



Rancho Santiago Community College District
District Council Meeting

March 17, 2014
Executive Conference Room
3:00 – 5:00 p.m.

Agenda

1. Approval of Minutes of February 10, 2014 Meeting
2. Administrative Regulations Didion
3. TAG Funding Request Sweeney for LeTourneau
4. 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 for LeTourneau
5. Constituent Representative Reports
 - a. Academic Senate - SAC Zarske
 - b. Academic Senate – SCC Evet
 - c. Classified Staff Small
 - d. Student Government – SAC Sandoval
 - e. Student Government – SCC Ko
6. Other

Next Meeting: April 7, 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

MINUTES

February 10, 2014

Members:	Raúl Rodríguez	Present
	John Didion	Present
	Peter Hardash	Absent
	Erlinda Martinez	Present
	Juan Vázquez	Present
	John Zarske	Present
	Corinna Evett	Present
	Sean Small	Present
	Sylvia LeTourneau	Present
	Jorge Sandoval	Present
	Jimmy Ko	Present
	Michael DeCarbo	Absent
	Victoria Williams	Absent
	Bonnie Jaros	Present
	George Sweeney	Present
Also in Attendance:		
	Barry Resnick	

1. Approval of Minutes of December 2, 2013

It was moved by Dr. Jaros, seconded by Mr. Didion and carried unanimously to approve the minutes of the December 2, 2013 meeting. Chancellor Rodríguez provided an update on Item 4 relating to the district's response to the RFP to assist Saudi Arabia in developing technical colleges. The district was notified last week that it was unsuccessful in being awarded the contract, but was encouraged to respond to the next RFP when it is issued.

2. 2014 Meeting Schedule

Mr. Zarske inquired about the revised meeting schedule, noting that not all meetings were immediately preceding a board meeting. It was explained that the District Council meetings had to be adjusted because of the board meeting schedule, which takes precedence. It was also noted that District Council meets on May 5, 2014, which is the day of the SAC golf tournament. It was agreed to cancel the May 5, 2014 meeting to allow participation in the event.

3. Administrative Regulations

Executive Vice Chancellor Didion presented the following Administrative Regulations:

- AR 2105 – revised to be in compliance with State Attorney General ruling.
- AR 2110, AR2320, AR2410, AR2430, AR2610, AR2710 – new
- AR3107, AR3205, AR3213, AR3219 – deleted
- AR3250 – new
- AR3280 – updated and revised
- AR5055 – new
- AR6200 – revised reflecting 5% reserve balance language
- AR6300 – revised
- Matrix of series 4000 Administrative Regulations which will be converted to series 7000

It was moved by Mr. Vázquez, seconded by Mr. Zarske and carried unanimously to approve the Administrative Regulations.

4. Committee Reports

A. Planning and Organizational Effectiveness Committee (POE)

Mr. Didion reported that the Board Planning Session will take place on February 18, 2014. The following will be presented: (1) new student scorecard data for each college; (2) 12 measures of success; and (3) update on strategic plan objectives. In addition, break-out sessions to discuss each of the five district goals will take place and report out to the Board. It was also noted that the committee is working on the district functional map so that it is ready for each college's accreditation self-study.

B. Human Resources Committee (HRC)

Mr. Didion reported that the committee has reviewed Administrative Regulations revised to accompany the recently adopted revised Board Policies which will be brought to District Council.

C. Fiscal Resources Committee (FRC)

It was reported there has been no meeting since the last District Council. The next meeting will be held on February 26, 2014.

D. Physical Resources Committee (PRC)

It was reported there has been no meeting since the last District Council. The next meeting will be held on March 5, 2014.

E. Technology Advisory Group (TAG)

Ms. LeTourneau reported that a recommendation has been forwarded from the TAG on how to handle computer and projector replacements on the campuses. TAG is also researching an Adobe licensing agreement, working on the 2014-2016 Technology Plan and planning the implementation of a virtual desktop pilot program. Mr. Sweeney reported that SAC TAC has created a subcommittee to research Open Education Resources (OER).

5. Constituent Representative Reports

- A. Academic Senate/SAC: Academic Senate President Zarske reported on the Joint Senate Retreat held on February 5, 2014 and activities of the Academic Senate.
- B. Academic Senate/SCC: Academic Senate President Evett reported on the activities of the SCC Academic Senate.
- C. CSEA: CSEA President Small reported CSEA was making a concerted effort to encourage increased communication between leadership and members. Chancellor Rodríguez offered to remind managers, as well, about the importance of communication with staff. Mr. Small requested that a classified representative be permitted to provide updates at Board meetings.
- D. Student Government – SAC: ASG President Jorge Sandoval reported on the ASG activities at SAC. He noted that SAC recently hosted a successful Regional Legislative Advocacy Workshop in cooperation with SCC ASG.
- E. Student Government – SCC: ASG President Jimmy Ko reported on the ASG activities at SCC. Mr. Ko mentioned ASG is looking for ways to assist international students. Chancellor Rodríguez noted that efforts were being made to increase this student population.

6. Other

Chancellor Rodríguez asked for feedback from the faculty on the possibility of baccalaureate degrees being awarded by the community colleges; and, more specifically, the faculty's position on SB850 which is currently working its way through the State Legislature.

Dr. Rodríguez also reported that negotiations with the LA-OC Building Trades Council on the Community and Student Workforce Project Agreement (CSWPA) have concluded and an agreement has been reached. The agreement is scheduled to be on agenda for ratification by the Board at their March 24, 2014 meeting.

Mr. Didion reported that the district has data loss insurance and will be sending information and the form to report a loss to Management Council. He stressed the importance of reporting any data loss.

Mr. Zarske noted that there was confusion relating to volunteers working in the SAC Math Center. Mr. Didion committed to research the issue and get back to Mr. Zarske.

7. Next Meeting: The next meeting of the District Council will be held on Monday, March 3, 2014 in the Executive Conference Room (#114).

Meeting Adjournment: 4:22 p.m.

Approved:

Records Retention and Destruction - ~~AR3105~~ 3310

Reference: Title 5, Sections 59020, et. seq; Federal Rules of Civil Procedure; Rules 16, 26, 33, 34, 37, 45

~~Revised February 27, 2006~~

Records of the Rancho Santiago Community College District shall be retained, as appropriate, in accordance with Section 59020 through 59029 of Title 5 of the California Code of Regulations and other applicable provisions of state and federal law.

The Chancellor delegates to the Vice Chancellor of Business Operations & Fiscal Services or designee, the authority to classify all records for retention purposes, transfer the classification of records from one class to another, certify, supervise and approve the destruction of records as long as it is not in conflict with any applicable laws.

I. LEGAL DEFINITION OF RECORDS CLASSIFICATIONS (Section 59020)

What a record is: All records, maps, books, papers, data processing output, student records and electronic documents.

What a record is not: Additional copies of documents beyond the original or one copy; correspondence between District employees that does not pertain to personnel matters or constitutes a student record; advertisements and other sales materials received; or textbooks used for instruction, and other instructional materials, including library books, pamphlets and magazines.

II. CLASSIFICATION OF RECORDS (Section 59022)

Records shall be classified as either Class 1 – Permanent, Class 2 – Optional or Class 3 – Disposable.

A. Class 1 – Permanent Records – As defined in Title 5, Section 59023. The original of each of the records, or one exact copy when the original is required by law to be filed with another agency, and must be retained indefinitely unless copied or reproduced on film or electronically.

1. Examples of Class 1 – Permanent Records (Section 59023)

a. Annual reports:

- i. Official budget
- ii. Financial reports of all funds, including cafeteria and student body funds
- iii. Audit reports of all funds
- iv. Average daily attendance/full-time equivalent student (ADA/FTES) including Period 1 and Period 2 reports
- v. Other major annual reports, including:
 1. Those relating to property, activities, financial conditions or transactions.
 2. Those declared by Board minutes to be permanent.

b. Official actions:

- i. Minutes of the Board or committees thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in the minutes but included therein by reference only.
- ii. Elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or cancelled by the Governing Board for a Board Member, the Board Member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose.
- iii. Records transmitted by another agency that pertain to that agency's action with respect to District organization.

c. Personnel records of employees:

- i. All records relating to employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave records, other absence records (such as vacation cards and other absence cards), retirement records, time worked, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid.

d. Student records:

- i. The records of enrollment and scholarship for each student, including but not limited to:
 1. Name of student
 2. Date of birth
 3. Place of birth
 4. Name and address of a parent having custody or a guardian, if the student is a minor
 5. Entering and leaving date for each academic year and for any summer session or other extra session
 6. Subjects taken during each year, half year, summer session or quarter
 7. If grades or credits are given, the grades and number of credits toward graduation allowed for work taken.
- ii. All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1 – Permanent Records one year after the claim has been settled or applicable statute of limitations has run.

e. Property records:

- i. All detail property records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1 – Permanent, and the detail records may then be classified as Class 3 – Disposable, if the property ledger includes:
 1. All fixed assets
 2. An equipment inventory
 3. For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss or otherwise.

f. Archival records:

- i. Not required by law to be kept permanently but a District policy to retain documents related to historical events of the District, yearbooks, plaques, awards, photographs, etc.

g. Foundation records (District and Colleges):

- i. All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations and corresponding regulations governing operation of Title 26, USCA, Section 501(c)(3) tax exempt not-for-profit organizations.

B. Class 2 – Optional Records (Section 59024) – Not required by law to be retained permanently, but deemed worthy of further preservation as specified in Title 5, Section 59024. Any record not classified as Class 1 – Permanent may be classified as Class 2 – Optional and shall be retained until reclassified a Class 3 – Disposable.

C. Class 3 – Disposable Records (Section 59025) – Required retention periods and procedures for destruction or transfer of records as specified in Title 5, Section 59026 and 59029. All records, other than continuing records, not classified as Class 1 – Permanent or Class 2 – Optional shall be classified as Class 3 – Disposable including, but not limited to:

1. Records basic to audit, including those related to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report.
2. Periodic reports, including daily, weekly, and monthly reports, bulletins and instructions.

III. MICROFILM, MICROFICHE, OPTICAL DISKS OR OTHER REPRODUCTION TECHNIQUES

Microfilm, microfiche, optical disks, or reproduction which do not permit additions, deletions, or changes to the original document as defined in Commercial Code 9407.1 Section 13 and Title 5 California Code of Regulations, Section 59022, are microphotographic images of record material which may be retained in lieu of the record itself. The following requirements apply to microphotographic images of any class of records and then the original may be destroyed:

- A. The reproduction must be accurate in detail.
- B. If the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent photographic records by the United States Bureau of Standards and the American National Standards Institute.
- C. The copy must incorporate the Vice Chancellor of Business Operations & Fiscal Services or designee signed and dated certification of compliance with the provisions of the Evidence Code Section 1531, stating that copy is a correct copy of the original.
- D. The copy must be conveniently accessible and provisions made for preserving permanently, examining and using same.

IV. RETENTION OF RECORDS (Section 59027)

Each fiscal year, and before January 1, the college president, vice chancellor, or appointed designee, shall classify and review every record originated during the prior fiscal school year. The retention period for Class 3 - Disposable Records should be designated and such records should be physically segregated by the fiscal year in which they are scheduled for destruction. In the inventory process, copies which are no longer useful to the District (except one copy of an original required by law to be filed with another agency) may be destroyed without making an inventory record.

With respect to college records, the president or designee, and with respect to the District, the vice chancellor or designee shall:

- A. Personally supervise the classification of records.
- B. Using only District approved, standard-sized, record storage boxes, mark each label as to classification, record title, and the school year in which records originated. If the records are classified as Class 3 - Disposable Records, the officer or designee shall also mark the school year in which such records are to be destroyed. Do not mix *different years* and Class 1 - Permanent Records or Class 2 - Optional Records with Class 3 - Disposable Records because when the destruction occurs, the *entire* box of records will be destroyed.
- C. Supervise the destruction of records.

V. RETENTION PERIOD (Section 59026)

A. Generally, a Class 3 - Disposable Record, unless otherwise specified, should be destroyed during the third school year after the school year in which it originated (e.g. ~~2013-14~~ ~~1993-94~~ plus three years – ~~2014-17~~ ~~1996-97~~). Federal programs including various student aid programs may require longer retention periods and such program requirements shall take precedence over the requirements contained herein.

B. With respect to records basic to an audit, a Class 3 - Disposable Record shall not be destroyed until after the third July 1, succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit, or

that period specified by Section 59118 of this part, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.

C. With respect to Class 2 - Optional Records, a continuing record shall not be destroyed until the third year after it has been classified as Class 3 - Disposable.

VI. DESTRUCTION OF RECORDS (Section 59021)

A. Class 1 - Permanent Records - Hard copy records can be destroyed *only* if originals have been microfilmed, microfiched or similarly preserved. (Refer to Page 3, "III. Microfilm, Microfiche, and Optical Disks.") After verification, hard copy records can be destroyed.

B. Class 2 - Optional Records and Class 3 - Disposable Records - Records can be destroyed after termination according to the retention period.

Disposal of records should be supervised and accomplished by burning, shredding, pulping, or other means to assure destruction, and to prevent reconstruction of the records to any degree.

VII. DOCUMENT DESTRUCTION

Electronic Documents and Voicemail Purging - Electronic documents and voicemail messages have the same status as paper files in litigation-related cases. If an official investigation is underway or even suspected, employees must stop any document purging, including electronic documents and voicemail, in order to avoid criminal obstruction charges.

VIII. PREPARING RECORD BOXES FOR STORAGE

A. Fill out Record Transmittal Form including the class code, description of contents, year in which the records originated, and the destruction date. Send the form to the Warehouse Department. If additional forms are needed, contact the Warehouse at extension ~~6381~~ 85976.

B. Records must be stored only in District-approved, Schick storage boxes. Using the label provided, fill in the classification code, record title, and the year in which the records originated. (Boxes without the above information will not be picked up for storage.) Retain all record boxes in your area. Upon receipt of your request, the Warehouse staff will pick up the box, assign a box number to each box, and add that number to the Record Transmittal Form. A copy of the form will be given to the department to retain for future retrievals.

IX. RETRIEVING AND RETURNING BOXES TO STORAGE

A. You must complete a *Storage Records Request Form*. (This form may be obtained from the Purchasing or Warehouse departments.)

1. Indicate whether you are requesting a withdrawal or a re-file.
2. Indicate the site, department, and room where the box will be either picked up or delivered.
3. Indicate the box number which was assigned by the Warehouse. (The number is located on your copy of the Records Transmittal Form.)
4. Describe the contents of the box.
5. Obtain the proper administrator's signature.

B. Forward the completed form to the Warehouse facility at 1465 North Batavia, Orange CA 92867 (~~located at Santa Ana College~~). The request may also be sent via email to toner armando@rscdd.edu or fax (714-628-0395) (~~835-1607~~) to the Warehouse.

C. The turnaround time for retrieval is usually one (1) working day from the time the Warehouse receives the request.

D. If there are extraordinary circumstances, such as auditors, and time is most critical, please don't hesitate to contact the Warehouse at extension ~~6381~~ 85976.)

X. COMPANY TO USE FOR DESTRUCTION

A. Paper Depot, Contact Person: Larry Silvia, 1200 W. Struck Avenue, Orange, CA 92868, (714) 744-3323. They offer shredding at their site and free pick up.

B. Certification of destruction is provided.

APPENDIX

I. Class 1 - Permanent Records

Records to be retained permanently and the responsibility for maintenance and retention under the general direction of the Chancellor are as follows:

A. Chancellor

1. Board Documents

- a. Board policies and administrative procedures
- b. Minutes
- c. Board docket

2. Legal Counsel Opinions

3. Elections called by the Board

- a. Records of call, recall and results

4. District Organizations

- a. Records relating to Board action, formation, naming, boundaries, changes in boundaries, reorganizations.

5. District Foundation

- a. All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations, financial audits and corresponding regulations governing operation of 501(c)(3) tax exempt not-for-profit organizations.

B. Vice Chancellor, Business Operations & Fiscal Services

1. Administrative Affairs

- a. Budgets: State form, annual
- b. Financial reports of all funds including cafeteria and student body funds (quarterly and annual—~~all funds~~)
- c. Annual audit – all funds
- d. Budget allocation and planning review committee minutes
- e. Apportionment notices and worksheets
- f. Tentative budget

- g. Adopted/Final budget
- h. All worksheets and budget change forms/transfers
- i. Other major annual reports including those relating to property, activities, financial condition or transactions.

2. Fixed Assets and Property Records

a. Property Records: All details records relating to land, building and equipment

b. All fixed assets

c. Buildings: Working drawings, blue prints and specifications of all structures, additions, alterations, certificates of approval of completion and related documents, change orders, contracts for construction, contractor payment requests, and appraisals

d. Equipment: All records relating to model numbers, quantity, type, identification number assigned, vendor, cost, date of acquisition, the person from whom acquired and disposal by sale, loss or otherwise.

3. Payroll Records

- a. Proven summary payroll of every employee
- b. Salaries, wages, deductions and withholdings
- c. Absence records (vacation cards and sick cards)
- d. Payroll register

4. Purchasing

~~a. Certificate of Insurance from vendors~~ Bids: Capital Outlay & Bond (successful bidder)

~~b. Worker's Compensation Insurance Certificate from vendors~~

5. Safety

- a. Hazardous Waste Generator Reports
- b. Hazardous Bill of Lading
- c. Hazardous Waste Manifests

6. Facility Planning/District Construction & Support Services

a. 5-year construction plan

b. Application for capital outlay funds

c. Escrow materials

d. Lease Agreements

e. Appraisals

C. Executive Vice Chancellor of Human Resources & Educational Services

1. Personnel Records - Classified and Academic Employees

- a. Dates of service rendered
- b. Employment, assignment and reassignment records
- c. Termination or dismissal notices
- d. Evaluations
- e. Retirement
- f. Professional growth reports
- g. Employee contracts
- h. Collective bargaining agreements
- i. Grievances
- j. Unfair labor practices

2. Risk Management/Employee Health Benefits

- a. Health and benefits contracts
- b. District certificates - proof of insurance certificates
- c. District worker's compensation insurance reports
- d. Workers' compensation claims files
- e. Liability claim files
- f. Insurance policies
- g. Insurance summary of loss runs
- h. Employee benefits/fringe enrollment forms (retirees only)
- i. OSHA logs
- j. Accident or injury reports (all records for which a claim has been made.)

D. College Presidents

1. Academic Affairs

- a. Catalog
- b. Class schedules

- c. Minutes of:
 - i. Advisory committee meetings
 - ii. Academic senate meetings
- d. Accreditation reports
- e. Faculty handbooks
- 2. Admissions & Records
 - a. Attendance reports
 - b. Class rosters
 - c. Confidential records, correspondence
 - d. Instructor grade sheets
 - e. Permanent transcripts
 - f. Reports of degrees and certificates
 - g. State 320 reports
- 3. Commencement Program
- 4. Student Government Minutes
- 5. Foundations
 - a. All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations and corresponding regulations governing operation of 501(c)(3) tax exempt not-for-profit organizations

6. Maintenance & Operations

- a. Deferred Maintenance Five Year Plan

II. Class II - Optional Records

Records not required to be retained permanently and the length of retention for each record are for three, four, five, seven and ten years. Example:

<u>1. Academic and Classified Employment Applications</u>	<u>Retention Period (years)</u>
Application for Employment*	3 <u>4</u>
Contract/Offer of Employment*	3 <u>4</u>
Employment Tests*	3 <u>4</u>

Letters of Recommendation*	34
Reclassification Request	34
Recruitment	34

*Will be kept in personnel files of current employees until termination.

2. Business Operations/Fiscal Services

Conflict of Interest Statements	7
<u>Contracts (all)</u>	<u>5</u>

3. District Accounting

Account Request Forms	3
Appropriation Transfer/Budget Change Forms	3
"B" Warrant Listing	3
"B" Warrant Summaries	7
Cancelled Checks - Revolving Fund/Clearing Account	7
Cash Receipts/Deposits	7
Categorical Program File (Agreements/Contract/Claims)	7
Check Books - Revolving Fund/Clearing Account	7
Check Registers	7
Community College Enrollment Fee (CCEF Report)	7
County Reconciliation Reports	7
Financial Reports (Local) Monthly Expenditure/ Revenue Request (BR0070)	7
Journal Vouchers	7
Nonresident Withholding Allocation Worksheet (587)	7
Nonresident Withholding Waiver Request (588)	7
Pay Vendor Files with Supporting Documents:	7
- Affidavit of Publication	
- Invoices	
- Pos and Receivers	

- Reimbursement Requests

- Non-Resident Refunds

Posted IFAS Batch Reports	3
Request for Taxpayer Identification Number & Certification (W9)	7
Revolving Cash Fund Receipts	7
Student Financial Aid Records	7
Trial Balances	7
Withholding Exemption Certificate (590)	7

4. Purchasing

Bids (<u>excluding capital outlay & bond</u>)	<u>3 4</u>
<u>Vendor Files</u>	<u>4</u>
Maintenance and Service Contracts	<u>3 4</u>
Purchase Order Listing and Supplement	<u>3 4</u>
Docket Awards and Independent Contractors	<u>3 4</u>
Purchase Orders	<u>3 4</u>
Purchase Requisitions	<u>3 4</u>
<u>Materials and Labor Bonds</u>	<u>4</u>
<u>Performance Bonds</u>	<u>4</u>
<u>Certificate of Insurance (vendors)*</u>	<u>3</u>
<u>Workers' Compensation Insurance Certificate (Vendors)*</u>	<u>3</u>

*For ongoing contracts retain certificates for the length of the contract period.

5. Facility Planning

Allocations for Property Use	<u>3 5</u>
Architects Agreements	<u>3 5</u>
Escrow Materials	<u>3 5</u>
Master Plan	10
Materials and Labor Bonds	3
Performance Bonds	3

6. Financial Aid

Applications, correspondence and records used for financial aid applications to federal, state and other agencies	7
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7. Foundations (District & Colleges)

Account Transaction Forms	5
Bank Statements	5
Check Logs	5
End-of-Year Trial and Balance and Balance Sheets	5
Investment Reports	5

8. Auxiliary Services

A/P Check Listings	7
Bank Book	3
Bank Statements	3
Bookstore Inventory (annual)	3
Budget	7
Cancelled Checks	7
Cash Receipts/Deposits	7
Check Stubs	3
Community Education Application/Receipts	3
Daily Cash Sales Reports	3
Expenditure Vouchers	7
Financial Reports (monthly)	7
Invoices	3
Purchase Orders	3
Sales Receipts	3
Sales and Use Tax Slips	3

9. Maintenance & Operations

Inspection Reports	3
Preventative Maintenance Schedules	3
Surveys	3
Vandalism Reports	3
Vehicle Request Forms	3

10. Safety & Security

Daily Activity Logs	3
Daily Dispatch Logs	3
Lost and Found Logs	3
Underground Storage Tanks Reports*	3
On-Campus Incident Reports	3
Orange County Health Agency Inspection Reports*	3
OSHA Inspection Reports*	3
Parking Citations	3
Periodic Campus Safety Inspection Reports/Inspections*	3
Petroleum Products Storage/Handler Training	3
Staff Training Records*	3
- Hazardous Waste Generator/Handler Training	
- Forklift Training	
- First Aid/CPR Training	
Student Disciplinary Records	7
<u>Criminal Background Records</u>	<u>7</u>
Underground Storage Tanks Reports*	3

*Files are maintained at the District Office

11. Payroll

Duplicate Copies of Tax Returns/Tax Deposits	5
Copies of W-2 (including returned copies)	5
Cancelled/Voided Checks	5

W-4 and DE4 (Withholding Allowance Certificates)	5
Copies of Forms 941, 940, W-3, Schedule A, Schedule B	5
Unemployment Reports (DE9423)	5

12. Risk Management/Employee Health Benefits

On-Campus Incident Reports (Copies of incident reports that have potential risk to the District are received from Safety)	3
Employee Benefit/Fringe Enrollment Forms*	7
Property/Liability Reports	7
Reports on Theft and Vandalism	5

*Will be retained for seven (7) years after termination.

13. Admissions

Admissions & Guidance Petition (A&G)	5
Academic Records from Other Institutions	5
Academic Records from Other Institutions if Student Fails to Attend	3
Add/Drop Cards	5
Admission Application (College Credit)	5
Admission Application (Continuing Education)	3
Admission Application (International Students)	3
Attendance Forms, Op-Scan	5
Board of Governor Grant Form (BOGG - C Waiver)	3
Career Advance Placement Form (CAP)	3
California Community College - Fiscal Service Unit (CCFS)	
320 Contact Hours by Class Audit Reports	5
Correspondence	3
Credit by Examination	5
Credit/No Credit	5
Evaluations and Petitions	5

Graduation Petitions	5
International Student Records	3
Proficiency Exam	3
Registration Cards and Residency Statements	3
Student Disclosure Form	3
Student Folders	5
Substandard Course Repetition Form	3
Transcript Request	3
Veterans Certifications	5
Veterans Education Administration Record (VEA)	5

14. Students' Health and Safety Records

Students Examinations and Health Records	7
Records Pertaining to Eligibility for Licenses Examinations	7
Records Pertaining to Patient Confidentiality	7
Unusual Occurrences	7

15. Grants and Categorical Programs

Correspondence with Funding Agency	5*
Original Contracts and Contract Amendments	5*
Periodic Progress and Final Reports	5*
Student Eligibility and Participation Records	5*

*Beyond end of entire project (if more than one year or last independent program audit or litigation).

16. Citizenship

<u>Citizenship Records (All)</u>	<u>7</u>
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Responsible Manager: Director of Purchasing Services

Revised: March 17, 2014 (Previously AR3105)

Student Athletics/Activities Code of Conduct – ~~AR5201.5~~ 5501

Rancho Santiago Community College Board Policy – ~~BP5201.5~~ 5501 states that membership on athletic/academic teams at Santa Ana and Santiago Canyon Colleges is considered a privilege, not a right. Students on these teams ~~athletes~~ must acknowledge that compliance with the Student Athletics/Activities ~~Athlete~~ Code of Conduct is required for participation in ~~athletics at~~ team competitions representing Santa Ana and Santiago Canyon Colleges.

Statement of Compliance

~~Students-athletes~~ who represent Santa Ana College and Santiago Canyon College in intercollegiate ~~athletic~~ competition:

- Acknowledge that participation in intercollegiate competition ~~athletics~~ is a privilege, not a right.
- Will demonstrate good citizenship, sportsmanship, honesty and integrity on the field or court, on campus or in the community and represent the college in a manner that brings pride to the college.
- Will attend class regularly.
- Will develop and follow an academic plan to obtain a Certificate, or Associate Degree or transfer status.
- Will demonstrate and understand that participation in athletics is contingent upon adherence to all Commission on Athletics (COA), Orange Empire Conference, California Football Association or Southern California Wrestling Alliance, Athletic Department regulations and COA decorum policy.
- Acknowledge that compliance with the Student-~~Athlete~~ Athlete/Activities Code of Conduct is required for participation in athletics at Santa Ana College and Santiago Canyon College.
- Acknowledge that any violation of this ~~the~~ Athletic Code may result in suspension or dismissal from the team as determined by the Head Coach in consultation with the Athletic Director, Dean and College President.
- Acknowledge that immediate suspension or expulsion from athletic competition may occur if charged or convicted of criminal violations of Local, State and Federal Laws. All sanctions will be determined by the Head Coach/Advisor in consultation with the Athletic Director, Dean and College President.

~~Adopted May 24, 2010; Revised March 17, 2014 (Previously AR5201.5)~~

Equitable Opportunities For Business Enterprises - ~~AR3301~~ **6010**

Reference: Title 5, California Code of Regulations Section 59500 et seq. Education Code 71028; Public Contract Code 10115 et seq.

~~June 9, 1999~~

To adhere to the ~~BP3301~~ **6010** and State guidelines, the Director of Purchasing Services ~~Purchasing Director~~ will do the following:

1. Maintain a comprehensive database of Minority and Women-owned Business Enterprises (MWBE), Disabled Veteran Business Enterprises (DVBE) and Small Business Enterprises (SBE) to track vendor participation.
2. Maintain regular lines of communication with other District departments to inform them of District policies and to get their support regarding communication and compliance.
3. Maintain regular lines of communication with the business community and the State Chancellor's Office for direction and information, provide information on our goals, and ~~get~~ request their support regarding communication and compliance.
4. Provide adequate training and communication for staff members to facilitate their compliance with the policy.
5. ~~Prepare and submit, for district and State Chancellor review, reports regarding activity with Minority, Women and Disabled Owned Businesses.~~

~~To facilitate this policy the Vice Chancellor of Business Operations and Fiscal Services will review the reports on item no. 4 and report to the Board as considered appropriate.~~

Following are some of the approaches we will use:

4. ~~Sending minority vendor questionnaires to all current and new vendors and maintaining a comprehensive database.~~
1. Participating in ~~minority~~ MWBE, DVBE and SBE vendor job fairs, trade shows and conferences.
2. Participating in ~~minority~~ MWBE, DVBE and SBE vendor chamber of commerce activities.
3. Advertising our bids in ~~minority~~ MWBE, DVBE and SBE vendor trade journals and publications.
4. ~~Establishing a committee of~~ Seek innovative ways to improve our outreach effort and relationship to local business persons, chamber of commerce members, etc. ~~to help resolve issues and expedite our policy efforts.~~
5. Encouraging our general contractors to achieve the regulatory participation percentages for the work that they subcontract.

~~**Legal reference:** Title 5, California Code of Regulations Section 59500 et. seq. Education Code 66700, 70901, and 71028 Public Contract Code Article 1.5, Chapter 1, Part 1~~

Responsible Manager: Director of Purchasing Services

Revised: March 17, 2014 (Previously AR3301)

Delegation and Approval Limits Purchasing – AR3306 6330

~~Revised July 22, 2002~~

Reference: Public Contract Code 20650-20653 and 20658; Education Code 81656; Government Code 1090 - Conflicts of Interest

Delegation and Approval Limits

A. The Board delegates to the District Chancellor, or to such staff member as he or she may designate, the authority to expend up to \$250 per transaction for work done, compensation for employees or consultants, and purchases of equipment, supplies, or materials where ratification by the Board shall not be required, as long as the other policies stipulated by the Board are followed.

B. The Board delegates to the Director of Purchasing Services and the Vice Chancellor of Business and Fiscal Services the authority to sign purchase orders and contracts, on behalf of the District, pursuant to proper application of all other Board policies.

C. The Board shall require its advance approval of all contracts or purchase orders for transactions in the following or higher annual dollar amounts, including applicable sales taxes, freight, and other initial purchase costs:

1. Equipment, materials, supplies, and services *(Bid limit is adjusted annually pursuant to Public Contract Code #20651)
2. Public works \$15,000 **(i.e., construction, alterations, repairs, or improvements)
3. Consulting or instructional services \$15,000

~~*1999 (\$53,900)~~ *2013 (\$83,400)

** (Subject to the District's adoption of BP6603, Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act)

a) Category "3" includes those services described under Government Code Section 53060, Special Service and Advice, and covers services in financial, economic accounting, architectural, engineering, legal, and administrative matters. It also includes all lecture and instructional services, which are not covered by collective bargaining agreements.

b) When time is of the essence, the Chancellor or designee is authorized to pre-approve items up to \$30,000 in category "3" and report to the Board of Trustees for subsequent ratification. For this exception there is an annual maximum of \$30,000 with each consultant, instructor, or contractor.

D. Procedures will be implemented to assure that there are not multiple transactions to the same vendor which are at or below the advance approval amounts.

E. Employees who violate the approval limit procedures can be subject to disciplinary action up to and including termination.

F. Multi-year contracts which annually or in the aggregate require spending in excess of the amounts at C 1-3 above must have advanced approval by the Board. If a long-term contract with renewal options has been approved, each annual renewal does not have to be approved.

G. Transactions for amounts less than those specified in item 3 above can be executed by the Director of Purchasing Services, the Vice Chancellor of Business Operations and Fiscal Services, or the Assistant Vice Chancellor of Fiscal Services on behalf of the District and submitted for Board ratification within 60 days of execution, as long as all of the policy and procedural guidelines stipulated by the Board are adhered to.

H. The Auxiliary Services Business Office shall be responsible for centralized purchasing for the auxiliary operations.

I. Staff and faculty members who evade purchasing procedures and commit the District to financial obligations without proper authority are personally liable for those commitments and subject to reprimand.

Legal References:

Public Contract Code 20651 and 20658

Education Code 81656

General Money Management —AR3300

~~Revised July 14, 1999~~

The Governing Board recognizes that money and money management comprise the foundation of support of the whole District program.

To accomplish the above, the Vice Chancellor of Business Operations and Fiscal Services, Assistant Vice Chancellor of Fiscal Services and Director of Purchasing Services will do the following:

1. Maintain regular lines of communication with other District departments to inform them of District policies and to get their support regarding compliance.
2. Maintain regular lines of communication with the business community and the State Chancellor's Office for direction and information.
3. Provide adequate training and communication for staff members to facilitate their compliance with policies.
4. Review spending trends and patterns for compliance with policies during budget cycles and year-end audit and financial reporting cycles.
5. As part of the year-end review process, prepare and analyze reports of spending by major vendors and commodity.

Cooperative Purchasing —AR3304

~~Revised January 1, 1997~~

The Director of Purchasing Services is authorized to make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services, and via liaison systems established with other public agencies including county, city, town or district 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.

To accomplish BP6330, the Director of Purchasing Services ~~Purchasing Director and Supervisor~~ will do the following:

1. Establish systems which will enable them to maintain a liaison with the Department of General Services and stay current on available cooperative or piggyback purchasing arrangements which meet the above criteria. Possible sources are: a. Affiliation with CASBO and similar professional organizations, b. Affiliation with the Orange County Department of Education, c. Affiliation with the Foundation for California Community Colleges, d. The use of automated bulletin boards and other formal or informal information systems.
2. Work closely with Facility Planning and Construction and Support Services, Information Technology Services, and other departments during the plans for major procurement items so that possible cooperative and piggyback options can be explored as soon as possible.
3. Provide adequate training and communication for staff members to facilitate their compliance with the policy.

Purchasing Code of Ethics —AR3302

~~Revised June 9, 1999~~

To comply with the Purchasing Code of Ethics the Director of Purchasing Services ~~Purchasing Director~~ will do the following:

1. Establish systems which will enable them to stay current on all significant changes in legal codes and regulations affecting community college purchasing. Sources for this are: a. Affiliation with CASBO and similar professional organizations b. The use of manual or automated published legal services which provide current reference data.
2. Publish and keep current Purchasing brochure, which includes basic information regarding the District's Purchasing Code of Ethics, for distribution to current and prospective vendors.

3. Provide adequate training and communication for staff members to facilitate their compliance with the Purchasing Code of Ethics.

To facilitate this policy the Vice Chancellor of Business Operations and Fiscal Services and Governing Board of Trustees will:

1. Maintain separation of duties between Purchasing, Accounts Payable and cash disbursements functions.
2. Instruct the ~~Executive Director of Fiscal Services and Accounts Payable Supervisor~~ Assistant Vice Chancellor of Fiscal Services and Accounting Manager-Accounts Payable to review transactions for compliance.
3. Instruct the District's independent auditors to periodically examine Purchasing operations for compliance.

Legal reference: N/A

Responsible Manager: Director of Purchasing Services

Revised: March 17, 2014 (Previously AR3300, AR3302, AR3304 and AR3306)

Competitive Bidding and Quotations - ~~AR3307~~ 6332

Reference: Public Contract Code 20105-20113 and 20651-20654, and 20660; Government Contract Code 53060; Education Code 81645

~~Revised June 9, 1999~~

To adhere to ~~BP3307~~ 6332, the ~~Purchasing Director~~ Director of Purchasing Services will do the following:

1. Maintain regular lines of communication with other District departments to inform them of the policy and get their support regarding communication and compliance.
2. Maintain regular lines of communication with the business community and the State Chancellor's Office to get direction and information, provide information on our goals, and get their support regarding communication and compliance.
3. Provide adequate training and communication for staff members to facilitate their compliance with the policy.

To facilitate this policy the Vice Chancellor of Business Operations and Fiscal Services and Governing Board of Trustees will do the following:

2. Maintain separation of duties between Purchasing, Accounts Payable and cash disbursement functions.
3. Instruct the Assistant Vice Chancellor of Fiscal Services and ~~Accounts Payable Supervisor~~ Accounting Manager- Accounts Payable to review transactions for compliance.
4. Instruct the District's independent auditors to periodically examine Purchasing operations for compliance.

Following is an outline of the competitive bid and quotation procedures:

2. Purchase request for supplies, materials, equipment or services are received in Purchasing, either as a bid, or a normal requisition. ~~depending on the requestor's level of research (4-8 weeks lead time is desired).~~ a. Request ~~must have detailed specifications and timelines for when the product or service is needed.~~ b. Purchasing will combine individual requests, if appropriate, to obtain best pricing, and conform to district policy and legal purchasing requirements.
3. ~~Bid packages are assembled as outlined below (large bids could take 1-2 weeks).~~ a. For construction, the architect starts this process under direction from Facilities Planning (with RSC boilerplate). b. District Support Services finishes the process above for construction and Purchasing handles all other bids. c. RSC uses the County boilerplate, and conservative bonding requirements for sound risk management. ~~(Bid and Performance Bonds are normally required.)~~ Two or three quotations are required for purchases \$15,000 and above. This is usually done by the Purchasing Department; however, depending on the complexity of the request, the department may obtain quotations.
4. For purchases \$83,400* or more require formal bidding. Bid packages are assembled as outlined. a. Request must have detailed specifications and timelines for when the product or service is needed. b. Purchasing will combine individual requests, if appropriate, to obtain best pricing, and conform to District policy and legal procurement requirements. c. County boilerplate, bonds, insurance, and other legal documents are included.
5. Bids must be advertised twice in for two weeks. It is best to have bid packages completed before advertising the 1st advertisement to avoid problems with bidders.
6. Pre-bid meetings and job walks could add 1-2 weeks to the process a. For complex or large dollar bids, pre-bid meetings and job walks are advisable. Bidders have the opportunity to ask questions and clarify issues. b. These meetings sometimes result in addenda to the bid. Any and all addendum must be sent to all bidders via registered mail or electronically as soon as possible.
7. All bids shall remain sealed and unopened until designated date and time of bid opening. It is the bidders responsibility to ensure that their bid is received at the location on date and time stated. Late bids will not be accepted. All bids are opened publicly and Purchasing encourages bidders and requesting departments to attend.
8. Normally at least ~~three~~ two competitive bids must be received for bid process to be valid.
9. Bid evaluation is a joint effort between Purchasing and the requesting department. This could take from 1 day to 2 weeks, depending on the ~~nature~~ complexity of the bid. a. Purchasing is responsible for the proper legal procedures, and fair execution. ~~and the reasonableness of the bid prices.~~ b. The requesting department has technical and industry expertise, and knows the specifications. Accordingly, they do the majority of the evaluation and take the lead in the recommendation process.
10. Purchasing prepares the recommendations for Board approval. ~~Award recommendations must be approved by the Board, thus we start with Board available Board meeting dates when planning backwards for a bid schedule.~~
11. Purchasing is responsible for communicating the Notice to Proceed to vendors and taking care of all insurance and bonding requirements after the award by the Governing Board.

12. For ~~computer equipment and software~~ the acquisition, procurement, or maintenance of electronic data processing systems and equipment, electronic telecommunication equipment, supporting software and related materials, goods, and services, a choice can be made to contract from among the three lowest qualified responsive bidders. For all other bids ~~items~~, the lowest responsive and responsible qualified bidder must be selected.
13. When bids meeting specification are equal in price, preference is given to firms in the order named: a) which are minority, women, small or disabled veteran owned businesses as defined by Public Contract Code section 10115.1; b) located within the District; c) located within Orange County; d) located within the State of California; e) with whom satisfactory business has been conducted in the past. All other conditions being equal, the recommendation for the award will be made by lot.
14. It is unlawful to split or separate into smaller purchases, services, work orders, or projects for the purpose of evading the competitive bidding laws.

~~**Legal reference:** Public Contract Code 20105-20113 and 20651-20654, and 20660 Government Contract Code 53060~~

Responsible Manager: Director of Purchasing Services

Revised: March 17, 2014 (Previously AR3307)

Inventory Control - AR3400 6503

~~Revised 11/10/99~~

Reference: Education Code 60500, 60510, 60521, and 81450 - 81455

A central District Warehouse Department, managed by the Director of Purchasing Services, shall be responsible for receiving all moveable equipment purchases and tagging those items for identification in the District's records. Large and bulky moveable equipment purchases requiring direct delivery shall be tagged and recorded by the District Warehouse Department upon notifications by the ordering department or end user.

A tag controlled inventory record of moveable assets shall be maintained in a manner authorized by the California Community Colleges Budget and Accounting Manual. All items with a cost or donated value of ~~\$500~~ \$1000.00 and federally funded items with a value of \$200.00 or more per item shall be included in the inventory with the exception of the equipment permanently fixed in a building, such as heaters or lockers. These permanent fixtures shall be included in the fixed asset inventory records related to buildings and building improvements.

The inventory system shall be adequate for basic internal control, accounting, and risk management requirements. The inventory reports shall include at least the name, description, date of acquisition, identification (serial) numbers, inventory tag number, campus and department location, and original cost of all items.

~~An annual physical count shall be conducted by the colleges and sites every three years, i.e., first year Santa Ana College and sites, second year Santiago Canyon College and sites, and third year the District Office and sites.~~

~~The District shall perform on a rolling ten to twenty year basis a complete physical inventory count and reconciliation of moveable equipment.~~

A complete physical count shall be conducted by the District Warehouse Department every two years at the beginning of the fiscal year. Exception reports will be distributed to responsible administrators so that they or their designee may resolve any discrepancies.

At least annually, but preferably quarterly, the inventory record shall be reconciled to the general ledger and any necessary adjustments made.

It is the responsibility of the Administrative Services staff at each college and District Office to transfer equipment. Equipment shall be transferred or moved to another area through the use of the Inventory Control Form developed for that purpose.

It is the responsibility of all District managers and staff shall be accountable for inventory control in their areas.

~~**Legal Reference:** Education Code 60500, 60510, 60521, and 81450 — 81455~~

Revised: March 17, 2014 (Previously AR3400)

Moveable Inventory Control Responsibilities - AR3403 6504

~~Revised November 10, 1999~~

All District managers and staff shall be responsible and accountable for inventory control in their area. Following is an outline of key functions:

Purchasing, Inventory Control and Warehouse Personnel

The Director of Purchasing Services ~~Purchasing Director~~ and the Inventory, Delivery & Storage Services Supervisor shall be responsible for managing the following functions related to moveable inventory which are performed by the Storekeepers, and Mail/Warehouse Assistants:

1. Proper receipt from vendors at a central warehouse and delivery to ordering departments, or coordination of direct deliveries to campuses or departments.
2. Tagging the equipment and maintaining a centralized record of all transactions and balances.
3. Coordinating the development of institutional policies which optimize internal controls.
4. Coordinating with the appropriate department heads to maintain accurate sub-ledger and general ledger records.
5. Monitoring and coordinating the disposal of obsolete items.
6. Control and reconciliation of District-wide physical inventory counts, and coordination of periodic cycle counting or verification procedures.

Other Departments

The department head or budgetary manager in control of an item of moveable inventory shall have the following responsibilities:

1. Signing for the receipt of items delivered by the warehouse or directly from common carriers.
2. Immediately informing Inventory Control regarding any items which are picked up from the vendor by the department, or any items received which have not been tagged.
3. Assuring that all District policies and procedures regarding security, safety and risk management are adhered to by the department.
4. Properly preparing transfer requests which document all inventory movement from the original point of delivery to a new (permanent or temporary) location, either within or outside of the college.
5. Physically inspecting (counting) the inventory in order to verify or correct the periodic exception reports provided by the Inventory Control department, and providing accurate and timely feedback regarding these reports.
6. Assuming responsibility for the proper maintenance of the inventory and informing the appropriate departments (e.g. Risk Management, Inventory Control, etc.) whenever the asset value is impaired, or an item is lost or stolen.

~~Legal reference:~~ N/A

Responsible Manager: Director of Purchasing Services

Revised: March 17, 2014 (Previously AR3403)

Inventory Order Quantity and Storage Controls - ~~AR3404~~ 6505

~~Proposed Revision November 10, 1999~~

Storage

Items stored at college central campuses locations and other District locations should be minimal and under the ultimate responsibility of the college President, Vice Chancellor, or designee.

Responsibilities

The Director of Purchasing Services shall do the following:

1. Review and sign all requisitions before orders are issued.
2. Follow-up with department heads on transactions which appear as though they may violate policy.
3. Meet with budget managers as necessary to plan purchases.

Managers in each department ~~Administrative Services Department~~ will do the following:

- ~~1. Maintain control of warehouse keys and other facility keys, using a check-out signature system.~~
- ~~2. Maintain warehouse security systems as necessary.~~
- ~~3. Use some logical form of economic ordering for restroom and janitorial supplies and other items.~~
1. Order in a manner which will minimize inventory carrying costs and the risk of obsolescence.
2. Only request order for inventory needs within the current fiscal period, unless there is some substantial economic benefit.
3. Only request orders for which they have adequate storage space.

~~Legal reference:~~ N/A

Responsible Manager: Director of Purchasing Services

Revised: March 17, 2014 (Previously AR3404)

Disposal of Surplus Property - AR3405 6550

~~January 2000 Revised July 27, 2009~~

Reference: Education Code 60500-60501, 60510, 60521, 70902 (b) (6) and 81450 - 81455

The Director of Purchasing Services shall be authorized to sell, donate, or dispose of obsolete equipment, ~~and~~ materials and books in accordance with state law, and shall conform to the following procedures:

1. The District shall conduct an open house for District staff to view surplus items for use in the classroom or office.
2. The remaining surplus items, valued at less than \$5,000, 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. Notice will be mailed or sent via the internet to inform public schools and qualified, non-profit, charitable organizations of such activity. Prior to releasing surplus property, Board action must take place.
3. Prior to any donation, sale, or disposal, Board approval is required.
4. The remaining surplus items are tagged to be sold by a private auction firm. If items are not feasible for sale, the surplus property will be disposed of in the local public dump in compliance with federal, state, local and county safety, environmental and sanitation laws and regulations.
5. Legal notice shall be published at least once a week for a period of not less than two weeks in a newspaper published within the District's service area or posting a notice in at least three public places at least once a week for not less than two weeks within the District's service area.
6. Public auction is held.
7. All moveable equipment that has been donated, sold, or disposed of shall be recorded in the District's inventory system.

Such disposal must be coordinated with the Chancellor, Vice Chancellors, and/or Presidents responsible for District sites, to make sure there is no district need for the items, and coordinated with the Director of Purchasing Services or the Inventory, Delivery & Storage Services Supervisor, if a sale of the merchandise is necessary.

Surplus books and other instructional materials shall be donated to either of the institutions described above, or to children or adults, or an organization who will use them for the purpose of increasing the general literacy rate of the people in California or any foreign country or by sale.

All proceeds from any sales will be obtained in the form of a check or money order made payable to the Rancho Santiago Community College District. The funds received should be immediately remitted to the Assistant Vice Chancellor of Fiscal Services or Vice Chancellor of ~~Fiscal Affairs and Business Operations~~ and Fiscal Services for deposit into District revenue accounts. The method of disposition and amount of any proceeds will be available in the Purchasing Department.

~~**Legal Reference:** Education Code 60500, 60510, 60521, and 81450 — 81455~~

Responsible Manager: Director of Purchasing Services

Revised: March 17, 2014 (Previously AR3405)

Informal Bidding Procedures Under The Uniform Public Construction Cost Accounting Act - ~~AR3310~~ 6603

~~Revised July 22, 2002~~

Reference: Public Contract Code Section 22000, et seq

~~Rancho Santiago Community College District will comply with the code sections from Public Contract Code 22000 et seq, and all related provisions and code sections. The Governing Board adopts the alternative bidding and contracting procedures for Public Works projects as specified in Public Contract Code 22000 et seq.~~

Informal Bid Procedures

Public projects, as defined by the Act, of ~~\$75,000~~ \$175,000 or less may be let to contract by informal procedures as set forth in Sections 22032, et seq, of the Public Contract Code. Public projects are primarily construction, reconstruction, remodeling, erection, alteration, renovation, improvement, demolition, painting or repainting of facility and major facility repairs. Public work projects ~~and~~ does not include any equipment or supply purchases.

Contractors List

A list of qualified contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

Notice Inviting Informal Bids

Where a public project is to be performed which is subject to the provision of this policy, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 22034(a) or to all construction trade journals or both as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors or construction trade journals may be notified at the discretion of the District; provided however:

1. If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission.
2. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Award of Contracts

The Chancellor, Executive Vice Chancellor of Human Resources/Educational Services and Vice Chancellor of Business Operations and Fiscal Services, ~~or the Director of Purchasing~~ is ~~are~~ authorized to award informal contracts pursuant to this policy.

Emergency Procedures

The Governing Board delegates to the Chancellor ~~or the Vice Chancellor of Business and Fiscal Services~~ the power to declare a state of public emergency when repairs or replacements are necessary to permit the continued conduct of district operations or services, or to avoid danger to life or property. Given such an emergency, the Chancellor ~~or Vice Chancellor of Business and Fiscal Services~~ in consultation with the Vice Chancellor, who is administratively responsible for the service area, and the Assistant Vice Chancellor of Facility Planning & District Construction and Support Services ~~Administrative Dean of Facility Planning and Campus Services~~, will direct staff to proceed at once to replace or repair any public facility in accordance with the provisions of Public Contract Code Section 22000 et seq. The declaration of emergency is subject to confirmation by the Governing Board ~~of Trustees~~, by a four-fifths vote, at its next meeting following the occurrence.

Legal References:

Revised: March 17, 2014 (Previously AR3310)

Donation of Vehicles - AR4608 6752

~~January 1, 1997~~

Donation of vehicles must meet the following terms and regulations:

- ~~1. The appropriate administrator must approve the donation.~~
 - ~~2. Campus Services must be notified of the donation prior to the acceptance of the donation.~~
 - ~~3. Rancho Santiago Community College must be named as the owner of the vehicle donated. The form must be filed with the Vice Chancellor of Business Operations and Fiscal Services.~~
 - ~~4. Donation must be Board approved.~~
 - ~~5. Risk Management Services must be notified to insure the vehicle.~~
 - ~~6. A Transfer of Equipment Form must be completed and submitted to the Inventory Control Department.~~
1. The donor must provide the appropriate administrator a letter indicating their intent to donate the vehicle. The letter must include the year, make, model, vehicle identification number, odometer reading, condition of vehicle and fair market value.
 2. The appropriate administrator must provide the Director of Purchasing Services the donor's letter along with a memorandum indicating their intent to accept the donation and how the vehicle will benefit their program.
 3. The Director of Purchasing Services will prepare the item for Board approval.
 4. Upon Board approval, Rancho Santiago Community College District must be named as the owner of the vehicle donated. The Inventory, Delivery & Storage Services Supervisor will complete and process the transfer of ownership with the Department of Motor Vehicles. A copy of the transfer form must be filed with Risk Management who will insure the vehicle.
 5. The Director of Purchasing Services shall notify the Inventory, Delivery & Storage Services Supervisor of the new asset so that it may be capitalized and added to fixed assets.
 6. A letter of acknowledgement will be prepared by the Director of Purchasing Services and mailed to the donor indicating that the donation was approved by the Governing Board and the District's internal requirements have been met.
 7. When the title arrives from the Department of Motor Vehicles, it will be filed with Risk Management.
 8. If applicable, Administrative Services at the college must be notified if the donated vehicle is used as part of the college vehicles fleet.

~~Legal reference: N/A~~

Responsible Manager: ~~Risk Management Supervisor~~ Director of Purchasing Services

Revised: March 17, 2014 (Previously AR4608)

Personnel Files Medical Records - AR4110 7005

In addition to the procedures contained in this Administrative Regulation, the collective bargaining agreements between the District and recognized employee organizations may contain additional provisions related to personnel records. If a conflict between these regulations and a collective bargaining agreement exist, the provisions of the collective bargaining agreement shall prevail.

Personnel records are private, accurate, complete, and permanent.

Every employee has the right to inspect his/her personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his/her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.

Information regarding the medical condition or history of any employee shall be maintained in the ~~Office of Personnel Services~~ in a separate confidential medical file. Access to the medical records are restricted to those persons who have a legal right or authorization to inspect the confidential records in accordance with BP4110 7005.

Legal reference: Education Code Section 87031; Labor Code Section 1198.5; Americans with Disabilities Act, 29 code of Federal Regulations Section 1630.14

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

Revised March 17, 2014 ~~January 1, 1997~~ (Previously AR4110)

Employee Evaluation of Personnel - AR4128 7008

~~January 1, 1997~~

The personnel of the Rancho Santiago Community College District shall be evaluated in accordance with the procedures defined in the following documents as appropriate to their employee classification:

1. RSCCD/FARSCCD Contract
2. RSCCD/CEFA Contract
3. RSCCD/CSEA Chapter 579 Contract
4. RSCCD/Child Development Centers Teachers – CSEA Chapter 888 – ~~Association~~ Contract
5. Confidential Employee Evaluation Procedure – AR 7008.1 4128.1
6. Management Employee Evaluation Procedure – AR 7008.2 4128.2

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

Revised ~~April 27, 2009~~ March 17, 2014 (Previously AR4128)

Recruitment and Hiring Selection of Employees - AR4102 7120

The recruitment and selection of employees shall be conducted in compliance with the procedures that are defined in the following documents:

1. Full-Time Faculty Recruitment and Employment Administrative Regulations (AR~~4102~~ 7120.1)
2. ~~Part-Time Faculty Recruitment and Employment Administrative Regulations~~ Classified Staff Full-Time and Part-Time Hiring Administrative Regulations (AR~~4102~~ 7120.2)
3. Supervisory/Confidential Staff Hiring Administrative Regulations (AR~~4102~~ 7120.3)
4. Administrative Staff Recruitment and Employment Administrative Regulations (AR~~4102~~ 7120.4)
5. ~~Staff Diversity/Affirmative Action~~ Equal Employment Opportunity and Human Resources Plan
6. RSCCD ADA Program and Facilities Access Transition Plan

Legal reference: N/A

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

Revised March 17 13, 2000 2014 (Previously AR4102)

Employee Transfer - ~~AR4104~~ 7120.5

Transfer of personnel within the district shall be made in compliance with the procedures defined in the ~~following documents:~~ applicable collective bargaining agreements or individual employment contracts. In the absence of collective bargaining or employment contract language, the Chancellor shall have the authority to transfer and/or reassign personnel, without loss of pay, based upon the needs of the District.

- ~~1. RSCCD/FARSCCD Collective Bargaining Agreement~~
- ~~2. RSCCD/CSEA Collective Bargaining Agreement~~
- ~~3. Supervisory Handbook~~
- ~~4. Confidential Handbook~~
- ~~5. Administrative Handbook~~

Legal reference: Education Code 76406, 87400, 87405-87408, 88022-88024, 88034

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

Revised March 17, 2014~~January 1, 1997~~ **(Previously AR4104)**

Employment Eligibility Verification - ~~AR4104.1~~ 7120.6

All employees of the RSCCD who are hired after ~~November 6, 1986~~ May 11, 1987, must complete the Employee Information and Verification Form (I-9) of the U.S. Department of ~~Homeland Security, U.S. Citizenship and Justice, Immigration and Naturalization Services.~~ Human Resources Personnel Services. The I-9 form is available in the Office of Human Resources Personnel Services and must be submitted ~~to the Personnel Department~~ with evidence of identity and employment eligibility within three business days of the date of hire. Employees who are hired for less than three days must submit the I-9 form and the required documentation on or before the first date of employment.

Following receipt of the I-9 form and required documentation from the employee, the Office of Human Resources Personnel Services will complete the employer review and verification section on the document.

The completed I-9 form will be retained on file in the Office of Human Resources Personnel Services for the duration of employment plus three years after the date of hire ~~hiring~~ or one year after the ~~date the~~ termination of employment is terminated, whichever is later.

Legal reference: Immigration Reform and Control Act of 1986

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

Revised March 17, 2014~~January 1, 1997~~ **(Previously AR4104.1)**

Employee Fingerprinting - AR ~~4104.2~~ 7120.7

All employees are required to submit fingerprints as a condition of employment prior to the first day of work. The fingerprints are processed by the State of California to ensure that the employee has not been convicted of any crime that would preclude them from providing service to the district.

Fees: All full-time and part-time employees will be responsible for paying the fingerprinting processing fee that is charged by the State. Payment of the fee shall be through payroll deduction.

~~This AR proposes that all employees be fingerprinted as a condition of employment.~~

Legal reference: N/A

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

Revised ~~May 26, 1998~~ March 17, 2014 (Previously AR4104.2)

Verification of Valid Drivers License - AR~~4104.4~~ 7120.8

Revised _____ ~~January 1, 1997~~

The Rancho Santiago Community College District requires that selected employees possess and maintain a valid California drivers license as required by their job descriptions. The district requires appropriate verification prior to employment and participates in the California Department of Motor Vehicles Pull Notice Program in order to maintain current information regarding the driving records of existing employees.

The procedure for verifying and monitoring driving records and licenses is as follows:

1. The ~~Personnel~~ Human Resources Department shall maintain a list of all job classifications that require a valid California drivers license as a condition of employment.
2. A confidential file shall be maintained by the ~~Personnel~~ Human Resources Department which contains the names, drivers license numbers and driving records of these employees. The information maintained in the confidential file will not be released to the public or unauthorized district staff.
3. The DMV Requester Code Number will be given only to authorized RSCCD ~~Personnel~~ Human Resources Department staff.
4. When negative DMV status reports are received by ~~Personnel~~ Human Resources, the Executive Vice Chancellor of Human Resources and Educational Services or designee will communicate the information to the appropriate supervisor and employee.
5. In cases where drivers licenses have been restricted, canceled, or expired, action will be taken as appropriate to modify and/or remove the employee from their assignment.
6. Applicants for positions in classifications requiring a valid California license are required to submit a copy of their drivers license and a copy of their DMV driving record at the time of interview.

Legal reference: N/A

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

Revised March 17, 2014 ~~January 1, 1997~~ (Previously AR4104.4)

~~Faculty Applicant Travel Reimbursement - AR4204 7121~~

~~It is the policy of Rancho Santiago Community College District to reimburse travel expenses of applicants who apply for faculty positions.~~

~~Reimbursement claims for authorized travel expenses incurred by applicants during their first interview will be processed by the Office of Personnel Services in keeping with the following regulations:~~

- ~~1. Applicants must live farther than 300 miles from Rancho Santiago College.~~
- ~~2. Reimbursement will be for one-half of travel and lodging expenses, not to exceed \$300.~~
- ~~3. Travel by rail, air, bus, private or rented automobile will be considered acceptable. Transportation expenses shall not exceed round trip airfare. Mileage reimbursement for personal auto use will be at the approved district rate.~~
- ~~4. Applicants must submit original receipts and verification of expenses.~~
- ~~5. Lodging and automobile rental shall be limited to two days. The Vice Chancellor of Human Resources may authorize an extension of the two days limitation under unusual and special circumstances.~~
- ~~6. Applicants are responsible for all food, beverage, telephone and other personal expenses incurred during their visitation.~~

~~Regulations for Travel Reimbursement claims of applicants who are scheduled for final interviews, are as follows:~~

- ~~1. Applicants must live farther than 300 miles from Rancho Santiago College.~~
- ~~2. Travel by rail, air, bus, private or rented automobile will be considered acceptable. Transportation expenses shall not exceed round trip airfare. Mileage reimbursement for personal auto use will be at the approved district rate.~~
- ~~3. Applicants must submit original receipts and verification of expenses.~~
- ~~4. Lodging and automobile rental shall be limited to two days. The Vice Chancellor of Human Resources may authorize an extension of the two day limitation under unusual and special circumstances.~~
- ~~5. Applicants are responsible for all food, beverage, telephone and other personal expenses incurred during their visitation.~~
- ~~6. Applicants who are making their own travel and lodging arrangements must receive prior authorization from the Office of Personnel Services.~~

~~Legal reference: N/A~~

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

~~Administrative Applicant Travel Reimbursement—AR4417~~

~~January 1, 1997~~

~~Revised August 29, 2005~~

It is the policy of Rancho Santiago Community College District to reimburse travel expenses of applicants who apply for full-time tenure track faculty positions and positions covered by individual administrative employment contracts. Reimbursement claims for authorized travel expenses incurred by applicants will be processed by the Human Resources Office in keeping with the following regulations:

1. One-way travel of at least 300 miles must be required, except for cabinet-level positions.
2. Reimbursement will be for one-half of travel and lodging expenses, not to exceed \$300 for the first interview. All authorized travel and lodging expenses will be reimbursed for final interviews.
3. Travel by rail, air, bus, private or rented automobile will be considered acceptable. Transportation expenses shall not exceed round trip coach airfare. Mileage reimbursement for personal auto use will be at the approved district rate.

4. Applicants must submit original receipts and verification of expenses.
5. Lodging and automobile rental shall be limited to two days. The Executive Vice Chancellor of Human Resources and Educational Services or designee may authorize an extension of the two days limitation under unusual and special circumstances.
6. Applicants are responsible for all food, beverage, telephone and other personal expenses incurred during their visitation.
7. Authorized travel and lodging expenses for all interviews for cabinet-level positions shall be fully reimbursed.

Legal reference: N/A

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

Revised ~~January 1, 1997~~ March 17, 2014 (Previously AR4204 and 4417)

Hiring and Placement of Relatives Nepotism - AR4118 7310

The chair of a screening committee shall notify Human Resources whenever the hiring of an applicant may result in a violation of Board Policy ~~4118~~ 7310. The Assistant Vice Chancellor of Human Resources, or designee, will review the employment situation and determine if the applicant must be removed from consideration for the position or if the situation can be resolved by some other means without violating board policy.

Whenever the marriage or creation of a domestic partnership results in the violation of this board policy, the responsible manager will notify Human Resources immediately. The resolution of the situation will be pursued in accordance with the district's policies regarding transfer and any applicable collective bargaining agreements.

Legal reference: N/A

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

~~January 1, 1997~~ Revised ~~April 27, 2009~~ March 17, 2014 (Previously AR4118)