



Rancho Santiago Community College District
District Council Meeting
May 18, 2015
Executive Conference Room
3:00 – 5:00 p.m.

REVISED - Agenda

1. Approval of Minutes of April 20, 2015 Meeting
2. Board Policies and Administrative Regulations Didion
 - a. AR 3225 – Institutional Effectiveness
 - b. AR 6610 – Opportunities for Local Hires and Local Businesses on District Capital Improvement and Construction Projects
 - c. AR 6700 – Civic Center and Other Facilities Use
 - d. Technical Revisions
3. Reorganizations Didion
4. Committee Reports Didion
 - a. Planning & Organizational Effectiveness Committee Didion
 - b. Human Resources Committee Didion
 - c. Fiscal Resources Committee Hardash
 - d. Physical Resources Committee Hardash
 - e. Technology Advisory Group Krichmar
5. Constituent Representative Reports Zarske
 - a. Academic Senate - SAC Evet
 - b. Academic Senate – SCC Andrews
 - c. Classified Staff Manriquez
 - d. Student Government – SAC Soberano
 - e. Student Government – SCC
6. 2015-2016 Meeting Schedule Information
7. Other

Next Meeting: June 1, 2015

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

April 20, 2015

Members:	Raúl Rodríguez	Absent
	John Didion	Present
	Peter Hardash	Present
	Erlinda Martinez	Present
	John Weispfenning	Present
	John Zarske	Present
	Corinna Evett	Present
	Tom Andrews	Present
	Raquel Manriquez	Present
	Hector Soberano	Present
	Lee Krichmar	Present
	Raymond Hicks	Absent
	Bonnie Jaros	Present
	John Smith	Absent
	Jim Granitto	Absent
	Victoria Williams	Present

1. Approval of Minutes of March 16, 2015

It was moved by Mr. Hardash, seconded by Mr. Andrews and carried unanimously to approve the minutes of the March 16, 2015 meeting.

2. Administrative Regulations

Executive Vice Chancellor Didion presented the following administrative regulations:

- AR 7120.1-Full-Time Faculty Recruitment and Selection: the document that was approved at the March 16, 2015 meeting didn't have all the changes; the revised updates were reviewed; discussion ensued; minor revision was made.

It was moved by Mr. Zarske, seconded by Mr. Andrews and carried unanimously to approve the revised AR 7120.1 as presented.

- AR 6610 – Opportunities for Local Hires & Local Businesses on District Capital Improvement and Construction Projects: this administrative regulation was created following the passage of BP 6610. The Board Facilities Committee and Board Policy Committee will be reviewing AR 6610 within the next two weeks. It will be presented for District Council approval at the May 18, 2015 meeting. This is being provided for District Council member review. Forward any questions/concerns to Executive Vice Chancellor Didion or Vice Chancellor Hardash.

Discussion ensued.

3. Cancellation of May 4th Meeting – SAC Golf Tournament

It was agreed to cancel the May 4, 2015 District Council meeting so members can support the SAC Golf Tournament scheduled that day.

4. Committee Reports

A. Planning and Organizational Effectiveness Committee (POE)

Mr. Didion reported that POE is working on the planning related recommendations from the accreditation team visits and additional data for review by the Board at their annual planning session.

B. Human Resources Committee (HRC)

Mr. Didion reported that HRC is working on the Administrative Regulation related to hiring for Classified and Management employees. The next meeting is scheduled for May 13, 2015.

C. Fiscal Resources Committee (FRC)

Vice Chancellor Hardash reported that the next FRC meeting is scheduled for May 27, 2015. It is anticipated that discussion regarding the May Revise will be on the agenda. Mr. Hardash also presented the growth formula changes that will be implemented in the 2015-2016 budget.

D. Physical Resources Committee (PRC)

Mr. Hardash reported that the next HRC meeting is scheduled for May 6, 2015.

E. Technology Advisory Group (TAG)

Assistant Vice Chancellor reported that the next TAG meeting is scheduled for May 7, 2015 where discussion will focus on the new desktop, monitor and laptop standards.

6. Constituent Representative Reports

- a. Academic Senate/SAC: Academic Senate President Zarske provided an update on the April 14, 2015 SAC Academic Senate meeting and senate activities. It was noted that discussion of the Safety Report was discussed at length at the meeting.
- b. Academic Senate/SCC: Academic Senate President Evett provided an update on senate activities and reported that the next SCC Academic Senate meeting is scheduled for April 21, 2015.
- c. CSEA: CSEA President Tom Andrews provided an update on classified staff activities and reported that the next chapter meeting is scheduled for April 21, 2015 where Trustee Hanna will be in attendance. Questions regarding the Safety Report implementation were clarified by Vice Chancellor Hardash.
- d. Student Government/SAC: ASG President Raquel Manriquez reported on the ASG activities at SAC and noted that a Safety Forum sponsored by ASG was taking place on April 21, 2015.
- e. Student Government/SCC: ASG President Hector Soberano reported on the ASG activities at SCC and reported that ASG reps were making classroom presentations on the Safety Report implementation to keep students updated on this issue.

7. Next Meeting: The next District Council meeting will be held on Monday, May 18, 2015 in the Executive Conference Room (#114).

Meeting Adjournment: 4:03 p.m.

Approved:

AR 3225 Institutional Effectiveness (new)

References: Education Code Sections 78210 et seq. and 84754.6; ACCJC Accreditation Standards I.B.5 – 9

Each college in the District shall develop, adopt, and publicly post goals that addresses all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines.

The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.

Approved _____

AR 6610 OPPORTUNITIES FOR LOCAL HIRES AND LOCAL BUSINESSES ON DISTRICT CAPITALIMPROVEMENT AND CONSTRUCTION PROJECTS

I. SCOPE:

- A. Board Policy 6610 ("BP 6610") only applies to contracts awarded after May 18, 2015 for "public projects" as defined in Public Contract Code section 22002 that requires competitive bids presented under sealed cover and accompanied by the required statutory form of bid security, construction projects pursuant to Public Contract Code section 22032(c), or construction projects awarded pursuant to Education Code section 81335 (collectively, "Public Project(s)"). The Assistant Vice Chancellor of Facility Planning, District Construction & Support Services has the authority to include any additional projects or contracts that will be subject to the requirements of BP 6610 on a case by case basis.
- B. BP 6610 does not apply to any Public Projects covered by the Community and Student Workforce Project Agreement for Construction and Major Rehabilitation Funded by Measure Q. BP 6610 also does not apply to any future Public Projects covered by any project labor agreement or project stabilization agreement approved by the Board of Trustees and entered into with regional labor organizations which contain specific local hiring goals. BP 6610 also does not apply to any Public Projects that are deemed an emergency in accordance with Public Contract Code sections 1102, 20654, or 22035.

II. DEFINITIONS:

- A. "Local Hire" means an individual who is "domiciled", as defined in Elections Code section 349(b), in the following zip codes at least seven days prior to commencing work on a Public Project: 92602, 92606, 92610, 92612, 92614, 92618, 92620, 92626, 92627, 92660, 92675, 92676, 92679, 92688, 92701, 92703, 92704, 92705, 92706, 92707, 92708, 92780, 92782, 92802, 92805, 92806, 92807, 92808, 92840, 92843, 92861, 92862, 92865, 92866, 92867, 92868, 92869, 92883, or 92887. Local Hire shall also mean a "veteran" as defined in Military and Veterans Code section 980, who possesses a current and valid DD Form 214 card, and will provide work on a District Public Project. Local Hire shall also mean any current or former student that the District determines is or was enrolled as a student at one of the District's colleges, and will provide work on a District Public Project. The District's determination on whether an individual meets the definition of a "Local Hire" shall be binding and final.
- B. "Local Business" means a business serving as a contractor as defined in Business and Professions Code section 7026, or a business supplying construction-related materials that has its principal headquarters or permanently staffed regional office and that has held a business license within the zip codes listed above for Local Hire for a minimum of three months prior to the date the entity submits a bid, contract, or proposal for a Public Project. A Local Business contractor must also be properly registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5. Local Business shall also mean any state or nationally certified minority-owned, women-owned, or disabled veteran business that has performed work for the District or other public agency within the zip codes listed above for Local Hire during the past four years prior to the date the entity submits a bid, contract, or proposal for a Public Project. Certification for a minority-owned, women-owned, or disabled veteran business must be provided to the District. Local Business shall also mean a business that participates in an internship program that is currently approved or recognized by the District. The entity may also apply to obtain District approval of its internship program. The internship program must be approved by the District and must be completed by the end of the specific Public Project or by the next semester immediately after completion of the specific Public Project. Local Business shall also mean any entity that uses apprentices from a District approved apprenticeship program.

III. GOALS:

50% participation by Local Hires and 25% participation by Local Businesses for all Public Projects awarded by the District each fiscal year.

IV. IMPLEMENTATION:

- A. Pursuant to Education Code sections 81655, 81656 and similar statutes, the District's Governing Board of Trustees hereby approves the delegation of authority to its Chancellor, who is hereby authorized and directed to implement BP 6610.
- B. The Chancellor has authority to implement BP 6610 as approved by the Board, in compliance with the approved Administrative Regulations regarding BP 6610, and in compliance with applicable laws.
- C. All bid or proposals for Public Projects shall include a requirement for the contractor to complete and submit the forms attached hereto as Exhibit "A". The forms and documents set forth in Exhibit "A" are subject to revisions by the Chancellor, or his or her designee, or the Assistant Vice Chancellor.

V. REPORTING:

- A. The Chancellor, or his or her designee, or the Assistant Vice Chancellor, shall make a report to the Board at least semi-annually regarding the District's performance in meeting the goals set forth in BP 6610.
- B. The report to the Board will track the District's performance in meeting the goal for Local Hires and Local Businesses by reviewing and compiling the information set forth in Exhibit "A" attached hereto to be provided and to be completed by contractors on Public Projects. This information will then be used to prepare the report to the Board.

Responsible Manager: Assistant Vice Chancellor of Facility Planning, District Construction & Support Services

Approved: May 15, 2015

EXHIBIT "A"

LOCAL HIRES AND LOCAL BUSINESSES PARTICIPATION STATEMENT

Project Name: _____

Each bidder must complete this form in order to comply with the Rancho Santiago Community College District's ("District") Board Policy 6610 regarding opportunities for local hires and local businesses on District capital improvement and construction projects. Please also refer to the District's Administrative Regulations for Board Policy 6610. Failure to complete and submit the required forms noted herein with the bidder's bid shall render the bidder's bid non-responsive.

Goals & Definitions

The District's Board has established a goal of 50% participation of "Local Hires" and 25% participation of "Local Businesses" for applicable capital improvement and construction contracts awarded each fiscal year. It is the intent of the Board to not only meet these goals, but to exceed them. As used in this form:

"Local Hire" means an individual who is "domiciled", as defined in Elections Code section 349(b), in the following zip codes at least seven days prior to commencing work on a Public Project: 92602, 92606, 92610, 92612, 92614, 92618, 92620, 92626, 92627, 92660, 92675, 92676, 92679, 92688, 92701, 92703, 92704, 92705, 92706, 92707, 92708, 92780, 92782, 92802, 92805, 92806, 92807, 92808, 92840, 92843, 92861, 92862, 92865, 92866, 92867, 92868, 92869, 92883, or 92887. Local Hire shall also mean a "veteran" as defined in Military and Veterans Code section 980, who possesses a current and valid DD Form 214 card, and will provide work on District Public Projects. Local Hire shall also mean any current or former student that the District determines is or was enrolled as a student at one of the District's colleges, and will provide work on District Public Projects. The District's determination on whether an individual meets the definition of a "Local Hire" shall be binding and final.

"Local Business" means a business serving as a contractor as defined in Business and Professions Code section 7026 or a business supplying construction-related materials that has its principal headquarters or permanently staffed regional office and that has held a business license within the zip codes listed above for Local Hire for a minimum of three months prior to the date the entity submits a bid, contract, or proposal for a Public Project. A Local Business contractor must also be properly registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5. Local Business shall also mean any state or nationally certified minority-owned, women-owned, or disabled veteran business that has performed work for the District or other public agency within the zip codes listed above for Local Hire during the past four years. Certification for a minority-owned, women-owned, or disabled veteran business must be provided to the District. Local Business shall also mean a business that participates in an internship program that is currently approved or recognized by the District. The entity may also apply to obtain District approval of its internship program. The internship program must be approved by the District and must be completed by the end of the specific Public Project or by the next semester immediately after completion of the specific Public Project. Local Business shall also mean any entity that uses apprentices from a District approved apprenticeship program.

CONTRACTOR CERTIFICATION

The Contractor certifies under penalty of perjury under the laws of the State of California that it has made reasonable efforts to secure participation by Local Hires and Local Businesses for the above-referenced Project, including participation by subcontractors and/or material suppliers. Contractor shall review the Instructions attached hereto and must **check one of the options on the Local Hires and Local Business Participation Statement Options Form.**

Company: _____

Name: _____

Title: _____

Signature: _____

Date: _____

**INSTRUCTIONS FOR LOCAL HIRES AND
LOCAL BUSINESS PARTICIPATION STATEMENT**

I. GENERAL INFORMATION:

- A. The percentage for Local Hire participation shall be calculated by taking the ratio of the total number of workers performing work on the Project that are Local Hires as defined above, compared against the total number of all workers performing work on the Project.

$$\frac{\text{(total number of Local Hires)}}{\text{(total number of workers on the Project)}} \times 100 = \text{percentage of Local Hire participation}$$

- B. The percentage for Local Business participation shall be calculated by taking the ratio of the total number of businesses providing any labor, materials or services for the Project authorized by the Contractor or its subcontractors that are Local Businesses as defined above, compared against the total number of all businesses providing any labor, materials or services for the Project authorized by the Contractor or its subcontractors.

$$\frac{\text{(total number of Local Businesses)}}{\text{(total number of businesses on the Project)}} \times 100 = \text{percentage of Local Business participation}$$

II. CHOOSING AN OPTION:

- A. Are you a Local Business as defined above on page one and do you intend to perform 95% of the work on the Project with your own employees? Yes No

If “Yes”, check Option 1 and sign and submit the Local Hires and Local Business Participation Statement Options Form with your bid.

If “No”, proceed to Section II.B below.

- B. Based on the General Information in Section I.A above, will you be able to meet the goal of 50% participation by Local Hires? Yes No

If “Yes”, proceed to Section II.C below.

If “No”, proceed to Section II.D below.

- C. Based on the General Information in Section I.B above, will you be able to meet the goal of 25% participation by Local Businesses? Yes No

If “Yes”, check Option 2, carefully review its requirements, and sign and submit the Local Hires and Local Business Participation Statement Options Form with your bid.

If “No”, proceed to Section II.D below.

- D. Check Option 3, carefully review its requirements, complete and submit the Local Hires and Local Business Participation Statement Options Form with your bid.

LOCAL HIRES AND LOCAL BUSINESSES PARTICIPATION STATEMENT
OPTIONS FORM

(To be Submitted with Bidder's Bid or Proposal)

OPTION 1

By checking this option, the Contractor certifies under penalty of perjury under the laws of the State of California that it is a Local Business as defined above and that the Contractor (including its subcontractors) certifies that it intends to perform 95% of the work for the Project with its own employees. Upon completion of the Project and as a precondition for final payment, Contractor will confirm Local Hire or Local Business participation on the Project by completing and submitting the Local Hire and Local Business Contractor Close-Out Statement attached hereto as **Attachment 2**.

OPTION 2

The Contractor has secured Local Hire participation for the above referenced Project, and that such Local Hire participation represents fifty percent (50%) of the number of all workers who will be performing work on the Project. Upon completion of the Project and as a precondition for final payment, Contractor will verify and report to the District the actual Local Hire participation on the Project by completing and submitting the Local Hire and Local Business Contractor Close-Out Statement attached hereto as **Attachment 2**.

The Contractor has also secured Local Business participation for the above referenced Project, and that such Local Business participation represents twenty-five percent (25%) of the total number of all businesses providing any labor, materials or services for the Project authorized by the Contractor or its subcontractors. Upon completion of the Project and as a precondition for final payment, Contractor will verify and report to the District the actual Local Business participation on the Project by completing and submitting the Local Hire and Local Business Contractor Close-Out Statement attached hereto as **Attachment 2**.

The Contractor further agrees that on at least a monthly basis, it will review all of its own certified payroll records, as well as the certified payroll of all subcontractors on the Project to date and prepare a written analysis and evaluation of the number of total workers on the Project and the number of Local Hires on the Project to date. The Contractor shall also perform a similar analysis and evaluation of the ratio of Local Businesses for the Project. These ratios shall be updated on at least a monthly basis and submitted with the Contractor's Payment Application. Failure to provide this analysis may result in the District delaying payment to the Contractor.

OPTION 3

The Contractor was unable, after reasonable good faith efforts, to secure 50% Local Hire and 25% Local Business participation for the above-referenced Project. Contractor shall demonstrate its good faith efforts by completing the Good Faith Effort Worksheets attached hereto as **Attachment 1** at the time the Contractor is preparing its bid or proposal. After the District issues a Notice of Intent to Award to the Contractor for the Project, the Contractor shall have 24 hours to provide the Good Faith Effort Worksheets attached hereto as **Attachment 1**. The Contractor must provide information for a minimum of three Local Hires and three Local Businesses in the Good Faith Effort Worksheets. Failure to document a minimum of three Local Hires and three

Local Businesses in the Good Faith Effort Worksheets, or failure to provide the Good Faith Effort Worksheets in a timely manner will render the Contractor's bid non-responsive and the District may award the contract for the Project to the next lowest, responsive, responsible bidder. The District may require the Contractor to provide additional documents or information and Contractor agrees to comply with any requests made by the District.

The Contractor agrees it will use Local Hires and Local Businesses if the opportunity arises at any time during construction of the Project. Upon completion of the Project and as a precondition for final payment, the Contractor will verify and report to the District the actual Local Hire participation on the Project by completing and submitting the Local Hire and Local Business Contractor Close-Out Statement attached hereto as **Attachment 2**.

Company: _____

Name: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT 1

LOCAL HIRE AND LOCAL BUSINESS GOOD FAITH EFFORT WORKSHEETS

(To be Submitted within 24 hours of Receipt of the Notice of Intent to Award from District. Copy and use additional sheets if necessary.)

Contractor must provide information for a minimum of **three** Local Hires and **three** Local Businesses in the forms set forth below. Contractors are encouraged to contact as many Local Hires and Local Businesses as possible.

LOCAL HIRES

Category of Work	Telephone #	Date Contacted	Person Contacted & Address	Student or Veteran or N/A	Selected? Yes or No	Reason Not Selected

(CONTINUED ON NEXT PAGE)

LOCAL BUSINESSES

Category of Work	Business Name & Address	Telephone #	Date Contacted	Person Contacted	Selected? Yes or No	Reason Not Selected

CERTIFICATION

I, _____ [name], certify under penalty of perjury under the laws of the State of California, that I am the Contractor's _____ [position] and that I have made a diligent effort to ascertain the facts with regard to the representations made herein. In making this certification, I am aware of Section 12650 et seq. of the Government Code providing for the imposition of treble damages for making false claims. The District may require the Contractor to provide additional documents or information and Contractor agrees to comply with any requests made by the District.

Signature

Date

ATTACHMENT 2

LOCAL HIRE AND LOCAL BUSINESS CONTRACTOR CLOSE-OUT CERTIFICATION

(To be Submitted Upon Completion of the Project and as a Precondition to Final Payment)

Project Name: _____

The Contractor shall complete this form for purposes of reporting participation by Local Hires and Local Businesses on the Project. At the end of the Project and as a precondition for receipt of Final Payment, the Contractor shall provide a final written analysis and evaluation of the final percentage of Local Hires and Local Businesses on the entire Project.

The percentage for Local Hire participation shall be calculated by taking the ratio of the total number of workers performing work on the Project that are Local Hires as defined above, compared against the total number of all workers performing work on the Project.

The percentage for Local Business participation shall be calculated by taking the ratio of the total number of businesses providing any labor, materials or services for the Project authorized by the Contractor or its subcontractors that are Local Businesses as defined above, compared against the total number of all businesses providing any labor, materials or services for the Project authorized by the Contractor or its subcontractors.

Total Number of Workers on Project	Total Number of Local Hires on Project	Total Number of Businesses on Project	Total Number of Local Businesses on Project
Percentage of Local Hires: _____ %		Percentage of Local Businesses: _____ %	

In submitting this form, the Contractor certifies that it has independently verified that all Local Hires and Local Businesses noted in this form meet the definitions for Local Hires and Local Businesses as set forth in the Local Hires and Local Businesses Participation Statement. The District may request Contractor to provide additional information or documents to support the numbers listed above. Contractor agrees to provide all additional information or documents requested by the District. Failure to provide any requested information may result in the District delaying Final Payment to the Contractor and Contractor agrees that it shall have no claim for additional costs or days resulting from or in any way related to providing the information in this form.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name: _____

Signature: _____

Title: _____

Date: _____

AR 6700 Civic Center and Other Facilities Use

References: Education Code Sections 82537 and 82542; 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

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, or as authorized by law, 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 employee organizations, 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. 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

Revised: August 11, 2014 (Previously AR 1330 and AR 1331)

Technical Revisions Board Policies and Administrative Regulations

Board Policy and Administrative Regulation 2410 authorize the Chancellor to amend policies for typographical errors or revisions/additions to statutory and regulatory references. The changes do not require Board Approval but are reviewed and Approved by District Council prior to implementation.

Proposed policy revisions in order to update Accreditation Standard and/or statutory references:

BP 2010 Board Membership

BP 3420 Equal Employment Opportunity

BP 3501 Campus Security and Access

BP 3510 Workplace Violence Plan

BP 4020 Program, Curriculum, and Course Development

BP 4025 Philosophy and Criteria for the Associate Degree in General Education

BP 4030 Academic Freedom

BP 4050 Articulation

BP 5010 Admissions and Concurrent Enrollment

BP 5030 Fees

BP 5040 Student Records, Directory Information, and Privacy

BP 5050 Student Success and Support Program

BP 5110 Counseling

BP 5130 Financial Aid

BP 6100 Delegation of Authority, Business and Fiscal Affairs (rev. title)

BP 6340 Bids and Contracts (rev. title)

BP 6400 Financial Audits (rev. title)

BP 7008 Employee Evaluation (renumber to 7150)

BP 7110 Delegation of Authority, Human Resources (rev. title)

Revisions to the Administrative Regulations

AR 2430 Delegation of Authority

AR 3560 Alcoholic Beverages

AR 7008 Employee Evaluation (renumber to 7150)

AR 7008.1 Confidential Employee Evaluation (renumber to 7150.1)

AR 7008.2 Management Employee Evaluation (renumber to 7150.2)



Rancho Santiago Community College District 2015 - 2016 District Council Meetings

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

Fall 2015

July 13	October 19
August 10	November 2
August 31	November 30
September 21	December 14
October 5	

Spring 2016

February 1	May 2
March 7	May 16
March 21	June 6
April 11	June 20
April 25	