Force reviewed this procedure and approved it as submitted.

• **AP 7336** titled **Certification of Freedom from Tuberculosis**
Trustee McMullen asked if there would be any other policies/procedures related to diseases. John confirmed that there is a policy and procedure titled Communicable Disease that would be reviewed at a future Task Force Meeting. The Task Force reviewed this procedure and approved it as submitted.

• **AP 7337** titled **Fingerprinting**
Mike asked that this procedure be reviewed again at the October 17, 2008 Task Force Meeting. He also asked to have it sent to him so he could review it one final time with classified leaders.

• **BP 7341** titled **Sabbaticals**
The Task Force reviewed this policy and approved it as submitted.

• **AP 7342** titled **Holidays**
Jane mentioned that a related BP/AP 4010 titled Academic Calendar will be reviewed at a future Task Force Meeting. The Task Force reviewed this procedure and approved it as submitted.

• **BP 7345** titled **Catastrophic Leave Program**
The Task Force reviewed this policy and approved it as submitted.

• **AP 7345** titled **Catastrophic Leave Program**
The Task Force reviewed this procedure and approved it as submitted.

• **AP 7346** titled **Employees Called to Military Duty**
Mike asked that this procedure be reviewed again at the October 17, 2008 Task Force Meeting. He also asked to have it sent to him so he could review it one final time with classified leaders.

• **BP 7347** titled **Family Medical Leave**
The Task Force reviewed this policy and approved it as submitted.

• **BP 7350** titled **Resignations**
The Task Force reviewed this policy and approved it as submitted.

• **AP 7371** titled **Personal Use of Public Resources**
The Task Force reviewed this procedure and approved it as submitted.

• **AP 7381** titled **Health and Welfare Benefits**
Mike recommended that the number of this procedure be changed to AP 7131 to immediately follow BP 7130 titled Compensation and Benefits. The Task Force approved this procedure with the recommended revision.

• **BP 7510** titled **Domestic Partners**
The Task Force reviewed this policy and approved it as submitted.

• **BP 7800** titled **Institutional Reassignment and Lateral Transfer**
This current Palomar College policy was approved by the Task Force as submitted.
• **BP 7850 titled Exchange Program**
  This current Palomar College policy was approved by the Task Force as submitted.

• **BP 7900 titled Consultants**
  The Task Force reviewed the language in this policy and requested that BP 7900 be placed on the October 17, 2008 agenda for further review.

V. **Adjournment** – The meeting was adjourned at 12:01 p.m. The next Task Force Meeting is scheduled for Friday, October 17, 2008.
Palomar College Policy/Proced. Review Task Force Meeting  
Friday, October 17, 2008  
9:00 a.m. – 12:00 p.m.  
SU-18

Meeting Highlights

Present: Darrell McMullen, John Tortarolo, Joe Madrigal, Monika Brannick, Shannon Leinhart, Mike Dimmick, Trisha Frady, Kelley Hudson MacIsaac, Michelle Barton, Mark Vernoy, Karen Robinson, Josie Silva, and Jane Wright

I. Review and Approval of the September Meeting Highlights – The Task Force members reviewed the September 12, 2008 Meeting Highlights. Michelle moved approval for the September Meeting Highlights and Monika seconded. The meeting highlights were approved.

II. Review Carry-Over Policies/Procedures from the 9/12/08 Task Force Meeting: Jane projected the policy/procedure language on the screen for Task Force members to review. The following documents were reviewed:

- **Procedure 7212 titled Temporary Faculty** – This procedure was carried over from the September Agenda for further review and discussion. Shannon reported that she reviewed the language since the last meeting and it is fine. John explained that the percentage in the first sentence of the fourth paragraph was increased from 60 percent to 67 percent based upon changes in the law that will take effect on January 1, 2009. The Community College League included this same legally required revision in its Update #15 disseminated to districts on September 29, 2008. This procedure was approved by the Task Force.

- **Procedure 7216 titled Employee Grievance/Complaint Procedures** – At Monika’s request, this procedure was carried over from the September Agenda for further review and discussion. The language in the first paragraph was retained without change. The language in the second paragraph was deleted and the language in the third paragraph was modified to read: “Complaints regarding non-contractual issues which may involve faculty members, administrative staff, classified staff, and/or students may be addressed utilizing the guidelines for the Faculty Senate’s Academic Due Process Procedure.” This procedure was approved by the Task Force.

- **Procedure 7235 titled Probationary Period: Classified Employees** – At Mike’s request, this procedure was carried over from the September Agenda for further review and discussion. The Task Force members reviewed the language and approved it as submitted.

- **Procedure 7337 titled Fingerprinting** – This procedure was carried over from the September Agenda for further review and discussion. The Task Force members reviewed the language and approved it as submitted.
• **Procedure 7346 titled Employees Called to Military Duty** – This procedure was carried over from the September Agenda for further review and discussion. The Task Force members reviewed the language and approved it as submitted.

• **Policy 7900 titled Consultants** – This policy was carried over from the September Agenda for further review and discussion. The issue of consultants having supervisorial responsibility was discussed. There was a request to review the current consultant contract for the Information Technology position in relation to the language in this policy. This policy will be carried over to the November 14 Task Force Meeting.

III. Continued Review of new Chapter 7 (Human Resources) Policies and Procedures:

• **Procedure 7126 titled Applicant Background Checks** – The phrase “. . . mandated by law and is . . . “ was added to the first sentence in the first paragraph. In addition, the title of “Vice President of Human Resource Services” was revised to Chief Human Resources Officer to be consistent with the general titles used in all policies and procedures. The Task Force discussed this procedure and the related legal citation language and determined that it should be carried over to the November 14 Task Force Meeting.

• **Procedure 7145 titled Personnel Files** – The Task Force discussed this procedure and determined that it should be carried over to the November 14 Task Force Meeting.

• **Policy 7210 titled Academic Employees** – The words “. . . endeavor to . . .” were added to the first sentence of the fifth paragraph. In addition, the Task Force asked John to research the following two questions: Are academic administrator salaries included in calculating the 50% rule? What about child development personnel (academic or classified)? This policy will be carried over to the November 14 Task Force Meeting.

• **Policy 7230 titled Classified Employees** – This policy was approved by the Task Force as submitted.

• **Procedure 7230 titled Classified Employees** – This procedure was recommended for deletion by Human Resource Services and the Task Force agreed with this recommendation.

• **Procedure 7234 titled Classified Employee Overtime** – This procedure was approved by the Task Force as submitted.

• **Policy 7250 titled Educational Administrators** – The Task Force discussed the definition in law related to educational administrators versus classified administrators. Kelley requested that this policy will be carried over to the November 14 Task Force Meeting.
• **Procedure 7250 titled Educational Administrators** – The phrase “. . . hired after June 30, 1990 . . .” was added to the first sentence of the sixth paragraph. The term “Faculty Senate” replaced the term “Academic Senate.” Kelley requested that this procedure will be carried over to the November 14 Task Force Meeting.

• **Policy 7260 titled Classified Administrators and Supervisors** – This policy was approved by the Task Force as submitted.

• **Policy 7270 titled Student Workers** – The word “though” in the first sentence was correct to be “through.” This policy was approved by the Task Force with the single correction.

• **Procedure 7270 titled Student Workers** – This procedure was approved by the Task Force as submitted.

• **Policy 7335 titled Health Examinations** – The following phrase was added to the first sentence in the first paragraph, “. . . after a conditional offer of employment has been extended and . . .” This policy was approved by the Task Force as amended.

• **Policy 7340 titled Leaves** – The category of “confidential” was added to the second bullet related to vacation leave. This policy was approved by the Task Force as amended.

• **Procedure 7340 titled Leaves** – This procedure was approved by the Task Force as submitted.

• **Procedure 7343 titled Industrial Accidents** – This procedure was approved by the Task Force as submitted.

• **Procedure 7344 titled Notifying District of Illness** – This procedure was approved by the Task Force as submitted.

• **Procedure 7375 titled TSAs/Deferred Compensation** – The term “employees” was struck and was replaced by the term “workers” following the word “student” in the first sentence. This procedure was approved by the Task Force as amended.

• **Policy 7385 titled Salary Deductions** – The bullets in this policy were revised to read:
  • participation in a tax-sheltered annuity and/or deferred compensation program
  • paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them
  • paying rates, dues, and/or fees
  • other periodic charges on any hospital service contract and/or any voluntary deductions

This policy was approved by the Task Force as amended.
• **Procedure 7500 titled Volunteers and Interns** – This procedure was approved by the Task Force as submitted.

**IV. Adjournment** – The meeting was adjourned at 11:45 a.m. The next Task Force Meeting is scheduled for Friday, November 14, 2008 from 9:00 a.m. – noon in SU-18.
Meeting Highlights

Present: Darrell McMullen, John Tortarolo, Joe Madrigal, Monika Brannick, Shannon Leinhart, Tricia Frady, Kelley Hudson MacIsaac, Mark Vernoy, Susan Coleman (designated representative for Bonnie Dowd), Karen Robinson, Josie Silva, and Jane Wright

I. Review and Approval of the October Meeting Highlights – The Task Force members reviewed the October 17, 2008 Meeting Highlights. Tricia corrected the spelling of her name in the list of those present (from “Trisha” to “Tricia”). Joe moved approval for the October Meeting Highlights as corrected and Monika seconded. The meeting highlights were approved.

II. Review Carry-Over Policies/Procedures from October 17, 2008:

- **BP 7900 – Consultants:** John requested that this policy be carried over to the January 23, 2009 meeting because President Deegan requested to be present during the review of this item.

- **AP 7126 – Applicant Background Checks:** John explained that applicant background checks may apply to a variety of positions but most often occurs when hiring police officers. Shannon recommended that the phrase “or required by an outside agency” be added to the first sentence. This procedure was approved as revised.

- **AP 7145 – Personnel Files:** Shannon recommended that the two sentences in the last paragraph in green ink be moved so that the sentence beginning, “A signed release form . . .” would become the last sentence of the first paragraph. A new second paragraph reflecting revised language would read, “Personnel files are subject to the provisions in the applicable collective bargaining agreement or employee handbook.” This procedure was approved as revised.

- **BP 7210 – Academic Employees:** Karen reported that the salaries and benefits of academic administrators are included in the denominator when calculating the 50% rule. She explained that child development center personnel are not included in the calculations reported. This policy was approved as revised.

- **BP 7250 – Educational Administrators:** It was requested that this policy be carried over to the January 23, 2009 meeting to allow additional time for review by constituent groups.

- **AP 7250 – Educational Administrators:** A reference to BP/AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies was added to the end of this procedure. Jane highlighted the sixth paragraph beginning, “An educational administrator, hired after June 30, 1990, . . .” to remind Task Force members in January which paragraph needed re-examination. Monika asked about including the process for retreat rights to this procedure. She requested that this procedure be carried over to the January 23, 2009 meeting to allow additional time for review by constituent groups.
III. Continue Reviewing Chapter 3 (General Institution) and Chapter 7 (Human Resources) Policies and Procedures:

- **BP 3580 – Animals on Campus:** The language in the first bullet was changed from “disabled persons” to “individuals with disabilities.” The Office of primary responsibility was changed from Human Resource Services to the Palomar College Police Department. This policy was approved as revised.

- **AP 7127 – Restrictions Governing the Employment of Applicants with Criminal Records:** Karen defined moral turpitude which is clarified in relation to employment in the second bullet. A reference to AP 7875 titled Controlled Substance and Alcohol Testing was added to the end of this procedure. This procedure was approved as revised.

- **BP 7175 – Awards:** The title of this policy was revised from “Awards” to “District Awards.” This policy was approved as revised.

- **AP 7175 – Awards:** The title of this procedure was revised from “Awards” to “District Awards.” Newly recommended language from Human Resource Services was moved from the end of this procedure to the beginning of the procedure. Some newly recommended language recommended by Human Resource Services in the bullets was deleted for clarification in order to retain only the awards given by the District. Also inserted the word “District” in current Palomar Procedure 7.13 to clarify that the awards referenced were only those given by the District. This procedure was approved as revised.

- **BP 7310 – Nepotism:** John defined nepotism according to the law and explained that the intention is to avoid instances where family members have supervisory responsibility over other family members. He discussed the process of transferring employees into other similar positions in different areas of the District to alleviate situations when nepotism is an issue. Karen emphasized the importance of employees notifying Human Resource Services whenever a change in relational status could potentially be problematic. Both Tricia and Shannon agreed with the need to adopt this policy. This policy was approved as submitted.

- **BP 7360 – Discipline and Dismissal – Academic Employees:** Karen recommended that the third bullet be corrected so that it would read “Superintendent/President.” Karen also asked to have the references amended to include Education Code Sections 87660 et seq. Shannon asked about the investigation component of discipline and dismissal cases. She asked that this policy be carried over to the January 23, 2009 meeting in order to allow more time for review.

- **AP 7360 – Discipline and Dismissal – Academic Employees:** Shannon asked that this procedure be carried over to the January 23, 2009 meeting in order to allow more time for review.

- **BP 7361 – Academic Due Process:** Monika asked that this policy be carried over to the February 20, 2009 meeting in order to allow more time for review.

- **AP 7361 – Academic Due Process:** John explained that the Academic Due Process Procedure should follow the Faculty Senate’s Process. The Task Force approved the deletion of this procedure.
• **BP 7365 – Discipline and Dismissal – Classified Employees:** Tricia asked that this policy be carried over to the January 23, 2009 meeting in order to allow more time for review.

• **AP 7365 – Discipline and Dismissal – Classified Employees:** The Task Force discussed the meaning of the bullet: “Mental or physical impairment that render the employee unable to perform the essential functions of the job without reasonable accommodation, or without presenting a direct threat to the health and safety of self or others.” Tricia asked that this procedure be carried over to the January 23, 2009 meeting in order to allow more time for review.

### IV. Other

Susan asked Jane to conduct a search of the policies and procedures to make certain that the use of “his or her” versus “his/her” is revised so that it is referenced consistently throughout all documents. Jane confirmed that she would conduct a search and change every such reference to “his/her.” Jane identified necessary revisions from “his or her” to “his/her” in the following documents: AP 7145, AP 7215, AP 7233, AP 7234, AP 7250, AP 7336, AP 7341, AP 7343, BP/AP 7345, AP 7346, AP 7360, AP 7365, BP 7385, AP 7600, and BP/AP 7700.

### V. Adjournment

The meeting was adjourned at 11:17 a.m. The next meeting is scheduled for Friday, January 23, 2009, from 8:30 – 11:30 a.m. in SU-18.
Palomar College Policy/Procedures
Review Task Force Meeting
Friday, January 23, 2009
8:30 – 11:30 a.m.
SU-18

Meeting Highlights

Present: Darrell McMullen, John Tortarolo, Joe Madrigal, Berta Cuaron, Bonnie Dowd, Monika Brannick, Brent Gowen, Shannon Leinhart, Molly Faulkner, Tricia Frady, Kelley Hudson MacIsaac, Mark Vernoy, Michelle Barton, Mike Dimmick, Susan Coleman (designated representative for Bonnie Dowd), Karen Robinson, Karen Boguta, and Jane Wright

I. Review and Approval of the December Meeting Highlights – The Task Force members reviewed the December 12, 2008 Meeting Highlights. The meeting highlights were approved as written.

II. Continued Review of the Chapter 7 (Human Resources) Policies and Procedures: Jane projected the policy/procedure language on the screen for Task Force members to review. The following documents were reviewed:

- **BP 7250 – Educational Administrators**: This policy was carried over from the December 12, 2008 Task Force Meeting. It was approved as submitted. This policy will be placed on the 2/3/09 SPC Agenda.

- **AP 7250 – Educational Administrators**: This procedure was carried over from the December 12, 2008 Task Force Meeting. This procedure was tabled for a future meeting.

- **BP 7900 – Consultants**: This policy was carried over from the October 17 and December 12, 2008 Task Force Meetings. This policy was pulled from the agenda by John Tortarolo. The existing/current Governing Board policy on consultants remains in effect.

III. Review of Chapter 3 (General Institution) Policy and Procedure: John facilitated the review of the Chapter 3 policies and procedures:

- **Policy 3050 titled Institutional Code of Ethics**: Michelle discussed the necessity for the District to adopt a policy on Institutional Code of Ethics. She explained that other constituent groups are working on the development of a code of ethics for their respective organizations. Berta mentioned that the Strategic Planning Council might be the best venue for reviewing and discussing individual codes of ethics for constituent groups. Task Force members recommended that the phrase at the beginning of the first sentence, “In accordance with the accreditation standards,” be deleted as it is not necessary as long as the accreditation standard remains under the references.
In addition, it was recommended that the word “code” be made plural using parenthesis around the “s” so that would read “code(s)” in order to communicate that several codes of professional ethics may be developed by different constituent groups. This policy was approved with the recommended revisions. This policy will be placed on the 2/3/09 SPC Agenda.

- **Policy 3100 titled Organizational Structure** – Task Force members discussed the language in the first sentence: “The Superintendent/President shall fix and prescribe the duties to be performed by all persons in community college service in the District.” Task Force members suggested modifying the language to reflect the language in Education Code Section 72400. Task Force members suggested changing the sentence to read, “The Governing Board shall . . .” Michelle reminded the Task Force that the Governing Board delegates authority to the Superintendent/President to perform such activities as described in BP 2430 titled Delegation of Authority, Accreditation Standard IV.B.1.j, and BP 7110 titled Delegation of Authority. Also, Michelle reminded the Task Force of the need for consistent language across the policies/procedures and that previous policies related to the duties of the Superintendent/President as delegated by the Governing Board begin with the phrase, “The Superintendent/President shall . . .” Michelle will review the language and place this policy on a future Task Force Agenda.

- **Procedure 3100 titled Organizational Structure** – At the request of Task Force members, Michelle will review the language and place this procedure on a future Task Force Agenda.

- **Policy 3200 titled Accreditation** – The acronym ACCJC be placed in the first sentence immediately following “Accrediting Commission for Community and Junior Colleges.” The second sentence was revised to read, “The Superintendent/President shall keep the Governing Board informed of the status of accreditations and the relevant accrediting associations.” This policy was approved as revised. This policy will be placed on the 2/3/09 SPC Agenda.

- **Procedure 3200 titled Accreditation** – Task Force members recommended that the acronym ACCJC be placed in the first sentence immediately following “Accrediting Commission for Community and Junior Colleges” and to insert the same acronym whenever “the Accrediting Commission” is referenced in the document. In addition, the following sentence was inserted as the new second paragraph: “When the Self Study is completed, the Governing Board shall review and approve it prior to submission to ACCJC in accordance with prescribed timelines.” Lastly, it was requested that Michelle add a paragraph that references all other accrediting agencies and bring this procedure to a future Task Force Meeting for final review.

- **BP 3250 – Institutional Planning** – Task Force members recommended that the words “Long-range” and “Master” be added to the second bullet so that this bullet would read: “Long-range Facilities Master Plan.” Karen Robinson recommended that the third bullet be revised to reflect the current title of the plan which is “Equal Employment Opportunity Plan.” Joe recommended that
the word “Project” be added to the last bullet so that bullet would read: “EOS Project Plan.” The paragraph following the bullets was revised to become: “The Superintendent/President shall submit to the Governing Board those plans for which its approval is required by Title 5.” This policy was approved as revised. This policy will be placed on the 2/3/09 SPC Agenda.

- **AP 3250 – Institutional Planning** – The acronym “SPC” was added to the first sentence in the second paragraph. This acronym was then used in place of any reference to the Strategic Planning Council in the remainder of the document. The bulleted language was revised to be:
  - Long-range Educational or Academic Master Plan
  - Long-range Facilities Master Plan
  - Equal Employment Opportunity Plan
  - Student Equity Plan
  - Matriculation Plan
  - Transfer Center Plan
  - Cooperative Work Experience Plan
  - EOPS Project Plan

Task Force members asked Michelle to add language that further defines the role of the planning councils as well as the process used by the District in the planning process. Michelle will submit this procedure for review at a future Task Force Meeting.

- **BP 3280 – Grants** – Karen Robinson recommended that the following definitional statement be removed from AP 3280 titled Grants and placed at the beginning of this policy: “Grants provide additional funds for academic programs, student support services, and administrative operations.” Susan recommended that the term “will” be replaced with “shall” for consistency in the following sentence: “The Governing Board shall be informed about all external grant applications and external grants received by the District.” The word “external” was also added the same sentence to distinguish between internal grants that the District may create periodically to encourage innovative programs and services. The wording in the final sentence was amended so that the sentence concludes, “. . . District’s Strategic Plan.” This policy was approved as revised. This policy will be placed on the 2/3/09 SPC Agenda.

- **AP 3270 – Grants** – Michelle reviewed the language in this procedure. Task Force members recommended deletion of the first paragraph that begins with the following language: “Grants provide additional funds . . . “ The first word of the last paragraph (“All”) was recommended to be deleted. Susan noted that the use of the term “Board of Trustees” in the last paragraph needs to be revised to “Governing Board.” Task Force members also asked whether the Governing Board must officially accept all grants. Jane will research the legal language further and send Michelle her results in preparation for the next Task Force Meeting. Michelle will review the language in this procedure and recommend revisions for the next Task Force Meeting.
• **BP 3500 – Campus Safety** – Karen Boguta reviewed the language in this policy. The title of this policy was revised to become “Campus Safety Plan.” This policy was approved as submitted.

• **AP 3500 – Campus Safety** – Karen Boguta reviewed the language in this procedure. The title of this procedure was revised to become “Campus Safety Plan.” The language in this procedure will be reviewed again by Student Services and the Palomar College Police Department, with affected departments, and re-submitted to the Task Force.

• **BP 3505 – Emergency Response Plan** – Karen Boguta reviewed the language in this policy. Susan asked Jane to double-check the accuracy of the Education Code citations. Jane found that Susan was correct and the accurate Education Code Sections are 32280 et seq. Task Force members recommended that the majority of the language in the policy be moved to the related procedure because it seems too prescriptive for a policy. Jane reported that the Community College League is drafting language for a template for AP 3505 titled Emergency Response Plan. The Community College League will be disseminating the template for AP 3505 in late February or early March. The consensus was to place this policy “on hold” until the League’s template language for AP 3505 is ready for review. This policy and a related procedure will be placed on a future Task Force Agenda.

IV. **Other Items** – At 10:50 a.m., Tricia called for a quorum. Michelle and Mike reviewed the membership roster. They determined that eight members are necessary for a quorum. Nine members were currently present even though several members had to leave early. In addition, the Task Force requested that a glossary of terms be created to post on the Policy and Procedure Website to clarify the terms used in the documents.

V. **Next Meeting** – Friday, February 6, 2009 from 8:30 – 11:30 a.m. in B-2

VI. **Adjournment** – The meeting was adjourned at 11:16 a.m.
Palomar College Policy/Proced. Review Task Force Meeting
Friday, February 20, 2009
9:00 a.m. – 12:00 p.m.
SU-18

Meeting Highlights

Present: John Tortarolo, Joe Madrigal, Berta Cuaron, Brent Gowen, Shannon Leinhart, Monika Brannick, Neill Kovrig, Jayne Conway, Susan Coleman (designated representative for Dr. Dowd), Mark Vernoy, Claudia Duran, Karen Robinson, Josie Silva, and Jane Wright

I. Review and Approval of the January Meeting Highlights – John facilitated the meeting and asked the Task Force members to review the January 23, 2009 Meeting Highlights. Jane asked Task Force members to correct the name on page 4 under BP 3505 titled Emergency Response Plan from Karen Boguta to Kelley Hudson MacIsaac. The meeting highlights were approved as corrected.

II. Continue Reviewing the Chapter 7 (Human Resources) Policies and Procedures: (brought back with revisions)

- AP 7145 – Personnel Files: Shannon requested that the second paragraph be the only language used in the AP because of concerns regarding the reference to personnel records being permanent. John reviewed the language in Title 5 Section 59023 titled Class 1 – Permanent Records. After further discussion, it was determined that this procedure would be placed on “hold” until contract negotiations with PFF are finalized.

- AP 7250 – Educational Administrators: Monika asked that the process for Administrative Retreat Rights be included in this procedure. She confirmed that she will notify the President’s Office when the Faculty Senate has completed their review and recommended revisions to this procedure. This procedure was placed on “hold” and will be reviewed at a future meeting.

- BP 7310 – Nepotism: Neill asked about the legal reference language related to the definition of immediate family. The Task Force reviewed the legal citation language. This policy was approved to be submitted to the Strategic Planning Council for review.

- AP 7361 – Academic Due Process: Monika asked Jane to project the August 10, 2008 version of BP 7361 on the screen in the room. She mentioned that it may be necessary to separate academic due process for the faculty versus staff. Jane will send the August 10, 2008 version of BP
7361 to Josie who will share it with Monika. Jane was asked to project the Faculty Senate’s website with the academic due process procedures. The Task Force reviewed that language and Monika and Brent explained that the Faculty Senate will review BP and AP 7361 using the Faculty Senate’s academic due process procedures currently posted on their website. This procedure was placed on “hold” and will be reviewed at a future meeting.

- **BP 7365 – Discipline & Dismissal – Classified Employees**: Karen explained that the Government Code Sections 3300 – 3313 were added to the legal citations to include reference to the Peace Officers’ Bill of Rights. Task Force members reviewed the language in this policy and approved it. This policy will be submitted to the Strategic Planning Council for review.

- **AP 7365 – Discipline & Dismissal – Classified Employees**: Karen explained that the Government Code Sections 3300 – 3313 (Peace Officers’ Bill of Rights) were added to the legal references at the top of the procedure. A new second paragraph was added which states, “Refer to the appropriate section in the collective bargaining agreement or employee handbook, and if there is no such section, the following language is applicable:” Task Force members asked Jane to contact Mary Dowell, Partner at Liebert Cassidy Whitmore, to provide the case law references for the sections related to “Any willful act of conduct …” and “Discourteous treatment of the public or other employees.” Susan requested that the section on “Mental or physical impairment …” be reworded to begin with “Inability to perform the essential functions of the job with … due to mental or physical impairment.” This procedure will be reviewed at a future meeting once the case law references have been provided by Liebert Cassidy Whitmore.

- **BP 7900 – Consultants**: The following legal citations related to consultants were added at the top of the policy: Education Code Sections 70902(b)(6) and 88003-88003.1; Government Code Section 53060. This policy was reviewed and approved to be submitted to the Strategic Planning Council for review.

### III. Continue Reviewing the Chapter 3 (General Institution) Policies and Procedures: (brought back with revisions)

- **AP 3280 – Grants**: The appropriate section in the Education Code was clarified by adding “(b)(10)” to the legal reference. The language in the third paragraph was clarified to include the phrase at the beginning of the last sentence: “Upon award notification, the responsible Vice President(s) shall ensure that the appropriate staff are assigned to manage and monitor the grant.” In addition, after review of the appropriate Education Code Section 709092(b)(10), the language in the third paragraph was revised to indicate that Governing Board approval is necessary for all grants so that Palomar’s procedure is in compliance with the law. Brent and Monika asked about operating procedures related to grants. Susan explained that she is working with Michelle Barton on drafting operating procedures for grants. The
operating procedures will be submitted for review through the shared governance process. Task Force members approved this procedure to move forward for review by the Strategic Planning Council.

IV. Continue Reviewing the Chapter 3 (General Institution) Policies and Procedures:

- **BP 3260 – Legal Opinions/Assistance:** Task Force members reviewed the language in this policy and approved it. This policy will be submitted to the Strategic Planning Council for review.

- **BP 3310 – Records Retention and Destruction:** The last paragraph with the four bullets under it was moved from the policy to the procedure. At Susan’s request, the acronym “ESI” (electronically stored information) was moved from the second paragraph to the first paragraph. Task Force members approved this policy to move forward for review by the Strategic Planning Council.

V. **Adjournment** – The meeting was adjourned due to a lack of quorum at 10:45 a.m.
**Meeting Highlights**

Present: Bob Deegan, Darrell McMullen, Bonnie Dowd, John Tortarolo, Joe Madrigal, Brent Gowen, Shannon Leinhart, Monika Brannick, Mike Dimmick, Kelley Hudson Maclsaac, Susan Coleman (designated representative for Dr. Dowd), Michelle Barton, Mark Vernoy, Karen Robinson, Josie Silva, and Jane Wright (via CCC Confer)

I. Review and Approval of the February Meeting Highlights – The Task Force members reviewed the February 20, 2009 Meeting Highlights. Shannon recommended that no academic titles be used in future meeting highlights. John clarified that in AP 7361 titled Academic Due Process there are “separate academic due processes for faculty and staff.” Tortarolo motioned approval and Brannick seconded the motion. The meeting highlights were approved as corrected. Following the approval of the meeting highlights, Monika explained that at the February 20 Task Force Meeting, she had confused AP 7361 with BP 7210 titled Academic Employees and AP 7216 titled Employee Grievance/Complaint Procedures. Monika said she wanted to review all of those documents.

II. Continue Reviewing the Chapter 3 (General Institution) Policies and Procedures:

- **AP 3310 – Records Retention & Destruction:** John explained the three classifications of records. Karen described electronically stored information (ESI) and discussed that it is an evolving area of law. Karen reported that a separate procedure (AP 3320) titled Electronically Stored Information will address these documents and the retention, tracking, and disposal of them. Joe, Bonnie, and John discussed plans for scanning records. Monika asked whose decision it would be to recommend disposal of continuing records. Bob explained that the recommendation for disposal of continuing records is a departmental decision. Susan recommended including a definition of the acronym “ESI” in the first paragraph. Susan recommended that the reference to “State 320 Form” in Table 1 be moved from Finance & Administrative Services to Student Services. Susan also recommended moving the reference to “Conflict of Interest Statements (Form 700) from Finance & Administrative Services to the Superintendent/President’s Office. Mike also asked whether references to other records such as those related to health (used for workman’s comp claims) and other records should be referenced in the table. Karen and John responded that the table only includes examples of key documents and is not meant to be comprehensive as there are far too many specific records to cite by name. Jane was asked to fix the pagination in this procedure. The Task Force approved this procedure with the recommended revisions by Susan. Jane will send this document to Josie for the March 17 SPC Agenda. MSCU Madrigal/Gowen

- **BP 3810 – Claims Against the District:** Bonnie asked Jane to revise the last sentence in red ink so that “place(s)” would be “place” and “is/are” would be “is”
in order to centralize the serving of legal documents in the Office of the President. Task Force members approved this policy. Jane will send this document to Josie for the March 17 SPC Agenda. MSCU Brannick/Gowen

- **AP 3810 – Claims Against the District**: Jane deleted the note at the beginning of this procedure (in red italics). Jane bolded the headers and justified the text for consistency. Shannon sought clarification on the retroactivity statement at the end of the procedure. Bonnie and Susan explained that statement. Shannon discussed the importance of making the appropriate forms readily available to the public should claims need to be filed. The Task Force discussed the need to make office personnel and others aware of the location of forms in order to direct those who request such forms to the proper location. The Task Force approved this procedure. Jane will send this document to Josie for the March 17 SPC Agenda. MSCU Gowen/Tortarolo

### III. Newly Recommended Policies and Procedures in Chapter 6 (Finance and Administrative Services):

- **BP 6450 – Cellular or Wireless Phone/Mobile Device Use**: Mike discussed whether this policy needs to be reviewed by the negotiations team. John and Bonnie responded that it truly is not a matter for negotiations but clarifies the use of such devices prompted by the Internal Revenue Service (IRS) Guidelines that delineates the responsibility of an individual employee to report to the IRS any benefits in terms of income or personal savings from such a device. The IRS views these benefits as taxable income. The following statement was added as the new second paragraph of this policy: “This policy is subject to the applicable collective bargaining agreement or employee handbook.” The term “mobile devices” was added throughout the policy for consistency with the title and to address other forms of transportable communication (other than cell phones) such as walkie talkies, two way radios, etc. Shannon discussed the issue of laptop computers. Task Force members suggested adding a sentence at the end of the first paragraph clarifying that laptop computers are not considered mobile devices for the purposes of this policy and the related procedure. The Task Force approved this policy. Jane will send this document to Josie for the March 17 SPC Agenda. MSCU Gowen/Tortarolo

- **AP 6450 – Cellular or Wireless Phone/Mobile Device Use**: The following statement was added as the new second paragraph of this procedure: “This policy is subject to the applicable collective bargaining agreement or employee handbook.” Mike raised the question about monitoring the use of District-provided cell phones versus monitoring the usage records. Task Force members recommended revising the first sentence in the sixth paragraph to be: “The District shall monitor the cellular or wireless phone usage records of the District-provided cellular or wireless phones/mobile devices to ensure compliance with this procedure.” The Task Force approved this procedure. Jane will send this document to Josie for the March 17 SPC Agenda. MSCU Vernoy/Gowen

### IV. Continue Reviewing the Chapter 7 (Human Resources) Policies and Procedures:
• **BP 7330 – Communicable Disease:** Shannon shared concerns about privacy issues related to communicable diseases. Karen explained that Human Resource Services used the “direct threat” test when reviewing the language in this policy and the related procedure. John had Palomar College legal counsel review the language in the policy and procedure to verify that it complies with the related laws. John explained that the key is to balance the issue of a potential threat with the sensitivity to privacy issues. The intent of this policy and the related procedure is to protect students and employees from exposure to communicable diseases that pose a significant threat as identified by the San Diego County Public Health Services. John was asked to review the language in the first paragraph which states, “All applicants for positions shall affirm, via medical certificate, that they are free from communicable diseases, including but not limited to active tuberculosis, that could be transmitted via activities reasonably within the scope of the position.” The Task Force agreed to “hold” this policy for review at a future meeting.

• **AP 7330 – Communicable Disease:** At Shannon’s request, the following language was added as the new first paragraph of this procedure: “The intent of this procedure is to protect public health from diseases that could be transmitted via the scope of the position and not to discriminate against individuals.” John was asked to re-word the language in the first bullet and bring this procedure and the related policy to the next Task Force Meeting. The Task Force agreed to “hold” this procedure for review at a future meeting.

• **BP 7120 – Recruitment and Hiring:** Susan asked that the first sentence be modified from “select and recruit” to “recruit and select.” Susan also asked to remove the “Office of Primary Responsibility” at the end of this policy and to check all of the Chapter 7 Board Policies to make certain that the “Office of Primary Responsibility” is not included in those documents (only in the procedures). Jane and Josie will double-check all of the policies and will remove the reference to “office of primary responsibility” if it appears in a BP. The Task Force approved this policy. Jane will send this document to Josie for the March 17 SPC Agenda. MSCU Tortarolo/Vernoy

• **AP 7120 – Recruitment and Hiring:** John thanked Karen and Shawna in Human Resource Services for their time and effort dedicated to drafting a much improved and clarified procedure on hiring. They had to combine information from a variety of documents, former Palomar policies, and former Palomar procedures. Bonnie asked Jane and Josie to review the pagination in this procedure due to the tables and necessary page breaks. John indicated that he would be reviewing this procedure in detail with the Academic Senate later that afternoon. This procedure will be reviewed again at a future Task Force Meeting.

V. **Policies/Procedures from Previous Task Force Meetings**

• **BP 3100 – Organizational Structure:** Michelle asked Task Force members to review the highlighted language in the draft policy compared with the second sentence in the policy. Task Force members discussed the concept of organizational structure versus organizational charts. The members agreed to delete the highlighted sentence and modify the new first sentence to be: “The
Superintendent/President shall ensure that an organizational structure is established that delineates the lines of responsibility and prescribes the general duties of employees within the District.” The Task Force approved this policy. Jane will send this document to Josie for the March 17 SPC Agenda. MSCU Tortarolo/Vernoy

- AP 3100 – Organizational Structure: Michelle explained that the language in the procedure may need to be revised as the process for developing the District’s organizational structure and related organizational charts is further clarified. The language in the first paragraph was modified to: “The District’s organizational charts reflecting the current organizational structure shall be included in the Palomar College Governance and Administrative Structure posted on the District’s website.” The Task Force approved this procedure. MSCU Tortarolo/Vernoy

VI. Adjournment – The meeting was adjourned at 10:58 a.m. The next meeting is scheduled for Friday, March 20, 2009 from 8:00 – 11:00 a.m. in B-2.
Palomar College Policy/Procedures Review Task Force Meeting  
Friday, March 20, 2009  
8:00 – 11:00 a.m.  
B-2  

Meeting Highlights  

Present: Darrell McMullen, Joe Madrigal, Berta Cuaron, Brent Gowen, Becky McClusky, Kelley Hudson Maclsaac, Susan Coleman (designated representative for Dr. Dowd), Mark Vernoy, Karen Robinson (for John Tortarolo), Karen Boguta, Laura Gropen, Josie Silva, and Jane Wright  

I. Review and Approval of the March Meeting Highlights – The Task Force members reviewed the March 6, 2009, Meeting Highlights. Karen Robinson recommended the following revision in the middle of the paragraph for AP 3310 titled Records Retention and Destruction: “…recommendation for disposal of continuing records on-going documents (not continuing use records) is a departmental decision.” The meeting highlights were approved with the revisions. MSCU Gowen/Maclsaac  

I. Begin Reviewing Chapter 4 (Instructional Services) Policies and Procedures:  

• BP 4030 – Academic Freedom: Task Force members recommended moving current Palomar Policy 300 titled Academic Freedom to the beginning of the policy. Karen Robinson recommended adding a reference at the end of this policy to BP/AP 7370 titled Use of District Resources for Political Activity as well as BP 2716 titled Political Activity. Jane will remove the reference to “office of Primary Responsibility” from all Chapter 4 BPs. The Task Force approved this policy. MSCU Gowen/Vernoy  

• AP 4030 – Academic Freedom: Task Force members recommended adding a reference at the end of this policy to BP/AP 7370 titled Use of District Resources for Political Activity as well as BP 2716 titled Political Activity to be consistent with the note at the end of BP 4030. Brent Gowen requested that this AP be placed on “hold” in order to insert local practice regarding academic freedom. This procedure will be brought back to a future meeting.  

• AP 4290 – Academic Honesty: After reviewing the content of this procedure, Task Force members recommended converting this procedure to a policy because the language contained in current Palomar College AP 300.1 titled Statement on Professional Ethics was deemed to be appropriate as a policy. The first sentence of this new policy was revised to become: “Palomar College faculty members’ Code of Ethics which appears in its constitution serves as a reminder believes that the "Statement on Professional Ethics," promulgated by the American Association of University Professors and adopted by the
California Academic Senate, serves as a reminder of the variety of obligations assumed by all members of the academic profession.” The word “should” in the second sentence was changed to “shall” to be consistent with the terminology used in other policies. It was recommended that the Faculty Constitution and the Faculty Handbook be included as the legal references. Brent will check these documents and confirm they are correct. He will let Jane know whether other legal references should be added. The Task Force approved this document as a new policy (BP 4290) rather than a procedure. The Task Force agreed that there is no need for a procedure. MSCU Gowen/Cuaron

- **BP 4650 – Final Examinations:** Task Force members recommended deleting this current Palomar College Policy (BP 310). MSCU McMullen/MacIsaac

II. **Continue Reviewing the Chapter 3 (General Institution) Policies and Procedures:**

- **AP 3200 – Accreditation:** The Task Force reviewed the last paragraph in this procedure that was highlighted. At the request of the Task Force at a previous meeting, Michelle Barton added this last paragraph to address other accrediting agencies. The Task Force approved this procedure. MSCU Cuaron/Gowen

- **AP 3250 – Institutional Planning:** At the request of the Task Force at a previous meeting, Michelle Barton added three new paragraphs to better define the role of the Planning Councils and process more thoroughly. These new paragraphs were indicated by highlighting. The Task Force reviewed the language and recommended holding this procedure until the District further defines its planning process.

- **BP 3510 – Workplace Violence:** Karen Boguta explained that based on the Task Force’s recommendation, a meeting between the Human Resource Services Office and the Palomar College Police Department occurred in order to review the Chapter 3 BPs/APs and to address the responsibilities of the respective office/department. The legal references in AP 3510 were also included in BP 3510. The parenthetical statement: “actual or virtual” was added to the second sentence of the first paragraph to better address issues related to workplace violence. The term “real” was also added to the second sentence in the first paragraph to address both “real” or potential violence. Susan commented that the second paragraph is difficult to read. It was recommended that the language in the second paragraph be converted to bullets. The first word in the first and third bullets was changed from “assure” to “ensure” for consistency with the term used in other policies/procedures. At Becky’s recommendation, the following sentence was added to the end of this procedure: “This policy is also subject to the applicable collective bargaining agreement
or employee handbook.” The Task Force approved this policy. MSCU Gowen/MacIsaac

- **AP 3510 – Workplace Violence:** For consistency with the language in the policy, the following terms were added to the first sentence: “actual or virtual” and “real.” The following phrase was added to the end of the fourth paragraph: “. . . for workplace violence subject to applicable collective bargaining agreement or employee handbook and may also be subject to criminal prosecution.” The following language was added to the end of the first paragraph on the second page of this procedure: “other appropriate person” replaced the terms “other appropriate person” and “immediate” to indicate that the notification to the Police Department is urgent. The terms “union” and “if appropriate” were added in the third paragraph on the second page of this procedure. The fourth paragraph and the last bullet were highlighted for further review by Human Resource Services and the Palomar College Police Department. The Task Force recommended holding this procedure.

- **BP 3515 – Reporting of Crimes:** Joe recommended that the term “assure” should be changed to “ensure” for consistency with the other policies/procedures. The words “center or site” were added to encompass all District instructional locations (campus, center, or site). The Task Force approved this policy. MSCU MacIsaac/Vernoy

- **AP 3515 – Reporting of Crimes:** On the second page of this procedure there was a recommendation to consider adding a victim’s rights paragraph. In addition, the sentence, “Certain crimes that are reported can be handled through an internal investigation and if the victim chooses to address an incident through a campus disciplinary proceeding,” was added at the beginning of a paragraph located on the second page. In the paragraph on the second page (preceding the list of bullets), the following underlined language was added: To the extent required by law, the District shall disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure include, but are not limited to. Lastly, the Task Force discussed the order of the items included in the bulleted language. They requested that the Police Department review the bulleted items and consider re-ordering the infractions from least severe to most severe. The Task Force recommended holding this procedure so the Palomar College Police Department could review the language in this procedure further.

- **AP 3516 – Registered Sex Offender Information:** Karen Robinson recommended adding a reference at the end of this procedure stating, “Also see AP 7127 titled Employment of Applicants with Criminal Records.” Darrell recommended reversing the second and third
paragraphs for improved readability. The Task Force approved this procedure. MSCU Vernoy/MacIsaac

- **BP 3520 – Local Law Enforcement:** The Task Force reviewed the language in this policy and approved it as submitted. MSCU MacIsaac/Vernoy

### III. Next Meeting

- **Next Meeting** – Friday, April 3, 2009 from 8:00 – 11:00 a.m. in B-2

### IV. Adjournment

- **Adjournment:** The meeting adjourned at 10:20 a.m. due to lack of a quorum.
Meeting Highlights

Present: Bob Deegan, Berta Cuaron, Joe Madrigal, Brent Gowen, Shannon Leinhart, Kelley Hudson Maclisaac, Susan Coleman (designated representative for Dr. Dowd), Michelle Barton, Mark Vernoy, Karen Boguta, Laura Gropen, Karen Robinson, Josie Silva, and Jane Wright

I. Review and Approval of the March 20 Meeting Highlights – The Task Force members reviewed the March 20, 2009 Meeting Highlights. Brent Gowen moved approval for the highlights and Shannon Lienhart seconded. The meeting highlights were approved.

II. Review of the Chapter 3 (General Institution) and Chapter 4 (Instructional Services) Policies and Procedures: Jane projected the policy/procedure language on the screen for Task Force members to review. The following documents were reviewed:

- **Policy 3280 titled Grants** – Michelle explained that this policy was reviewed at a recent Board Meeting. Trustee Nelson had a request that the language be modified to emphasize the review process would occur prior to preparing a grant application in order to ensure the grant would fit within the mission and vision of the District. The Task Force recommended new language to address Trustee Nelson’s concerns. This newly amended version of BP 3280 was approved to be placed on a future SPC Agenda. MSCU Vernoy/Barton

- **Policy 4020 titled Program, Curriculum, and Course Development** – Mark explained that all of the proposed BPs and APs in Chapter 4 have been reviewed with 7 pairs of faculty and manager teams who proposed revisions. The Faculty Senate also conducted a review of the documents. Task Force members reviewed the policy language and approved it to be placed on a future SPC Agenda. MSCU Vernoy/Gowen

- **Procedure 4020 titled Program, Curriculum, and Course Development** – The word “Course” was added to the title to be consistent with the title of the policy. The words “review” and “and” were added to the first sentence so that it now reads: “The Curriculum Committee shall be the preeminent body for the development, review, and recommendation of curricular policy to include philosophy, goals,
and strategic and long-range planning.” In the second bullet, Berta recommended the addition of the word “academic” in front of departments, “instructional” in front of divisions, and the capitalization of Curriculum Committee and Articulation Officer. The Office of Primary Responsibility was revised to “Instructional Services.” Task Force members approved this procedure to be placed on a future SPC Agenda. MSCU Gowen/Vernoy

- **Policy 4021 titled Discontinuance of Career/Technical Programs** – Susan recommended the word “will” in the first sentence be changed to “shall.” The first sentence was further revised to become: “The Governing Board shall rely primarily on the Faculty Senate through the Curriculum Committee and its other appropriate committees to review and make recommendations for the discontinuance of career/technical programs.” Karen R. recommended replacing the word “will” in the second sentence to “shall.” Task Force members approved this policy to be placed on a future SPC Agenda. MSCU Vernoy/Gowen

- **Procedure 4021 titled Discontinuance of Career/Technical Programs** – Susan recommended the word “will” in the first sentence be changed to “shall.” The Office of Primary Responsibility was revised to “Instructional Services.” This procedure was “held” to ensure that the language in this new procedure is consistent with the procedure adopted by the Faculty Senate two years ago.

- **Policy 4022 titled Curricular Matters** – Task Force members recommended appropriate legal references be added at the top of the policy. Jane added Title 5 Sections 51021, 55100, 55130, and 55150; Accreditation Standard IIA. Susan recommended the word “will” in the first sentence be changed to “shall.” The Office of Primary Responsibility was deleted from this policy. Jane and Josie will check to make certain that the “Office of Primary Responsibility” is removed from all policies. Task Force members approved this policy to be placed on a future SPC Agenda. MSCU Gowen/Gropen

- **Procedure 4022 titled Curricular Matters** – A final bullet was added to read, “The Faculty Senate will maintain a committee for the review of not-for-credit courses and programs.” The Office of Primary Responsibility was revised to “Instructional Services.” Task Force members approved this procedure to be placed on a future SPC Agenda. MSCU Gowen/Vernoy

- **Procedure 4045 titled Tutorial Services Programs** – This procedure was modified to become a Board Policy. Accreditation Standard IIC was added to the legal references. The first sentence was modified to read: “The Superintendent/President shall ensure that the District
provides tutorial services using resources and techniques appropriate to student needs.” The Office of Primary Responsibility was deleted because this procedure was converted to a policy. Task Force members approved this policy to be placed on a future SPC Agenda. MSCU Vernoy/Gowen

- **Policy 4103 titled Work Experience** – The title was revised to “Cooperative Work Experience Education.” Karen R. recommended adding Labor Code Section 3070 to the legal references to be consistent with the reference to this section in the third paragraph. The beginning of the first sentence was revised to be, “The District shall establish and maintain . . . “ The beginning of the third paragraph was revised to become “Cooperative Work Experience Education . . . “ and the first letter of the words chapter and division were capitalized. Task Force members approved this policy to be placed on a future SPC Agenda. MSCU Gowen/Hudson

- **Procedure 4103 titled Work Experience** – The title was revised to “Cooperative Work Experience Education.” Labor Code Section 3070 was added to the legal references to be consistent with the legal citations in the policy. The word “will” was revised to become, “shall” in the first sentence of the first paragraph and in the first sentence of the second paragraph. The fifth bullet was revised to become “Processes as developed by the supervising faculty that assure the student’s on-the-job learning experiences are documented with written measurable learning objectives.” The sixth bullet was revised to become, “Criteria as developed by the supervising faculty by which the student is evaluated and the basis for awarding grades and credit are described.” Task Force members approved this procedure to be placed on a future SPC Agenda. MSCU Vernoy/Gowen

- **Policy 4230 titled Grading and Academic Record Symbols** – Task Force members reviewed the policy language and approved it to be placed on a future SPC Agenda. MSCU Lienhart/Gowen

- **Policy 4231 titled Grade Changes** – This policy will be reviewed again at a future Task Force Meeting along with its companion procedure.

- **Policy 4250 titled Probation, Dismissal, and Readmission** – The acronym for grade point average (GPA) was added to the first paragraph. Remaining references to grade point average in the document were revised to “GPA.” The end of the first paragraph was revised to read “ . . . of less than a 2.0 ("C").” The Office of Primary Responsibility was deleted from this policy. Task Force members
approved this policy to be placed on a future SPC Agenda. MSCU Hudson/Lienhart

- **Procedure 4250 titled Probation** – The title of this procedure was revised to become “Probation, Dismissal, and Readmission.” The language in AP 4255 titled Dismissal was incorporated into this procedure to be consistent with the related policy. Headers for “Probation,” “Dismissal,” and “Readmission” were added to clearly delineate the different sections of this new procedure. The reference to “students” was changed from plural to singular throughout this document for consistency with the style/usage used in other policies and procedures. Task Force members approved this procedure to be placed on a future SPC Agenda. MSCU Vernoy/Gowen

- **Procedure 4255 titled Dismissal** – The language in this procedure was moved to new AP 4250 titled Probation, Dismissal, and Readmission. MSCU Vernoy/Gowen

- **Policy 4260 titled Pre-Requisites and Co-Requisites** – The title was revised to “Pre-requisites, Co-requisites, and Advisories.” The first two sentences were revised to become: “The Governing Board is authorized to establish pre-requisites, co-requisites, and advisories on recommended preparation for courses in the curriculum. For these determinations, the Board will rely primarily on the Faculty Senate through the Curriculum Committee.” Task Force members approved this policy to be placed on a future SPC Agenda. MSCU Lienhart/Vernoy

- **Procedure 4260 titled Pre-Requisites and Co-Requisites** – The title was revised to “Pre-requisites, Co-requisites, and Advisories.” Susan recommended revising the outline format to a bulleted format. Mark suggested that he and Brent re-format this procedure and review the content again. This procedure will be reviewed again at a future Task Force Meeting.

- **Procedure 3501 titled Skateboarding, Roller Blades, Etc.** – The Task Force engaged in a discussion as to whether this procedure governs use of bicycles on campus. Karen Boguta will review the language in this procedure again and recommend language related to bicycles. She will also check the Escondido Municipal Code Sections to determine if other code sections should be added to the legal references. This procedure will be reviewed again at a future Task Force Meeting.

**III. Adjournment** – The meeting was adjourned at 10:40 a.m.
Meeting Highlights

Present:  Bob Deegan, Darrell McMullen, Shannon Leinhart, Monika Brannick, Susan Coleman (designated representative for Dr. Dowd), Laura Gropen, Mark Vernoy, Claudia Duran, Karen Robinson (designated representative for VP Tortarolo), Karen Boguta, Tony Cruz, Josie Silva, and Jane Wright

I. Review and Approval of the April Meeting Highlights – The Task Force members reviewed the April 17, 2009 Meeting Highlights. Vernoy moved approval for the April Meeting Highlights and Brannick seconded. The meeting highlights were approved.

II. Review of BP 1200 titled Mission Statement – President Deegan disseminated a revised version of BP 1200 with proposed changes from the Strategic Planning Council (SPC). The Task Force members reviewed the document and supported the revisions recommended by SPC.

III. Review Chapter 4 (Instructional Services) Policies and Procedures:

- Procedure 4021 titled Discontinuance of Career/Technical Programs: Monika and Mark assured Task Force members that the Faculty Senate has reviewed and approved the language in this procedure. Susan recommended any references to the word “will” be changed to “shall.” The words “phase out” (in the first bullet beginning “Faculty or appropriate administrator . . .”) was hyphenated. The words “of program” were added to first sub-bullet. An “e.g.” was added to the parenthetical statement in the third sub-bullet and the “etc.” was deleted. The words “the plan” were added to the language in the second bullet. Brannick moved approval of this procedure and Lienhart seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

- Procedure 4040 titled Library & Other Instructional Support Services: The “L” in the word library was capitalized whenever it was referred as “the Library.” The alpha outline in the current Palomar College language was revised to become bullets for consistency with outlines in other policies/procedures. The word “will” was changed to “shall” throughout the document. Vernoy moved approval of this procedure and Lienhart seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

- Policy 4060 titled Delineation of Functions Agreements: Shannon recommended the title of this policy be clarified to become: “Agreements with School Districts for Noncredit and Adult Education.” Susan recommended capitalizing the “M” and “U” in Memorandum of Understanding. Lienhart moved approval of this policy and Duran seconded. Task Force members approved this policy to be placed on a future SPC Agenda.

- Procedure 4060 titled Delineation of Functions Agreements: The title of this procedure was revised to: “Agreements with School Districts for Noncredit and Adult Education.” References to the title “Assistant Superintendent/Vice President for
Instruction” were revised to “Assistant Superintendent/Vice President of Instruction.” The second reference to “Memorandum of Understanding” was deleted and the acronym “MOU” was used in its place. Lienhart moved approval of this procedure and Duran seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **Policy 4102 titled Career/Technical Programs Advisory Committees:** The title of this policy was revised to: “Career and Technical Programs Advisory Committees.” The parenthetical statement in the first line: “(or a designee)” was revised to become “or designee.” The word “insure” was revised to become “ensure” for consistency with this same term used in other policies/procedures. Any reference to career/technical programs was revised to become “career and technical programs.” Brannick moved approval of this policy and Duran seconded. Task Force members approved this policy to be placed on a future SPC Agenda.

- **Procedure 4102 titled Career/Technical Programs Advisory Committees:** The title of this procedure was revised to: “Career and Technical Programs Advisory Committees.” In the first line of the first paragraph, the first letter in the words “career” and “technical” was made lower case and the word “and” was added. The word “will” was changed to “shall” throughout the document. References to the title “Assistant Superintendent/Vice President for Instruction” were revised to “Assistant Superintendent/Vice President of Instruction.” Brannick moved approval of this procedure and Duran seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **Procedure 4220 titled Standards of Scholarships:** The following Title 5 sections were added to the legal references: Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq. A phrase referencing BP 2510 titled Participation in Local Decision Making was added at the end of this procedure. The title “Assistant Superintendent/Vice President of Instruction” replaced the reference to “chief instructional or academic officer.” The hyphen in “decision-making” was deleted. Brannick moved approval of this procedure and Duran seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **Procedure 4260 titled Pre-requisites, Co-requisites, and Advisories:** Susan provided Jane a revised bulleted format of this document to replace the previous outline format. References to the “curriculum committee” were revised to capitalize the name. The word “and” was added to the first paragraph. Susan recommended the deletion of the phrase “recommended preparation” after the first paragraph where it was defined as advisories. Brannick moved approval of this procedure and Duran seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **Policy 4400 titled Community Services:** In the second paragraph, the phrases “of adults” and “of minors” were revised to become “to adults” and “to minors.” Brannick moved approval of this policy and Duran seconded. Task Force members approved this policy to be placed on a future SPC Agenda.

- **Procedure 4400 titled Community Services:** Susan recommended any references to the word “will” be changed to “shall.” The word “office” in the first line of the first paragraph was capitalized. The phrase “and Faculty Senate” was added to the last paragraph. The term “moneys” was revised to become “monies” in the first line of the third paragraph. Brannick moved approval of this procedure and Duran seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.
• Procedure 4610 titled Instructional Service Agreements: The phrase “within the relevant discipline” was added to the second paragraph. References to the title “Assistant Superintendent/Vice President for Instruction” were revised to “Assistant Superintendent/Vice President of Instruction.” References to the “Palomar Community College District” were revised to “District” in the document. Language in the third paragraph was clarified to reference BP 5052 titled Open Enrollment. A paragraph on the second page was revised to read: “Faculty teaching different sections of the same course shall teach in a manner consistent with the approved course outline of record and hold students to the appropriate level of rigor.” All references to the word “will” were changed to “shall.” References to the “curriculum committee” were revised to capitalize the name. Brannick moved approval of this procedure and Lienhart seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

• Policy 4675 titled Class Size: Task Force members reviewed the language in this policy. Lienhart moved approval of this policy and Brannick seconded. Task Force members approved this policy to be placed on a future SPC Agenda.

• Procedure 4675 titled Class Size: The new first sentence of this procedure was revised to become: “The District and the Palomar Faculty Federation shall negotiate maximums and minimums for each course.” References to the title “Assistant Superintendent/Vice President for Instruction” were revised to “Assistant Superintendent/Vice President of Instruction.” Brannick moved approval of this procedure and Duran seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

IV. Review Chapter 3 (General Institution) Policies and Procedures:

• Policy 3300 titled Public Records: Karen Robinson provided an overview of the public records issue and the information in this policy and related procedure. The legal reference to the California Constitution Article 1 was modified to reflect the full title of this article and section (rather than an abbreviated version as originally reflected). Brannick moved approval of this policy and Duran seconded. Task Force members approved this policy to be placed on a future SPC Agenda.

• Procedure 3300 titled Public Records: The legal reference to the California Constitution Article 1 was modified to reflect the full title of this article and section (rather than an abbreviated version as originally reflected). Susan recommended the word “will” in this document be changed to “shall.” Brannick moved approval of this procedure and Duran seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

• Procedure 3501 titled Skateboarding, Roller Devices, and Similar Devices: The title of this procedure was revised to: “Skateboards, Roller Blades, and Similar Roller Devices.” A reference to Escondido Municipal Code Section 5-33 was added to the legal references. Karen Boguta recommend deleting the following sentence regarding citations for bicyclists: “Bicycles may also be cited.” The Palomar College Police Department will continue to review the issue of bicycles on campus and consider a proposed procedure. References to “parties’ names” in the first bullets under the headers “College Students” and “Non-Students.” The sentence in the Third Violation bullet for “College Students” was revised to become “The student shall be cited pursuant to the San Marcos Municipal Code and the Escondido Municipal Code as appropriate.” The sentence in the Second Violation bullet for “non-Students” was revised to become “The individual shall be cited pursuant to the San Marcos Municipal Code and the Escondido Municipal Code as appropriate.” Lastly, the final paragraph was revised to become “The above is a guideline. If the
severity of the situation is perceived as a serious threat to the safety of the campus community, a citation may be written at any time. A citation may also be written in conjunction with a referral to Student Affairs.” Brannick moved approval of this procedure and Vernoy seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **Procedure 3510 titled Workplace Violence:** The paragraph beginning “Should an employee demonstrate or threaten violent behavior, he/she may be subject to . . .” was deleted. Susan recommended the use of the word “will” in this document be changed to “shall.” The term “harassing” was deleted from the first line of the paragraph beginning, “Any employee who is the victim of any violent or threatening conduct . . .” Duran moved approval of this procedure and Brannick seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **Procedure 3520 titled Local Law Enforcement:** The first line in the first paragraph was revised to become “The District has written agreements with local law enforcement agencies. The agreements clarify operational . . .” The beginning of the second paragraph was revised to become, “The written agreements designate . . .” The full name “Cardio Pulmonary Resuscitation” replaced the acronym “CPR.” Brannick moved approval of this procedure and Lienhart seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **Policy 3530 titled Weapons on Campus:** The language in the policy was revised to become: “Firearms or other weapons shall be prohibited on any District property or any facility used for District purposes except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.” Vernoy moved approval of this policy and Brannick seconded. Task Force members approved this policy to be placed on a future SPC Agenda.

- **Procedure 3530 titled Weapons on Campus:** The term “grounds” at the end of the first paragraph was replaced with the following language: “property or any facility used for District purposes.” The phrase “is forbidden” was added to the second line of the final paragraph to lend clarity. References to “he or she” were revised to “he/she” to be consistent with similar uses in other policies/procedures. Brannick moved approval of this procedure and Lienhart seconded. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **Policy 3560 titled Alcoholic Beverages:** President Deegan requested that further review on this issue be conducted and this policy be reviewed at the August Task Force Meeting.

- **Procedure 3560 titled Alcoholic Beverages:** President Deegan requested that further review on this issue be conducted and this procedure be reviewed at the August Task Force Meeting.

V. **Other Items**

The Task Force members agreed to cancel the proposed May 15, 2009. They reviewed the 2009-10 Task Force Meeting Dates which are all scheduled from 9:00 a.m. – noon once a month on a Friday in SU-18. The next Task Force Meeting is scheduled for **Friday, August 28, 2009 at 9:00 a.m. in SU-18**

VI. **Adjournment**

The meeting was adjourned at 10:45 a.m.
Meeting Highlights

Present: Robert Deegan, Darrell McMullen, Berta Cuaron, John Tortarolo, Shannon Lienhart, Brent Gowen, Monika Brannick, Susan Coleman (designated representative for Dr. Dowd), Kelley Hudson MacIsaac, Mark Vernoy, Candi Frances, Ji-hye Ann Hong, Mike Dimmick, Michelle Barton, Karen Robinson, Laura Gropen, Shawna Hearn, Lisa Hornsby, Josie Silva, and Jane Wright

I. Review and Approval of the May Meeting Highlights – The Task Force members reviewed the May 8, 2009 Meeting Highlights. John Tortarolo moved approval of the May Meeting Highlights and Brent Gowen seconded. The meeting highlights were approved as submitted.

II. Policy and Procedure Spreadsheets – Josie created a 20 page spreadsheet depicting the progress on each policy and procedure. She asked the members to review the information carefully and submit any recommended revisions to her. President Deegan emphasized that those who have responsibility for the policies and/or procedures yet to be reviewed need to submit the documents to the Task Force soon. The goal is to review all of the remaining documents this fall semester.

III. Review of AP 7120 titled Recruitment and Hiring – Jane projected the policy/procedure language on the screen for Task Force members to review. John summarized the Equal Employment Opportunity (EEO) compliance issues with the Title 5 regulations that relate to AP 7120. Shannon sought clarification from John regarding part-time faculty hiring pools. Berta explained the benefits of having active applicant pools in place. Susan confirmed that she will submit any grammatical revisions to this document to Karen Robinson in Human Resources Services. The Task Force members reviewed the document. Monika recommended tabling the approval of AP 7120 until the next Task Force Meeting because of an upcoming review meeting scheduled next week with Faculty Senate leaders and Human Resource Services. This document will be placed on the Task Force’s September 18 Meeting Agenda for consideration of approval.

IV. Continue Reviewing Chapter 4 (Instructional Services) Policies and Procedures: The following documents were reviewed:

- BP 4010 titled Academic Calendar: Susan recommended that Article 4.1.3 be added after the words “District/PFF Agreement” in the legal references in order to be consistent with this same specific citation in AP 4010. Berta
recommended that the words “District/PFF” be deleted in the first sentence because the committee is known as the Calendar Committee. Task Force members approved this policy to be placed on a future SPC Agenda.

- **AP 4010 titled Academic Calendar:** The acronym “PFF” was included in parenthesis in the first sentence after the words “Palomar Faculty Federation.” The acronym “PFF” was used throughout the remainder of the procedure in place of the term “Federation.” Shannon recommended that the last sentence at the end of the second paragraph clarify that spring break shall be scheduled at the approximate mid-point in the spring semester. The word “review” was used in the last sentence to describe the role of the Strategic Planning Council. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **BP 4070 titled Auditing and Auditing Fees:** Karen recommended deleting the phrase “the administrative procedures” at the end of the first sentence and replacing it with “AP 4070 titled Auditing and Auditing Fees” to be consistent with similar phrasing used in previous policies and procedures. The Task force reviewed the language in Education Code Section 76370 and revised the second sentence to read: “The fees for auditing a course are defined on a per unit basis by the Governing Board.” Task Force members approved this policy to be placed on a future SPC Agenda.

- **AP 4070 titled Auditing and Auditing Fees:** Task Force members discussed the issue of auditing and the related fees at length. The sixth bullet was revised to state: “Credit students have priority over auditing students.” The remainder of the information listed in the sixth bullet was struck through. The seventh bullet was re-written to accommodate revisions in the auditing fee amount in the Education Code. The seventh bullet was revised to read: “A student is charged a fee according to applicable law for auditing a class.” In that same seventh bullet, the reference to “$15 per unit” was struck through and replaced with “auditing.” The eighth bullet was revised to read: “No fee will be assessed to Palomar College full and part-time faculty, permanent staff, and retirees for auditing one class per semester or other session.” The ninth bullet was revised to read: “Auditing fees are non-refundable.” Task Force members approved this procedure to be placed on a future SPC Agenda.

- **AP 4104 titled Contract Education:** The Task Force agreed to forward this document to a work group that will include Berta, Monika, Shannon, and others who can better define contract education and related issues. They will review/revise the language in AP 4104 and place this procedure on a future Task Force Meeting Agenda.

- **BP 4110 titled Honorary Degrees:** Task Force members approved this policy to be placed on a future SPC Agenda.

- **AP 4110 titled Honorary Degrees:** Susan recommended that once the title Governing board is used in a document, every reference thereafter should be simply “Board” to be consistent with previously reviewed policies and procedures. The third sentence in the first paragraph was revised to read: “The Board shall nominate the recipients in a resolution that appears as a
Board meeting agenda item. Josie will submit specific resolution language to be included in this procedure. Laura questioned the necessity for including a sentence about the Communications Office writing a press release when such detailed language has not been included in previous procedures. Brent explained that when drafting language for this procedure, he relied on a very detailed account of the steps for conferring honorary degrees. Task Force members agreed to strike the sentence regarding the Communications Office making a corresponding press release. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **BP 4225 titled Course Repetition:** Candi recommended adding a new sentence that states, “Students shall not repeat a course more times than permitted.” This new sentence became the new second paragraph in this policy. Susan recommended deleting the phrase “the administrative procedures” at the end of the last paragraph and replacing it with “AP 4225 titled Course Repetition” to be consistent with similar phrasing used in previous policies and procedures. In addition, Task Force members recommended inserting the phrase, “for reasons described in AP 4225 titled Course Repetition including” in the first paragraph. This policy will be placed on a future Task Force Meeting Agenda.

- **AP 4225 titled Course Repetition:** Karen recommended removing the word “please” in the last sentence of the section titled “Annotations in the Student Record” to remain consistent with previously reviewed procedures. Berta recommended that Ron Haines and others review the procedures related to disabled students. This procedure will be placed on a future Task Force Meeting Agenda.

- **BP 4226 titled Multiple and Overlapping Enrollments:** Berta, Mark, and Candi discussed scenarios for students who enroll in multiple and overlapping courses. Task Force members approved this policy to be placed on a future SPC Agenda.

- **AP 4226 titled Multiple and Overlapping Enrollments:** Berta and Monika will review the form titled “Request for Approval of Overlapping Classes.” Task Force members approved this procedure to be placed on a future SPC Agenda.

- **AP 4227 titled Repeatable Courses:** Task Force members reviewed the language in this procedure and recommended this document be placed on a future Task Force Meeting Agenda.

- **AP 4228 titled Course Repetition – Significant Lapse of Time:** The Task Force had several questions for clarification and recommended that Herman Lee provide additional information regarding this procedure at a future Task Force Meeting Agenda.

- **AP 4230 titled Grading and Academic Record Symbols:** Karen recommended removing the word “please” in the last sentence to remain consistent with previously reviewed procedures. Task Force members recommended language revisions for clarity in the descriptions of “P – Pass” and “NP – No Pass.” This procedure was approved to be placed on a future SPC Agenda.
• **BP 4231 titled Grade Changes:** Task Force members reviewed the language in this policy. Shannon expressed concern about the language in some of the bulleted items. John read the definitions and specific process for grade changes cited in Education Code Sections 76224 and 76232. Task Force members requested that this policy be placed on a future Task Force Meeting Agenda.

• **AP 4231 titled Grade Changes:** Due to questions regarding some of the language in this procedure, this document will be reviewed again at a future Task Force Meeting Agenda.

• **BP 4232 titled Pass/No Pass:** The title was revised to “Pass/No Pass Grading Option.” Task Force members reviewed the language in this policy and discussed whether the Board Policy should be collapsed into the Administrative Procedure. Additional clarification is needed regarding the language in last sentence of the first paragraph. Task Force members requested that this policy to be placed on a future Task Force Meeting Agenda.

• **AP 4232 titled Pass/No Pass:** The title was revised to “Pass/No Pass Grading Option.” This procedure will be placed on a future Task Force Meeting Agenda.

• **AP 4255 titled Dismissal:** Susan noted some duplicative language between AP 4250 titled Probation, Dismissal, and Readmission and AP 4255. Given the similar language contained in both documents, the Task Force recommended that Herman Lee review both documents further. This procedure will be placed on a future Task Force Meeting Agenda.

V. **Next Meeting**
The next Task Force Meeting is scheduled for **Friday, September 18, 2009** from **9:00 a.m. - noon** in **SU-18**

VI. **Adjournment**
The meeting was adjourned at **11:41 a.m.**
Meeting Highlights

Present: Berta Cuaron, John Tortarolo, Bonnie Dowd, Shannon Lienhart, Brent Gowen, Monika Brannick, Susan Coleman (designated representative for Dr. Dowd), Kelley Hudson MacIsaac, Mark Vernoy, Candi Frances, Ji-hye Ann Hong, Mike Dimmick, Karen Robinson, Laura Gropen, Lisa Hornsby, Karen Boguta, Ron Haines, Herman Lee, Josie Silva, and Jane Wright

I. Review and Approve the August 28 Meeting Highlights – John welcomed the members. The Task Force members reviewed the August 28, 2009 Meeting Highlights. The meeting highlights were approved as submitted.

II. Review of AP 7120 titled Recruitment and Hiring – Jane projected the policy/procedure language on the screen for Task Force members to review. The Task Force reviewed AP 7120 titled Recruitment and Hiring as an information item only because the Faculty Senate needs to discuss this procedure further. John explained that the most significant revisions could be found in Section VI titled Part-Time Faculty Recruitment and Selection on page 11. Section VI addresses the issue of pre-screened applicant pools. Currently, equal employment opportunity information is not captured until part-time faculty applicants are hired. By centralizing the application process, Section VI helps ensure that qualified, diverse applicants are readily available in the pool. Brent complimented Human Resource Services on the improvements already incorporated in AP 7120. Bonnie sought clarification of item H.2. Brent suggested the word “warranted” be used in H.2. It was also recommended that the following section on page 18 (from former Palomar Procedure 26 titled Administrative Hiring) be retained: “If the Selection Committee is not satisfied with the interviewed candidates, the Committee Chair or Co-Chairs may request to review the applicant pool to ensure that qualified applicants have not been overlooked or recommend that the position be reopened.” On page 10 under item G titled Applicant Travel Expenses, the following was struck through: Associated BP 7400 details allowable expenses, amounts, and reimbursement processes. In addition, the following language in section G.4 was struck through: Reimbursement shall be set at the District’s mileage rate and shall be the cost of airfare or ground travel, whichever is less. The words “and Notification” were struck from the title of Section H so that the revised title now reads, “Deliberation and Section Process.” Shannon expressed concerns about the need to include a notation indicating that PFF have an appointed representative on administrative hiring committees. Karen Robinson will research the entirety of the issue including all relevant laws and regulations.
III. Continue Reviewing Chapter 4 (Instructional Services) Policies and Procedures: The following documents were reviewed:

- **BP 4225 titled Course Repetition:** Herman confirmed that the recommended changes made on 8/28/09 were fine. Revisions were made to the end of the second sentence to include the phrase, “as defined in AP 4225 titled Course Repetition.” Task Force members approved this policy to be placed on a future SPC Agenda.

- **AP 4225 titled Course Repetition:** The phrase, “Through the petition process,” was added at the beginning of the first sentence in this procedure. The acronym “DRC” was added in parenthesis at the bottom of the first page immediately following “Palomar College Disability Resource Center.” Candi shared repeatability concerns as included in her email to Task Force members dated 9/17/09. Her primary concern was extenuating circumstances as well as the phrase, “. . . as long as it facilitates measurable progress.” On the second page under disability-related accommodation, the phrase “as long as it facilitates measurable progress” was added. The acronym DRC was inserted to replace the words “Disability Resource Center.” Berta also suggested the following new sentence, “These courses are specifically identified in curriculum as serving students with disabilities.” The Office of Primary Responsibility was added at the end of this procedure. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **AP 4227 titled Repeatable Courses:** The phrase, “making measurable progress” was added to the first sentence in the fourth paragraph. In that same sentence, the word “class” was replaced by the word “course.” Task Force members approved this procedure to be placed on a future SPC Agenda.

- **AP 4228 titled Course Repetition – Significant Lapse of Time:** Candi sought clarification about the language in the first bullet in green ink. Task Force members specifically discussed the three year lapse of time designation. Monika will review this procedure with the Faculty Senate and place it on a future Task Force Meeting Agenda.

- **BP 4231 titled Grade Changes:** Shannon explained that PFF and the Faculty Senate are still discussing the issue of grade changes. She requested that this policy be placed on a future Task Force Meeting Agenda.

- **AP 4231 titled Grade Changes:** Since the PFF and the Faculty Senate are still discussing the issue of grade changes, this procedure will be placed on a future Task Force Meeting Agenda.

- **BP 4232 titled Pass/No Pass:** Susan recommended that the title be revised to become “Pass/No Pass Grading Option.” The Task force discussed the last sentence in the first paragraph that states, “Students may not repeat a course on a P/NP basis taken previously for a letter grade.” Monika recommended that the Faculty Senate review this policy and place it on a future Task Force Meeting Agenda.
• **AP 4232 titled Pass/No Pass:** Susan suggested that the title be revised to become “Pass/No Pass Grading Option.” Monika and Brent explained that the Faculty Senate would like to review this procedure further and place it on a future Task Force Agenda.

• **AP 4255 titled Dismissal:** Brent and Herman will compare the language in this procedure with the language in AP 4250 titled Probation, Dismissal, and Readmission. They will bring recommendations to the November Task Force Meeting.

IV. Review Chapter 3 (General Institution) Procedures:

• **AP 3515 titled Reporting of Crimes:** The Task Force had a lengthy discussion regarding the first sentence stating, “Members of the Palomar Community College District who are witnesses or victims of a crime should immediately report the crime to the Palomar College Police Department.” Questions were raised about the types of crimes witnessed, the locale, etc. The fourth paragraph was moved to the beginning of the procedure. The word “staff members” was changed to “employees.” The phrase, “Campus security authorizes and “ was added to the beginning of the new third sentence in the first paragraph so that the first paragraph now reads, “The District shall annually collect and distribute statistics concerning crimes on campus. Members of the Palomar Community College District who are witnesses or victims of a crime should immediately report the crime to the Palomar College Police Department. Campus security authorities and all District employees with significant responsibility for student and campus activities shall report crimes about which they receive information.” The fifth paragraph in the original version was moved to the second paragraph to improve the flow and readability of the procedure. Karen Boguta will review this procedure and place it on a future Task Force meeting agenda.

• **AP 3540 titled Sexual Assaults on Campus:** Due to lack of time, this procedure was recommended to be carried over to the November 20, 2009 Task Force Meeting.

V. Other Items

John reported that Human Resource Services is developing a draft policy addressing accreditation recommendation #4 regarding processes for administrator evaluations.

VI. Next Meeting

The next Task Force Meeting is scheduled for **Friday, November 20, 2009** from **9:00 a.m. - noon** in **SU-18**

VII. Adjournment

The meeting was adjourned at 11:55 a.m.
Palomar College Policy/Proced. Review Task Force Meeting
Friday, November 20, 2009
9:00– Noon
SU-18

Meeting Highlights

Present:  Darrell McMullen, Mark Vernoy, John Tortarolo, Shannon Lienhart, Brent Gowen, Monika Brannick, Michelle Barton, Susan Coleman (designated representative for Dr. Dowd), Kelley Hudson Maclsaac, Candi Francis, John Jang, Mike Dimmick, Karen Robinson, Laura Gropen, Lisa Hornsby, Karen Boguta, Herman Lee, Josie Silva, and Jane Wright

I. Review and Approve the September 18 Meeting Highlights – Mark welcomed the members. The Task Force members reviewed the September 18, 2009 Meeting Highlights. Susan noted the incorrect spelling of Candi Francis' last name. Monika moved approval and John seconded the motion. The meeting highlights were approved as corrected.

II. Policies/Procedures – Time Sensitive

• BP 2015 titled Student Trustee: John explained that recent circumstances involving the Student Trustee and the requirements that the student filling that role be a resident of the District has necessitated the review of the current policy and recommendations to include additional language. The language in the last bullet of the policy was reviewed. It was recommended that the bullet be converted to a separate paragraph at the end of the policy. In addition, the strike through of the word “Board” in the first line of the third paragraph was removed as it is necessary to retain the work “Board.” Susan recommended that the colon in the last line be deleted. Jane also added the word “titled” and removed the period in the last phrase to ensure consistency with formatting in other policies/procedures. Lastly, Jane made the term “Education Code Section” plural because of the addition of Education Code Section 72103. Task Force members approved this policy to be placed on a future SPC Agenda.

• BP 2105 titled Election of Student Trustee: Susan recommended that the colon in the last line be deleted. Jane also added the words “titled” and removed the period in the last phrase to ensure consistency with formatting in other policies/procedures. Task Force members approved this policy to be placed on a future SPC Agenda.

• AP 2105 titled Election of Student Trustee: Susan recommended that the colon in the last line be deleted. Jane also added the words “titled” and removed the period in the last phrase to ensure consistency with formatting in other policies/procedures. Task Force members approved this procedure to be placed on a future SPC Agenda.
• **AP 3050** titled *Institutional Code of Ethics*: John explained that the language in the Institutional Code of Ethics procedure was drafted based on Accreditation Standard III.A.1.d and SPC discussions in October. Karen Robinson said that this language is an amalgamation of ethics language from U.C. Davis, the Community College League’s Code, and the Association of California Community College Administrators’ Code. Shannon asked if there was a former Palomar College code of ethics. Her concern was that breaches in ethical statements not result in punitive measures. She stated that her desire is to include language that affirms these aspirational behaviors with no punitive measures if violated unless the law has been broken. This procedure will be placed on the December 18 Task Force Agenda.

• **BP 7150** titled *Employee Evaluations*: John explained that the impetus for the newly recommended language was a recent accreditation recommendation asking the Governing Board to clarify the evaluation process. Susan recommended that the office of primary responsibility be deleted. She also recommended that the colon in the last line be deleted. Jane added the words “titled” and removed the period in the last phrase to ensure consistency with formatting in other policies/procedures. Task Force members approved this policy to be placed on a future SPC Agenda.

### III. Review Chapter 3 (General Institution) Administrative Procedures:

• **AP 3515** titled *Reporting of Crimes*: Karen Boguta requested that the review of this document be tabled. This procedure will be placed on the January 22, 2010 Task Force Agenda.

• **BP 3518** titled *Child Abuse Reporting*: Task Force members reviewed this policy. They approved it to be placed on a future SPC Agenda.

• **AP 3518** titled *Child Abuse Reporting*: Susan recommended the addition of three commas in the third paragraph to delineate the listing of “… position, drawing, when appropriate, …” She also recommended revisions to the third paragraph on the second page to correct the title of Human Resource Services. Task Force members approved this procedure to be placed on a future SPC Agenda.

• **BP 3540** titled *Sexual Assaults on Campus*: Susan recommended the addition of three commas in the third paragraph to separate the words “… information, emergency treatment, and referral, …” Shannon asked Human Resource Services to be certain to address psychological threats in BP/AP 3430 titled Prohibition of Harassment. Jane added notes at the top of BP and AP 3430 titled Prohibition of Harassment as reminders. In addition, a note was added to the end of BP 3540 titled Sexual Assaults on Campus stating, “Also see BP/AP 3430 titled Prohibition of Harassment and AP 3435 titled Discrimination and Harassment Investigations.” Task Force members approved this policy to be placed on a future SPC Agenda.
• **AP 3540** titled *Sexual Assaults on Campus*: Susan recommended the replacement of the word “would” fourth paragraph, second bullet to “shall.” She also recommended the addition of a comma in that same sentence following the word “individuals.” Karen Robinson and Susan both recommended revisions on the second page. They suggested the words “Services and those” in the first bullet of the second page be replaced by “The departments.” The four bulleted items delineated by square bullets were modified to fall under a new phrase “Services include:” Lastly, they suggested switching the order of the two bulleted sections on the second page for clarity. In addition, a reference to BP/AP 3430 titled Prohibition of Harassment and AP 3435 titled Discrimination and Harassment Investigations was added to the end of this procedure. Task Force members approved this procedure to be placed on a future SPC Agenda.

IV. **Review of AP 7120 titled Recruitment and Hiring** – The Task Force reviewed AP 7120 titled Recruitment and Hiring as an information item only because the Faculty Senate needs to discuss this procedure further. Kelley requested that the footnotes after Table 3 include, “and administrators by the Administrative Association.” This procedure will be reviewed again at the December 18 Task Force Meeting.

V. **Continue Reviewing Chapter 4 (Instructional Services) Policies and Procedures:** The following documents were reviewed:

- **AP 4228** titled *Course Repetition – Significant Lapse of Time*: Brent reported that the Faculty Senate reviewed and approved this procedure. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **BP 4231** titled *Grade Changes*: Shannon explained that the Faculty Senate and PFF are still discussing this policy. It will be placed on the December 18 Task Force Agenda.

- **AP 4231** titled *Grade Changes*: The Faculty Senate and PFF are still discussing this procedure. It will be placed on the December 18 Task Force Agenda.

- **BP 4232** titled *Pass/No Pass Grading Option*: Susan recommended the quotation marks around the grade letters be removed. Herman suggested adding the symbol FW to the first paragraph. Task Force members approved this policy to be placed on a future SPC Agenda.

- **AP 4232** titled *Pass/No Pass Grading Option*: Susan recommended the deletion of the quotation marks around the grade letters. Clarifying language was added to the fourth paragraph (“A grade of …”). The FW symbol was added to the fourth paragraph. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **AP 4250** titled *Probation, Disqualification, and Readmission*: Brent and Herman explained that they met to compare the language in AP 4250 with the language in AP 4255. All the relevant language was included in AP 4250.
Task Force members approved this procedure to be placed on a future SPC Agenda.

- **AP 4255 titled Dismissal:** Brent recommended deleting AP 4255 as the relevant information was incorporated into AP 4250. Task Force members approved the deletion of AP 4255.

### VI. Newly Recommended Policies and Procedures in Chapter 4 (Instructional Services):

- **AP 4025 titled Philosophy Criteria for Associate Degree and General Education:** Brent raised the question about including the word "all" in Palomar AP 300.2 titled Critical Thinking (Section AP 300.2 was moved from previous AP 4035). Jane highlighted the word "all" to remind Task Force members to consider deleting this word at the December Task Force Meeting. Brent also recommended that the language in this procedure be reviewed further to reconcile the language from the Palomar Catalog and the Accreditation Self Study. This procedure will be reviewed again at the December 18 Task Force Meeting.

- **AP 4026 titled Philosophy Criteria for International Education:** Brent asked Task Force members to consider including the following additional language at the beginning of this procedure: “The District supports the concept of International Education. It may offer programs that include, but are not limited to, foreign study programs, faculty, and student exchanges, and other cross-cultural training and instructional opportunities. The Governing Board shall approve each program.” Susan recommended deleting the period in the last phrase of the bulleted lists. Candi recommended the addition of the words “and field courses” in the last line of this procedure. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **AP 4035 titled Critical Thinking:** This procedure was deleted and the current Palomar College AP 300.2 titled Critical Thinking was moved to AP 4025 titled Philosophy and Criteria for Associate Degree and General Education. Task Force members approved the deletion of AP 4035 because the current Palomar language was moved to AP 4025.

- **BP 4050 titled Articulation:** The first sentence in current Palomar College BP 320 titled Articulation with Secondary and Post-Secondary Educational Institutions was deleted because it is a philosophical statement. Task Force members approved this policy to be placed on a future SPC Agenda.

- **AP 4050 titled Articulation:** Susan suggested converting the outline format to bullet to be consistent with other policy/procedure documents. In addition, the periods at the end of each bullet and sub-bullet were recommended for deletion. Task Force members approved this procedure to be placed on a future SPC Agenda.

- **BP 4100 titled Graduation Requirements for Degrees and Certificates:** The words “or exceeded” and “grade point” were added to the first paragraph. The Task Force approved this policy to be placed on a future SPC Agenda.
• **AP 4100 titled Graduation Requirements for Degrees and Certificates:** Susan suggested that adding an opening paragraph to this procedure would help clarify. Brent recommended language for an opening paragraph. In addition, the word “The” was added to the phrase at the beginning of the second set of bullets. The title Chancellor’s Office was revised to become the “State Chancellor’s Office” for consistency with other policies/procedures. The phrase, “State Chancellor’s Office’s” was included to further describe the Taxonomy of Programs. Task Force members approved this procedure to be placed on a future SPC Agenda.

• **AP 4222 titled Remedial Coursework:** Brent asked about using the terms "basic skills" rather than remedial coursework. The language in Title 5 Section 55035 uses “remedial coursework” so Task Force members agreed to be consistent with the regulation language. Brent recommended revising the last paragraph to begin with “the District Catalog shall …” Task Force members approved this procedure to be placed on a future SPC Agenda.

• **AP 4233 titled Course Content and Grading System:** Susan suggested converting the outline format to bullet to be consistent with other policy/procedure documents. In addition, the periods at the end of each bullet were recommended for deletion. Task Force members approved this procedure to be placed on a future SPC Agenda.

• **AP 4240 titled Academic Renewal:** Herman sought clarification and legal authority regarding the sentence that states, “Academic renewal actions are irreversible.” Jane will research the legal origins and report at the next Task Force Meeting. The periods at the end of each bullet were deleted. This procedure will be placed on the December 18 Task Force Agenda.

VII. **Newly Recommended Policies and Procedures in Chapter 7 (Human Resources):**

• **AP 7510 titled Domestic Partners:** Susan noted a misspelling in the first line of the second paragraph. The word “quality” should be “qualify.” Task Force members approved this procedure to be placed on a future SPC Agenda.

VIII. **Other Items**

Brent summarized the status of the remaining Chapter 4 documents as follows:

• **AP 4023 titled Course Outline:** This procedure should be ready for review at the December 18 Task Force Meeting.

• **BP/AP 4040 titled Library and Other Instructional Support Services:** Additional review may be necessary to determine whether there is repetition in the language.

• **AP 4104 titled Workforce Development:**

• **AP 4105 titled Distance Education:** This procedure is on hold pending the District’s response to the related accreditation standard recommendation.

• **BP/AP 4106 titled Nursing Programs:** These documents are under review to determine whether it is necessary to adopt a policy and approve a related procedure.
- **BP/AP 4235** titled **Credit by Examination:** These documents are being reviewed for consideration at a future Task Force Meeting.
- **BP/AP 4300** titled **Field Trips and Excursions:** These documents are being reviewed for consideration at a future Task Force Meeting.
- **AP 4500** titled **News Media:** This procedure is being reviewed by the journalism/newspaper faculty leaders.
- **BP/AP 4700** titled **Chair/Director Responsibilities:** These documents are being reviewed by the Faculty Senate’s Personnel Standards and Practices Committee.

Brent asked Jane to send him the electronic versions of **BP/AP 4675** titled Class Size and **BP/AP 4750** titled Instructional Facilities. Lastly, Brent explained that **BP/AP 3710** titled Securing of Copyright, **BP/AP 3715** titled Intellectual Property, **BP/AP 3720** titled Computer and Network Use, and **AP 3750** titled Use of Copyrighted Material will be reviewed by the Senate during the spring semester.

**IX. Next Meeting**
The next Task Force Meeting is scheduled for **Friday, December 18, 2009** from 9:00 a.m. - noon in SU-18

**X. Adjournment**
The meeting was adjourned at 11:25 a.m.
Meeting Highlights

Present:  Darrell McMullen, Bob Deegan, Berta Cuaron, Mark Vernoy, John Tortarolo, Shannon Lienhart, Monika Brannick, Barbara Kelber, Kelley Hudson MacIsaac, John Jang, Karen Robinson, Herman Lee, Josie Silva, and Jane Wright

I. Review and Approve the November 20 Meeting Highlights – President Deegan welcomed the members. The Task Force members reviewed the November 20, 2009 Meeting Highlights. Monika Brannick moved approval and Kelley Hudson MacIsaac seconded the motion. The meeting highlights were approved as submitted.

II. Continue Reviewing the Chapter 7 (Human Resources) Policies and Procedures:
   - AP 7120 titled Recruitment and Hiring – In order to be consistent with the language in BP 3420 titled Equal Employment Opportunity (EEO), Karen recommended the following revisions in the first paragraph: delete “the basis of” and replace with “bases including but not limited to:” and delete the words "language, accent, citizenship status, and parental status" from the list of protected groups. Monika requested that this procedure be reviewed again at the April 16 Task Force Meeting to allow the Faculty Senate additional time to review the document.
   - AP 7510 titled Domestic Partners (from SPC) – This document was reviewed and approved as submitted.

III. Continue Reviewing the Chapter 3 (General Institution) Policies and Procedures:
   - AP 3050 titled Institutional Code of Ethics -- This document was reviewed and approved as submitted.
   - BP 3410 titled Nondiscrimination – Karen asked Jane to make certain that any references to AP 3435 reflect the full title “Discrimination and Harassment Investigations and Training.” Jane made that title revision at the end of this document and in all other documents reviewed during the February 19 Task Force Meeting. The Task Force approved BP 3410 with the corrections to the title of AP 3435 referenced twice at the end of the document.
   - BP 3420 titled Equal Employment Opportunity -- The Task Force approved BP 3420 with the correction to the title of AP 3435 referenced at the end of the document.
• **BP 3430 titled Prohibition of Harassment** – Jane made the correction to the title of AP 3435 referenced at the end of the document. Shannon requested that this procedure be reviewed again at the April 16 Task Force Meeting to allow PFF additional time to review the document.

• **AP 3430 titled Prohibition of Harassment** – Jane made the correction to the title of AP 3435 referenced at the end of the document. Shannon asked about the language on the last page in red ink about academic freedom. John suggested that Jane contact the attorneys at Liebert Cassidy Whitmore who recommended the language to provide case law and any other relevant references explaining why the specific language regarding the necessity for a faculty member to review sexually explicit classroom materials with an administrator was recommended. Shannon requested that this procedure be reviewed again at the April 16 Task Force Meeting to allow PFF additional time to review the document.

• **AP 3435 titled Discrimination and Harassment Investigations and Training** – The acronym “URL” on the second page was deleted and replaced with the word “link.” In the first paragraph under the header “Discipline and Corrective Action” (on page four), Barbara suggested deleting the word “not” so that the sentence would now read, “If discipline is imposed, the nature of the discipline may be communicated to the complainant.” Shannon expressed concern regarding the importance of notifying the accused individual(s) early in the investigative process to make him/her aware of the complaint. She asked Human Resource Services to consider adding a sentence or two about notifying the accused individual(s) on page two under the header “Intake and Processing of the Complaint.” John and Karen shared examples of when notifying the accused individual(s) early in the process could jeopardize the investigative process. They said they would review the language in the procedure again to see if and where a sentence or two could be added to accommodate the concerns expressed. Shannon requested that this procedure be reviewed again at the April 16 Task Force Meeting to allow PFF additional time to review the document.

IV. **Continue Reviewing the Chapter 4 (Instructional Services) Policies and Procedures:**

• **BP 4015 titled Minimum Qualifications and Equivalencies** -- This document was reviewed and approved as submitted.

• **AP 4015 titled Minimum Qualifications and Equivalencies** -- This document was reviewed and approved as submitted.

• **AP 4040 titled Library and Other Instructional Support Services** – Josie explained that upon further review by the library staff members, their recommendation was to delete all of the language in this procedure beginning on page two with the header “LIBRARY/MEDIA CENTER” to remove the repetitive language from this document. The Task Force approved the deleted language as recommended by the library staff members.
• **AP 4225** titled *Course Repetition (from SPC)* – Task Force members recommended deleting the sentence at the end of the first page that states, “The Pass/No Pass (Credit/No Credit) grading option is not available to students who received a D, F, or FW grade on the first attempt.” The Task Force approved this procedure with the recommended deleted language.

• **AP 4232** titled *Pass/No Pass Grading Option (from SPC)* – Berta, Barbara, and Monika commented on the first sentence in green ink that states, “English 100, 202, and 203 may not be taken on a “pass/no pass” grading basis. Herman and Mark explained that these three courses are primary examples of courses where a pass/no pass option cannot be exercised. Task Force members recommended deleting this sentence. The Task Force approved this procedure with the recommended deleted sentence.

• **AP 4235** titled *Credit by Examination (from SPC)* -- This document was reviewed and approved as submitted.

• **AP 4240** titled *Academic Renewal* -- This document was reviewed and approved as submitted.

• **BP 4400** titled *Community Services* -- This document was reviewed and approved as submitted.

• **AP 4400** titled *Community Services* – Task Force members asked Berta about the language in the fourth paragraph on the first page that states, “The Workforce and Community Development Office staff will adhere to all District operational procedures and policies when hiring and paying of staff and contracting for services.” Berta will review the processes followed by the Workforce and Community Development Office staff to ensure consistency with all other District hiring processes. Jane suggested deleting the word “of” in that same sentence. This procedure will be reviewed again at the April 16 Task Force Meeting.

• **BP 4750** titled *Instructional Facilities* -- This document was reviewed and approved as submitted.

• **AP 4750** titled *Instructional Facilities* -- This document was reviewed and approved as submitted.

**V. Other Items:**

• **BP 2015** titled *Student Trustee (from SPC)* – Mark discussed the unique circumstances regarding the status of the Student Trustee this year which prompted the review of this policy and the need to include additional language. Jane deleted the hyphen between the words “Vice” and “President” at the bottom of the first page. The Task Force approved this policy with the recommended changes.

• **BP 2015** titled *Election of Student Trustee (from SPC)* -- This document was reviewed and approved as submitted.

• **AP 2105** titled *Election of Student Trustee (from SPC)* -- This document was reviewed and approved as submitted.
VI. **Next Meeting** – The March 17, 2010 meeting was cancelled because of a conflict with a faculty conference in Los Angeles and it is the Friday before Spring Break. The next Task Force Meeting is scheduled for Friday, **April 16, 2010** from 9:00 a.m. – noon in SU-18.

VII. **Adjournment** – The meeting adjourned at 10:40 a.m.
Meeting Highlights

Present: Darrell McMullen, Bob Deegan, Berta Cuaron, Mark Vernoy, John Tortarolo, Bonnie Dowd, Shayla Silvert, Monika Brannick, Barbara Kelber, Candi Francis, Perry Snyder, Susan Coleman, Michelle Barton, Laura Gropen, Evelyn Lucero, Herman Lee, Josie Silva, and Jane Wright

I. Introductions/Orientation – President Deegan welcomed the attendees to the first Policy and Procedure Task Force Meeting of the 2010-11 Academic Year. He asked each person to make a self-introduction (name and affiliation). President Deegan asked Jane Wright to provide a brief overview of the Policy and Procedure Review Process to date. Jane reported that 158 Board Policies and 150 Administrative Procedures have been adopted/approved by Palomar College to date (a total of 308 documents). She explained that approximately 35 Board Policies and 50 Administrative Procedures remain to be reviewed.

II. Review and Approve the February 19, 2010 Meeting Highlights – The Task Force members reviewed the February 19, 2010 Meeting Highlights. Brannick moved approval and Tortarolo seconded the motion. The meeting highlights were approved as submitted.

III. Continue Reviewing the Chapter 4 (Instructional Services) Policies and Procedures:
- **BP 4005** titled Formal Communication of Matters of Instruction – Berta introduced this Board Policy and explained that it reflects current Palomar College BP 3.05 with just the document number revised to be consistent with the new policy and procedure numbering system. Monika suggested deleting the word “preferably” at the end of the sentence. Barb and John both expressed agreement with the deletion. Brannick moved approval and Vernoy seconded the motion.
- **BP 4023** titled Course Outline – Berta introduced this current Palomar College Board Policy 303 titled Course Outline. Task Force members recommended revising the language in the one sentence policy to read, “All courses listed in the Palomar College Catalog must have an official course outline, compliant with meeting Title 5 Section 55002 of Title 5 guidelines, on file in the Office of the Assistant Superintendent/Vice President for Instruction.” Brannick moved approval as revised and Vernoy seconded the motion.
• AP 4023 titled Course Outline – Berta distributed copies of this procedure with the most current recommended revisions. She explained that the recommended revisions reflect the currently agreed-upon elements for course outlines. For improved readability, Susan suggested bulleting the elements in the list in the first paragraph and other paragraphs where lists of items are included. Perry agreed that the bulleted lists would be easier to read. Vernoy moved approval as revised and Brannick seconded the motion.

• AP 4228 titled Course Repetition – Significant Lapse of Time – Herman provided background information regarding the issue of significant lapse of time related to course repetition. He explained that the significant lapse of time is defined as two years and this information should be included at the end of the first paragraph. Michelle reminded Jane to remove the note at the bottom regarding the green highlighting as it is no longer necessary. Brannick moved approval as revised and Kelber seconded the motion.

• BP 4040 titled Library and Other Instructional Support Services – Berta reported that she met with representatives of the library who reviewed the language in this policy and made recommendations. It was mentioned that extensive details regarding library services including materials are delineated in AP 4040 titled Library and Other Instructional Support Services which was approved by SPC on 9/15/09 and revised on 3/23/10. The Task Force acknowledged that it is easier to review the policy and procedure documents in tandem to be aware of the content addressed. Berta recommended adding the phrase “and other instructional support services” to the first sentence to be consistent with the title of this policy. Monika requested that this policy be placed on “hold” and reviewed at the next Task Force Meeting to allow time to share the Task Force discussion with the library group leaders. This policy will be placed on the December 10 Task Force Agenda.

• AP 4400 titled Community Services (per 2/19/10 Task Force Mtg.) – This procedure was carried over from the February 19, 2010 Task Force Meeting so additional language regarding hiring and paying Community Services staff members could be included. Task Force members reviewed the language in Education Code Section 78300(c) which specifically states, “Governing boards shall not expend General Fund moneys to establish and maintain community service classes.” It was verified (by viewing Board Policy 4400 on the Palomar College Website) that BP 4400 titled Community Services does in fact state, “No General Fund monies may be expended to develop or maintain community services courses.” This statement is the first sentence of BP 4400. The Board Policy was adopted on 11/10/09 and revised on 5/11/10. So, Task Force members agreed that the second sentence of the third paragraph in AP 4400 should state, “These courses are not for credit and are expected to be financially self-supporting.” Brannick moved approval as revised and Vernoy seconded the motion.
• **AP 5055** titled *Enrollment Priorities* – Herman explained that the following language: “eligible veterans, and active duty military personnel” needs to be added to Enrollment Priority #1 to be consistent with legal requirements. Susan suggested that bullets replace the numbering for consistency in formatting with other policies and procedures. Herman and Berta explained that the numbering is critical in this specific document as it reflects a definite priority order and is referred to as Priority 1a, Priority 1b, Priority 2, etc. Shayla and Bard both commented on the benefit of enrollment distribution caps for courses to help evenly distribute students from particular categories. There was extensive discussion regarding enrollment distribution “caps” in the enrollment process. Vernoy moved approval of the procedure with the revisions presented by Herman and Brannick seconded the motion.

**IV. Legal Updates per Policy & Procedure Service Update #17 to Districts:**

• **AP 2714** titled *Distribution of Tickets or Passes* – Newly created AP 2714 disseminated by the League’s Policy and Procedure Service in February 2010 complies with Title 2 Section 18944.1 which requires the completion and posting of California Fair Political Practices Commission (FPPC) Form 802. Bonnie requested additional time for further legal review of this proposed procedure to determine if it solely applies to the Governing Board or if it applies to all employees such as when the Furniture Program receives County Fair Tickets, for example. Bonnie clarified that at the present time, Governing Board members and chief administrators file Form 700 (related to conflict of interest) as well as Form 470 to annually disclose gifts according to law. This procedure will be placed on the December 10 Task Force Meeting Agenda for review and consideration.

• **BP 2720** titled *Communications Among Governing Board Members* – Jane prefaced the discussion by explaining that the paragraph of alternative language has caused confusion for many districts. Task Force members agreed to only add the recommended sentence that states, “In addition, no other person shall make serial communications to Board Members.” be added to the end of the first paragraph. McMullen moved approval and Tortarolo seconded the motion.

• **AP 3505** titled *Emergency Response Plan* – Jane explained that the League’s Policy and Procedure Service recently provided districts with two alternative versions of AP 3505 titled Emergency Response Plan for consideration especially in cases where a district had yet to approve AP 3505. Bonnie noted that Palomar College and all California community colleges must abide by the National Incident Management System (NIMS) and California’s Standardized Emergency Management System (SEMS) guidelines. Bonnie asked that this procedure be placed on the December 10 Task Force Meeting Agenda when Kelley Hudson MacIsaac will be present to explain the District’s Emergency Response Plan and address
questions. Task Force members agreed to place AP 3505 on the December 10 Agenda.

- **BP 5550** titled *Speech: Time, Place, and Manner* – Jane explained the rationale for the League’s Policy and Procedure Service recommendation to districts to re-number this policy as well as the accompanying procedure from 5550 to 3900 as it applies to a wider audience (including employees and the public) beyond students. BP 5550 titled Speech: Time, Place, and Manner was adopted by the Palomar College Governing Board on 5/13/08. John suggested that the original numbering as 5550 be retained as it mostly applies to students. Task Force members asked Jane if other districts use a different title for this policy and the companion procedure. She said that some districts have changed the titles to “Freedom of Expression.” John further clarified that this policy and the related procedure should not be confused with BP 4030 titled Academic Freedom which is bargained and part of the PFF Contract. BP 4030 was adopted by the Governing Board on 6/10/09. At the request of Task Force members, this policy will be placed on the December 10 Agenda.

- **AP 5550** titled *Speech: Time, Place, and Manner* – This procedure was originally approved by SPC on 4/8/08. Jane explained that the recommended revisions are designed to clarify that certain areas of the college should be treated as free speech areas for all segments of the community, consistent with developing law, but at the same time assure that other areas of the college will not necessarily be opened for free speech activity. At the request of Task Force members, this procedure (along with the related policy) will be placed on the December 10 Agenda.

- **AP 6345** titled *Bids and Contracts Using UPCCAA* – Bonnie explained that this newly proposed procedure does not apply to the Palomar Community College District as the District does not use UPCCAA for seeking bids and contracts. Therefore, this proposed procedure will be deleted.

- **BP 6700** titled *Other Facilities Use (Civic Center Act)* – Bonnie explained that the use of facilities is a challenging issue. She requested that this policy and the related procedure be placed on the December 10 Task Force Meeting Agenda.

- **AP 6700** titled *Other Facilities Use (Civic Center Act)* – Task Force members reviewed the related Education Code Section citations to understand how the priority use by groups is defined in law. This procedure will be placed on the December 10 Task Force Meeting Agenda.

V. **Other Items** – Josie reminded Task Force Members that the November 19 Task Force Meeting has been cancelled to allow College leaders and constituent groups time to review documents and suggest revisions for the December 10, 2010 Task Force Meeting.
VI. **Next Meeting** – The next Task Force Meeting is scheduled for Friday, December 10, 2010 (the second Friday of the month) from 9:00 a.m. – noon in MB-15.

VII. **Adjournment** – The meeting adjourned at 11:49 a.m.
Meeting Highlights

Present:  Darrell McMullen, Bob Deegan, Berta Cuaron, John Tortarolo, Bonnie Dowd, Shayla Silvert, Barbara Kelber, Candi Francis, Wilma Owens, Perry Snyder, Kathy Davis, Kelley Hudson Maclsaac, Susan Coleman, Laura Gropen, Evelyn Lucero, Herman Lee, Karen Boguta, Josie Silva, and Jane Wright

I. Welcome – President Deegan welcomed the members to the December Policy and Procedure Task Force Meeting.

II. Review and Approve the October 15, 2010 Meeting Highlights – The Task Force members reviewed the October 15, 2010, Meeting Highlights. Berta Cuaron moved approval and John Tortarolo seconded the motion. The meeting highlights were approved as submitted.

III. Continue Reviewing the Chapter 2 (Governing Board) Policies and Procedures:

- **BP 2720** titled Communication Among Board Members – At the October 26, 2010, SPC Meeting, new language in green ink was added to this policy. SPC recommended that the Task Force review the language in this policy again. Jane projected the related Government Code Section 54952.2 on the screen for all Task Force Members to review. It was recommended that the exact language from Government Code Section 54952.2(b)(1) and (2) be included in this policy. Jane copied the language and highlighted it for review by Task Force Members. Cuaron/Sivert moved that this policy be postponed to allow additional review. This policy will be reviewed at the next Task Force Meeting.

IV. Continue Reviewing the Chapter 4 (Instructional Services) Policies and Procedures:

- **BP 4005** titled Formal Communication of Matters of Instruction – Berta reported that the Faculty Senate reviewed this policy and the support it as written with the word “preferably” struck through. Cuaron moved approval and Gropen seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **AP 4023** titled Course Outline – Berta explained that the recommended revisions reflected in AP 4023 include language regarding distance
education taken from AP 4105. Candi requested that the apostrophe be removed from the “Instructional Service’s” listing as the office of primary responsibility. Susan inquired about the bulleted format that was recommended at the October 15, 2010, meeting. Berta explained that she had mistakenly used the previous format. Jane explained that she has the bulleted format in her computer and would make the revisions to this current document as requested during the October 15, 2010, Task Force Meeting. Cuaron moved approval as revised and Francis seconded the motion. This procedure will be reviewed at a future SPC Meeting.

- **BP 4040** titled Library and Other Instructional Support Services – Berta recommended that current Palomar College BP 301 be struck through because that information is addressed in AP 4040 approved by SPC on 9/15/09 and revised on 3/23/10. She asked Jane to project the Palomar College Policy and Procedure Web Page so the Task Force could read the approved version of AP 4040 from the website. Barb asked if the librarian and other library staff had agreed to the deletion of current Palomar College BP 301. Task Force members recommended postponing this policy until the January 21, 2011, Task Force Meeting for confirmation from the librarian and staff members. Tortarolo/Cuaron moved that this policy be postponed to allow additional review. This policy will be reviewed at the next Task Force Meeting.

- **AP 4105** titled Distance Education – Berta explained that the language from this procedure was incorporated into AP 4023 titled Course Outlines. Cuaron moved approval to delete this procedure and Kelber seconded the motion.

- **BP 4235** titled Credit by Examination – Berta recommended that current Palomar College BP 415 titled Credit by Examination be struck through because that information is addressed in AP 4235 titled Credit by Examination approved by SPC on March 23, 2010. Task Force members recommended postponing review of this policy until the January 21, 2011, Task Force Meeting for confirmation that current Palomar College BP 415 is addressed in AP 4235. Owens/Cuaron moved that this policy be postponed to allow additional review. This policy will be reviewed at the next Task Force Meeting.

- **BP 4240** titled Academic Renewal – Herman explained that he met with the Faculty Senate leaders to review the language in this proposed policy. Jane removed the line through the bullet titled “From current Palomar College BP 419 titled Academic Renewal” because this bulleted title is simply included for reference regarding the origins of the language in black ink and will be removed following adoption of this policy. Tortarolo moved approval as revised and Sivert seconded the motion. This policy will be reviewed at a future SPC Meeting.
• **AP 4300 titled Field Trips and Excursions** – Susan recommended deletion of the words “for students” at the end of the second paragraph and inserting the word “student” in the first line of the second paragraph to read: “The District may conduct student field trips …” Jane deleted the note in italicized red ink at the beginning of this procedure. Susan explained that she researched the liability insurance the District maintains for student field trips and recommended that the language in the fifth paragraph (in blue ink) on the first page be revised to become “The District shall maintain appropriate liability insurance for District equipment.” Berta recommended making the one long sentence in that same paragraph two separate sentences for clarity. On page two of this procedure, Susan recommended deleting the parenthetical statement at the end of the first paragraph on the second page. Wilma and Candi suggested deleting the last sentence of the second paragraph on the second page beginning with “Faculty members are encouraged to afford sincere … notice has been provided.” Berta suggested moving the paragraph in blue ink on the second page beginning with the words, “The faculty member must make arrangements …” in between the two paragraphs in red ink. Task Force members asked about the language in red ink stating that “… community service groups to provide funds for students in need of them.” Jane found this same language verbatim in Title 5 Section 55220 and projected that language on the screen for the members to read. Cuaron moved approval as revised and Owens seconded the motion. This procedure will be reviewed at a future SPC Meeting.

• **AP 4400 titled Community Services** – This procedure was carried over from the October 15, 2010 Task Force Meeting. Task Force members discussed whether the “C” and “S” in Community Services should be capitalized. Berta explained that the title program itself is Community Services, but when referencing community services classes or courses, the “C” and “S” should be lower case. Kelber moved approval of this procedure and Owens seconded the motion. This procedure will be placed on an upcoming SPC Agenda.

• **AP 4500 titled News Media** – Task Force members reviewed the version of AP 4500 from the faculty members responsible for the student newspaper, Erin and Wendy, who recommended retaining Palomar College BP 3.03. Jane explained that many districts opt to revise the title of this procedure to Student News Media to clarify the intention of this procedure is on instructional news media programs rather than external public news media outlets. Laura expressed the desire to review this
procedure further because she does not want to include information regarding the Public Information Office. Cuaron moved that this procedure be postponed to allow additional review, Gropen seconded the motion. This procedure will be reviewed at the next Task Force Meeting.

V. Continue Reviewing the Chapter 3 (General Institution) Policies and Procedures:

- **BP 3505** titled *Emergency Response Plan* – Bonnie and Kelley reviewed the language in this policy. Kathy asked about the disaster service worker oath referenced in the last sentence of the policy. Jane will provide Kelley and Bonnie with additional information on the oath to share with Kathy and other Task Force members at the next Task Force Meeting. Owens moved that this policy be postponed to allow additional review, Hudson Mac Isaac seconded the motion. This policy will be reviewed at the next Task Force Meeting.

- **AP 3505** titled *Emergency Response Plan* – this procedure was carried over from the October 15, 2010, Task force Meeting. Kelley discussed the training and planning activities related to the emergency response plan. Karen Boguta also mentioned the necessity to cooperate with local law enforcement agencies and other authorities during emergency situations. Barb recommended that the word “of” (in the paragraph on the second page) be revised to become “with” so that the line now reads, “… in compliance with NIMS and SEMS mandates.” Davis moved approval of this procedure and Francis seconded the motion. This procedure will be reviewed at a future SPC Meeting.

- **BP 3560** titled *Alcoholic Beverages* – Task Force members had an extensive discussion regarding alcoholic beverages on campus. Bonnie discussed the phrase “District-sponsored fund-raising events.” Task Force members inquired about those that rent facilities on campus. Bonnie and Susan suggested that this policy be placed on the January 21, 2011, Task Force Agenda to allow time to research the deeds for the land given to Palomar College and the restrictions related to alcohol use on the property. Owens moved that this policy be postponed to allow additional review, Gropen seconded the motion. This policy will be reviewed at the next Task Force Meeting.

- **BP 3600** titled *Auxiliary Organizations* – Bonnie explained that Palomar College does not currently have any auxiliary organizations but recognized such organizations are allowable by law. Karen explained that per the reporting requirements for the Jeanne Clery Act, it is important to retain the first sentence in green ink that says, “The District does not currently have any auxiliary organizations.” Tortarolo moved approval of this policy
and Gropen seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **BP 3820 titled Gifts, Donations, and Bequests** – Bonnie reviewed the language in this proposed policy. Jane removed the yellow highlighted language that said, “(This Ed Code citation no longer exists)” at the end of current Palomar College Policy 7.12. Cuaron moved approval of this policy and Owens seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **AP 3820 titled Gifts, Donations, and Bequests** – Bonnie reviewed the language in this proposed procedure and explained the importance of completing the required forms for acceptance of gifts/donations in order to accurately maintain college inventory and review any related requirements/restrictions related to accepting the gift or donation. Tortarolo moved approval of this procedure and Francis seconded the motion. This procedure will be reviewed at a future SPC Meeting.

- **BP 3900 titled Speech: Time, Place, and Manner** – Shayla explained that the union wants to review this policy further. John requested that this policy be postponed until the January 21, 2011, Task Force Meeting. Tortarolo moved that this policy be postponed to allow additional review, Gropen seconded the motion. This policy will be reviewed at the next Task Force Meeting.

VI. **Continue Reviewing the Chapter 6 (Finance and Administrative Services) Policies and Procedures:**

- **BP 6450 titled Cellular or Wireless Phone/Mobile Device Use** – Bonnie reviewed the proposed revisions to this policy. She explained that some of the Internal Revenue Code Sections were recently amended so as to no longer classify cell phone or other similar devices as listed property for taxation purposes. Karen recommended that the language in the last paragraph of this policy regarding motor vehicle drivers using hands-free devices be retained. Jane reported that the Community College League and the legal firm of Liebert Cassidy Whitmore will issue a legal update in February, 2011, reflecting all the necessary revisions to the current policy and procedure templates. She requested that this policy and the companion procedure be postponed until spring in order to review any recommended revisions to BP and AP 6450. Tortarolo moved that this policy be postponed to allow additional review, Gropen seconded the motion. This policy will be reviewed at a Task Force Meeting in spring.

- **AP 6450 titled Cellular or Wireless Phone/Mobile Device Use** – Bonnie explained the rationale for deleting this procedure. Jane requested that
this procedure be postponed until spring in order to review any recommended revisions to BP and AP 6450 based upon Legal Update #18 to be issued by the Community College League and Liebert Cassidy Whitmore. Tortarolo moved that this procedure be postponed to allow additional review, Francis seconded the motion. This procedure will be reviewed at a Task Force Meeting in spring.

- **BP 6700** titled **Other Facilities Use (Civic Center Act)** – Shayla reported that further review of this language is needed. John suggested that this policy and the related procedure be held until the January 21, 2011, Task Force Meeting. Cuaron moved that this policy be postponed to allow additional review, Owens seconded the motion. This policy will be reviewed at the next Task Force Meeting.

- **AP 6700** titled **Other Facilities Use (Civic Center Act)** – Shayla requested that this procedure be pulled from today’s agenda. John recommended that this procedure be held until the January 21, 2011, Task Force Meeting. Cuaron moved that this procedure be postponed to allow additional review, Sivert seconded the motion. This procedure will be reviewed at the next Task Force Meeting.

### VII. Continue Reviewing the Chapter 7 (Human Resources) Policies and Procedures:
- **BP 7400** titled **Travel** – Susan recommended the following language be added to the second paragraph: “The Chief Business Officer is responsible for creating, maintaining, and communicating in the Finance and Administrative Services Handbook the operating procedures, which shall include approval and authority, authorized expenses, advance of funds, and reimbursement. Task Force members collectively re-worded the second paragraph as: The Superintendent/President or designees are responsible for reviewing and authorizing other employees’ requests to travel to conferences, meetings, or activities that are appropriate to the functions of the District. The third paragraph was also re-worded as: The Chief Business Officer is responsible for creating, maintaining, and communicating the operating procedures, which shall include approval and authority, authorized expenses, advance of funds, and reimbursement. Bonnie requested that this policy and the related procedure be re-numbered and moved to Chapter 6 (Finance and Administrative Services). Jane will re-number this policy and the related procedure as BP/AP 6900. Cuaron moved that this policy be postponed to allow additional review, Tortarolo seconded the motion. This policy will be reviewed at the next Task Force Meeting.

- **AP 7400** titled **Travel** – Bonnie and Susan recommended deleting this procedure and including all necessary details about travel in the Finance and Administrative Services Handbook. Jane cut all of the current Palomar College Procedures and pasted the current Palomar College Procedure
language (shown as struck through) into BP 7400 (newly numbered as BP 6900) titled Travel. After further consideration, Task Force members discussed the merits of retaining a procedure on travel. Jane will provide Susan with sample travel procedures from other districts for further review. Cuaron moved that this procedure be postponed to allow additional review, Lucero seconded the motion. This procedure will be reviewed at the next Task Force Meeting.

VIII. **Next Meeting** – The next Task Force Meeting is scheduled for Friday, **January 21, 2011** from 9:00 a.m. – noon in MB-15.

IX. **Adjournment** – The meeting adjourned at 11:53 a.m.
Meeting Highlights

Present: Darrell McMullen, Berta Cuaron, John Tortarolo, Bonnie Dowd, Mark Vernoy, Shayla Sivert, Perry Snyder, Mike Dimmick, Monika Brannick, Barbara Kelber, Kelley Hudson Mac Isaac, Susan Coleman, Laura Gropen, Karen Robinson, Josie Silva, and Jane Wright

I. Welcome – Berta called the meeting to order at 9:08 a.m. and welcomed the members to the January Policy and Procedure Task Force Meeting.

II. Review and Approve the December 10, 2010 Meeting Highlights – The Task Force members reviewed the December 10, 2010 Meeting Highlights. The only requested revision was to correct the spelling of Shayla’s last name from Silvert to Sivert. Jane thanked Shayla for the notification of the misspelling and confirmed that she will correctly spell Shayla’s last name on all future meeting highlights. Monika Brannick moved approval of the highlights as corrected and John Tortarolo seconded the motion.

III. Review/Status Update of Policies/Procedures from 12/10/10 Task Force Meeting:

Chapter 2 (Governing Board)
- BP 2720 titled Communication Among Board Members – Task Force members reviewed the proposed language in BP 2720. John suggested that Task Force members review the language in Government Code Section 54952.2 (referenced at the beginning of this policy). He specifically drew the members’ attention to section (c)(1) and recommended that the last paragraph of BP 2720 be deleted and replaced with the following: “Except for the conditions of this policy, individual contacts or conversations between members of the Governing Board and any other person are not constrained.” In addition, John suggested that the phrase “a local agency” in the first sentence of the third paragraph be replaced with “the District” to personalize the usage of Government Code language “a local agency” to the Palomar Community College District. Monika Brannick moved approval and John Tortarolo seconded the motion. This policy will be reviewed at a future SPC Meeting.

Chapter 3 (General Institution)
- BP 3505 titled Emergency Response Plan – Bonnie explained that Susan researched the language in the Government Code regarding the oath referenced in this policy. Task Force members had a robust discussion regarding the disaster service worker oath. John confirmed
that all employees sign an oath upon employment. As public employees, all District employees are called to assist in emergency situations. Barb discussed her professional duty to be responsible for the students in her classroom should a disaster occur. John reinforced the District’s practice of encouraging employees to attend to their personal property and family members first and return to campus when possible to assist in an emergency situation. Bonnie explained that the District’s Emergency Response Plan specifically identifies key employee positions with primary responsibilities in cases of emergency and complies with National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) requirements. Berta Cuaron moved approval and Mark Vernoy seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **BP 3560** titled **Alcoholic Beverages** – Bonnie explained that many districts around the state allow alcoholic beverages to be served on campus at events sponsored by college foundations. Susan reported that she researched the property grant deeds for college property. In light of the language in one specific property deed, Bonnie recommended that the following language be added to the first sentence in this policy: “… under the restrictions of the grant deeds pertaining to District property…” In addition, the language at the end of the first sentence was revised to become “… on District property for fund raising events held to benefit non-profit organizations. Alcoholic beverages shall not be served on District property except in accordance with AP 3560 titled Alcoholic Beverages.” Tortarolo moved that this policy be postponed to the February 11, 2011 Task Force Meeting to allow it to be reviewed along with the related procedure. Mark Vernoy seconded the motion.

- **BP 3900** titled **Speech: Time, Place, and Manner** – John explained that the major emphasis of this policy is on students with other various references to outside organizations and employees. He suggested that perhaps this policy be moved back to the Student Services Chapter 5. Task Force members discussed the links with the Academic Freedom Policy (BP 4030) as well as the Other Facilities Use – Civic Center Act Policy and Procedure (BP/AP 6700) and employee contracts. Berta recommended that a work group review this policy and the information addressed elsewhere and present a recommendation at the next Task Force Meeting. Shayla Sivert moved that this policy be postponed to the February 11, 2011 Task Force Meeting to allow a work group time to review the language in this policy and provide specific recommendations. Monika Brannick seconded the motion.

**Chapter 4 (Instructional Services)**

- **AP 4023** titled **Course Outline** – Task Force members reviewed this procedure with the revised bulleted format. Monika Brannick moved approval and John Tortarolo seconded the motion. This procedure will be reviewed at a future SPC Meeting.
• **BP 4040** titled *Library and Other Instructional Support Services* – Berta explained that Linda and Tamara recommended retaining the exact language in current Palomar College BP 301 at the end of this policy. Therefore, new BP 4040 will have a first sentence with newly recommended language and the second sentence will reflect the same language as in current Palomar College BP 301 which states, “The selection of educational materials and other learning resources is a professional responsibility of the administration and faculty of the College.” Monika Brannick moved approval of this policy and Mark Vernoy seconded the motion. This policy will be reviewed at a future SPC Meeting.

• **BP 4235** titled *Credit by Examination* – Josie reported that Herman Lee confirmed that the language in current Palomar College BP 415 titled Credit by Examination is addressed in new AP 4235 titled Credit by Examination so the language in former BP 415 can be struck through. Jane projected current AP 4235 titled Credit by Examination from the Palomar College website so that Task Force members could read the language in the related procedure. Monika Brannick moved approval of this policy and Mark Vernoy seconded the motion. This policy will be reviewed at a future SPC Meeting.

• **AP 4500** titled *News Media* – Laura reported that she contacted her public information colleagues at other colleges to inquire whether their institutions had created policies/procedures about external communication or had solely focused on instructional student media when developing policies/procedures. She said that very few colleges had adopted/approved policies and/or procedures related to external media communications. Task Force members discussed this current procedure at length. One suggestion was to re-number it to the 3000 series and include it in the General Institution Chapter if it addressed both instructional student news media as well as the Public Affairs Department. Current Palomar College BP 3.03 also includes language about “editorial policies” related to The Telescope. Task Force members expressed interest in knowing if the editorial policies are posted on the website and/or communicated elsewhere. Berta confirmed that she would research the editorial policies and how they are communicated. Task Force members also suggested that this procedure may need to include more detailed language regarding electronic news media such as the student radio station and television production. It was determined that this document requires additional consideration and review by others. Mark Vernoy moved and Monika Brannick seconded that this procedure be postponed to the February 11, 2011 Task Force Meeting to allow a work group time to review the language and provide specific recommendations.

Chapter 6 (Finance & Administrative Services)

• **BP 6700** titled *Other Facilities Use – Civic Center Act* – Given the discussion regarding BP 3900 titled Speech: Time, Place, and Manner,
Task Force members agreed that the review of BP 6700 needed to be delayed until the next Task Force Meeting. Shayla Sivert moved and Tortarolo seconded that this policy be postponed to the February 11, 2011 Task Force Meeting.

- **AP 6700 titled Other Facilities Use – Civic Center Act** – Given the discussion regarding BP 3900 titled Speech: Time, Place, and Manner, Task Force members agreed that the review of AP 6700 needed to be delayed until the next Task Force Meeting. Shayla Sivert moved and John Tortarolo seconded that this procedure be postponed to the February 11, 2011 Task Force Meeting.

Chapter 7 (Human Resources)

- **BP 7400 titled Travel** – Bonnie and Susan provided revised language for BP 6900 (the re-numbered version of BP 7400). Bonnie explained that the re-numbering to BP 6900 is proposed because this policy aligns with the Finance and Administrative Services Chapter 6 better than the Human Resources Chapter 7. Susan read the proposed language recommendations aloud. Jane inserted the newly recommended language in the document and projected it onto the screen. Task Force members agreed that any further review of this policy be postponed until the next meeting to allow members an opportunity to read and review the proposed language revisions in advance. John Tortarolo moved and Mark Vernoy seconded that this policy be postponed to the February 11, 2011 Task Force Meeting.

- **AP 7400 titled Travel** – Bonnie and Susan also provided revised language for AP 6900 (the re-numbered version of AP 7400). Susan read the proposed language recommendations aloud. Jane inserted the newly recommended language in the document and projected it onto the screen. Task Force members agreed that this procedure and the related policy be reviewed again at the next Task Force meeting when members would have more time to review the proposed language in advance of the meeting. John Tortarolo moved and Mark Vernoy seconded that this procedure be postponed to the February 11, 2011 Task Force Meeting.

IV. Continue Reviewing the Chapter 3 (General Institution) Policies and Procedures:

- **AP 3050 titled Institutional Code of Ethics** – John explained that the work group that reviewed this procedure had a robust discussion regarding the information to be included in AP 3050. John discussed the work group’s efforts to include language that reflects the wording of Accreditation Standard III.A.1.d. The newly recommended wording complies with the Academic Senate’s Constitution as well as applicable bargaining agreements. After reviewing the language in BP 3050 on Palomar College’s website, Task Force members recommended adding the language currently suggested for AP 3050 to BP 3050 to align better
with the related Accreditation Standard. Thus, there will be no need for AP 3050 as the pertinent language will be incorporated into the Board Policy. In addition, the proposed headers titled “Purpose” and “Applicability” were recommended for deletion. Susan requested that all punctuation at the end of the bulleted phrases be removed for consistency with the formatting in all other policies and procedures. Mark Vernoy moved approval and John Tortarolo seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **BP 3410** titled **Nondiscrimination** – John and Karen provided background regarding this policy and the language in it. They explained that the addition of the term “gender identity” is consistent with the recommendations at the state level. Shayla raised the question about student rights to nondiscrimination. Using the exact language from Education code Section 66252(a), the following sentence was added to the end of the first paragraph: “In addition, all students have the right to participate fully in the educational process, free from discrimination and harassment.” Barb recommended deleting the second to the last paragraph in this policy that begins, “Complaint processes, including where to file a complaint, …” to avoid confusion with the current process of addressing student complaints with the related educational professional initially before a formal complaint process is initiated on a larger scale. Task members discussed this issue and agreed to delete the requested paragraph. Lastly, the word “equal” was added to the first sentence in the second paragraph as a qualifier for the word access. John Tortarolo moved approval and Laura Gropen seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **BP 3420** titled **Equal Employment Opportunity** – Both John and Karen described their involvement with the statewide review process to develop model language for an equal employment opportunity plan that is practical for all California Community Colleges to implement. John and Karen also explained the direct connections between BP 3410, BP 3420, BP/AP 3430, and AP 3435. The word “bases” in the first sentence of the second paragraph was revised to become “the basis of characteristics” for clarity. John recommended adding the word “formal” in front of the word “complaints” at the end of the third paragraph to be consistent with the revised language in BP 3410. John Tortarolo moved approval and Barbara Kelber seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **BP 3430** titled **Prohibition of Harassment** – Karen mentioned that the terms gender and gender identity were also added to this policy. Shayla requested that this policy and the related procedure be postponed due to a demand to bargain request. Shayla Sivert moved and Mike Dimmick seconded that this procedure be postponed to the February 11, 2011 Task Force Meeting.

- **AP 3430** titled **Prohibition of Harassment** – Shayla requested that this procedure be postponed due to a demand to bargain request. Shayla Sivert
moved and Mike Dimmick seconded that this procedure be postponed to the February 11, 2011 Task Force Meeting.

- **AP 3425** titled *Discrimination and Harassment Investigations and Training* – Shayla requested that this procedure be postponed due to a demand to bargain request. Shayla Sivert moved and Mike Dimmick seconded that this procedure be postponed to the February 11, 2011 Task Force Meeting.

V. **Continue Reviewing the Chapter 7 (Human Resources) Policies and Procedures:**

- **AP 7120** titled *Recruitment and Hiring* – John and Karen reminded Task Force members that this procedure has been under review for the past two years by the Task Force. There have been more than 20 revisions of this document during that time in an attempt to address all the pertinent points and include the critical details. Shayla requested that this procedure be postponed one last time until the next Task Force meeting for a final review of the content. Monika Brannick moved and Barb Kelber seconded that this procedure be postponed to the February 11, 2011 Task Force Meeting to allow additional review.

- **AP 7145** titled *Personnel Files* – John provided an overview of this procedure. Task Force members reviewed the language in this procedure. John Tortarolo moved approval and Laura Gropen seconded the motion. This procedure will be reviewed at a future SPC Meeting.

- **BP 7330** titled *Communicable Disease* – John and Karen provided an overview of this policy and the proposed language. Task Force members reviewed the policy language carefully. Mark Vernoy moved approval and John Tortarolo seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **AP 7330** titled *Communicable Disease* – Mike asked whether the application for an academic position will clearly specify the need to provide a certificate indicating that the applicant is free from communicable disease. Karen and John recommended placing this procedure on the February 11, 2011 Task Force Meeting Agenda to allow time to review the employment application and other hiring documents. Karen will also review the language in the first bullet in relation to the state statutes pertaining to this matter. Mark Vernoy moved that this procedure be postponed to the February 11, 2011 Task Force Meeting to allow additional review. Monika Brannick seconded the motion.

VI. **Next Meeting** – The next Task Force Meeting is scheduled for Friday, **February 11, 2011** from 9:00 a.m. – noon in MB-15.

VII. **Adjournment** – The meeting adjourned at 11:42 a.m.
Meeting Highlights

Present: John Tortarolo, Bonnie Dowd, Mark Vernoy, Monika Brannick, Evelyn Lucero, Dan Sourbeer (for Wilma Owens), Judy Cater (for Berta Cuaron), Phill Cerda (for Kelley Hudson Mac Isaac), Neill Kovrig, Lisa Hornsby, Susan Coleman, Michelle Barton, Herman Lee, and Jane Wright

I. Welcome – Mark Vernoy called the meeting to order at 9:07 a.m. and welcomed the members to the February Policy and Procedure Task Force Meeting.

II. Review and Approve the January 21, 2011 Meeting Highlights – The Task Force members reviewed the January 21, 2011 Meeting Highlights. Those who did not attend the January 21 Task Force Meeting abstained from voting on the meeting highlights. Tortarolo moved approval of the highlights as submitted and Brannick seconded the motion.

III. Continue Reviewing the Chapter 3 (General Institution) Policies and Procedures

- **BP 3310** titled Records Retention and Destruction – Task Force members reviewed the proposed language in this policy. Susan asked John to provide an overview of this policy. John explained that the first sentence (highlighted in yellow) has already been bargained. Tortarolo moved approval and Kovrig seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **AP 3310** titled Records Retention and Destruction – Susan inquired about some of the items referenced in this procedure such as an annual report to the Governing Board, electronically stored information (ESI), and AP 3320 titled Electronically Stored Information referenced at the end of AP 3310. John reported that since Palomar College did not have a procedure in place explicitly stating the necessity to provide the Governing Board with an annual report, such a report has not occurred but will be implemented once AP 3310 is approved. John explained that Karen Robinson in Human Resource Services is working on a draft of AP 3320 and is using sample procedures collected from other organizations as the basis for AP 3320 since the League’s Policy and Procedure Service has not provided districts with template language on this emerging area of law. John further explained that Don Sullins, Bonnie Dowd, Karen Robinson, and he had been meeting on this issue and found the law lagging behind the advances in technology thus spurring Palomar College to develop its own procedure to address key items related to this issue. Herman commented that his office is complying with this process for all student records with the exception of the annual report to the Governing Board which they will include in their process. On page 3 of this procedure, Susan asked about the reference to the District foundation. John responded that the reference to the Palomar College Foundation is included to be comprehensive and as a reminder to the Foundation and Palomar
College leaders that the Foundation must adhere to financial audits and related regulations in accordance with its tax exempt status. Susan asked about the spelling of the word “Baring” on page 6 of this procedure (in the middle of the page). Task Force members agreed that the spelling needs to be corrected to become “Barring.” Tortarolo moved approval and Kovrig seconded the motion. This procedure will be reviewed at a future SPC Meeting.

- **BP 3430** titled *Prohibition of Harassment* – Monika sought clarification regarding the process for reviewing a policy that had been postponed due to a demand to bargain request. John explained that in actuality, the impact of an issue is what is bargained. Tortarolo moved and Cater seconded that this policy be postponed to the March 18, 2011 Task Force Meeting to allow time for further review.

- **AP 3430** titled *Prohibition of Harassment* – Given the postponement of BP 3430, Monika asked that this procedure also be postponed. Tortarolo moved and Cater seconded that this procedure be postponed to the March 18, 2011 Task Force Meeting.

- **AP 3435** titled *Discrimination and Harassment Investigations and Training* – John suggested that since BP and AP 3430 were postponed, this procedure (which directly relates to BP/AP 3430) should also be postponed. Tortarolo moved and Cater seconded that this procedure be postponed to the March 18, 2011 Task Force Meeting.

- **BP 3560** titled *Alcoholic Beverages* – Neill suggested a revised title (“Serving of Alcoholic Beverages”) for this policy and the related procedure for clarity. Susan explained that she asked to have the current Palomar college Policies 108 and 109 included just for reference at the end of this policy to allow Task Force Members and SPC the opportunity to read the current Palomar College Policy language. Jane explained that current Palomar College Policies 108 and 109 are included in newly proposed BP/AP 3550 titled *Drug Free Environment and Drug Prevention Program*. Bonnie explained that the language in green was added by Finance and Administrative Services to clarify that alcoholic beverages may only be served by the Palomar College Foundation at fund raising events in accordance with law. Task Force members inquired about employees drinking during working hours. The Task Force discussed this issue, and Bonnie explained that the Palomar College Foundation has a few upcoming events prompting the necessity to have this new policy and procedure in place. Tortarolo moved approval and Cater seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **AP 3560** titled *Alcoholic Beverages* – Based upon Neill’s suggested title change for the related policy, the title of this procedure was revised to become *Serving of Alcoholic Beverages*. Tortarolo moved approval and Cater seconded the motion. This procedure will be reviewed at a future SPC Meeting.
IV. Continue Reviewing the Chapter 4 (Instructional Services) Policies and Procedures

- **BP 4500** titled *News Media* – Monika suggested postponing the review of this document to allow additional time for the group reviewing it to do so. Brannick moved and Vernoy seconded that this document be postponed to the March 18, 2011 Task Force Meeting.

V. Continue Reviewing the Chapter 5 (Student Services) Policies and Procedures:

- **BP 5900** titled *Prevention of Identity Theft in Student Financial Transactions* – Susan explained that this policy is a joint effort between Finance and Administrative Services and Student Services. She summarized the key points in the Fair and Accurate Credit Transactions Act. Jane added the acronym "FACT" Act in the legal references section. Tortarolo moved approval and Cerda seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **AP 5900** titled *Prevention of Identity Theft in Student Financial Transactions* – Jane added the acronym "FACT" Act in the legal references section. Susan explained that a work group consisting of representatives from Student Services, Fiscal Services/Cashier’s Office, and Information Systems carefully reviewed the language in this proposed procedure. She stated that there will be joint oversight by representatives of Student Services, Fiscal Services/Cashier’s Office, and Information Systems to ensure compliance with the FACT Act requirements. Bonnie explained that this is an internal control system to identify areas of exposure and identify red flags. Phill mentioned that his area has a credit card machine. After some discussion, Bonnie concluded that although Phill’s area may have a credit card machine, alerts are in place to trigger red flags in instances where any identity theft issues may arise. Susan drew Task Force members’ attention to green language additions on page 4 of this procedure. She said these additions were included to reflect Palomar College practice. Bonnie and Susan requested that the spelling in title for the Vice President of Student Services (see second to last paragraph) be corrected. They also requested that the word “and” be added to the Offices of Primary Responsibility so that it now reads “Student Services and Finance and Administrative Services.” Brannick moved approval and Lucero seconded the motion. This procedure will be reviewed at a future SPC Meeting.

VI. Continue Reviewing the Chapter 6 (Finance and Administrative Services) Policies and Procedures:

- **BP 6900** titled *Travel* (formerly numbered BP 7400) – Susan reported that Finance and Administrative Services inserted the wording discussed during the January 21, 2011 Task Force Meeting. Bonnie clarified that she is not responsible for authorizing travel (as this is done by the approving supervisor or manager) or establishing reimbursement rates as these are specified by federal and/or state requirements. Kovrig moved approval and Tortarolo seconded the motion. This policy will be reviewed at a future SPC Meeting.
• AP 6900 titled Travel (formerly numbered AP 7400) – Susan explained that the use of “Chief Business Officer” in this procedure is consistent with the general titles used in other policies/procedures. The Chief Business Officer refers to Bonnie’s position at Palomar College. The use of the generalized title provides flexibility in cases where job titles change and alleviates the necessity to update a document through the entire review process again as would be the instance if a very specific job title were inserted and then changed through a reorganization process. Brannick moved approval and Sourbeer seconded the motion. This procedure will be reviewed at a future SPC Meeting.

VII. Continue Reviewing the Chapter 7 (Human Resources) Policies and Procedures

• AP 7120 titled Recruitment and Hiring – John and Monika requested postponement of this procedure. Tortarolo moved and Brannick seconded that this procedure be postponed to the March 18, 2011 Task Force Meeting.

• AP 7330 titled Communicable Disease – John provided an overview of the issue discussed at the January 21, 2011 Task Force Meeting. He explained that any documentation certified by a licensed medical physician constitutes a “medical certificate.” Tortarolo moved approval and Cater seconded the motion. This procedure will be reviewed at a future SPC Meeting.

• BP 7365 titled Discipline and Dismissal – Classified Employees – Neill stated that the highlighted language (the last sentence of the first paragraph in the policy) is an improvement. Monika asked John to define “progressive discipline.” John explained that it involves a series of clearly outlined steps. Tortarolo moved approval and Cater seconded the motion. This policy will be reviewed at a future SPC Meeting.

• AP 7365 titled Discipline and Dismissal – Classified Employees – Task Force members suggested inserting the exact same sentence from BP 7365 that states, “Disciplinary procedures for employees represented by an exclusive bargaining representative, such as CCE/AFT, are contained in the appropriate collective bargaining agreement, and nothing herein applies to such employees.” at the beginning of AP 7365 for clarity and consistency. John explained that the specific behavioral issues requiring discipline and/or dismissal will be addressed through the appropriate collective bargaining agreement or employee handbook. He further clarified that the specific list of grounds for formal discipline are outlined in California law. Susan suggested that “he or she” (at the top of page 4) be changed to “he/she” to be consistent with the style used in other policies/procedures. Tortarolo moved approval and Cater seconded the motion. Phill opposed the approval of this procedure. This procedure will be reviewed at a future SPC Meeting.

VIII. Next Meeting – The next Task Force Meeting is scheduled for Friday, March 18, 2011 from 9:00 a.m. – noon in MB-15.

IX. Adjournment – The meeting adjourned at 10:13 a.m.
Meeting Highlights

Present: Darrell McMullen, Berta Cuaron, John Tortarolo, Bonnie Dowd, Mark Vernoy, Monika Brannick (via speaker phone), Barb Kelber, Shayla Sivert, Evelyn Lucero, Dan Sourbeer (for Wilma Owens), Phill Cerda (for Kelley Hudson Mac Isaac), Mike Dimmick, Lisa Hornsby, Susan Coleman, Karen Robinson, Laura Gropen, Sherry Titus, Josie Silva, and Jane Wright

I. Welcome – Berta Cuaron called the meeting to order at 9:06 a.m. and welcomed the members to the April Policy and Procedure Task Force Meeting.

II. Review and Approve the February 11, 2011 Meeting Highlights – The Task Force members reviewed the February 11, 2011 Meeting Highlights. Susan identified a necessary correction under the item listed as AP 3310 titled Records Retention and Destruction. Approximately, eight lines down in the paragraph, the words “if approved” should be “is approved.” Shayla abstained from voting on the meeting highlights because she did not attend the February 11 Task Force Meeting. Brannick moved approval of the highlights as submitted and Vernoy seconded the motion.

III. Continue Reviewing the Chapter 3 (General Institution) Policies and Procedures
   • AP 3300 titled Public Records (per legal Update 18) – Karen explained that a new added bullet (at the end of the list of bulleted items) was added to address public records requests that could compromise the security of college records. This new exemption was recommended by the legal firm of Liebert Cassidy Whitmore and was disseminated in late February 2011 to colleges that are members of the Policy and Procedure Service. Shayla inquired about examples of such requests. John discussed different ways that public records requests could potentially compromise information security records. He explained that requests for secure lists of identification numbers or passwords could increase the vulnerability of the college’s information technology system. Tortarolo moved approval of this procedure with the legal Update 18 recommended revisions and Gropen seconded the motion. This procedure will be reviewed at a future SPC Meeting.
   • BP 3430 titled Prohibition of Harassment – This policy was carried over from the February Policy and Procedure Task Force Meeting. John explained that Human Resource Services is sponsoring this policy and the associated procedure. He stated that this policy includes language from federal and state statutes including the Civil Rights Act, the Fair Employment Act, etc. Monika asked about recognizing gender identity. Karen said the words
“gender” and “gender identity” were added to the first paragraph to reflect the same terms in California law. Mike asked about recognizing political affiliations. John explained that political affiliations are not specifically recognized as a protected class in the law. John mentioned that he had met with Shayla to discuss implications for PFF. Monika also asked John what exactly would need to be negotiated. John said that Monika could have an “off-line” conversation with Shayla regarding PFF concerns. He said that it is not appropriate for the Task Force to discuss details related to contract negotiations. In addition, he explained that the current Palomar College Policy 102 (last updated in 2000) addresses the main issues related to prohibition of harassment but does not include the terms “gender” and “gender identity” currently reflected in law. So, the District has a fairly up-to-date prohibition of harassment policy to follow. John asked that this newly proposed policy be accepted as First Reading by the Task Force Members and would be placed on a future Task Force Meeting for a Second Reading and approval. Brannick moved and Sivert seconded the First Reading of this policy and the recommendation that this policy be postponed to the May 13, 2011 Task Force Meeting to allow time for further review.

- **AP 3430** titled **Prohibition of Harassment** – Given the postponement of BP 3430, John asked that this procedure be accepted by the Task Force for First Reading. He stated that this procedure would be placed on the next Task Force Agenda for Second Reading. Brannick moved and Kelber seconded that this procedure be postponed to the May 13, 2011 Task Force Meeting.

- **AP 3435** titled **Discrimination and Harassment Investigations and Training** – John suggested that since BP and AP 3430 were postponed, this procedure (which directly relates to BP/AP 3430) be accepted by the Task Force for First Reading. He stated that this procedure would be placed on the next Task Force Agenda for Second Reading. Brannick moved and Gropen seconded that this procedure be postponed to the May 13, 2011 Task Force Meeting.

- **BP 3950** (formerly numbered AP 4500) titled **News Media** – Monika reported that she has not yet received feedback from the Journalism Department related to this policy. She proposed that this policy continue through the review and adoption process using the current Palomar College Policy 3.03. Mike sought clarification about the language in this policy. He asked whether any of the language in red ink recommended by the Policy and Procedure Service and Liebert Cassidy Whitmore would be used. Monika said that only the current Palomar College Policy 3.03 language would be retained. She asked Laura if she was comfortable with the language. Laura responded that the language is fine with her. Brannick moved approval and Vernoy seconded the motion. This policy will be reviewed at a future SPC Meeting.
IV. Continue Reviewing the Chapter 5 (Student Services) Policies and Procedures:

- **AP 5015** titled *Residence Determination* (per Update 18) – Mark reported that newly added language regarding rules determining residence was recommended in legal Update 18 by the Policy and Procedure Service and the legal firm of Liebert Cassidy Whitmore. Jane stated that Herman Lee had reviewed the language and confirmed that it accurately represented the law and the process at Palomar College. Vernoy moved approval and Tortarolo seconded the motion. This procedure will be reviewed at a future SPC Meeting.

- **BP 5500** titled *Standards of Conduct* – Sherry discussed the issue of faculty members assigning students an “F” grade for a course when the student has been found to have cheated. Monika explained that there was clear consensus in the Faculty Senate that a legal opinion is just an opinion, but the faculty member has the right to assign a final “F” grade for a course. Barb further explained that a faculty member who has definite evidence that egregious cheating has occurred would be prepared to defend the decision to assign the student a failing grade for the course. Dan suggested that Sherry be included in the information loop because her office is serving as a central clearing house to address the cheating issue. Susan suggested that some of the language in this policy be re-arranged for improved readability and clarity. Susan recommended that language similar to the language found in AP 5520 titled *Student Discipline Procedures* stating that “This policy is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies” be inserted on page two of BP 5500. Berta stated that she would convene a working group consisting of herself, Dan, Monika, Sherry, Susan, and Shayla to review the language in BP 5500 and submit recommendations to the Task Force at a future meeting. Brannick moved and Vernoy seconded that this policy be postponed to the May 13, 2011 Task Force Meeting to allow time for further review.

V. Continue Reviewing the Chapter 6 (Finance and Administrative Services) Policies and Procedures:

- **AP 6340** titled *Bids and Contracts* (from Update 18) – Susan requested that this procedure be held until the next meeting to allow Kelley Hudson MacIsaac and Bonnie Dowd further time to review the language revisions recommended by legal Update 18 from the Policy and Procedure Service and Liebert Cassidy Whitmore. Vernoy moved and Tortarolo seconded that this policy be postponed to the May 13, 2011 Task Force Meeting to allow time for further review.
VI. Continue Reviewing the Chapter 7 (Human Resources) Policies and Procedures

- **AP 7120** titled *Recruitment and Hiring* – Karen asked Jane to revise the references at the end of this procedure so that the title of BP/AP 7211 as Faculty Service Areas and Competencies. In addition, “BP/AP 4015 titled” was recommended to be added before the “Minimum Qualifications.” John explained that the procedure represents current practice just in a more readable format with tables that contain the critical steps. Monika said that the Faculty Senate would like to review this procedure and bring this AP back to the May 13th Task Force Meeting. McMullen moved and Vernoy seconded that this procedure be postponed to the May 13, 2011 Task Force Meeting.

- **BP 7211** titled *Faculty Service Areas and Competencies* – Monika requested that this policy be postponed until the Faculty Service Area Work Group can review the language in it. Brannick moved and Tortarolo seconded that this policy be postponed to the May 13, 2011 Task Force Meeting.

- **AP 7211** titled *Faculty Service Areas and Competencies* – Monika requested that this procedure be postponed until the Faculty Service Area Work Group can review the language in it. Brannick moved and Kelber seconded that this procedure be postponed to the May 13, 2011 Task Force Meeting.

- **BP 7250** titled *Educational Administrators* – Monika requested that this policy be postponed until the Faculty Senate can review the language in it. Phill also requested postponement so A.A. can review it as well. Cerda moved and Gropen seconded that this policy be postponed to the May 13, 2011 Task Force Meeting.

- **AP 7250** titled *Educational Administrators* – Monika requested that this procedure be postponed until the Faculty Senate can review the language in it. Phill also requested postponement so A.A. can review it as well. Cerda moved and Gropen seconded that this procedure be postponed to the May 13, 2011 Task Force Meeting.

- **BP 7310** titled *Nepotism* – Karen mentioned that the only recent revision in this policy was a Government Code Section correction recommended by the Policy and Procedure Service and the legal firm, Liebert Cassidy Whitmore. Susan asked John and Karen about “step” relatives. She said that there are so many “step” relations in families these days. Karen explained that the statutory interpretation is simply the appearance of favoritism due to familial relationships. Tortarolo moved approval and Vernoy seconded the motion. This policy will be reviewed at a future SPC Meeting.
- **AP 7337** titled *Fingerprinting* – Susan asked whether the red italicized language in the note would be retained. Shayla voiced support for Susan’s suggestion to clarify the issue. Jane explained that the note could be retained, but it was included in legal Update 18 simply for explanatory reasons. Karen and John suggested moving the last highlighted sentence in the note to the end of AP 7337. Tortarolo moved approval and Vernoy seconded the motion. This procedure will be reviewed at a future SPC Meeting.

- **BP 7365** titled *Discipline and Dismissal – Classified Employees* – Task Force members reviewed the language in this policy. Tortarolo moved approval and Gropen seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **AP 7365** titled *Discipline and Dismissal – Classified Employees* – Task Force members reviewed the language in this procedure. Vernoy moved approval and Sourbeer seconded the motion. This procedure will be reviewed at a future SPC Meeting.

- **BP 7900** titled *Consultants* – Susan asked about a definition of consultants. Bonnie described several consultants that have recently been employed by Finance and Administrative Services. Bonnie recommended that this policy be renumbered and moved into Chapter 6 as it most closely relates to consultants employed by Finance and Administrative Services. Jane re-numbered the policy as BP 6390 so it follows Bids and Contracts. Tortarolo moved approval and Gropen seconded the motion. This policy will be reviewed at a future SPC Meeting.

VII. **Next Meeting** – The next Task Force Meeting is scheduled for Friday, **May 13, 2011** from 9:00 a.m. – noon in MB-15.

VIII. **Adjournment** – The meeting adjourned at 10:48 a.m.
Palomar College Policy/Proced. Review Task Force Meeting  
Friday, May 13, 2011  
9:00– Noon in MB-15

Meeting Highlights

Present: Darrell McMullen, Bob Deegan, John Tortarolo, Bonnie Dowd, Mark Vernoy, Monika Brannick, Barb Kelber, Shayla Sivert, Evelyn Lucero, Dan Sourbeer (for Wilma Owens), Phill Cerda (for Kelley Hudson Mac Isaac), Susan Coleman, Laura Gropen, Tricia Frady (for Mike Dimmick), Josie Silva, and Jane Wright. Guests: Sherry Titus, Jayne Conway, Gena Knutson (representing the community based organization “Vista Community Clinic”), Channing Shattuck, Roger Morrissette.

I. Review and Approve the April 15, 2011 Meeting Highlights – President Deegan welcomed the members to the final Task Force Meeting of the 2010-11 academic year. The April 15 Meeting Highlights were reviewed. Brannick moved approval of the highlights as submitted and Lucero seconded the motion.

II. Review and Discuss Proposed Revision to 3570 – Channing read the language in current BP 3570 titled Smoking. He stated that this policy is not working effectively. He read the newly proposed language aloud. Tricia said that they polled the CCE with the results yielding a slightly higher “yes” vote in support of a no smoking campus. She asked about installing new signage and improved enforcement efforts if the campus transitions to a no smoking environment. Phill commented on the need for additional smoking areas if the policy is to be retained in its currently adopted form. Mark said that the campus has designated smoking areas that are not used uniformly by smokers. Dan questioned the “tobacco-free” phrase in the newly proposed language. He said that it may potentially create a new revenue generating means by which clubs and organizations sell tobacco-free products. He stated that this could become problematic. Barb commented that she and Monika represent the Faculty Senate. Barb and Monika raised the issue of a no smoking campus at a recent Faculty Senate Meeting. She said there was a vote on May 7 when Channing initially presented a draft of the revised language. Barb said the Senate’s position is a little murky with some clear reservations regarding the enforcement issue. Barb read aloud the Senate minutes to accurately convey all the points raised during the Faculty Senate’s discussion. Mark said that we need to remember that the Surgeon General clearly stated that smoking is the number one preventable health problem. There is a bill currently under review by the California State Legislature that would allow higher fines to be imposed on those who do not comply with the law regulating that smokers maintain 20 feet distance from building entrances, windows, and air uptake vents as stated in current California law. Roger underscored the point that there is no safe exposure to smoke as stated by the Surgeon General. Roger said the current Palomar College collective bargaining agreements state that the District will provide for
safe working conditions. Josie reported that the CAST Group voted in favor of a no smoking campus. Shayla stated that the PFF unanimously voted to support a no smoking campus. Gena Knutson addressed the group and explained that an on-going awareness program of all students, employees, and campus visitors is important in communicating the message that the campus is a smoke-free environment. She stated that enforcement of the no smoking environment is strengthened by good signage. She mentioned that Grossmont College hung large banners at key campus entrances to alert everyone that it is a no smoking environment. President Deegan asked her how other organizations with which she has worked in the county have addressed employee needs related to the smoking issue. He emphasized that the District does not have the personnel or resources to constantly “police” the smokers. This needs to be an effort embraced by students and employees willing to remind anyone caught smoking that all District property is smoke free. Roger suggested placing notices on the electronic marques, in the schedule of classes, the catalog, and on the Palomar College website. Jayne stated that her motivation for supporting a smoke free, tobacco-free campus environment is based on many years of treating individuals who have suffered dire health issues due to smoking as well as those who are strongly addicted to smoking and experience difficulty quitting. Laura stated that Palomar College has a unique communication challenge in making all students aware of a major change such as this. She said her office will support the launch of a strong public relations campaign to communicate the message of a smoke free campus. Evelyn said that ASG represents 34,000 students and has worked very hard on this issue. ASG will support communicating this message. After a robust discussion, Task Force members recommended revisions to the newly proposed language. The newly proposed language is as follows: There shall be no smoking or use of tobacco-related products on Palomar Community College District property. The District shall provide and maintain a workplace and learning environment that is smoke and tobacco-free to promote the safety and health of students, employees, and the public. The Superintendent/President shall ensure that adequate procedures are enacted to ensure compliance with the policy. The language in the current version of BP 3570 was recommended to be struck through. Mark suggested the title of this policy be changed to Smoking and/or Other Tobacco Use. Jane mentioned that the previous legal citation of Title 5 Section 5148 needs to be revised to become Title 8 Section 5148 which is the correct section addressing prohibition of smoking in the workplace. President Deegan called for a vote from Task Force members regarding the newly proposed language with 13 ayes and one nay. This revised smoking policy will be reviewed at the next SPC Meeting.

III. Continue Reviewing the Chapter 3 (General Institution) Policies and Procedures:
- BP 3550 titled Drug Free Environment and Drug Prevention Program – The first paragraph was re-written to become: The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on District property. Students and employees shall not possess or use alcohol on District property.
or at District sponsored functions or activities except as provided for in BP 3560 titled Serving of Alcoholic Beverages. Shayla stated that it occurs to her that there may be instances when people lawfully possess prescription medication on campus. She does not want that to become problematic for those individuals. She also inquired about the disciplinary procedures referenced. John explained that the District uses Education code Section 87732 which outlines disciplinary action for faculty. He stated that the District’s approach is to pursue rehabilitation measures and treatment programs to assist employees. President Deegan explained that the intent is always to provide assistance first and then address any future issues. Mark said a similar process is followed for students with substance abuse issues. John asked that this newly proposed policy be accepted for First Reading by the Task Force Members and would be placed on a future Task Force Meeting for a Second Reading and approval. Frady moved and Kelber seconded the First Reading of this policy and the recommendation that this policy be placed on the next agenda (first meeting of the fall semester) to allow time for further review.

- **AP 3550** titled Drug Free Environment and Drug Prevention Program – John pointed out that page 3 of this procedure references the rehabilitation measures. Dan asked about field trips when students and employees are off campus. Sherry stated that students are prohibited from any alcohol or drug use on all Palomar College field trips and excursions. Shayla asked about employees attending conferences with the exception of student conferences. President Deegan explained that during working hours, employees should not consume alcohol or illegal drugs. At conferences, workshops, etc., employees need to remember that they are representing Palomar College. Phill commented that a discussion about whether to serve alcohol on campus at all is important to consider. Bonnie clarified that the serving of alcohol by the Foundation must be properly licensed and the alcohol must be served in accordance with all applicable laws. Shayla stated that allowing alcohol on campus, seems to conflict with BP and AP 3550. Shayla recommended that this procedure follow suit with that of its companion BP 3550. John asked that this newly proposed procedure be accepted for First Reading by the Task Force Members and would be placed on a future Task Force Meeting for a Second Reading and approval. Sourbeer moved and Vernoy seconded the First Reading of this procedure and the recommendation that this procedure be placed on the next agenda (first meeting of the fall semester) to allow time for further review.

- **BP 3560** titled Alcoholic Beverages – Susan recommended the addition of the following language as a new third paragraph: In addition, nothing in this policy is intended to displace the prohibition against the possession and consumption of alcoholic beverages by students as stated in the District’s Standards of Conduct. She also suggested including a reference to BP/AP 5500 titled Standards of Conduct at the end of the policy. Bonnie
recommended deleting the sentence, “Alcoholic beverages shall not be served on District property except in accordance with AP 3560 titled Serving of Alcoholic Beverages.” because AP 3560 deleted. Bonnie also recommended deleting the phrase, “or normal working hours” at the end of the second sentence in the second paragraph. Task Force members had an extensive discussion about the necessity to have a policy on serving alcoholic beverages on campus. There were definite concerns about conflicts with BP/AP 3550. The issue of not previously serving alcoholic beverages on campus was raised with questions regarding the necessity to permit the practice now. Deegan moved and Gropen seconded that this policy be postponed until the Task Force reconvenes in September 2011.

IV. Continue Reviewing the Chapter 5 (Student Services) Policies and Procedures:
• AP 5900 titled Prevention of Identity Theft in Student Financial Transactions (version dated 5-2-11) – Several revisions were recommended to AP 5900 by the Community College League’s Policy and Procedure Service in their recent legal update (Update 18) due to revisions in federal law. Susan explained that she sought additional detail regarding the proposed revisions from Jane and the attorneys at Liebert Cassidy Whitmore. The recommended revisions were based on clarifications of the term “creditor” which is defined in the federal statute to exclude someone “that advances funds on behalf of a person for expenses incidental to a service provided by the creditor to that person.” The attorneys also explained that the issue of identity theft at educational institutions most often involves financial aid fraud, and there are organized rings of perpetrators that apply for financial aid using stolen identities. The phantom “students” never show up to classes, but by the time they’re dropped, the perpetrators have already collected their financial aid (or most of it anyway). There was one ring of perpetrators in the Bay Area that moved from college to college for a while. Task Force members reviewed the legally recommended revisions. Sourbeer moved approval of this procedure with the legal Update 18 recommended revisions and Gropen seconded the motion. This procedure will be reviewed at a future SPC Meeting.

V. Continue Reviewing the Chapter 6 (Finance and Administrative Services) Policies and Procedures:
• AP 6340 titled Bids and Contracts (version dated 5-2-11) – Susan reviewed the legally recommended revisions to AP 6340 based upon legal Update 18 disseminated by the Community College League’s Policy and Procedure Service. In addition to revisions in the legal references listed, Susan recommended the paragraph just before “Bid Specification” be revised to become: The current bid minimum for public works projects can be found on the Palomar College Business and Contract Services department web pages. The current bid minimum for purchase of goods and services can be found on the Palomar College Fiscal Services department web page. Frady moved
approval of this procedure with the legal Update 18 recommended revisions and Sourbeer seconded the motion. This procedure will be reviewed at a future SPC Meeting.

- **BP 6450** titled **Cellular or Wireless Phone/Mobile Device Use** (version dated 5-2-11) – Bonnie and Susan reviewed the language in this policy and explained that the recommended revisions were based on changes in the Internal Revenue Code as well as District practice. They recommended the following two paragraphs be deleted from the middle of the proposed policy:

  The District will own and retain a limited number of cellular or wireless phones for emergency/disaster recovery and working conditions usage. Employees assigned a District owned phone shall be required to keep records to distinguish between business and personal calls made on wireless or cellular telephones provided by the District. Cellular or wireless phones telephones provided by the District are classified by the Internal Revenue Service as “listed property” and may be included as employee wages, unless they are used exclusively for business purposes.

  In addition, employees determined as frequently needing to use a personal cellular phone/mobile device to conduct legitimate District business in performance of their job duties shall be provided a stipend allowance that will be reported via Payroll.

Tortarolo moved approval of this policy as revised and Lucero seconded the motion. This policy will be reviewed at a future SPC Meeting.

- **AP 6450** titled **Cellular or Wireless Phone/Mobile Device Use** (version dated 5-2-11) – Bonnie and Susan explained that there is no need for a procedure on this issue as the related policy contains all the relevant information. Tortarolo moved approval of deleting this procedure and Vernoy seconded the motion.

- **BP 6700** titled **Other Facilities Use – Civic Center Act** (version dated 5-2-11) – The proposed revisions to BP 6700 were based upon a legal update from the Community College League’s Policy and Procedure Service. The legal update revisions were sent to districts to clarify any confusion regarding which uses of District facilities are required by the Civic Center Act, as opposed to uses that are pursuant to leases or other arrangements. The legal update also confirms that this revised version of BP 6700 assures that the policy language is consistent with the time, place, and manner regulations for speech. There is a new first paragraph and a new fourth paragraph. Shayla inquired about any additional issues related to the Speech: Time, Place, and Manner policy and/or procedure. Vernoy moved and Cerda seconded the First Reading of this policy and the recommendation that this policy be placed on the next agenda (first meeting of the fall semester) to allow time for further review.
• AP 6700 titled Other Facilities Use – Civic Center Act (version dated 5-2-11) – Bonnie reviewed the proposed revisions to AP 6700 from a legal update provided by the Community College League’s Policy and Procedure Service as well as other recommended revisions from Finance and Administrative Services. Gropen moved and Lucero seconded the First Reading of this procedure and the recommendation that this procedure be placed on the next agenda (first meeting of the fall semester) to allow time for further review.

VI. Continue Reviewing the Chapter 7 (Human Resources) Policies and Procedures:

• BP 7250 titled Educational Administrators (version dated 5-3-11) – This policy was adopted by the Board on 4/14/09. The suggested revisions to the policy will be forwarded to HRSPC for action.

• AP 7250 titled Educational Administrators (version dated 5-3-11) – Shayla reported that before Monika had to leave today’s Task Force Meeting, she had requested postponement of this document until the Faculty Senate can review it. Vernoy moved and Tortarolo seconded that this procedure be postponed until the Task Force reconvenes in September 2011.

VII. Establish Procedures for Revising Adopted/Approved Policies and Procedures – President Deegan clarified the process for revising already adopted Board Policies or approved Administrative Procedures. The Task Force needs to agendize the proposed revisions and review the changes at a Task Force Meeting. The Task Force members will discuss the issues related to the proposed revisions and make a recommendation as to whether the document is ready to be submitted to SPC or requires further research. Josie reported that Task Force Meetings will continue to be held on the third Friday of the month commencing in September 2011. Josie distributed a list of the remaining 46 BPs/APs to be reviewed. Of that list of 46 documents, Josie reminded Task Force members that nine of the documents had been reviewed during today’s Task Force Meeting.

VIII. Next Meeting – The next Task Force Meeting is scheduled for Friday, September 16, 2011 from 9:00 a.m. – AA-140.

IX. Adjournment – The meeting adjourned at 11:43 a.m.
Present: Bob Deegan, John Tortarolo, Berta Cuaron, Joe Newmeyer, Monika Brannick, Barb Kelber, Shayla Sivert, Perry Snyder, Herman Lee, Dan Sourbeer, Mike Dimmick, Lisa Hornsby, Susan Coleman, Laura Gropen, Karen Robinson, Michelle Barton, Karen Boguta, Josie Silva, and Jane Wright

I. Welcome and Introductions – Present Deegan welcomed the members to the first Policy and Procedure Task Force of the 2011-12 academic year. Each member introduced himself/herself. The members thanked Josie for creating the four charts that indicate that there are 30 BPs and 38 APs that have yet to be reviewed and approved. To date, 180 BPs have been adopted and 170 APs have been approved.

II. Review and Approve the May 13, 2011 Meeting Highlights – The May 13 Meeting Highlights were reviewed. Monika Brannick moved approval of the highlights as submitted and Mike Dimmick seconded the motion.

III. Continue Reviewing the Chapter 7 (Human Resources) Policies and Procedures:
   - BP 7100 titled Commitment to Diversity – Karen explained the addition of the cross references to BP 7100 was prompted by the recommendations from the 2009 accreditation site visit. The cross references should help communicate the connection with other key documents. She said that AP 3435 titled Discrimination and Harassment Investigations and Training will be brought to the Task Force this year for review. Palomar College is awaiting the updates to the Title 5 Regulations in order to reflect the new requirements in the District’s Equal Employment Opportunity Plan. John added that Human Resource Services has been working with the accreditation writing team to substantiate the college’s diversity effort. John Tortarolo moved approval of this document and Dan Sourbeer seconded the motion. This policy was approved for submission to the next SPC Meeting.
   - BP 7120 titled Recruitment and Hiring – John reported that this policy had previously been approved by the Task Force and was reviewed by SPC where the Faculty Senate recommended further review by the Task Force again in order to add a broad statement that complies with Palomar College’s practices. Task Force members reviewed the language in the policy. John Tortarolo moved approval of this document and Berta Cuaron seconded the motion. This policy was approved for submission to the next SPC Meeting.
   - AP 7250 titled Educational Administrators – John reported that this administrative procedure had been postponed by the Faculty Senate for review due to the retreat rights issue. Monika said the issue of retreat rights has not yet been resolved. She explained that one of the Senate’s Committee’s is reviewing this procedure. John stated that the procedure for retreat rights adheres to the Education Code language. Shayla asked for clarification about an Educational Administrator who is hired prior to July 1, 1990 (before the enactment of AB 1725). John explained that the key issue is the hire date of the individual. Barb suggested that John attend an upcoming Faculty Senate Meeting to respond to questions from the group. John agreed to attend a
meeting. Monika and Barb confirmed that they will invite him to an upcoming Faculty Senate Meeting. This procedure will be placed on the October 21 Task Force Meeting Agenda.

IV. Continue Reviewing the Chapter 7 (Human Resources) Policies and Procedures:
- **BP 6700** titled *Other Facilities Use (Civic Center Act)* – Joe said that Finance and Administrative Services is fine with the language. Shayla said the issue is the connection to *Speech: Time, Place, and Manner*. She said the connection is not clear. John explained that the Education Code categorizes every community college as a civic center. He further explained that any group who uses the facilities cannot discriminate and may also not disrupt the instructional processes of the District. Barb noted that the clarifying sentence on page 2 of AP 6700 better delineates the relationship between BP/AP 6700 and *Speech: Time, Place, and Manner*. John Tortarolo moved approval of this document and Dan Sourbeer seconded the motion. This policy was approved for submission to the next SPC Meeting.

- **AP 6700** titled *Other Facilities Use (Civic Center Act)* – Task Force members reviewed the language on page 2 of this procedure included in italics. Again, Barb mentioned that this sentence helps clarify the distinction between BP/AP 6700 and *Speech: Time, Place, and Manner*. John Tortarolo moved approval of this document and Dan Sourbeer seconded the motion. This procedure was approved for submission to the next SPC Meeting.

V. Continue Reviewing the Chapter 3 (General Institution) Policies and Procedures:
- **BP 3550** titled *Drug Free Environment and Drug Prevention Program* – John explained that this policy allows for the exception for serving alcohol as stated in BP/AP 3560. Karen reported that there is a cross reference to AP 7875 that addresses in detail a lengthy controlled substance testing process specific categories of employees who drive and/or operate District vehicles. John Tortarolo moved approval of this document and Mike Dimmick seconded the motion. This policy was approved for submission to the next SPC Meeting.

- **AP 3550** titled *Drug Free Environment and Drug Prevention Program* – John said that AP 3550 condenses a large portion of Palomar College’s existing procedures and addresses them in the newly updated document with the exception of AP 7875 where controlled substance testing is required for drivers per the Department of Transportation. Task Force members discussed whether overnight and other field trips are included in the term “field courses.” The suggestion was to add the term “field courses” at the end of the second paragraph. Shayla asked if the language in the “Action” paragraph on page 3 is in contradiction with the information on the first page. John explained that this “Action” paragraph is somewhat broadly written to allow the response to be appropriate to the specific instance. Barb stated that she reads this “Action” paragraph as permitting the District to address the infraction as prescribed by law. John said that without divulging confidential employee information, that some employees have benefitted from drug/alcohol intervention and treatment as appropriate. Dan Sourbeer moved approval of this document and John Tortarolo seconded the motion. This procedure was approved for submission to the next SPC Meeting.
VI. Continue Reviewing the Chapter 1 (The District) Policies and Procedures:

- **BP 1200 titled District Mission** – Michelle said that members of the college have been working on the ACCJC Midterm Report. There have been revisions to the Mission Statement since BP 1200 was last adopted in 2009. If the proposed revisions to BP 1200 are approved, the District Mission Statement will be consistent with the 2013 Strategic Plan which was recently approved by the Governing Board. Susan suggested indenting the second paragraph because it is after a colon. President Deegan said it would be ideal if the revised version of BP 1200 could be adopted by the Governing Board in October. Barb Kelber moved approval of this policy and Dan Sourbeer seconded the motion. This procedure will be reviewed at a future SPC Meeting.

VII. Legal Revisions per Policy & Procedure Service Update #19 to Districts

**Newly Recommended Templates**

- **BP 3440 titled Service Animals** – The Community College League’s Policy and Procedure Service’s Update 19 created this brand new policy to comply with recent changes in the federal law. Jane explained that community colleges are required to permit service animals on campus. Karen Robinson recommended adding a cross reference to BP 3580 titled Animals on Campus. Task Force members also suggested deleting the word “campuses” in the last line of the policy and adding the word “property” instead. Dan Sourbeer moved approval of this document and John Tortarolo seconded the motion. This policy was approved for submission to the next SPC Meeting.

- **AP 3440 titled Service Animals** – This is the procedure recommended in legal Update 19 created to comply with revisions in the federal law. To be consistent with the language in BP 3440, any references to “campuses” were deleted and replaced with “property.” Student Services was added as the Office of Primary Responsibility. John Tortarolo moved approval of this policy and Lisa Hornsby seconded the motion. This procedure will be reviewed at a future SPC Meeting.

- **BP 3502 titled Campus Security and Access** – The Community College League’s Policy and Procedure Service’s Update 19 created this brand new policy to comply with the federal Clery Act. John Tortarolo moved approval of this document and Dan Sourbeer seconded the motion. This policy was approved for submission to the next SPC Meeting.

- **AP 3502 titled Campus Security and Access** – This is the procedure recommended in legal Update 19 created to comply with the federal Clery Act. Task Force members reviewed the language in this procedure in detail and had a comprehensive discussion of the content and implications. Karen Boguta recommended that this procedure be postponed to allow the Palomar College Police Department and Vice President Vernoy the opportunity to review it further. This procedure will be placed on the October 21 Task Force Meeting Agenda.

- **BP 5510 titled Off-Campus Student Organizations** – The Community College League’s Policy and Procedure Service’s Update 19 created this brand new policy to comply with the federal Clery Act. Barb asked about the applicability to sports teams. Karen Boguta explained that if the athletic team is on another campus due to a scheduled athletic event, the local college’s security personnel would take the
report of any incidents and work with local authorizes. Karen B. further clarified that the Clery Act specifically requires districts to have this policy and the related procedure. Susan Coleman moved approval of this document and Dan Sourbeer seconded the motion. This policy was approved for submission to the next SPC Meeting.

- **AP 5510 titled Off-Campus Student Organizations** – This is the procedure recommended in legal Update 19 created to comply with the federal Clery Act. Task Force members discussed this content and implications of this procedure at length. Jane corrected the numbering of this document to reflect AP 5510. Student Services was added as the Office of Primary Responsibility. This procedure will be placed on the October 21 Task Force Meeting Agenda.

Revisions to Current Documents

- **BP 3505 titled Emergency Response Plan** – Task Force members reviewed the revisions to comply with the Clery Act recommended in legal Update 19 from the Policy and Procedure Service. Shayla asked about the content of the oath for disaster service workers. Mike asked if it is a written or verbal oath. John will share copies of the path so everyone is aware of it. Barb said that in informing employees of the Emergency Response Plan, they will also be reminded that they are disaster service workers. President Deegan said that in all future training opportunities for first responders, there will be reminders about the responsibility to be a disaster service worker. Laura Gropen moved approval of this document and Mike Dimmick seconded the motion. This policy was approved for submission to the next SPC meeting.

- **AP 3505 titled Emergency Response Plan** – This is the procedure recommended in legal Update 19 created to comply with the federal Clery Act. Task Force members discussed this content and implications of this procedure at length. They determined that Kelley Hudson-MacIsaac should review the language and attend the October Task Force Meeting to discuss the additions. This procedure will be placed on the October 21 Task Force Meeting Agenda.

- **AP 3515 titled Reporting of Crimes** – This procedure included deleted and new language from legal Update 19 to comply with the federal Clery Act. Karen Boguta recommended that this procedure be postponed to allow the Palomar College Police Department and Vice President Vernoy the opportunity to review it further. This procedure will be placed on the October 21 Task Force Meeting Agenda.

- **BP 3520 titled Local Law Enforcement** – This policy included a new paragraph of language recommended in legal Update 19 to comply with the federal Clery Act. Task Force members reviewed the language and had an extensive discussion of the content and implications. Karen Boguta said the language complies with the Clery requirements. Herman said there is a necessity to distinguish between professional versus volunteer counselors. Task Force members expressed concern that the newly recommended language creates an expectation that the District offers pastoral counseling. Karen B. explained that the Clery Act distinguishes between the role the individual was hired to perform as compared with pastoral counseling. President Deegan asked Jane to research additional information regarding this policy language and the issue of separation between church and state. This policy will be placed on the October 21 Task Force Meeting Agenda.
• **AP 3520** titled **Local Law Enforcement** – Due to the discussion regarding the related policy, the Task Force recommended that this procedure be postponed. This procedure will be placed on the October 21 Task Force Meeting Agenda.

• **BP 3560** titled **Serving of Alcoholic Beverages** – President Deegan asked about the origin of the blue language. Karen Robinson said it was added by Human Resource Services after review by the local district legal counsel. Barb mentioned that she recalled Phill wanting an additional paragraph of language which is now included in blue ink in the middle of this policy. Task Force member suggested revising the title to simply be Alcoholic Beverages. Barb said she is supportive of this title change and for passing this policy language as revised. The green language reflected in this policy was added during previous Task Force Meetings. Lisa Hornsby moved approval of this document and Dan Sourbeer seconded the motion. Shayla opposed the approval. This policy will be submitted to the next SPC Meeting.

• **AP 3560** titled **Serving of Alcoholic Beverages** – The title of this procedure was revised to become “Alcoholic Beverages”. The first large paragraph was broken into two paragraphs with the following phrase added to the end of the first and second paragraphs: “. . . subject to the provisions of BP 3560 titled Alcoholic Beverages.” Susan recommended the fill in the blank language to be the Palomar College Police Department. The words “when required” were added to the end of the last paragraph. Laura Gropen moved approval of this document and Dan Sourbeer seconded the motion. Shayla opposed the approval. This procedure will be submitted to the next SPC Meeting.

• **BP 4020** titled **Program, Curriculum, and Course Development** – Herman reported that the Department of Education and the Accrediting Commission require a clear definition of credit hour be codified in policy and procedure. He said that Palomar College already complies with the requirements related to financial aid. Barb and Monika asked that the following phrase be added to the last two paragraphs: “. . . will rely primarily upon the recommendations of the Faculty Senate to . . . “ Dan Sourbeer moved approval of this document and Mike Dimmick seconded the motion. This policy will be submitted to the next SPC Meeting.

• **AP 4020** titled **Program, Curriculum, and Course Development** – Perry sought clarification regarding laboratory courses. Berta clarified the relationship to laboratory courses. She also said a semester is 17 weeks. President Deegan explained that to be in compliance with the law, the approximately 15 weeks language should be used. Herman said full financial aid is paid on units of credit. Dan Sourbeermoved approval of this document and Mike Dimmick seconded the motion. This procedure will be submitted to the next SPC Meeting.

• **AP 4023** titled **Course Outlines** – Monika requested that this procedure be postponed. Herman explained that the authentication piece on page three of this procedure proves challenging – especially for students enrolled remotely. Berta and Herman offered to work with the Faculty Senate regarding the language in this procedure. Berta asked Jane to send her the template language for AP 4105 titled Distance Education. This procedure will be placed on the October 21 Task Force Meeting Agenda.
• AP 4102 titled Career and Technical Programs Advisory Committees – Berta requested that this procedure be postponed. This procedure will be placed on the October 21 Task Force Meeting Agenda.

• AP 4260 titled Pre-requisites, Co-requisites, and Advisories – Jane recommended that any changes to this procedure be held until legal Update 20 is disseminated to districts in December. This procedure will be placed on the December or January Task Force Meeting Agenda.

• BP 5010 titled Admission and Concurrent Enrollment – Herman explained that Palomar College already complies with the newly added language. Mike Dimmick moved approval of this document and Laura Gropen seconded the motion. This policy will be submitted to the next SPC Meeting.

• AP 5010 titled Admission and Concurrent Enrollment – Herman confirmed that Palomar College already complies with the requirements set forth in this procedure. Dan Sourbeer moved approval of this document and Mike Dimmick seconded the motion. This procedure will be submitted to the next SPC Meeting.

• AP 5013 titled Students in the Military – Herman reiterated that Palomar College already complies with the requirements set forth in this procedure. Dan Sourbeer moved approval of this document and Mike Dimmick seconded the motion. This procedure will be submitted to the next SPC Meeting.

• AP 5075 titled Course Adds and Drops – Berta and Herman requested that this procedure be postponed. This procedure will be placed on the October 21 Task Force Meeting Agenda.

• BP 5130 titled Financial Aid – Herman and Laura explained that they worked on the web pages related to gainful employment. Susan recommended that the language numbered 1-3 in the first paragraph on the second page be re-formatted into bullets for consistency with other documents and improved readability. Susan also requested that the words “Veterans’ & Scholarships Services” be added to the reference to AP 5130 at the end of the policy. Dan Sourbeer moved approval of this document and Laura Gropen seconded the motion. This policy will be submitted to the next SPC Meeting.

• AP 5130 titled Financial Aid – Susan recommended that the word “include” be added to the opening phrase in this procedure. Susan suggested that the words “Financial Aid” be inserted before the Title “Application Process” so that it would read like a header for consistency. The paragraph under the header “Scholarship Information” was modified to read: Applications for Palomar College Internal Foundation Scholarships may be accessed using (online application through eServices). Applications for External Scholarships (require a separate application) available in the Financial Aid Office. Lastly, Susan recommended that the following be added to the end of this procedure “See BP 5130 titled Financial Aid, Veterans’ & Scholarships Services” John Tortarolo moved approval of this document and Susan Coleman seconded the motion. This procedure will be submitted to the next SPC Meeting.

• BP 6550 titled Disposal of Property – This policy was presented to the Task Force for review due to the elimination of two legal citations (Education Code Sections 81383 and 81384). The League’s Policy and procedure Service included this recommended revision in legal Update 19 disseminated to member districts in early
September. Dan Sourbeer moved approval of this document and Mike Dimmick seconded the motion. This policy was approved for submission to the next SPC Meeting.

- **BP 7130** titled **Compensation** – John explained the intent of the U.S. Department of Education regulations and the rationale for the newly added language. Dan Sourbeer moved approval of this document and Berta Cuaron seconded the motion. This policy was approved for submission to the next SPC Meeting.

VIII. **Next Meeting** – The next Task Force Meeting is scheduled for Friday, **October 21, 2011** from 9:00 a.m. – noon in AA-140.

IX. **Adjournment** – The meeting adjourned at 11:27 a.m.
Meeting Highlights

Present: Bob Deegan, John Tortarolo, Mark Vernoy, Joe Newmyer, Monika Brannick, Barb Kelber, Shayla Sivert, Perry Snyder, Herman Lee, Lisa Hornsby, Cody Dean, Phill Cerda, Susan Coleman, Mea Daum for Laura Gropen, Michelle Barton, Karen Boguta, Josie Silva, and Jane Wright

I. Review and Approve the September 16, 2011 Meeting Highlights – The September 16 Meeting Highlights were reviewed. The only correction identified was the misspelling of Joe Newmyer’s last name. Monika Brannick moved approval of the highlights as corrected and Michelle Barton seconded the motion.

II. Review Recommended Revisions to:
- AP 3515 titled Reporting of Crimes – Karen B. reviewed the recommended revisions from the Palomar College Police Department. New language recommended by the Police Department was indicated by green ink and language to be deleted was shown as struck through in the version of AP 3515 reviewed by Task Force members. Susan recommended that references to the "Campus Security Authority" be consistent by capitalizing the first letter in that category/title throughout the document. Karen B. concurred with this recommendation stating that this category/title is capitalized in the Clery Act. Jane expressed concern regarding the deletion of the specific titles and phone numbers for the Chief Student Services Officer, Chief Counseling Officer, Chief Health Officer, and Chief Human Resources Officer as many individuals might be more inclined to report an incident to one of those campus leaders rather than the Police Department. She explained that including the title and telephone number for those specific campus leaders in this procedure would encourage reporting of crimes. Karen B. explained that the Clery Act indicates that listing the Police Department and the Police Department telephone number is the minimum standard required to comply with the Clery Act. She also stated that the Police Department felt that by adding the titles of other campus leaders (including Vice Presidents, Deans, Directors, Department Heads, Director of Student Affairs, Advisors to Students/Student Organizations, Athletic Coaches, Assistant and Volunteer Coaches) enough key campus leaders are now identified as individuals to whom crimes may be reported. Task Force members discussed the paragraph on the last page of the procedure that addresses disciplinary hearings and the newly inserted language (from the Police Department) that narrowed the scope to only student disciplinary hearings. Jane explained that the language recommended from the Policy and Procedure Service refers to disciplinary hearings in general thus
including hearings for employees as well. John recommended that he will seek legal counsel review as to whether the hearings only apply to student hearings or whether the disciplinary hearings apply to students as well as employees. John Tortarolo motioned to place this procedure on the December 9, 2011 Task Force Agenda for review again. Susan Coleman seconded the motion. This procedure will be placed on the December 9, 2011 Task Force Meeting Agenda.

• **BP 3520** titled **Local Law Enforcement** – Task Force members reviewed the language in the policy. Mark Vernoy moved approval of this document and Michelle Barton seconded the motion. This policy was approved for submission to the next SPC Meeting.

• **AP 3520** titled **Local Law Enforcement** – Karen B. reviewed the language added by the Police Department in green ink. She also explained the rationale for the language that was struck through. Herman mentioned that a professional psychologist is on campus one hour per week to meet with veterans. President Deegan inquired about the process for approving this volunteer psychologist to be on campus and whether the psychologist's credentials had been reviewed. Task Force members discussed the language related to pastoral versus professional counselors. Jane recommended holding this procedure for anticipated revisions clarifying the role of professional, pastoral, and volunteer counselors from the Policy and Procedure Service in legal Update 20 due to be disseminated to member districts in the next month or two. Mark Vernoy motioned to place this procedure on the December 9, 2011 Task Force Agenda for review again. Monika Brannick seconded the motion. This procedure will be placed on the December 9, 2011 Task Force Meeting Agenda.

• **AP 4070** titled **Auditing and Auditing Fees** – Herman reviewed the recommended revisions to the language in the procedure. He explained the addition of department chair permission was added to be consistent with Palomar College practice and verification steps. Mark Vernoy moved approval of this document and Monika Brannick seconded the motion. This procedure was approved for submission to the next SPC Meeting.

• **AP 4225** titled **Course Repetition** – Herman explained that the recent Title 5 regulation revisions reduce the number of repetitions and tie the number of repetitions to apportionment. Herman recommended adding the relevant Title 5 Regulation Sections 55043, 55045, and 58161 to the list of references. He also reviewed the newly added first paragraph as well as language added regarding withdrawal, annotations on the student record (repeatable course, alleviation of substandard course work, significance lapse of time, extenuating circumstances), and information about the Grade Adjustment Form. Task Force members discussed the implications of the Title 5 language revisions. Mark Vernoy moved approval of this document and Monika Brannick seconded the motion. This procedure was approved for submission to the next SPC Meeting.

• **AP 5030** titled **Fees** – Herman reviewed the recommended revisions to the language in the procedure. He explained that the recommended revisions in
the enrollment fee waiver section were brought to his attention from the auditors. Phill Cerda moved approval of this document and Barb Kelber seconded the motion. This procedure was approved for submission to the next SPC Meeting.

- **AP 5055 titled Enrollment Priorities** – Herman reported that the recommended revisions to this procedure were based on changes in state law that now includes foster youth in Category 1. Task Force members reviewed the language in the procedure. Cody Dean moved approval of this document and Mark Vernoy seconded the motion. This procedure was approved for submission to the next SPC Meeting.

- **AP 5075 titled Course Adds and Drops** – Herman reported that he received a Chancellor’s Office memorandum that was a directive to align the census date with the “W” drop date. He reviewed the recommended language revisions indicated in blue, underlined ink (from the first 30% of the term TO two weeks of the term or before 20% of the course). Task Force members recommended clarifying the revisions by revising the changes to become “...two weeks of the term for semester length courses or before 20% of all other courses.” The second bullet under withdrawal was modified to become: “A drop after the “no notation period” and before between the first 30% of a course and 50% of a course will have a “W” assigned.” Joe clarified that this change from the Chancellor’s Office will result in loss of fund allocation to the District. Monika inquired about the communication process for notifying students and faculty of this change. Barb shared her concerns regarding the negative impact on students who will be prompted to drop courses earlier than before. She explained how detrimental this will be for students in English courses. Perry emphasized the importance of communicating this change to all students. He suggested that all instructors include the “W” drop deadline on their syllabi. Jane questioned the recommended deletion of the language at the end of the procedure recommended by the Policy and Procedure Service as legally required language. Mark and Herman explained that there is no formal intervention program in place. Jane inquired about any current student support programs such as advisement and/or counseling that is focused on students with multiple withdrawals. She indicated that this language is directly from Title 5 Section 55024(a)(11). Mark asked Jane to provide him with legal clarification related to the language highlighted in yellow at the end of this procedure. Mark indicated that he will develop intervention language and review this procedural language with Student Services leaders in preparation for the December 9, 2011 Task Force Meeting. Mark Vernoy motioned to place this procedure on the December 9, 2011 Task Force Agenda for review again. Cody Dean seconded the motion. This procedure will be placed on the December 9, 2011 Task Force Meeting Agenda.
III. Other Items – Discussion and Update on BP/AP 6700 titled Other Facilities Use (Civic Center Act)

President Deegan reported that both BP and AP 6700 titled Other Facilities Use (Civic Center Act) had been reviewed and approved by the Policy and Procedure Task Force as well as SPC. The policy was scheduled to be on the November Governing Board Agenda, but the item was pulled at the request of PFF. President Deegan met with Jane and Mary Dowell, Partner at Liebert Cassidy Whitmore (the firm that vetted the templates used by the Community College League of California’s Policy and Procedure Service), in San Jose while at the League’s Annual Convention. The recommendation is to begin anew and use template language from the Policy and Procedure Service as originally recommended. President Deegan provided the history of the Civic Center Act and the Act’s intention to provide meeting places for community groups. The language in the law clearly delineates the scope of the Civic Center Act for community college campuses. The latest version of BP/AP 6700 that was reviewed by the Policy and Procedure Task Force and SPC also attempted to include details about facilities use and rental. President Deegan’s recommendation is to maintain a separate Civic Center Act policy/procedure and address the rental of facilities in another, newly created policy/procedure as necessary.

IV. Status of Remaining Policies and Procedures – Task Force Members reviewed the list of Policies/Procedures Remaining as of 11/18/11. John suggested that Task Force Members submit as many of the documents as possible to the December 9, 2011 Task Force Meeting. He said that the effects of the policies/procedures that require negotiation can then be identified and reviewed through the established process. Josie requested that all documents for the December Task Force Meeting be submitted by December 1st in order to allow time to address formatting issues and to distribute the documents to members in advance of the meeting.

V. Next Meeting – The next Task Force Meeting is scheduled for Friday, December 9, 2011 from 9:00 a.m. – noon in AA-140.

VI. Adjournment – The meeting adjourned at 10:42 a.m.
Meeting Highlights

Present: Darrell McMullen, Bob Deegan, Berta Cuaron, John Tortarolo, Mark Vernoy, Dan Sourbeer, Monika Brannick, Barb Kelber, Shayla Sivert, Perry Snyder, Kelley Hudson Mac Isaac, Herman Lee, Lisa Hornsby, Susan Coleman, Mea Daum for Laura Gropen, Michelle Barton, Josie Silva, Debra Doerfler, and Jane Wright

I. Review and Approve the November 18, 2011 Meeting Highlights – The November 18 Meeting Highlights were reviewed with no corrections. Monika Brannick moved approval of the highlights as submitted and Dan Sourbeer seconded the motion.

II. Review Recommended Revisions to:
- BP 3430 titled Prohibition of Harassment – John explained that the Task Force is beginning to review policies and procedures that may warrant negotiation of the effects of the particular issue. He asked that the representatives of the constituent groups submit issues through the usual bargaining process. He said that numerous state and federal statutes address prohibition of harassment including the Civil Rights Act, Education Code, Government Code, etc. The Policy and Procedure Service has integrated the language from all of the statutes and current case law into the template language (in red ink) included in BP 3430. John mentioned that the language from the Fair Employment Housing Act is also addressed. Barb inquired about the issues that rise to the level of a complaint. She mentioned that AP 3430 contains some details that may prove difficult regarding curricular matters. Shayla explained that the Palomar Faculty Federation has issued a demand to bargain on this issue. Bob and John clarified that if the Task Force can agree on the language in this document, BP 3430 will be “held” as a first reading. After the issues are negotiated, the goal is to have this policy document move forward through the process. Barb requested that during bargaining, the following sentence be reviewed for possible re-writing as not to create problems: “This policy applies to all aspects of the academic environment, including but not limited to: classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.” John and Barb referenced the paragraph in AP 3430 titled Academic Freedom which states, “This policy works with BP 4030 titled Academic Freedom and is not intended to inhibit or interfere with freedom of expression and freedom of inquiry within the framework of responsibility. It is understood that staff members exercising their rights under Academic Freedom will accept responsibility for both the substance and the manner of
their messages.” Task Force members supported copying this language from AP 3430 and including it in BP 3430 as well. The language was copied and pasted as the new third paragraph of BP 3430. There was discussion on the action to be taken on this policy document. Task Force members agreed to “suspend” this policy for the time being until any negotiable issues could be resolved. The document could then be discussed further and moved through the process.

- **AP 3430** titled **Prohibition of Harassment** – Task Force members reviewed the language in the procedure. John reiterated that the desire is for the Task Force to confirm that the language in AP 3430 is as desired so this document could complete its initial reading and then would be “suspended” pending any negotiable issues to be resolved. Mark shared an example of a case whereby the complaints were filed by a student against a faculty member. Mea raised a question about the person whom the complaint is lodged. John referenced AP 3435 titled Discrimination and Harassment Investigations and Training which contains specifics regarding the complaint process as required by the state Chancellor’s Office. Shayla noted that AP 3430 and AP 3435 were included in the demand to bargain process. Barb discussed the paragraph on the second page of this procedure titled Visual or Written that says, “The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.” Barb explained that this paragraph is concerning to her and asked those bargaining the issue to be cognizant of issues that could arise as part of the curriculum such as in literature or history courses. It was also suggested that the paragraph on academic freedom be moved from the end of this procedure to the third paragraph of the procedure. The language was copied and pasted as the new third paragraph of AP 3430. Task Force members agreed to “suspend” this procedure for the time being until any negotiable issues could be resolved. The document could then be discussed further and moved through the process.

- **AP 3435** titled **Discrimination and Harassment Investigations and Training** – John discussed the complaint process including the requirement to file complaints in a timely process and the method for doing so via the state Chancellor’s Office. Monika suggested that she, Barb, and John meet prior to the official bargaining process to discuss the language. Perry stated that if this document is suspended it can be discussed by any Palomar College group or entity. Monika and Barb will bring this document and those related to it to the attention of the Faculty Senate at their next meeting. Shayla, Perry, Monika, and Barb also agreed that they could meet together to review the language. John offered to join them in their discussion meeting any time. Task Force members agreed to “suspend” this procedure for the time being until any negotiable issues could be resolved. The document could then be discussed further and moved through the process.
• **BP 4030 titled Academic Freedom** – Monika expressed concern that the version of this document she submitted for Task Force review had been altered. Jane explained that she moved the recommended language stating, “Also see BP/AP 7370 titled Use of District Resources for Political Activity, and BP 2716 titled Political Activity, and Article 3 of the Faculty Collective Bargaining Agreement” from the opening paragraph in this policy to the end of the policy for consistency with all other policies and procedures. Monika explained that when she, Barb, and Brent met together, they agreed that the language should be included at the beginning of the policy. After considerable discussion the wording was moved back to the beginning of the policy. Shayla recommended that the wording of this new first paragraph reflect the exact title of the collective bargaining agreement. Jane revised the first paragraph to read, “Also see BP/AP 7370 titled Use of District Resources for Political Activity, and BP 2716 titled Political Activity, and Article 3 of the Agreement Between Palomar Faculty Federation, CFT/AFT and Palomar Community College District.” Task Force members reviewed the revised version of this policy and recommended that the paragraph now at the bottom of page two be moved to the beginning of the document as the new second paragraph. Jane copied the following language and pasted it as the new second paragraph: “Palomar College The District encourages freedom of expression and the free flow and exchange of information and ideas. The College District seeks to protect academic freedom and supports free and unfettered scholarly inquiry.” Task Force members agreed that this revised version of BP 4030 better reflects the academic freedom policy at Palomar College. Berta and President Deegan expressed concern about completing the review of the revised BP 4030 titled Academic Freedom immediately in order to include the revised version in the Accreditation Report. Task Force members discussed the options related to further review of this document so it could be conducted in a timely manner. John advocated that the process be consistent for this policy as with other policies and procedures. President Deegan motioned to approve the document for first reading. Monika moved and Barb seconded the motion. President Deegan asked to rescind his original motion. Barb moved approval of this document pending demand to bargain and Shayla seconded the motion.

• **AP 4030 titled Academic Freedom** – The Task Force members reviewed the recommended revisions to this document. Mark mentioned that the remaining language is not really a procedure. Monika and Barb agreed that all the pertinent language is now found in BP 4030. The Task Force moved to delete AP 4030 titled Academic Freedom as no longer necessary because the salient information is included in BP 4030. John moved deletion of this document and Dan seconded the motion. This procedure will be placed on the next SPC Meeting Agenda and shown as struck through for SPC to consider official deletion.

• **AP 5015 titled Residence Determination** – Herman reviewed the recommended revisions to the language on the last page of the procedure. He explained that the recommended revisions are based on a recent
Chancellor’s Office legal opinion and information sent to districts. The language revision clarifies the residence status of students in the following sentence “A student who is without lawful immigration status may be classified as a resident exempted from nonresident tuition if he/she meets the following requirements.” John moved approval of this document and Shayla seconded the motion. This procedure will be placed on the next SPC Meeting Agenda.

- **AP 5075** titled *Course Adds and Drops* – Herman reported that Jane submitted legal feedback to him from Liebert Cassidy Whitmore, the firm that partners with the Policy and Procedure Service. Since the previous Task Force Meeting, the recommended revisions submitted by Herman and Mark include the following sentence, “Pursuant to AP 4225 titled Course Repetition, the District will notify all students that have excessive W symbols on their record the limitations on withdrawals and provide the opportunity for counseling and educational planning services.” Task Force members reviewed the language in the procedure. Mea asked about the student’s responsibility to add or drop a course. Herman confirmed that the student must still take responsibility to add or drop their courses. Barb conveyed her disappointment in the change to the language under the “Withdrawals” section regarding the necessity for students to drop a course during the first two weeks of the term versus the previous process of during the first 30% of the term. Monika moved approval of this document and Dan seconded the motion. This procedure will be placed on the next SPC Meeting Agenda.

- **AP 6345** titled *Bids and Contracts Using UPCCAA* – Susan reported that Bids and Contracts made using the Uniform Public Construction Cost Accounting Act (UPCCAA) is an option available to districts. She said this procedure covers public projects. Kelley explained that Bids and Contracts using UPCCAA allow Palomar College to expedite the bidding process. She said that the Governing Board has already taken action at a previous Board Meeting to approve the use of UPCCAA and this administrative procedure describes and communicates this process. Dan moved approval of this document and Lisa seconded the motion. This procedure will be placed on the next SPC Meeting Agenda.

- **AP 7211** titled *Faculty Service Areas and Competencies* – John reported that this procedure was last reviewed in April 2011. Monika asked to pull this procedure because the Faculty Senate is currently looking at the retreat rights issue. Kelley said she will ask Phill Cerda to contact Monika. This procedure will be placed on a Task Force Meeting Agenda in early 2012.

- **AP 7250** titled *Educational Administrators* – John reviewed the language in this procedure. Monika asked to pull this procedure because the Faculty Senate is currently looking at the retreat rights issue. Kelley said she will ask Phill Cerda to contact Monika. This procedure will be placed on a Task Force Meeting Agenda in early 2012.

### III. Review Schedule for 2012 BPs/APs for Task Force Review

Task Force Members discussed the importance of completing the policy/procedure updating process this academic year. Josie reminded members that she
provided them with a list of policies/procedures that remain. Task Force members agreed to focus on reviewing the remaining documents in the spring.

IV. **Next Meeting** – The next Task Force Meeting is scheduled for Friday, **January 27, 2012** from 9:00 a.m. – noon in AA-140.

V. **Adjournment** – The meeting adjourned at 11:23 a.m.
Palomar College Policy/Proced. Review Task Force Meeting  
Friday, March 16, 2012  
9:00– Noo in AA-140

Meeting Highlights

Present:  Bob Deegan, Berta Cuaron, John Tortarolo, Mark Vernoy, Joe Newmyer, Dan Sourbeer, Monika Brannick, Shannon Lienhart, Lisa Hornsby, Susan Coleman, Mea Daum for Laura Gropen, Michelle Barton, Debra Doerfler, and Jane Wright

I. Welcome – President Deegan called the meeting to order at 9:10 a.m. and welcomed the members to the first Policy and Procedure Task Force Meeting of 2012.

II. Review and Approve the December 9, 2011 Meeting Highlights – The December 9 Meeting Highlights were reviewed with no corrections. Monika Brannick moved approval of the highlights as submitted and Michelle Barton seconded the motion.

III. Continue Reviewing the Remaining Policies and Procedures:

• AP 4045 titled Tutorial Services Program – Berta reported that this procedure was reviewed by the Instructional Services Office, the Faculty Senate’s BSI Committee, and the Tutorial Services staff. John moved approval of this document as submitted and Michelle seconded the motion. This procedure will be placed on the next SPC Meeting Agenda.

• BP 4231 titled Grade Changes – Berta explained that the Instructional Services Office worked with the Faculty Senate to review this policy and draft the recommended revisions. John moved approval of this document as submitted and Berta seconded the motion. This policy will be placed on the next SPC Meeting Agenda.

IV. Review Table of Remaining Policies and Procedures – Task Force Members reviewed each document included on this list to determine when the document could be placed on the Task Force Meeting Agenda. Task Force members agreed to focus on reviewing the remaining documents in the spring. The following is a list of the documents remaining, responsible individual(s), and date for review of the document.
<table>
<thead>
<tr>
<th>Document</th>
<th>Individual(s)</th>
<th>Date</th>
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<tbody>
<tr>
<td>AP 2714 Distribution of Tickets or Passes</td>
<td>Susan</td>
<td>4-20-12</td>
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<tr>
<td>AP 3250 Institutional Planning</td>
<td>Michelle</td>
<td>4-20-12</td>
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<tr>
<td>AP 3420 Equal Employment Opportunity</td>
<td>John</td>
<td>4-20-12</td>
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<td>BP/AP 3430 Prohibition of Harassment</td>
<td>John</td>
<td>4-20-12</td>
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<td>AP 3435 Discrimination/Harassment Invest.</td>
<td>John</td>
<td>4-20-12</td>
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<tr>
<td>AP 3500 Campus Safety</td>
<td>Mark</td>
<td>4-20-12</td>
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<tr>
<td>AP 3502 Campus Security and Access</td>
<td>Mark</td>
<td>4-20-12</td>
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<tr>
<td>AP 3515 Reporting of Crimes</td>
<td>Mark/Shannon</td>
<td>5-11-12</td>
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<tr>
<td>BP 3517 Timely Warnings</td>
<td>Mark</td>
<td>4-20-12</td>
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<tr>
<td>BP 3560 Alcoholic Beverages</td>
<td>Bob/Legal Counsel</td>
<td>4-20-12</td>
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<tr>
<td>BP/AP 3710 Securing of Copyright</td>
<td>John</td>
<td>4-20-12</td>
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<tr>
<td>BP/AP 3715 Intellectual Property*</td>
<td>Berta/Shannon</td>
<td>4-20-12</td>
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<tr>
<td><em>(Reference Article 511 in current PFF Contract)</em></td>
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<tr>
<td>BP/AP 3720 Computer and Network Use</td>
<td>Joe/John/Shannon/Susan</td>
<td>5-11-12</td>
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<tr>
<td>AP 3750 Copyrighted Material</td>
<td>John</td>
<td>4-20-12</td>
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<tr>
<td>BP/AP 3830 Naming of Facilities</td>
<td>Bob/Joe/Rich</td>
<td>4-20-12</td>
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<td>BP 3900 Speech: Time, Place, Manner</td>
<td>Mark/Monika</td>
<td>4-20-12</td>
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<td>BP/AP 4025 Phil/Criteria for A.S. &amp; GE</td>
<td>Berta</td>
<td>4-20-12</td>
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<td>BP/AP 4030 Academic Freedom</td>
<td>John/Shannon</td>
<td>4-20-12</td>
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<td>AP 4104 Contract Education</td>
<td>Berta/Senate/Shannon</td>
<td>5-11-12</td>
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<tr>
<td>BP 4220 Standards of Scholarship</td>
<td>Berta/Senate</td>
<td>4-20-12</td>
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<tr>
<td>AP 4231 Grade Changes</td>
<td>Berta/Monika/Shannon/Herman</td>
<td>4-20-12</td>
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<tr>
<td>BP 4300 Field Trips and Excursions</td>
<td>To SPC in April</td>
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<tr>
<td>BP 5500 Standards of Conduct</td>
<td>Mark</td>
<td>5-11-12</td>
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<tr>
<td>AP 5510 Off-Campus Student Orgs.</td>
<td>Mark/Police</td>
<td>5-11-12</td>
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<tr>
<td>AP 6345 Bids and Contracts UPCCAA</td>
<td>Joe/Susan</td>
<td>4-20-12</td>
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<tr>
<td>BP/AP 6700 Other Facilities Use (Civic Ctr)</td>
<td>Joe</td>
<td>4-20-12</td>
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<tr>
<td>AP 7120 Recruitment and Hiring</td>
<td>John/Senate</td>
<td>5-11-12</td>
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<tr>
<td>BP/AP 7211 Faculty Service Areas/Comp.</td>
<td>John/Berta/Senate</td>
<td>5-11-12</td>
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<tr>
<td>AP 7250 Educational Administrators</td>
<td>John</td>
<td>4-20-12</td>
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<tr>
<td>BP 7361 Academic Due Process</td>
<td>Berta/Senate/John</td>
<td>5-11-12</td>
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<tr>
<td>AP 7850 Exchange Program</td>
<td>Senate/Berta</td>
<td>4-20-12</td>
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<tr>
<td>AP 7875 Controlled Substance Testing*</td>
<td>John</td>
<td>4-20-12</td>
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<tr>
<td>*18 passenger buses/DOT</td>
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V. **Preview of Legal Update 20 Revisions** – Task Force members reviewed the list of 44 documents scheduled to be included in legal Update 20 due to be disseminated to member districts of the Community College League’s Policy and Procedure Subscriber Service at the end of March or early April.

VI. **Final Meetings of the Academic Year** – The next Task Force Meeting is scheduled for Friday, **April 20, 2012** from 9:00 a.m. – noon in AA-140 and the final meeting of the spring semester is scheduled for Friday, **May 11, 2012**.

VII. **Adjournment** – The meeting adjourned at 10:09 a.m.
Palomar College Policy/Proced. Review Task Force Meeting
Friday, April 20, 2012
9:00– Noon in AA-140

Meeting Highlights

Present: Darrell McMullen, Bob Deegan, John Tortarolo, Mark Vernoy, Joe Newmyer, Dan Sourbeer, Shannon Lienhart, Lisa Hornsby, Susan Coleman, Michelle Barton, Karen Boguta, Debra Doerfler, and Jane Wright

I. Welcome – President Deegan called the meeting to order at 9:08 a.m.

II. Review and Approve the March 16, 2012 Meeting Highlights – The March 16 Meeting Highlights were projected on the screen and reviewed with no corrections. Michelle moved approval of the highlights as submitted and Dan seconded the motion.

III. Continue Reviewing the Remaining Policies and Procedures:

- **AP 3520** titled Local Law Enforcement – Karen presented this procedure by explaining that the Policy and Procedure Service clarified the definition of a pastoral counsel in legal Update 20 disseminated to districts in early April 2012. Task Force members reviewed this procedure. John moved approval of AP 3520 and Dan seconded the motion. This document will be placed on the next SPC Meeting Agenda.

- **AP 2714** titled Distribution of Tickets or Passes – Joe commented that the current version of this document does not clearly indicate the struck through language recommended by the Policy and Procedure Service (in red ink). Jane referred to Susan and Debra who had collaborated on revising this document. Susan explained that the language in the original AP 2714 template reiterated the language in Title 2. Therefore, she had recommended inserting a reference to complying with the Title 2 Section 18944.1 requirements (at the end of the first paragraph). President Deegan suggested that this procedure be placed on the May 11 Task Force Meeting Agenda so that all of the language recommended for deletion could be reviewed. Dan moved that AP 2714 be placed on the May 11 Task Force Agenda and Mark seconded the motion.

- **BP 3250** titled Institutional Planning – Michelle explained that this policy on Institutional Planning is presented with updates to reflect additional plans and address processes. Task Force members reviewed this policy. Dan moved approval of BP 3250 and Joe seconded the motion. This document will be placed on the next SPC Meeting Agenda.
Palomar College Policy/Proced. Review Task Force Meeting  
Friday, April 20, 2012

- **AP 3250** titled **Institutional Planning** – Michelle explained that this procedure further delineates the District’s institutional planning processes. Task Force members reviewed and approved this procedure. John moved approval of AP 3250 and Joe seconded the motion. This document will be placed on the next SPC Meeting Agenda.

- **BP 3410** titled **Nondiscrimination** – John and Jane explained that the language revisions in BP 3410 were recommended by the League’s Policy and Procedure Service to reflect revisions in the law regarding protected categories. President Deegan reported that Monika had sent him an email indicating her appreciation that these protected categories be updated in this policy. Shannon asked that this policy be tabled and not move beyond the Task Force until key issues had been negotiated. John moved that BP 3410 may be submitted to SPC pending the outcome of negotiations. Mark suggested that the item be tabled and brought back at a later date. The group agreed to table the item until it had been negotiated.

- **BP 3430** titled **Prohibition of Harassment** – John explained that the language revisions in BP 3430 were recommended by the League’s Policy and Procedure Service in recently released legal Update 20 to reflect revisions in the law regarding protected categories. Shannon requested that this policy be tabled and not move beyond the Task Force until key issues had been negotiated. John moved that BP 3430 be tabled and brought back at a later date, Dan seconded the motion. The group agreed to table the item until it had been negotiated.

- **AP 3430** titled **Prohibition of Harassment** – John explained that the language revisions in AP 3430 were recommended by the League’s Policy and Procedure Service in recently released legal Update 20 to reflect revisions in the law regarding protected categories. Shannon requested that this procedure also be tabled and not move beyond the Task Force until key issues had been negotiated. John moved that AP 3430 be tabled and brought back at a later date, Mark seconded the motion. The group agreed to table the item until it had been negotiated.

- **AP 3435** titled **Discrimination and Harassment Investigations and Training** – John explained that the language revisions in AP 3435 were recommended also by the League’s Policy and Procedure Service in legal Update 20 to reflect revisions in the law regarding the intake and processing of harassment or discrimination complaints, the investigation of complaints, remedies for complainants, and the dissemination of policy and procedures. Shannon asked that this procedure also be tabled and not move beyond the Task Force until key issues had been negotiated. The group agreed to table the item until it had been negotiated.
• **AP 7270** titled *Student Workers* – John explained that the language revisions in AP 7270 were recommended by the League’s Policy and Procedure Service in legal Update 20 to reflect the addition of Government Code Section 18220 giving preference to present and former foster children for student assistant positions. Joe asked that the application for student workers be revised accordingly. John further clarified that student workers are not employed more than 20 hours per week. Shannon asked that this procedure be tabled and not move beyond the Task Force until key issues had been negotiated. John moved that AP 7270 be tabled and brought back at a later date, Mark seconded the motion. The group agreed to table the item until it had been negotiated.

• **AP 7365** titled *Discipline and Dismissal – Classified Employees* – John reported that the language revisions in AP 7365 were recommended by the League’s Policy and Procedure Service to correct a typographical error. Shannon expressed confusion regarding the title and the lack of classified employee representation at the meeting to review this document. John explained that this procedure had been approved by SPC on May 17, 2011, and the only revision to the document is the addition of two words. Dan moved approval of AP 7365 and Bob seconded the motion. This document will be placed on the next SPC Meeting Agenda.

• **AP 2712** titled *Conflict of Interest Code* – John explained that he sought district legal counsel review of this procedure. District legal counsel removed much of the language that reiterated Title 2 Section 18730 so the procedure would be more concise and contain the key details. An appendix was created to accompany the procedure. The appendix lists the Government Code Section 87200 filers, the code filers, and the six categories. Task Force members reviewed this procedure. Dan moved approval of AP 2712 and Joe seconded the motion. This document will be placed on the next SPC Meeting Agenda.

• **BP 2015** titled *Student Trustee* – Jane reported that the language revisions in BP 2015 were recommended by the League’s Policy and Procedure Service to address the recall of student trustees and reflect the amendment of Education Code Section 72023.5 eliminating the requirement that a non-voting student member of the Governing Board be a resident of California. Task Force members reviewed this policy. Dan moved approval of BP 2015 and Joe seconded the motion. This document will be placed on the next SPC Meeting Agenda.

• **BP 2100** titled *Governing Board Elections* – Jane reported that the language revisions in BP 2100 were recommended by the League’s Policy and Procedure Service to reflect the addition of Education Code Section 72036 allowing Governing Boards to change to trustee areas. President Deegan explained that the Governing Board at Palomar recently completed an in-depth
study of this issue. It was determined that trustee areas are not necessary and the Palomar Community College District Governing Board members could continue to be elected at large. Jane inquired about retaining the notation about Education Code Section 72036 at the bottom of the policy where notations have been routinely made. Task Force members agreed with moving the notation to the end of the document. Dan moved approval of BP 2100 and Joe seconded the motion. This document will be placed on the next SPC Meeting Agenda.

- **BP 3820 titled Gifts, Donations, and Bequests** – Jane explained that the language revisions in BP 3820 were recommended by the League’s Policy and Procedure Service to reflect revisions in the law regarding protected categories. Task Force members reviewed this policy. Dan moved approval of BP 3820 and John seconded the motion. This document will be placed on the next SPC Meeting Agenda.

- **BP 6550 titled Disposal of District Personal Listed Property** – Jane explained that the language revisions in BP 6550 were recommended by the League’s Policy and Procedure Service to reflect the recent repeal of Education Code sections. Task Force members reviewed this policy. Joe moved approval of BP 6550 and Michelle seconded the motion. This document will be placed on the next SPC Meeting Agenda.

- **BP 6975 titled Bookstore and Food Services** – Jane explained that the language revisions in BP 6975 were recommended by the League’s Policy and Procedure Service to include a reference to the Reader Privacy Act. Mark asked about the Reader Privacy Act. Jane projected the language from Civil Code Section 1798.90. She mentioned that the policy on library and other instructional support services (BP 4040) will also reflect a notation about the Reader Privacy Act. She said that BP 4040 will likely be included on the May 11 Task Force Agenda. Joe moved approval of BP 6975 and Michelle seconded the motion. This document will be placed on the next SPC Meeting Agenda.

IV. **Final Meeting of the Academic Year** – The final meeting of the spring semester is scheduled for Friday, **May 11, 2012** in **AA-140** from 9:00 a.m. - noon.

V. **Adjournment** – The meeting adjourned at 9:56 a.m.
Palomar College Policy/Proced. Review Task Force Meeting  
Friday, May 11, 2012  
9:00– Noon in AA-140

Meeting Highlights

Present: Berta Cuaron, John Tortarolo, Mark Vernoy, Joe Newmyer, Dan Sourbeer, Shannon Lienhart, Brent Gowen, Monika Brannick, Herman Lee, Susan Coleman, Phill Cerda, Sherry Titus, Michelle Barton, Debra Doerfler, and Jane Wright

I. Welcome – Berta called the meeting to order at 9:10 a.m.

II. Review and Approve the April 20, 2012 Meeting Highlights – The April 20 Meeting Highlights were projected on the screen and reviewed with no corrections. Michelle moved approval of the highlights as submitted and Dan seconded the motion.

III. Continue Reviewing the Remaining Policies and Procedures:

- AP 2714 titled Distribution of Tickets or Passes – Susan and Joe explained that the version of AP 2714 being reviewed at this meeting clearly indicates the newly proposed language in green ink as well as the struck through language (in red ink). Task Force members reviewed the newly proposed language. It was decided that the item, as written, is to be reviewed by legal counsel and brought back in the Fall. All agreed. (Proposed version dated 5/9/12)

- BP 3900 (formerly 5550) titled BP 3900 Speech – Time, Place, and Manner – Monika reported that this document had been sent to the Senate by Vice President Vernoy and the PFF. Jane underscored the importance of adhering to the League’s Policy and Procedure template for BP 3900 titled Speech: Time, Place, and Manner as this recommended language has been carefully vetted by the firm of Liebert Cassidy Whitmore. She stated that if the recommended language is altered in any way, this policy should be reviewed and approved by Palomar College’s legal counsel to ensure compliance with the law. Many districts have become embroiled in law suits regarding speech issues because those districts altered the legally-vetted language. Sherry explained that an issue is off-campus petitioners who oftentimes stand outside classroom doors in an attempt to gather student signatures. Shannon suggested that this speech policy needs further review. Shannon moved to “table” BP 3900 and Mark seconded the motion. This document will be placed on a future Task Force Agenda. (Proposed version dated 1/21/11)
• **BP 4025** titled **Philosophy and Criteria for Associate Degree and General Education** – Berta thanked Brent and the Senate for drafting the language for this policy and the related procedure. Susan mentioned that all other policies and procedures do not include the title of the Title 5 Section in the references. Jane re-formatted the legal references to be consistent with all other policies/procedures. Susan also suggested that the numbered items in the first two paragraphs be re-formatted to a bulleted list for improved readability and consistency with other policies/procedures. Mark moved approval of BP 4025 and Dan seconded the motion. This document will be placed on the next SPC Meeting Agenda. (Draft version dated 5/11/12)

• **AP 4025** titled **Philosophy and Criteria for Associate Degree and General Education** – Jane re-formatted the legal references in this procedure to be consistent with all other policies/procedures. Brent clarified that the template provided by the League’s Policy and Procedure Service only provided bulleted items for districts to address in AP 4025. Phill noted that all other policies/procedures use the term “District” rather than “College.” This change (from “College” to “District”) was made in paragraph one as well as paragraph two. The first paragraph was revised to become “District procedures regarding Associate Degrees and General Education will follow from the philosophy and criteria expressed in BP 4025 titled Philosophy and Criteria of Associate Degree and General Education and from the requirements delineated in pertinent sections of Education Code, Title 5, and Accreditation Standards.” Mark moved approval of AP 4025 and Michelle seconded the motion. This document will be placed on the next SPC Meeting Agenda. (Draft version 3/25/12)

• **AP 4105** titled **Distance Education** – A motion to add this item was made: Monika had copies of AP 4105 made and disseminated to Task Force members. She reviewed the recommended revisions to the document. Phill caught a redundancy in the language in the third paragraph. Task Force members recommended re-wording the sentence under the Certification Header to be: “When approving courses to be offered through distance education, the Curriculum Committee will certify the following:” Phill sought clarification from Monika and Berta regarding terminology used in distance education. Dan suggested wording revisions in the Course Quality Determinations bullet. Brent recommended the word “on-line” be revised to become “online.” Berta requested that the Office of Primary Responsibility be revised to read “Faculty Senate and Instructional Services.” Monika suggested a wording revision for a bulleted item addressing a successful review of the course (rather than a successful evaluation of the course). Jane made notes of all requested revisions and confirmed that she would make those modifications to the document immediately following the meeting. Monika moved approval of AP 4105 and Dan seconded the motion. This document will be placed on the next SPC Meeting Agenda. (Draft version 9/24/11)
• **AP 4220** titled **Standards of Scholarship** – Task Force members noted the agenda incorrectly listed this as BP 4220. Task Force members asked Jane to insert the list of specific Title 5 Sections related to standards of scholarship in the legal references. Jane added Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq. Monika requested that the Faculty Senate be listed first in the sentence about the delegation of the authority and responsibility. The sentence was modified to list the Faculty Senate first and the Chief Instructional Officer second. Herman explained that Student Services is responsible for the enforcement and operation of the standards of scholarship component. Mark agreed with Herman but indicated that the language in this procedure is fine as submitted. Monika moved approval of **AP 4220** and Dan seconded the motion. This document will be placed on the next SPC Meeting Agenda. (Draft as of 4/28/09)

• **AP 4231** titled **Grade Changes** – Dan caught an error in the second bullet under “Security of Student Records.” He recommended the deletion of word “be.” Shannon expressed concern that PFF had not had an opportunity to review this procedure with the Faculty Senate. Monika explained that the issue is not with the procedure but with the process. Shannon clarified that she still has issues with the language in this procedure and wishes to check with the Faculty Senate for further clarification. John commented that if a discrimination complaint is lodged, the issue is handled separately under a different process. Jane highlighted the specific web link for the grade change form and suggested that it may be prudent to reference the District website rather than list a specific link to avoid the necessity to revise this procedure if the link changes or becomes a broken link in the future. Shannon requested that this procedure be tabled. Michelle moved to table **AP 4231** and Joe seconded the motion. This document will be placed on the first Task Force Meeting Agenda of the Fall semester. (Draft as of 11/20/09)

• **AP 4250** titled **Probation** – Dan asked for clarification of the language in lines 96-98 versus 100-101. Herman explained that the District dismisses only once a year after the spring semester. Herman said the language in this procedure accurately reflects the process used by the District. Brent moved approval of **AP 4250** and Joe seconded the motion. This document will be placed on the next SPC Meeting Agenda. (Draft as of 5/11/12)

• **BP 4300** titled **Field Trips and Excursions** – Berta recommended that the word “chaperons” be revised to become “chaperones.” Mark explained that the spelling of that word is acceptable either way. Michelle confirmed that Wikipedia uses both spellings. The word was revised to become “chaperones.” Brent asked about the removal of the wording from the current policies and noted that it should be presented in strike-out format for clarity. There were no other substantive revisions to this policy. Dan moved approval of **BP 4300** and
Joe seconded the motion. This document will be placed on the next SPC Meeting Agenda. (Draft as of 10/28/07)

- **AP 5012 titled International Students** – Herman explained that the District has had issues with insurance purchased in foreign countries. Joe inquired about the cost of insurance. The language in the first paragraph was revised to read: “Palomar College 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 Palomar College the District and the Immigration and Naturalization Service applicable state and federal laws/regulations. They International students pay nonresident tuition and a capital outlay fee in addition to college enrollment fees (see AP 5020 titled Nonresident Tuition and AP 5030 titled Fees for more information on fees and exemptions). The International Student District’s Office of International Education of Palomar College 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.” Herman said that as long as a valid United States insurance policy is purchased, an exception can be made to the requirement for purchasing a District-approved policy. Joe moved approval of AP 5012 and Mark seconded the motion. This document will be placed on the next SPC Meeting Agenda. (Item previously SPC approved 4/8/08. Herman’s updated version 4/24/12)

- **AP 5013 titled Students in the Military** – Task Force members reviewed the language in this procedure. Dan moved approval of AP 5013 and Michelle seconded the motion. This document will be placed on the next SPC Meeting Agenda. (Proposed revisions as of 5/1/12)

- **AP 5020 titled Nonresident Tuition** – Task Form members noted that the Agenda incorrectly listed this as BP. Susan recommended moving the Education Code references from the body of the procedure to the legal references listing at the beginning of the document to be consistent with other policies and procedures. She also noted that the numbered items in the last paragraph need to be re-formatted as bullets. Mark requested that Student Service be added to the Office of Primary Responsibility. The second paragraph was revised to become: “Exemptions to the nonresident tuition fee requirements include any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet all of 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 by an accredited institution of higher education 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."

Dan moved approval of BP 5020 and Joe seconded the motion. This document will be placed on the next SPC Meeting Agenda. (Draft as of 5/1/2012)

• **BP 6450** titled **Cellular or Wireless Phone-Mobile Device Use** – Task Force members recommended that the title of this policy and the related procedure be changed from “Cellular or Wireless Phone/Mobile Device Use” to “Wireless Communication Devices.” Jane made similar revisions throughout the document to reflect the new title wording. Task Force members recommended the following revisions to the second to last paragraph in this policy: “Motor vehicle drivers may not use wireless or cellular telephones communication devices while operating vehicles on District business without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.” John moved approval of BP 6450 and Joe seconded the motion. This document will be placed on the next SPC Meeting Agenda. (Revision as of 4/30/12)

IV. **Adjournment** – The meeting adjourned at 10:12 a.m.

**NOTE:** The Task Force took a five minute break at 10:45 A.M. When the meeting resumed, there was no longer a quorum of members. The following items were not formally addressed and will need to be brought back in the Fall

- AP 6450 titled Cellular or Wireless Phone/Mobile Devise Use (Draft as of 4/30/12)

- BP 7361 titled Academic Due Process – Monika expressed wanting it moved to Chapter 4. John expressed that the wording narrows the focus and that if adopted additional items would be needed for the other groups. (Draft as of 12/12/08) This is incorrect, the MCV is dt 5/8/12.

- AP 7850 titled Exchange Program – (Draft as of 8/13/08)

The following items listed as “currently tabled” on the May agenda were not discussed and require Task Force review and approval. All were tabled at the request of PFF at a prior meeting.

- BP 3430 Prohibition of Harassment
  - AP 3430 Prohibition of Harassment
  - AP 3435 Discrimination and Harassment Investigations Training
  - AP 7270 Student Workers
**Policies and Procedures Committee Meeting**

**Meeting Highlights**

**October 5, 2012**

**Present:** Bob Deegan, Darrell McMullen, Barb Kelber, Greg Larson (for Perry Snyder), Shannon Lienhart, Mike Dimmick, Lisa Hornsby, Johnathan Farmer, Dan Sourbeer (for VP Cuaron), Kendyl Magnuson (for VP Vernoy), Suzanne Sebring (for VP Perez), Debra Doerfler, Karen Boguta (guest).

**Absent:** John Tortarolo, Debbi Claypool/CCE

**Call to order:** Bob called the first meeting of the 2012/13 year to order at 9:10 A.M.

1. **Introductions/Overview** Bob provided an overview on the P&P Committee and outlined the processes that policies and procedures flow through prior to becoming official. He explained the change from a Task Force to a Committee and thanked everyone for their commitment. Participants introduced themselves.

2. **Review and Approve the May 11, 2012 Meeting Highlights:** The Highlights were projected on the screen and reviewed with no changes. Dan moved approval of the Highlights as submitted and Mike seconded the motion. The motion passed, with Farmer and Sebring abstaining.

3. **REVIEW/DISCUSS (First reading)**

   Bob requested that AP 3500, AP 5530, BP 3517 be reviewed first to accommodate a schedule conflict.

   - **AP 3500 – Campus Safety:** (Draft version dated 4/15/12) Karen discussed the purpose of this AP and noted that the bulk of the language follows the CCLC’s suggested language. She explained the application of the procedure to the campus and District properties. Discussion followed and a question regarding the NOTE (*The red ink signifies…*) at the bottom of the page was asked by Shannon. It was explained that this NOTE is not part of the procedure (they are on all of the policies and procedures when drafted); that the wording for the draft policies and procedures all comes from the CCLC’s policy and procedures service (of which Palomar subscribes to) and that the CCLC legal counsel drafts the language. Furthermore, it was explained that any staff changes to the draft CCLC language are identified with a different color font (and also mentioned in the NOTE.) Debra agreed to send an email to the group with the definitions of “legally required,” “legally advised,” and “suggested as good practice.” At the end of the meeting Barb motioned to approve the first reading and move to second reading, Johnathan seconded.

   - **AP 3515 – Reporting Crimes:** (Draft version dated 4/15/12) Karen talked about this procedure and Committee members reviewed the proposed language. There were no specific questions or concerns voiced regarding the language of this item. At the end of the meeting Barb motioned to approve the first reading and move to second reading, Johnathan seconded.

   - **BP 3517 – Timely Warning - (Recommend Deletion):** Karen and Debra explained that this BP was recommended by the Police Dept. (PD) in 2008 and was to be unique to Palomar. Prior to drafting BP 3517 PD incorporated the wording of Timely Warning into AP 3515. Debra displayed AP 3515 to show where the timely warning wording was located in AP 3515. Karen recommended “deletion” of BP 3517; Debra displayed the skeleton of the BP created by CCLC which was never filled in by the PD. Barb motioned to approve the first reading and move to second reading for deletion, Lisa seconded.
The committee returned to the scheduled agenda and considered the following items:

- **BP 2730 – Health Benefits:** Bob discussed and the group reviewed the BP. Shannon asked about the term “non-safety employee.” At the end of the meeting Barb motioned to approve the first reading and move to second reading, Johnathan seconded.

- **BP 2750 – Governing Board Member Absence from the State:** Bob discussed and the group reviewed the BP. At the end of the meeting Barb motioned to approve the first reading and move to second reading, Johnathan seconded.

- **AP 5530 – Student Rights and Grievances.** Sherry Titus was not present to discuss this item the group agreed to table the item until the next meeting.

- **AP 6450 – Cellular or Wireless Phone-Mobile Device Use:** Bob reviewed the AP and shared that it deals with IRS code and tax implications. Suzanne stated that Ron would be able to address this item more thoroughly at the November meeting. At the end of the meeting Barb motioned to approve the first reading and move to second reading, Johnathan seconded.

- **AP 7875 – Drug and Alcohol Testing, (CCLC #6950) – (Recommend Deletion)** Mike talked briefly about this AP noting that at one time the District did have 16+ passenger vehicles and that a procedure was needed at that time. President Deegan affirmed that if the District acquires vehicles in the future that fall under the code cited in the procedure that the District would be required to adopt this procedure at that time. Debra explained that AP 7875 is referenced in the following AP’s/BP’s and those references to AP 7875 need to be removed.
  - BP 3550 – Drug Free Environment and Drug Prevention Program
  - AP 3550 – Drug Free Environment and Drug Prevention Program
  - BP 3560 – Alcoholic Beverages
  - AP 7127 – Employment of Applicants w Criminal Records

  At the end of the meeting Barb motioned to approve the first reading and move to second reading AP 7875 (for deletion), BP/AP 3550, BP 3560, and AP 7127 (for the removal of the references to AP 7875), Johnathan seconded.

4. **Update on items currently tabled:** Debra explained that this section of the agenda is for items that are specifically tabled vs. items that are “in process” and that this will be a regular section on the agenda.

- **BP 3430 Prohibition of Harassment – Shannon stated she had requested the item be tabled in order to review the definition of harassment and that this was not a matter of negotiation. She indicated it could be brought forward in November.**

- **AP 3430 Prohibition of Harassment – Barb noted that the Senate wanted to look at the definition of harassment and the issue of “in the classroom.”**

- **AP 3435 Discrimination and Harassment Investigations Training – Shannon indicated PFF was having legal counsel review this item.**
• AP 7270 Student Workers – Lisa agreed to follow up with John on this item.

5. **Other Items**

• AP 4231 Grade Changes. Shannon stated that PFF and the Senate were reviewing.

• AP 7120 Recruitment and Hiring. Barb asked about this item. Lisa indicated John was going to be speaking with the Senate and she agreed to get a status update from John.

• Shannon asked about AP 2714 Distribution of Tickets/Passes and BP 3900 Speech Time Place and Manner. Bob noted that the VP’s are working on these two items.

6. **Adjournment**

The meeting adjourned at 9:58 A.M.
Policies and Procedures Committee Meeting

Meeting Highlights

November 2, 2012

Present: Bob Deegan, Darrell McMullen, Barb Kelber, Perry Snyder, Shannon Lienhart, Lisa Hornsby, Dane Thorp, Berta Cuaron, Mark Vernoy, Susan Coleman (for VP Perez), John Tortarolo, Michelle Barton, Debra Doerfler, Karen Boguta (guest), Greg Larson (guest), Dan Sourbeer

Absent: Debbi Claypool/CCE, Mike Dimmick/AA

Call to order: Bob called the meeting to order at 9:10 A.M.

1. Review and Approve the October 5, 2012 Meeting Highlights: The Highlights were projected on the screen and reviewed with no changes. Barb moved approval of the Highlights as submitted and Dan seconded the motion.

2. SECOND READING

BP 2730 – Health Benefits: Committee members reviewed the language in this policy. John moved approval of BP 2730 and Dan seconded the motion. Susan asked about the updated wording; John explained that the wording is accurate. This document will be placed on the next SPC Meeting Agenda.

BP 2750 – Governing Board Member Absence from the State: Task Force members reviewed the language in this policy. John moved approval of BP 2750 and Mark seconded the motion. Susan asked about the process used in appointing an interim member; she cited BP/AP 2110 as having some language related to this item. John explained that one situation is temporary and the other permanent, the group discussed and noted there is no corresponding BP 2750. The group discussed changing the title to remove the “from the state” portion. Barb motioned to table until the research could be done on removing the “from the state” portion of the title and inserting additional wording to clarify processes for making temporary appointments to the Board. Item tabled.

BP 3517 – Timely Warning: (Recommend Deletion) Mark motioned to delete, Michelle Barton seconded. Karen explained that prior to drafting BP 3517 PD incorporated the wording of Timely Warning into AP 3515. This document will be placed on the next SPC Meeting Agenda.

AP 3500 – Campus Safety: Mark motioned to approve, Barb seconded. There was a question about the word “Plan” in the title. It was suggested the word “Plan” be deleted from the title. Bob suggested AP 3500 be tabled until it could be determined whether the College needs to have a “campus safety plan” (separate from the Clery Report) and to determine what citation makes that a requirement. Also for consideration is a reference to a campus emergency plan (if one exists). Motion to table Dan; seconded by Michelle, item tabled.

AP 3515 – Reporting Crimes: Mark motioned to approve, Dan seconded. The group reviewed and voted to approve AP 3515 with no discussion. This document will be placed on the next SPC Meeting Agenda.
AP 6450 – Cellular or Wireless Phone-Mobile Device Use: Mark motioned to approve, Barb seconded. Susan discussed the item and how the laws have changed over the years and that the tax laws have not kept up with technology changes. Shannon asked for clarification regarding the negotiated portion of this item. John explained the process that was used years ago and the process that is now in place: That a stipend is now paid. The only District phones are in IS/IT and users are asked to use them only for District purposes. Susan and John confirmed that the procedure as written is being adhered to. John asked about the Note: “The value of the business….“ Barb motioned to approve with the omission of lines 29-42, Dan seconded the motion. This document will be placed on the next SPC Meeting Agenda.

AP 7875 – Drug and Alcohol Testing – (Recommend Deletion)CCLC #6950: John motioned to delete, Mark seconded. John explained that the District no longer has any vehicles that relate to the DOT regulations associated with this AP. The group voted to approve the deletion of AP 7875 with no discussion. This document will be placed on the next SPC Meeting Agenda.

John motioned to table AP 3550 – Drug Free Environment and Drug Prevention Program (Presented for removal of references to AP 7875), seconded by Dan. John explained that there is some duplicate language in this item that needs to be reviewed. The group approved tabling until some duplicate language in AP 3550 can be addressed.

John motioned to approve and Berta seconded approval of the changes in the following three policies and procedures to remove references to AP 7875, correct sentence structure related to that reference removal and change the word “current” to “former.”

- **BP 3550 – Drug Free Environment and Drug Prevention Program**: Susan noted that the reference to BP 3560 in this BP says “Serving of Alcoholic Beverages and it should be simply “Alcoholic Beverages.” Debra made the change.
- **BP 3560 – Alcoholic Beverages**
- **AP 7127 – Employment of Applicants w Criminal Records**

3. **FIRST READING**

**BP 3410 – Nondiscrimination**: John explained that the new wording from legal Update 20 is legally required to more specifically identify gender expression as protected groups by the state and to protect genetic information from being used in any discriminatory purpose. Okay to move to second reading in December.

**AP 3410 – Nondiscrimination (Recommend Deletion)**. John explained that AP 3410 contains overlapping language with the Board Policy and it is therefore not needed and can be deleted. This document will move to second reading in December.
BP 4030 – Academic Freedom Rev. 12-9-11. Barb asked if this could be reviewed before BP/AP 3430; she discussed the work the Senate and HRS has done on this item, Shannon indicated the PFF is comfortable with this as written. Okay to move to second reading in December.

BP 3430 – Prohibition of Harassment (previously tabled). Barb expressed that BP 3430 is okay. Move to second reading in December.

AP 3430 – Prohibition of Harassment (previously tabled) Barb expressed that faculty feels there is too much duplicated language in this AP. She explained that she felt it would be a stronger AP if it included less specificity and was broader. She suggested deleting lines 43 starting with “For example, repeated derisive...” and continuing through line 92 “...whether the conduct unreasonably...” and the language beginning at line 129; “Harassment” – through line 160 “...learning or work.” John talked about the process that happens if there is a harassment case. He suggested that legal counsel review with the deletions to see if it is appropriate to incorporate the deletions.

BP 7361 – Academic Due Process Rev. 5-8-12. Susan asked about the title, the group discussed the title and the language of the BP. Mark suggested a chart similar to the one included in AP 5530 be drafted. Barb offered to take the item and work on creating a chart with input from the Faculty Senate, PFF and HRS. Debra will review CCLC to see if they have inputs related to Conflict Resolutions.

AP 3435 – Discrimination and Harassment Investigations Training [Shannon 4/20/12] Shannon expressed wanting to negotiate this item. John stated the wording up to line 222 is required by the Chancellor’s Office and various laws. He said they could discuss lines 223 “Discipline and Corrective Action” to 363 but noted there are sections contained with that wording that is legally required. Debra noted that this item had been previously pulled for negotiation issues in December of 2011 and subsequently reviewed and tabled in April 2012.

AP 3530 – Weapons on Campus Questions were raised regarding the intent of the language and Karen explained that the purpose of this procedure is to aid the police department if there’s an individual on campus with a dangerous object or weapon. This document will move to second reading in December.

AP 3540 – Sexual Assaults on Campus Rev 4-16-12 Karen discussed this item’s suggested updates. There was no discussion, this document will move to second reading in December.

AP 3750 – Use of Copyrighted Material: Barb and Shannon asked that this be held so the Senate and PFF have an opportunity to review.

AP 5530 – Student Rights and Grievances (group/10/5/12): Mark mentioned the chart that is being added and the group asked questions about different scenarios, he noted that the AP is an informal procedure students are asked to follow before taking steps to advance any grievance. This document will move to second reading in December.
AP 7120 – Recruitment and Hiring: Barb talked about how much work has been done and how long this item has been “in process.” The group discussed the existing narrative policy compared with the draft table style policy that outlines current practice. It was clarified that position approval is not part of this procedure (position approvals are approved via a separate process). John, Berta, and Barb will work on resolving the issue about the position approval wording in the current Palomar Procedure 26 that is being recommended to be stricken in the new AP 7120. Barb talked about concerns regarding the composition of the selection committee specifically the Dean, Faculty, and “All other Administrative …” positions, and that the 2nd level participants listed needs review to make the representation more amenable to the Faculty Senate. Bob suggested that the 1st level Faculty hiring should be examined. This item is to be reworked and brought back to the Committee at the next meeting.

The following two items were not addressed due to lack of time:

AP 7270 – Student Workers (John/Shannon 4/20/12)
AP 7850 – Exchange Program Rev. 5-8-12 (Recommended for deletion)

4. Update on items currently tabled
   • AP 4231 – Grade Changes (Shannon 5/11/12)

5. The meeting adjourned at 11:35
Present: Bob Deegan Nancy Chadwick, Barb Kelber, Greg Larson (filling in for Perry Snyder), Shannon Lienhart Mike Dimmick, Lisa Hornsby, Berta Cuaron, Mark Vernoy, Susan Coleman (for VP Perez), John Tortarolo, Debra Doerfler, Karen Boguta (guest), Dan Sourbeer, Karen Boguta (guest), Rich Talmo (guest).

Absent: Debbi Claypool/CCE, Dane Thorp/ASG, Michelle Barton

Call to order: Berta called the meeting to order at 9:05 A.M.

1. Review and Approve the November 2, 2012 Meeting Highlights: The Highlights were projected on the screen and reviewed with no changes. Dan moved approval of the Highlights as submitted and John seconded the motion, approved with Nancy Chadwick and Mike Dimmick abstaining.

2. SECOND READING

BP 3410 – Nondiscrimination: John motioned to approve, Dan seconded. John discussed the revisions regarding protected categories including gender expression and genetic information. This document will be placed on the next SPC Meeting Agenda. (Note: on 3/20/13 a revised version was received with the request that this item be revisited in the Fall.)

AP 3410 – Nondiscrimination - to delete John motioned to approve, Dan seconded. John explained that BP 3410 contains overlapping language and that the AP is not needed because it is covered in the BP. This document will be placed on the next SPC Meeting Agenda for deletion.

BP 4030 – Academic Freedom: John motioned to approve, Barb seconded. Berta mentioned that several conversations with the Senate and PFF have taken place on this item. Mike asked that the wording “Palomar College considers academic…” be changed to “The District…” Debra made the change. John explained that the District is the legal entity and it an appropriate change to make. The group reviewed the other references to “the college” and determined that only the one change was needed. This document will be placed on the next SPC Meeting Agenda as amended.

BP 3430 – Prohibition of Harassment: Mark motioned to approve, seconded by John. Barb expressed appreciation for the work that went into crafting this BP. Shannon indicated that the PFF was satisfied with the BP as written. This document will be placed on the next SPC Meeting Agenda.

AP 3530 – Weapons on Campus: Mark motioned to approve, Dan seconded the motion. Karen explained that the reference to PC 12020 was no longer valid and should be removed. Edit to strike the reference to 12020. Dan asked about the fourth paragraph being a very long
run-on sentence. The group discussed making the paragraph more reader friendly and changed it to read as follows:

*Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches is forbidden on any District campus or at any District Center, or in any facility of the District, unless the person:*

- is authorized to possess such a weapon in the course of his/her employment
- has been authorized by a District employee to have the knife
- is a duly appointed peace officer, who is engaged in the performance of his/her duties

After editing the group approved AP 3530. This document will be placed on the next SPC Meeting Agenda as amended.

**AP 3540 – Sexual Assaults on Campus:** Dan motioned to approve, Mark seconded the motion. The group discussed the proposed new portion in the first paragraph. After discussion the group decided to amend as follows:

*on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place on District property facilities or at another location.*

After editing the group approved AP 3540. This document will be placed on the next SPC Meeting Agenda as amended.

**AP 5530 – Student Rights and Grievances:** Barb expressed wanting the Senate to review further. Mark motioned to table, Berta seconded the motion. Shannon asked a number of questions related to the resolution chart and the group amended the chart to change references of the Director, Student Activities to Affairs. The subject titled Discipline was changed to Discipline of Student. Sexual Harassment was combined with Discrimination and the word “Unlawful” added to the subject. The VP HRS was added as a first level resolution contact point in the now titled subject Unlawful Discrimination/Sexual Harassment. The title Vice President, Human Resources the word Services was added to read Vice President, Human Resources Services. Karen asked that the reference to Supervisor, Campus Patrol be changed to Palomar College Police Department. Debra completed the changes.

### 3. FIRST READING

**BP/AP 3710 – Securing of Copyright:** Barb noted that this is being looked at along with Use of Copyrighted Material and Intellectual Property. John suggested that an additional sentence needs to be added as follows: “Intellectual property rights of the faculty are governed by the collective bargaining agreement between the District and the PFF,” the group agreed to add that. The Senate will bring these items back for the next meeting.

**BP/AP 3830 - Naming of Facilities:** Rich and Bob discussed the old formulation of donor requirements for naming rights and how the policy and procedure need to be updated to take advantage of different donor opportunities and adds flexibility. Bob talked about the vetting
process which includes review by the President, Facilities Review Committee, Finance and Administrative Services Committee, Strategic Planning Council, with final approval by the Governing Board. Constituency groups were asked to take this back to their groups. On the AP add the following sentence after “needs of the District” (line 75): “consistent with the mission of the California Community Colleges and the District’s mission, vision, and values.” Debra will amend AP 3830. These items will come back for second reading in April.

**BP/AP 6700 Civic Center and Other Facilities Use:** Shannon requested that these items be brought back for first reading at the next meeting. There being no objection the group agreed to review these at the April meeting.

**BP 2730 – Governing Board Member Health Benefits:** John discussed that the changes reflect district policy and incorporate legal updates. He noted that it would be very unlikely that a Governing Board member would ever qualify since service time is based on full-time equivalent. Susan requested that the reference to the “Office of Primary Responsibility be removed” and the “Also see ...” note be removed. Debra made the changes. The item will come back for second reading in April.

**BP 2750 – Governing Board Member Absence from the state:** John talked about the statute which refers specifically to “absence from the state” and noted that we should not deviate our language on this BP. The addition of “and fill the temporary vacancy” is acceptable. There was no further discussion. The item will come back for second reading in April.

**BP 3715 – Intellectual Property:** This item is with the Senate and currently being reviewed by Terry Grey and Lillian Payn. Susan suggested the removal of the “Office of Primary Responsibility.” This item will be brought at a later time.

**AP 3430 – Prohibition of Harassment:** John talked about the discussions this item has been through. Barb reported that the Senate was happy with the item. John asked to move to second reading, Mark seconded. John moved to approve, Mark seconded. Discussion took place on the work this important procedure has undergone. The item passes and will go to SPC next. (Note: on 3/20/13 a revised version was received with the request that this item be revisited in the Fall.)

**AP 3550 – Drug Free Environment and Drug Prevention Program:** John talked about the changes being cosmetic and duplicate language being removed. He noted that some language was deleted and other language moved and that the item had been reviewed by the District’s counsel. He also noted that the language referencing AP 7875 was deleted since the AP was deleted. No other comments were made; the item will be presented for second reading at the April meeting.

**AP 4260 – Pre-requisites Co-requisites and Advisories:** Berta noted that additional language is due from the Chancellor’s office or CCLC. Berta will provide an update on this items status in April.
AP 7270 – Student Workers: John talked about this item and the addition of GC 18220 as a reference and the sentence regarding hiring of foster youth. This item will come back for second reading in April.

AP 7850 – Exchange Program – to delete: John discussed that there is already language in the existing collective bargaining agreements that that this AP is no longer needed. This item will come back for second reading (to delete) in April.

Update on items currently tabled

AP 4231 – Grade Changes (Shannon 5/11/12) (Barb 2/27/13) (Kendyl/Herman looking at 2/25/13) Barb said the Senate wanted to get with Berta and Kendyl. Barb will provide an update next month.

AP 7120 – Recruitment and Hiring (John, Berta, Barb): John indicated he, Berta and Barb, are working on some changes to the language including issues with online recruiting and Title 5. John will give an update in April.

AP 3500 – Campus Safety (Tabled in Nov. Will come back in April) Karen said this item would be ready for review in April.

AP 3501 Skateboards, Roller Blades, and Similar Roller Devices (Karen B reviewing) Karen requested that this item be taken out of order. She noted it was a just a change in the referencing numbers as the City of Escondido had revised their municipal code and numbers had changed. The reference 5-33 will be changed to 5.5. This item will return in April for first reading.

BP 3560 – Alcoholic Beverages (Under review w/ counsel) Bob reported that counsel’s review indicates that the requirement in the deed which prohibited alcoholic beverages expired after 30 years and that the District is no longer bound by that deed restriction. He also reminded the group that the amendment of BP 3560 was to strike the reference to AP 7875. This item will return in April for first reading.

BP 7361 – Academic Due Process (Barb 11/2/12) Barb indicated this item could be voted on today. The committee discussed the item. Berta motioned to move to second reading. John seconded the motion. Susan asked that the “Office of Primary Responsibility” reference be removed. John suggested the reference “Also see” be removed also. Barb motioned to approve with the amendments, John seconded the motion. This item will move to SPC.

AP 3750 – Use of Copyrighted Material (Barb, Shannon 11/2/12) Barb mentioned this is being reviewed by Terry and Lillian and will be ready to go next month.
AP 3435 – Discrimination and Harassment Investigations Training (Shannon 12/2011, 4/20/12, 11/2/12) John reported that this is being negotiated and will be brought back.

AP 2714 – Distribution of Tickets or Passes (Ron/Susan) Susan said this would be ready next month. John noted that Ron had requested that it be reviewed by counsel.

BP 3900 (formerly 5550) Speech: Time, Place & Manner (Shannon 5/11/12, VP’s 10/2012) Barb indicated that she and Shannon (PFF) had not yet discussed. John talked about a recent court case in which the defendant’s policy was too broad. Bob shared some of the background on this topic. John said he would take this back to have the specifics of the terminology “limited public forums.” This will come back in April.

BP/AP 4225 Course Repetition (Update 21 Kendyl/Herman looking at 2/25/13) Berta reported that communications were taking place; Mark will provide an update in April.

Other

Nancy asked about the quantity of P&P still remaining. Discussion took place on the numbers and the updates cycle.

John asked about BP/AP 6700 Civic Center and Other Facilities Use and the language in the BP specific to discrimination.

The meeting adjourned at 10:40.
Policies and Procedures Committee Meeting
Meeting Highlights
April 5, 2013

Present: Bob Deegan Nancy Chadwick, Barb Kelber, Perry Snyder, Mike Dimmick, Lisa Hornsby, Dane Thorp, Berta Cuaron, Mark Vernoy, Susan Coleman (for VP Perez), Debra Doerfler, Dan Sourbeer, and guests: Rich Talmo, Greg Larson, Laura Gropen

Absent: Shannon Lienhart/PFF, Debbi Claypool/CCE, John Tortarolo, Michelle Barton

1. Call to order: Bob called the meeting of April 5, 2013 to order at 9:05 A.M.

2. Review and Approve the March 1, 2013 Meeting Highlights: The Highlights were projected on the screen. Dan motioned to approve and Barb seconded the motion. The Highlights were amended and approved.

3. SECOND READING

BP 3830 - Naming of Facilities: Mike motioned to approve, Berta seconded. There was no discussion, the committee approved the policy. This document will be placed on the next SPC Meeting Agenda.

AP 3830 - Naming of Facilities: Mark motioned to approve, Dan seconded. Mike asked who will be responsible for maintaining updated records of which buildings/ facilities have been named. He suggested that the campus map should also be updated to include names. Following discussion the committee approved the procedure and it will be forwarded to SPC.

BP 2730 – Governing Board Member Health Benefits: Nancy motioned to approve, Mark seconded. There was no discussion, the committee approved the policy. This document will be placed on the next SPC Meeting Agenda.

BP 2750 – Governing Board Member Absence from the State: Nancy motioned to approve, Mark seconded. There was no discussion, the committee approved the policy. This document will be placed on the next SPC Meeting Agenda.

BP 3560 – Alcoholic Beverages: Berta motioned to approve, Mark seconded. Bob shared that the District’s Counsel had researched the matter and determined that the deed restrictions expired in 1927. Susan suggested that in that case the following wording should be struck: under the restrictions of the grant deeds pertaining to District property and permitted by California Business and Professions Code Section 25608. Also to add “California” before “Business and Professions Code” and add “Section 25608” after the word “Code.” Debra amended the document and the committee voted and approved the policy. The amended document will be placed on the next SPC Meeting Agenda.
AP 3550 – Drug Free Environment and Drug Prevention Program: Mark motioned and Nancy seconded. There was no discussion, the committee approved the procedure. This document will be placed on the next SPC Meeting Agenda.

AP 7270 – Student Workers: Greg motioned to approve, Dan seconded. There was no discussion, the committee approved the procedure. This document will be placed on the next SPC Meeting Agenda.

AP 7850 – Exchange Program – to delete: Mark motioned to approve deletion, Nancy seconded. There was no discussion, the committee approved the procedure. This document will be placed on the next SPC Meeting Agenda.

4. FIRST READING

AP 3501 – Skateboards, Roller Blades, and Similar Roller Devices: The committee reviewed the AP; it will be presented for second reading on April 26th.

AP 2714 – Distribution of Tickets or Passes: Susan reviewed the AP with the committee and discussed the purpose of this AP; that it is new and is required by the FPPC. Susan responded to questions and explained that the District’s counsel has reviewed and made minor suggestions which were incorporated in the draft presented. Berta and the committee talked about the application of the policy with respects to actual distribution of tickets/passes. The committee suggested that the words “ensure following” be added and strike “established” from the first sentence. Debra made the changes and the AP will be presented for second reading on April 26th.

5. Update on items currently tabled

   i. BP 3410 – Nondiscrimination: The item reviewed at this meeting has since been withdrawn from consideration. The version reviewed on March 1, 2013 will be resubmitted on April 26, 2013 to be reapproved.

   ii. AP 3430 – Prohibition of Harassment: The item reviewed at this meeting has since been withdrawn from consideration. The version reviewed on March 1, 2013 will be resubmitted on April 26, 2013 to be reapproved.

   iii. AP 3435 – Discrimination and Harassment Investigations Training (Shannon 12/2011, 4/20/12, 11/2/12) Shannon not present, no update provided.

   iv. AP 3500 – Campus Safety Plan (Tabled in Nov. Karen B working on. Karen not present, no update provided.)
v. **AP 3750 – Use of Copyrighted Material** (Barb, Shannon 11/2/12) Barb provided a status update but was unable to present the AP for first reading due to extenuating circumstances. She said it should be ready for first reading on the 26th of April.

vi. **BP/AP 3710 – Securing of Copyright** (Barb) Barbara provided a status update.

vii. **BP 3715 – Intellectual Property** (Barb) Barbara provided a status update.

viii. **BP 3900 (formerly 5550) – Speech: Time, Place & Manner** (Shannon 5/11/12, VP’s 10/2012) Shannon not present, no update provided.

ix. **BP/AP 4225 – Course Repetition** (Update 21 Kendyl/Herman looking at 2/25/13) Greg indicated Senate has reviewed this item. Berta indicated that it could probably be brought forward to the April 26 meeting.

x. **AP 4231 – Grade Changes** (Shannon 5/11/12) (Barb 2/27/13) (Kendyl/Herman looking at 2/25/13) (Barb 3/1/13) Barb provided an update on this item and indicated it should be ready for first reading on the 26th.

xi. **AP 4260 – Pre-requisites Co-requisites and Advisories** (Berta 3/1/13) Berta indicated this items is still in sub-committee. Follow-up in the Fall.

xii. **AP 5530 – Student Rights and Grievances** Mark indicated Sherry and the Senate have been working on this item. The Committee talked about the informal resolution chart and cases in which it might be used. Work will continue on this item and it will be brought back in the Fall.

xiii. **BP 6700 – Civic Center and Other Facilities Use** (Shannon 3/1/13) Shannon not present, no update provided.

xiv. **AP 6700 – Civic Center and Other Facilities Use** (Shannon 3/1/13) Shannon not present, no update provided.

xv. **AP 7120 – Recruitment and Hiring** (John, Berta, Barb) Lisa shared that with online hiring the language is going to change and this will need to be reviewed in the Fall.

6. **Other Items** there were none.

7. **The meeting adjourned at 9:45 A.M.**
Present: Bob Deegan Nancy Chadwick, Barb Kelber, Perry Snyder, Shannon Lienhart, Dane Thorp, Berta Cuaron, Mark Vernoy, Susan Coleman (for VP Perez), John Tortarolo, Michelle Barton, Debra Doerfler, Dan Sourbeer, and guests: Kendyl Magnuson, Greg Larson, Laura Gropen.

Absent: Debbi Claypool/CCE, Mike Dimmick/AA, Lisa Hornsby/CAST

1. Call to order: Bob called the meeting of April 26, 2013 to order at 9:05 A.M.

2. Review and Approve

The April 5, 2013 Meeting Highlights: The Highlights were projected on the screen and reviewed with no changes. Nancy motioned to approve as submitted and Dan seconded the motion. The Highlights were approved.

The 2013/14 Policies and Procedures Committee calendar: Nancy motioned to approve, Dan seconded the motion. The 2013/14 calendar was approved.

3. SECOND READING

BP 3410 – Nondiscrimination: John addressed this item and explained that the document presented today includes CCLC language from Update 20 and that it has gone through first reading. He explained that initial discussions for other changes which the group saw at the April 5th meeting related to anti-bullying are not part of this change and they had been withdrawn. There was a motion to approve the item as presented by Mark, seconded by John. The item was approved and will move to SPC.

AP 3430 – Prohibition of Harassment: John motioned to approve, Nancy seconded. John described that the same issues as discussed related to BP 3410 applied to this procedure and any changes that might come from the CCLC would be looked at and evaluated at a later date when everyone had time to evaluate them. The item was approved as presented and will move to SPC.

AP 3501 – Skateboards, Roller Blades, and Similar Roller Devices: Mark moved for approval and Dan seconded the motion. A discussion took place regarding bicycles, Mark explained that they are covered in the Vehicle Code. AP 3501 was approved as presented and will move to SPC.

AP 2714 – Distribution of Tickets or Passes: Nancy motioned to approve Michelle seconded the motion. Susan talked about the change made at the last meeting on the first sentence and that it didn’t seem to read well. The group agreed to change “ensure following establish procedures” to “ensure compliance with the following establish procedures.” The item was approved with the amendment and will move to SPC.
4. **FIRST READING**

**BP 6700 – Civic Center and Other Facilities Use:** Susan talked briefly and indicated that this works in cooperation with BP 3900 and talked about the designation of a specific civic center specifically. John spoke to the Update 21 changes from the CCLC being about equal protection. BP 6700 will move to second reading in the Fall.

**AP 6700 – Civic Center and Other Facilities Use:** Shannon suggested several changes to this AP. Bob asked that she submit the proposed changes to Debra electronically. Bob asked that BP 3900 and BP/AP 6700 be reviewed and considered at the same meeting in the Fall. Susan talked about the addition of the prohibition on camping section.

**BP 4225 – Course Repetition:** Greg reported that a policy needs to be in place by the Fall semester. Berta talked about the changes that have taken place related to course repetitions. John motioned to move this item to second reading. Berta seconded the motion. Mark motioned to approve, Michelle seconded the motion. Kendyl suggested a change in the first paragraph from (less than "C" and including “FW”) to (less than "C" and including “W” and “FW”). Debra made the change. BP 4225 will be submitted as amended to SPC.

**AP 4225 – Course Repetition:** Kendyl asked that language on page three be changed from “extremely unusual circumstances” to “extremely unusual extenuating circumstances.” Barb suggested that language on page two be changed from “Course repetition limits are only counted for” to “Course repetition limits are apply only to counted for”. The group looked at the following paragraph, “Upon each repetition to alleviate substandard course work, the most recent evaluative grade will be computed in the grade point average and annotated on the student’s permanent academic record.” A discussion took place and members amended the paragraph to read, “Upon each repetition to alleviate substandard course work, the student must submit a Grade Adjustment Form to prevent the first and second grades from being calculated in the grade point average. Upon submission of this form, only the most recent evaluative grade will be computed in the grade point average and annotated on the student’s permanent academic record.” Debra made the changes. Dan motioned to move to second reading, Berta seconded the motion. The committee approved the move to second. Berta motioned to approve and Dane seconded the motion. There was no additional discussion, AP 4225 as amended will move to SPC.

**AP 4231 – Grade Changes:** Greg and Kendyl talked about the suggested changes in this AP and the committee discussed. Barb suggested that the following wording on page 2, “Persons authorized to change grades pursuant to District policy shall be designated by the Director of Enrollment Services. Persons authorized to change grades shall be regular full-time employees of the district.” could be streamlined by changing it to read, “Persons authorized to change grades pursuant to District policy shall be designated by the Director of Enrollment Services and shall be persons authorized to change grades shall be regular full-time employees of the district.” Debra suggested that the link on page 1, “at [http://www.palomar.edu/instruction/Forms2.htm](http://www.palomar.edu/instruction/Forms2.htm)” be removed.
The group agreed to strike the link from the language and other changes as discussed. Barb motioned to move the item as amended to second reading, John seconded the motion. The committee approved the move to second. Berta motioned to approve and Barb seconded the motion. There was no additional discussion, AP 4231 as amended will move to SPC.

5. Update on items currently tabled

The Task Force member that asked an item be tabled is requested to provide an update to the group on the current status of the item and the date it will be brought back to the Task Force.

   AP 3435 – Discrimination and Harassment Investigations Training: Shannon that she and John could work on this over the summer and bring it back in the Fall.

   AP 3500 – Campus Safety Plan: Mark – no update.

   AP 3750 – Use of Copyrighted Material: Barb talked about AP 3750, BP/AP 3710 and BP 3715. Noting all references to “on-line courses” should be changed to “distance education.” She indicated that work is being done on these three items with the goal of getting these finalized before November 2013.

   BP 3900 (formerly 5550) – Speech: Time, Place & Manner: Shannon made some suggestions and asked that it be discussed in conjunction with AP 6700. She indicated she would send her suggested language to Debra.

   AP 4260 – Pre-requisites Co-requisites and Advisories: Berta indicated a sub-group is working on this.

   AP 5530 – Student Rights and Grievances: Barb indicated she is working with Sherry and other parties to get the chart and the text updated

   AP 7120 – Recruitment and Hiring: John indicated this would have to be addressed in the Fall.

6. Other Items

Bob reviewed the Committee’s 2012/13 accomplishments.

7. The meeting adjourned at 10:10 A.M.
Policies and Procedures Committee Meeting
Meeting Highlights
September 6, 2013

Present: Bob Deegan Nancy Chadwick, Barb Kelber, Greg Larson, Shannon Lienhart, Phill Cerda, Lisa Hornsby, Dane Thorp, Dan Sourbeer (for VP Cuaron), Adrian Gonzalez, Susan Coleman (for VP Perez), John Tortarolo, Michelle Barton, Debra Doerfler, and guests: Kendyl Magnuson and Karen Boguta.

Absent: Aaron Holmes

1. Call to order: Bob called the meeting of September 6, 2013 to order at 9:10 a.m.

2. Introductions/Overview for 2013-14
   ➢ Bob welcomed committee members to the first meeting of the 2013/14 year and committee members introduced themselves. Bob explained that the District utilizes the CCLC Update service and briefly discussed the ongoing process of reviewing the policies and procedures.

3. Other procedural matters
   ➢ Review DEFINITIONS of Policies & Procedures: Debra projected the CCLC definitions of policies and procedures on the screen and Bob discussed the difference between Board Policy noting that policy is set by the Board as a broad guideline for operations and the Administrative Procedures guide how Board Policy is implemented.

   ➢ Review schedule: Debra projected the schedule on the screen and Bob explained the importance of attending all scheduled meetings. He suggested that if a member could not attend an alternate representative should be present.

   ➢ Discussion of tie-in to Accreditation / timeline: Debra talked about the preliminary work the Standard IV.B writing team is doing to review Chapter 2 and talked about a process that is being developed to review chapters as a whole, much like they were initially done in 2006. Bob talked about the progress that has been done to date and noted that a tremendous amount of work has gone into updating the policies and procedures.

   ➢ Discuss procedural Review of Chapters & “reaffirmation” by Councils: Bob talked about the Board’s review of Board Policies. He also noted that each of the VP areas and Faculty Senate areas will be reviewed. Debra talked about the Addressing Revisions to Policies or Procedures form dated JBW 5/11 and the SPC approved flow chart dated 5/16/2011. She shared a newly revised flow chart for the committee's input. She highlighted the criteria to consider when addressing revisions and each of the steps in the flow chart. Bob mentioned the importance of always working with the most current version when dealing with revisions and that the masters of all policies and procedures are maintained in the office of the Governing Board. Debra emphasized the importance of always red-lining any edits so the Committee can easily see the proposed changes. She discussed the process of in-house review and reference verification that takes place prior to an
item being placed on the agenda for discussion. Michelle talked about the need to have a process in place to review and reaffirm those items that do not require revision. Barb talked about the usefulness of having the “revision/review” information in the footers.

Discuss procedural handling of CCLC “stylistic” changes: Debra explained that the CCLC’s twice annual updates include “updates” that are limited to formatting changes and occasionally the “correction/change” of President/Superintendent to CEO. The group discussed that stylistic changes and formatting changes suggested by CCLC do not need to be brought forward to the group; that the Districts established format and wording for Superintendent/President should be maintained.

4. **The April 26, 2013 Meeting Highlights:** The Highlights were projected on the screen and reviewed with no changes. Nancy motioned to approve as submitted and Dan seconded the motion. The Highlights were approved as written.

5. **Review and Approve Updated form/flow chart:** This was addressed earlier in the meeting. The item will go to SPC.

6. **SECOND READING**

   **BP 6700 – Civic Center and Other Facilities** John motioned to approve, Dan seconded. Shannon talked about her concerns with BP and AP 6700 as well as BP 3900 Speech Time Place and Manner and how they tie into free speech issues. The group discussed addressing 3900 first before finishing 6700 and decided that Student Services would take the lead in addressing BP/AP 3900 and BP/AP 6700. John motioned to table the item, Dan seconded. The Committee voted to table. Adrian’s group will be working on these four items and will report back at the next meeting.

7. **FIRST READING**

   **BP/AP 7250 Educational Administrators** John talked about the concerns that have been expressed on these two items. He explained the Ed. Code is specific regarding retreat rights. The group discussed the BP, the AP, and the code that is referenced in these items. The group discussed that retreat rights are not automatic and that there are additional qualifying measures that need to be met before an administrator is able to retreat into a faculty position. The items will return to the Committee for second reading in October.

8. **Update on items currently tabled**

   **AP 3435 – Discrimination and Harassment Investigations Training:** John and Shannon will bring an update to the October meeting.
AP 3500 – Campus Safety Plan: Karen Boguta said this item should be ready for first reading in October.

AP 3750 – Use of Copyrighted Material: Debra to follow-up with Barb.

BP/AP 3710 – Securing of Copyright: Debra to follow-up with Barb.

BP 3715 Intellectual Property: Debra to follow-up with Barb.

BP 3900 (formerly 5550) – Speech: Time, Place & Manner: Adrian’s group will take a look at this jointly with 6700.

AP 4260 – Pre-requisites Co-requisites and Advisories: This item is in Berta’s area.

AP 5530 – Student Rights and Grievances: Barb, Adrian, and Dane will report with an update in October.

AP 7120 – Recruitment and Hiring: John, Greg, and Barb are working on this and will provide an update in October.

Karen talked briefly about the changes that are part of the Cleary Act and some of the changes they are addressing. She explained what the Cleary Act is and what policies, procedures, reports, and reporting are required. She talked about timely warning and emergency notifications.

9. The meeting adjourned at 10:20 A.M.
Policies and Procedures Committee Meeting
Meeting Highlights
October 4, 2013

Present: Bob Deegan, Nancy Chadwick, Greg Larson, Phill Cerda, Lisa Hornsby, Berta Cuaron, Adrian Gonzalez, John Tortarolo, Michelle Barton, Debra Doerfler, and guests: Dan Sourbeer, Kendyl Magnuson and Karen Boguta.

Absent: Barb Kelber, Shannon Lienhart, Aaron Holmes, Dane Thorp, Susan Coleman,

Call to order: Bob called the meeting of October 4, 2013 to order at 9:12 a.m.

1. **Review and Approve the September 6, 2013 Meeting Highlights** The Highlights were projected on the screen and reviewed with no changes. Nancy motioned to approve as submitted and Phill seconded the motion. The Highlights were approved as written.

2. **SECOND READING**

   **BP/AP 7250 – Educational Administrators** Nancy motioned to approve, Phill seconded. There was no discussion and the Committee voted unanimously to approve. These items will go to SPC.

3. **FIRST READING**

   **BP 1100 – The District** Michelle explained that the BP’s in Chapter 1 were examined by the President's Office and the Standard IV.B team and amended reflect changes that have taken place with the District sites. Berta confirmed that the listing of sites is accurate. This item will go for second reading in November.

   **BP 1200 – District Mission** Michelle talked about the work that was done in SPC to update the Mission statement and that this was now being processed through the shared governance process. The group discussed whether to include the vision and values language and decided it was unnecessary to add it to the Board Policy. This item will go for second reading in November.

   **BP 1300 – Educational Philosophy** Michelle shared that there are no suggested changes to this item. She explained that the three items that make up Chapter 1 are being kept together and this one, although there are no suggested changes, will be processed through the shared governance cycle for “review/reaffirmation.” She shared that the word “review” has not yet been decided upon and that the President’s Office is working with the Governing Board President to decide on the actual word that will be used; this will be discussed further at the November meeting. This item will go for second reading in November.
BP/AP 3500 – Campus Safety Karen talked about these items. She indicated that the single change to the BP was a house keeping item to keep the title aligned with the AP title. She shared that the AP was amended in Updated 22 from the CCLC. The group asked questions and amended both items to add, “and employees” in the BP after, “otherwise made available to students,” and in the AP; after “provided to students” add, “and employees.” These items will go for second reading in November.

BP 7211 – Faculty Service Areas and Competencies Greg reported that he is now chairing the Faculty Service Area Committee and it is meeting the week of October 14th. John reported that this items will need to go through the Faculty Senate and then to PFF. This item will go for second reading in November.

BP 7340 – Leaves John reported that this item was amended with CCLC Update 22 to align with the Education Code. There was no further discussion. This item will go for second reading in November.

BP 7360 – Discipline and Dismissal John reported that the District and the PFF will be negotiating this item. This item will go for second reading in November.

AP 2410 – Policy Making Authority and Administrative Procedures Michelle explained that the Standard IV.B team had looked at this item and is recommending some changes to bring up-to-date what is already done in practice. The group recommended changing the word “mostly” to “most.” This item will go for second reading in November.

AP 3435 – Discrimination and Harassment Investigations Training John disused that this item is pending negotiations. This item will go for second reading in November.

AP 3515 - Reporting of Crimes Karen explained that the suggested edits are from Update 22 and the CCLC to incorporate the Violence Against Women Act. There was no discussion of this item. This item will go for second reading in November.

4. Update on items currently tabled
   • BP/AP 3900 (formerly 5550) – Speech: Time, Place & Manner and
   • BP/AP 6700 – Civic Center and Other Facilities Use
     Adrian reported that a small group is working on the 3900’s and the 6700’s. He indicated that some of the language in the BP’s is being moved to the AP’s and that the group should have these items ready for a first reading in November.
• AP 3750 – Use of Copyrighted Material and
• BP/AP 3710 – Securing of Copyright and
• BP 3715 – Intellectual Property Greg reported that Barb is working with Terry Grey on these items and that they hope to have them to the Faculty Senate and PFF shortly.

• AP 4260 – Pre-requisites Co-requisites and Advisories No update on this item. Debra will email the most current version to Berta, Adrian, and Kendyl.

• AP 5530 – Student Rights and Grievances Greg shared that a meeting took place and another is scheduled for October 16th to try and incorporate some bullying language into this item. The group discussed that this procedure is for items which fall outside of grade disputes. John shared that he has some bullying language that he would like to share with Greg’s group and they agreed to discuss.

• AP 7120 – Recruitment and Hiring John reported that the sub-group is continuing to work on this item and they are close to agreement.

5. The meeting adjourned at 9:35 A.M.
Present: Bob Deegan, Nancy Chadwick, Greg Larson, Shannon Lienhart, Mike Dimmick, Dan Sourbeer (for B. Cuaron), Kendyl Magnuson (for A. Gonzalez), Susan Coleman (for R. Perez), John Tortarolo, and Debra Doerfler.

Absent: Barb Kelber, Aaron Holmes, Lisa Hornsby, Dane Thorp, and Michelle Barton.

Call to order: Bob called the meeting of November 1, 2013 to order at 9:10 a.m.

1. Review and Approve the October 4, 2013 Meeting Highlights: The Highlights were projected on the screen and reviewed with no changes. Nancy motioned to approve as submitted and Dan seconded the motion. The Highlights were approved as written.

2. SECOND READING: REVIEW/DISCUSS/APPROVE

   A. CHAPTER 1

   BP 1100 – The District Nancy motioned to approve, Dan seconded. There was no discussion and the Committee voted unanimously to approve.

   BP 1200 – District Mission Greg motioned to approve, Dan seconded. There was no discussion and the Committee voted unanimously to approve.

   BP 1300 – Educational Philosophy Dan motioned to approve, Greg seconded. There was no discussion and the Committee voted unanimously to approve. Susan asked if the group was reaffirming as there were no noted changes. A discussion ensued regarding the review of items that are not being changed. The group decided to use the word “Reviewed” for such items.

   BP 3500 – Campus Safety John motioned to approve, Susan seconded. There was no discussion and the Committee voted unanimously to approve.

   AP 3500 – Campus Safety John motioned to approve, Dan seconded. There was no discussion and the Committee voted unanimously to approve.

   BP 6700 – Civic Center and Other Facilities Use John motioned to approve, Dan seconded. There was no discussion and the Committee voted unanimously to approve. Susan had some questions regarding this item and the 3900 item, Kendyl talked about the work that had been done on them. A concern was raised that a representative from Finance and Administrative Services was not included in the most recent workgroup. Shannon shared that the workgroup addressed
BP 6700 and BP 3900 together. Susan asked that this item be tabled for additional review by the Finance and Administrative group.

**AP 6700 – Civic Center and Other Facilities Use** Susan asked that this item be tabled for additional review by the Finance and Administrative group.

**BP 7211 – Faculty Service Areas and Competencies** John motioned to approve, Dan seconded. Greg reported that the Faculty Service Area committee would like to have more time to review; Shannon also asked that it be tabled for negotiations. Greg and Shannon are to discuss jointly and the item will return for second reading at the next meeting.

**BP 7340 – Leaves** John motioned to approve, Dan seconded. Shannon asked that this item be pulled. John explained that the language was established by Ed. Code.

**BP 7360 – Discipline and Dismissal** John motioned to approve, Greg seconded. Shannon asked that this item be pulled.

**AP 2410 – Policy Making Authority and Administrative Procedures** Nancy motioned to approve, Dan seconded. Shannon asked that this item be pulled and stated that she wanted to get legal advice on it. Bob asked that Debra send both the BP and the AP to the committee members. Debra sent them following the meeting.

**AP 3435 – Discrimination and Harassment Investigations Training** Dan motioned to approve, John seconded. Shannon asked that this item be pulled as she and John had not had time to meet on this item.

**AP 3515 – Reporting of Crimes** Greg motioned to approve, Dan seconded. There was no discussion and the Committee voted unanimously to approve.

### 3. FIRST READING: REVIEW/DISCUSS

**BP 3410 – Nondiscrimination** John discussed that the added language addresses bullying. Shannon expressed her concerns and asked that the item be pulled. Bob asked that PC3H, the union, and the Faculty Senate meet and discuss.

**BP 3900 – Speech: Time, Place, and Manner (formerly # BP 5550)** Kendyl talked about what the workgroup had done on the BP and the AP. He noted that language was struck from the BP that is more procedural and that what is being proposed is a cleaned up version. He noted that the AP is not yet ready for the committee. This item will move to second reading at the next meeting.
AP 3430 – Prohibition of Harassment  Greg shared that he, Barb, Monika, and Abbie are in discussions on the proposed changes to this item.

AP 4228 – Course Repetition - Significant Lapse of Time  Kendyl shared that Title 5 changes had not yet been incorporated and the changes brought forward here bring this item into alignment with Title 5.

4. Update on items currently tabled

- AP 3900 (formerly 5550) – Speech: Time, Place & Manner (Adrian)
- AP 3750 – Use of Copyrighted Material, BP/AP 3710 – Securing of Copyright, BP 3715 – Intellectual Property. Greg shared that there was no additional information to share on these items. Bob suggested that the issues with these items need to be identified and if additional resources are needed to move them forward that needs to be requested.
- AP 4260 – Pre-requisites Co-requisites and Advisories  Greg had no report. Bob stated he would check with Berta.
- AP 5530 – Student Rights and Grievances  Greg reported that the working group had been working on this.
- AP 7120 – Recruitment and Hiring  John reported that he would be meeting with Barb and Greg on November 14th

5. The meeting adjourned at 9:40 A.M.
Policies and Procedures Committee Meeting
Meeting Highlights
December 6, 2013


Absent: Bob Deegan, Mike Dimmick, and Lisa Hornsby.

Call to order: Berta called the meeting of December 6, 2013 to order at 9:06 a.m.

1. Review and Approve the November 1, 2013 Meeting Highlights. The Highlights were projected on the screen and reviewed. Under BP 6700, “Kendyl about talked” was changed to “Kendyl talked about” and under BP 3900 Adrian's name was replaced with “Kendyl.” Nancy motioned to approve as amended and Dan seconded the motion. The Highlights were approved as amended.

2. Dissemination of P&P Review cycle process & Governance Structure Group Request form update. The committee reviewed the proposed changes to the Governance Structure. Michelle explained that the proposal sets out a 3-year review cycle, Berta explained the addition of the Instructional Dean, and Kendyl suggested that a student services representative be include. The group discussed breaking the faculty appointees into those appointed by the Senate and a separate line for the appointment made by the PFF. Debra incorporated the suggestions and the item will move to SPC in January.

3. SECOND READING: REVIEW/DISCUS/APP/PRO

BP 3900 – Speech: Time, Place, and Manner (formerly # BP 5550) (now with CCLC update 23 amendment) The committee reviewed BP 3900. On a motion by Nancy, seconded by Dan the committee approved the BP as written. It will be presented at the next SPC meeting.

BP 7211 – Faculty Service Areas and Competencies Motion to approve by Dan, seconded by Nancy. Susan noted that historically references such as are contained in the last paragraph of this BP are listed with the word “titled” between the BP/AP and the actual title of the item. Debra amended BP 7211 to include the word “titled.” Shannon expressed concern with the sentence beginning, “Each faculty member shall qualify for one or more FSA...” Discussion took place. John asked the FSA and Senate to look at the language. Greg mentioned that the FSA is meeting January 21, and February 4 and the item is on the agenda for discussion. The item was tabled.
BP 7340 – Leaves On a motion by John, seconded by Dan the item was reviewed. Discussion took place and the request was made that reference be made to the union contract. The following was added to the References listing: “Article 6, PFF and CCE Contracts” and the committee voted to approve with the change. The item will move to SPC.

BP 7360 – Discipline and Dismissal John reported that he and Shannon have been working on this item however it needs to be tabled at this time.

AP 2410 – Policy Making Authority and Administrative Procedures Dan motioned to approve, Michelle seconded. Greg expressed that the Senate had concerns with the changes. Shannon expressed wanting to review this in conjunction with the BP. Barb voiced wanting to maintain the language regarding the “College community.” Michelle shared that some of the changes are aimed at aligning the AP with current practice. Concerns were expressed over making the questions a requirement. Michelle agreed to review the AP with Bob and present a revised draft that addresses the concerns expressed.

AP 3430 – Prohibition of Harassment Dan motioned to approve, Nancy seconded. Barb expressed concerns over the detail of the newly proposed language. She shared that PC3H is working on this and will work with the Senate and PFF. This item will be tabled.

AP 3435 – Discrimination and Harassment Investigations Training (with update 22 changes) John shared that this item is still in discussion and needs to be tabled.

AP 4228 – Course Repetition - Significant Lapse of Time Dan motioned to approve and John seconded. Dan asked that semi colons be added at the end of the bulleted items, Debra made the changes. The item was approved with the edits and will move to SPC.

4. FIRST READING: REVIEW/DISCUS

BP 3250 – Institutional Planning (legal update #23) John mentioned that the staffing plan should probably be added to the listing, Michelle clarified that the only plans that are listed are those that the Board must adopt. The item will move to second reading.

BP 3410 – Nondiscrimination (legal update #22 only) John shared that these proposed changes are additional protected groups. John motioned to move to second reading, Nancy seconded. The item moved to second reading. John motioned to approve BP 3410, Michelle seconded. Aaron suggested that the word “or” be removed from before the word “ethnicity” and add a comma after “ethnicity.” Debra made the changes. The group voted to approve as amended.
BP 3710 – Securing of Copyright The group reviewed the item and Barb discussed the work that had gone into this item and BP 3715. She shared that these BP’s follow the CCLC language and that the AP’s are still under development.

BP 3715 – Intellectual Property The group reviewed the item there was no additional discussion. The item will move to second reading in February.

BP 4020 – Program Curriculum and Course Development Berta noted that the only change is the addition of the reference. This item will move to second reading in February.

AP 5530 – Student Rights and Grievances (Barb) Greg shared that a workgroup has been working on this. Barb discussed the chart and the proposed changes. She and Shannon expressed concerns regarding the section labeled “Formal Hearing” noting that formal hearing committee members would lack appropriate training and suggested it should be removed. Kendyl shared his experiences with these types of committees. He noted that employee matters are the prevue of Human Resources. Additional discussion took place. Adrian and Berta expressed that the chart may be too specific. Michelle reminded everyone of the “one-click-away” topic and noted this item needs to be finished. The group agreed that the AP needs to be revamped. Kendyl, Shannon, Adrian, John, Sherry, Barb and the student representative will work on this item; Adrian will lead the re-tooling group. This item is being tabled.

AP 7120 – Recruitment and Hiring John indicated this item is ready for first reading. Greg and John discussed some of the proposed changes. The group modified the language on page 1, Announcements, and modified the Table 6. caption to clarify the table is for “non-faculty positions.” The item will come back for second reading in February after the Senate has had the opportunity to review the changes made today.

5. Update on items currently tabled

• AP 3900 (formerly 5550) – Speech: Time, Place & Manner (Adrian – pending BP approval) Adrian shared that he and Sherry are working on this item.

• BP/AP 6700 – Civic Center and Other Facilities Use (Susan – pending 3900) Susan expressed wanting to see both items together as they go “hand in hand.”

• AP 3710 – Securing of Copyright and AP 3750 – Use of Copyrighted Material These items are being assembled into a draft based on information researched by Barb. Aaron, Barb, Laura, Shannon, John, Lillian will review once Debra has compiled the items. The idea of a chart was discussed and the group agreed to pursue this avenue.
• **AP 3715 – Intellectual Property** The group discussed that the faculty intellectual property is covered by the union contract and this AP addresses non-faculty intellectual property matters.

• **AP 4260 – Pre-requisites Co-requisites and Advisories (Berta/Senate)** Berta shared that this item is with the Curriculum Committee.

6. The meeting adjourned at 10:30 A.M.
Policies and Procedures Committee Meeting
Meeting Highlights
February 7, 2014

Present: Bob Deegan, Nancy Chadwick, Barb Kelber, Greg Larson, Shannon Lienhart, Phill Cerda, Katelyn Morikawa, Dan Sourbeer, Adrian Gonzales, Kendyl Magnuson, Susan Coleman (for R. Perez), John Tortarolo, and Debra Doerfler.

Absent: Aaron Holmes, Lisa Hornsby, Berta Cuaron and Michelle Barton.

Call to order: Bob called the meeting of February 7, 2014 to order at 9:05 a.m.

1. Review and Approve the December 6, 2013 Meeting Highlights The Highlights were projected on the screen and reviewed. Nancy motioned to approve, Dan seconded the motion; the Highlights were approved as written.

2. SECOND READING: REVIEW/DISCUSS/APPROVE

BP 3250 – Institutional Planning Motion to approve by Nancy, seconded by Dan. Here was no discussion, the item will move to SPC.

BP 3710 – Securing of Copyright Motion to approve by John, seconded by Dan. Susan pointed out that the “Also see” note is not formatted to our standards, Debra corrected the formatting. The item will move to SPC.

BP 3715 – Intellectual Property Motion to approve by Dan, seconded by Nancy. Susan pointed out that Policies do not have an “Office of Primary Responsibility.” Debra removed the notation. The item will move to SPC.

BP 4020 – Program Curriculum and Course Development Motion to approve by Dan seconded by Nancy. There was no discussion, the item will move to SPC.

AP 7120 – Recruitment and Hiring Motion to approve by Nancy, seconded by John. Phil had questions regarding the wording in Table 3 noting that in the past the language for the appointees said, “Appointed by”- it no longer does. John referred to the footnote on page 6 at the bottom of table 3 that indicates the constituent group representatives are appointed by the leadership of their representative constituent groups. Phil suggested that the hiring chairs need to be trained to ask for appointees via the constituency group’s leadership. John explained that this version of procedure is written to codify current practice. Barb expressed appreciation for the work that has been done on this. She shared that she and John had discussed this matter and that if a future change is desired it could be made and that the Senate supports the language as it is currently written. She talked about some of the concerns she had shared with John related to the Compliance Officer’s Role (on page 7) and the Observer’s Role (on page 8.) She also shared concerns of the Child Development faculty regarding the committee membership and process as it was
described currently. She shared that the Senate feels the Observer’s role should be consistent with respect to participation. The group discussed and modified the language to read, “He/she will may be invited to comment on factual observation and process only.” The remainder of the wording in 9.c. was stricken, with 9.c.1 and 9.c.2 remaining. The group voted to approve AP 7120 with the changes; the item will move to SPC.

3. FIRST READING: REVIEW/DISCUSS

BP/AP 5130 – Financial Aid, Veterans, and Scholarship Services The group reviewed the items and Kendyl explained the proposed revisions that are being considered arose from the CCLC’s updates 20 and 23. The items will move to second reading in March.

BP 7211 – Faculty Service Areas and Competencies The group reviewed the item. Greg noted that the FSA committee wanted to add the following language, “Each faculty shall qualify for the FSA in the discipline(s) in which he or she is hired to teach.” He discussed the rational for the requested additional language and the group discussed the matter. Shannon expressed concerns regarding the coupling of the FSA’s, minimum qualifications, and competency standards. She pointed out that FSA’s are designed to protect departments and faculty. Barb, Shannon, Greg and John will work on this item. Greg noted that the FSA committee will meet before the March P&P Committee meeting.

BP 5110 – Counseling Services The group reviewed the item. Kendyl shared that the only change is from Matriculation to Student Success and Support Program. The item will move to second reading in March. Susan noted that the “See” note did not follow the District’s standard. Debra made the change. This item will move to second reading in March.

BP 5140 – Disability Resource Center - Disabled Student Programs & Services Debra projected the item on the screen for the group to review. Kendyl explained the proposed changes suggested by the CCLC in Updates 20 and 23. He responded to questions from other committee members. Susan noted that the “See” note did not follow the District’s standard. Debra made the change. This item will move to second reading in March.

BP 5700 – Athletics The item was reviewed, Susan noted that the “See Administrative…” note at the bottom was not formatted to the Districts standards, Debra corrected the formatting. Kendyl is to check on the proposed change as there was a question as to whether it was accurate. Kendyl agreed to check into the matter.

AP 4240 – Academic Renewal The group reviewed the item. Kendyl explained the proposed change and the situation that came up related to the threshold. The group discussed academic renewal and how it is currently utilized. The item will move to second reading in March.
**AP 5055 – Enrollment Priorities** Debra projected the AP on the screen and the committee carefully reviewed the proposed changes. Kendyl shared that this item needs to be updated prior to the Fall semester. Items p and q under the Definitions section were discussed at length. Each of the Groups was reviewed and the committee discussed the proposed changes. Kendyl agreed to double check on the age restriction options for Group 8. Bob asked everyone to take the item to their constituent groups. AP 5055 will return for second reading in March.

4. **Update on items currently tabled**

- **BP/AP 6700 – Civic Center and Other Facilities Use (Susan – pending AP 3900)** Susan reminded everyone that this BP/AP combination is awaiting approval of AP 3900 before it will be brought to the committee.

- **BP 7360 – Discipline and Dismissal** John shared that BP 7360, **AP 3430 – Prohibition of Harassment** and **AP 3435 – Discrimination and Harassment Investigations Training (with update 22 changes)** have been in discussions and that work continues on these three items.

- **AP 5530 – Student Rights and Grievances (Barb)** Greg had no update.

- **AP 3900 (formerly 5550) – Speech: Time, Place & Manner** Adrian will be addressing.

- **AP 3715 – Intellectual Property** This item is still in the works.

- **AP 3750 – Use of Copyrighted Material** This item is still in the works.

- **AP 4260 – Pre-requisites Co-requisites and Advisories (Berta/Senate)** Greg had no update on this item.

5. **The meeting adjourned at 10:50 A.M.**
Policies & Procedures Review Committee Meeting  
Meeting Highlights  
March 7, 2014

Present: Bob Deegan, Nancy Chadwick, Barb Kelber, Greg Larson, Mike Dimmick, Katelyn Morikawa, Berta Cuaron, Adrian Gonzales, Kendyl Magnuson, Susan Coleman (for R. Perez), Michelle Barton, and Debra Doerfler

Absent: Shannon Lienhart, Aaron Holmes, Dan Sourbeer, and John Tortarolo

Call to order: Bob called the meeting of March 7, 2014 to order at 9:09 a.m.

1. Review and Approve the December 6 February 7, 2013 Meeting Highlights Nancy motioned to approve, Michelle seconded the motion. The Highlights were projected on the screen and reviewed. Committee members amended the Highlights to include a sentence in AP 7120 as follows: “She also shared concerns of the Child Development faculty ....” A correction was also made to reflect Phill Cerda as having been present, not Mike Dimmick. With those changes the Highlights were approved.

2. SECOND READING: REVIEW/DISCUSS/APPROVE

BP/AP 5130 – Financial Aid, Veterans, and Scholarship Services motion to approve by Berta, seconded by Susan Coleman. There was no discussion, the items will move to SPC.

BP 5110 – Counseling Services motion to approve by Nancy, seconded by Berta. There was no discussion, the item will move to SPC.

BP 5140 – Disability Resource Center - Disabled Student Programs & Services motion to approve by Nancy, seconded by Greg. Kendyl suggested changing “disabled students” to “students with a disability” in line 19. Debra made the change. He clarified that the BP title could not be changed because it is the name of the program. With the change the committee voted to approve. The item will move to SPC.

BP 5700 – Athletics motion to approve by Berta, seconded by Nancy. Kendyl reported that the word “Constitution” in line 14 should be kept in the BP. Debra removed the strike-out. With the change this item will move to SPC.

AP 4240 – Academic Renewal motion to approve by Berta, seconded by Nancy. There was no discussion, the item will move to SPC.

AP 5055 – Enrollment Priorities motion to approve by Greg, seconded by Nancy. Kendyl proposed changing “disabled students” to “students with a disability” in line 28. Debra made the change. Kendyl shared that between the 1st and 2nd reading there were a number of technical revisions that did not change the substance of the policy. Barb inquired about the age for Group 8 non-high school graduates, the committee discussed changing from “less than 15” to “less than 16.” Barb reported that the Senate supports this change and there is understanding and support for making this change in other Board Policies and Administrative
Procedures as necessary, specifically AP 5011. Kendyl noted that there may be additional state mandated changes for the Group 1 section. Berta asked that “has” in line 33 be changed to “have.” Kendyl shared that he is awaiting an advisory from the Chancellor’s office regarding this matter. He noted that it may necessitate some additional changes and asked the committee to approve it for SPC with any further changes incorporated at SPC. Committee members supported advancing AP 5055 to SPC.

3. FIRST READING: REVIEW/DISCUSS

Chapter 2 BP’s & AP’s Review as part of 3-year cycle
Michelle reminded attendees that the Committee had approved a 3-year review cycle last December and talked about the rational for Chapter 2 being the first to be reviewed. She shared that the President’s office has reviewed each item. The first packet to be reviewed included BP’s with no corresponding AP and no recommended changes:

- BP 2010 Governing Board Membership
- BP 2100 Governing Board Elections
- BP 2200 Board Duties and Responsibilities
- BP 2210 Officers
- BP 2220 Committees of the Governing Board
- BP 2305 Annual Organizational Meeting
- BP 2315 Closed Sessions
- BP 2330 Quorum and Voting
- BP 2345 Right to Public Participation
- BP 2355 Decorum/Conduct

The committee discussed the new process and constituent group representatives were asked to take the items back to their groups for review. The second packet reviewed included AP’s that do not have a corresponding Board Policy and there are no recommended changes:

- BP 2430 Delegation of Authority to the Superintendent/President
- BP 2432 Superintendent/President Succession
- BP 2717 Personal Use of Public Resources
- BP 2720 Communications Among Governing Board Members

The third packet reviewed contained BP’s with recommended changes and no corresponding AP. Michelle introduced the proposed changes, the committee reviewed and discussed the BP’s below. BP 2015 was tabled pending legal review. BP 2431 was tabled pending review by Human Resource Services. BP 2715 Barb suggested a change to line 16 from “each trustee shall:” to “trustees shall:” Debra made the change. BP 2745 Barb suggested a change to line 15 at “operations and policies” to add: “and to demonstrate a commitment to student learning outcomes.” The committee supported the amendment.
BP 2745 Governing Board Self-evaluation

The fourth packet reviewed contained BP/AP pairs with recommended changes to the BP and/or the AP. Adrian noted that BP 2365 references video recordings; the AP does not. Nancy noted that the Board does not video meetings. The group agreed to strike the reference to video in the BP. The committee reviewed the other items and discussed, no other changes were made.

BP/AP 2365 Recording
BP/AP 2410 Policy Making Authority and Administrative Procedures

BP/AP 2435 Evaluation of the Superintendent/President

The fifth and last packet reviewed contained BP/AP pairs with no recommended changes.

BP/AP 2105 Election of Student Trustee
BP/AP 2110 Vacancies of the Governing Board
BP/AP 2310 Regular Meetings of the Governing Board
BP/AP 2320 Special and Emergency Meetings
BP/AP 2340 Agendas
BP/AP 2350 Speakers
BP/AP 2510 Participation Local Decision Making
BP/AP 2610 Presentation of Initial Collective Bargaining Proposals
BP/AP 2710 Conflict of Interest

Chapter 2 items will move to 2nd reading in April with BP 2015 and BP 2431 pending review as noted above.

BP 7211 – Faculty Service Areas and Competencies The group reviewed the item and Greg shared that the Senate had made some additional suggested changes. Barb and Greg discussed the item with the committee. Additional edits were made in committee and the item will return for second reading in April.

AP 7120 – Recruitment and Hiring Debra projected the item on the screen for review. Barb shared that the Senate was suggesting separating out Child Development Center Teacher from Table 3 into a separate category. The group reviewed the suggested changes. Barb indicated that John had seen the suggestions. Debra agreed to amend the document and add in a new row with the suggested changes after the meeting. Barb also proposed a change to section F. Interviews making the teaching demonstrations optional. The Committee discussed at length with Bob, Berta, Barb, Greg, and Adrian sharing their viewpoints. After discussion and a review of Table 5 the second proposed change was withdrawn. Barb agreed to return the item to the Senate.

4. Update on items currently tabled

- AP 3900 (formerly 5550) – Speech: Time, Place & Manner Adrian reported that this item is being worked on.

- BP/AP 6700 – Civic Center and Other Facilities Use (Susan – pending AP 3900) Susan reminded committee members that this BP/AP combination is awaiting approval of AP 3900 before it will be brought forward.
• **BP 7360 – Discipline and Dismissal, AP 3430 – Prohibition of Harassment, and AP 3435 – Discrimination and Harassment Investigations Training** (with update 22 changes.) No update.

• **AP 5530 – Student Rights and Grievances** Adrian reported that he and Sherry are working on this and it should be ready for April.

• **AP 4260 – Pre-requisites Co-requisites and Advisories (Berta/Senate)** Greg had no update on this item, Adrian noted there are other items that need to be addressed. Bob asked the VP to work with the Senate and report back.

5. **Adjournment** The meeting adjourned at 10:25 A.M.
Policies & Procedures Review Committee Meeting  
Meeting Highlights  
April 4, 2014

Present: Bob Deegan, Nancy Chadwick, Barb Kelber, Greg Larson, Shannon Lienhart, Lisa Filice, Katelyn Morikawa, Berta Cuaron, Dan Sourbeer, Adrian Gonzales, Susan Coleman (for R. Perez), John Tortarolo, Michelle Barton, and Debra Doerfler

Absent: Aaron Holmes, Mike Dimmick, and Kendyl Magnuson

Call to order: Bob called the meeting of April 4, 2014 to order at 9:06 a.m. and introduced the new CAST representative, Lisa Filice.

1. Review and Approve the March 7, 2014 Meeting Highlights Nancy motioned to approve, Michelle seconded the motion. The Highlights were projected on the screen, reviewed, and approved as written.

2. SECOND READING: REVIEW/DISCUSS/APPROVE  
A. Chapter 2 BP’s & AP’s as part of 3-year cycle

The committee reviewed each BP in this section (BP’s with no corresponding AP and no recommended changes.) Adrian motioned to approve the entire section, Dan seconded. These BP’s will move to SPC as written.

BP 2010 Governing Board Membership  
BP 2100 Governing Board Elections  
BP 2200 Board Duties and Responsibilities  
BP 2210 Officers  
BP 2220 Committees of the Governing Board  
BP 2305 Annual Organizational Meeting  
BP 2315 Closed Sessions  
BP 2330 Quorum and Voting  
BP 2345 Right to Public Participation  
BP 2355 Decorum/Conduct  

BP 2430 Delegation of Authority to the Superintendent/President  
BP 2432 Superintendent/President Succession  
BP 2717 Personal Use of Public Resources  
BP 2720 Communications Among Governing Board Members  
BP 2730 Health Benefits  
BP 2735 Governing Board Member Travel  
BP 2750 Governing Board Member Absence from the State

The committee reviewed the two Administrative Procedures in this section, there were no suggested changes. Nancy motioned to approve this section, Dan seconded. These AP’s will move to SPC as written.

AP 2712 Conflict of Interest Code  
AP 2714 Distribution of Tickets or Passes
Chapter 2 BP’s & AP’s as part of 3-year cycle (continued)

The committee reviewed and discussed each BP in this section (BP’s with recommended changes and no corresponding AP.) Discussion took place on BP 2015. Bob requested that the item be reviewed by counsel and returned afterwards, the item was pulled. Committee members discussed the proposed changes in each BP. Barb suggested the addition of “Academic Senate of California Community Colleges” to the second bullet point in BP 2740 Governing Board Education, Debra made the change. Nancy motioned to approve the section (excluding BP 2015), John seconded. These BP’s will move to SPC as written (BP 2740 as amended.)

BP 2015 Student Trustee  
BP 2360 Minutes  
BP 2431 Superintendent/President Selection  
BP 2715 Code of Ethics/Standards of Practice

BP 2716 Governing Board Political Activity  
BP 2725 Governing Board Member Compensation  
BP 2740 Governing Board Education and New Trustee Orientation  
BP 2745 Governing Board Self-evaluation

The committee reviewed each BP/AP pair in this section (BP/AP pairs with recommended changes to the BP and/or the AP), no additional changes were made. Nancy motioned to approve the section, Dan seconded. These items will move to SPC as written.

BP/AP 2365 Recording  
BP/AP 2410 Policy Making Authority and Administrative Procedures  
BP/AP 2435 Evaluation of the Superintendent/President

BP/AP 2105 Election of Student Trustee  
BP/AP 2110 Vacancies of the Governing Board  
BP/AP 2310 Regular Meetings of the Governing Board  
BP/AP 2320 Special and Emergency Meetings  
BP/AP 2340 Agendas  
BP/AP 2105 Speakers  
BP/AP 2510 Participation Local Decision Making  
BP/AP 2610 Presentation of Initial Collective Bargaining Proposals  
BP/AP 2710 Conflict of Interest

The committee reviewed each BP/AP pair in this section, (BP/AP pairs with no recommended changes) there were no suggested changes. Nancy motioned to approve the entire section, Berta seconded. These items will move to SPC as written.

3. FIRST READING: REVIEW/DISCUSS

BP 7211 – Faculty Service Areas and Competencies Greg discussed the item with the committee. The item will move to second reading at the May meeting.
**AP 7120 Recruitment and Hiring** Barb reported that the Senate is satisfied with this AP as it is written. This item will move to second reading at the May meeting.

**AP 7365 Discipline and Dismissal - Classified Employees** The committee reviewed this item. Susan suggested a minor grammatical change, Debra made the change. This item will move to second reading in May.

4. **Update on items currently tabled**
   - **AP 3900 (formerly 5550) – Speech: Time, Place & Manner** Adrian reported that a staff member is working on this and it will be ready for the May meeting.
   - **BP/AP 6700 – Civic Center and Other Facilities Use (Susan – pending AP 3900)** Susan reminded committee members that this BP/AP combination is awaiting approval of AP 3900 before it will be brought forward.
   - **BP 7360 – Discipline and Dismissal** and **AP 3435 – Discrimination and Harassment Investigations Training** (with update 22 changes.) No update.
   - **AP 5530 – Student Rights and Grievances** Adrian reported that he and Sherry are working on this and it should be ready for May.
   - **AP 4260 – Pre-requisites Co-requisites and Advisories (Berta/Senate)** Berta shared that this item will be reviewed and revised as the groups work through the 3SP and Student Equity Plans.

Michelle shared with the committee that Chapter 6 is the next logical Chapter to be reviewed and discussed the alignment with accreditation standards. Bob asked Susan to share the information with Ron with the goal of developing a timeline for the FASPC, or designated workgroup, to begin the review of all Chapter 6 BP’s and AP’s. Debra will send Chapter 6 items to Ron’s office, the office of responsibility for Chapter 6, with the request to start reviewing for any needed updates.

5. **Adjournment** The meeting adjourned at 9:35 A.M.

P&P Committee meeting on Friday, May 2nd was cancelled.
Policies & Procedures Review Committee Meeting
Meeting Highlights

September 5, 2014

Present: Bob Deegan, Nancy Chadwick, Barb Kelber, Jenny Fererro, Greg Larson (guest), Shannon Lienhart, Aaron Holmes, Phill Cerda, Lisa Filice, Jason Hosfield, Berta Cuaron, Dan Sourbeer, Kendyl Magnuson, Adrian Gonzales, Susan Coleman (for R. Perez), John Tortarolo, Michelle Barton, Debra Doerfler, Mark DiMaggio (guest), and Karen Boguta-Reeve (guest).

Absent: None

1. Call to order
Bob called the first meeting of the 2014/15 year to order at 9:07 a.m., he thanked everyone for their service on the committee and provided a brief overview of the committee’s work. Committee members introduced themselves after which a call for a change to the agenda was addressed and AP 3540 titled Sexual Assaults on Campus was added to the agenda for first reading.

2. Review / Approve

April 4, 2014 Meeting Highlights: Nancy motioned to approve, Michelle seconded the motion. The Highlights were approved as written.

2014/15 Policies & Procedures Committee proposed calendar: Committee members reviewed the calendar and suggested some corrections. Debra agreed to update the calendar.

3. SECOND READING: REVIEW/DISCUS/APPROVE

BP 2015 – Student Trustee Bob reported that the changes to this policy address the minimum unit load and the appointment date for the Student Trustee. Susan moved to approve and Michelle seconded the motion, there was no additional discussion, the committee voted to approve, this item will move to SPC.

BP 7211 – Faculty Service Areas and Competencies Susan moved to approve and John seconded the motion. Greg spoke briefly about this item and the committee voted to approve. BP 7211 will move to SPC.

AP 7120 – Recruitment and Hiring John motioned to approve, Nancy seconded the motion. Barb expressed some concerns regarding the prescreening language. Michelle talked about the importance of this AP. John motioned to table, Dan seconded. John will meet with faculty, the item will return in October.
AP 7365 – Discipline and Dismissal - Classified Employees John motioned to approve, Dan seconded the motion. There was no discussion, the item will move to SPC.

4. FIRST READING: REVIEW/DISCUSS

BP 3720 – Computer and Network Use/AP 3720 – Computer and Network Use Susan shared that the BP informs readers of the AP and that the AP contains the detailed information. Shannon expressed some concerns, Susan responded. Committee members discussed the language regarding monitoring of transmissions and agreed to review it carefully before the next meeting. The item will return for second reading in October.

BP 3530 – Weapons on Campus Mark addressed this item and suggested that the Administrative Procedure should be reassessed to include language regarding concealed weapons, he agreed to do this. BP 3530 will return in October for second reading. The AP will be brought forward for first reading after it has been reviewed and amended by the Police Department.

AP 3900 – Speech Time Place and Manner Adrian talked about this item and the intent of the language. There was discussion regarding the use of the term “non-public forums” and whether to designate specific areas for expressive activities or whether to identify those areas not open to expressive activities (classrooms, offices, etc.) Adrian, Susan and Shannon will meet and discuss. The item is to be brought back in October.

BP 6700 – Civic Center and Other Facilities Use/AP 6700 – Civic Center Act and Other Facilities Use Susan suggested that since AP 3900 and BP/AP 6700 are so closely linked that discussion wait until October. Committee members agreed.

AP 5011 – Admission & Concurrent Enrollment of High School & Other Young Students Kendyl discussed this item, the alignment of AP 5055 Priority Registration and the age cutoff. Jenny discussed striking the following language, “Otherwise, minors under 15 16 years of age are limited to enrolling in special classes devoted to children, such as child development lab classes or youth orchestra.” The committee supported striking the language. Kendyl discussed the remaining changes. Aaron asked if e-services will alert students with a specific message if they are unable to register, Kendyl stated he would follow up. This item will return in October for second reading.

AP 3540 – Sexual Assaults on Campus Karen discussed this item and the need to have it addressed by October. Barb asked for some clarification and Karen responded. Adrian discussed that there will be a comprehensive educational efforts surrounding this topic. This item will return for second reading in October.
5. Update on items currently tabled

**BP 7360 – Discipline and Dismissal – Academic Employees and AP 3435 – Discrimination and Harassment Investigations Training** John reported that he and Shannon needed to meet and discuss these two items and that they would do so and be prepared to bring them forward to the November meeting.

**AP 5530 – Student Rights and Grievances** Adrian shared that a workgroup worked on this item over the summer and it should be ready for first reading in October.

**AP 4260 – Pre-requisites Co-requisites and Advisories** Berta will get together with the Faculty Senate to discuss this item and report back in October on the status.

6. Announcements

Chapter 6 BP’s & AP’s (Finance & Administrative Services) – Bob asked if Chapter 6 would be ready for the October meeting. Susan reported that it would and that it was going to FASPC first. Bob also reviewed the 3-year cycle graphic to remind everyone of the next steps.

7. Adjournment The meeting adjourned at 10:00 A.M.
Policies & Procedures Review Committee Meeting
Meeting Highlights

October 3, 2014

Present: Bob Deegan, Barb Kelber, Jenny Fererro, Aaron Holmes, Lisa Filice, Ryan Walls, Jack Kahn (for Berta Cuaron), Kendyl Magnuson, Adrian Gonzales, Suzanne Sebring (for Ron Perez), John Tortarolo, Michelle Barton, Debra Doerfler, and guests Greg Larson and Mark DiMaggio.

Absent: Nancy Chadwick, Shannon Lienhart, Phill Cerda, and Dan Sourbeer.

1. Call to Order
   Bob called the meeting of the October 3, 2014 to order at 9:05 a.m.

2. Review / Approve
   September 5, 2014 Meeting Highlights: Michelle motioned to approve, Lisa seconded the motion. The Highlights were approved as written.

   Committee members introduced themselves to the new student representative, Ryan Wall.

3. SECOND READING: REVIEW/DISCUS/APPROVE

   BP 3720 – Computer and Network Use Motion to approve by Jenny, seconded by Michelle. There was no discussion, the committee voted to approve as written, the item will move forward to SPC.

   AP 3720 – Computer and Network Use Motion to approve by John, seconded by Michelle. There was no discussion, the committee voted to approve as written, the item will move forward to SPC.

   BP 3530 – Weapons on Campus Motion to approve by Jenny, seconded by Michelle. Committee members asked for clarification regarding this policy. Police Chief DiMaggio and VP Gonzales provided some examples of how this policy could be applied. The committee discussed and voted on it; the item was approved as written and will move forward to SPC.

   AP 3540 – Sexual Assaults on Campus Motion to approve by Michelle, seconded by Berta. There was no discussion, the committee voted to approve the item as written, the item will move to SPC.

   AP 5011 – Admission & Concurrent Enrollment of High School & Other Young Students Motion to approve by Michelle, second by Greg. There was no discussion, the committee voted to approve the item as written, the item will move to SPC.
AP 7120 Recruitment and Hiring Motion by John, seconded by Barb. Barb asked for clarification on table #5. The group discussed that the title of the table does not signify that a teaching demonstration is required at the second-level interview. The committee voted to approve the item as written, the item will move to SPC.

4. FIRST READING: REVIEW/DISCUSS

BP 6700 – Civic Center and Other Facilities Use & AP 6700 – Civic Center Act and Other Facilities Use Kendyl shared that he had met with Shannon twice and that these two items as well as AP 3900 – Speech Time Place and Manner need to be tabled. Bob discussed that the CCLC is conducting a workshop to address free speech. He reported that he will be attending and asked that these items be brought back in December after the workshop. Kendyl discussed how these items are intertwined and asked that committee members submit any comments to him. Bob discussed free speech issues and watchdog groups that monitor free speech rights on campuses.

AP 3502 – Campus Security and Access Mark briefly discussed this item and members reviewed it. The item will return for second reading in November.

AP 3530 – Weapons on Campus Mark discussed this item and explained that the AP empowers the District to refuse approving weapons be carried on campus even if a person holds a carry concealed weapons permit. Committee members considered adding some criteria to the AP to help clarify why someone might be allowed to carry a weapon on campus however no additional language was added during the meeting. This item will return for second reading in November.

AP 5013 – Students in the Military Kendyl discussed the legislation that called for the changes that are illustrated in the AP. He noted that there will be additional changes, probably in the summer of 2015. The committee discussed adding, “Education Code Sections 68074 requires that:” to the beginning of the second paragraph to indicate that the section is taken directly from Ed. Code. The committee agreed with the addition, Debra made the change and the item will return for second reading in November.

Following discussion of AP 5013 Debra requested that BP 4220 Standards of Scholarship be considered for addition to the agenda as a first reading item. John motioned to add BP 4220 to the agenda, Lisa seconded the motion. BP 4220 was added for review and discussion.

BP 4220 – Standards of Scholarship The committee discussed BP 4220 Standards of Scholarship and also reviewed AP 4220 which Debra displayed on the screen. The committee approved BP 4220 as written to move to second reading. The committee asked that the AP be amended to include the following sentence, “These procedures shall be described in the District catalogs.” Debra will amend and bring that proposed change forward in November.
5. **Update on items currently tabled or in committee**

**BP 7360 – Discipline and Dismissal – Academic Employees** and **AP 3435 – Discrimination and Harassment Investigations Training** John shared that both of these items are part of negotiations and that he and Shannon were scheduled to meet in a few weeks.

**AP 4260 – Pre-requisites Co-requisites and Advisories (Berta/Greg)** Greg reported that a meeting has taken place to discuss this topic but it is not ready for the committee yet.

**BP 5500 – Standards of Conduct (Sherry/Greg/Faculty Senate)** Greg reported meeting with Sherry, noted that the item would be discussed at Senate and should be ready for first reading at the next meeting.

**AP 5530 – Student Rights and Grievances (Adrian)** Adrian reported that a writing team is working on this item and he said it should be ready for the November meeting.

6. **Announcements**

**Chapter 6 BP’s & AP’s (Finance & Administrative Services)** Suzanne reported that there is only one item that is still being worked on and that the Chapter will be ready for first reading next month.

7. **Adjournment** The meeting adjourned at 9:50 A.M.
Policies & Procedures Review Committee Meeting
Meeting Highlights

November 7, 2014

Present: Bob Deegan, Nancy Chadwick, Jenny Fererro, Shannon Lienhart, Aaron Holmes, Phill Cerda, Lisa Filice, Ryan Walls, Dan Sourbeer, Adrian Gonzales, Susan Coleman (for Ron Perez), John Tortarolo, Debra Doerfler, and guests Mark Dimaggio, Greg Larson and Suzanne Sebring

Absent: Barb Kelber, Berta Cuaron, Kendyl Magnuson, and Michelle Barton.

Call to Order

Bob called the meeting of the October 3, 2014 to order at 9:10 a.m.

1. Review / Approve

October 3, 2014 Meeting Highlights Dan motioned to approve the Highlights, Aaron seconded. Nancy noted that she was not present at the October meeting. The Highlights were amended to reflect Nancy as being absent and then approved as amended.

2. SECOND READING: REVIEW/DISCUSS/APPROVE

BP 4220 – Standards of Scholarship Nancy motioned, Dan seconded. There being no discussion the committee voted to approve. This item will move to SPC.

AP 3502 – Campus Security and Access Nancy motioned to approve and Dan seconded the motion. There was no discussion, the committee voted to approve. This item will move to SPC.

AP 3530 – Weapons on Campus Lisa motioned to approve, Dan seconded. Jenny asked for clarification, Chief Dimaggio responded to her questions.

AP 5013 – Students in the Military Nancy motioned to approve, Dan seconded the motion. A committee member noted that the word “who” (line 21) should be “whose.” Debra made the correction, the committee voted to approve, this item will move to SPC.

3. FIRST READING: REVIEW/DISCUSS

BP 3570– Smoking and-or other Tobacco Use Adrian and Jayne discussed that there may be some modification to the language from e-cigarettes to electronic devices. They will be reviewing and bringing back to the committee next month. Greg expressed Senate support for the changes. Aaron asked for clarification on the City’s ordinance, Adrian and Jayne responded.

AP 3570 – Smoking and-or other Tobacco Use Adrian discussed the item and whether the District wishes to pursue some type of penalties for violation. Adrian shared with the committee information on police contacts regarding smoking and processes that are currently
in place. He shared that some colleges have implemented a fine structure. Bob discussed the issue of frequent complaints and the issues with enforcement. Aaron expressed that student’s don’t believe there is a no smoking policy – that, “it’s a joke” because they see people smoking all the time. Shannon expressed that if faculty are going to be fined it needs to be negotiated. Adrian asked constituency group leaders to discuss with their people and get feedback. Bob requested that the item be brought back next month for first reading and that there be significant student input. Adrian expressed that if the AP is implemented with a fine structure it would be preceded with a full semester of “education.” Jayne also mentioned that safety issues on campus and three fires that have been caused by smokers. She discussed some of the approaches used to help students quit smoking. Phill suggested that if fines are implemented he would ask the required signage to also list the fines.

**BP 5500 – Standards of Conduct** Adrian discussed that Sherry and Greg have been working on this item. Jenny noted that cyber bullying was misspelled on page 4 – Debra made the correction. Shannon expressed concerns regarding item 11 and the protection of free speech. Bob noted that the District looks to balance freedom of speech and other rights (harassment) for everyone on campus. He supports efforts to educate individuals about their rights and responsibilities. Adrian discussed cyber bullying and the burden placed on colleges to help students. John mentioned that there is newly passed legislation on this matter. This item will return for first reading again in December.

**AP 5500 – Standards of Conduct** Adrian noted that it appears the BP and AP language to be reversed. Bob asked that both the BP and the AP be brought back for first reading in December.

**BP 3310 – Records Retention and Destruction** John explained that the changes here expand the definition of records. Aaron asked about Blackboard records and how they are handled. Adrian discussed that there is discussion regarding electronically stored documents. There was no further discussion, this item will return for second reading in December.

**AP 4220 – Standards of Scholarship** Committee members reviewed the AP; there was no discussion, the item will move to second reading in December.

**AP 5530 – Student Rights and Grievances** Adrian discussed that various groups met on several different occasions to work on this item. He explained the difference between a complaint and a grievance. Greg asked about the student representatives appointed by the ASG President to sit on the Student Grievance Committee (under D. Formal Hearing, item 1.a.) Shannon questioned the language in D.1.d and its impact on faculty members and their due process rights. Adrian suggested that perhaps legal counsel review the item; the goal is to insure that students have due process rights. Bob asked that Sherry be present for the next review. John explained that students were removed from academic due process a few years back. Adrian reiterated that students need to have a right to challenge in some form. This item will return again for first reading at the December meeting.
A. Chapter 6 BP’s & AP’s Review as part of 3-year cycle

Susan and Suzanne explained the work that had been done to review each item including CCLC Updates, titles, changes in local practice, reference checking, etc. She explained that she and Suzanne met with each department director and with VP Perez.

Section 1: BP’s with no corresponding AP: Susan reviewed BP 6330. She discussed the rationale behind the proposed deletion of BP 6390 noting that the language was moved to AP 6370. She noted that BP 6805 is unique to Palomar and that the topic is covered in BP/AP 6540 titled Insurance, BP 6445 titled Student Accident Insurance and BP/AP 6800 titled Environmental Health and Safety. She discussed the proposed changes to BP 6925, committee members reviewed, there was no additional discussion

BP 6330 Purchasing  BP 6805 Risk Management (to delete)
BP 6390 Consultants (to delete)  BP 6925 Expenditures for Meetings & Events

Section 2: AP’s with no corresponding BP: Susan discussed the following two items and the changes proposed in 6365.

AP 6350 Contracts – Construction  AP 6365 Contracts – Accessibility of Information Technology

Section 3: Additional AP's with no corresponding BP, Susan reviewed the proposed changes. Suzanne discussed that the deletion of AP 6535 and 6536 is proposed because the topics are covered in AP 6520 titled Security for District Property. FAS to check with VP Cuaron regarding deletion of 6536 and report back to the committee.

AP 6345 Bids & Contracts using  AP 6370 Contracts – Personal Services
UPCCAA  AP 6535 Use of District Equipment
AP 6360 Contracts – Electronic Systems & Materials  AP 6536 Equipment Replacement

Section 4: Suzanne discussed and the committee reviewed paired BP's and AP's as listed. Committee members asked clarification questions; Suzanne responded. A typo on BP 6500 was corrected. Susan asked Adrian if BP and AP 6750 titled Parking could be moved to Student Services, it was agreed to move 6750 to Chapter 5 and renumber both 5757. Jenny asked that both “See” references at the bottom of the BP and AP be corrected to reflect the new number – 5757- and Student Services as the Office of Primary Responsibility, Debra made the changes.

BP/AP 6150 Designation of Authorized Signatures  BP/AP 6500 Management of Real Property
BP/AP 6400 Audits  BP/AP 6740 Citizens’ Oversight Committees
BP/AP 6750 Parking (move to Chpt. 5)
Section 5: Suzanne discussed the proposed changes and the committee reviewed sixteen paired BP’s and AP’s which contained recommended changes. Suzanne and Susan shared the proposed change in BP 6200 and reported that Director Laderman agreed with the revised language. The committee reviewed BP 6250; Aaron asked for clarification on the change, Suzanne responded. The committee discussed proposed changes in BP 6450, the group discussed compensatory vs. non-compensatory, stipends and the number of people covered by this policy. Shannon asked that a reference be included to the PFF contract; John agreed to find the particular section that is applicable to this policy. Suzanne explained the reason for the recommended deletion of this AP being that the language is already part of the BP. The committee discussed AP 6520 and changed three instances of “personal” to “District.” Jenny asked for clarification on AP 6530; the committee discussed and made a small change. AP 6540 the committee added “Excess coverage insurance” to the bulleted list.

BP/AP 6100 Delegation of Authority
BP/AP 6200 Budget Preparation
BP/AP 6250 Budget Management
BP/AP 6300 Fiscal Management
BP/AP 6320 Investments
BP/AP 6340 Bids and Contracts
BP/AP 6450 Wireless or Cellular Phone Use (AP for deletion)

BP/AP 6520 Security for District Property
BP/AP 6530 District Vehicles
BP/AP 6540 Insurance
BP/AP 6545 Student Accident Insurance
BP/AP 6550 Disposal of Property
BP/AP 6600 Capital Construction
BP/AP 6800 Occupational Health & Safety

At 11:00 a.m. committee members had to leave and the following items were not discussed. They will return at the next meeting:

BP/AP 6900 Travel
BP/AP 6975 Bookstore and Food Services
AP 6322 Remove - suggested add by CCLC - DO NOT ADD Employee Indemnity Bonds
AP 6850 Revise - CCLC suggestions; hazardous material are addressed in AP 6800; DO NOT ADD Hazardous Materials

4. **Update on items currently tabled or in committee.** The meeting adjourned prior to the discussion of these items:

BP 7360 – Discipline and Dismissal – Academic Employees (John)
AP 3435 – Discrimination and Harassment Investigations Training
AP 4260 – Pre-requisites Co-requisites and Advisories (Berta/Greg)
BP 6700 – Civic Center and Other Facilities Use/AP 6700 – Civic Center Act and Other Facilities Use
AP 3900 – Speech Time Place and Manner

5. **Announcements:** There were no announcements.

6. **Adjournment** The meeting adjourned at 11:00 A.M.
Present: Bob Deegan, Nancy Chadwick, Barb Kelber, Jenny Fererro, Shannon Lienhart, Aaron Holmes, Phill Cerda, Lisa Filice, Ryan Walls, Berta Cuaron, Dan Sourbeer, Kendyl Magnuson, Brian Stockert (for Adrian Gonzales,) Ron Perez, John Tortarolo, Michelle Barton, Debra Doerfler and guests, Susan Coleman, Mark Dimaggio, Greg Larson, Suzanne Sebring, and Jayne Conway.

Absent:

1. Call to Order
   Bob called the meeting of the October 3, 2014 to order at 9:05 a.m.
   There were no changes to the agenda.

2. Review / Approve
   Nancy motioned to approve the Highlights, Dan seconded. The Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

A. Chapter 6 BP’s & AP’s Review as part of 3-year cycle
   Committee members reviewed the four items in section 1 and both items in section 2. (All sections 1 and 2 items unanimously approved.) These items will move to SPC.

   Section 1
   BP 6330 Purchasing (MSC Nancy/Dan)
   BP 6390 Consultants (MSC to delete Lisa/Dan)

   Section 2
   AP 6350 Contracts – Construction (MSC Nancy/Dan)
   AP 6365 Contracts - Accessibility of Information Technology (MSC Nancy/Dan)

   Section 3
   Committee members reviewed and discussed each of the items in section 3 as noted. These items will move to SPC.

   AP 6345 Bids & Contracts using UPCCAA (MSC Nancy/Dan) Committee amended title to spell out UPCCAA. Approved as amended.

AP 6370 Contracts – Personal Services (MSC Nancy/Dan) Following discussions the committee changed the second bullet on page three from “should not” to “may.” (Contractors are hired for the final result, and therefore should not may be asked for progress or interim reports.) Unanimously approved as amended.

AP 6535 Use of District Equipment (MSC Lisa/Dan) unanimously approved.

AP 6536 Equipment Replacement (MSC Dan/Lisa) unanimously approved.

Section 4
The committee reviewed and discussed each of the five BP/AP pairs in section 4. (All sections 4 items unanimously approved.) These items will move to SPC.

BP/AP 6150 Designation of Authorized Signatures (MSC Nancy/Jenny)
BP/AP 6400 Audits (MSC Nancy/Aaron)
BP/AP 6500 Management of Real Property (MSC Nancy/Dan)
BP/AP 6740 Citizens’ Oversight Committees (MSC Nancy/Dan)
BP/AP 6750 Parking (MSC Lisa/Dan) move to Chap 5

Section 5
The committee reviewed and discussed each of the 14 BP/AP pairs in section 5. (All section 5 items unanimously approved with amendments as noted EXCEPT BP/AP 6530 District Vehicles which was tabled pending review by HRS. These items will move to SPC (except BP/AP 6530)

BP/AP 6100 Delegation of Authority (MSC Nancy/Dan) The committee discussed and amended the last sentence, first paragraph of the AP from: This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/ President for review and approval from time to time as determined by the Superintendent/President. To read instead: This delegated authority is subject to review and approval by the Superintendent/ President.

BP/AP 6200 Budget Preparation (MSC Nancy/Dan)
BP/AP 6250 Budget Management (MSC Nancy/Dan)
BP/AP 6300 Fiscal Management (MSC Nancy/Dan)
BP/AP 6320 Investments (MSC Dan/Nancy)
BP/AP 6340 Bids and Contracts (MSC Michelle/Dan)
BP/AP 6450 Wireless or Cellular Phone Use (AP for deletion) (MSC Nancy/Dan)
BP/AP 6520 Security for District Property (MSC Nancy/Dan)
BP/AP 6530 District Vehicles (MSC Dan/Nancy) TABLED pending HRS review.
BP/AP 6540 Insurance (MSC Nancy/Dan)
BP/AP 6545 Student Accident Insurance (MSC Nancy/Dan)
**BP/AP 6550 Disposal of Property** (MSC Nancy/Dan) Amended to delete the word “district” in front of “personal property of the District” second line paragraph 1 of the BP. And change the word “Fiscal” to “Finance” in the Office of Primary Responsibility section.

**BP/AP 6600 Capital Construction** (MSC Nancy/Dan)

**BP/AP 6800 Occupational Health & Safety** (MSC Dan/Berta) The committee changed the reference to “e-cigarettes” to “electronic smoking devices” in the BP and corrected the title reference of AP 6800 in the last paragraph to match the AP title change.

**B. Other second reading**

**BP 3310 – Records Retention and Destruction** (MSC Nancy/Dan) This item will move to SPC.

**AP 4220 – Standards of Scholarship** (MSC Nancy/Dan) Amended to change “catalogs” (plural) to “catalog” (singular). This item will move to SPC.

**4. FIRST READING: REVIEW/DISCUSSS**

**BP/AP 6900 – Travel** Susan discussed that there are no proposed changes to the BP however the AP has a significant number of proposed changes. The item was reviewed and will return in February for second reading.

**BP/AP 6975 – Bookstore and Food Services** The committee reviewed and discussed. These items will return in February for second reading.

**AP 6322 – Employee Indemnity Bonds** (DO NOT ADOPT) Susan and Ron discussed this item noting the content is covered under BP/AP 6540 titled Insurance. This item will be presented in February for second reading.

**AP 6850 – Hazardous Materials** (DO NOT ADOPT) Susan discussed this item noting the content is covered under BP/AP 6800 titled Occupational Health & Safety. There was no discussion, the item will move to second reading in February.

**BP 3570 – Smoking and-or other Tobacco Use** Jayne discussed this item and the language changes being proposed. The committee discussed various smoking related issues on campus and the challenges of this policy and its enforcement. The District will obtain a legal opinion after comparing the language in this BP against the CCLC language. Bob reiterated the importance of having student input on any proposed enforcement language. Aaron shared that staff, some faculty and students are open to a fine structure but that it needs to be discussed.

**Update on items currently tabled or in committee**

The Committee member that asked an item be tabled is requested to provide an update to the group on the current status of the item and the date it will be brought back to the Committee.

**BP 7360 – Discipline and Dismissal – Academic Employees** No update
AP 3435 – Discrimination and Harassment Investigations Training  No update

AP 4260 – Pre-requisites Co-requisites and Advisories  Berta provided an update on the status of this item and reported that a work group has been convened and will begin to meet in the Spring. Michelle discussed matters related to workload and disproportionate impact and requested updates from the workgroup.

BP 6700 – Civic Center and Other Facilities Use/AP 6700 – Civic Center Act and Other Facilities Use  (linked with AP 3900)

AP 3900 – Speech Time Place and Manner  Bob reported that he had attended the CCLC workshop on this topic. He reported that there are basically two types of policies, 1) designated free speech areas, and 2) all areas are free speech areas with opportunities for spaces being reserved. He discussed lawsuits with the first approach and stated he would work with Adrian on this item.

AP 3570 – Smoking and-or other Tobacco Use  (In progress/awaiting results of BP changes.)

BP/AP 5500 – Standards of Conduct  Debra stated that Adrian asked her to report on this item. She noted that the CCLC’s suggested language was in both areas of the BP and AP and it appears the District would benefit from a “re-do” of these items. Adrian will see about getting this done in the spring.

AP 5530 – Student Rights and Grievances  (awaiting District counsel review)

5. Announcements

Update #25 from the CCLC has been disseminated. The District will begin assessing the recommended changes.

6. Adjournment  The meeting adjourned at 10:21 a.m.
Policies/Procedures Review Committee Meeting
Meeting Highlights
February 6, 2015

Present: Bob Deegan, Nancy Chadwick, Barb Kelber, Jenny Fererro, Aaron Holmes, Lisa Filice, Ryan Walls, Berta Cuaron, Kendyl Magnuson, Susan Coleman (for Ron Perez), John Tortarolo, Michelle Barton, Debra Doerfler and guests, Mark DiMaggio, and Jayne Conway.

Absent: Shannon Lienhart, Phill Cerda, Dan Sourbeer and Adrian Gonzales.

1. Call to Order
   Bob called the meeting to order at 9:06 a.m.

   There were no changes to the agenda.

2. Review / Approve Highlights

   Nancy motioned to approve the Highlights, Lisa seconded. The Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

   BP/AP 6530 District Vehicles (MSC Nancy/Michelle) Susan discussed the proposed change. John addressed the concerns that had been expressed at the last meeting. This BP/AP pair will move to SPC.

   BP/AP 6900 – Travel (MSC Nancy/Lisa) The committee reviewed and discussed. This BP/AP pair will move to SPC.

   BP/AP 6975 – Bookstore and Food Services (MSC John/Chadwick) The committee reviewed, there was no discussion. This BP/AP pair will move to SPC.

   BP 3570 – Smoking and-or other Tobacco Use (MS to table John/Nancy) Bob explained the VP Gonzales requested this item be held pending a legal opinion and additional research. Jayne shared that the City of San Diego has included vaping in their non-smoking policy language.

   AP 6322 – Employee Indemnity Bonds (DO NOT ADOPT) (MSC Jenny/Lisa) Susan explained this item. This item will move to SPC.

   AP 6850 – Hazardous Materials (DO NOT ADOPT) (MSC Nancy/Michelle) There was no discussion this item will move to SPC.

4. FIRST READING: REVIEW/DISCUSS

   BP/AP 4021 Discontinuance of Programs Berta explained that there are no proposed changes on the BP and then reviewed the proposed changes to the AP.
AP 4101 Independent Study  Berta explained the proposed changes. Barb mentioned that the Senate had not yet reviewed and Jenny indicated that there may be PFF issues. Debra will follow up with Barb and Jenny.

Update on items currently tabled or in committee

BP 7360 – Discipline and Dismissal – Academic Employees  John indicated that they would try to align and streamline this item as the language is a mirror of the Ed. Code. This item will return for discussion following further revision.

AP 3435 – Discrimination and Harassment Investigations Training  John indicated this item should be ready for March.

AP 4260 – Pre-requisites Co-requisites and Advisories  Berta shared that Adrian is convening a workgroup to address challenge issues, enforcement issues and other matters before this item can be finalized.

BP&AP 6700 – Civic Center Act and Other Facilities Use  (linked with AP 3900) Kendall provided an update.

AP 3900 – Speech Time Place and Manner  Bob reported that he and Adrian would be discussing this item and it will be brought back.

AP 3570 – Smoking and-or other Tobacco Use  (pending resolution of the BP)

BP/AP 5500 – Standards of Conduct  Adrian was absent, no update.

AP 5530 – Student Rights and Grievances  Barb commented on this item as expressed concerns over the “formal hearing” language. John expressed that he thought this item was going to be completely redrafted and then reviewed again.

5. Announcements

Bob announced that Chapter 5 (Student Services) would be the next chapter in the 3-year rotation cycle to be addressed. Debra agreed to send the items to Student Services mid-March.

Bob announced that the following policies and procedures contain changes. Debra agreed to send the redline versions to the responsible divisions.

BP 2410 Board Policies and Administrative Procedures
BP/AP 3200 Accreditation
AP 3410 Nondiscrimination
BP/AP 3430 Prohibition of Harassment
AP 3560 Alcoholic Beverages
AP 3810 Claims against the District
BP 4040 Library Services
BP 4250 Probation, Dismissal, and Readmission
AP 4225 Course Repetition
AP 4227 Repeatable Courses
AP 4255 Dismissal and Readmission
BP/AP 7700 Whistleblower Protection

6. **Adjournment** The meeting adjourned at 9:25 a.m.
Present: Bob Deegan, Nancy Chadwick, Barb Kelber, Jenny Fererro, Shannon Lienhart, Aaron Holmes, Mike Dimmick (for Phill Cerda), Lisa Filice, Berta Cuaron, Dan Sourbeer, Kendyl Magnuson, Adrian Gonzales, Susan Coleman (for Ron Perez), John Tortarolo, Michelle Barton, Debra Doerfler and guests, Mark DiMaggio, and Michael Maines.

Absent: Ryan Walls

1. Call to Order
   Bob called the meeting to order at 9:05 a.m.

   There were no changes to the agenda.

2. Review / Approve Highlights

   Nancy motioned to approve the Highlights, Michelle seconded. The Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

   BP/AP 4021 Discontinuance of Programs (MSC Berta/Dan) There was no discussion this item will move to SPC.

4. FIRST READING: REVIEW/DISCUSS

   AP 4101 Independent Study Berta explained the changes to this item, Barb explained that the Senate had reviewed and that the reference to “independent study” should be changed to “directed study” to align with state language. Suzanne pointed out a couple of typographical errors. Debra agreed to make all of the changes as discussed. This item will move to second reading in April.

   AP 7211 Faculty Services Areas and Competencies Greg spoke, there was no discussion, this item will move to second reading in April.

   AP 7600 Palomar College Police Department Mark and John discussed this item. Aaron asked about the application of this AP to Dispatchers. This item will return for second reading in April.

   BP/AP 7700 Whistleblower Protection John explained that this is a reference change only.
5. DISCUSSION

**AP 7120 Recruitment and Hiring** Bob explained that there is language that needs to be clarified. Following discussion he asked that Greg, Barb, Jenny, Aaron, and John review and update addressing those matters as discussed including: part-time faculty hiring, defining and clarifying actions related to failed searches, and the number of committee members on each of the committees.

6. Update on items currently tabled or in committee

The Task Force member that asked an item be tabled is requested to provide an update to the group on the current status of the item and the date it will be brought back to the Task Force.

- **BP 7360 – Discipline and Dismissal – Academic Employees (In negotiations)**
- **AP 3435 – Discrimination and Harassment Investigations Training (In negotiations)**
- **AP 4260 – Pre-requisites Co-requisites and Advisories** Berta indicated there is a workgroup that needs to convene and the item will need to be routed to both the Senate and the Curriculum Committee prior to it being reviewed and Policies and Procedures.
- **BP 6700 – Civic Center and Other Facilities Use/AP 6700 – Civic Center Act and Other Facilities Use (linked with AP 3900)** Adrian provided a status update on this item.
- **AP 3900 – Speech Time Place and Manner** Adrian stated that the workgroup would reconvene and bring this item forward with BP/AP 6700.
- **BP/AP 3570 – Smoking and-or other Tobacco Use** Adrian provided an update on this item and reported that a legal opinion had been obtained.
- **BP/AP 5500 – Standards of Conduct** Adrian shared that this item is being handled by a workgroup.
- **AP 5530 – Student Rights and Grievances** John shared that this item needs to be redone and a workgroup reconvened.

7. Announcements – There were none.

8. Adjournment The meeting adjourned at 9:39 a.m.
Present: Nancy Chadwick, Barb Kelber, Jenny Fererro, Shannon Lienhart, Aaron Holmes, Phill Cerda, Lisa Filice, Berta Cuaron, Dan Sourbeer, Kendyl Magnuson, Adrian Gonzales, Susan Coleman (for Ron Perez), Michelle Barton, Debra Doerfler and guest Greg Larson.

Absent: Bob Deegan and John Tortarolo

1. Call to Order

Berta called the meeting to order at 9:05 a.m.

There were no changes to the agenda.

2. Review / Approve Highlights

Nancy motioned to approve the Highlights of March 6, 2015, Dan seconded. The Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

AP 4101 Independent Study (MSC Jenny/Nancy) Berta explained the change from “Independent” to “Directed” Study, this item will move to SPC.

AP 7211 Faculty Services Areas and Competencies (MSC Nancy/Dan) Greg requested a correction to the first paragraph under Review and Grievances as follows: Add after “...each academic” division appointed by Faculty Senate, one counselor and one librarian appointed by the Faculty Senate, and one faculty member appointed by the PFF. Delete the following, “area, plus two additional faculty members serving at large. All faculty are appointed by the Faculty Senate. In the second paragraph of the same section Barb asked that the word “grievance” be added to the sentence, “The decision of the grievance committee shall be final.” This item was approved as amended to move to SPC.

AP 7600 Palomar College Police Department (MSC Jenny/Barb) There was no discussion this item will move to SPC.

BP/AP 7700 Whistleblower Protection (MSC Nancy/Dan) Following a clarification of the changes the items were approved by the committee and will move to SPC.

4. FIRST READING: REVIEW/DISCUSS

AP 3560 Alcoholic Beverages Committee members expressed concerns about the proposed language changes, enforceability, outside groups bringing alcohol on campus and the distinction between Foundation/District sponsored events vs. outsiders hosting events with alcohol being served on District property as well as events where students are the primary

Page 1
attendees vs. the general public. Berta, Barb, and Michelle will edit and return this item to a future meeting.

5. OTHER

a. CAST representative – Lisa Filice reported that an alternate CAST rep had not yet been identified.

6. Update on items currently tabled or in committee

The Task Force member that asked an item be tabled is requested to provide an update to the group on the current status of the item and the date it will be brought back to the Task Force.

- AP 7120 – Recruitment and Hiring Barb provided an update.
- BP 7360 – Discipline and Dismissal – Academic Employees (In negotiations)
- AP 3435 – Discrimination and Harassment Investigations Training (In negotiations)
- AP 4260 – Pre-requisites Co-requisites and Advisories Adrian/Kendyl/Brian/Senate. Adrian reported that Kendyl and Brian will draft this item and then ask that the Senate review through Curriculum.
- BP 6700 – Civic Center and Other Facilities Use/AP 6700 – Civic Center Act and Other Facilities Use (linked with AP 3900) Adrian reported that these are still in committee.
- AP 3900 – Speech Time Place and Manner Adrian reported that this item is still in committee.
- BP/AP 3570 – Smoking and-or other Tobacco Use Adrian reported that a legal opinion had been obtained and that these items would return at a future meeting. He explained the different approaches colleges and universities in the state have taken two different approaches. He discussed issues with enforcement and asked that the ASG to provide its official recommendation on enforcement. Adrian reported that Jayne had drafted the revised version sent to the District’s legal counsel.
- BP/AP 5500 – Standards of Conduct (Adrian)
- AP 5530 – Student Rights and Grievances (Adrian)

7. Announcements There were none.

8. Adjournment The meeting adjourned at 9:49 a.m.
Policies/Procedures Review Committee Meeting
May 1, 2015 9:00 – 11:00 a.m. Room AA-140
Agenda

Committee members are reminded to share materials/information with their appropriate constituent group members. In addition, concerns from constituent groups should be shared at the Committee Meetings so that the issues may be discussed at that time.

1. Call to Order
   • Call for changes to agenda

2. Review / Approve Highlights
   • April 3 Meeting Highlights

3. SECOND READING: REVIEW/DISCUSS/APPROVE

4. FIRST READING: REVIEW/DISCUSS
   a. BP 3570 – Smoking and-or other Tobacco Use
   b. AP 3560 – Alcoholic Beverages
   c. AP 7600 – Palomar College Police Department

5. OTHER
   a. 2015/2016 Committee meeting schedule

6. Update on items currently tabled or in committee
   The Task Force member that asked an item be tabled is requested to provide an update to the group on the current status of the item and the date it will be brought back to the Task Force.
   • AP 7120 – Recruitment and Hiring (John)
   • BP 7360 – Discipline and Dismissal – Academic Employees (In negotiations)
   • AP 3435 – Discrimination and Harassment Investigations Training (In negotiations)
   • AP 4260 – Pre-requisites Co-requisites and Advisories Adrian/Kendyl/Brian/Senate
   • BP 6700 – Civic Center and Other Facilities Use/AP 6700 – Civic Center Act and Other Facilities Use (linked with AP 3900) (Adrian)
   • AP 3900 – Speech Time Place and Manner (Adrian)
   • AP 3570 – Smoking and-or other Tobacco Use (Adrian)
   • BP/AP 5500 – Standards of Conduct (Adrian)
   • AP 5530 – Student Rights and Grievances (Adrian)

7. Announcements

8. Adjournment

   Next meeting: May 1st, 2015 (last meeting of the semester)
Policies/Procedures Review Committee Meeting
Meeting Highlights
September 4, 2015

Present: Adrian Gonzales, Nancy Chadwick, Barb Kelber, Jenny Fererro, Shannon Lienhart, Aaron Holmes, Phill Cerda, Dan Sourbeer, Jack Kahn, Kendyl Magnuson, Bernard Sena (for Ron Perez), Mike Popielski, Michelle Barton, Debra Doerfler and guests Greg Larson and Mark DiMaggio.

Absent: Lisa Filice

1. Call to Order

Call for changes to agenda; there were none. The first Policies and Procedures Review Committee meeting of the fiscal year was called to order. Adrian provided an overview of the role of the committee and attendees introduced themselves.

2. Review / Approve Highlights

Nancy motions to approve the April 3 Meeting Highlights, Jenny seconded. The Highlights were approved as written (abstentions: Jack, Mike & Berne)

Dan motioned and Nancy seconded to accept May 1, 2014 watermarked agenda to serve as the meeting record in lieu of Highlights. Accepted. (Abstentions: Jack, Mike & Berne)

3. SECOND READING: REVIEW/DISCUSS/APPROVE There were no items for second reading.

4. FIRST READING: REVIEW/DISCUSS

BP 3570 – Smoking and-or other Tobacco Use Adrian talked about this item and responded to a question posed regarding medicinal marijuana. Chief DiMaggio also responded to this topic and others commented. Adrian shared that Chief DiMaggio is drafting a fine structure for future consideration. The item will return at the October meeting for second reading.

AP 3560 – Alcoholic Beverages Committee members reviewed the procedure there was no discussion. The item will return at the October meeting for second reading.

AP 7600 – Palomar College Police Department Chief DiMaggio commented on this item. Aaron commented that Dan and Mike should discuss the item. Barb had questions and Mark responded. Aaron asked for the listing of POST requirements and Chief DiMaggio agreed to send them.

5. STATUS UPDATE

BP/AP 6700 Civic Center and Other Facilities Use and, AP 3900 – Speech Time Place and Manner

Adrian discussed and asked that these items be redrafted with CCLC’s language and they be reviewed again without all the multiple revisions. Committee members consented to this approach. The items will be redrafted and presented for first reading in October.
6. OTHER

a. 2015/2016 Committee meeting schedule. Adrian encouraged committee members to send an alternate if the appointed member could not attend.

b. Bulk reference changes. Debra explained the proposed CCLC reference changes. Adrian explained that the purpose in bringing forward these citation changes in this manner is to saves staff time and District resources. The committee consented to bringing these reference only changes forward for first reading in October.

c. BP/AP 3280 Grants Greg and other faculty expressed that the Senate has concerns about the District committing to grants which the Senate has not had adequate time to review. Jack Kahn expressed that there should also be input from departments/divisions that store educational resources so that duplication can be avoided when seeking grant funds. Barb expressed that some staff need help in writing grants and suggested a better structure is needed to pursue grant opportunities. Dan talked about improving the communication loop to make sure all appropriate governance groups, including the Faculty Senate have had an opportunity for input. Adrian talked about the lack of structure for grants and talked about new grants and renewing grants. Bernard talked about some of the fiscal issues. Dan agreed to lead a work group to address the concerns expressed and suggested broad participation from the constituency groups and others regularly involved in grants.

7. Update on items currently tabled or in committee

AP 7120 – Recruitment and Hiring Mike shared that additional edits are necessary and that those edits will include a hiring process for faculty diversity. Barb shared that a work group has been working on separate faculty hiring procedures and stated that they would like to meet with the Board to discuss the topic. Barb reviewed the work that has been undertaken. Jenny and others talked about the importance of defining diversity.

BP 7360 – Discipline and Dismissal – Academic Employees (In negotiations)
AP 3435 – Discrimination and Harassment Investigations Training (In negotiations)

AP 4260 – Pre-requisites Co-requisites and Advisories Adrian noted that the current process is inconsistent. Work continues on this item.

AP 3570 – Smoking and-or other Tobacco Use Chief DiMaggio and Health Services are to draft a fine structure for future consideration.

BP/AP 5500 – Standards of Conduct Adrian talked about this item and shared that this is being brought forward by Sherry Titus.

AP 5530 – Student Rights and Grievances Barb talked about the importance of distinguishing between student complaints vs. grievances.

8. Announcements Adrian talked about issues related to drones on campus. Instruction will take the lead on this item.

9. Adjournment The meeting adjourned at 10:30 a.m.

Next meeting: October 2, 2015
Policies/Procedures Review Committee Meeting  
Meeting Highlights  
October 2, 2015

Present: Adrian Gonzales, Nancy Chadwick, Barb Kelber, Jenny Fererro, Aaron Holmes, Phill Cerda, Dan Sourbeer, David Aguilar, Kendyl Magnuson, Bernard Sena (for Ron Perez), Mike Popielski, Michelle Barton, Debra Doerfler and guests Greg Larson, Sherry Titus, Najib Manea, and Mark DiMaggio.

Absent: Shannon Lienhart, Lisa Filice, Jack Kahn, Michelle Barton

1. Call to Order  
The meeting was called to order at 9:00 a.m. There were no changes to the agenda and the meeting proceeded.

2. Review / Approve Highlights  
Nancy motions to approve the September 4, 2015 Meeting Highlights, Dan seconded. The Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUSS/APPROVE  

BP 3570 – Smoking and-or other Tobacco Use (MSC Nancy/Dan) There was no discussion this item will move to SPC.

AP 3560 – Alcoholic Beverages (MSC Nancy/Dan) Phill asked for clarification and Adrian responded. The item was voted on and approved and will move to SPC.

AP 7600 – Palomar College Police Department (MSC Nancy/Dan) There was no discussion this item will move to SPC.

4. FIRST READING: REVIEW/DISCUSS  

AP 3750 – Use of Copyrighted Material Adrian introduced the item. Najib talked about the work that has gone into the process that ATRC established and the rationale behind it. The committee discussed and modified the paragraph under the header: Streaming Media Server Workflow. This item will return for second reading in November.

BP/AP 6700 – Civic Center and Other Facilities Use Adrian introduced and discussed the item briefly. The committee reviewed the items. Debra discussed the section titled Reservations. Phill asked about the number of days advanced notice

AP 3900 – Speech Time Place and Manner Jennie, speaking on behalf of Shannon requested that this item be brought back as the item presented. Members discussed briefly that the item was to be redrafted with only District and CCLC language and that the committee would “start fresh” without the multiple edits. Debra agreed to redraft with only CCLC and current District language. This item will return for first reading in November.
BP/AP 5500 – Standards of Conduct Sherry introduced these items and committee members discussed. Revisions were discussed and made. The item will return for a second reading in November.

Bulk reference changes Debra discussed the bulk reference changes and committee members were comfortable with the bulk changes to reference numbers only. This item will return for second reading in November.

5. STATUS UPDATE

AP 5530 – Student Rights and Grievances Barb discussed the status of this item. Sherry shared that there was discussion to separate out Student Rights from a Complaints and Grievances procedure. This item will be brought back in the future.

AP 3570 – Smoking and or other Tobacco Use Adrian discussed this item and stated that Mark and Judy have been tasked with drafting the language. Mark discussed some of the issues with fines and how current vehicle parking fines work. He also discussed appeal processes, a “promotional period,” and the idea of fee waivers or campus service. Mike expressed that campus service might be an issue with liability issues. This item will return for first reading in November.

6. OTHER

7. Update on items currently tabled or in committee

AP 7120 – Recruitment and Hiring Mike had no update however Barb provided an update on the Faculty Hiring Procedures approved by the Faculty Senate 9-28-15.

The following items were not discussed:
BP 7360 – Discipline and Dismissal – Academic Employees (In negotiations)
AP 3435 – Discrimination and Harassment Investigations Training (In negotiations)
AP 4260 – Pre-requisites Co-requisites and Advisories (Adrian/Kendyl/Brian/Senate)

8. Announcements

9. Adjournment The meeting adjourned at 11:00 a.m.
Policies/Procedures Review Committee Meeting
Meeting Highlights
November 6, 2015

Present: Adrian Gonzales, Nancy Chadwick, Barb Kelber, Jenny Fererro, Phill Cerda, Dan Sourbeer, Barbara Blanchard, Bernard Sena (for Ron Perez), Mike Popielski, Michelle Barton, Debra Doerfler and guests Najib Manea, Jack Kahn, April Cunningham, and Mark DiMaggio.

Absent: Shannon Lienhart, Aaron Holmes, David Aguilar, and Kendyl Magnuson.

1. Call to Order
   The meeting was called to order at 8:00 a.m. There were no changes to the agenda and the meeting proceeded.

2. Review / Approve Highlights
   Nancy motioned to approve the October 2, 2015 Meeting Highlights, Michelle seconded. The Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

   BP/AP 6700 – Civic Center and Other Facilities Use
   Nancy motioned to approve BP 6700, Phill seconded, the item will move to SPC, all aye. Dan motioned and Michelle seconded to approve AP 6700, all aye, this item will move to SPC.

   BP/AP 5500 – Standards of Conduct
   Dan motioned to approve, Mike seconded. The group discussed and amended the item. BP 5500 was approved as amended and will move to SPC. Adrian introduced AP 5500, Mike motioned to approve, Dan seconded. The committee discussed and amended AP 5500. The item was approved as amended and will move to SPC.

   AP 3750 – Use of Copyrighted Material
   Chadwick motioned to approve, Dan seconded. The committee reviewed and approved the item as written. AP 3750 will move to SPC.

   Bulk reference changes
   Nancy motioned and Dan seconded. The committee approved the reference changes as presented, the bulk reference changes will be presented to SPC.

4. FIRST READING: REVIEW/DISCUSS

   AP 3900 – Speech Time Place and Manner
   Adrian introduced AP 3900. The committee reviewed and agreed that a workgroup needed to be convened to review and refine this AP. Adrian agreed to pull a workgroup together. Jenny volunteered to be the faculty member on the workgroup if needed.

   AP 3570 – Smoking and-or other Tobacco Use
   Adrian discussed this item stating it is only a starting point. Committee members discussed the AP noting that it must be applied equally to all groups. Committee members were encouraged to have discussions with their constituency groups. Police Chief DiMaggio; Health Services Director, Judy Harris; and Mike Popielski, VP HRS were tasked with researching and amending this AP.
5. STATUS UPDATE

AP 5530 – Student Rights and Grievances No update.

6. Update on items currently tabled or in committee

The Task Force member that asked an item be tabled is requested to provide an update to the group on the current status of the item and the date it will be brought back to the Task Force.

AP 7120 – Recruitment and Hiring Mike had no update, Barb commented.

BP 7360 – Discipline and Dismissal – Academic Employees (In negotiations)

AP 3435 – Discrimination and Harassment Investigations Training (In negotiations)

AP 4260 – Pre-requisites Co-requisites and Advisories (Adrian/Kendyl/Brian/Senate) Adrian, Jenny, and Barb commented and the committee discussed. Adrian asked that the Faculty Senate via the Curriculum Committee review and return this item to P&P. Jenny agreed to shepherd this item to the Curriculum Committee and the Faculty Senate.

7. Announcements Attendees were reminded that the Superintendent/President forums were taking place beginning at 9:30 a.m. Nancy asked about the status of the policy on drones; Adrian and Dan responded that it is being researched and the situated monitored.

8. Adjournment The meeting adjourned at 8:40 a.m.

Next meeting: December 4, 2015
Policies/Procedures Review Committee Meeting
Meeting Highlights
February 5, 2016

Present: Adrian Gonzales, Nancy Chadwick, Greg Larson (for April Cunningham), Jenny Fererro, Shannon Lienhart, Aaron Holmes, Justin Smiley (for Phill Cerda), David Aguilar, Dan Sourbeer, Kathy Kailikole, Kendyl Magnuson, Brian Stockert, Bernard Sena (for Ron Perez), Mike Popielski, Michelle Barton, Debra Doerfler and guest Mark DiMaggio.

Absent: none

1. Call to Order
   The meeting was called to order at 9:30 a.m. There were no changes to the agenda and the meeting proceeded.

2. Review / Approve Highlights
   Nancy motioned to approve the November 6, 2015 Meeting Highlights, Dan seconded. The Highlights were approved.

3. SECOND READING: REVIEW/DISCUSS/APPROVE There were none.

4. FIRST READING: REVIEW/DISCUSS

   AP 3710 – Securing of Copyright The committee reviewed this item, constituent group leaders are to share with their groups. This item will return for second reading in March.

   AP 3715 – Intellectual Property Committee members reviewed this item. Shannon suggested that this procedure does not apply to faculty as intellectual property is covered in Article 25 of the agreement between the PFF, CFT/AFT and the District. Mike agreed to review the item with PFF during negotiations.

   AP 3720 – Computer and Network Use Committee members discussed this AP at length. Attendees were reminded that the AP was approved in October of 2014 and is currently active. A number of concerns were expressed related to: Language that is perceived to be overly broad, language related to disciplinary matters, training users on the procedure, and user responsibilities. Adrian asked that CCE, Information Services, PFF and HRS work with Mike Popielski (as lead) to review and amend this AP with the expectation that it be brought back to the group in a month or two.

   BP 3820 – Gifts Donations and Bequests The committee reviewed, there were no comments. This item will return for second reading in March.

   AP 7337 – Fingerprinting The committee reviewed and discussed, this item will return for second reading in March.

5. STATUS UPDATE

   BP/AP 3200 – Accreditation Dan reported that BP/AP 3200 would be ready in March.
AP 3570 – Smoking and-or other Tobacco Use Adrian talked about this item and asked committee members to start formal conversations with their respective groups. David reported that the ASG supports a smoke-free campus. Jenny reported that, in general, the Senate supports the idea of a fee structure. Aaron shared that CCE members had not been polled. Debra agreed to send out the draft AP to committee members. Adrian talked about current student discipline procedures and asked that everyone start discussion about the idea of fines for smoking on campus.

AP 3900 – Speech Time Place and Manner (Adrian) Adrian will pull a meeting together with Sherry, Kendyl, David, and Shannon to review this item.

AP 4260 – Pre-requisites Co-requisites and Advisories (Adrian/Kendyl/Brian/Jenny) Jenny shared that a work group has met. This AP will be moving to the Curriculum Committee and will then be routed to P&P in April.

AP 5530 – Student Rights and Grievances (Sherry/Debra) No update.

6. Update on items currently tabled or in committee

Mike reported that these five items are in negotiations and that he has reached out to CCE & PFF:

1. AP 7120 – Recruitment and Hiring
2. AP 7125 – Verification of Eligibility of Employment
3. BP 7360 – Discipline and Dismissal – Academic Employees
4. AP 7380 – Retiree Health Benefits
5. AP 3435 – Discrimination and Harassment Investigations Training

7. Announcements

Jenny announced that April Cunningham will be replacing Barb Kelber on the committee. David announced that the ASG would be holding its next March meeting at the Escondido center.

8. Adjournment

Next meeting: March 4, 2016
Policies/Procedures Review Committee Meeting
Meeting Highlights
March 4, 2016

Present: Adrian Gonzales, Nancy Chadwick, April Cunningham, Jenny Fererro, David Aguilar, Dan Sourbeer, Kathy Kailikole, Bernard Sena (for Ron Perez), Mike Popielski, Michelle Barton, Debra Doerfler and guests Mark DiMaggio, Sherry Titus, and Yolande Reilly

Absent: Shannon Lienhart, Aaron Holmes, Phill Cerda, Kendyl Magnuson, and Brian Stockert

1. Call to Order
The meeting was called to order at 9:00 a.m. There were no changes to the agenda and the meeting proceeded.

2. Review / Approve Highlights
Nancy motioned to approve the February 5, 2016 Meeting Highlights, Dan seconded. The Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

   AP 3710 – Securing of Copyright Nancy motioned to approve AP 3710, Dan seconded. There was no discussion, this item was approved unanimously and will move to SPC.

   BP 3820 – Gifts Donations and Bequests Nancy motioned to approve BP 3820, Dan seconded. There was no discussion, this item was approved unanimously and will move to SPC.

   AP 7337 – Fingerprinting Nancy motioned to approve AP 7337, Dan seconded. There was no discussion, this item was approved unanimously and will move to SPC.

4. FIRST READING: REVIEW/DISCUSS

   BP/AP 3200 – Accreditation Adrian noted that the BP is reference changes only. Dan discussed the proposed changes to the AP; the word “trustees” was added to the constituency participation listing. Committee members were asked to review with their groups. This BP/AP pair will return for second reading next month.

   AP 3505 Emergency Response Plan Yolande Reilly, Environmental Health & Safety, reported that she, Derrick Johnson, and Karen Bogota had reviewed and revised this AP. Additional changes were proposed and incorporated. Committee members discussed and additional changes made. This AP will return for second reading next month.

   AP 5530 Student Complaints and Grievances Adrian talked briefly about this item. Jenny (on behalf of Shannon) shared that PFF has concerns with the section on formal hearing.
Committee members discussed various concerns. Adrian asked that Shannon send him and Sherry the specifics of her concerns, Jenny agreed to relay the message.

5. STATUS UPDATE

AP 3570 – Smoking and-or other Tobacco Use Adrian asked for feedback and talked about some of the conversations he has had with smokers. Jenny reported that, in general, Faculty Senate supports fines so long as there is enforcement. David reported that ASG supports a smoke-free campus and expressed concerns about differing standards for students and staff. Adrian reported that the legislature is considering raising the smoking age to 21. Adrian asked that constituent group leaders continue to talk with, and gather feedback, from their members with the goal of having a formal vote on whether to move forward with fines.

AP 3900 – Speech Time Place and Manner (Adrian) Adrian reported that a first meeting had been held and talked about the framework that this AP will take: 1) Free speech guidelines 2) Scheduled Speakers 3) Non-scheduled speakers. The item is to be reformatted and resubmitted.

AP 4260 – Pre-requisites Co-requisites and Advisories (Adrian/Kendyl/Brian/Jenny) Jenny shared that a work group has met and will be meeting again the week of March 7th. She talked about some Instruction and Student Services issues that need to be resolved. She reported that this item should be ready for the April meeting.

6. Update on items currently tabled or in committee

Mike reported all of these items are slated to be discussed in negotiations.

   1. AP 7120 – Recruitment and Hiring
   2. AP 7125 – Verification of Eligibility of Employment
   3. BP 7360 – Discipline and Dismissal – Academic Employees
   4. AP 7380 – Retiree Health Benefits
   5. AP 3435 – Discrimination and Harassment Investigations Training
   6. AP 3715 – Intellectual Property

7. Announcements

Jenny asked about the status on drones, Adrian talked about drones on campus and some issues that have taken place. Adrian announced the Dolores Huelta event. David reported that the ASG meeting will be held on the Escondido campus.

8. Adjournment

Next meeting: April 1, 2016
Policies/Procedures Review Committee Meeting
Meeting Highlights
April 1, 2016

Present: Adrian Gonzales, Nancy Chadwick, Jenny Fererro, Shannon Lienhart, Phill Cerda, David Aguilar, Dan Sourbeer, Kathy Kailikole, Kendyl Magnuson, Brian Stockert, Bernard Sena (for Ron Perez), Lisa Hornsby (for Mike Popielski), Michelle Barton, Debra Doerfler and guests: Mark DiMaggio, Sherry Titus, Robert Threatt, Greg Larson, Connie Moise, Derrick Johnson, and Yolande Reilly

Absent: April Cunningham and Aaron Holmes

1. Call to Order
The meeting was called to order at 9:05 a.m. There were no changes to the agenda and the meeting proceeded.

2. Review / Approve
Nancy motioned to approve the March 4, 2016 Meeting Highlights, Jenny seconded. The Highlights were approved as amended.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

BP/AP 3200 – Accreditation Nancy motioned to approve BP and AP 3200, Michelle seconded. Phill asked that the work “report” be added between “self-evaluation” and “is completed” in the AP. Following discussion Debra amended the item and it was approved unanimously as amended. This item will move and will to SPC.

AP 3505 – Emergency Response Plan Nancy motioned to approve AP 3505, Dan seconded. There was no discussion, this item was approved unanimously and will move to SPC.

AP 5530 – Student Complaints and Grievances Dan motioned to approve AP 5530, Michelle seconded. Committee members expressed concerns about the language in this AP. Following discussion Jenny motioned to table, Michelle seconded. Shannon and Sherry agreed to work on this item and bring it back at a later date.

4. FIRST READING: REVIEW/DISCUSS

AP 3720 – Computer and Network Use Bernie shared that he, Connie Moise, Shannon, Aaron and Mike met and reviewed this AP in detail. Shannon and Jenny reported that the amended item as presented is a good procedure. Adrian asked committee members to take the revised AP to their respective groups. This item will return for second reading in May.

5. STATUS UPDATE

AP 3570 – Smoking and-or other Tobacco Use (Constituent Group Leaders) Debra, reporting for CAST President Zeb Navarro, reported that CAST members had provided feedback. CAST members reported wanting to work in a smoke free campus and wanting the
District to enforce its policy on Palomar being smoke-free/vape-free. CAST members supported a tiered penalty structure with a first offence written warning followed by fine. CAST members were split on the topic of smoking cessation as an alternative to fines. Finally CAST members reported that all polices/procedures related to fines need to be focused equally on students, visitors, and employees. David, reporting for ASG, conveyed that all fines/penalties should be leveled equally on all segments of the campus and that the tiered fine structure is supported. Jenny reported that the Senate would review and report in May.

AP 3900 – Speech Time Place and Manner (Adrian) A revised draft of this item will be presented in May. A small group met earlier in the year and formulated a framework for the re-drafting of this item.

AP 4260 – Pre-requisites Co-requisites and Advisories Jenny provided an update on this item.

6. NEW BUSINESS

   AP 7120 – Recruitment and Hiring Adrian requested that he, the Senate and Dan hold a meeting to review this item.

7. Update on items currently tabled or in committee

   AP 7125 – Verification of Eligibility of Employment (Mike discussing w/ PFF & CCE)
   BP 7360 – Discipline and Dismissal – Academic Employees (In negotiations)
   AP 7380 – Retiree Health Benefits – (Mike)
   AP 3435 – Discrimination and Harassment Investigations Training (In negotiations)
   AP 3715 – Intellectual Property (Mike/PFF negotiations)

   Speaking on behalf of Mike, Lisa had no report on these items.

8. Announcements

   Bernie introduced the new Internal Auditor, Robert Threatt

   The committee discussed moving the May 6th meeting to the 13th as six P&P members would be unable to attend on the 6th due to a conflict with the Superintendent/President Search Committee’s work.
Policies/Procedures Review Committee Meeting  
Meeting Highlights  
May 13, 2016

1. **Present**: Adrian Gonzales, Nancy Chadwick, April Cunningham, Jenny Fererro, Justin Smiley, David Aguilar, Dan Sourbeer, Kathy Kailikole, Kendyl Magnuson, Robert Threatt (for Ron Perez), Mike Popielski, Michelle Barton, Debra Doerfler and guests: Mark DiMaggio, Sherry Titus, Lindsay Kretchman, Greg Larson, Connie Moise, Jack Kahn, and Devon Smith.

**Absent**: Shannon Lienhart, Aaron Holmes, Brian Stockert and Michelle Barton

2. **Call to Order**  
The meeting was called to order at 9:02 a.m. There were no changes to the agenda.

3. **Review / Approve**  
Nancy motioned to approve the April 1, 2016 Meeting Highlights, Jenny seconded. The Highlights were approved as written.

4. **SECOND READING: REVIEW/DISCUSS/APPROVE**  
   
   **AP 3720 – Computer and Network Use**: Jenny motioned to approve, Dan seconded. There was no discussion, this item will move to SPC.

5. **FIRST READING: REVIEW/DISCUSS**  
   
   **AP 5530 – Student Rights and Grievances**: Sherry talked about this AP and the work that went into resolving some lingering issues. Committee members discussed training for the ombudsperson. Adrian agreed to speak with the constituent group leaders to outline a procedure for establishing an annual list of people that have been trained to act as an ombudsperson. Committee members discussed and made changes striking the following: Each student who has a complaint shall make a reasonable effort to resolve the matter following the complaint resolution process, with the person with whom the student has the complaint, then that person’s immediate supervisor, and then, if needed, the college administration. Adrian agreed to find form language that can be incorporated into the AP to guide the student to the correct process to use for their specific complaint. This item will return for second reading in the Fall.

   **AP 5500 – Standards of Student Conduct**: Sherry talked about this AP and shared that when it was revised in 2015 some language was accidentally dropped and it needs to be added back in. Adrian shared with attendees that the state is discussing a system-wide smoking ban on community college campuses and suggest that additional language may need to be incorporated in this AP. This item will return for second reading in the Fall.

   **AP 5011 – Admission and concurrent enrollment of high school and other young students**: Kendyl discussed this item and reviewed the proposed changes with the committee. Committee members asked that the word “alien” be removed and that the CDC be changed to the ECELS. Debra made the changes. This item will return for second reading in the Fall.

6. **STATUS UPDATE**  
   
   **AP 3570 – Smoking and-or other Tobacco Use**: Jenny reported that the Senate was polled (not the entire faculty) and that 1) the majority of the Senate is not in support of a fine structure, 2) if a
fine structure is implemented it needs to be equally enforced across all constituent groups including faculty and staff, 3) does not support requiring or offering a smoking cessation program as part of the procedure. Aaron reported that a formal poll had not been taken of CCE members but that informally members do not support fines or cessation but they do feel whatever is implemented needs to be implemented equally across all groups.

AP 3900 – Speech: Time, Place, and Manner Adrian talked about this item and asked committee members to review and share with their constituencies. This item will return in the Fall.

7. NEW BUSINESS

BP/AP 3280 – Grants Greg and Jenny talked about expanding the involvement of faculty and other interested parties in the grant process. Committee members discussed and it was agreed that this item should be brought back in the Fall for further discussion. Committee members also discussed the idea of setting up a grants office.

2016/2017 schedule & committee member listing The committee reviewed the schedule, the date and time will remain the first Friday, 9:00 – 11:00 a.m.

8. Update on items currently tabled or in committee

AP 7120 – Recruitment and Hiring Adrian talked about this item and the most recent faculty hiring cycle. He suggested that the chairs of the hiring committees meet to discuss their experiences and brainstorm process improvements.

AP 7125 – Verification of Eligibility of Employment, BP 7360 – Discipline and Dismissal – Academic Employees, AP 7380 – Retiree Health Benefits, AP 3435 – Discrimination and Harassment Investigations Training, AP 3715 – Intellectual Property Mike reported that these items are being worked on over the summer by HR staff.

9. Announcements The meeting adjourned at 10:37 a.m.
Policies/Procedures Review Committee Meeting  
Meeting Highlights  
September 2, 2016

Present: Joi Blake, Nancy Chadwick, April Cunningham, Jenny Fererro, Mike Dimmick, David Aguilar, Dan Sourbeer, Kathy Kailikole, Kendyl Magnuson, Adrian Gonzales, Robert Threatt (for Ron Perez), Shawna Cohen (for Mike Popielski), Michelle Barton, Debra Doerfler and guests: Mark DiMaggio and Greg Larson

Absent: Shannon Lienhart and Aaron Holmes

Call to Order
The meeting was called to order at 9:03 a.m. There were no changes to the agenda.

1. Introductions/Overview for 2016-17
Joi welcomed back committee members and asked everyone to introduce themselves. She discussed expectation for the fall semester and reminded committee members to report back to their constituent groups.

2. Other procedural matters
Joi asked everyone to review the document containing the definitions of Polices & Procedures. Committee members reviewed the schedule of upcoming meetings. Debra reported that the Committee’s primary task for this period would be reviewing chapters 3 and 5.

3. Review / Approve
Nancy motioned to approve the May 13, 2016 Meeting Highlights, Dan seconded. Kathy, Michelle and other committee members discussed the portion of the Highlights related to the discussion of grants. The Highlights were approved as amended with a notation added regarding the formation of a grants office.

4. SECOND READING: REVIEW/DISCUSS/APPROVE

AP 5530 – Student Rights and Grievances
Michelle motioned to approve, Dan seconded. There was no discussion, this item will move to SPC.

AP 5500 – Standards of Student Conduct
Jenny motioned to approve, Dan seconded. Debra pointed out that the language "smoking/vaping on campus" (#22 of the list) was an addition from the first reading and had been discussed and supported by Student Services. The committee voted to approve with the addition of the “smoking/vaping on campus.” This item will move to SPC.

AP 5011 – Admission and concurrent enrollment of high school and other young students
Dan motioned to approve, Kendyl seconded. Kendyl discussed that this AP will bring us into compliance with AB388 requirements. Jenny talked about the importance of infrastructure to support faculty as more minor students enroll at the
college. Following discussion the committee voted to approve, this item will move to SPC.

5. FIRST READING: REVIEW/DISCUSS (None)

6. STATUS UPDATE

   BP/AP 3280 – Grants Committee members discussed the importance of setting up a process for grants management, setting up a centralized office, and the past history of grants at Palomar. Greg talked about local and state senate concerns and urged faculty involvement.

   AP 3570 – Smoking and-or other Tobacco Use Adrian discussed a new pending law which would ban smoking on community college campuses and the proposed fine structure contained in that law. He reminded the committee that the question remains whether the District will implement a fine structure. Adrian will update the committee at the next meeting.

   AP 3900 – Speech: Time, Place, and Manner Adrian reported on work done over the summer and reported he would bring a redrafted AP to the committee. He shared that he will be adding proposed language to address safety concerns related to oversized displays.

7. NEW BUSINESS The was no new business

8. Update on items currently tabled or in committee


   AP 3715 – Intellectual Property-no update

9. Announcements

   Jenny reported that the Faculty Senate is working on AP 4260 and it will be brought to the committee this Fall.

   Adrian reported that a Pro-Life event would be taking place on campus on September 14th and effort that will be taken to alert students and employees.

   The meeting adjourned at 9:43 a.m.
Policies/Procedures Review Committee Meeting
Meeting Highlights
November 4, 2016

Present: Joi Blake, Nancy Chadwick, April Cunningham, Jenny Fererro, Mike Dimmick, David Aguilar, Dan Sourbeer, Kathy Kailikole, Kendyl Magnuson, Adrian Gonzales, Robert Threatt (for Ron Perez), Shannon Lienhart, Debra Doerfler and guests: Judy Harris and Greg Larson.

Absent: Shawna Cohen (for HRS), Aaron Holmes, and Michelle Barton.

Call to Order
The meeting was called to order at 9:04 a.m. There were no changes to the agenda.

1. Review / Approve meeting Highlights

Nancy motioned to approve the September 2, 2016 Meeting Highlights, Dan seconded. The Highlights were approved as written.

2. SECOND READING: REVIEW/DISCUSS/APPROVE

None this month.

3. FIRST READING: REVIEW/DISCUSS

AP 4260 Pre-requisites, Co-requisites, and Advisories Following review and discussion it was determined that the version presented was not the most current version that contained the Curriculum Committee’s proposed changes. Adrian agreed to send out the most current version to committee members to review with constituencies. (The item was subsequently emailed to the Committee on 11/15/16) Jenny, Kendyl and others discussed some of the changes. It was agreed that this item could come back for second reading in December.

AP 5012 International Students Adrian talked about this item noting there are no proposed changes. Jenny asked for clarification on some language. Adrian and Kendyl responded and following discussions it was agreed that the item would be reviewed and consideration given to adding a section on ‘maintaining status’ as an international student.

BP/AP 5030 Fees Adrian and Kendyl discussed the proposed changes and how the BP was bring streamlined and language being moved to the AP as has been our practice. The committee discussed the BP being a listing of fees and the AP containing the details. Debra pulled up the CCLC template that shows that the BP contains the references to the Ed Code citations. Adrian asked Committee members to review and email him comments.

BP/AP 5420 ASG Financial Management Adrian discussed this item noting there were no proposed changes on the BP and only minor proposed changes on the AP David agreed to take the BP and AP to ASG for review.
BP/AP 5757 Parking Adrian talked about the BP & AP noting the proposed changes to the AP.

4. STATUS UPDATE

BP/AP 3280 – Grants Dan shared that he would be working with faculty on this item.

AP 3570 – Smoking and-or other Tobacco Use Adrian shared the news that the Governor did not sign the legislation banning smoking and discussed the continued dilemma of whether to charge fines or not. Shannon shared that PFF does not support fines. Committee members discussed the pros and cons of implementing fines and the current enforcement efforts. This item will be removed from the agenda pending further legislative or CCLC proposed changes.

AP 3900 – Speech: Time, Place, and Manner Adrian handed out a hard copy of a newly drafted AP and discussed the work that was done over the summer to craft this version. He asked that committee members share with their groups and noted that it would need to go to the District’s legal counsel for review. Jenny commented that it is an easy to read version. Debra agreed to send the electronic version out to committee members. A lengthy discussion took place regarding recent issues with some different health service organizations. Judy shared background history and what is being done to remedy the situation.

5. Update on items currently tabled or in committee

No update: These items will be addressed once a new VP of HRS is in place.

a. AP 7120 – Recruitment and Hiring
b. AP 7125 – Verification of Eligibility of Employment
c. BP 7360 – Discipline and Dismissal – Academic Employees
d. AP 7380 – Retiree Health Benefits
e. AP 3435 – Discrimination and Harassment Investigations Training
f. AP 3715 – Intellectual Property

6. Meeting Adjourned 10:19 a.m.

Next meeting: December 2 2016
Policies/Procedures Review Committee Meeting  
Meeting Highlights  
December 2, 2016

**Present:** Joi Blake, April Cunningham, Jenny Fererro, Shannon Lienhart, Mike Dimmick, David Aguilar, Dan Sourbeer, Kathy Kailikole, Kendyl Magnuson, Adrian Gonzales, Robert Threatt (for Ron Perez), Debra Doerfler and guests: Mark DiMaggio and Greg Larson.

**Absent:** Nancy Chadwick, Angelina Arzate, Shawna Cohen (for HRS), and Michelle Barton.

**Call to Order**  
The meeting was called to order at 9:12 a.m. There were no changes to the agenda.

1. **Review / Approve meeting Highlights**
   
   Mike motioned to approve the November 4, 2016, Meeting Highlights, David seconded. The Highlights were approved as written.

2. **SECOND READING: REVIEW/DISCUSS/APPROVE**
   
   **AP 4260 Pre-requisites, Co-requisites, and Advisories** Adrian and Jenny updated the committee on the work done on this AP and responded to questions. It was decided to have a clean copy created and sent to the committee for review – Debra agreed to get it done. The item will return for second reading (again) in February.

   **AP 5012 International Students** Kendyl reviewed the proposed changes on this item and responded to questions. Joi asked that the website address to the International Education Office be added at the end of the document. With that change Jenny motioned to approve, Kathy seconded. This item will move to SPC.

   **BP/AP 5030 Fees** Adrian and Kendyl talked about this BP/AP pair. Committee members discussed the use of the word “aliens” and asked that Adrian check with the District’s attorney to see about wording that sentence without the use of the word “aliens.” Adrian agreed to do that and check into the matter of the Student Activity Card that Jenny reported as being required (not optional) for some groups of students on campus. Following discussions he reported that the item would be brought back to the P&P Committee.

   **BP/AP 5420 ASG Financial Management** David reported that the ASG was not able to review these items at the last meeting and asked that they be tabled until February. These items will return in February.

   **BP/AP 5757 Parking** Adrian talked about these items. There was no discussion. David motioned to approve, Shannon seconded. The vote was unanimous, these items will move to SPC.
3. **FIRST READING: REVIEW/DISCUSS**

**AP 5550 3900 – Speech: Time, Place, and Manner** Adrian introduced the AP and shared that he is scheduling meetings to work with various groups (including Facilities and Student Affairs) and asked everyone for their inputs. Joi asked that language be included regarding alternative space in the event of inclement weather and the operations of the college. Committee members were asked to take AP 3900 to their constituents and forward any questions to him. He will amend the item and it will be brought back to P&P for second reading.

4. **STATUS UPDATE**

**BP/AP 3280 – Grants** Dan shared that this item is being worked on and he and Travis have been in discussions on this item.

5. **Update on items currently tabled or in committee**

Joi reported that a consultant would be brought in to address Chapter 7 policies and procedures.

**AP 7120 – Recruitment and Hiring**  
**AP 7125 – Verification of Eligibility of Employment**  
**BP 7360 – Discipline and Dismissal – Academic Employees**  
**AP 7380 – Retiree Health Benefits**  
**AP 3435 – Discrimination and Harassment Investigations Training**  
**AP 3715 – Intellectual Property**

6. **Announcements/Adjournment**

Adrian provided an update on the status of Chapter 5 review.

The meeting adjourned at 9:50 a.m.
Policies/Procedures Review Committee Meeting
Meeting Highlights
February 3, 2017

Present: John Halcón, Jenny Fererro, Angelina Arzate, Dan Sourbeer, Kendyl Magnuson, Adrian Gonzales, Robert Threatt (for Ron Perez), Michelle Barton, Debra Doerfler and guests: Mark DiMaggio and Greg Larson.

Absent: Joi Blake, April Cunningham, Shannon Lienhart, Mike Dimmick, David Aguilar, Kathy Kailikole, and Shawna Cohen (for HRS).

Call to Order
The meeting was called to order at 9:05 a.m. There were no changes to the agenda.

1. Review / Approve meeting Highlights

Jenny motioned to approve the December 2, 2016, Meeting Highlights, Dan seconded. The Highlights were approved as written.

2. SECOND READING: REVIEW/DISCUSS/APPROVE

AP 3900 – Speech: Time, Place, and Manner Adrian motioned to table, Kendyl seconded. Adrian asked everyone to submit their comments on this AP to him, he will be meeting with facilities, PFF and Student Activities. The committee approved tabling the item.

AP 4260 – Pre-requisites, Co-requisites, and Advisories Jenny motioned, Adrian seconded. Jenny commented on this item and noted that additional changes may be needed in the future but that the item is ready for approval. The committee voted to approve, this item will move to SPC.

BP/AP – 5030 Fees Adrian motioned to approve the BP & AP, Kendyl seconded. Adrian reported that the term “alien” had been changed to “foreign national” in the AP and this is the new legally accepted language. Committee members discussed the section under Student Health Fees and which students are exempt noting that the list may not be all-inclusive. The committee voted to approve, this item will move to SPC.

BP/AP – 5420 ASG Financial Management Jenny motioned to approve the BP & AP, Robert seconded. Adrian suggested that the actual office number be removed from the AP as the Cashier's Office may move to a different location. The committee agreed to remove the specific reference. The items were both approved (AP as amended) and will move to SPC.

3. FIRST READING: REVIEW/DISCUSS

BP/AP 3280 – Grants Dan introduced the items and talked about the “Grant Approval Process” form. The committee discussed the BP/AP and form at length and agreed it needs additional work. Jenny agreed to take the item to the Faculty Senate for discussion.
Interested individuals are to work with Dan on this item, it will come back to P&P next month.

**BP’s (no corresponding AP)**

**BP 5000 Student Responsibility** (for deletion) Adrian shared that the language in this BP would be incorporated into an existing BP/AP where it was most logical.

**BP 5530 Student Rights and Grievances** *(AP approved in Oct.)* The committee reviewed the item there were no comments.

**AP’s (no corresponding BP)**

**AP 5013 Students in the Military** Committee members review this item. Kendyl and John discussed withdrawal for military orders. Kendyl shared how the District works to remain flexible to accommodate military students’ various unique situations on a case by case basis.

**AP 5031 Instructional Materials Fees** The item was reviewed by committee members, there were no comments.

**BP/AP pairs**

**BP/AP 5010 Admissions and Concurrent Enrollment** Jenny asked how the District becomes aware of student expulsions from other institutions. Kendyl and Adrian responded. Jenny agreed to get clarification at Senate regarding the language pertaining to granting approval of visitors attending class sessions with permission of the instructor.

**BP/AP 5020 Nonresident Tuition** Committee members reviewed this BP/AP pair. Jenny had a question about the AP and how students would know they had to pay nonresident tuition. Kendyl responded and shared how the District informs students on how they can be classified as residents.

**BP/AP 5035 Withholding of Student Records** There were no comments on this BP/AP pair.

**BP/AP 5040 Student Records and Directory Information** Kendyl discussed the proposed changes to these items noting that the District is limiting information that will be considered “directory information” to help better protect student privacy.

**BP/AP 5045 Student Records: Challenging Content and Access Log** Jenny asked if the VAWA regulations were being reviewed to assure compliance, Mark responded that the BP would be reviewed to assure the language is in compliance.

**BP/AP 5050 Student Success and Support Program** Kendyl talked about this BP/AP pair and the proposed changes. There was no further discussion.

**BP/AP 5150 Extended Opportunity Programs and Services** Adrian talked about these items noting that the goal was to align them with the annual plan
BP/AP 5200 Student Health Services/Student Health Centers There were no comments related to the BP. Jenny asked about the changes proposed in the AP. Adrian shared that the District is working to provide services to students, even if they cannot immediately supply their ID card. Jenny talked about the importance of providing the services that we are advertising. She asked whether the District was providing pregnancy testing. Adrian agreed to find out. Jenny asked that the formatting be made consistent throughout the document, Debra agreed to take care of the formatting issues.

BP/AP 5210 Communicable Disease There were no comments regarding the BP. Kendyl asked for some minor grammatical changes in the AP, Debra made the changes. Jenny asked for clarification of fees and suggested the phrase “fees may apply,” be added, the committee agreed to include the language, Debra amended the item.

BP/AP 5220 Shower Facilities for Homeless Students Adrian talked about this new BP/AP pair. Jenny asked that the term “homeless” be changed to “housing insecurity.” Debra amended the documents. There were no further comments on this new pair.

BP/AP 5400 Associated Student Government There were no comments on this BP/AP pair.

BP/AP 5410 Associated Student Government Elections John asked whether the 5 unit requirement listed in the BP was accurate, Adrian confirmed it is. Michelle asked for clarification on the Office of Primary Responsibility; it was changed from Student Affairs to Student Services. Debra explained that the VP’s are ultimately responsible for the oversight of their area’s administrative procedures.

BP/AP 5570 Student Credit Card Solicitation There were no comments on this BP/AP pair.

STATUS UPDATE

4. Update on items currently tabled or in committee

5. Announcements/Adjournment

John talked about “sanctuary campuses” and the importance of protecting our students. He shared that the Board is working on drafting a resolution that highlights the District’s unequivocal support of all students regardless of their immigration status.

The meeting adjourned at 10:18 a.m.
Policies/Procedures Review Committee Meeting
Meeting Highlights
March 3, 2017

Present: April Cunningham, Jenny Fererro, Shannon Lienhart, Justin Smiley (for AA), Dan Sourbeer, Kendyl Magnuson, Adrian Gonzales, Robert Threatt (for Ron Perez), Debra Doerfler and guests: Mark DiMaggio and Greg Larson.

Absent: John Halcón, Joi Blake, Angelina Arzate, David Aguilar, Kathy Kailikole, Michelle Barton and Shawna Cohen (for HRS).

Call to Order
The meeting was called to order at 9:05 a.m. There were no changes to the agenda.

1. Review / Approve meeting Highlights

Jenny motioned to approve the December 2, 2016, Meeting Highlights, Robert seconded. The Highlights were approved. (Shannon, April & Justin abstaining.)

2. SECOND READING: REVIEW/DISCUSS/APPROVE

BP/AP 3280 – Grants Dan introduced the items and noted that he and Travis continue working on these items. Shannon expressed concerns with corporate grants. Committee members discussed and agreed that additional work is needed on these items. These items were tabled by unanimous consent.

BP 5000 Student Responsibility (for deletion) Adrian motioned for approval, Kendyl seconded. Jenny commented that she wants the language from this item incorporated elsewhere. This item was approved for deletion and will move to SPC.

BP 5530 Student Rights and Grievances (AP approved in Oct.) Adrian motioned for approval, Kendyl seconded. This item was approved and will move to SPC.

AP 5013 Students in the Military Kendyl motioned to approve, Robert seconded. This item was approved and will move to SPC.

AP 5031 Instructional Materials Fees Adrian motioned to approve, Kendyl seconded. This item was tabled pending additional review.

BP/AP 5010 Admissions and Concurrent Enrollment Kendyl motioned to approve, Robert seconded. Kendyl discussed the items, there were no comments on the BP, Jenny commented on the AP. Kendyl shared that fact sheets are being developed and there is training taking place. This BP/AP pair was approved and will move to SPC.
BP/AP 5020 Nonresident Tuition Kendyl motioned to approve, Robert seconded. This BP/AP pair was approved and will move to SPC.

BP/AP 5035 Withholding of Student Records Kendyl motioned to approve, Robert seconded. Following discussion Adrian requested that this pair be brought back at a later time.

BP/AP 5040 Student Records, Directory Kendyl motioned to approve, Robert seconded. There was no discussion, this BP/AP pair was approved and will move to SPC.

BP/AP 5045 Student Records: Challenging ... Kendyl motioned to approve, Robert seconded, Adrian commented, there was no other discussion. This BP/AP pair was approved and will move to SPC.

BP/AP 5050 Matriculation Kendyl motioned to approve, Adrian seconded. Committee members discussed the AP and following discussions this BP/AP pair was approved and will move to SPC.

BP/AP 5150 Extended Opportunity Programs and ... Adrian motioned to approve, Kendyl seconded. Shannon asked for clarification, Adrian responded. Following discussion this BP/AP pair was approved and will move to SPC.

BP/AP 5200 Student Health Services/Student Health Centers Kendyl motioned to approve, Adrian seconded. Committee members discussed the AP, following discussions a vote was taken and this BP/AP pair was approved. They will move to SPC.

BP/AP 5210 Communicable Disease Kendyl motioned to approve, Robert seconded. There were no comments. This BP/AP pair was approved and will move to SPC.

BP/AP 5220 Shower Facilities for Homeless Students Jenny motioned to approve, April seconded. This BP/AP pair was approved and will move to SPC.

BP/AP 5400 Associated Student Government Kendyl motioned to approve, Robert seconded, and there were no comments. This BP/AP pair was approved and will move to SPC.

BP/AP 5410 Associated Student Kendyl motioned to approve, Robert seconded. Jenny asked that the punctuation be corrected, Debra made the corrections. This BP/AP pair was approved and will move to SPC.

BP/AP 5570 Solicitors on Campus Kendyl motioned to approve, Robert seconded. Jenny asked that the punctuation in the bulleted list be consistent, Debra made the changes. This BP/AP pair was approved and will move to SPC.
3. FIRST READING: REVIEW/DISCUSS

AP 5075 – Course Adds and Drops This item was reviewed and discussed. Jenny stated Faculty would not support the proposed deletions on lines 52 & 54. Adrian agreed to revisit the item.

AP 5110 – Counseling Services This item was reviewed and will move to second reading.

AP 5120 – Transfer Center This item was reviewed and will move to second reading.

AP 5140 – DRC/DSPS This item was reviewed and will move to second reading.

AP 5160 – Gear UP Program This item was reviewed and will move to second reading.

AP 5170 – TRIO Program This item was reviewed and will move to second reading.

AP 5610 – Voter Registration This item was reviewed and will move to second reading.

AP 5700 – Athletics This item was reviewed and will move to second reading.

AP 5900 – Prevention of Identity Theft in Student Financials Adrian introduced this item. Robert requested that the item be reviewed by FAS prior to it moving to second reading.

4. STATUS UPDATE

5. Update on items currently tabled or in committee

AP 3900 – Speech: Time, Place, and Manner Adrian talked about the work that had gone into this item and asked if there was anything in it that caused anyone any angst. Jenny reported that it had been reviewed by Faculty Senate; Shannon thanked Adrian for his work on this item. Adrian pointed out that there remain a couple blanks that still needed filling in but otherwise if everyone was comfortable this item could move to second reading.

6. Announcements/Adjournment

Governing Board’s “Immigration” Resolution & BP 1300 Educational Philosophy Committee members discussed the recently approve Board Resolution 16-21521 establishing the college as a safe haven. The Board wishes to incorporate the concept of the Resolution into Board Policy and BP 1300 is the logical choice. Adrian agreed to lead a group to amend BP 1300. Dan asked committee members to review and send comments to Adrian.

The meeting adjourned at 10:25 a.m.
Policies/Procedures Review Committee Meeting
Meeting Highlights
April 7, 2017

Present: John Halcón, April Cunningham, Greg Larson (for Jenny Fererro), Angelina Arzate, Mike Dimmick, Dan Sourbeer, Kathy Kailikole, Kendyl Magnuson, Robert Threatt (for Ron Perez), Debra Doerfler and guest: Mark DiMaggio.

Absent: Joi Blake, Jenny Fererro, Shannon Lienhart, David Aguilar, Adrian Gonzales, Michelle Barton and Shawna Cohen (for HRS).

Call to Order
The meeting was called to order at 9:33 a.m. There were no changes to the agenda.

1. Review / Approve meeting Highlights

John motioned to approve the Highlights of March 3, 2017, Mike seconded. The Highlights were approved as written.

2. SECOND READING: REVIEW/DISCUSS/APPROVE

AP 5110 – Counseling Services Committee members discussed this item, concern was expressed about confidentiality of information. This item was tabled pending further review.

AP 5120 – Transfer Center This item was reviewed, approved and will move to SPC.

AP 5140 – DRC/DSPS Committee members expressed some confusion about the meaning of “support courses,” and discussed low performers vs. disabled students, especially as it related to English language learners. Faculty members requested more information be included in this AP regarding faculty responsibility, specifically as it is usually at the course level (not the degree/certificate level) that there is confusion. This item was tabled pending additional review.

AP 5160 – Gear UP Program Kendyl explained why this item was being proposed for deletion, following discussion this item was reviewed, approved and will move to SPC.

AP 5170 – TRIO Program Kendyl explained why this item was being proposed for deletion, following discussion this item was reviewed, approved and will move to SPC.

AP 5610 – Voter Registration John asked for clarification on this item, Kendyl responded. This item was approved by the committee and will move to SPC.

AP 5700 – Athletics Committee members discussed the intention behind not drug testing, following discussions this item was approved and will move to SPC.
3. FIRST READING: REVIEW/DISCUSS

**BP/AP 3430 – Prohibition of Harassment** John talked about the BP, the Board's concerns regarding harassment, and the inclusion of the bullying language. Committee members felt it would be beneficial to have the Board set the Policy and then the committee could re-evaluate the Procedure so that the documents are better aligned. Committee members suggested the AP should include information on where people can go to report harassment.

**BP 7000 – Civility** John introduced this newly proposed Board Policy. Committee members discussed the creation of an AP to outline the process of how people are educated and exposed to the BP/AP and where they go to get assistance with this issue if confronted.

4. TABLED/ON HOLD

**BP/AP 3280 – Grants**
**AP 5031 – Instructional Materials Fees**
**BP/AP 5035 – Withholding of Student Records**
**AP 5075 – Course Adds and Drops**
**AP 5900 – Prevention of Identity Theft in Student Financials**
**AP 3900 – Speech: Time, Place, and Manner**
**BP 1300 – Educational Philosophy**

5. Announcements/Adjournment

Next meeting: May 5, 2017
Policies/Procedures Review Committee Meeting
Meeting Highlights
May 19, 2017

Present: Joi Blake, John Halcón, April Cunningham, Jenny Fererro, Teresa Laughlin, Angelina Arzate, Mike Dimmick, Jack Kahn, Kathy Kailikole, Kendyl Magnuson, Adrian Gonzales, Robert Threatt (for Ron Perez), Michelle Barton, Debra Doerfler and guest: Greg Larson.

Absent: Shawna Cohen (for HRS).

1. Call to Order
The meeting was called to order at 9:07 a.m. There were no changes to the agenda.

2. Review / Approve
John motioned to approve the Highlights of April 7, 2017, Michelle seconded. Some clerical errors were corrected, John moved to approve with the changes, Kendyl seconded, the Highlights were approved by majority vote.

Committee members reviewed the draft 2017/2018 Policies/Procedures Review Committee schedule. Jenny motioned to approve, Robert seconded; the schedule was approved.

3. SECOND READING: REVIEW/APPROVE

BP/AP 3280 – Grants John motioned to approve, Kendyl seconded. Committee members discussed this BP/AP pair, the “intent to apply” form, the need for the screening of grants and, organizing a process for grant submission. No decisions were made, the item was tabled. Joi reported that the executive team would discuss the item, Jenny reminded everyone that faculty is off during the summer.

AP 3900 – Speech: Time, Place, and Manner (blanks to be filled in prior to SPC review in the Fall) John motioned to approve, Kathy seconded. Adrian introduced this item and talked about the proposed changes. Committee members discussed the new language, Adrian responded to questions. Following discussion he asked the committee to approve the item with the understanding that the language for section F.1. and F.2. will be filled in prior to the item moving to SPC in the fall; the committee approved and AP 3900 will move to SPC in the fall.

4. FIRST READING: REVIEW/DISCUSS

BP/AP 3430 – Prohibition of Harassment Teresa expressed concerns about the definition of bullying and commented on this BP/AP pair. She stated that the items would need to be negotiated. Committee members discussed the items at length. Jenny shared that the Faculty Senate is not supportive of the new proposed bullying language. Jack commented that there is a legal differentiation between bullying and harassment and reported that Assembly Bill 2053 is about abusive conduct. Committee members discussed the importance of professional behavior. Teresa talked about the process that has been used to vet policies and procedures through the shared governance process. Joi reported that she would get a legal opinion on these items. No decisions were made to move this item forward.
**AP 5015 – Residence Determination** Kendyl introduced this item, discussed the work done to bring it into alignment and responded to questions. The term “alien” was replaced with “foreign national.” Kendyl will give a final review prior to the first meeting of P&P in the fall. Approved to move to second reading in the fall.

**BP/AP 5052 – Open Enrollment** Committee members reviewed and discussed. This BP/AP pair is ready will move to second reading in the fall.

**BP/AP 5055 – Enrollment Priorities** Committee members reviewed the items. No proposed changes to the BP. Kendyl discussed the proposed changes to the AP. There were no comments or additional discussion about this BP/AP pair, they will move to second reading in the fall.

**AP 5070 – Attendance** Adrian reported that there were no proposed changes to this item. No comments, this item will be presented for second reading in the fall.

**BP/AP 5075 – Course Adds and Drops** No proposed changes to the BP; Kendyl responded to questions regarding proposed changes on the AP. Jenny commented on the item, discussion ensued. This BP/AP pair will be presented for second reading in fall 2017.

**BP/AP 5110 – Counseling** Adrian introduced this BP/AP pair, committee members discussed, this BP/AP pair will move for second reading in the fall.

**BP/AP 5120 – Transfer Center** There were no proposed changes to these items and no discussion. They will be presented for second reading in the fall.

**BP/AP 5130 – Financial Aid Veterans and Scholarship Services** The question arose regarding the differences in the reference listings on this BP/AP pair, Debra agreed to research the matter. Kendyl talked about the proposed changes to the AP, discussion ensued. Angelina proposed some changes. She and Kendyl were asked to review the item, make any needed revisions and return the items to Debra. Barring any significant changes this BP/AP pair will move to second in the fall.

**BP/AP 5140 – DRC/DSPS** Adrian introduced this BP/AP pair and reported it had been looked at again in VPSS Cabinet. Jenny requested that the titles be corrected so they mirror one another. It was agreed that the new DSPS/DRC Director should review these two items prior to them being submitted for second reading in the fall. Debra will coordinate with DRC Director.

**BP/AP 5300 – Student Equity** Adrian reported there were no proposed changes to the BP and explained the proposed changes that were shown in the AP. A committee member pointed out that the SSEC is chaired by three individuals. Debra corrected the reference on the AP to read “tri-chaired.” No other changes were made, this BP/AP pair is ready for second reading in the fall.

**BP/AP 5510 – Off-Campus Student Organizations** Adrian introduced this BP/AP pair. Committee members asked for clarification and the necessity of having the AP. Adrian agreed to check the language on the AP to make sure it is appropriately following District practice.
AP 5520 – Student Discipline Procedures Jenny asked that the term “faculty” be left in under Disciplinary Appeals Panel and “instructor” removed. Committee members discussed. Debra made the change this item will return for second reading in the fall.

BP/AP – 5700 Intercollegiate Athletics Adrian talked about the proposed changes. There were no comments, this BP/AP pair will move to second in the fall.

BP/AP – 5900 Prevention of Identity Theft in Student Financial Transactions Adrian introduced these items. Jenny suggested that the District should have an item related to Prevention of Employee Identity Theft, otherwise there were no comments and this BP/AP pair will move to second reading in the fall.

BP 7000 – Civility Joi introduced this item. Some committee members questioned the need for a new policy if the information is already covered in BP/AP 3430 or other BP/AP’s. Committee members discussed the idea of expectations of professional behavior. Kathy suggested all BP/AP’s related to this topic be compiled for review. John reported that the Board is in support of a policy on civility. No decisions were made to move this item forward.

5. Update on items currently tabled or in committee

AP 5031 – Instructional Materials Fees Committee members discussed the District paying for student ID cards when they are required in a program. Jenny agreed to follow up with Adrian regarding this AP.

BP/AP 5035 – Withholding of Student Records This item was not discussed due to time limitations.

BP 1300 – Educational Philosophy This item was not discussed due to time limitations.

6. Announcements

Jenny commented that the Faculty Senate is suggesting that a policy/procedure be created to address FTES allocation procedures.

Jack talked about the Faculty Achievement Ceremony of Excellence (FACE) event.

7. Adjournment

The meeting adjourned at 10:59 a.m.

Next meeting: September 1, 2017
1. **Present:** Joi Blake, April Cunningham, Jenny Fererro, Teresa Laughlin, Connie Moise, Nick Vallone, Jack Kahn, Kendyl Magnuson, Adrian Gonzales, Robert Threatt (for Ron Perez), Michelle Barton, Debra Doerfler and guest: Sierra Lovelace.

**Absent:** John Halcón, Angelina Arzate, Kathy Kailikole, and Shawna Cohen (for HRS).

2. **Call to Order**

The meeting was called to order at 9:08 a.m. and committee members introduced themselves. Joi discussed the difference between policies and procedures, the CCLC subscription service and the different legal compliance rankings assigned by CCLC to the policies and procedures. She reminded members of their role and the importance of sharing information with their constituencies.

Call for changes to agenda. Debra introduced AP 7380 Retiree Health Benefits and asked that it be added to the agenda as a first reading item. Adrian motioned to approve adding it to the agenda, Jenny seconded. AP 7380 was placed on the agenda for 1st reading.

3. **Review / Approve**

Jenny motioned to approve the May 19, 2017 Meeting Highlights; Adrian seconded, the May 19, 2017 Highlights were approved as written.

4. **SECOND READING: REVIEW/DISCUSS/APPROVE**

   **A. BP/AP pairs**

   **Chapter 5 - BP/AP’s** – Michelle motioned to approve the following BP/AP pairs, Kendyl seconded, Adrian introduced each item. All items were approved with revisions as noted to AP 5052 and AP 5300.

   **BP/AP 5035 – Withholding of Student Records** No discussion.

   **BP/AP 5052 – Open Enrollment** No discussion on BP. On AP Jenny asked who is monitoring the enrollment challenge petition timeframes and notifications. Committee members discussed. The item was amended to include the following language, “The District will notify the department chair and the instructor-of-record if a student is being added to a class late and/or the challenge petition was not addressed within the five-working-day period.”

   **BP/AP 5055 – Enrollment Priorities** No discussion.

   **BP/AP 5075 – Course Adds and Drops** No discussion.

   **BP/AP 5110 – Counseling** No discussion.

   **BP/AP 5120 – Transfer Center** No discussion.
BP/AP 5130 – Financial Aid Veterans and Scholarship Services Kendyl made some comments regarding this item otherwise there was no discussion.

BP/AP 5140 – DRC/DSPS Limited discussion, no changes.

BP/AP 5300 – Student Equity Kendyl requested that each tri-chair’s position be listed; discussion ensued regarding the use of Assistant Superintendent/Vice President “of” (or “for.”) Following discussion it was decided to use the word “for” in all instances when the Vice President position is listed and to drop the “Assistant Superintendent” wording. Debra agreed to make the changes to all BP/AP as needed.

BP/AP 5510 – Off-Campus Student Organizations No discussion.

BP/AP 5700 – Intercollegiate Athletics No discussion.

BP/AP 5900 – Prevention of Identity Theft in Student Financial Transactions No discussion.

B. Individual AP’s

Chapter 5 AP’s – Kendyl motioned to approve the following AP’s, Michelle seconded, Adrian introduced each item. All items were approved.

AP 5015 – Residence Determination Kendyl talked about the changes made to this item. Committee members commented, no additional changes were made.

AP 5070 – Attendance Committee No discussion.

AP 5520 – Student Discipline Procedures Committee members discussed this item and asked that all instances of “instructor” be changed to “faculty member.” Debra agreed to make the changes prior to sending to SPC.

5. FIRST READING: REVIEW/DISCUS

A. Chapter 1 – Joi introduced the proposed changes on these first-reading items. All items were reviewed (amendments made to AP 5530) and will return for second reading in October.

BP 1100 – The Palomar Community College District Committee discussed the proposed changes. Michelle explained the difference between the “center” and “site” designations and why some areas where courses are offered are not listed.

BP 1200 – District Mission Michelle discussed the review cycle for this item.

BP 1300 – Educational Philosophy No discussion.

B. BP/AP pairs

BP/ AP 3225 – Institutional Effectiveness Michelle introduced this pair and explained they are newly proposed by CCLC. There were no questions. This pair will return for second reading in October.
C. AP’s

**AP 5530 – Student Complaints and Grievances** Connie requested some punctuation changes and questioned the way “Day” is defined in the AP. Committee members discussed and Adrian agreed to look at it again. Debra updated all the “for” instances when the Vice President position is listed and struck out the “Assistant Superintendent” wording. Other minor grammatical corrections were made.

**AP 7380 Retiree Health Benefits Committee** Joi asked committee members to take this item back to their constituents for review.

6. Other P&P related topics

- **Review cycle & changing current 3-year cycle** Joi talked about moving to a 4-year review cycle. The committee reviewed a graphic illustrating the proposed revision cycle. Committee member discussed. Michelle requested that the chapter titles be added.

- **Timeline for 2017-18 P&P review** Debra talked about the work being done on the timeline noting the complexity with all the Planning Council, P&P, SPC, and Gov. Board meetings.

7. Update on items currently tabled or in committee

**BP/AP 3280 – Grants** (tabled 5/19/17) Michelle and Joi discussed the status of this item.

**BP/AP 3430 – Prohibition of Harassment** (tabled for negotiations)

**AP 5031 – Instructional Materials Fees** Jenny reported that there was a meeting scheduled for 9/7/17 to work on this item.

**BP 7000 – Civility** (tabled for negotiations)

8. Announcements There were no announcements.

9. Adjournment

The meeting adjourned at 10:11 a.m.
Policies/Procedures Review Committee Meeting
Meeting Highlights
October 20, 2017

Present: Joi Blake, John Halcón, Sierra Lovelace (filling in for April Cunningham), Candace Rose (filling in for Jenny Fererro), Teresa Laughlin, Angelina Arzate, Connie Moise, Derrick Johnson, Nick Vallone, Jack Kahn, Kendyl Magnuson, Adrian Gonzales, Bernie Sena (for Ron Perez), Lisa Norman, and Debra Doerfler.

Absent: Kathy Kailikole and Michelle Barton.

1. Call to Order
The meeting was called to order at 9:06 a.m. Committee members introduced themselves, two new members join the committee: Lisa Norman, VP of HRS and Derrick Johnson representing CAST.

Call for changes to agenda: Debra explained that CCLC had just provided updates to BP/AP 2735 Governing Board Member Travel and asked that they be pulled from the agenda. John motioned to pull the items, Bernie seconded; the items will return when updated.

2. Review / Approve
Connie motioned to approve the September 1, 2017 Meeting Highlights; John seconded, the September 1, 2017 Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUS/SAPPROVE

a. Chapter 1
BP 1100 – The Palomar Community College District – Kendyl motioned to approve, Teresa seconded. John asked for clarification on the differences in the naming of the Palomar College North Education Center and the South Education site. Joi responded. There was no further discussion. The item was approved and will move to SPC.

BP 1200 – District Mission – John motioned to approve, Kendyl seconded, there was no discussion. The item was approved and will move to SPC.

BP 1300 – Educational Philosophy – Kendyl motioned to approve, John seconded. John expressed appreciation to the committee for its support of the new “safe haven” language. Nick commented that the ASG was supportive of the new language too. The item was approved and will move to SPC.

b. BP/AP pair
BP/ AP 3225 – Institutional Effectiveness – Teresa motioned to approve this BP/AP pair, John seconded. There was no discussion. The BP/AP pair was approved and will move to SPC.
c. AP’s

AP 5031 – Instructional Materials Fees – Kendyl motioned to approve, Bernie seconded. John asked for clarification on the proposed new language, Kendyl responded. There was no further discussion. The item was approved and will move to SPC.

AP 5530 – Student Complaints and Grievances – John motioned to approve Kendyl seconded. John asked for clarification on the length of time students are allotted to initiate a grievance. Kendyl and Teresa responded, others commented, no changes were made. The item was approved and will move to SPC.

4. FIRST READING: REVIEW/DISCUSS
d. Chapter 2

i. BP’s & AP’s with no recommended changes Joi introduced this batch of BP’s & AP’s that had no recommended changes and asked for comments; there were none. These items will be presented for second reading in November.

BP/AP 2110 – Vacancies on the Governing Board
BP 2220 – Committees of the Governing Board
BP 2305 – Annual Organizational Meeting
BP/AP 2320 – Special and Emergency Meetings
BP 2360 – Minutes
BP 2432 – Superintendent/President Succession
BP/AP 2610 – Presentation of Initial Collective Bargaining Proposals
AP 2712 – Conflict of Interest Code
AP 2714 – Distribution of Tickets or Passes
BP 2717 – Personal Use of Public Resources
BP 2750 – Board Member Absence from the State

ii. BP’s with recommended changes Joi introduced each item individually and called for comments and discussion as noted below. All items will be presented for second reading in November.

BP 2010 – Governing Board Membership No discussion.
BP 2015 – Student Trustee Connie requested that an extraneous “by” be deleted. Debra amended the document. Adrian asked for clarification on the section related to affording the student trustee privileges, Debra responded.

BP 2100 – Governing Board Elections No discussion.
BP 2200 – Board Duties and Responsibilities No discussion.
BP 2210 – Officers Connie suggested removing the sentence “Preside at any Regular and/or Special meetings when the Board President is absent” because it was redundant – the sentence was removed with no additional discussion.

BP 2310 – Regular Meetings of the Governing Board No discussion.
BP 2315 – Closed Sessions There was a request that the second bulleted item of this BP be reviewed for accuracy prior to it being brought back to the committee.
BP 2330 – Quorum and Voting No discussion.
BP 2345 – Right to Public Participation Debra explained that this item was reworded to make it user friendly. Adrian asked for clarification on the process for individuals submitting cards. Debra responded. No changes were made.
BP 2350 – Speakers No discussion.
BP 2355 – Decorum/Conduct Committee members questioned the ability of the Board to remove a speaker without a vote of the Board and requested the paragraph be reworked to clarify who may determine if this policy is being violated. Debra agreed to research and report back.
BP 2430 – Delegation of Authority to the Superintendent/President No discussion.
BP 2431 – Superintendent/President Selection No discussion.
BP 2715 – Code of Ethics/Standards of Practice No discussion.
BP 2716 – Governing Board Member Political Activity John asked for clarification on the use of District resources, Joi responded.
BP 2720 – Communications among Governing Board Members No discussion.
BP 2725 – Governing Board Member Compensation Joi explained how the new language illustrates that Board Member compensation is tied to FTES. Connie asked for clarification, Joi and Debra responded. No further changes were made.
BP 2730 – Health Benefits No discussion.
BP 2740 – Governing Board Education and New Trustee Orientation No discussion on the BP per say however John asked about the orientation program itself. Joi responded.
BP 2745 – Governing Board Self-Evaluation No discussion.

iii. BP’s/AP’s pairs with recommended changes: Joi introduced each BP/AP pair one by one and called for comments and discussion as noted below. All items will be presented for second reading in November.
BP/AP 2105 – Election of Student Trustee Adrian suggested that this language in the AP, “and will be completed in time for the ASG President to take office by June 1,” be changed to match the language in the BP as follows, “so that the office is filled by June 1.” Debra agreed to make the change.
BP/AP 2340 – Agendas Connie asked for clarification on the change related to the website posting. Debra responded and agreed to rework the language to clarify that the entire agenda need not appear on the homepage, just a prominent direct link.
BP/AP 2365 – Recording Teresa asked about the changes to the recording retention, discussion ensued regarding the retention time frame and consistency between the BP and AP. Following discussion it was suggested that both the BP and the AP stipulate a minimum of a 6-month retention. Debra agreed to make the necessary changes.
BP/AP 2410 – Board Policies and Administrative Procedures Teresa asked about the proposed removal of the previous language. Debra explained that when Palomar College Policy 3.04 was in effect the District did not have a Policies and Procedures Committee and that the proposed new language aligns with current practice. Following discussion the AP was amended to include, “may be submitted by any member of the college community and”

BP/AP 2435 – Evaluation of the Superintendent/President No discussion.

BP/AP 2510 – Participation in Local Decision Making Committee members discussed the BP and asked that the language, “wishes to encourage the greatest possible cooperation among its employees and believes that the best ideas are often the product of collective thought” be added back in. John asked about the section related to Academic and Professional Matters. Joi responded that the 10+1 items are correctly listed. Discussion ensued about the Board’s reliance on the advice and judgment of the Faculty Senate on those 10+1 items. Under the heading of Palomar Faculty Federation the following was added, “mandatory subjects of bargaining including:” Joi asked the constituent group leaders in CCE, ASG, AA, and CAST to carefully review their sections. She suggested that bulleted lists be added for each. There were no comments made on the AP.

BP/AP 2710 – Conflict of Interest The question was raised as to whether trustees that accept campaign contributions from contractors are prevented from voting on awarding contracts to those that contributed. Discussion ensued. Adrian suggested a legal opinion. Joi talked about the requirement for trustees to file form 700’s and the ability of trustees to recuse themselves from voting. Committee members discussed, no changes were made.

BP/AP 2735 – Governing Board Member Travel This pair was pulled from the agenda in order to incorporate the recent CCLC suggested changes. (The amended items were emailed to committee members at 2:36 p.m. on 10/20 to sunshine. A majority voted to approve the BP/AP pair appearing on the November P&P agenda as second reading items.)

iv. AP’s proposed for deletion:
AP 2310 – Regular Meetings of the Governing Board No discussion.
AP 2350 – Speakers No discussion.

5. Other P&P related topics

a. Governance Structure change request Joi introduced the proposed changes to the form noting the role of the Committee is changing slightly – moving from a 3-year review cycle to a 4-year review cycle. Teresa motioned for approval, John seconded. The change request will be presented for 2nd reading in November.
6. Update on items currently tabled or in committee

**BP/AP 3280 – Grants** Joi commented that she and Michelle Barton are working on this BP/AP pair.

**BP/AP 3430 – Prohibition of Harassment** Joi reported that these items are in negotiations.

**BP 7000 – Civility** Joi reported that this item is in negotiations. Connie asked if this policy is needed or if it can be covered in another BP, perhaps Institutional Code of Ethics. John commented that the Board wants it.

7. Announcements

Adrian talked about the increased presence of minors on campus and animals on campus. Discussion ensued regarding perhaps establishing new policies/enhancing existing policies to address the matters. Debra reminded the committee that the CCLC recommends the establishment of District policies and procedures when they are legally mandated vs. when trying to address specific incidents noting that many rules, guidelines and such can be addressed in the operational level handbooks. Committee members discussed both students and employees bringing minors to campus, liability issues, faculty control of the classroom and, inconsistency of enforcement. Adrian asked for volunteers to help work on the topic, Joi asked that individuals from Escondido be included.

Joi talked about the importance of the policies and procedures being disseminated to the constituents via the committee members. Connie shared that she sends out a summary to the Administrative Association members. Committee members shared different ideas and techniques they use to keep staff informed.

Jack reported that Chapter 4 is also in review

8. Adjournment

The meeting adjourned at 10:41 a.m.
Present: Joi Blake (arrived at 9:29 a.m.), John Halcón, April Cunningham, Jenny Fererro, Colleen Bixler (filling in for Teresa Laughlin), Angelina Arzate, Connie Moise, Nick Vallone, Jack Kahn, Kendyl Magnuson, Adrian Gonzales, Robert Threatt (for Ron Perez), Lisa Norman, Michelle Barton and Debra Doerfler.

Absent: Derrick Johnson and Kathy Kailikole.

1. Call to Order
   The meeting was called to order at 9:00 a.m. by Adrian Gonzales.
   
   Call for changes to agenda, there were no changes.

2. Review / Approve
   
   John motioned to approve the October 20, 2017 Meeting Highlights; Connie seconded, the October 20, 2017 Highlights were approved as written with Michelle and Jenny abstaining.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

   Governance Structure change request John motioned to approve the Governance Structure group request changes for the Policies and Procedures Committee; Michelle seconded, the Governance Structure change request was approved as written.

   a. Chapter 2
      
      i. **BP’s & AP’s with no recommended changes:** Adrian introduced this batch of BP’s & AP’s that had no recommended changes and asked for comments. Jenny motioned to approve the batch, Michelle second. All passed, no discussion. These items will be presented to SPC.

         BP/AP 2110 – Vacancies on the Governing Board
         BP 2220 – Committees of the Governing Board
         BP 2305 – Annual Organizational Meeting
         BP/AP 2320 – Special and Emergency Meetings
         BP 2360 – Minutes
         BP 2432 – Superintendent/President Succession
         BP/AP 2610 – Presentation of Initial Collective Bargaining Proposals
         AP 2712 – Conflict of Interest Code
         AP 2714 – Distribution of Tickets or Passes
         BP 2717 – Personal Use of Public Resources
         BP 2750 – Board Member Absence from the State

      ii. **BP’s with recommended changes:** Adrian introduced this batch, committee members reviewed, and he called for comments. Michelle motioned to approve the batch, all items were approved with no discussion and will be presented to SPC.

         BP 2010 – Governing Board Membership
         BP 2015 – Student Trustee
BP 2100 – Governing Board Elections
BP 2200 – Board Duties and Responsibilities
BP 2210 – Officers
BP 2310 – Regular Meetings of the Governing Board
BP 2315 – Closed Sessions
BP 2330 – Quorum and Voting
BP 2345 – Right to Public Participation
BP 2350 – Speakers
BP 2355 – Decorum/Conduct
BP 2430 – Delegation of Authority to the Superintendent/President
BP 2431 – Superintendent/President Selection
BP 2715 – Code of Ethics/Standards of Practice
BP 2716 – Political Activity
BP 2720 – Communications among Governing Board Members
BP 2725 – Governing Board Member Compensation
BP 2730 – Health Benefits
BP 2740 – Governing Board Education and New Trustee Orientation
BP 2745 – Governing Board Self-Evaluation

iii. **BP’s/AP’s pairs with recommended changes:** Adrian introduced this batch of BP’s & AP’s. John motioned to approve the batch, Michelle second. John questioned BP/AP 2410, committee members discussed the items, Michelle proposed BP 2410 include the following language for clarity sake: “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.” There being no objection, the language was added. Committee members voted to approve the batch with the additional language added to BP 2410, these items will be presented to SPC.

BP/AP 2105 – Election of Student Trustee
BP/AP 2340 – Agendas
BP/AP 2365 – Recording
BP/AP 2410 – Policy Making Authority and Administrative Procedures (as amended)
BP/AP 2435 – Evaluation of the Superintendent/President
BP/AP 2510 – Participation in Local Decision Making
BP/AP 2710 – Conflict of Interest
BP/AP 2735 – Governing Board Member Travel

iv. **AP’s proposed for deletion:** Adrian introduced these items.

**AP 2310 – Regular Meetings of the Governing Board.** Michelle motioned to approve the deletion of this AP, Jenny seconded. The committee approved deletion, this item will move to SPC.

**AP 2350 – Speakers** April motioned to approve the deletion of this AP, Jenny seconded. The committee approved deletion, this item will move to SPC.
4. **FIRST READING: REVIEW/DISCUSS** Joi arrived during the review of this section and the meeting continued with a review of these items with comments as noted.

a. **BP/AP 3502 – Campus Security** Committee members discussed this item. Jenny asked whether the District is open to the public and questioned the language that delineates each category of individual allowed on campus. Debra agreed to research the matter and discuss with Adrian. Connie asked about the “extended closing” language, discussion ensued. Connie agreed to send her proposed language changes to Debra.

b. **BP/AP 4040 – Library and Learning Support Services** Committee members reviewed the items. Connie questioned some sections in the AP asking about the “Ultimate responsibility…” sentence, and the terminology “information competency” discussion ensued. There were no comments on the BP. This pair will be brought back for second reading next month.

c. **BP 4050 – Articulation** Committee members discussed this item and asked that it be brought back with the AP when they can be reviewed jointly. Jenny asked who determines which partnerships are advantageous for the District.

d. **AP 4021 – Program Discontinuance** Connie had questions about this item, Jenny responded. Committee members discussed and made changes to this item, reordering the placement of some of the language. It was again suggested that (when they exist) BP/AP pairs always be brought through the process together.

e. **AP 4105 – Distance Education** Committee members discussed this AP, Jenny will take to Senate, Adrian suggested Kendyl review this item prior to bringing forward.

f. **AP 4222 – Remedial Coursework** Committee members discussed pending litigation and possible future changes to the language in this item. This item will return for second reading next month.

g. **Chapter 7 BP’s & AP’s with no (or negligible) recommended changes:** Committee members were reminded to take and share these items with their constituent groups.
   1. **BP 7100 – Commitment to Diversity**
   2. **BP/AP 7110 – Delegation of Authority, Human Resources**
   3. **AP 7126 – Applicant Background Checks**
   4. **BP 7130 – Compensation**
   5. **AP 7131 – Health and Welfare Benefits**
   6. **BP 7140 – Collective Bargaining**
   7. **AP 7145 – Personnel Files**
   8. **BP 7175 – District Awards**
   9. **BP 7210 – Academic Employees**
   10. **BP/AP 7211 – Faculty Service Ageas and Competencies**
   11. **AP 7213 – Part-Time Faculty - Benefits**
   12. **AP 7214 – Part-Time Faculty - Office Hours**
13. AP 7215 – Academic Employees - Probationary Contract Faculty
14. BP 7230 – Classified Employees
15. AP 7232 – Classification Review
16. AP 7233 – Claims for Work Out of Class
17. AP 7235 – Probationary Period - Classified Employees
18. BP 7236 – Short-term Employees
19. AP 7237 – Layoffs
20. BP/AP 7240 – Confidential Employees
21. BP 7341 – Sabbaticals
22. AP 7342 – Holidays
23. AP 7344 – Notifying District of Illness
24. AP 7346 – Employees Called to Military Duty
25. BP 7347 – Family Medical Leave
26. BP 7350 – Resignations
27. BP 7361 – Academic Due Process
28. BP/AP 7370 – Use of District Resources for Political Activity
29. AP 7375 – Tax-Sheltered Annuities-Deferred Comp Programs
30. BP 7510 – Domestic Partners
31. BP 7800 – Institutional Reassignment - Lateral Transfer
32. BP 7850 – Exchange Program

5. Other P&P related topics
   a. Review of 4-year cycle: Joi talked about the rationale behind the changes to the review cycle. Michelle asked that the Chapter titles be added to the graphic.

6. Update on items currently tabled or in committee
   BP/AP 3280 – Grants (tabled 5/19/17) no update
   BP/AP 3430 – Prohibition of Harassment (tabled for negotiations) no update
   BP 7000 – Civility (tabled for negotiations) no update

7. Announcements
   a. Going green in December: Joi reported that going forward the agenda would be provided in printed format but the actual P&P would be sent out in PDF form and reviewed electronically during the meeting. If committee members wish to print out sections it is up to them to do so.

8. Adjournment The meeting adjourned at 10:41 a.m.
Policies/Procedures Review Committee Meeting
Meeting Highlights
December 1, 2017

Present: Joi Blake, John Halcón, April Cunningham, Jenny Fererro, Teresa Laughlin, Connie Moise, Nick Vallone, Jack Kahn, Kathy Kailikole, Kendyl Magnuson, Robert Threatt (for Ron Perez), Lisa Norman, Michelle Barton, Debra Doerfler and guest Sierra Lovelace.

Absent: Angelina Arzate, Derrick Johnson and Adrian Gonzales.

1. Call to Order

Joi called the meeting to order at 9:00 a.m.

Call for changes to agenda; Joi asked that “Discussion of SPC and P&P” be added to the agenda under section 5. Other P&P related topics. Debra made the change to the agenda.

2. Review / Approve

John motioned to approve the November 3, 2017 Meeting Highlights, Jenny seconded. Kendyl commented that he was present at the meeting, Debra made the correction and the November 3, 2017 Meeting Highlights were approved as amended.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

BP/AP 4040 – Library and Other Instructional Support Services April motioned to approve Jenny seconded. No changes to the BP, one minor change to the AP changing “Board” to “Governing Board.” Committee approved; this BP/AP pair will move to SPC.

AP 4222 – Remedial/Developmental Coursework John motioned to approve Michelle seconded. Jenny talked about potential impacts to this AP due to AB 705, Michelle commented that CCLC may propose changes to this AP in their next update. Committee approved, this item will move to SPC.

a. Chapter 7 BP’s & AP’s with no (or negligible) recommended changes: Joi introduced these BP’s & AP’s and asked the committee if they could approve as a batch. Teresa motioned to approve and requested that BP 7210 and BP 7361 be pulled for discussion, Michelle seconded. Connie requested that CAST be spelled out in AP 7240, Debra made the change. The committee voted to approve the Chapter 7 items listed, these items will move to SPC.

BP 7100 – Commitment to Diversity
BP/AP 7110 – Delegation of Authority, Human Resources
AP 7126 – Applicant Background Checks
BP 7130 – Compensation
AP 7131 – Health and Welfare Benefits
BP 7140 – Collective Bargaining
AP 7145 – Personnel Files
BP 7175 – District Awards
BP/AP 7211 – Faculty Service Ages and Competencies
AP 7213 – Part-Time Faculty - Benefits
AP 7214 – Part-Time Faculty - Office Hours
AP 7215 – Academic Employees - Probationary Contract Faculty
BP 7230 – Classified Employees
AP 7232 – Classification Review
AP 7233 – Claims for Work Out of Class
AP 7235 – Probationary Period - Classified Employees
BP 7236 – Short-term Employees
AP 7237 – Layoffs
BP/AP 7240 – Confidential Employees
BP 7341 – Sabbaticals
AP 7342 – Holidays
AP 7344 – Notifying District of Illness
AP 7346 – Employees Called to Military Duty
BP 7347 – Family Medical Leave
BP 7350 – Resignations
BP/AP 7370 – Use of District Resources for Political Activity
AP 7375 – Tax-Sheltered Annuities-Deferred Comp Programs
BP 7510 – Domestic Partners
BP 7800 – Institutional Reassignment - Lateral Transfer
BP 7850 – Exchange Program

BP 7210 – Academic Employees Teresa asked whether the district is making progress towards the 75% FT faculty standard. She asked if there were goals or a benchmark the district was using to get to the 75%. Joi responded that HR is working on a Staffing Plan. Jenny commented that the % number has dropped since the SERP. Additional discussion took place and Lisa explained that the Staffing Plan requires a holistic approach.

BP 7361 – Academic Due Process Teresa and Jenny commented that the Faculty Senate’s Academic Due Process procedure needs to be reviewed and they requested HR assistance.

Following discussions Teresa motioned to approve BP 7210 and BP 7361, John seconded. The committee approved BP 7210 and BP 7361, these items will move to SPC.

Prior to moving to the first reading items Jenny asked about the status of AP 4105 – Distance Education. Following discussion, it was determined that AP 4105 – Distance Education will be on the February agenda for second reading.

FIRST READING: REVIEW/DISCUSS The items below were reviewed and will return for second reading at the next meeting.
AP7234 – Classified Employee Overtime – no comments.
AP7330 – Communicable Disease – Jenny asked for clarification on the proposed changes, Lisa responded.
AP7336 – Certification of Freedom from Tuberculosis – John asked for clarification on tuberculosis testing requirements, Joi and Kendyl responded, no further discussion.
AP7345 – Catastrophic Leave Program – no comments.
AP7700 – Whistleblower Protection – no comments.
4. Other P&P related topics

SPC and P&P: Joi talked about the possibility of SPC holding only a 2nd reading/approval vs. both a 1st and 2nd thereby streamlining the process. Teresa, Michelle, Jenny and Connie commented. Consensus was that the bulk of the work should be accomplished with the P&P Committee and SPC should not be a rubber stamp. Joi agreed to discuss the matter at SPC and report back to the P&P Committee.

5. Update on items currently tabled or in committee

**BP/AP 3280 – Grants** (tabled 5/19/17) Michelle reported that a form is available in Google Docs. Michelle, John, Joi and Lisa commented this BP/AP pair and the grant process. Work continues; this pair will remain on the tabled list.

**BP/AP 3430 – Prohibition of Harassment** (tabled for negotiations) John commented on this BP/AP pair and BP 7000. Teresa, Joi and Lisa responded. No decisions were made, this pair will remain on the tabled list while the parties negotiate.

**BP 7000 – Civility** (tabled for negotiations) No specific discussion on this item.

**BP/AP 3502 – Campus Security** (Adrian) No update.

6. Announcements

Going green in December: Joi talked about moving to SharePoint if ever a SharePoint Administrator is hired. No changes to the participatory governance process were made.

7. Adjournment The meeting adjourned at 9:57 a.m.
Present: Joi Blake, John Halcón, April Cunningham, Sierra Lovelace (for Jenny Fererro), Teresa Laughlin, Angelina Arzate, Connie Moise, Nick Vallone, Jack Kahn, Kendyl Magnuson, Adrian Gonzales Bernie Sena (for Ron Perez), Lisa Norman, Michelle Barton, and Debra Doerfler.

Absent: Jenny Fererro and Kathy Kailikole

1. Call to Order

Joi called the meeting to order at 9:01 a.m.

Call for changes to agenda – there were none.

2. Review / Approve

John motioned to approve the December 1, 2017 Meeting Highlights, Michelle seconded, the December 1, 2017 Meeting Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

John motioned to approve this batch of AP’s Michelle seconded. All AP’s except AP 4105 will move to SPC. Edits made to AP 7330 and 7336 as noted below.

A. AP’s

   AP 4105 – Distance Education (This item pulled, will return for second reading next month)
   AP 7234 – Classified Employee Overtime (No comments)
   AP 7330 – Communicable Disease (Edits made to clarify which medical professionals may author medical certificates related to communicable disease.)
   AP 7336 – Certification of Freedom from Tuberculosis (Edits made to clarify which medical professionals may author medical certificates for employees related to tuberculosis and which may interpret X-ray films.)
   AP 7345 – Catastrophic Leave Program (No comments)
   AP 7700 – Whistleblower Protection (No comments)

4. FIRST READING: REVIEW/DISCUSS

A. Chapter 7 BP’s & AP’s

   BP/AP 7150 – Employee Evaluations Following discussion of the BP “on nondiscrimination” was struck through in the second sentence. No comments on the AP.
   BP/AP 7160 – Professional Development Following discussion of the BP the word “maximize” was changed to “support” in the first sentence; in the AP, the words, “contains all of” was struck through and replaced with, “includes, but is not limited to,”
   AP 7175 – District Awards No comments.
   AP 7212 – Temporary Faculty Committee members reviewed and discussed; no changes were made.
AP 7216 – Employee Grievance/Complaint Procedure Committee members discussed and replaced, “the guidelines for the Faculty Senate’s Academic Due Process Procedure” with “established agreements” in the second paragraph.

AP 7231 – Seniority No comments.

BP/AP 7270 – Student Workers No comments on the BP. There were questions on the AP and the proposed strike-outs. Lisa said she would research and report back.

BP 7330 – Communicable Disease Following discussion the word “including” replaced “Also see” in the last sentence of the forth paragraph.

BP 7335 – Health Examinations Committee members discussed and changed the first sentence as follows: The District may require pre-employment medical examinations of candidates for appropriate positions. Additionally, “for appropriate positions.” was removed from the end of the second paragraph.

AP 7337 – Fingerprinting Committee members discussed, no changes were made.

BP/AP 7340 – Leaves Committee members discussed; the following edits were made to the AP: filing submitting required appropriate leave documentation forms. No changes to the BP.

BP 7345 – Catastrophic Leave Program The phrase “to administer the program” was removed from the second paragraph.

AP 7343 – Industrial Accident and Illness Leave Reviewed, no changes.

BP/AP 7365 – Discipline and Dismissal – Classified Employees Following discussions it was decided by unanimous consent to have Lisa review and re-edit this pair to eliminate the duplicate language in the BP and AP and make sure the BP is appropriate policy language and the procedure contains the appropriate details.

BP/AP 7600 – Palomar College Police Department Reviewed, no changes.

BP 7700 – Whistleblower Protection Committee members discussed and made the following edits: or appropriate bBoard pPolicy.

5. Other P&P related topics
Joi reported that a consultant was being secured to assist Instruction with the updating of Chapter policies and procedures.

6. Update on items currently tabled or in committee

BP/AP 3280 – Grants (tabled 5/19/17) The was no update.

BP/AP 3430 – Prohibition of Harassment (tabled for negotiations) Lisa and Teresa agreed to work on this BP/AP pair.

BP 7000 – Civility (tabled for negotiations) Joi reported that she needs to have a conversation with the Board on the direction of this item and that Lisa and the negotiations team need to discuss too.

BP/AP 3502 – Campus Security (Adrian) Adrian reported that a group was being assembled to examine this BP/AP pair.

7. Announcements There were none.

8. Adjournment The meeting adjourned at 10:20 a.m.
Present: Mark Evilsizer (for John Halcón), April Cunningham, Jenny Fererro, Teresa Laughlin, Angelina Arzate, Connie Moise, Nick Vallone, Nicole Roe (for Jack Kahn), Kendyl Magnuson, Adrian Gonzales, Robert Threatt (for Ron Perez), and Debra Doerfler.

Absent: Joi Blake, Derrick Johnson, Pearl Ly, Lisa Norman, and Michelle Barton

1. Call to Order

Adrian called the meeting to order at 9:00 a.m.

Call for changes to the agenda – there were none.

Review / Approve

Teresa motioned to approve the February 2, 2018 Meeting Highlights, April seconded. By majority vote the February 2, 2018 meeting Highlights were approved as written.

2. SECOND READING: REVIEW/DISCUS/APPROVE

**AP 4105 – Distance Education** Robert motioned to approve, Jenny seconded. Committee members discussed and added another bullet “Evidence of having successfully taught online course(s)” under the validation of preparedness section and referenced the course outline of record in the third bullet in the same section. This item, as amended, was tabled. It will be reviewed at Faculty Senate and return to P&P next month.

Jenny motioned to approve this batch of Chapter 7 BP’s & AP’s, Teresa seconded. This batch was approved by unanimous vote except BP/AP 7270 – Student Workers and BP 7330 – Communicable Disease which were tabled. Edits made to AP 7216 – Employee Grievance/Complaint Procedure as noted below and approved.

**BP/AP 7150 – Employee Evaluations** Reviewed; no discussion.
**BP/AP 7160 – Professional Development** Reviewed; no discussion.
**AP 7175 – District Awards** Reviewed; no discussion.
**AP 7212 – Temporary Faculty** Reviewed; no discussion.
**AP 7216 – Employee Grievance/Complaint Procedure** Jenny requested that the second paragraph be modified to clarify which agreements are to be utilized, thus, “within the applicable collective bargaining agreement(s) or employee handbook(s)” was added to the last sentence in the second paragraph.
**AP 7231 – Seniority** Reviewed; no discussion.
**BP/AP 7270 – Student Workers** Nick quested why the first paragraph was being stricken. This item was tabled pending a response from HR.
BP 7330 – Communicable Disease The committee discussed this item and tabled it pending clarification on a number of items.

BP 7335 – Health Examinations Connie asked for clarification on why the Office of Primary Responsibility was stricken. Debra responded. This item will move forward.

AP 7337 – Fingerprinting Reviewed; no discussion.

BP/AP 7340 – Leaves Reviewed; no discussion.

BP 7345 – Catastrophic Leave Program Reviewed; no discussion.

AP 7343 – Industrial Accident and Illness Leave Reviewed; no discussion.

BP/AP 7600 – Palomar College Police Department Reviewed; no discussion.

BP 7700 – Whistleblower Protection Reviewed; no discussion.

3. FIRST READING: REVIEW/DISCUSS Adrian reminded committee members to share policies and procedures with their constituents.

BP 7260 – Classified Administrators and Supervisors Teresa asked for clarification on the language related to the contract duration. Adrian responded noting it’s Ed. Code language that allows up to four-year contracts.

BP/AP 7310 – Nepotism Reviewed and discussed. Committee members made changes to the order of the words in the paragraph 5 of the BP. Discussion ensued on the need to develop an AP. Debra will send this pair to HR to make the determination.

AP 7343 Industrial Accidents and Illnesses Reviewed; no discussion.

AP 7371 Personal Use of Public Resources Committee members asked about adding some examples to this item and/or referencing employee handbooks/CBA’s. Debra will send back to HR for further review.

AP 7510 – Domestic Partners Reviewed; no discussion.

4. Update on items currently tabled or in committee

b. BP/AP 3430 – Prohibition of Harassment (tabled for negotiations) No report.
c. BP 7000 – Civility (tabled for negotiations) No report.
d. BP/AP 3502 – Campus Security Adrian reported that this item is still being worked on.
e. BP/AP 7365 Discipline and Dismissal - Classified Employees (hold per Lisa) No report.

5. Announcements None

6. Adjournment The meeting adjourned at 10:00 a.m.
Present: Joi Blake, Ellen Weller (for April Cunningham), Sierra Lovelace (for Jenny Fererro), Teresa Laughlin, Angelina Arzate, Connie Moise, Derrick Johnson, Nick Vallone, Jack Kahn, Kendyl Magnuson, Robert Threatt (for Ron Perez), Lisa Norman, and Michelle Barton, Debra Doerfler and guest, Chris Moore.

Absent: John Halcón, Pearl Ly, and Adrian Gonzales

1. Call to Order

Joi called the meeting to order at 9:04 a.m.

Call for changes to the agenda – there were none.

2. Review / Approve

Lisa motioned to approve the March 2, 2018 meeting Highlights, Kendyl seconded. By majority vote the March 2, 2018 meeting Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

AP 4105 – Distance Education Connie motioned to approve, Lisa seconded. April reported that the Senate requested a small amendment (add - “by the academic department” on page 2, sentence starting with “Validation….”) Debra made the amendment. The committee voted to approve as amended. This item will move to SPC.

BP 7260 – Classified Administrators and Supervisors Connie motioned to approve, Michelle seconded. There was no discussion, the committee voted to approve as written. This item will move to SPC.

BP/AP 7270 – Student Workers Teresa motioned to approve, Derrick seconded. Lisa responded to Nick’s question regarding the proposed change stating the language being struck does not apply to community colleges. The committee voted to approve, this item will move to SPC.

AP 7343 – Industrial Accidents and Illnesses Connie motioned to approve, Kendyl seconded. There was no discussion, the committee voted to approve as written. This item will move to SPC.

AP 7510 – Domestic Partners Ellen motioned to approve, Michelle seconded. There was no discussion, the committee voted to approve as written. This item will move to SPC.

4. FIRST READING: REVIEW/DISCUSS

BP/AP 3440 – Service Animals Connie asked for clarification on this item. Kendyl and Lisa responded. The committee discussed the difference between Service Animals and Emotional Support Animals. Lisa explained that there are interactive processes required for ADA compliance. Chris asked whether Service/Emotional Support Animals brought on campus should be “readily identifiable.” Lisa responded, discussion continued.
cautioned changing this BP/AP pair to include Emotional Support Animals. Joi expressed wanting to be pro-active vs. reactive and requested that Lisa researched Emotional Support Animals and report back to the committee. Connie expressed concern that supervisors do not have adequate training on how to respond to situations involving employees bringing animals with them to work. Committee members talked about the public bringing animals on campus. No changes were proposed to this BP/AP pair during the meeting.

**AP 5031 Instructional Materials Fee** Teresa asked about the use of student ID’s. Jack shared that students cannot be required to purchase a student ID cards. Nick asked about the Student Activity cards being tied to the ID cards, it was suggested a sticker could be purchased and attached to District supplied ID cards. A question was asked about “access fees/codes,” Jack responded that he would research the matter.

**BP/AP 3540 – Sexual & Other Assaults on Campus** Connie requested a minor change, there being no objections, Debra changed an instance of “of” to “to” on page 3. Lisa commented about keeping the titles of the VP’s consistent across policies and procedures. Connie asked about adding “Behavioral Health Services/Counseling” to the list of available services. Joi stated it is covered under the umbrella of “Health Services.” Further discussion ensued and the following sentence was modified as indicated: The Vice President for Human Resource Services or designee should be available to provide assistance to District Police law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

**AP 7500 – Volunteers and Interns** Teresa shared that faculty had brought up some questions/concerned about this item as it relates to volunteer coaches, but she did not have specifics. She will follow up with faculty.

5. Update on items currently tabled or in committee

**BP/AP 3280 – Grants (tabled 5/19/17)** Michelle reported that the new Grant Form would be taken to SPC and that following that, the BP/AP would be worked on.

**BP/AP 3430 – Prohibition of Harassment (tabled for negotiations)** Lisa shared that this item and BP 7000 will be brought forward in May.

**BP 7000 – Civility (tabled for negotiations)** See 3430 above, no other comments.

**BP/AP 3502 – Campus Security** Chris Moore, reporting for Adrian, provided an update noting they are working to craft language related to the time/hours the campus is closed. Committee members discussed and asked for clarification. Joi shared that protocol is to check in with police if an employee needs to be on campus during closed hours.

**AP 7371 – Personal Use of Public Resources** Lisa commented on the request to add examples and cautioned that any list could never be all-encompassing. Teresa talked about the difference between “consumables” and durable goods use, such as email. She talked about past practices where individuals used equipment with the administrations silent consent and she asked that the District do something to educate its employees on the proper and improper use of district resources. Following discussions Joi asked Lisa to amend by adding some examples and the “including but not limited to” language. Jack reported that there were numerous questions when this topic was discussed at Chairs & Directors.

**BP/AP 7310 – Nepotism** Lisa reported this BP/AP pair is being worked on.
BP 7330 – Communicable Disease Committee members discussed, the question of who pays the cost of TB testing arose. Lisa will continue review and submit at a later date.

BP/AP 7365 – Discipline and Dismissal - Classified Employees Lisa reported that this would be brought forward.

6. Announcements

Joi talked about BoardDocs.

7. Adjournment The meeting adjourned at 10:06 a.m.
Policies/Procedures Review Committee Meeting
Meeting Highlights
May 18, 2018

Present: Joi Blake, John Halcón, April Cunningham, Jenny Fererro, Teresa Laughlin, Angelina Arzate, Connie Moise, Nick Vallone, Jack Kahn, Pearl Ly, Kendyl Magnuson, Adrian Gonzales, Robert Threatt (for Ron Perez), Lisa Norman, Michelle Barton, and Debra Doerfler.

Absent: Derrick Johnson

1. Call to Order

Joi called the meeting to order at 9:08 a.m.

Call for changes to the agenda – there were none.

2. Review / Approve

Michelle motioned to approve the April 6, 2018 meeting Highlights, John seconded. By majority vote the April 6, 2018 meeting Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUS/APPRIO

BP/AP 3440 – Service Animals Jenny motioned to approve, Teresa seconded. John asked for clarification regarding animals on campus. Adrian responded. Connie requested that training be made available to employees on how to approach people when it appears they have brought a pet animal on campus. The committee voted to approve. This pair will move to SPC.

AP 5031 – Instructional Materials Fee Jenny motioned to approve, Michelle seconded. John asked for clarification on this item. Joi and Jenny responded. There was no further discussion. The committee voted to approve. This item will move to SPC.

BP/AP 3540 – Sexual & Other Assaults on Campus Teresa motioned to approve, Jenny seconded. John pointed out a grammar correction in the AP and Debra made the correction. There was no further discussion on this pair. The committee voted to approve. This item will move to SPC.

AP 7500 – Volunteers and Interns Teresa motioned to approve, John seconded. Teresa asked about some volunteer situations with volunteers being paid by off-campus entities. Discussion ensued. Teresa motioned to table the item, Adrian seconded. This item will be tabled for further review.

4. FIRST READING: REVIEW/DISCUS

BP 1100 The Palomar Community College District Joi talked about the proposed changes to the naming of centers/sites. Committee members asked that the Escondido Center be changed to Escondido Education Center. Debra made the change. Motion to move to second reading was seconded and the committee voted to approve the item.
Chapter 4 items

BP 4005 – Formal Communication of Matters of Instruction (unique propose deletion) Committee members reviewed, Jack explained that this item is unique to Palomar and is too broad to be of any use. Jenny noted that the language would not work for all situations and is therefore confusing.

AP 4010 – Academic Calendar Jack reported that this item will be brought back in the fall for a first reading as it needs further review pending changes with the calendar.

BP/AP 4023 – Course Outline Jack explained this is another unique-to-Palomar-item and proposed deleting both the BP & AP.

AP 4026 – Philosophy and Criteria for International Education Connie proposed two Unnecessary instances of the word "and" be removed, Debra made the changes.

BP 4030 – Academic Freedom Committee members reviewed, there were no changes.

BP/AP 4045 – Tutorial Services Programs (unique propose deletion) Jack explained this is another unique-to-Palomar pair and proposed deleting both them. He reported that subject matter experts were consulted during the review of the Chapter 4 items. There was no objection to the proposed deletion of this BP/AP pair.

BP/AP 4050 – Articulation Committee members reviewed and Jack discussed the difference between instructor-to-instructor articulation and district-to-district articulation. This item will come back in the fall as first reading as work remains on distinguishing between high school to Palomar articulation vs. Palomar to other higher education institutions. Jenny commented that the descriptive language related to the Articulation Officer is a job description and questioned the need to include it in the AP. Joi asked Jack to re-review and bring back in the fall.

BP/AP 4060 – Agreements with School Districts for Noncredit Adult Education Committee members reviewed, Teresa asked what the difference is between an MOU vs. MOA. Joi asked Robert to research and report back.

BP/AP 4070 – Auditing and Auditing Fees Discussion took place and Joi asked Jack to amend to include language on *when* it is okay to audit a course. Faculty members reported that they had been told that auditing courses is not allowed. This pair to be brought back for first reading in the fall.

BP/AP 4100 – Graduation Requirements for Degrees and Certificates Committee members reviewed and discussed. Jack was tasked with re-reviewing the number of courses that need to be taken at Palomar to graduate.

AP 4101 – Directed Study Committee members reviewed, Kendyl talked about the document retention portion and will get clarification since there are times when a longer retention is triggered.

BP/AP 4102 – Career-Technical Programs Advisory Committees Committee members reviewed, some minor grammatical/punctuation changes were made.
BP/AP 4103 – Cooperative Work Experience Education Committee members reviewed. Connie pointed out that in the AP there was no set time frame for the retention of records; “in accordance with AP 3310 Records Retention and Destruction” was added.

AP 4104 – Workforce Development - Contract Education Jack reported that this item was fleshed out to be more explicit to help guide the district as the program is brought back and expanded. No other questions.

BP/AP 4110 – Honorary Degrees Jenny proposed that the AP language be moved to the BP and the AP deleted. There being no objection Debra made the change, however this item needs work as there is duplication of language.

BP/AP 4220 – Standards of Scholarship Connie asked about the ‘Chief Instructional Officer’ language. (Note: At the 9/1/2017 P&P meeting committee members and the VP’s had agreed upon using the word “for” in all instances when the Vice President position is listed and to drop the “Assistant Superintendent” wording. I had also been previously agreed, that for consistency sake all instances that used the broad “Chief xxx” would be changed to Vice President for xxx.

BP/AP 4226 – Multiple and Overlapping Enrollments Committee members reviewed, there were no comments.

AP 4227 – Repeatable Courses Committee members reviewed, the reference to “six quarters” was removed.

AP 4228 – Course Repetition – Significant Lapse of Time Reviewed, no comments.

AP 4229 – Course Repetition – Variable Units Reviewed, no comments.

BP/AP 4230 – Grading and Academic Record Symbols Reviewed, no comments.

BP/AP 4231 – Grade Changes Reviewed, no comments.

AP 4233 – Course Content and Grading System Jenny proposed deletion. Jack confirmed this AP is unique to Palomar and the information is elsewhere. Debra amended for deletion.

BP/AP 4235 – Credit by Examination Michelle brought up the matter of credit for military service. Joi asked Kendyl to review with an eye towards what is happening at the Federal level with Veteran’s. This pair will come back for first reading.

BP 4250 – Probation Dismissal and Readmission Reviewed, no comments.

BP/AP 4260 – Pre-requisites, Co-requisites, and Advisories Reviewed, no comments.

BP 4290 – Academic Honesty Committee members reviewed, there were no comments or proposals to delete this unique BP.

BP/AP 4300 – Field Trips and Excursions Committee members reviewed
AP 4400 – Community Services Committee members reviewed and discussed. There were questions about the “mental and moral...” wording. Jack reported the language is from code and agreed to confirm prior to the next meeting. No other comments.

AP 4610 – Instructional Service Agreements Committee members reviewed, Jenny asked about the “Assistant Superintendent” words being struck; Debra reminded the group that the committee had agreed to the standardization of language for Vice Presidents being, “Vice President for __________.”

BP/AP 4675 – Class Size Committee members reviewed, no comments.

BP/AP 6250 – Budget Management (Request to move to 2nd and vote to approve.) Teresa asked about the proposed change to 7%, Joi stated that the Board had approved 7% and that the changes here are to align the BP/AP with the Board’s decision. Joi asked that this item be moved to second reading, John motioned to move to second reading, Robert seconded the motion. Teresa questioned the need to push it through. Joi responded that the percentage increase was already approved. Michelle commented on where the change was vetted. The item was approved by a majority vote (Teresa and Jenny opposing.)

BP 7330 – Communicable Disease Lisa commented on this item, there was no discussion.

5. Update on items currently tabled or in committee

BP/AP 3280 – Grants (tabled 5/19/17) Joi and Michelle reported that this is still in the works.
BP/AP 3430 – Prohibition of Harassment and BP 7000 – Civility Lisa reported that these two items would be brought forward in the fall when the committee reconvenes.

AP 4105 – Distance Education (Senate request to table pending Title V updates due in July) Jenny commented that they are awaiting the July updates.
BP/AP 3502 – Campus Security (Adrian) This is ready and will be brought forward in the fall.
AP 7371 – Personal Use of Public Resources, BP/AP 7310 – Nepotism and, BP/AP 7365 – Discipline and Dismissal - Classified Employees Lisa reported that she would bring these forward in the fall.

6. Announcements

- The 2018/19 P&P meeting schedule was reviewed.
- Jenny announced that this would be April Cunningham’s last P&P meeting and that a new Faculty Senate representative would be appointed in the fall semester.
- Nick announced that this would be his last P&P meeting and a new ASG representative would be appointed to the committee in the fall.

7. Adjournment The meeting adjourned at 10:28 a.m.
Policies/Procedures Review Committee Meeting
Meeting Highlights
September 7, 2018

**Present:** Ron Perez (for Joi Blake), John Halcón, Jenny Fererro, Teresa Laughlin, Sierra Lovelace, Connie Moise, Derrick Johnson, Linus Smith (for ASG), Jack Kahn, Pearl Ly, Kendyl Magnuson, Robert Threatt (for Ron Perez), Debra Doerfler and guest: Ellen Weller.

**Absent:** Joi Blake, Lisa Norman, Michelle Barton and Angelina Arzate

1. **Call to Order**

   Ron called the meeting to order at 9:03 a.m.

   Call for changes to the agenda – there were none.

2. **Review / Approve**

   John motioned to approve the May 18, 2018 meeting Highlights, Jenny seconded. By majority vote the May 18, 2018 meeting Highlights were approved as written.

3. **SECOND READING: REVIEW/DISCUSS/APPROVE**

   Jenny suggested batch approving undisputed items. Ron asked committee members to pull those they wanted to discuss individually. There being no objections, the following Chapter 4 items were batched for approval. Connie motioned to approve the following items, John seconded. There was no discussion and the following items will move to SPC.

   - BP/AP 4060 – Agreements with School Districts for Noncredit Adult Education
   - BP/AP 4070 – Auditing and Auditing Fees
   - BP/AP 4102 – Career-Technical Programs Advisory Committees
   - BP/AP 4103 – Cooperative Work Experience Education
   - AP 4104 – Workforce Development - Contract Education
   - AP 4228 – Course Repetition – Significant Lapse of Time
   - AP 4229 – Course Repetition – Variable Units
   - AP 4233 – Course Content and Grading System
   - BP 4250 – Probation Dismissal and Readmission
   - BP/AP 4300 – Field Trips and Excursions
   - AP 4610 – Instructional Service Agreements
   - BP 7330 – Communicable Disease

   Chapter 4 items (the following items were considered individually)
BP 4005 – Formal Communication of Matters of Instruction (deletion proposed) Jenny motioned to approve, Teresa seconded. Jack discussed rationale for deletion. This item was approved for deletion and will move to SPC.

BP/AP 4023 – Course Outline (deletion proposed) John motioned to approve, Kendyl seconded. John asked for clarification, Jack responded noting the District uses CurricUNET to manage course outlines of record. This item was approved for deletion and will move to SPC.

AP 4026 – Philosophy and Criteria for International Education Jenny motioned to approve, Teresa seconded. There was no discussion, this pair will move to SPC.

BP 4030 – Academic Freedom Jenny motioned to approve, Derrick seconded. There was no discussion. This item will move to SPC.

BP/AP 4045 – Tutorial Services Programs (deletion proposed) Teresa motioned to approve, Jenny seconded. There was no discussion. This pair will move to SPC.

BP/AP 4050 – Articulation Jenny motioned to approve, Robert seconded. Connie noted that the “job description language” was still in AP. Following discussion Jenny motioned to table, Kendyl seconded, this item will return for second reading at the next meeting.

BP/AP 4226 – Multiple and Overlapping Enrollments Jenny motioned to approve, John seconded. Connie noted that portions of this AP refer to a paper based process and requested a language change. Committee members discussed and struck “sign the form” and added, “approve the request.” This item was approved. This item will move to SPC.

BP/AP 4227 – Repeatable Courses John motioned to approve, Kendyl seconded. Connie suggested striking the word “or six times for quarter courses” as Palomar is a semester system. Following discussion Kendyl agreed it was appropriate to make the change. This item was approved and will move to SPC.

BP/AP 4230 – Grading and Academic Record Symbols Jenny motioned to approve, Kendyl seconded. Connie had questions about the records symbols; minor clarifying language was made. Kendyl proposed tabling. Motion to table by Jenny, seconded by John. This pair will return for second reading after additional review.

BP/AP 4231 – Grade Changes Jenny motioned to approve, John seconded. Minor clarifying language changes were made. This pair was approved and will move to SPC.
BP/AP 4260 – Pre-requisites, Co-requisites, and Advisories Jenny motioned to approve, Robert seconded. The following language was struck on page 2, Establishing advisories does not require all the following steps, as unnecessary. This pair was approved and will move to SPC.

BP 4290 – Academic Honesty Jenny motioned to approve, John seconded. The proposal was to delete this item. John asked that it be kept. Following discussion it was voted on and passed, the item will be kept and moved to SPC for approval.

BP/AP 4675 – Class Size Teresa motioned to approve, Jenny seconded. The pair was reviewed, no changes were made, this pair will move to SPC.

Note: The following items were erroneously listed in both the second and first reading sections of the September agenda and should have been listed only in the first reading section:
- BP/AP 4100 – Graduation Requirements for Degrees and Certificates
- AP 4101 – Directed Study
- BP/AP 4110 – Honorary Degrees
- BP/AP 4220 – Standards of Scholarship

FIRST READING: REVIEW/DISCUSS

BP/AP 3430 – Prohibition of Harassment Committee members discussed duplicate language between BP and AP. This pair needs work.
BP/AP 3502 – Campus Security Committee members reviewed.
AP 4010 – Academic Calendar Committee members reviewed the AP is to come back for 1st reading with the BP in October.
BP/AP 4015 – Minimum Qualifications/Equivalency Committee recommends deletion as the topic is addressed elsewhere.
BP/AP 4100 – Graduation Requirements for Degrees and Certificates Sierra had questions about the first paragraph on the BP stating that the last sentence (“Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.”) is not accurate. Kendyl agreed to work with Jack on this BP/AP pair and bring them back.
AP 4101 – Directed Study The committee discussed changing the language away from a paper-based process.
AP 4105 – Distance Education Item was pulled – in review pending Title V updates.
BP/AP 4110 – Honorary Degrees Committee members reviewed.
BP/AP 4220 – Standards of Scholarship Committee members reviewed.
BP/AP 4235 – Credit by Examination Committee members reviewed, there were some concerns, the pair will be brought back.
BP/AP 4300 – Field Trips and excursions No discussion.
BP/AP 4400 – Community Services Committee members expressed concerns with the “mental” and “moral” references and asked that this item be sent back to Instruction for additional revision.
AP 4700 (no BP) – Chair/Director Responsibilities Committee members support deletion.
BP 7000 – Civility Committee members expressed continued concerns regarding this item including vague language and duplication in other policies/procedures. Board representative Halcón reminded the committee that the Board is a strong proponent of establishing this Board Policy. Faculty requested this item be re-reviewed with an eye towards clarifying vague language and eliminating duplication. This item will be sent back to Human Resources.

4. District Policies and Procedures Committee Governance Structure – CCE was not present so this item was not discussed.
   a. Review proposed changes
   b. CCE has requested additional representatives
   c. Amend/vote/send back to SPC

5. Update on items currently tabled or in committee
   BP/AP 3280 – Grants (tabled 5/19/17) No update
   BP/AP 7310 – Nepotism No update
   BP/AP 7365 – Discipline and Dismissal - Classified Employees No update
   AP 7371 – Personal Use of Public Resources No update
   AP 7500 – Volunteers and Interns No update

6. Announcements
   There were none.

7. Adjournment The meeting adjourned at 10:28 a.m.
Policies/Procedures Review Committee Meeting
Meeting Highlights
October 5, 2018

Present: Joi Blake, John Halcón, Sierra Lovelace, Jenny Fererro, Teresa Laughlin, Angelina Arzate, Derrick Johnson, Linus Smith, Jack Kahn, Pearl Ly, Kendyl Magnuson, Bernie Sena (for Ron Perez), Lisa Norman, Michelle Barton, Debra Doerfler and guests: Ellen Weller and Richard Loucks.

Absent: Connie Moise

1. Call to Order

   Joi called the meeting to order at 9:06 a.m.

   Call for changes to the agenda – there were none.

2. Review / Approve

   John motioned to approve the September 7, 2018 meeting Highlights, Bernie seconded. By majority vote the September 7, 2018 meeting Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

   BP/AP 3502 – Campus Security Michelle motioned to approve, John seconded. There was no discussion. This pair was approved and will move to SPC.

   BP/AP 4015 – Minimum Qualifications/Equiv. (for deletion) Pearl motioned to approve, John seconded. Approved. This pair will move to SPC.

   BP/AP 4050 – Articulation Jack proposed tabling pending additional changes. Pearl motioned to table, Teresa seconded. This item will return at a future meeting.

   BP/AP 4100 – Graduation Requirements for Degrees and Certificates Michelle motioned to approve, Pearl seconded. Committee members discussed and Joi proposed tabling based on the comments. Pearl motioned to table, Sierra seconded. A small workgroup will review this BP/AP pair and bring it back to a future meeting.

   AP 4101 (no BP) – Directed Study John motioned to approve, Michelle seconded. There was no discussion. Approved. This AP will move to SPC.

   BP/AP 4110 – Honorary Degrees (AP for deletion) John motioned to approve, Bernie seconded. This pair was approved and will move to SPC.

   BP/AP 4220 – Standards of Scholarship Jenny motioned to approve, John seconded. There was no discussion. This pair was approved and will move to SPC.

   BP/AP 4235 – Credit by Examination Michelle motioned to approve, Pearl seconded. Approved. This pair will move to SPC.
BP/AP 4300 – Field Trips and Excursions Teresa motioned to approve, Jenny seconded. John asked which states were on the travel ban listing. Debra responded that the list was not included in the BP/AP’s as they may change over time necessitating frequent updates. Following discussion this pair was approved and will move to SPC.

AP 4700 (no BP) – Chair/Director Responsibilities (for deletion) Jenny motioned to approve, Teresa seconded. There was no discussion, this AP was approved for deletion and will be forwarded to SPC.

4. FIRST READING: REVIEW/DISCUS

BP/AP 4010 – Academic Calendar Committee members discussed and suggested needed updates. Jack will make the changes and submit for second reading in November.

BP/ AP 4020 – Program, Curriculum, and Course Development Jack discussed this item and requested that it be moved to second reading. Committee members reviewed and discussed. Jack motioned to move to second reading, John seconded. There was no additional discussion. Michelle motioned to approve, John seconded. This pair will move to SPC.

AP 4236 – Advanced Placement Credit Committee members discussed and struck the word “Internet.” This item will return for second reading in November.

BP/AP 4400 – Community Services Committee members reviewed the items; this pair will return for second reading in November.

BP/AP 4750 – Instructional Facilities Committee members discussed this pair. Joi suggested this item be re-reviewed, the language cleaned up and the item brought back next month for second reading.

5. District Policies and Procedures Committee Governance Structure – Angelina reported that CCE leadership has not provided input on this item. Angelina will discuss with Anel and this item will be brought back next month.

6. Update on items currently tabled or in committee

BP/AP 3280 – Grants Michelle reported that the form and website would be introduced and once feedback was received this pair would be brought back.

AP 4105 – Distance Education Jenny, Pearl & Jack discussed.

BP/AP 7310 – Nepotism Committee members discussed. Lisa will review and amend this pair.

BP/AP 7365 – Discipline and Dismissal - Classified Employees Lisa reported that she would bring this pair back.
AP 7371 – Personal Use of Public Resources Jenny commented about including examples. Lisa agreed to include some examples.

AP 7500 – Volunteers and Interns Teresa talked about the situation with the coaches. Joi reported that there is a larger issue surrounding this and that this item needs to be addressed.

BP/AP 3430 – Prohibition of Harassment Teresa shared that an agreement has been reached to remove the bullying language but otherwise keep the language as is. Joi asked that this pair be brought forward for a vote.

BP 7000 – Civility Teresa and Lisa are working on this item and it will be brought forward at a later date.

7. Announcements
   - Jack reported Fast Track 2 enrollments are strong
   - Ellen invited everyone to “Oh Beautiful” and the Palomar Pacific Coast Concert Band show as well as an auction of a house concert with Peter Gach.
   - Jenny talked about a NECHEA event
   - Joi asked about the lactation pods, Jenny responded. Lisa talked about pending legislation regarding lactation accommodations
   - Teresa talked about Political Economy Days

8. Adjournment The meeting adjourned at 9:54 a.m.
Present: Joi Blake, John Halcón, Sierra Lovelace, Jenny Fererro, Ellen Weller for Teresa Laughlin, Angelina Arzate, Connie Moise, Linus Smith, Jack Kahn, Pearl Ly, Kendyl Magnuson, Aiden Ely, Robert Threatt (for Ron Perez), Lisa Norman, Michelle Barton, Debra Doerfler and guest: Richard Loucks.

Absent:

1. Call to Order

Joi called the meeting to order at 9:07 a.m.

Call for changes to the agenda – Lisa asked that BP/AP 3550 Drug Free Environment and Drug Prevention Program be pulled from the agenda. Jack asked that BP/AP 4050 be pulled from the agenda. Jack & Jenny questioned the status of BP/AP 4070 (approved at SPC on 10/16.)

2. Review / Approve

John motioned to approve the October 5, 2018 Meeting Highlights, Pearl seconded. By majority vote the October 5, 2018 Meeting Highlights were approved as written.

3. SECOND READING: REVIEW/DISCUSS/APPROVE

BP/AP 4010 – Academic Calendar Jenny motioned to approve, Michelle seconded. Connie proposed some changes; minor clerical corrections were made to the AP. This pair was approved and will move to SPC.

BP/AP 4050 – Articulation This pair was pulled from the agenda for additional review and will return at a later date.

AP 4236 – Advanced Placement Credit John motioned to approve, Robert seconded. Committee members discussed this item. There was concern that the item needed additional work, this item was tabled. Jack agreed to bring this item back after additional review.

BP/AP 4400 – Community Services Connie motioned to approve, John seconded. Jenny expressed concerns regarding duplication of community services classes and District credit courses and how the District avoids duplication. Jack talked about the issues with the lengthy approval process. Following discussions Jack agreed to review and bring back. This item will come back but is tabled.

BP/AP 4750 – Instructional Facilities (AP for deletion) Connie motioned to approve, John seconded.
4. **FIRST READING: REVIEW/DISCUSS**

**BP/AP 3430 – Prohibition of Harassment** Committee members asked for clarification on the proposed additions. Lisa responded and the committee members discussed 9 This pair will return for second reading in December.

**BP/AP 3540 – Sexual and Other Assaults on Campus** Committee members reviewed. Lisa requested that the word “designee” be changed to Vice President for Human Resource Services. Debra made the change. This item will return for second reading in December.

**BP/AP 3550 – Drug Free Environment Drug Prevention Program** This item was pulled from the agenda.

**BP 7000 – Civility** Committee members reviewed. There were no comments.

**BP/AP 7365 – Discipline and Dismissal - Classified Employees** Committee members discussed, there was concern regarding the, “nothing herein applies to such employees” language in both the BP and AP.

**AP 7500 – Volunteers and Interns** Committee members reviewed and discussed at length. This item will come back for second reading in December.

5. **District Policies and Procedures Committee Governance Structure** This item was discussed, no decisions were made and this item was tabled.

6. **Update on items currently tabled or in committee**

   a. **BP/AP 3280 – Grants** Joi and Michelle updated the committee. This item will be brought forward in December.

   b. **AP 4105 – Distance Education** Jenny commented noting this item was discussed in Sept and October and can go for second reading in December.

   c. **BP/AP 4100 – Graduation Requirements for Degrees and Certificates** Update #33 to be incorporated and item brought forward in Feb.

   d. **BP/AP 7310 – Nepotism** no update

   e. **AP 7371 – Personal Use of Public Resources** Lisa expressed concern that adding examples may create problems. The committee discussed. Connie asked Lisa to review 7371 in conjunction with 3720.

7. **Announcements** There were none.

8. **Adjournment** The meeting adjourned at 9:54 a.m.