



Rancho Santiago Community College District  
**Revised**  
2013 District Council Meetings

Meetings are held the day of a Board Meeting at **3:00 p.m.** in the **Chancellor's Conference Room**. Meeting participants include Chancellor's Cabinet members, Presidents of the district governance groups and Executive Assistant to the Chancellor.

January 14  
February 4  
February 19  
March 11  
April 1  
April 15  
May 6  
May 20  
June 17  
July 22

Beginning in fall 2013, meetings will be held in the **Executive Conference Room (#114)** from **3:00 – 5:00 p.m.** Meeting participants will be expanded to include Chancellor's Cabinet members, Presidents of the district governance groups, the Chairs and Co-Chairs of the district's five participatory governance committees and the Executive Assistant to the Chancellor.

August 12  
September 16  
October 7  
October 21  
November 4  
December 2



Rancho Santiago Community College District  
2014 District Council Meetings

District Council meetings are held in the **Executive Conference Room (#114)** from **3:00 – 5:00 p.m.** Meeting participants include Chancellor’s Cabinet members, Presidents of the district governance groups, and the Chairs and Co-Chairs of the district’s five participatory governance committees. The Executive Assistant to the Chancellor provides administrative support to the committee.

Spring 2014

February 3	May 5
March 3	May 19
March 17	June 2
April 7	June 16
April 21	

Fall 2014

July 21	October 20
August 18	November 3
September 15	November 17
October 6	December 1

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
UNRESTRICTED GENERAL FUND  
2013-14 Proposed Adopted Budget Assumptions  
DRAFT 8/7/2013**

I. State Revenue

A. Budgeting will continue to utilize the District's Budget Allocation Model based on SB 361, modified using carryover resources to balance the budget.

B. FTES Workload Measures Assumptions:

Year	Base	Actual	Funded	Actual Growth
2010/11	29,961.80	30,515.15	30,515.15	1.85%
2011/12	a 28,182.19	27,711.41	27,711.41	-9.19%
2012/13	27,711.41 b	28,185.04 c	28,158.42 EST.	1.61%

a - based on 2011/12 Recalculation received 2/21/2013

b - based on 2012/13 P1 (March Revision) received 3/8/2013

c - based on 2012/13 annual 320 certified 7/18/2013

The 2013-14 system budget includes funding for Cost of Living Adjustment (COLA) at 1.57% or \$87,500,000 systemwide and Restoration/Access/Growth at 1.63% or \$89,400,000 systemwide.

Projected COLA (Est.)	<b>2,040,421</b>
Projected Restoration/Access/Growth (Est. at 1.63%)	<b>2,151,657</b>
Est. additional opportunity for R/A/G (Est. at .48%)	<b>594,856</b>
Projected Systemwide Structural Deficit (Est. at 1%)	<b>(1,347,500)</b>
Base Increase for 2013/14	<b><u>3,439,434</u></b>

2013/14 Est. 2.11% Restr./Access/Growth for target FTES: 28,780

D. Education Protection Account (EPA) funding estimated at \$17,185,120. These are not additional funds, rather the EPA is only a portion of general purpose funds that offsets what would otherwise be state aid in the apportionments. Our intention is to charge a portion of faculty salaries against this funding source in compliance with EPA requirements.

D. Unrestricted lottery is projected at \$126 per FTES (\$3,605,765). Restricted lottery at \$30 per FTES (\$858,515). (2012/13 P-annual resident & nonresident factored FTES, 28,617.18 x 126 = \$3,605,765 unrestricted lottery; 28,617.18 x 30 = \$858,515)

E. Estimated reimbursement for part-time faculty compensation is estimated at \$691,647 at Advance Apportionment.

F. Categorical programs will continue to be budgeted separately; self-supporting, matching revenues and expenditures. Additional allocations for EOPS, DSPS, CalWORKs, and Student Success (Matriculation) are included in the final state budget act. These new revenues and corresponding expenditures have been included in the proposed adopted budget. In addition, the colleges must make any adjustments to matching requirements in their unrestricted general fund expenditure budgets.

II. G. BOG fee waivers administration total funding estimated at \$238,965 at the Advance Apportionment.

Other Revenue

H. Non-Resident Tuition budgeted at \$1,600,000.

I. Interest earnings estimated at \$150,000.

J. Other miscellaneous income is estimated at \$398,090 (includes transcripts, fines, fees, rents, sale of equipment)

K. Mandated Block Grant reduced based on systemwide FTES growth, estimated at a total budget of \$750,000.

L. Apprenticeship revenue as of Advance Apportionment at \$1,389,973.

M. Scheduled Maintenance Allocation of \$381,223 and Instructional Equipment Allocation of \$381,216 allocated to the colleges split by the current FTES allocation of 70.8% SAC/29.2% SCC.

N. Energy Efficiency/Prop 39 revenue is estimated at \$1M pending regulations on use of the funds.

O. New Adult Ed/Apprenticeship Program is not included in the budget as the effects are still to be determined.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**UNRESTRICTED GENERAL FUND**  
**2013-14 Proposed Adopted Budget Assumptions**  
**DRAFT 8/7/2013**

III. Appropriations and Expenditures

- A. The Base Budget for 2013/14 will begin with a rollover in total budget by site from 2012/13. The 2013/14 budget will be balanced by using a portion of the 2012/13 unrestricted ending balance in excess of the 5% Restricted Reserve (Budget Stabilization Fund).
- B. The COLA revenue (estimated at \$2.04 million) will be set aside in districtwide expenditure accounts subject to collective bargaining.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.2 million including benefits.
- D. Health and Welfare benefit premium cost decrease estimated at -3.1% for a potential savings pending plan changes for active employees from open enrollment period, and an additional savings of \$300,000 for retirees. State Unemployment Insurance local experience charges are estimated at \$250,000 (2012/13 budgeted amount). CalPERS employer contribution rate estimated to remain the same in 2013/14 at 11.442%. The cost of each 1% increase in the PERS rate is approximately \$300,000. There is currently no proposed increase in the STRS rate although projections indicate large increases beginning 2014/15. The cost of each 1% increase in the STRS rate is approximately \$550,000.
- E. The full-time faculty obligation (FON) for Fall 2013 is estimated at 329.80 but districts have not been required to comply with this requirement for several years due to the budget crisis. It is expected that the requirement to comply with the FON will be reinstated in 2014-15. The District is currently recruiting 14 faculty positions (one of which does not count toward the FON) for an estimated total of 13 positions counting toward the obligation. Therefore, with four additional retirements that have been submitted, the District expects to be 16.80 positions below the obligation in 2014-15 if additional hiring does not occur prior to July 1, 2014. This could result in a penalty of approximately \$1.2 million if they aren't filled. ( $17 \times 69,128 = \$1,175,176$ )  
  
The additional cost of new faculty being hired for Fall 2013 is estimated at \$847,381. SAC is filling four vacancies and adding seven new positions. SCC is filling three vacancies. (The cost of the seven new positions is budgeted at Class VI, Step 10  $\$84,041.19 \times 7 = \$588,288.33 + \$37,013.3 \times 7 = \$259,093.10$ , for a total of \$847,381.43).
- F. The current rate per Lecture Hour Equivalent (LHE) for hourly faculty is \$1,100 effective Spring 2013. This represents a 2% increase from 2012.
- G. Retiree Health Benefit Fund - The District will continue to contribute 1% of total salaries plus an additional \$500,000 toward the Annual Required Contribution (ARC).
- H. Capital Outlay Fund - The District will continue to contribute \$1,500,000 for various Scheduled Maintenance and Capital Projects (in addition to the \$381,223 allocated from the State).
- I. Other Districtwide expenses:
  - Property and Liability Insurance cost, estimated at \$1,700,000
  - Trustee Election Expense -0- in 2013/14 as there is no election.
- J. Utilities cost increases including 5% overall estimated at \$200,000 plus \$250,000 due to opening of SCC Humanities, Pool and Gym complex, should be budgeted.
- K. Information Technology licensing contract escalation of 7%, estimated at \$125,000.
- L. In allocating the Instructional Equipment allocations as noted in II-M above, the colleges will need to budget the appropriate match requirements in unrestricted funds (1:3 for Instructional Equipment). Funds allocated by the 70.8%/29.2% split.

## BP 2015 Student Member

### Reference:

Education Code Section 72023.5

The Board shall include one non-voting student member. The term of office shall be one year commencing June 1.

The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain the standards of scholarship and eligibility criteria enumerated in Administrative Regulation 9006.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings and reimbursement for travel (see BP 2735) to the same extent as publicly elected trustees.

The student member shall have the privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board. The student member may, prior to the vote on any item before the Board, advise the President of the Board that the student member would like to cast his/her vote first as a means of providing advice to the Board.

The student member shall not be liable for any acts of the Governing Board. The student member shall be bound by Code of Ethics/Standards of Practice (BP 2715).

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

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance and the amount of that compensation, up to the amount prescribed by Education Code Section 72425.
- The privilege to serve a term commencing on May 15.
- The privilege to serve on Board committees.

Revised: ~~October 8, 2012~~ \_\_\_\_\_ (Previously BP9006)

## BP 2305 Annual Organizational Meeting

### Reference:

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

The following tasks shall be listed under Board Organization and included on the agenda of the Board's annual organizational meeting to be held in December each year:

- Election of Board officers
- Designation of secretary & assistant secretary
- Schedule of regular meeting dates and locations for the following year, including: Board Self-Evaluation (BP2745), Evaluation of the Chancellor (BP2435), and Preliminary Audit Discussion
- Authorization of signatures
- Appointment of trustees to committees by Board President
- Reaffirmation of Board Policy 2735 (Board Member Travel)
- Reaffirmation of Board Policy 2715 (Code of Ethics/Standards of Practice)
- Reaffirmation of Board Policy 6320 (Investments)

- Designation of specific weeks or months of observance, which directly relate to the educational mission of the district

At the annual organizational meeting, the Board President shall solicit expressions of interest from members of the Board, or any newly elected members of the Board, regarding service as President, Vice President or Clerk of the Board, as well as any committee assignments.

Revised: ~~October 8, 2012~~ \_\_\_\_\_ (Previously BP9013)

## BP 2715 Code of Ethics/Standards of Practice

### Reference:

Accreditation Standard IV.B.1.a, e, & h

All Rancho Santiago Community College District board members, including the student trustee, are committed to maintaining the highest standards of conduct and ethical behavior. The Board believes that in promoting trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and Staff. The Board and its individual Trustees are committed to the following:

- In all decisions the Board will consider the educational welfare and equality of opportunity of all students in the District.
- Trustees are elected to represent the interests and serve the needs of the entire District and to promote the mission of Rancho Santiago Community College District.
- Trustees are non-partisan elected officials and will always put District and college priorities before their own political or personal priorities.
- Trustees hold a public trust that requires and will ensure that their actions avoid conflicts of interest and any appearance of impropriety.
- Trustees will speak on behalf of the Board only when granted such authority by a majority of the Board.
- Trustees shall be respectful of others in any discussions related to the district and colleges.
- Trustees clearly articulate to the Chancellor the Board's expectations, will support the work and efforts of the Chancellor, and keep the Chancellor informed of matters related to the district and colleges.
- Trustees will respect the confidentiality of all privileged information.
- Trustees will uphold the letter and spirit of the Ralph M. Brown Act and make all official decisions and actions of the Board of Trustees in open and public meetings.
- Trustees will remain informed about the district, educational issues, and responsibilities of trusteeship, and will work in the best interest of the entire district.

The President of the Board, in consultation with the Chancellor, is 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 board's policy code of ethics will be addressed by the President of the Board, who will first discuss the violation with the trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the president may appoint an ad hoc committee to examine the matter and recommend further courses of action to the board. Sanctions will be determined by the board officers and may include a recommendation to the board to censure of the trustee. If the President of the Board is perceived to have violated the code, the vice president of the board is authorized to pursue resolution.

Revised: ~~October 8, 2012~~ \_\_\_\_\_ (Previously BP9002)

# BP 2716 Political Activity

## References:

Government Codes 8314; Education Codes 7054, 7054.1, 7056

The Board of Trustees of the Rancho Santiago Community College District shall abide by all State laws, Education and Government codes relating to political activities and solicitation of political contributions.

Six months prior to every general election, the Board will seek college counsel to provide the latest legal status of laws and regulations relating to solicitation of political contributions and political activities by Board members, officers, and employees of the college. This status report will be distributed to all Board members and employees groups.

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

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

Revised: ~~October 8, 2012~~ \_\_\_\_\_ (Previously BP9027)

# BP 3820 Gifts, Grants and Bequests - ~~BP3208~~

~~Legal~~ Reference: Education Code 72122

The Governing Board may accept on behalf of the district any bequest or gift of money or property for a purpose deemed by the Governing Board to be suitable and in support of the district's academic mission, and to utilize such money or property so designated.

The Chancellor shall establish procedures for district acceptance of gifts, grants and bequests, and shall establish criteria for usability and maintenance. Gifts which entail high maintenance costs shall be avoided.

All gifts shall be accepted on behalf of the district as a whole, not by a particular department. At the discretion of the Chancellor, the gift may be used in a particular facility.

Equipment gifts will not be replaced with district funds; if replacement is desired, the items will be submitted for consideration under new equipment.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

Revised ~~03/11/96~~ \_\_\_\_\_ (Previously BP3208)

## **BP 6010 Equitable Opportunities for Business Enterprises - ~~BP3301~~**

The Governing Board of Rancho Santiago Community College District recognizes the importance of enhancing business opportunities and the value of continuing to expand our pool of qualified vendors and contractors. In this regard, our policy is to vigorously contribute to achieving the goals established for the California Community College System, regarding purchasing goods and services from businesses owned by minorities, women, and disabled veterans.

The district shall continue to adhere to other regulations which are equally important to protecting the public interest (for instance competitive bidding, prudent risk management, etc.).

Revised ~~11/14/94~~ \_\_\_\_\_ (Previously BP3301)

## **BP 6011 Interaction With And Solicitation From Private Businesses -~~BP3311~~**

RSCCD shall proactively interact with private businesses within our service area of Orange County, and with other businesses on a national and international basis. The Governing Board of Trustees encourages the development of business and industry relationships which are mutually beneficial, and which are fiscally and logistically prudent, and consistent with the District's mission and priorities.

Following are some examples of the benefits offered by RSCCD which businesses will be encouraged to pursue:

1. Quality instruction for staff members in credit and non-credit courses available through our regular college, Public Service Institute, and Community Service curriculum
2. Quality Contract Education programs tailored to specific organization needs
3. Use of RSCCD facilities for community service activities in which businesses may be participants (e.g. blood drives, bone marrow drives, AIDs education, voter registration etc.)
4. Partnerships and joint ventures in commercial opportunities like presentations of seminars and open entry courses on current topics
5. Partnerships and collaborations in economic development efforts which enhance community tax revenues or employment opportunities
6. Sharing in the results of general demographic research or specific focused research projects.

Following are some examples of the benefits of business interaction which RSCCD or its Foundation will pursue:

1. Service by business representatives on Industry Advisory Councils for the improvement of curriculum and instruction and professional staff development
2. Monetary contributions from businesses to be used for the purchase or improvement of facilities, equipment, and supplies to enhance the instruction and overall development of our students and staff.

It is acknowledged that the institution's primary mission is the education of students. Accordingly, it is our policy that businesses and staff members be made clearly aware that none of the interactions and collaborations described above will improperly distract from our primary mission, or in any way violate any other Board policies or any of the public regulations by which the District is governed.



It is also acknowledged that some of the businesses from which RSCCD may solicit donations may be current or prospective vendors. It is our policy that donors and staff members be made clearly aware that making donations to the district in no way improves or lessens a vendors' chances of receiving an award of business from the district, or of receiving any other economic concessions from the district.

A copy of this policy will be made available to vendors.

Revised ~~11/14/94~~ \_\_\_\_\_ (Previously ~~BP3311~~)

## **BP 6012 Environmentally Preferable Purchase and Practices ~~—BP3406~~**

**Reference: AB 939**

The district office, colleges and educational sites of the Rancho Santiago Community College District shall continually strive to minimize the generation of waste through utilization of waste prevention techniques, reuse of materials, collection/recycling and composting. The District shall support markets for recycled materials through the procurement of recycled content products whenever possible.

In pursuit of the goal of reducing energy use and costs affiliated with energy consumption, the District shall purchase, whenever financially practical, only those appliances and products that have met ENERGY STAR specifications for energy efficiency or an equivalent standard. The Chancellor shall establish appropriate procedures to ensure that the purchase of single and bulk equipment meet the guidelines of this policy.

The Governing Board of Trustees delegates authority to the Chancellor to establish administrative procedures that will direct the District to engage in sustainable building practices for new buildings or major renovation projects in excess of 5,000 square feet of occupied space. New buildings and renovations of this size will meet or exceed the United States Building Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) silver rating or an equivalent standard. Buildings need not be certified but shall earn all the necessary points outlined in USGBC's LEED standards for certification, or a similar set of standards.

Whenever it is deemed appropriate and economically feasible, the District shall also pursue sustainable building practices for new construction and major renovation projects between 1,000 and 5,000 square feet of occupied space.

Revised ~~11/14/94~~ \_\_\_\_\_ (Previously ~~BP3406~~)

## **BP 6013 Energy and Water Conservation ~~—BP3508~~**

**Reference:** California Code of Regulations - Chapter 4, Section 57200-57205

The Rancho Santiago Community College District's Governing Board of Trustees recognizes the necessity and urgency of the reduction of energy and water usage. The administration is directed to develop ways of maintaining a constant check on consumption to reduce water and energy usage. Fossil fuels, from which nearly all the nation's energy is currently produced, are non-renewable resources which are becoming increasingly scarce and expensive. Dry years illustrate that water is not an unlimited resource in California. It is the aim of the Rancho Santiago Community College District to conserve energy and water in a manner which will serve as an example for the community. It is expected that each and every member of the District's staff will exemplify the spirit and rule of this policy while serving the District.

The Governing Board of Trustees delegates authority to the Chancellor to establish administrative procedures that will direct the District's energy and water conservation efforts.

Revised 11/14/94 \_\_\_\_\_ (Previously BP3508)

## **BP 6014 Location of District-Sponsored Events ~~—BP7003~~**

The Governing Board of Trustees of the Rancho Santiago Community College District supports the businesses located in its service area. To promote goodwill within the RSCCD service area, the Governing Board of Trustees prefers and encourages that district-sponsored events for board members, faculty, and/or staff and students be held within the geographical boundaries of the district, when possible and when such event is held in a for-profit hospitality facility, such as a restaurant or hotel.

The Chancellor shall ensure that notice of this policy be provided to faculty, staff, and student organizations at the beginning of each academic year.

Revised 11/14/94 \_\_\_\_\_ (Previously BP7003)

## **BP 6015 Food and Meeting Refreshments ~~—BP3103~~**

**Reference:** Education Code 85266. Warrants for district expense

The Governing Board of Trustees encourages participation and awareness of district programs and activities through direct personal contact with individuals, community groups, students, staff and professional associations. The Governing Board of Trustees believes that the serving of refreshments and food at district activities facilitates communication and increases public awareness and public participation in district sponsored meetings, events, activities, and programs.

The Governing Board of Trustees authorizes the Chancellor, or the Chancellor's designee, to approve the serving of refreshments and/or food at the following meetings or activities:

- Functions for volunteers and retiring employees
- Activities honoring individuals in education
- Educational events sponsored by the Board
- Seminars and workshops sponsored by the Board
- Board appointed committee meetings
- ~~Group planning and operational meetings~~
- Student and student program recognition ceremonies
- Other activities as designated by the ~~Board~~ Chancellor

The cost of food and refreshments, which are served at duly authorized activities, shall be paid from district funds and shall meet all legal and district requirements for the expenditures of district funds.

Revised 11/14/94 \_\_\_\_\_ (Previously BP3103)

## **BP 6100 Delegation of Authority ~~to Negotiate and Accept Discounts and Price Reductions~~ ~~—BP3308~~**

~~Legal References:~~ ~~Education Code 70902D~~ Education Code Sections 70902(d), 81655, and 81656

~~In accordance with the delegation provisions of Education Code Section 70902D, the Board of Trustees delegates to the chief fiscal officer or his/her designee the authority to accept price reductions or discounts to existing contracts, as long as the nature and quality of the good and services purchased are not altered in any material respect.~~

~~If it is in the interest of the District to alter the nature of the goods or services ordered, in concert with a price reduction, this can be done with the approval of the Chancellor or the chief fiscal officer. If the purchase of the goods or services required advance approval of the Board of Trustees per BP3306, however, and a price reduction was made in concert with a decision to alter the nature of the goods and services, the circumstances of the revised purchase will be reported to the Board of Trustees.~~

The Board delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See BP 6340 titled Contracts).

The Chancellor shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

**Adopted 09/13/99; Revised \_\_\_\_\_ (Previously BP3308)**

## **BP 6150 Designation of Authorized Signatures (new)**

**References:** Education Code Sections 85232 and 85233

Authority to sign orders and other transactions on behalf of the Board is delegated to the Chancellor and other officers appointed by the Chancellor.

The authorized signatures shall be filed with the Orange County superintendent of schools.

**Adopted \_\_\_\_\_**

## **BP 6200 Policy on Budget Preparation Development Process –BP3201**

**References:** Education Code Section 70902(b)(5); Title 5 Sections 58300 et seq.

The budget and expenditures of the Rancho Santiago Community College District reflect and support its visions and mission statements, district and college master plans, and other planning documents.

The statutory authority and responsibility for the budget resides with the Governing Board of Trustees who will make final budgetary decisions.

~~The Chancellor will consult with the District's budget committee as an ex-officio member to develop the budget procedures and compile a recommended budget. The District's budget committee will include the college Presidents, the Vice Chancellor of Fiscal Services, and all college constituent groups.~~

~~The Chancellor shall direct the preparation of the budget in accordance with the Education Code and shall hold public hearings on the budget in compliance with applicable law and time lines.~~

~~The budget development process will allow for majority and minority recommendations to be forwarded to the Board of Trustees for consideration.~~

## ~~Budget Development Structure - BP3202~~

~~Revised 03/11/96 \_\_\_\_\_~~

~~The budget development structure will be consistent with state law and the regulations of the Board of Governors, California Community Colleges. The budget will be itemized to set forth the necessary revenues and expenditures by functions and objects in each of the funds.~~

~~Each year, the Chancellor shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.~~

~~Budget development shall meet the following criteria:~~

- ~~• The annual budget shall support the District's master and educational plans.~~
- ~~• Assumptions upon which the budget is based are presented to the Board for review.~~
- ~~• A schedule is provided to the Board each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.~~
- ~~• Unrestricted general reserves shall be no less than 5%.~~
- ~~• Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.~~
- ~~• Budget projections address long term goals and commitments.~~

~~Revised 05/27/97 \_\_\_\_\_ (Previously BP3201, BP3202 and BP3203)~~

## ~~General Fund Restricted Reserve - BP3203~~

~~Adopted 11/14/94~~

~~The district shall maintain a minimum 3% reserve fund balance.~~

~~Legal Reference:~~

~~California Community College Chancellor's Office Guidelines~~

## ~~BP6250 Budget Administration Management -BP3204~~

~~References: Title 5 Sections 58307 and 58308~~

~~A system of fiscal control shall be established to govern the administration of the budget and the expenditure of funds.~~

~~The Chancellor shall not permit expenditures of funds to exceed the major budget classification allowance against which the proposed expenditure is the proper charge. The Chancellor shall set up and operate budget controls for all departments, and shall administer the budget in conformity with legal requirements and the actions of the Governing Board.~~

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

Revised ~~03/11/96~~ \_\_\_\_\_ (Previously BP3204 and BP3205)

## ~~Transfer of Budget Appropriations – BP3205~~

~~Revised 07/24/06~~

~~The Governing Board may by majority vote transfer funds within major accounts at a regularly called meeting in accordance with state laws and procedures.~~

~~The Governing Board may by two-thirds vote transfer funds from the undistributed reserve to any expenditure classification.~~

~~Transfer of budgeted appropriations is authorized between budgetary unit groups within object code groups used for accounting control by the County Superintendent's Office subject to the following:~~

- ~~1. Authorization by vice Chancellors or designated administrators.~~
- ~~2. That such transfers shall be presented to the Board of Trustees for approval in the Financial Report in the month following the transaction.~~

## ~~BP 6300 Fiscal Management and Auxiliary Services Fiscal Powers – BP3200~~

~~Legal Reference: Education Code 70902 Board of Trustees; Governing Board Responsibilities and Functions 84030 Accounting Systems; Requirements for Accounting Manual 85261 Drawing of warrants by district on county treasurer; form of warrant; application and approval Section 84040(c); Title 5 Section 58311~~

~~The Governing Board shall establish, maintain, and operate in accordance with state law the control of all funds of the district. The district shall provide for an accounting system with internal controls.~~

~~The accounting systems and procedures for Rancho Santiago Community College District shall be set up so as to conform to the California Community College Accounting manual. The Chancellor and fiscal staff are expected to confer with the appropriate specialists of the Office of the Orange County Superintendent of Schools, the California State Board of Community Colleges, auditors, and other knowledgeable persons or groups in order to assure that the best business practices are followed.~~

The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

Revised ~~03/11/96~~ \_\_\_\_\_ (Previously **BP3200**)

## **Financial Reports -- BP3216**

**Revised 11/14/94**

~~The Chancellor shall be responsible for maintaining the books and records of the district in auditable form. The Chancellor shall prepare all fiscal reports, keep necessary records to control the financial transactions of the district, and prepare financial statements.~~

~~Financial statements will be prepared under the direction of the Chancellor and submitted to the Governing Board on a quarterly basis.~~

~~The Chancellor shall file all fiscal reports with the county, state or federal agencies, as required. These reports will be reviewed with the Governing Board prior to filing with the appropriate agency.~~

~~**Legal Reference:** Education Code 84030 Accounting System; Requirements for Accounting Manual 84040 Requirement for Annual Audit 85261 Drawing of Warrants by District on County Treasurer; Form of Warrant; Application and Approval Title 5, California Code of Regulations 58310 Report on District's Financial Condition~~

## **Quarterly Financial Reports -- BP3220**

**Adopted 11/14/94**

~~The Chancellor, or Chancellor's designee, shall regularly report in detail to the Governing Board of the district, the district's financial condition. Reports shall be submitted showing the financial and budgetary conditions of the district, including outstanding obligations, to the Governing Board at least once every three months during the school year.~~

~~The Chancellor, or Chancellor's designee, shall also prepare a quarterly report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor. The district shall submit a copy of the certified report to the appropriate county offices and the Chancellor of Community Colleges no later than forty-five days following the completion of each quarter. The report shall be reviewed by the district Governing Board at a regularly scheduled meeting and entered into the minutes of the meetings.~~

~~Legal Reference:~~ Title 5, California Code of Regulations; 58310 Report on District's Financial Condition

## **BP 6301 Payment - Goods & Services ~~—BP3213~~**

**Reference:** Education Code; 85266 Warrants Drawn for Expenses of District; 85266.5 Warrants to Pay Expenses of District; 88166 Error in Salary; 2401 Payment of Cost by District

The Governing Board cannot enter contracts or pay bills until it has been passed upon at a regularly called meeting.

The Governing Board will authorize payment for goods and services under the following conditions:

1. Contracted for within budgetary limits
2. Purchased according to relevant purchasing policies and regulations
3. Certified by the appropriate administrator as having been received in acceptable condition

Revised ~~03/11/96~~ \_\_\_\_\_ (Previously BP3213)

## **BP 6302 Accounting for Monies Collected ~~—BP3217~~**

**Reference:** Education Code 76060.5 Selection for Purpose of Establishing Student Representation Fee 76063 Deposit or Investment of Student Funds 76064 Additional Uses of Student Funds 76065 Supervision and Audit of Student Funds

Monies collected by district employees and by student organizations shall be handled with good and prudent business procedures.

All monies collected shall be receipted and accounted for as directed without delay to the proper location for deposit.

In no case shall monies be left overnight, nor leave district facilities except in safes provided for safekeeping of valuables.

Revised ~~03/11/96~~ \_\_\_\_\_ (Previously BP3217)

## **BP 6320 Investments ~~—BP3211~~**

~~Legal Reference:~~ Title 5, California Code of Regulations; 58199.5 Appropriation of Excess Funds Government Code Sections 53600, ~~53601, 53651, 53654~~ et seq.

The Governing Board of Trustees authorizes the Chancellor, or designee, to invest monies not required for the immediate necessities of the district in accordance with existing law. Funds are to be invested in a manner which will provide the maximum security of principal.

- Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.
- The investments shall remain sufficiently liquid to meet all operating obligations of the district.

- The investments shall be done with the objective of attaining a market rate of return, taking into account risks and liquidity needs.

Investments shall be made with judgment and care, which persons of prudence, discretion and intelligence would exercise for the safety of capital and reasonable income.

The Vice Chancellor of Business and Fiscal Services shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this investment policy.

Administrators and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment activity or which could impair their ability to make impartial investment decisions.

Revised ~~09/11/95~~ \_\_\_\_\_ (Previously BP3211)

## **BP 6330 Purchasing ~~—BP3306~~**

**Legal References:** Public Contract Code ~~20654~~ 20650; Education Code 81656; Government Code 1090 - Conflicts of Interest ~~Public Contract Code 10324, 20652, and 20653~~

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

## **Purchasing General Policy Statement ~~—BP3300~~**

Revised ~~08/26/96~~

The Governing Board recognizes that money and money management comprise the foundation support of the whole district program. To make that support as effective as possible, the Governing Board intends:

1. to encourage advance planning through the best possible budget procedures;
2. to explore all practical sources of potential income;
3. to guide the expenditure of funds so as to extract the greatest educational returns;
4. to expect quality accounting and reporting procedures, and recognize the need for cost effective systems to support this requirement;
5. to maintain the level of unit expenditure needed to provide quality education within the ability of the community to pay.
6. to ensure that the value of goods and services is adequate for the amount of money expended; and, that specifications for material and equipment are determined (when appropriate).

## **Cooperative Purchasing by State Contract With Department General Services and Other Public Agencies ~~—BP3304~~**

Revised ~~06/27/94~~



The Director of Purchasing is authorized to make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Service, and via liaison systems established with other state, county, and city public agencies. These types of purchases will be executed when they are in the best interest of the district relative to optimum pricing, delivery, and purchasing logistics.

## **~~Purchasing Code of Ethics and Control Guidelines – BP3302~~**

~~Revised 08/26/96~~

It is the policy of the Governing Board to adopt the concepts in the suggested Purchasing Code of Ethics and recommended policies and procedures of the California Association of School Business Officials (CASBO). These standards are included in periodic revisions to the "School Purchasing Handbook." The following Code of Ethics is based on the CASBO model.

### **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

#### **PURCHASING CODE OF ETHICS**

It is the policy of staff and Governing Board ~~of Trustees~~ members:

1. To regard public service as a sacred trust, giving primary consideration to the interests of the college district and the community by which we are employed.
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended.
3. To avoid any unfair, questionable, or unethical practices.
4. To respect our obligations and to require that obligations to our college district be respected.
5. To accord vendor representatives the same courteous treatment we would like to receive.
6. To strive constantly for the improvement of our purchasing methods and the materials we buy.
7. To assist purchasing agents of other public entities in the performance of their duties whenever possible.
8. To conduct ourselves with fairness and dignity, avoid conflicts of interest, and demand honesty in buying and selling.
9. To cooperate with all organizations and individuals engaged in enhancing the development of the purchasing profession.
10. To remember that we act as representatives of the college district and to govern ourselves accordingly.
11. To negotiate the lowest purchase prices feasible while maintaining quality products and service.
12. To adhere to all laws and regulations and to be strong advocates for the success of women, minority, and disabled veteran-owned businesses.
13. Members of the Governing Board of Trustees and any district employee shall not be financially interested in any contract made by them in their official capacity; nor, shall any member of the Governing Board of Trustees and any district employee be purchasers of any sale or vendors of any purchase to the district in which they are financially interested.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously BP3300, BP3302, BP3304 and BP3306)

## **BP 6331 Fiduciary and Legal Considerations –BP3305**

Reference: Education Code 71028

A. The Board will expend monies in the best interest of the district by:

1. Purchasing through competitive bidding, quotation, and negotiation at the lowest price from those responsive, responsible, and qualified vendors meeting specifications.
2. Establishing complete and comprehensive specifications.
3. Performing sufficient and timely planning to provide for the execution of all prudent purchasing procedures.
4. Adhering to the district's Code of Ethics.
5. Per Policy 3304 when in the best interest of the district.

B. The Board will comply with all federal and state laws, rules and regulations, including a commitment to:

1. Secure responsible bidders and vendors by giving vendors an equal opportunity.
2. Implement programs per the State Chancellor's Office in an effort to achieve or exceed targeted volumes of business with minority, women, and disabled veteran-owned enterprises.

Revised ~~09/11/95~~ \_\_\_\_\_ (Previously BP3305)

## **BP 6332 Competitive Bidding and Quotation Policies**

### **~~BP3307~~**

**Reference:** Public Contract Code 20105 - 20113 and 20651 – 20654; Government Contract Code 53060

A. Competitive bids are required for all public works (i.e., construction, alterations, repairs, or improvements) with costs of \$ 15,000 or more, and for all purchases of materials, supplies, and equipment with costs as per BP3306, C-1, or more (sales taxes included) with the following exceptions:

1. "Emergency Work" as defined by the Education Code, where time is of the essence. This is work necessary to permit the continuance of classes, and/or avoid danger to life or property.
2. "Sole Source" situations as defined by existing case law, in those instances where "competitive proposals would be unavailing or not produce an advantage."
3. Purchases through public corporations in those instances "when the Board has determined it to be in the best interests of the district," or via cooperative purchasing as described in BP3304.
4. "Special Services and Advice" consulting as defined by the Government Contract Code, where persons specially trained in financial, economic, accounting, architectural, engineering, legal, or administrative matters are needed by the District.
5. Informal bidding procedures for public works projects under the Uniform Public Construction Cost Accounting Act as described in BP3310.

B. When elements of both the "Services" and "Equipment/Supply" spending categories are combined (e.g. a printing project where the vendor provides a service and materials) the higher limit (as per BP3306, C,1) applies for bid requirement purposes.

C. Integral projects cannot be separated into separate components to circumvent the competitive bidding requirements.

D. Except for the items at A1-A3 above, requesting competitive quotations is preferable on those purchases which do require competitive bids, and is mandatory for those purchases over \$ 15,000 (unless the conditions at A1-A3 apply, or time is a critical constraint). Generally two (2) or three (3) quotes should be obtained. However, this will vary depending on the nature of the product, the urgency of need, and the responsiveness of vendors. The adequacy of competitive quotes shall be based on the Purchasing Director's judgment.

E. Regarding item A4, Government Contract Code Section 53060 allows for the award of contracts for Special Services and Advice without competitive bidding. However, it will be District practice that all purchases estimated to be \$ 15,000 or more will be subject to the procedure at section D above, unless that requirement is waived by the Chancellor or a Vice Chancellor in the Chancellor's absence.

F. The Board delegates to the responsible managers authorization to make any "emergency work" purchases with cost below the amounts where competitive bids are required. Those "emergency work" purchases, with cost at or above the amounts where competitive bids are required, can be performed without competitive bidding as long as they are pre-approved by the Board and the Orange County Superintendent of Schools or executed in accordance with policy BP3310.

Revised ~~09/11/95~~ \_\_\_\_\_ (Previously BP3307)

## **BP 6333 District Standard for Hardware and Software - ~~BP7001~~**

A standard shall be established for administrative use of technology hardware and software, and all purchases will adhere to these standards.

Revised ~~09/11/95~~ \_\_\_\_\_ (Previously BP7001)

## **BP 6340 Contracts ~~-Equal Employment Opportunity~~ ~~Provision~~ - ~~BP3100~~**

**Reference:** Education Code Sections 81641 et seq.; Public Contract Code Sections 20650 et seq.

The Board delegates to the Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Chancellor concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Chancellor is authorized to proceed with a contract.

It is the policy of the Governing Board of Rancho Santiago Community College District to require from any bidding vendor or contractor, prior to the awarding of a contract, an affidavit that such vendor or contractor does comply with all Federal and State regulations pertaining to fair employment practices ~~and will make every effort to follow the affirmative action guidelines as set forth by the district.~~ Such Certificate of Compliance is to be required in all cases where the Rancho Santiago Community College District is legally required to advertise for bids prior to contract.

Adopted November 22, 1971, Revised \_\_\_\_\_ (Previously BP3100)

## **BP 6400 Audits ← ~~BP3104~~**

**Legal Reference:** Education Code 84040(b) and ~~84040.3~~

The Governing Board of Trustees will assure sound fiscal management practices, via fiscal accountability.

The Governing Board of Trustees shall provide for an annual audit of all funds, books and accounts of the district, in accordance with the regulations of ~~the Board of Governors Title 5~~. The Chancellor shall assure that an outside audit is completed. The audit shall be made by certified public accountants licensed by the State Board of Accountancy.

The Governing Board of Trustees shall review the annual audit at one of its regularly scheduled public meetings. The Governing Board of Trustees shall cause a Request for Proposal (RFP) of auditing services to be issued for the recruitment of an independent auditor every three (3) years, or more frequently if the Board deems it necessary.

The Vice Chancellor of Business and Fiscal Services shall review the RFP's and recommend candidates for interviewing by the Governing Board of Trustees or a committee designated by the Board.

The Governing Board of Trustees shall ~~interview the recommended candidate firms and~~ select the independent auditor.

The Governing Board of Trustees shall meet with the independent auditor prior to the commencement of auditing work, which is to be done for the fiscal year, to discuss the scope and purpose of the annual audit.

Administrators and employees involved in the auditing process shall refrain from activity that could conflict or compromise the execution of the audit or the independence of the auditor.

**Adopted September 9, 1995** \_\_\_\_\_ **(Previously BP3104)**

## **BP 6450 Wireless or Cellular Telephone Use (new)**

**Reference:** Vehicle Code Sections 12810.3, 23123, and 23124; Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280F(d)(4)

The Chancellor shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Record keeping of business and personal use of District-issued cellular telephones shall not generally be required when the telephones are issued for non-compensatory business reasons.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles 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.

There shall be no expectation of privacy in the use of a District-issued cellular telephone.

**Adopted** \_\_\_\_\_

## **BP 6500 Property Management —~~BP3518~~**

**References:** Education Code Sections 81300 et seq.

The Chancellor is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board itself.

The Chancellor shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously ~~BP3518~~)

## **BP 6501 Plant Maintenance and Operations General Policy Statement —~~BP3500~~**

An effective educational program requires clean, healthful, safe, businesslike, functional and attractive facilities. The Campus Services staff is charged with the responsibility of caring for and protecting these facilities. In order to carry out the efficient maintenance and operation of these facilities, the Campus Services staff must work cooperatively with students, staff and administrators.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously ~~BP3500~~)

## **BP 6502 Outside Governing Agencies —~~BP3507~~**

**Legal Reference:** Education Code 81130, 81132, 81133, 81142; California Code of Regulations - Title 24

The operation of district facilities requires the adherence to codes, laws and regulations imposed by outside governing agencies. District facilities shall be constructed, maintained and operated within the provisions of government agencies having jurisdiction.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously ~~BP3507~~)

## **BP 6503 Inventory Control —~~BP3400~~**

**References:** Education Code 60500, 60510, 60521, and 81450 - 81455

The Governing Board of Trustees authorizes an inventory system for the control of district fixed assets. The inventory system shall be adequate to meet basic and required internal control, accounting and risk management requirements.

The Vice Chancellor of Business and Fiscal Services or designee are responsible for the development, implementation, and reconciliation of Rancho Santiago Community College District's inventory system.

The Governing Board of Trustees shall adopt adequate procedures and staff resources to maintain records and controls for all district moveable equipment. This includes all district direct and auxiliary operations and services, and all related activities supervised by the Chancellor and sanctioned by the Governing Board of Trustees. All district managers and staff shall be responsible and accountable for inventory control in their area.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously BP3400)

## **BP 6504 Moveable Inventory Control Responsibilities - ~~BP3403~~**

Revised 01/24/00

All district managers and staff shall be responsible and accountable for inventory control in their area.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously BP3403)

## **BP 6505 Inventory Order Quantity and Storage Controls - ~~BP3404~~**

Revised 01/24/00

The District does not maintain a central store of inventory items, except for a small dollar office supply inventory managed by the Bookstore. District policy shall be to maintain only minimal central warehouse storage, primarily for emergency storage, and for departments to order inventory in a manner which will minimize inventory carrying costs and the risk of obsolescence.

Departments should not request orders for inventory needs beyond the current fiscal period, unless there is some substantial economic benefit. The Director of Purchasing Services shall be contacted regarding exceptions and is responsible for managing the District-wide coordination of inventory orders in an effort to reduce cost and adhere to all code regulations.

Items stored at college and district office locations should be minimal and under the ultimate responsibility of the college president, vice Chancellor, or designee.

Items which are obsolete or temporarily out of service and excess inventory items are stored in an off-site warehouse. For security and segregation of duties, this warehouse is managed by the Director of Purchasing.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously BP3404)

## **BP 6506 ~~Company~~ District Property, Security, Privacy and Searches ~~-BP3601~~**

District property included but not limited to desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, modems, facsimile machines, duplicating machines and district vehicles are the district's property and must be maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes, except as provided in this policy. The district reserves the right, at all times, and without prior notice, to inspect and search any and all district property for the purpose of determining whether this policy or any other district policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. Such inspections may be conducted during or after business hours and in the presence or absence of the employee.

The district's computer systems and other technical resources, including any voice mail or E-mail systems, are provided for use in the pursuit of the district's business and are to be reviewed, monitored and used only

in that pursuit, except as provided in this policy. As a result, computer data, voice mail and E-mail are readily available to numerous persons. If, during the course of employment, an employee performs or transmits work on the district's computer systems, or other technical resources, that work may be subject to the investigation, search and review of others in accordance with this policy. In addition, any electronically stored communications that an employee either sends or receives from others may be retrieved and reviewed where such investigation serves the legitimate business interests and obligations of the district.

The district recognizes that employees may occasionally find it necessary to use the district's telephones for personal business. Such call must be kept to a minimum and should be made only during break or lunch periods. Official telephone records may be used to monitor this policy.

Employees of the district are otherwise permitted to use district's equipment for occasional, non-district purposes with permission from their direct supervisors. Nevertheless, the employee has no right of privacy as to any information or file maintained in or on district's property or transmitted or stored through district's computer systems, voice mail, E-mail or other technical resources. For purposes of inspecting, investigating or searching employee's computerized files or transmissions, voice mail, or E-mail, the district may override any applicable passwords or codes in accordance with the best interests of the district, its employees, or its clients, customers or visitors. All bills and other documentation related to the use of district equipment or property are the property of the district and may be reviewed and used for purposes that the district considers appropriate.

Employees may access only files or programs, whether computerized or not, that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, or other property of district, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including termination.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously ~~BP3601~~)

## **BP 6507 Information Technology Services - Copyright of Software –~~BP3600~~**

Unauthorized copying of software is illegal. Copyright law protects software authors and publishers, just as patent law protects inventors.

Unauthorized copying of software by individuals can harm the entire academic community. If unauthorized copying proliferates on a campus, the institution may incur legal liability.

Unauthorized copying of software is a violation of district policies.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously ~~BP3600~~)

## **BP 6520 Security for District Property –~~BP3510~~**

~~Legal~~ Reference: Education Code Section 81600 et seq.

The Chancellor shall establish procedures necessary to manage, control and protect the assets of the district including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously ~~BP3510~~)

## **BP 6521 Disaster Recovery –~~BP3602~~**

A contingency plan to ensure that critical data and information technologies services can be sustained during the course of a disaster should be in place. The plan should be comprehensive and tested at least once a year.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously BP3602)

## **BP 6540 District Property & Liability Protection Insurance – ~~BP4603~~**

~~Legal Reference:~~ Education Code 70902; 75202; 72506 and 81601 et seq.

~~The Rancho Santiago Community College District Board of Trustees directs the Chancellor to develop and review procedures, every two years or more often if necessary, that insure the safety of students, employees, and the public while on or in district property.~~

~~The district shall provide for~~ Chancellor shall be responsible to secure insurance coverage for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows: ~~following perils;~~

- Liability insurance for damages for death, injury to persons, or damage or loss of property
- Liability insurance for the personal liability of the members of the Governing Board of Trustees and other officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his or her employment
- Loss or damage to real property ~~including district vehicles~~
- Losses resulting from crime
- Workers compensation insurance
- Loss or damage from other perils

Coverage may be obtained either through the purchase of insurance, self-insurance, or participation in a joint powers authority pursuant to Education Code Section 81603. If the district elects to participate in a joint powers authority, the regulations required by that authority shall be followed.

Adopted 07/17/95; Revised ~~April 13, 2009~~ \_\_\_\_\_ (Previously BP4603)

## **Risk Management –~~BP4601~~**

~~Adopted 07/17/95~~

~~It shall be the policy of the Board of Trustees of the Rancho Santiago Community College District to maintain a Risk Management Program consistent with all legal requirements pertaining thereto and within the financial capability of the district, providing a program of protection and/or insurance against:~~

~~Loss, damage or disability as mandated by the Education, Government, Labor, Insurance, and other pertinent Codes of the State of California, to include, but not limited to loss or damage to the real and personal property of the district, liability of the district and/or the personal liability of members of the Board of Trustees and employees of the district for damages to persons or property, including injury or death, losses due to employee dishonesty, Workers' Compensation Employer's liability, and the provision of a program of health and welfare benefits for employees to the limits established by the Board of Trustees.~~



~~Legal Reference: California Education Code 72502. Claims against District's Applicability of Government Code 72506. Law Governing Procurement of Insurance, etc. 72508. Driver Training Civil Liability, Insurance~~

## ~~Bonding of Personnel - BP4604~~

~~Revised April 13, 2009~~

~~All district employees who handle funds shall be covered for \$500,000 under a blanket fidelity bond purchased by the Governing Board or in lieu of a bond, by insurance of no less than \$500,000 per occurrence.~~

~~Legal Reference: Education Code 72507 Insurance in lieu of indemnity bonds~~

## BP 6550 Disposal of Property -BP3405

~~Legal Reference: Education Code 60500, 60510, 60521, 70902 (b) (6), 81360 et seq. and 81450 et seq. 81450—81455~~

The Governing Board of Trustees authorizes the Vice Chancellor of Business and Fiscal Services or designee to sell, donate, or dispose of obsolete equipment and material in accordance with state laws. Any item valued under \$5,000, prior to it being declared surplus, will be offered first as a donation to public schools and qualified non-profit charitable organizations preferably located within the Rancho Santiago Community College District service area. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

~~Revised: December 5, 2011~~ \_\_\_\_\_ (Previously BP3405)

## BP 6600 Capital Construction -BP3504

~~Legal Reference: Education Code 81005, 81820; Title 5, Section 57150 et seq.~~

The Chancellor is responsible for planning and administrative management of the district's capital outlay and construction program.

District construction projects shall be supervised by the Chancellor. The District Vice Chancellor of Business Operations and Fiscal Services shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Vice Chancellor of Business Operations and Fiscal Services shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board shall approve and submit to the Board of Governors a five year capital construction plan as required by law. The Chancellor or designee shall annually update the plan and present it to the Governing Board of Trustees for approval. The plan shall address, but is not limited to, the criteria contained in law.

~~Revised 05/20/02~~ \_\_\_\_\_ (Previously BP3504 and BP3506)

## ~~Five Year Capital Construction Plan - BP3506~~

~~Adopted 01/17/95~~

The district shall prepare and submit to the Board of Governors of the California Community Colleges a plan that reflects capital construction for the five year period commencing with the next proposed year of funding. The Five Year Plan shall be subject to review through shared governance and approval of the Board of Trustees and shall be submitted annually at a regularly scheduled Board meeting in advance of the state-mandated due date.

~~Legal Reference:~~ Education Code 81820

## **BP 6601 Facility Modification and New Construction ~~BP3511~~**

**Reference:** Education Code 81130, 81132, 81133, 81142; California Code of Regulations - Title 24

Campus Services shall oversee, coordinate and approve all facility modifications and new construction to insure compliance with district standards, architectural specifications, and code compliance.

Efforts shall be made to schedule construction activities to minimize disruption of district service and classroom operations.

Facility modification is defined as any addition to, removal of, or alteration made to existing facilities. Maintenance funds are not intended for funding such projects. Separate procedures and funding shall be available for facility modifications and new construction.

The Governing Board of Trustees shall review and approve facility modification and construction projects included in the facility modification and capital outlay process.

Projects that are not included as part of the regular facility modification approval process shall be treated as exceptions and require approval of the College Coordinating Board and Chancellor.

**Revised: ~~December 5, 2011~~ \_\_\_\_\_ (Previously BP3511)**

## **BP 6602 Facility Construction Standards ~~BP3505~~**

**Reference:** Education Code 81130, 81132, 81133, 81142; California Code of Regulations – Title 24

All facilities constructed by the district shall comply with applicable Public Contract Codes, California Code of Regulations, and the Education Code.

**Revised: ~~December 5, 2011~~ \_\_\_\_\_ (Previously BP3505)**

## **BP 6603 Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act ~~BP3310~~**

**Reference:** Public Contract Code Section 22000, et seq

The Governing Board of Rancho Santiago Community College District elects to be subject to the uniform public construction cost accounting procedures set forth in Public Contract Code 22000 et seq.

The Board also adopts the alternative bidding and contracting procedures for Public Works projects as specified in Public Contract Code 22000 et seq.

**Revised: ~~December 5, 2011~~ \_\_\_\_\_ (Previously BP3310)**

## **BP 6604 Deferred Maintenance ~~–BP3512~~**

The district shall participate in state funding programs for the replacement of major building and utility components. Staff shall prepare for Chancellor review the required forms and/or a prioritized list of projects recommended for funding for the next fiscal year and for a five-year plan. The district's Deferred Maintenance Plan for which state funding is being requested shall be subject to review and approval of the Governing Board of Trustees.

Revised: ~~December 5, 2011~~ \_\_\_\_\_ (Previously BP3512)

## **BP 6605 Selection of Architects ~~–BP3503~~**

Architects shall be selected by the Governing Board of Trustees based upon the recommendations of the Chancellor employing the rating elements noted below or any other unranked elements deemed appropriate:

- Responsiveness to RFP - breadth and depth of response
- Professional reputation of firm · Community college/school district experience
- Experience with the Division of State Architecture · Satisfaction of prior/current clients
- Adequacy of firm's support staff and/or sub-contractors
- Experience in meeting schedules and deadlines
- Accuracy of firm's cost estimates
- Evidence of ability to prioritize project and begin the job in a timely fashion
- Proposed methodology to be utilized in design of project as it relates to involvement of faculty, staff, management, and other interested parties
- Aesthetics and functionality of projects
- Site evaluations of projects
- Proposed fees
- Firms located in the District or Orange County (for locally-funded projects)
- Veteran owned firms

Architects are hired on a project basis to perform all tasks from preliminary planning through completion of construction.

The Selection of Architects' Policy is intended for major capital outlay projects and may be waived for minor remodeling and construction projects with approval of the Chancellor.

Revised: ~~December 5, 2011~~ \_\_\_\_\_ (Previously BP3503)

## **BP 6620 Naming District Properties and Facilities ~~–BP9025~~**

The Governing Board of Trustees retains authority for naming college land reserves, roads, sites, colleges, campuses, athletic fields, buildings, major centers, and other highly visible properties or facilities. No commitment for naming shall be made prior to Board approval of the proposed name. Proposed names may be provided by the Chancellor, trustees, and any other source.

The Chancellor will establish and implement procedures that provide name proposals for the Governing Board's of Trustees consideration. For each naming proposal occasion, the Chancellor will be mindful of timelines that allow for appropriate consultation.

Naming of portions of buildings, small outdoor areas, and other minor properties or facilities may be approved by the Chancellor.

Adopted 11/15/93; Revised ~~08/30/04~~ \_\_\_\_\_ (Previously BP9025)

## **BP 6700 Civic Center and Other Use of District Facilities** **Use - BP1330**

**Reference:** Education Code Sections 82537 and 82542

~~The state law, Civic Center Act, permits the Governing Board of the district to grant the use of buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for the discussion of matters of general or public interest.~~

~~The Governing Board may also establish such terms and conditions of usage as it deems proper, subject to limitations, requirements, and restrictions set forth in the Education Code of the State of California.~~

There is a Civic Center at each of the colleges and the District Office. The Civic Centers are the classrooms and public meeting areas at each location. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.

The administrative procedure shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender), gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

Revised ~~November 25, 1996~~ \_\_\_\_\_ (Previously BP1330)

## **BP 6740 Citizens Oversight Committee (new)**

**Reference:** Education Code Sections 15278, 15280, 15282; California Constitution Article XIII A Section 1(b), Article XVI Section 18 (b)

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the [CEO] shall establish a Citizens Oversight Committee in accordance with the applicable law and necessary regulations.

**Adopted** \_\_\_\_\_

## **BP 6750 Vehicle Operation and Parking ~~—BP3501~~**

~~Legal~~ **Reference:** Education Code 76360; Vehicle Code Section 21113

This policy is intended to promote safe and orderly movement of traffic within district property and the safe and orderly parking of vehicles and bicycles.

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

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

Parking of motor vehicles and bicycles is limited to specifically designated areas. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

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

~~A fee for parking motorized vehicles on district operated premises shall be charged to all students and employees at sites where such a fee is required. Revenue from this source shall be used per Education Code requirements.~~

In accordance with Section 21113a of the California Vehicle Code, it shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in these procedures.

Parking fees may be established in accordance with these board policies. (See BP 5030 titled Fees.)

Revised 05/20/02 \_\_\_\_\_ **(Previously BP3501)**

## **BP 6751 Transportation ~~—BP3516~~**

**Reference:** California Vehicle Code 2807

The district shall provide transportation for use by staff and students for official district and college business.

Vehicles shall be maintained in a clean and safe condition in accordance with applicable codes and regulations.

Revised 05/20/02 \_\_\_\_\_ **(Previously BP3516)**

## **BP 6752 Donation of Vehicles ~~—BP4608~~**

All district vehicles shall be legally registered with Rancho Santiago Community College listed as the legal owner. No employee shall accept possession of a vehicle on the district's behalf without documentation required to legally transfer ownership to the district.

Revised 05/20/02 (Previously BP4608)

## **BP 6800 Safety (new)**

**Reference:** 49 Code of Federal Regulations, Parts 40 and 655; Title 8 Section 3203; 29 Code of Federal Regulations 1910.101 et seq.; Health & Safety Code Section 104420

The Chancellor shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings.

**Adopted**

## **BP 6900 Auxiliary Services Bookstores —~~BP3226~~**

**Reference:** Education Code Section 81676; Civil Code Section 1798.90

The district shall operate a bookstore(s) for the benefit of students, faculty and staff, and establish a bookstore fund designated to receive the proceeds derived from the bookstore's operations. All necessary expenses including salaries, wages and cost of capital improvements for the bookstore may be paid from bookstore revenue. The district shall maintain a bank account for the bookstore(s) established in accordance with applicable laws and restrictions. The bookstore(s) shall be a part of the community college and shall support the district's mission.

Revised ~~11/14/94~~ (Previously BP3226)

## **BP 6901 Auxiliary Food Service Operation —~~BP3223~~**

**Reference:** Education Code 72676 Auxiliary Operations: Commercial Services 82360 "Cafeteria" Defined 82362 Persons Entitled to Purchase Food; Non-school Use of Cafeteria Facilities

The Governing Board has established a food service operation which is contracted out to a private vendor. The food service operation shall be for the general benefits of students, faculty and staff, shall be maintained in a professional manner, and shall comply with all applicable health and safety codes.

Any monies received from the contractor for the food service operation shall be deposited into the diversified fund of Auxiliary Services.

**Revised ~~11/14/94~~ \_\_\_\_\_ (Previously BP3223)**