

BUSINESS OPERATIONS

PLANNING/BUDGET

INVESTMENT POLICY

Investment Philosophy

When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the primary objective of the Coast Community College District shall be to safeguard the principal. The secondary objective shall be to meet the liquidity needs of the depositor. The third objective shall be to return an acceptable yield.

Investment Policy

CCCD funds other than those controlled by auxiliary Foundations shall be invested in any of the following:

1. Any eligible security listed under the Government Code of the State of California, Title 5, Division 2, Part 1, Chapter 4, Article 2 #53651, but limited to the following paragraphs (a), (b), (c), (e), (g), (h) and (n). (* see next page)
2. Local agency investment funds with the Treasurer's Office of the State of California.
3. A financial institution that is insured by Federal Deposits Insurance Corporation (FDIC).
4. Orange County Treasurer's Office as required by law.

A signed contract for deposit must be in place before depositing funds that are in excess of insured limits of the Institution. The financial institution will maintain at all times with the Agent of the Financial Institution as security for Depositor's deposits (a) eligible securities of the classes described in Government Code Section 53651, except subdivisions (m) and (p), having a market value at least 10% in excess of the total amount of deposits secured by those securities, (b) eligible securities of the class described in subdivision (m) of Government Code Section 53651 having a market value at least 50% in excess of the total amount of deposits secured by those securities and (c) eligible securities of the class described in subdivision (p) of Government Code Section 53651 having a market value of at least 5% in excess of the total amount of deposits secured by those securities. If the Administrator of Local Agency Security of the State of California determines that a security is not qualified to secure public deposits, the Financial Institution will substitute other securities to comply with the requirements of this paragraph.

Each auxiliary Foundation shall develop a separate investment policy for those funds raised and controlled by the respective foundation. These policies will be submitted to CCCD Board of Trustees for initial review and approval, and future changes.

BUSINESS OPERATIONS

(Planning and Budget)

040-1-1
cont'd

Reporting Requirements

The following financial records will be made available as stated and kept on file and submitted to the Chancellor and Board of Trustees as noted.

1. A daily/weekly summary of all cash balances and investments will be available upon request from the District Office of Administrative Services.
2. A monthly summary of cash balances and investments will be prepared and provided to the Board of Trustees and kept on file in the Office of Administrative Services.
3. A quarterly summary of cash balances and investments will be provided in conjunction with the CCFS 311Q Report that is part of a Board of Trustees' Agenda.

Investment Advisory Committee

The Chancellor will appoint and convene an Investment Advisory Committee. The charge of the committee will be to meet at least quarterly in conjunction with the issuance of the District's quarterly financial report. The committee will make recommendations to the Chancellor and the Board of Trustees regarding the appropriateness of the District's current investments and make recommendations for possible changes in the investment policy. Any person who volunteers to serve on the Investment Advisory Committee will sign a document saying that any advice they give to the District will not be a conflict of interest.

***Reference:** Government Code of the State of California, Title 5, Division 2, Part 1, Chapter 4, Article 2 #53651. Eligible securities.

- (a) United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.
- (b) Notes or bonds or any obligations of a local public agency (as defined in the United States Housing Act of 1949) or any obligations of a public housing agency (as defined in the United States Housing Act of 1937) for which the faith and credit of the United States are pledged for the payment of principal and interest.
- (c) Bonds of this state or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation by the local agency or district, and in addition, sales tax revenue bonds, and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled or operated by the state, local agency or district or by a department, board, agency or authority thereof.
- (e) Registered warrants of this state.

BUSINESS OPERATIONS

(Planning and Budget)

040-1-1
cont'd

(g) Notes, tax anticipation warrants or other evidence of indebtedness issued pursuant to Article 7 (commencing with Section 53820), Article 7.5 (commencing with Section 53840) or Article 7.6 (commencing with Section 53850) of this Chapter 4.

(h) State of California notes.

(n) Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building or school buildings pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Section 81345 of the Education Code, and also any bonds, notes, warrants or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness as specified in Section 81347 of the Education Code.

BUSINESS OPERATIONS
(Planning/Budget)

040-1-1.1
Approved 02/05/03

DELEGATION OF AUTHORITY

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

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

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

Education Code Sections 70902(d), 81655, 81656

BUSINESS OPERATIONS
(Planning/Budget)

040-1-1.2
Approved 02/05/03

FISCAL MANAGEMENT

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

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

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

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

Education Code Section 84040(c)
Title 5 Section 58311

BUSINESS OPERATIONS
(Planning/Budget)

040-1-1.3
Approved 02/05/03

CAPITAL CONSTRUCTION

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

District construction projects shall be supervised by the Chancellor or designee. The District shall monitor the progress of all construction work, including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.

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

Education Code Section 81820
Title 5, Section 57150 et seq.

BUSINESS OPERATIONS
(Planning and Budget)

040-1-2
Approved 11/01/00

BUDGET TRANSFER BOARD APPROVAL POLICY

It is the policy of the Coast Community College District to comply with Title 5, Section §58307 of the California Code of Regulations Regarding Budget Transfers by developing appropriate procedures for processing resolutions for approval by the Board.

§58307. District Budget Limitation on Expenditure. The total amount budgeted as the proposed expenditure of the district for each major classification of district expenditures listed in the district budget forms prescribed by the board shall be the maximum amount which may be expended for that classification of expenditures for the school year. Transfers may be made from the reserve for contingencies to any expenditure classification or between expenditure classifications at any time by written resolution of the board of trustees of a district. A resolution providing for the transfer from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the governing board; a resolution providing for the transfer between expenditure classifications must be approved by a majority of the members of the governing board.

BUSINESS OPERATIONS
(Planning/Budget)

040-1-2.1
Approved 02/05/03

BUDGET PREPARATION

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

Budget development shall meet the following criteria:

- ▶ The annual budget shall support the District's master and educational plans.
- ▶ Assumptions upon which the budget is based shall be presented to the Board for review.
- ▶ By May 1 of each year the Board will be provided with a schedule that includes dates for presentation of the tentative budget, required public hearing(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- ▶ Unrestricted general reserves shall be between 3% and 5% of prior year unrestricted actual expenditures.
- ▶ Changes in the assumptions upon which the budget is based shall be reported to the Board in a timely manner.

Education Code Section 70902(b)(5)
Title 5, 58300 et seq.

BUSINESS OPERATIONS
(Planning/Budget)

040-1-2.2
Approved 02/05/03

CONTRACTS

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

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

If the Chancellor or designee concludes that the best interests of the District will be served by prequalification of bidders in accordance with Public Contracts Code Section 20651.5, prequalification may be conducted in accordance with procedures that provide for a uniform system of rating.

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

Education Code Sections 81641, et seq.
Public Contracts Code Sections 20650, et seq.

BUSINESS OPERATIONS
(Planning and Budget)

040-1-3
Approved 2/21/96
Revised 12/10/03

CO-CURRICULAR ACCOUNTS

Co-curricular activities accounts are established. All income derived from each designated co-curricular activity shall be deposited into a commercial bank account established by each college and subsequently transferred into the general fund of the District.

Authorized signatories on these bank accounts have been established by board action, and a current list is maintained in the office of the Vice Chancellor of Administrative Services.

REAL PROPERTY, FACILITIES, AND EQUIPMENT

BUSINESS OPERATION

(Real Property, Facilities, and Equipment)

040-2-1

Approved 09/03/86

USE OF FACILITIES

The use of college facilities including fee schedules for District and Non-District users shall be governed by rules and regulations established by the Board of Trustees in accordance with the Education Code.

Education Code 82537, 82542

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-1.1
Approved 09/18/85
Revised 09/07/89
Revised 04/05/94
Revised 09/11/96
Revised 06/25/97
Revised 08/17/05

Usage Fees for Facilities and/or Equipment

COASTLINE--GOLDEN WEST--ORANGE COAST

All facility requests are processed through the individual campuses. User fees listed below are in addition to staffing fees (\$40.00 per staff per hour). Rates listed are all per hour. All equipment and personnel requests are coordinated through the following offices: Coastline Administrative Services; Golden West Administrative Services and Community Services; Orange Coast Maintenance & Operations and Bursar's Office.

CLASSROOMS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
up to 50	\$25.00	\$35.00
up to 100	35.00	45.00
up to 150	40.00	50.00
up to 210	50.00	65.00
up to 400	130.00	175.00
Lab Classroom	40.00	50.00
Computer Center/Lab	80.00	105.00

PARKING LOTS (4 hour minimum)		
Per Space	2.00	4.00

GYMNASIUM & RELATED

Additional deposit required for damages or unusual clean-up. Amount to be determined by campus personnel. Full or partial refund will be returned following inspection of facility after event has occurred.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Small Gym Floor	\$100.00	\$155.00
Large/Main Gym Floor	150.00	235.00
Dance Room	50.00	90.00
Strength/Fitness Studio	75.00	140.00
Foyer Area	35.00	45.00
Weight Room	75.00	140.00
Locker Room(per room)	45.00	80.00
Aerobics Room	45.00	80.00
Cardio Lab	45.00	80.00
Biddle Field	45.00	80.00

BUSINESS OPERATIONS
(Real Property, Facilities, and Equipment)

040-2-1.1
cont'd

ATHLETIC FIELDS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Track	\$75.00	\$140.00
Soccer	75.00	140.00
Practice Soccer	45.00	80.00
Softball Fields	115.00	165.00
Utility Fields	45.00	80.00
Baseball Field	115.00	165.00
Par Course	115.00	165.00
Practice Football	45.00	80.00

TENNIS/OUTDOOR COURTS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Tennis (Per court)	\$15.00	\$20.00
Volleyball/Basketball	35.00	45.00
Handball (GWC only, per court)	15.00	20.00

POOL	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Renter provided certified lifeguard required (locker rooms additional charge)	\$80.00	\$115.00

OTHER FEES - ATHLETICS

Other fees not included in basic usage fee: One rate for Non-Profit and Commercial

1. Microphone	\$10.00/hr
2. P.A/Stereo	40.00/hr
3. Scoreboard	40.00/hr
4. Event Markers	40.00/hr

LEBARD STADIUM (4 hour minimum) (No services)	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
School games	\$400.00	
CIF Playoffs	600.00	
Non-profit Use	750.00	
Commercial Use	1,500.00	
Football Practice	275.00	

Locker Rooms, Utility Fields, Strength Lab, Handball 101 (classroom) and Training Room additional fees. Staffing at \$40.00 per person per hour. Lighting \$250.00.

LEBARD STADIUM PARTIAL DAY USE RATES

(One rate for both Non-Profit and Commercial)

Stadium and Field House

1. Use of Stadium and Field House where wear and tear would occur to the facility: (i.e. football, soccer or rugby practice, etc.)

a. First hour: \$400

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-1.1
cont'd

- b. Each additional hour: \$180 (not to exceed 3 hours)
- c. Labor costs not included. Staffing at \$40.00 per person per hour.

2. Use of Stadium and Field House where no wear and tear would occur to the facility: (i.e. team pictures, commercial shoots, etc.)

- a. First hour: \$180
- b. Each additional hour \$60 (not to exceed 3 hours)
- c. Labor costs not included. Staffing at \$40.00 per person per hour.

OCC HORTICULTURE GARDENS	<u>NON-PROFIT</u>		<u>COMMERCIAL</u>
Garden		\$90.00	\$120.00
OCC QUAD	<u>NON-PROFIT</u>		<u>COMMERCIAL</u>
Quad		\$90.00	\$120.00
OCC STUDENT CENTER	<u>NON-PROFIT</u>		<u>COMMERCIAL</u>
Conference Rooms		\$15.00	\$ 20.00
Lounge		90.00	120.00
Main cafeteria Floor Area		135.00	190.00
Captain's Table		90.0	12.00
GWC COLLEGE CENTER	<u>NON-PROFIT</u>		<u>COMMERCIAL</u>
Cafeteria (4 hours min)			
Meetings and Seminars		\$115.00	\$165.00
Dances		150.00	235.00
College Center Patio		35.00	45.00
GWC COMMUNITY CENTER	<u>NON-PROFIT</u>		<u>COMMERCIAL</u>
Room 102 (Dining Room)		\$35.00	\$75.00
With Kitchen Fee		15.00	20.00
OCC DRAMA LAB	<u>NON-PROFIT</u>		<u>COMMERCIAL</u>
Lab		\$165.00	\$235.00
OCC ART GALLERY	<u>NON-PROFIT</u>		<u>COMMERCIAL</u>
Main Gallery		\$100.00	\$165.00
Children's Gallery		50.00	75.00

BUSINESS OPERATIONS
(Real Property, Facilities, and Equipment)

040-2-1.1
cont'd

OCC ART CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Foyer	\$115.00	\$165.00
OCC FACULTY HOUSE	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Lounge	\$35.00	\$75.00
GWC QUAD	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Quad	\$90.00	\$120.00
GWC AMPHITHEATER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Theater	\$145.00	\$250.00

GWC THEATER (4 hour minimum)

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Performance	200.00	300.00
Rehearsal	100.00	150.00

Basic usage fees include:

1. Main floor, (340 seats)
2. Front and side stages
3. (1) Technical Coordinator (required)
4. (1) House Manager (required - performance only)
5. (30) lights - flat lighting plot
6. (2) dressing rooms - mens/ladies
7. (1) cashier's booth
8. (1) microphone on stand or podium
9. (1) tape deck and use of Theater sound system

Other fees not included in basic usage fee:

- | | |
|---|------------------|
| 1. Technical Coordinator (required) | 45.00/hr |
| 2. Fly crew person | 35.00/hr |
| 3. Lighting instruments | 10.00/instrument |
| 4. Wireless microphone system | 450.00/day |
| 5. Sound technician | 40.00/hr |
| 6. Lighting technician | 40.00/hr |
| 7. Stage technician | 35.00/hr |
| 8. Spot light technician | 30.00/hr |
| 9. Cashier | 25.00/hr |
| 10. Spot light | 100.00/4 hrs |
| 11. Stage Manager (required to be provided by renter) | |

BUSINESS OPERATIONS
(Real Property, Facilities, and Equipment)

040-2-1.1
cont'd

12. Usher (4 required to be provided by renter)

GWC STAGE WEST

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Performance	\$100.00	\$145.00
Rehearsal	75.00	80.00

Basic usage fees include:

1. Full use of facility
2. 4-hour use of house
3. (1) technician

Other fees not included in basic usage fee:

1. Additional staff
2. Custodial (hourly basic)

GWC RECORDING STUDIO

In no case will the Recording Studio be used without employing GWC Studio Engineers. The Recording Studio will be available only to in-district and non-profit groups.

Usage fee for in-district use and other schools in the community, including Studio Engineer's fee:
Studios A and B 80.00/hr

Usage fees for non-profit groups only (not available for commercial use):

Studio A	100.00/hr
Studio Engineer	50.00/hr
Studio B	75.00/hr
Studio Engineer	50.00/hr

ROBERT B. MOORE THEATRE/OCC

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC LECTURE	\$150.00	\$225.00
1. Mid stage, apron		
2. House (916 seats)		
3. One technician		
4. Six (6) lighting instruments		
5. One (1) dressing room (if available)		

BUSINESS OPERATIONS
(Real Property, Facilities, and Equipment)

BUSINESS OPERATIONS
 (Real Property, Facilities, and Equipment)

040-2-1.1
 cont'd

- 6. Ticket booth
- 7. Two (2) microphones, stands, cables, tape or CD playback
- 8. House sound system (Board, EQ, speakers, amps)

BASIC MUSIC - SMALL BAND 250.00 350.00

- 1. Mid stage
- 2. House (916 seats)
- 3. Two (2) technicians
- 4. Sixty-two (62) lighting instruments
- 5. Two (2) dressing rooms (if available)
- 6. Ticket booth
- 7. Sixteen (16) microphones, stands and cable, tape or CD playback
- 8. House sound system (Board, EQ, speakers, amps, etc.)

BASIC MUSIC ORCHESTRA 300.00 450.00

- 1. Full stage
- 2. House (916 seats)
- 3. Two (2) technicians
- 4. Sixty (60) lighting instruments
- 5. Orchestra shell
- 6. Chairs, stands, platforms
- 7. Two (2) dressing rooms (if available)
- 8. Ticket booth

BASIC DANCE CONCERT/VARIETY SHOW 300.00 450.00

- 1. Full Stage
- 2. House (916 seats)
- 3. One hundred twenty-eight (128) lighting instruments
- 4. Two (2) technicians
- 5. Two (2) dressings rooms (if available)
- 6. Ticket booth
- 7. Six (6) microphones, stand and cables, tape or CD playback
- 8. House sound system (Board, EQ, speakers, amps, etc.)

FEES NOT INCLUDED IN BASIC USAGE FEES

- 1. Staff Technician (overtime) \$45.00 per hour
- 2. One hour manager (overtime) 35.00 per hour
- 3. Lighting instruments 10.00 per instrument
- 4. Wireless microphone system 60.00 / channel
- 5. Spotlight 100.00/ 4 hrs

BUSINESS OPERATIONS
 (Real Property, Facilities, and Equipment)

040-2-1.1
 cont'd

EQUIPMENT RENTAL CHARGES - PER DAY

CCC-GWC-CCC

Overhead	\$10.00
Caramate	15.00
Lecternette	15.00
Microphone/Cable	10.00
Data Projector	75.00
25" Color TV/VHS Cart	40.00
Stereo Cassette Player	10.00
PA System/Portable Speak Mic	50.00
LCD Projector	100.00
Pianos (Requires tuning each way [one for stage and one for rental] paid by user)	
Upright	150.00 or current cost of tuning
Grand	200.00 or current cost of tuning

Extra Charges - Prevailing hourly rates (minimum \$40.00 per person per hour) including fringe benefits will be assigned.

1. Projectionist
2. AV technician
3. Lifeguards
4. Locker room attendant
5. Special security
6. Scoreboard operations
7. Extra Custodial
8. Security
9. Stage hands - special set-ups
10. Food service workers
11. Any other school employees required to work

BOATHOUSE RENTAL FEES/OCC	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>	
Entire facility	Full Day	\$2,000.00	\$5,000.00
	Half Day	1,500.00	2,000.00
Ground level areas including 100 linear feet of dock space (excluding lower bays)	Full Day	600.00	1,000.00
	Half Day	400.00	750.00
Upstairs bayview classroom (maximum (50) persons) day/eves.	Full Day	250.00	500.00
	Half Day	155.00	350.00

BUSINESS OPERATIONS
(Real Property, Facilities, and Equipment)

040-2-1.1
cont'd

Upstairs bayview classroom (maximum 125 persons) day/eves.			
	Full Day	450.00	650.00
	Half Day	300.00	450.00
Conference Room - Water view (12 people)			
	Full Day	200.00	400.00
	Half Day	125.00	
Kitchen usage half or full day		50.00	75.00

NOTE: Half day is four hours or less; anytime between 7 a.m. and 5 p.m.
Full day is more than four hours; anytime between 7 a.m. and 5 p.m.
Evening is anytime between 6 p.m. and 11 p.m.
Weekend and weekday rates are the same.

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-1.2
cont'd

RESTRICTED USE OF DISTRICT SERVICES, FACILITIES, OR EQUIPMENT BY DISTRICT EMPLOYEES

No employee of the Coast Community College District shall use any shop or laboratory facility or equipment of the District (excluding recreational facilities) on personal projects or for personal benefit unless such use has been approved by the administration in charge as making a contribution to the educational program, or unless the employee is enrolled in the program as a student. Employees shall pay the established rate, if any, for services offered by any instructional program the same as would students or members of the community. Any work or services performed for any employee shall be done only when consistent with the current instructional objectives of the particular program and if the performance of that same work or service is available to students or members of the community.

ORANGE COAST COLLEGE AND GOLDEN WEST COLLEGE PHYSICAL EDUCATION Facility Usage by District Employees

During Staffed Hours:

During Non-Staffed Hours:

OCC/GWC physical education staff with key access to department facilities may use such facilities and supervise the use by other staff members with the approval of the Physical Education and Athletics Dean. Non-staff individuals may not use such facilities without the written approval of the Dean.

BUSINESS OPERATIONS
(Real Property, Facilities, and Equipment)

040-2-3
Revised 09/03/86

DISPOSITION OF DISTRICT PROPERTY

The Board shall adhere strictly to procedures prescribed by the Education Code in the sale or lease of real property.

The Board shall authorize the disposal of surplus or obsolete supplies and equipment which are no longer suitable for District purposes and authorize the Chancellor or designee to dispose of such supplies and equipment in conformance with the law and District procedures.

Education Code 81360-81380, 81450-81459

040-2-4
Approved 09/03/86
Revised 12/10/03

LENDING OF EQUIPMENT

District property or equipment shall not be loaned to any individual or any organization for private use. District property or equipment may be loaned to other school districts or to public agencies in accordance with the Education Code. Such loans, in reasonable amounts and for reasonable periods, shall be the responsibility of the Chancellor following recommendation by one or more of the college presidents or the Vice Chancellor, Administrative Services.

Education Codes 81550-81553

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-5

Approved 09/03/86

ENERGY AND RESOURCES CONSERVATION

The Board recognizes the responsibility of the District to: reduce resource wastes to as low a level as is practicable without compromising the basic mission of the District, to help students and members of the community understand the need for wise use of natural resources; to promote an understanding of the relationship between reduced consumption and the quality of our environment; and to demonstrate leadership in voluntary efforts to reduce use of certain critical resources.

Furthermore, the Board recognizes the need to provide the necessary funding to assure maximum effectiveness of the program.

A program of effective energy and other resources management must be vigorously pursued in order to maintain a stable academic and physical environment. Recognizing this need for a cooperative campus and community effort, the Board directs the Chancellor and Presidents to formulate and maintain a program of effective energy and resources conservation.

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-5.1

Approved 07/19/00

INTEGRATED WASTE MANAGEMENT POLICY

It is the policy of the Coast Community College District (CCCD) to enculturate waste reduction, reuse, recycling, resource efficiency, and recycled-content product procurement activities into everyday business practices. To this end, CCCD is adopting an Integrated Waste Management Program (IWMP).

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-6

Approved 10/01/85

Revised 07/23/86

Revised 09/03/86

AUTHORIZATION TO ACQUIRE FEDERAL SURPLUS PROPERTY

As required by the California State Department of General Services, the Board by resolution shall appoint the District employees who shall be authorized as the District's representatives to acquire Federal surplus property from the California State Agency for Surplus Property under the terms and conditions as listed on the following pages.

The following are authorized as Class I representatives:

Chancellor

Vice Chancellor, Administrative Services

Director of Purchasing

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-6
cont'd

TERMS AND CONDITIONS

(A) The Donee Certifies That:

- (1) It is a public agency; or a nonprofit educational or public health institution or organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1954; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the Administrator of General Services.
- (2) If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, and including research for such purpose. The property is not being acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the state, except with prior approval of the state agency.
- (3) Funds are available to pay all costs and charges incident to donation.
- (4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issued under Title VI of the Civil Rights Act of 1964, Title VI, Section 606, of the Federal Property and Administrative Services Act of 1949, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

(B) The Donee Agrees to the Following Federal Conditions:

- (1) All items of property shall be placed in use for the purpose(s) for which acquired within one year of receipt and shall be continued in use for such purpose(s) for one year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the donee shall immediately notify the state agency and, at the donee's expense, return such property to the state agency, or otherwise make the property available for transfer or other disposal by the state agency, provided the property is still usable as determined by the state agency.
- (2) Such special handling or use limitations as are imposed by General Services Administration (GSA) on any item(s) of property listed hereon.
- (3) In the event the property is not so used or handled as required by (B)(1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and upon demand the donee shall release such property to such person as GSA or its designee shall direct.

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-6
cont'd

(C) The Donee Agrees to the Following Conditions Imposed by the State Agency, Applicable to Items with a Unit Acquisition Cost of 3,000 or More and Passenger Motor Vehicles, Regardless of Acquisition Cost, Except Vessels 50 Feet or More in Length and Aircraft:

- (1) The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).
- (2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of 18 months from the date the property is placed in use, except for such items of major equipment, listed hereon, on which the state agency designates a further period of restriction.
- (3) In the event the property is not so used as required by (C)(1) and (2) and federal restrictions (B)(1) and (2) have expired then title and right to the possession of such property shall at the option of the state agency revert to the State of California and the donee shall release such property to such person as the state agency shall direct.

(D) The Donee Agrees to the Following Terms, Reservations, and Restrictions:

- (1) From the date it receives the property listed hereon and through the period(s) of time the conditions imposed by (B) and (C) above remain in effect, the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the state, without the prior approval of GSA under (B) or the state agency under (C). The proceeds from any sale, trade, lease, loan, bailment, encumbrance, or other disposal of the property, when such action is authorized by GSA or by the state agency, shall be remitted promptly by the donee to GSA or the state agency, as the case may be.
- (2) In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect, without the prior approval of GSA or the state agency, the donee, at the option of GSA or the state agency, shall pay to GSA or the state agency, as the case may be, the proceeds of the disposal or the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the state agency.
- (3) If at any time, from the date it receives the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect, any of the property listed hereon is no longer suitable, usable, or further needed by the donee for purpose(s) for which acquired, the donee shall promptly notify the state agency, and shall, as directed by the state agency, return the property to the state agency, release the property to another donee or another state agency or a department or agency of the United States, sell, or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the state agency.

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-6
cont'd

- (4) The donee shall make reports to the state agency on the use, condition, and location of the property listed hereon, and on other pertinent matters as may be required from time to time by the state agency.
- (5) At the option of the state agency, the donee may abrogate the conditions set forth in (C) and the terms, reservations, and restrictions pertinent thereto in (D) by payment of an amount as determined by the state agency.

(E) The Donee Agrees to the Following Conditions, Applicable to All Items of Property Listed Hereon:

- (1) The property acquired by the donee is on an "as is" "where is" basis, without warranty of any kind.
- (2) Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations, or restrictions occurs, the state agency will be entitled to reimbursement from the donee out of the insurance proceeds, of an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated items.

(F) Terms and Conditions Applicable to the Donation of Aircraft and Vessels (50 Feet or More in Length) Having an Acquisition Cost of 3,000 or More, Regardless of the Purpose For Which Acquired:

The donation shall be subject to the terms, conditions, reservations, and restrictions set forth in the Conditional Transfer Document executed by the authorized donee representative.

BUSINESS OPERATIONS
(Real Property, Facilities, and Equipment)

040-2-8
Approved 09/03/86

REMOVAL OF ARCHITECTURAL BARRIERS TO THE HANDICAPPED

The Board of Trustees has long recognized and supported all reasonable efforts to remove architectural barriers to the handicapped that may conflict with the educational program access by handicapped students.

Every effort shall be made by each individual campus comprising the Coast Community College District to diligently pursue, within the limits of available financial resources, the removal of all barriers to the handicapped.

The handicapped individuals have the right to participate freely in society and the Board affirms its support of those rights.

All new capital outlay construction shall comply with Section 504 of the Rehabilitation Act of 1973 as amended and California Architectural Barriers Laws and each college educational and cultural program shall be accessible to the handicapped.

A continuing effort and awareness shall be maintained to address and correct those campus elements which not only require correction but, also in being corrected, provide convenience and comfort to the handicapped.

Rehabilitation Act of 1973, Section 504
California Architectural Barriers Laws

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-11

Approved 03/20/85

Revised 09/22/93

NAMING DISTRICT FACILITIES AND PROPERTIES

- A. When an individual or group has brought extraordinary distinction to one of the District colleges, or the District in general, provided extraordinary service, or has made a significant material donation, a recommendation may be made to the Board of Trustees that a facility be named in honor of the individual or group.

Once the appropriate procedures for naming a facility have been followed, the final authority for naming District facilities and properties rests with the Board of Trustees. This authority includes the naming of facilities and properties, such as, all buildings; major portions of buildings; college roads and access routes; athletic fields; and other major areas of assembly or activity; plazas, dining commons, and other areas of campus circulation; and all other highly visible facilities and properties. The Board may choose to delegate to the Chancellor the authority to name individual rooms, limited areas and individual features of buildings, individual landscape items or features, limited outdoor areas, and other minor properties.

A name of a District facility or property must meet the following criteria:

1. It lends prestige to the college, staff and community in naming after prominent persons or groups who have made a contribution to humankind and are generally known for permanent significance in the field of government, the arts, letters, sciences, social science and/or industry.
2. If honoring an individual or group:
 - a. When no gift is involved:
 - (1) It must honor a person or group who has achieved unique distinction in higher education or other significant areas of public service.
 - (2) It must honor a person or group who has served the college in an academic capacity and has earned a national or international reputation as a scholar, or made extraordinary contributions on the college campus or the system which warrant special recognition.
 - (3) When a proposal for naming in honor of an individual or group involves service to the college in an academic or administrative capacity, a proposal shall not be made until the individual has been retired or left the college for at least three years.
 - b. When a gift is involved:
 - (1) When an extraordinary bequest, gift, or donation is given to one of the colleges or to the District in general, the Chancellor may recommend the naming of a District facility or property in honor of the donor.

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-11
cont'd

(2) The procedures to be followed are through consultative channels as outlined in the attached procedure. The District will take into consideration the significance and amount of the proposed gift as either or both relate to the realization or completion of a facility or the enhancement of the value of the facility to the District.

c. It is the intent of this policy that:

(1) Proposals for recognition may originate from either departments or campus groups, but not from individuals.

(2) Solicitation of endorsements is left to the discretion of the proposers of the recognition unless otherwise directed during the consultative process.

(3) It will be made known that other avenues for recognition exist, e.g., the naming of programs, scholarship funds and awards, college activities, memorial displays, and monuments.

(4) The naming of any District facility implies no continuing obligation to the named individual or group, other than maintaining the commemorative identification of the facility.

(5) The naming of any District facility does not imply nor constitute legal ownership.

B. In special circumstances, the Board of Trustees may waive any or all of the above criteria.

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-12

Approved 11/20/85

SALE OR LEASE OF REAL PROPERTY

In the Coast Community College District, the Vice Chancellor, Business Affairs, shall perform the duties required to be performed by the Governing Board under Education Code Sections 81370 and 81371. The Vice Chancellor, Business Affairs, shall receive all oral bids or sealed proposals in the Board of Trustees' room unless otherwise specified in the Resolution of this Board declaring its intention to sell or lease particular land.

Education Code 81370, 81371, 81372

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-13

Approved 11/18/87

LAND UTILIZATION/JOINT USE DEVELOPMENT

The Board of Trustees endorses the concept of joint use development of surplus parcels of property owned by the Coast Community College District. In considering an enabling resolution for such development of any parcel, the resolution shall also specify the intended usage of any proceeds derived bearing in mind the needs of the District and its campuses and facilities.

BUSINESS OPERATIONS

(Real Property, Facilities, and Equipment)

040-2-14

Approved 05/19/93

POLICY ON SOFTWARE USE

I. General Policy

No person shall make, cause to be made, use, or cause to be used on any district computer system an illegal copy of copyrighted or licensed software.

According to federal law, all copies are illegal unless they fall into one of the following categories:

1. The copy is created as an essential step in the utilization of the computer program in conjunction with a machine and it is used in no other manner.
2. The copy is for archival purposes only and all archival copies are destroyed when continued possession of the computer program ceases to be rightful.

Software may be used on equipment controlled by the Coast Community College District if it falls into one of the following categories:

1. The software has been **purchased** by the district in sufficient quantities to account for one purchase for each machine on which the software is used and a written record of the purchase is available in department files.
2. The software is covered by a **licensing** agreement with the software author, vendor, or developer, as applicable, and no tenets of the agreement have been violated by the user. A written copy of the agreement must be available in department files.
3. The software has been **donated** to the district and a written record of the donation or its acceptance is available in department files.
4. The software has been **developed** or written by a district employee for use on district equipment and full credit has been given to the developer.
5. The software is in the public **domain** and documentation exists to substantiate its public domain status.
6. The software is being **reviewed** or demonstrated as part of a purchasing or licensing decision and arrangements for such review or demonstration have been satisfactorily reached between the district and the appropriate vendor or representative.
7. The software is the personal property of the user. A written record of the purchase is available in department files for as long as the software is used on district equipment.

Employees shall maintain the privacy and confidentiality of all passwords and accessible data.

BUSINESS OPERATIONS

Employees shall exercise reasonable physical security and care for all entries made. Unauthorized access may be subject to disciplinary actions.

II. **Communications Software**

1. The use of administrative systems for the access and sending of information should be for district business only.
2. E-Mail among individuals and groups of individuals can be shared freely for the purposes of district business. However, district-wide or multiple department distribution requires a supervisor's approval.
3. Communication systems such as, Internet and Bulletin Boards, can be used with a supervisor's approval.

III. **Licensing**

In order to certify the district's right-to-use software installed on district computers, it is required that copies of all software licenses, POs, or other proof-of-purchase be maintained by the department in control of the computer equipment.

IV. **Audit**

Periodic audits will be made of district computer equipment. Department records will be used to prove ownership of specific software products. If records do not exist and the department is unable to provide proof of purchase, the software will be deleted from the computer's storage device and all backup copies be destroyed.

V. **Federal Law**

Software copyright law was enacted to protect the rights of the authors of software products. Failure to comply with the terms of a software copyright is a federal offense punishable by fines and imprisonment.

PURCHASING, GIFTS, AND AUDIT

BUSINESS OPERATIONS
(Purchasing, Gifts, and Audit)

040-3-1
Approved 05/07/86
Revised 12/10/03

PURCHASING

The Board of Trustees of the Coast Community College District, in exercising its fiduciary responsibility, requires competitive processes for the purchase of materials, supplies, public works projects, and contracted services. All purchases involving district funds shall conform to District, County, State, and Federal requirements.

Formal bidding will occur as required by Public Contract Code Section 20651(a-d) and shall be made upon advertised bids, in accordance with Education Code 81641. All purchases of materials or supplies in excess of the State limit (at adoption \$58,900) as defined by Public Contract Code Section 20651(d) and all Public works projects as defined by Public Contract Code Section 20651(b) shall be approved by the Board of Trustees during a Regular Meeting of the Board prior to the issuance of a purchase order.

The Chancellor and Vice Chancellor of Administrative Services shall establish administrative procedures to ensure open and competitive processes for goods and services costing more than \$10,000.00, but less than the State limit, as defined above, to support the District's best interest.

The Office of the Internal Auditor shall be responsible for an annual review of purchasing practices.

Education Code 81641, 81656
Public Contracts Code Section 20651

BUSINESS OPERATIONS
(Purchasing, Gifts, and Audit)

040-3-1.1
Approved 09/03/86
Revised 12/10/03

**PURCHASING BY THE DEPARTMENT OF GENERAL SERVICES
OF THE STATE OF CALIFORNIA**

The Board shall by resolution authorize the purchase of supplies and equipment using the competitive bid contracts of the State of California, General Services Department. The Chancellor; Vice Chancellor, Business Affairs; and the Director of Purchasing shall be authorized to sign and deliver all necessary requests and other documents in connection with and on behalf of the Coast Community College District.

Government Code Section 17595

040-3-1.2
Approved 02/07/96

STANDARD AGREEMENTS FOR SERVICES

The District Director of Purchasing or the Vice Chancellor of Administrative Services are authorized to sign previously Board approved Standard Agreements for Services used for any company who performs field services under \$15,000.

BUSINESS OPERATIONS

(Purchasing, Gifts, and Audit)

040-3-1.3
Approved 02/05/03

INSTITUTIONAL MEMBERSHIPS

Institutional memberships will be recommended to the Board for approval after review by the college President for campus requests and by the Chancellor or designee for district office requests. Individual memberships are considered a gift of public funds and, therefore, will not be recommended.

BUSINESS OPERATIONS
(Purchasing, Gifts, and Audit)

040-3-2
Approved 02/18/87
Revised 10/19/88
Revised 10/15/91
Revised 03/03/93
Revised 04/23/97
Revised 12/10/03

PETTY CASH FUNDS FOR SMALL EMERGENCY PURCHASES

the District has established Petty Cash Funds in the amount of \$5,000 at the three campus business offices and \$1000 at the District Administrative Office. These funds allow those offices named to have cash available for small emergency purchases made by District employees. Independent contractors will not be allowed to use these funds.

Authorized expenditures might include instructional and office supplies, reimbursement for mileage for any one calendar month, maintenance of equipment supplies, District transportation vehicle supplies, etc. The Vice Chancellor of Administrative Services shall establish administrative procedures and indicate the limitations for single expenditures from these funds. These cash funds were established from the District's existing Revolving Cash Fund with the Vice Chancellor, Administrative Services maintaining control of the funds by appointing custodians at each location.

Custodians of these funds are as follows:

Coastline Community College	President/Vice President, Administrative Services
District Office	Director, Purchasing/Vice Chancellor, Administrative Services
Golden West College	Vice President, Administrative Services/Director of Fiscal Services
Orange Coast College	Vice President, Administrative Services/Fiscal Affairs Supervisor

BUSINESS OPERATIONS
(Purchasing, Gifts, and Audit)

040-3-3
Approved 02/18/87
Revised 03/03/93
Revised 04/23/97

REVOLVING CASH FUND

The District shall have a Revolving Cash Fund at the maximum level of sixty thousand dollars (\$60,000).

The Vice Chancellor of Administrative Services and the Administrative Director of Fiscal Affairs are the designated custodians of said fund. The signature of one of the custodians is required on claims for replenishment of said fund.

Authorized signatories on the bank account of the fund shall be one of the following:
(Adopted 01/17/96.)

Chancellor
Vice Chancellor, Administrative Services
Vice Chancellor, Human Resources
Administrative Director, Fiscal Affairs
District Accountanting Supervisor

BUSINESS OPERATIONS
(Purchasing, Gifts and Audit)

040-3-4
Approved 07/15/87

PREPAYMENT FUND

The California Education Code Section 85420 authorizes the establishment of a Revolving Cash Fund. Said fund shall be for the use in the prepayment of supplies, equipment, and services needed by the District.

The Prepayment Revolving Cash Fund shall have an amount up to but not in excess of ten thousand dollars (\$10,000).

The fund is for the use of the Purchasing Department of the District for expenditures for service and materials, the securing and purchasing of which are authorized charges against the funds of the District.

The Board by resolution has authorized that signatories on the bank account of the fund shall be one of the following:

Chancellor
Vice Chancellor, Business Affairs
Director/Fiscal Affairs
Director/Purchasing

Education Code 85420

BUSINESS OPERATIONS
(Purchasing, Gifts, and Audit)

040-3-5
Approved 12/10/86
Revised 02/18/87
Revised 03/03/93
Revised 12/10/03
Revised 12/15/04

ALTERNATIVE REVOLVING CASH FUNDS AT THE COLLEGES

Each college of the District has established bank accounts for the sole purpose of facilitating refunds of student material fees, class fees, and supplies fees. Individual refund limits are placed at \$1,000. Replenishing of the funds will be effected by supplying the Fiscal Affairs Department with proper reimbursement request in the prescribed format.

Custodians of these accounts are as follows:

Coastline Community College	President/Vice President, Administrative Services
Golden West College	Vice President, Administrative Services
Orange Coast College	Vice President, Administrative Services/Administrative, Fiscal Affairs Supervisor

BUSINESS OPERATIONS
(Purchasing, Gifts, and Audit)

040-3-5.1
Approved 02/18/87
Revised 12/10/03

ALTERNATIVE REVOLVING CASH FUND AT THE DISTRICT

The District has established a bank account for the sole purpose of paying approved conference and workshop fees and other allowable expenses. Replenishing of the funds will be effected by supplying the Fiscal Affairs Department with proper reimbursement request in the prescribed format.

Custodians of this account are as follows:

District Office

Vice Chancellor, Business Affairs
Director, Purchasing

BUSINESS OPERATIONS
(Purchasing, Gifts, and Audit)

040-3-6

Approved 08/15/84
Revised 02/06/85
Revised 07/09/86
Revised 09/03/86
Revised 07/13/88
Revised 04/01/92
Revised 02/07/96

REPLACEMENT WARRANTS DRAWN BY COUNTY AUDITOR

The Chancellor and the District Disbursing Officer, Vice Chancellor of Administrative Services, are authorized to sign the replacement of payroll warrants when declared by affidavit that the original document has been voided, lost or destroyed.

Education Code 85270

040-3-7

Approved 07/09/86
Revised 09/03/86
Revised 07/13/88
Revised 04/01/92
Revised 02/07/96

REPLACEMENT WARRANTS DRAWN BY DISTRICT

The Chancellor and the District Disbursing Officer, Vice Chancellor of Administrative Services, are authorized to sign the replacement of commercial warrants when declared by affidavit that the original document has been voided, lost or destroyed.

Education Code 85266

BUSINESS OPERATIONS

040-4

INSURANCE

BUSINESS OPERATIONS
(Insurance)

040-4-1
Approved 10/16/85

INSURANCE BROKERAGE

The Coast Community College District shall from time to time seek proposals from qualified insurance brokers to provide all or a part of the District's insurance needs. A qualified insurance broker shall be one who is licensed by the California Department of Insurance.

BUSINESS OPERATIONS
(Insurance)

040-4-2
Approved 07/22/92
Revised 02/04/98

LIMITED AUTHORITY TO SETTLE LIABILITY CLAIMS

The Vice Chancellor, Administrative Services, or his/her designee is authorized to settle claims on behalf of the District in the amount of \$5,000 or less without prior Board approval, upon recommendation of the District's Liability Claims Administrator. Semiannually the Department of Administrative Services will provide for the Board all settlements made under the policy during the previous six months indicating the nature of the claim and the amount of the settlement.

Education Code 72502, 81602
Government Code 935.4, 949

BUSINESS OPERATIONS

040-5

TRAVEL

BUSINESS OPERATIONS
(Travel)

040-5-1
Approved 06/15/88
Revised 02/21/96

TRANSPORTATION REGULATIONS

Transportation of students and District Personnel on District-authorized field trips and overnight trips shall be provided and governed according to regulations established by the Chancellor and published as an Administrative Procedure.

BUSINESS OPERATIONS
(Travel)

040-5-2
Approved 06/20/84
Revised Annually January 1
Revised 01/20/99

MILEAGE REIMBURSEMENT

Board Members and District Employees shall be reimbursed by a mileage rate to be established by the Board of Trustees.

Such reimbursement shall be for travel by private vehicle on District business approved by specified action of the Board of Trustees or the designated District or College authority. Claims for reimbursement must be submitted for the month by the end of the following month.

The mileage reimbursement rate for District employees shall be the same as the current Internal Revenue Service Standard Mileage Rate.

Education Code 72423, 87032

BUSINESS OPERATIONS
(Travel)

040-5-3

Approved 10/16/85
Revised 11/05/86
Revised 12/07/88
Revised 05/02/90
Revised 09/18/91
Revised 11/16/05

ATTENDANCE AT MEETINGS, CONFERENCES, AND CONVENTIONS

Attendance at meetings, conferences, and conventions will be authorized when such attendance bears a direct and vital interest to the District. Evidence should be presented at the time of the request with respect to the manner in which the District would be benefited as the result of such attendance.

Regulations governing District-employee attendance and participation in off-campus meetings, conferences, and conventions with Board approval shall be established by the Chancellor and published in Administrative Procedure 0040-5-3. Attendance at meetings and conferences shall be approved by the Board of Trustees. The Chancellor is authorized to exercise judgment in the event of extreme hardship or substantial impairment to the District. The District shall not unreasonably deny an employee such authorization.

Requests to attend meetings and conferences in the five-county area of Orange, Los Angeles, Riverside, San Bernardino and San Diego for which no reimbursement is sought need only be approved by the president of the college, the Chancellor, or designee.

Persons not District employees, and Board members, who are authorized by the Board to participate in a meeting, conference, or convention shall be reimbursed for actual expenses of meals, lodging, and transportation.

Travel by regular scheduled air coach shall be the expected mode of travel outside the above five-county area for all District-authorized travel. Travel by personal automobile must be specifically authorized and reimbursement will be made based on exact mileage not to exceed air coach equivalency.

District employees shall use only regularly scheduled airlines to travel by air on District business. Any other form of air transportation is not permitted without the prior written authorization of the Chancellor or Vice Chancellor of Administrative Services.

Flight tickets can be procured by purchase order and registration fees can be paid in advance if sufficient time is allowed to handle it in this manner. In addition, the following options are available (only one option may be used):

1. With a reservation, first-night lodging can be secured for the trip by purchase order.
2. Advance of \$100/day can be secured through the District Purchasing Department with the letter of authorization and attached "Claim for Reimbursement of Expenses" form. The advance thus received will be deducted from the total conference reimbursement claim.

BUSINESS OPERATIONS
(Travel)

40-5-3
Con't

Reimbursement limitations for meals and lodging shall be reviewed and established by the Board of Trustees:

Reimbursement limitations for meals and lodging are as follows:

Meals: \$50.00/day without receipts with sublimit not to exceed \$12.00 for breakfast, \$18.00 for lunch, and \$20.00 for dinner, or \$64.00/day with receipts.

Lodging: Reimbursement for actual, reasonable, and necessary expenses.

Reimbursement shall include mileage to and from the airport when air travel is involved. (Those individuals receiving a mileage allowance (stipend) will only be allowed to claim reimbursement for mileage to and from the airport if they are flying out of an airport other than John Wayne, Orange County.)

Education Code 72423, 87032

BUSINESS OPERATIONS
(Travel)

040-5-3.1
Approved 11/05/86

**PARTICIPATION IN EVENTS WHICH INCLUDE A CHARITABLE
CONTRIBUTION OR POLITICAL DONATION**

The Board of Trustees stands opposed to the participation by Board members or employees in events or conferences at District expense where the price of the dinner or admission includes in part or in whole a charitable contribution or a political donation.

BUSINESS OPERATIONS

(Travel)

040-5-4

Approved 01/17/89

Revised 02/21/96

Revised 11/18/98

PARTICIPATION IN OVERNIGHT ATHLETIC EVENTS

Coaches who accompany students on Board approved overnight trips for Commission on Athletics approved sports shall be reimbursed a flat rate of \$80 without receipts, or up to \$125 with appropriate receipts, per overnight stay to cover lodging and meals.

Bus drivers who provide transportation for events for students or District employees will be reimbursed for lodging (private room) and meals at an amount not to exceed Board approved District-wide conference allowances.

TAX SHELTER

BUSINESS OPERATIONS

040-7

RECORDS

BUSINESS OPERATIONS
(Records)

040-7-1
Adopted 08/13/86
Revised 03-07-08

RETENTION AND DESTRUCTION OF RECORDS

Records of the Coast Community College District shall be retained and destroyed, as appropriate, in accordance with Section 59020 through 59029 of Title 5 of the California Administrative Code and other applicable provisions of State and Federal law.

A. NON-RECORDS

For purposes of this policy the following documents are not records and may be destroyed at any time:

1. Mimeographed, otherwise duplicated, or carbon copies, except the original or one copy. (A person receiving a duplicated copy need not retain it.)
2. An individual memorandum, other than one related to personnel matters, or other than a student record, between one employee and another employee of the District.
3. Advertisements and other sales material received.
4. Textbooks, maps used for instruction, and other instructional materials, including library books, pamphlets and magazines.

B. CLASSIFICATION OF RECORDS

Every record of the Coast Community College District shall be classified as either Class 1 (permanent), Class 2 (optional), or Class 3 (disposable), as those terms are defined and used in Sections 59023, 59024 and 59025 of Title 5 of the California Administrative Code.

Records of a continuing nature; i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years; shall not be classified until such usefulness has ceased.

C. RETENTION OF RECORDS

The retention period of Class 3 documents shall be as set out in Section 59026 of Title 5 of the California Administrative Code. With respect to college records the president or their designee, and with respect to District the Vice Chancellor or their designee, shall:

1. Personally supervise the classification of records;
2. Mark each file or other container as to classification and the school year in which the records originated. If the records are classified as Class 3 - Disposable, the officer or designee shall also mark the school year in which such records are to be destroyed.

BUSINESS OPERATIONS

(Records)

040-7-1

Cont'd

3. Supervise the destruction or electronic conversion of records.
4. All records designated for retention under Class 1, 2 or 3 may be converted to electronic or digital form to reduce paper volume, required storage space, and to preserve the integrity of district records.

D. DESTRUCTION OF RECORDS

Prior to the destruction of any records the College President or Vice Chancellor or designees, as appropriate, shall submit to the Board a list of records recommended for destruction, and shall certify that no records are included in the list in conflict with this policy or Title 5. Upon receipt of such classification the Board shall take such action as is appropriate under Section 59028 of Title 5 of the California Administrative Code.

Title 5 of the California Administrative Code
Sections 59020 - 5902

BUSINESS OPERATIONS
(Records)

040-7-1.1
Revised 07/15/87

DESTRUCTION OF OLD EMPLOYMENT APPLICATIONS

Consistent with Federal and State directives and procedures covering destruction of old employment applications, the applications that are three years old or more which do not involve personnel selected for employment and are not related in any way to litigation shall be destroyed.

BUSINESS OPERATIONS
(Records)

040-7-2
Revised 08/20/86
Revised 09/22/93
Revised 07/15/98
Revised 12/10/03

INSPECTION AND COPYING OF PUBLIC RECORDS

In accordance with the California Public Records Act (Government Code 6250 et seq) the following policy shall govern issues relating to access to and copying of public records under the jurisdiction of the Coast Community College District.

INSPECTION OF PUBLIC RECORDS

- A. A request to inspect public records:
 - 1. Shall be in writing and shall identify with reasonable particularity the records in question.
 - 2. May be delivered by mail or in person to the college president, Chancellor or designee, as appropriate.
 - 3. Will be made sufficiently in advance of the date of inspection so as to permit the district or college administration to assemble the records that are exempt from disclosure.
- B. Records that are exempt from public disclosure may not be inspected. Examples of such records are those that are exempt from public disclosure by State or Federal law (such as certain student records), certain preliminary drafts not retained by the District in the ordinary course of business, records pertaining to litigation and legal advice, personnel or medical files (the disclosure of which would amount to an unwarranted invasion of privacy), test questions and information provided to the District on a confidential basis, and trade secret and other proprietary information of the District.
- C. The college or district administration will determine a reasonable time and place for the inspection of public records and shall advise the person requesting to inspect the public records of such time and place. The college or district administration shall maintain a record of the request and the time and place identified for inspection pursuant to the request.

COPYING OF PUBLIC RECORDS

- A. A request to copy a public record and the college or district administration's reply thereto shall be made in the same way as identified above for inspection of public records.
- B. A request to copy a public record shall be accompanied by an advance fee or deposit of 10 cents per page. This fee is deemed sufficient to reimburse the District for the direct costs of duplication. If the college or district administration determines that extraordinary staff services will be required in any individual case, the fee shall be the District's actual costs. For purposes of determining the District's actual costs of providing a copy, the district administration shall consider the cost to the District of using a copy machine or other equipment and all materials related thereto (e.g., paper and chemicals); the staff time necessary to assemble, copy, collate, fasten, and deliver the public records to the requesting person; and postage, if applicable.

BUSINESS OPERATIONS
(Records)

040-7-2
cont'd

Inspection of Public Records, cont'd

Upon receipt of the advance fee or deposit the college or district administration shall produce a copy of the public record in question.

- C. The college or district administration shall not be required to generate information that does not exist in an existing public record nor create a record that does not exist.

Government Code 6250 et seq
Government Code 6253, 6257

ACADEMIC CALENDAR

BUSINESS OPERATIONS
(Academic Calendar)

040-8-1
Approved 03/02/88
Current Revised 12/13/00

ACADEMIC CALENDAR

The Chancellor shall annually prepare or cause to be prepared a school calendar to be presented to the Board of Trustees for approval for implementation for the next succeeding school year.

Academic Calendar on following page.

**ACADEMIC CALENDAR
2009-2010**

Coastline Community College - Orange Coast College - Golden West College

Summer 2010

First Day of Instruction	Monday, June 7, 2010
Independence Day (holiday)	Monday, July 5, 2010
Last Day of Instruction	Sunday, August 15, 2010

**ACADEMIC CALENDAR
2009-2010**

Coastline Community College - Orange Coast College - Golden West College

16 – Week Calendar

Fall 2009

First Day of Instruction	Monday, August 31, 2009
Labor Day (holiday)	Monday, September 7, 2009
Second Eight Week Classes Begin	Monday, October 26, 2009
Veteran's Day (holiday)	Wednesday, November 11, 2009
Thanksgiving (holidays)	Thursday, November 26 – Sunday, November 29, 2009
Last Day of the Semester	Sunday, December 20, 2009

Fall 2009 Faculty Duty Days	87
Total Fall 2009 Instructional Days	106

Winter Break	*Monday, December 21, 2009 – Sunday, January 3, 2010
--------------	---

Winter Intersession 2010

First Day of Instruction	Monday, January 4, 2010
Martin Luther King Day (holiday)	Monday, January 18, 2010
Winter Intersession Ends	Friday, January 29, 2010

Spring 2010

First Day of Instruction	Saturday, January 30, 2010
Lincoln's Day (holiday)	Friday, February 12, 2010
Washington's Day (holiday)	Monday, February 15, 2010
Spring Recess (holidays) (Between the First and Second Eight-Week sessions)	Monday, March 29, 2010 – Sunday, April 4, 2010
Second Eight Week Classes Begin	Monday, April 5, 2010
Last Day of Semester	Sunday, May 30, 2010
Memorial Day (holiday)	Monday, May 31, 2010

Spring 2010 Faculty Duty Days	88
Total Spring 2010 Instructional Days	110

Total Faculty Duty Days	175
Total Instructional Days	216

Note: Easter Sunday falls on April 4, 2010

*Classified and 12-month employees begin holiday break on Monday, December 21, 2009.

ACADEMIC CALENDAR

2009-2010

Coastline Community College - Orange Coast College - Golden West College

Special Programs and Services

18-Week Calendar

Fall 2009

First Day of Instruction	Monday, August 31, 2009
Labor Day (holiday)	Monday, September 7, 2009
Veteran's Day (holiday)	Wednesday, November 11, 2009
Thanksgiving (holidays)	Thursday, November 26 – Sunday, November 29, 2009
Winter Break	*Monday, December 21, 2009 – Sunday, January 3, 2010
Classes Resume	Monday, January 4, 2010

Last Day of the Semester Saturday, January 16, 2010

Fall 2009 Faculty Duty Days 87

Total Fall 2009 Instructional Days 103

Spring 2010

Martin Luther King Day (holiday) Monday, January 18, 2010

First Day of Instruction Tuesday, January 19, 2010

Lincoln's Day (holiday) Friday, February 12, 2010

Washington's Day (holiday) Monday, February 15, 2010

Spring Recess (holidays) Monday, March 29, 2010 -

Sunday, April 4, 2010

Classes Resume Monday, April 5, 2010

Last Day of Semester Saturday, May 29, 2010

Memorial Day (holiday) Monday, May 31, 2010

Spring 2010 Faculty Duty Days 88

Total Spring 2010 Instructional Days 104

Total Faculty Duty Days 175

Total Instructional Days 207

Note: Easter Sunday falls on April 4, 2010

*Classified and 12-month employees begin holiday break on Monday, December 21, 2009.

