



**Rancho Santiago Community College District**  
**District Council Meeting**  
**August 11, 2014**  
**Executive Conference Room**  
**3:00 – 5:00 p.m.**

**Agenda**

1. Approval of Minutes of June 16, 2014 Meeting
2. Administrative Regulations Didion
3. Committee Reports
  - a. Planning & Organizational Effectiveness Committee Didion
  - b. Human Resources Committee Didion
    - i. Reorganizations
  - c. Fiscal Resources Committee Hardash
  - d. Physical Resources Committee Hardash
  - e. Technology Advisory Group Sweeney
4. Constituent Representative Reports
  - a. Academic Senate - SAC Zarske
  - b. Academic Senate – SCC Evet
  - c. Classified Staff Williams
  - d. Student Government – SAC Manriquez
  - e. Student Government – SCC Soberano
5. Other

**Next Meeting: September 15, 2014**

**Mission Statement**

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.



## Rancho Santiago Community College District District Council Meeting

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### MINUTES

June 16, 2014

Members:	Raúl Rodríguez	Absent
	John Didion	Present
	Peter Hardash	Absent
	Michael Collins for Erlinda Martinez	Present
	Juan Vázquez	Present
	John Zarske	Absent
	Corinna Evett	Present
	Victoria Williams	Present
	Sylvia LeTourneau	Present
	Raquel Manriquez	Absent
	Hector Soberano	Absent
	Michael DeCarbo	Absent
	Bonnie Jaros	Absent
	George Sweeney	Absent

1. Approval of Minutes of June 2, 2014

It was moved by Ms. Evett, seconded by Mr. Vázquez and carried unanimously to approve the minutes of the June 2, 2014 meeting.

2. Administrative Regulations

Executive Vice Chancellor Didion explained changes to various Administrative Regulations. It was moved by Mr. Vázquez, seconded by Ms. Williams and carried unanimously to approve changes as presented to the following:

- a. AR 3207, 3223, 3224, 3225, 3226 – delete
- b. AR 3406 – combining AR 3700 and 3701 into one AR
- c. AR 3515, 3550 – updated
- d. AR 3600 – reworded to apply to all auxiliary organizations in district
- e. AR 3820 – renumbered
- f. AR 6305 – minor revision as suggested by auditors
- g. AR 6507 – revised
- h. AR 6750 – updated
- i. AR 7001 – delete

3. RSCCD Strategic Technology Plan 2014-2016

Assistant Vice Chancellor Le Tourneau presented the Strategic Technology Plan 2014-2016 prepared by the Technology Advisory Group. It was noted that the plan is similar to past plans and there is no fiscal impact, as the plan as written is fully funded. The recommendation for new positions included in the plan are going through the college processes. It was moved by Mr. Vázquez, seconded by Dr. Collins and approved with abstentions from Ms. Evett and Ms. Williams to approve the Strategic Technology Plan. The plan will be presented to the Board for approval at the July 2014 meeting.

4. Planning

Executive Vice Chancellor Didion reported that as part of the assessment process, POE has distributed the 2013-2016 Strategic Plan Activities Update dated February 2014 for update. Updates will be returned to POE, who will prepare an assessment report to be reviewed by District Council and then used by the Board of Trustees during their Board Planning Session.

5. Committee Reports

A. Planning and Organizational Effectiveness Committee (POE)

This report was covered in item 4 above.

B. Human Resources Committee (HRC)

Mr. Didion reported that HRC is working on the HR Staffing Plan. Once completed it will be shared with District Council and then provided to the Board.

C. Fiscal Resources Committee (FRC)

There was no report.

D. Physical Resources Committee (PRC)

There was no report.

E. Technology Advisory Group (TAG)

Assistant Vice Chancellor LeTourneau had no additional report.

6. Constituent Representative Reports

A. Academic Senate/SAC: There was no report.

B. Academic Senate/SCC: Academic Senate President Evett reported that there was concern by the faculty and SCC community about the comments made by members of the Board of Trustees at the June 9, 2014 regarding the budget. There is concern about the mention of layoffs and the fact that the Board may not fully understand the district planning and budgeting process. Executive Vice Chancellor Didion noted that it is anticipated the July and August Board meetings will include a presentation and discussion on the budget and budget process.

C. CSEA: CSEA President Williams voiced the same concern expressed by classified staff members as described by Ms. Evett. Further, Ms. Williams stated that there was concern that managers were not supporting the involvement of classified staff members in the governance process. Mr. Didion offered to speak with Ms. Williams about the second concern.

7. Other  
No further items for discussion.
8. Next Meeting: The next meeting of the District Council will be held on Monday, August 11, 2014 in the Executive Conference Room (#114).

Meeting Adjournment: 4:00 p.m.

Approved:

# ~~Application and Payment Procedures for Community Use of Facilities -- AR1331~~

~~January 1, 1997~~

- ~~1. Requests for use of district facilities must be made to the appropriate office at least thirty days prior to the date of the event.~~
- ~~2. Applicant must submit "Application/Permit", 50% of fees, Certificate of Insurance and other required information to the appropriate office fifteen working days prior to the date of use. The "Application/Permit for Use of District Facilities" is a contract between the district and the applicant; therefore, it is important that the applicant insert all of the information which is pertinent to the planned activity and be aware of the rules and regulations which appear on the reverse side of the application.~~
- ~~3. Every community use request will be evaluated on an individual basis for additional costs such as Custodial, Safety Officer, Media Technician, Theater Facility Technician, Athletic Fields Grounds Worker, etc.~~
- ~~4. Balance of facility use and support fees are due seven working days prior to the first date of use and must be paid with a cashier's check or money order. Non-compliance may result in the cancellation or re-scheduling of the event.~~

~~A Schedule of Charges for the use of district facilities is established by action of the Board of Trustees. Charges shall be determined from the Schedule of Charges at the time the permit to use district property or facilities is issued.~~

~~Legal reference: N/A~~

~~Responsible Manager: Executive Vice Chancellor of Santa Ana Campus~~

# ~~Outside Governing Agencies - AR3507~~

~~January 1, 1997~~

~~The operation of the district requires the intervention of other governing agencies. District staff shall determine which portion of their operation is governed by the following agencies and manage their functions within the guidelines mandated by the agency.~~

- ~~1. Fire~~
- ~~2. AQMD~~
- ~~3. Department of Industrial Relations~~
- ~~4. DAS~~
- ~~5. State Fire Marshall~~
- ~~6. OSHA~~
- ~~7. Insurance Carriers~~
- ~~8. City building departments~~

~~**Legal reference:** Education Code 81130, 81133, 81142 California Code of Regulations -- Title 24~~

~~**Responsible Manager:** Vice Chancellor of Fiscal and Administrative Services~~

# **AR 3516 Registered Sex Offender Information – AR3542**

**Legal Reference:** Penal Code 290, 290.01 and 290.95; 34 CFR Part 668; 42 U.S.C., 14071j;  
20 U.S. Code Sections 1092[f][1][I], ~~20 U.S.C., and~~ 1232g[b][7][A] (Campus Sex Crimes Prevention Act)

The District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. Sex offenders who ~~may be~~ are required to register should do so at the Santa Ana Police Department if attending Santa Ana College or Centennial Education Center and at the Orange Police Department if attending Santiago Canyon College or Orange Education Center.

A sex offender who is an employee or volunteer in the District must disclose his/her status as a registrant upon his/her application or acceptance of the position if he/she:

- 1) would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children or
- 2) would be working directly and in an accompanied setting with minor children and his/her work would require touching minor children on more than an incidental basis.

A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

Information concerning registered sex offenders can be obtained from the Santa Ana Police Department and the Orange Police Department.

Responsible Manager: Director, District Safety/Security

**Approved April 5, 2004 Revised \_\_\_\_\_ (Previously AR 3542)**

# **AR 3518 Child Abuse Reporting**

**References:** Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3; Welfare and Institutions Code Sections 300, 318, and 601; Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

The District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty, educational administrators and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

"Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his/her training and experience, to suspect child abuse" (Penal Code Section 11166(a)).

A child protective agency is a police or sheriff's department, a county probation department, or a county welfare department. School district police or security departments are not child protective agencies (Penal Code Section 11165.9).

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172(a)). Reporting is an individual responsibility. An employee making a report cannot be required to disclose his/her identity to the employer (Penal Code Section 11166(h)). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (Penal Code Section 11172(e)).

Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child protective agency and follow up with a written report within 36 hours.

Immediately, or as soon as practically possible call one of the following agencies:

- Department of Social Services/Child Welfare Agency 24Hour Abuse Hotline: (714) 940-1000 or (800) 207-4464.
- The local city police department.
  - City of Orange 714-744-7444
  - City of Santa Ana 714-245-8665
- The Orange County Sheriff's Department

Within 36 hours of receiving the information concerning the incident:

Complete Form SS 8572 (<http://ssa.ocgov.com/abuse/child/mandated/forms>) and send, fax, or electronically transmit it to the Department of Social Services.

Note: In case of an emergency or if a crime is in progress, employees should always immediately call 911.

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code Section 11172(a))



When the District Safety Department releases a minor pupil to a peace officer for the purpose of removing the minor from the campus, the District official shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken (Education Code Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency; and parental consent is not required for release of student information under the Family Education Rights and Privacy Act, or the California Student Records Act (Education Code Sections 76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse (Penal Code Section 11167(b)).

The District shall provide a mandated reporter with a statement informing the employee that he/she is a mandated reporter and inform the employee of his/her reporting obligations under Penal Code Section 11166 and of his/her confidentiality rights under subdivision (d) of Penal Code Section 11167. The District shall provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing his/her employment and as a prerequisite to that employment, employee shall sign and return the statement to the District. The signed statements shall be retained by the District (Penal Code Section 11166.5).

The District will distribute this procedure to all employees.

Adopted: \_\_\_\_\_

# **AR 3560 Alcoholic Beverages**

**References:** Business and Professions Code Sections 24045.4, 24045.6, and 25608; 34 Code of Federal Regulations Section 668.46(b)

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Director of Safety and Security. The campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Director of Safety and Security. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
- The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.
- The alcoholic beverage is acquired, possessed, or used during an event sponsored by the District or an organization operated for the benefit of the District at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility.
- The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.

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

# **AR 3720 Information Resource Use – ~~AR 7000~~**

These regulations shall be made available to RSCCD information resource users. These procedures shall not be construed as a waiver of any rights of RSCCD; nor shall the intention be that they conflict with applicable federal, state, and local law; nor do these regulations represent an agreement between the district and the users. The administrator responsible for Information Technology Services shall administer these regulations.

## **RIGHTS & PRIVILEGES**

RSCCD reserves all rights, including termination of all access to information resources that it owns and operates. Access and privileges to RSCCD information resources are assigned and managed by the administrators of individual information resources. Users may be authorized to use information resources and be granted appropriate access and privileges following the approval steps prescribed for specific information resources. Users may not, under any circumstances, transfer or confer these privileges to other individuals.

## **RESPONSIBILITIES**

The system administrator of each system sets minimum guidelines within which users must conduct their activities.

RSCCD information resources are for RSCCD related activities. Anyone who uses the RSCCD's information resources to harass, or make defamatory remarks, shall bear full responsibility for his or her actions.

RSCCD information resources provide access to external networks, including those of public and private sources, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users may encounter material that may be considered offensive or objectionable in nature or content. Users shall not transmit or store any illegal, fraudulent, malicious, harassing, or obscene communications and/or content that is encountered. RSCCD does not assume responsibility for the contents of any external information resource. RSCCD's role in managing these information resources is only as an information carrier.

No user shall attempt to deliberately degrade the performance of an RSCCD information resource.

Users of RSCCD information resources must comply with the acceptable use guidelines for external information resources accessed through RSCCD information resources.

Users of RSCCD information resources must never attempt to transmit, or cause to be transmitted, any communication in which the originator's identity is deliberately concealed (except for those external entities lawfully authorized to do so).

Users of RSCCD information resources must never use any information resources to perform an illegal or malicious act. Any user attempting to change in any way the scope of information resource access to which they are authorized shall be regarded as malicious.

Any RSCCD user who becomes aware of a security issue on any information resource is obliged to report the issue to district Information Technology Services. The system must not be used until the system administrator has resolved the security issue.

System administrators may establish more detailed guidelines and responsibilities, as needed.

## **ACCOUNTS AND PASSWORDS**

Knowledge of information resource passwords or security bypasses shall not be shared.

Users must not use an account not assigned to them without express, written permission from the information resource administrator. Users are responsible for the proper use of individual accounts, including but not limited to, proper password protection.

Knowledge of passwords or bypasses in information resource security shall not be used to damage any information resource, change in any way the authorized scope of information resource access, or otherwise make use of information resources for which proper authorization has not been granted.

#### CONFIDENTIALITY

RSCCD reserves the right to access all content stored on RSCCD information resources.

In RSCCD information resources, there are two users who have the ability to access accounts and read individual electronic mail: the user to whom the account was issued, and the information resource administrator. While every reasonable attempt will be made to ensure the privacy of user accounts and electronic mail, there is no guarantee that accounts or electronic mail are private. Electronic mail is not 100% secure, nor is it delivered via a 100% secure information resource.

Student files are considered educational records as covered by the Family Educational Rights and Privacy Act of 1974 (Title 20, Section 1232 (g) of the United States Code). Such records are considered confidential under the law, but student files and electronic mail may be subject to search under court order if such files are suspected of containing information that could be used as evidence in a court of law. In addition, system administrators may monitor network traffic and/or access student files or electronic mail as required to protect the integrity of information resources (e.g., examining files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged).

#### COPYRIGHT

Information resources protected by copyright are not to be duplicated in any form, except as permitted by law or by written contract with or permission from the owner or legal holder of the copyright. RSCCD may require written documentation verifying the user's right to make use of copyrighted materials prior to allowing them to be placed within RSCCD information resources.

#### VIOLATIONS

A user's information resources privileges may be suspended upon the discovery of violation of these regulations. Violations of these regulations will be dealt with in the same manner as violations of other RSCCD policies and regulations and may result in disciplinary review. In such a review, and as specified in the RSCCD Board Policies and Administrative Regulations, the full range of disciplinary actions is available including the permanent loss of information resource use privileges, dismissal from RSCCD, and legal action. Violations of the above policies may constitute a criminal offense and may be prosecuted under applicable federal, state, and local law.

**Responsible Manager:** Assistant Vice Chancellor, Information Technology Services

**January 2000 (Previously AR 7000)**

# AR 6700 Civic Center and Other Facilities Use of District Facilities - AR1330

~~Legal References:~~ Education Code Sections 82537 and 82542 ~~Civic Center Act~~; Public Resources Code Section 42648.3 ~~Clark v. Community For Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221~~

~~All groups qualifying under the provisions of the Civic Center Act may use district facilities for non-College purposes and must adhere to the rules and regulations as set forth by the Board of Trustees. In general, the subject matter of such meetings or activities shall pertain to the recreational, educational, political, economic, artistic or moral interests of the community.~~

~~The primary use of district property shall be to carry out district educational programs; all other uses shall have secondary priority. Use of district facilities shall not be inconsistent with the use of the buildings or grounds for college purposes nor interfere with the regular conduct of instruction or with any district function, nor shall a monopoly for use be granted to any person or organization. Use privileges cannot exceed five years.~~

~~Free Use:~~ Facility usage fees may be waived for activities which directly support the district's goals, and when the event is designed, planned and directed by a district-affiliated group. Free use shall also apply to non-profit organizations that qualify under the Civic Center Act, are organized for general character building and welfare purposes, and can provide non-profit documentation.

~~Reduced Fee Non-Profit Use:~~ Cost use shall apply to non-profit organizations that qualify under the provisions of the Civic Center Act but who charge admission fees or solicit contributions and the net receipts are not expended for the welfare of the students of the district or for charitable purposes. Non-profit documentation must be provided.

~~Commercial Use:~~ Commercial use fees shall apply to those organizations that do not qualify under the provisions of the Civic Center Act and/or who charge admission fees or solicit contributions and the net receipts are not expended for the welfare of the students of the district.

~~Approval of the "Permit for Use of District Facilities" does not necessarily authorize the use of certain district equipment nor the use of any Associated Student Body equipment.~~

~~No structures may be erected or assembled on district premises, nor may any electrical, mechanical or other equipment be brought thereon unless special approval has been obtained from the office issuing the permit.~~

~~Any use of district property and/or facilities for non-College purposes shall comply with all state, county and district rules and regulations and ordinances including, but not limited to those pertaining to fire, health and safety.~~

## 6700.1 General Provisions

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and times identified by each campus' Vice President of Administrative Services, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

6700.2 Vice President, Administrative Services, shall be responsible for administering these regulations.

## 6700.3 Affiliated Organizations

A. Affiliated organizations described below do not pay a fee for the use of District facilities:

1. Santa Ana College and Santiago Canyon College student groups under the supervision of staff advisors.
2. Educational organizations, to which members of the college staff belong (i.e., academic senate, classified senate, ACCCA, BOSCCC).

#### 6700.4 Unaffiliated Organizations

For charging purposes, unaffiliated organizations fall into one of three categories:

- A. Civic groups (i.e., NAACP, Boys/Girls Club, and Boy Scouts) may use the District's facilities to engage in supervised recreational activities or to meet to discuss any subjects that relate to the educational, political, economic, artistic, or moral interests of the citizens. These events shall be free and open to the public. All groups and organizations that have events shall qualify under the provisions of the Civic Center Act.
- B. Non-profit organizations and religious groups may use District facilities for fundraising and/or commercial activities. When this applies to organizations that charge admission fees or solicit contributions, the net proceeds must be used for the direct welfare of the students of the district or for charitable purposes sponsored by established non-profit organizations. A copy of the I.R.S. letter indicating the organization's tax exempt status pursuant to Section 501(c)(3) of the tax code must be provided for organizations claiming non-profit status.
- C. C. For-profit organizations may use District facilities for fundraising and/or commercial activities. This also applies to non-profit organizations that charge admission fees or solicit contributions with the net proceeds destined for other than the direct welfare or charitable purposes affecting students of the District.

#### 6700.5 Periods of Use

Multi-year contracts may be granted, with approval of the campus Vice President of Administrative Services.

- A. Special events and long-term facility uses will be considered on a case-by-case basis by the colleges. Requests should be submitted through the campus Facilities offices.
- B. Limitations for use by religious groups shall be governed by the Civic Center Act.

#### 6700.6 Fees

- A. The Board of Trustees shall periodically review and revise the Fee Schedule, which shall govern the fees assessed to all organizations that use District facilities. The Fee Schedule includes rates for non-profit and for-profit groups and is available on the District's website.
- B. Affiliated organizations engaged in the activities enumerated in 6700.3 shall not be charged a fee for the use of District facilities, but may be required to reimburse the college for any extra staffing costs incurred by the college in support of the group's activities.
- C. Unaffiliated organizations engaged in the activities enumerated in 6700.4A shall not be charged a fee for the use of District facilities, but may be required to reimburse the college for any staffing costs incurred by the college in support of the group's activities.
- D. Unaffiliated organizations engaged in the activities enumerated in 6700.4B above will be assessed a fee to reimburse the college for the direct costs. These fees are listed under the non-profit rate on the Fee Schedule. Rates may be prorated and assessed at a level deemed appropriate when events utilize partial areas of facilities.
- E. Unaffiliated organizations enumerated in 6700.4C shall be charged a fair rental value. These fees are listed under the for-profit rental rate on the Fee Schedule. Rates may be prorated and assessed at a level deemed appropriate when events utilize partial areas of facilities. Unaffiliated organizations enumerated in 6700.4C will reimburse the college for any direct costs incurred by the college in support of the group's activities.
- F. A charge of \$50 will be assessed on all returned checks.

G. Any organization with outstanding financial obligations to the District or College, relating to its use of District facilities, shall forfeit its priority ranking for the facility use reservation of dates and shall not be granted any additional reservations until the financial obligation is met.

#### 6700.7 Provisions for Use of Facilities

A. Applications for use of District facilities may be obtained from the Facilities Office at each college. The Use of Facilities Contract contains specific provisions that must be met prior to facility use.

1. Requests for use of District facilities must be made at least 30 days in advance of the first date of use being requested. Applications shall be on forms provided by the colleges. Permission to use the facilities shall be granted by the college Vice President of Administrative Services.
2. Permittee must provide all required documents (Application, Facilities Use Agreement, Certificate of Insurance, Additional Insured Endorsement, etc.) and 50% of fees no later than fifteen(15) working days prior to an event.

B. All equipment and facilities to be used must be listed on the Application for Use of District Facilities form (e.g. audio visual equipment, tables, chairs, etc).

C. All organizations not affiliated with the college shall be required to enter into the Use of District Facilities Contract, indemnify and hold harmless the Rancho Santiago Community College District, and meet insurance requirements. A Certificate of Insurance must be provided, evidencing \$1,000,000 each occurrence limits of General Liability and Property Damage coverage with an endorsement. Such certificate shall name Rancho Santiago Community College District as the certificate holder, there shall be an endorsement on the policy (not to be included on the "certificate") listing the District as an additional insured and the policy shall be in full force and effect for no less than 48 consecutive hours prior to the date of the activity shown on the Application for Use of District Facilities, and it shall remain in full force and effect for no less than 48 consecutive hours after the termination of the activity.

Insurance documents must be mailed, emailed or faxed to the college from the insurance broker, not directly from the applicant.

D. Whenever a District employee co-sponsors an event with an off campus group, such event shall be treated as an unaffiliated organization event and shall be subject to contract requirements and normal facility use fees.

E. Facility use fees and equipment/staffing costs are outlined in the Fee Schedule.

1. A deposit up to 50% of the estimated costs for an event may be required prior to any use of facilities. The college reserves the right to require full payment for all anticipated fees for events up to twenty (20) days in advance at the discretion of the college.
2. Staffing fees for holiday events will be charged at an overtime rate.
3. Additional fees may be charged for custodial services, parking lot sweeping and other required cleanup.

F. Priorities for use of facilities shall be managed in such a way that no group will monopolize a facility.

G. At least one authorized college employee shall be on duty whenever a facility is being used. Such employee shall be in charge of facility use and will report any damage or problems and may request law enforcement support if necessary. The college shall determine when management or skilled college personnel must be present and will assess charges accordingly.

H. Any youth group or other organization using facilities must have a responsible adult sponsor present at all times during facility use, providing adequate and effective supervision.

I. The group or organization using the facilities will be liable for any damage to or destruction of District property. The permittee shall be fully responsible for damage to District property and equipment. Fees will be assessed for all damages and repairs required to restore said facility and

equipment to its original condition. The college reserves the right to request a fee deposit from the permittee.

J. No alcoholic beverages are permitted in any form on college property at any time. Exceptions for campus Foundation events may be made by the college president. Any unauthorized use of alcoholic beverages by any individual, group or organization, will be reported immediately to the local law enforcement agency and, if necessary, the event will be immediately shut down.

K. The group or organization contracting for the use of facilities is responsible for preservation of order and enforcement of all regulations pertaining to the use of college facilities.

L. The use of signage and decorations must be approved by the campus vice president of administrative services and shall be flameproof and erected and used in such a manner that no damage is caused to college property. All signage and decorations must be removed immediately following the event or the permittee will be charged extra labor fees for cleanup. Decorations shall not be attached to any painted surfaces.

M. All groups or organizations must provide adequate security as required by the college. Security needs are evaluated by the college and/or district for each facility use and the District reserves the right to specify a greater level of security or law enforcement protection for events. A detailed Security Plan with a fairly accurate estimate of the number of event attendees may be required at the college/District discretion.

N. Parking: Parking is enforced 24/7 and vehicles not displaying a valid parking permit will be cited. All groups, organizations, staff and participants shall adhere to posted parking regulations. No parking is allowed on any walkways or sidewalks without prior college approval. Violators shall be subject to ticketing and/or towing at the vehicle owner's expense. If an event includes the permittee paying to rent the parking lot, the permittee has the option of charging or not charging its customers/participants for parking. The college will not provide staffing support for the collection of parking entrance fees.

O. Playing music (live, DJ, recorded or other) is prohibited, unless administratively waived in writing by the campus vice president of administrative services.

P. Food and/or beverages are not allowed in college facilities without prior approval by the college vice president of administrative services. At the time of application, the organization must inform the college if food service is required for an event.

1. Selling or serving food and beverages, or allowing cooking or barbecuing or food brought in from the outside by participants is prohibited, unless administratively waived in writing by the college.

2. Food and/or beverages are prohibited in the gymnasiums at any time.

3. Tobacco use, including electronic cigarettes and/or unapproved nicotine delivery systems, is not permitted in any building, facility, or on campus grounds.

Q. Special Regulations - All Weather Track Surface and Artificial Turf Field

1. Gasoline/diesel or electric carts are not to be operated on the track surface or artificial turf field (emergency vehicles excepted).

2. Heavy equipment, heavy items, stools or any object with sharp or tapered protrusions are not to be used directly on the track or artificial turf field. The permittee must provide plywood or some type of approved protection for the track surface.

3. Track athletes must use 3/16" spikes or smaller on their running shoes.

4. Gas powered remote controlled model aircraft are not to be operated in or around the track or athletic fields.

R. All events shall conform to all city, county, and state ordinances and fire regulations.

S. All concerts and carnivals are prohibited on campus except as approved college functions.



T. Failure to meet deadlines for signing of permit, paying deposits and/or meeting all insurance requirements will be cause for cancellation of approval to use college facilities.

#### 6700.8 Prioritization of Facility Use Requests

A. Reservations for District facilities usage shall be made using a tier system in the following priority:

1. TIER 1:

(a) Rancho Santiago Community College District Instructional Programs - No Permit Fees Charged - District Insured.

- Approved classes with instructor present (no permit needed but calendared).
- Scheduled athletic contests with coach present (no permit needed but calendared).

2. TIER 2:

(a) Approved Rancho Santiago Community College District Instructional Programs - No Permit Fees Charged.

- Approved ASB Organizations/Clubs - sponsor must be present - District insured.
- Coach Sponsored Community Youth Groups - coach must be present - Insurance required from Youth Group

3. TIER 3:

(a) Community Based Non-Profit Groups - Non-Profit Rates Charged.

- Coach/Staff Approved Community Youth Groups – Coach not present - Insurance required from Youth Group
- Other Non-Profit Groups (i.e. AYSO, Pop-Warner, Local Schools, etc.) - Insurance required

4. TIER 4:

(a) Private and For-Profit Groups - Regular Rates Charged - Insurance Required.

- Commercial film shoots and film crews
- For-Profit groups
- Professional athletic teams

B. All District facilities, shall be primarily utilized for the instructional and athletic programs of the college.

C. In order to prioritize as specified in 6700.7A to apply, reservations for soccer field at Santa Ana College and gymnasium and swimming pool at Santiago Canyon College must be received as soon as possible, but no later than thirty (30) days prior to the start of the semester. If multiple permits are requested for the same venue during the same period of time, then completed permits will be chosen at random thirty (30) days prior to the start of the semester.

6700.9 Violations or abuse of any portion of these regulations may result in immediate cancellation of an event at the discretion of the campus vice president of administrative services. Additional fees may ~~the~~ be charged and restriction of the permittee from future facility use shall be determined by the college.

6700.10 Waiver authority for these regulations resides with the college president. All waiver requests shall be submitted to the Campus President's office.

**Responsible Manager:** College Vice Presidents of Administrative Services

**January 1, 1997 Revised:** \_\_\_\_\_ **(Previously AR 1330 and AR 1331)**

# **AR 7120.9 Employment After Conviction of a Sex or Narcotics Offense and Employment of a Rehabilitated Narcotics Offender - ~~AR 3524~~**

~~Legal~~ Reference: Education Code 88022

No person shall be employed or retained in employment by the RSCCD who has been convicted of any sex offense (as defined in Section 87010) or controlled substance offense (as defined in Section 87011). If any person has such a conviction reversed or is acquitted of the charge in a new trial or charges are dismissed, this regulation does not prohibit the employment of the person thereafter.

The RSCCD Board of Trustees may employ a person convicted of a controlled substance offense if the Board determines that the person has been rehabilitated for at least five years. The process for making the determination is as follows:

1. The Vice Chancellor of Human Resources shall conduct an investigation of the employee who has been convicted of a controlled substance offense as defined in Education Code 87011.
2. The investigation shall include documentation of rehabilitation and the period of time the person has been rehabilitated.
3. If the Vice Chancellor of Human Resources determines that the employee appears to have been rehabilitated for the minimum of five years, the case shall be presented to the Board of Trustees.
4. Following review, the Board of Trustees may authorize the employee to be retained or rehired, if they determine that the employee has been rehabilitated for at least five years.
5. The determination of the Board of Trustees as to whether or not the person has been rehabilitated is final.

**Responsible Manager:** Executive Vice Chancellor of Human Resources & Educational Services

Revised January 10, 2005 \_\_\_\_\_ (Previously AR 3524)