

Chancellor's CABINET HIGHLIGHTS



This is a publication of the Contra Costa Community College District Chancellor's Office to Employees of the District.

Members of the Chancellor's Cabinet: *Helen Benjamin*, Chancellor; *Deborah Blue*, Vice Chancellor, Districtwide Planning and Educational Services; *Peter García*, President, LMC; *Eugene Huff*, Associate Vice Chancellor/Chief Human Resources Officer; *Mojdeh Mehdizadeh*, Associate Vice Chancellor/Chief Information Officer; *Ray Pyle*, Chief Facilities Planner; *Doug Roberts*, Associate Vice Chancellor/Chief Financial Officer; *Judy Walters*, President, DVC; *McKinley Williams*, President, CCC

August 2007

Mission

The mission of the Chancellor's Cabinet is to serve as the leadership team ensuring the capacity of our District to effectively educate students and meet the needs of our communities in partnership with classified staff, faculty, and other managers.

60th Anniversary Celebration of the District

The dates in the history of the District listed below were reviewed by Cabinet and shared with the Board at its August 29, 2007, meeting:

- **December 27, 1948**
The Contra Costa County Board of Supervisors declared the Contra Costa County Junior College District (CCCJCD) officially created as a result of a special election held on December 14, 1948. The vote count was as follows: **6,034 ayes; 5,244 nays**
- **January 24, 1949**
First official Board meeting held
- **June 15, 1949**
Drummond McCunn appointed as superintendent
- **September 1949**
First instruction at Camp Stoneman, Pittsburg, California
- **October 10, 1949**
Temporary campus established at Kaiser Shipyard #3 for Richmond Campus
- **September 1950**
First instruction at East Campus, Martinez, California

Planning for the District's anniversary celebration will be discussed further by the Board at its September 26, 2007, meeting.

Business Procedures 18.02 and 18.03

Two attached procedures are in development: Business Procedure 18.02, Guidelines for College Unit Cost Allocations is new and Business Procedure 18.03, Guidelines for College Classified Staffing is being revised. Business Procedure 18.02 provides a new formula which places more financial responsibility on the colleges and corrects one of the financial problems pointed out by Mike Hill. Once approved, the formulas presented will be used in the 2007-08 budget. Both procedures will go through the District Governance Council process.

Emergency Preparedness

Emergency Services Coordinator Ted Terstegge updated Chancellor's Cabinet on the tasks and projects that lie ahead for the development of an emergency program Districtwide and also presented his plan to the Governing Board at their August meeting. In addition to the creation of a new website, <http://www.4cd.net/911/>, siren systems will be installed at four District locations, an emergency manual is being updated and a Districtwide emergency committee is currently being established.

Marketing Activities

Agreement was reached to develop a Districtwide publication updating all taxpayers on Measure A 2002 and Measure A 2006 projects. All colleges and centers will be highlighted in this feature planned for fall 2007 distribution. In addition, all college presidents agreed to submit a design that will be used on postcards to be sent to more than 9,000 students who applied to one of the colleges/centers, but did not enroll this year. The intent of the postcard will be to remind students that it is not too late to enroll for a short-term class this semester or to begin anew in spring 2008.

New Construction Bidding Guidelines

The District is in the process of establishing new construction bidding guidelines (Business Procedure 11.02 attached) in accordance with Public Contract Code 22003. Known as the Uniform Public Construction Cost Accounting Act (UPCCAA), the code outlines procedures for informal and formal construction bidding, and increases the formal bid limit requirement from \$15,000 to \$125,000.

GUIDELINES FOR COLLEGE UNIT COST ALLOCATIONS

On a per-site basis, colleges and college centers will each receive a dollar allocation to fund the “unit cost allocations” as outlined in Business Procedure 18.01. The total dollars available will be calculated using the following dollar-per-FTES graduated scale:

- for the first 5,000 FTES, an allocation will be made at the rate of \$210/FTES;
- for the next 5,000 FTES, an allocation will be made at the rate of \$190/FTES; and
- for all FTES thereafter, an allocation will be made at the rate of \$160/FTES.

To the extent possible, the above funding rates will be indexed to reflect increases in state COLA beginning with 2007-08.

GUIDELINES FOR COLLEGE CLASSIFIED STAFFING

1. Other Than Operational Staff

<u>Full-Time Equivalent Students</u>	<u>Ratio of Number of Full-Time Equivalent Employees to Full-Time Equivalent Students</u>
1,000 - 2,999	1 : 85
3,000 - 3,499	1 : 90
3,500 - 3,999	1 : 95
4,000 - 4,499	1 : 100
4,500 - 4,999	1 : 105
5,000 - 5,499	1 : 110
5,500 - 5,999	1 : 115
6,000 - 6,999	1 : 120
7,000 - 7,999	1 : 125
8,000 - 8,999	1 : 130
9,000 - 9,999	1 : 135
10,000 - 10,999	1 : 140
11,000 - 11,999	1 : 145
12,000 - 12,999	1 : 150
13,000 - 13,999	1 : 155
14,000 - 14,999	1 : 160
15,000 - 15,999	1 : 165
16,000 - 16,999	1 : 170
17,000 - 17,999	1 : 175

Plus 1 FTE employee for each 1,000 FTES and an allocation for Child Development staffing as follows: 2 FTE employees at CCC and LMC and 4 FTE employees at DVC.

NOTE: A full-time 9-month position converts to .75 FTE; a full-time 10-month position converts to .83 FTE; and a full-time 11-month position converts to .92 FTE.

On a per-site basis, colleges and college centers will each receive a dollar allocation to fund (other than operational) classified staffing. The total dollars available will be calculated using the following dollars-per-FTES graduated scale:

- for the first 5,000 FTES, an allocation will be made at the rate of \$560/FTES;
- for the next 5,000 FTES, an allocation will be made at the rate of \$380/FTES; and
- for all FTES thereafter, an allocation will be made at the rate of \$220/FTES.

The above funding rates will be indexed to reflect negotiated salary increases beginning with any increase given in 2007-08.

2. Custodial Staffing--Operational Staff

Custodial Manager (Evening)	1 per College
Day Custodian II	1 per College, plus

	1 per 250,000 square feet of building floor area
Custodian II (Evening) (Including Lead Custodian)	1 per 21,000 square feet of building floor area
Custodial Supervisor	Based on need
3. Buildings & Grounds Staffing--Operational Staff	
Buildings and Grounds Manager	1 per College
Maintenance Mechanic (Including Lead Maintenance Mechanic)	1 per College - Additional based on need
Building Maintenance Worker	1 per College - Additional based on need
Groundsworker/Gardeners (Including Lead Groundsworker/Gardener)	1 per 15 acres of improved campus areas and 1 per 30 acres unimproved ground and parking lots
Equipment Maintenance Worker (Including Senior Equipment Maintenance Worker*)	1 per College - Additional based on need
Operations Supervisor	Based on need
*In lieu of Swimming Pool Maintenance Worker	
4. Security Staffing--Operational Staff	
Police Services Lieutenant	1 per College
Police Services Officer	Based on need
5. Other Operational Staffing	
Campus Facilities Assistant	Based on need
Supply Truck Driver	Based on need
Inventory and Receiving Clerk	1 per College

**CONSTRUCTION BIDDING GUIDELINES
(Alternative #1)**

**For Use Where Community College District
Chooses to Maintain Contractor Lists**

A. Informal and Formal Bidding Procedures

Public Projects, as defined by Public Contract Code section 22002 and in accordance with the monetary limits described in Public Contract Code section 22032 (as amended from time to time by the California Uniform Construction Cost Accounting Commission) shall be let to contract by procedures described in Public Contract Code section 22030 *et seq.*

B. Procedures Not Established by the Act

When the Act does not establish a procedure for bidding public Projects, the procedures described in Public Contract Code section 20650 *et seq.* shall govern.

C. Contractors List

Lists of contractors shall be developed and maintained in accordance with the provisions of Public Contract Code section 22034 and criteria promulgated from time to time by the Commission.

D. Award to Low Bidder; No Bids

All contracts must be awarded to the lowest bidders. If two (2) or more bids are the same and lowest, the Community College District may accept the one it chooses. When no bids are received, the District may perform Public Projects with District employees or through a negotiated contract without further complying with the Administrative Regulation...

E. Notice Inviting Informal Bids

When a Public Project which is anticipated to fall within the monetary limits on informal bids described in Public Contract Code section 22032 (as amended from time to time by the Commission) is to be performed, the Community College District shall prepare a notice of the opportunity to bid which describes the project in general terms, states the time and place for the submission of bids and describes how to obtain more detailed information about the Project. The District shall mail the notice to all contractors for the category of work to be bid, as shown on the list developed in accordance with section C. It may also be mailed to all construction trade journals as specified by the Commission in accordance with Public Contract Code section 22036. Other contractors and/or construction trade journals may also be notified at the discretion of the department soliciting bids. Mailing shall be completed at least ten (10) days before bids are due.

F. Award of Informally-Bid Contracts

The Chancellor or its designee is authorized to award informal contracts as defined in Public Contract Code section 22032, except those described in Section M.

G. Bids Exceed Informal Bidding Limit

If all informal bids received exceed the monetary limits on informal bids described in Public Contract Code section 22032 (as amended from time to time by the Commission) and the Community College District determines that the cost estimate was reasonable, the District may award the contract at up to the limit described in Public Contract Code section 22034, subdivision (f), by resolution approved by a four-fifths (4/5) vote of the Governing Board.

H. Bid Documents for Formal Bids

The Governing Board shall adopt plans, specifications and working details for all Public Projects which are anticipated to fall outside the monetary limits on informal bids describes in Public Contract Code section 22032 (as amended from time to time by the Commission).

I. Notice Inviting Formal Bids

When a Public Project which is anticipated to fall outside the monetary limits on informal bids described in public Contract Code section 22032 (as amended from time to time by the commission) is to be performed, the Community College District shall publish a notice inviting formal bids in a newspaper of general circulation as described in Public Contract Code section 22037. The notice shall also be mailed to all construction trade journals as specified by the Commission in accordance with Public Contract Code section 22036. Other contractors and/or construction trade journals may also be notified, at the discretion of the department soliciting bids. Mailing shall be completed at least thirty (30) days before bids are due.

J. When Contractors List Has Not Been Prepared: Proprietary Product or Service

Notwithstanding sections E and I:

- (1) If the Community College District has not prepared a list of contractors for the particular category of work to be performed, the notice inviting bids shall be sent to each of the construction trade journals specified by the Commission.
- (2) If the product or service is proprietary in nature, such that it can be legally obtained only from a certain contractor(s) pursuant to Public Contract Code section 3400, the notice inviting informal bids may be sent exclusively to such contractor(s).

K. Contracts for Maintenance and Other Work

Contracts for Maintenance, as defined by Public Contract Code section 22002, and for any other work which does not fall within that section's definition of Public Projects, may be bid pursuant to the Informal Bidding Procedures described in section E and the Formal Bidding Procedures described in section I.

L. Rejection of Bids; Use of Community College District Employees

If the Community College District intends to reject all bids, it must mail the apparent low bidder a written notice of the District's intent to reject the bid at least two (2) business days prior to the hearing at which the bids will be considered.

After rejecting all bids, the Community College District may:

- (a) abandon the project;
- (b) readvertise the project; or
- (c) perform the work with District employees, after passing a resolution by a four-fifths (4/5) majority of the Governing Board declaring that the project can be performed more economically by District employees.

M. Emergency Procedures

When an emergency necessitates repair or replacement, contracts shall be awarded pursuant to the procedures described in Public Contract Code sections 22035 and 22050.

N. Uniform Cost Accounting Procedures

Whenever the Community College District uses its own employees to perform a public works or maintenance project valued at more than the monetary limit on informal bidding projects described in Public Contract Code section 22032 (as amended from time to time by the Commission) it must implement the Uniform Construction Cost Accounting Policies and Procedures described in Public Contract Code section 22042 et seq. and the Commission's policies and procedures manual.

**CONSTRUCTION BIDDING GUIDELINES
(Alternative #2)**

**For Use Where Community College District
Chooses Not to Maintain Contractor Lists**

A. Informal and Formal Bidding Procedures

Public Projects, as defined by Public Contract Code section 22002 and in accordance with the monetary limits described in Public Contract Code section 22032 (as amended from time to time by the California Uniform Construction Cost Accounting Commission) shall be let to contract by procedures described in Public Contract Code section 22030 *et seq.*

B. Procedures Not Established by the Act

When the Act does not establish a procedure for bidding public Projects, the procedures described in Public Contract Code section 20650 *et seq.* shall govern.

C. Award to Low Bidder; No Bids

All contracts must be awarded to the lowest bidders. If two (2) or more bids are the same and lowest, the Community College District may accept the one it chooses. When no bids are received, the District may perform Public Projects with District employees or through a negotiated contract without further complying with this Administrative Regulation.

D. Notice Inviting Informal Bids

When a Public Project which is anticipated to fall within the monetary limits on informal bids described in Public Contract Code section 22032 (as amended from time to time by the Commission) is to be performed, the Community College District shall prepare a notice of the opportunity to bid which describes the project in general terms, states the time and place for the submission of bids and describes how to obtain more detailed information about the Project. The District shall mail the notice to all construction trade journals as specified by the Commission in accordance with Public Contract Code section 22036. Other contractors and/or construction trade journals may also be notified at the discretion of the department soliciting bids. Mailing shall be completed at least ten (10) days before bids are due.

E. Award of Informally Bid Contracts

The Chancellor or its designee is authorized to award informal contracts as defined in Public Contract Code section 22032, except those described in section L.

F. Bids Exceed Informal Bidding Limit

If all informal bids received exceed the monetary limits on informal bids described in Public Contract Code section 22032 (as amended from time to time by the Commission) and the Community College District determines that the cost estimate was reasonable, the District may award the contract at up to the limit described in Public Contract Code section 22034, subdivision (f), by resolution approved by a four-fifths (4/5) vote of the Governing Board.

G. Bid Documents for Formal Bids

The Governing Board shall adopt plans, specifications and working details for all Public Projects which are anticipated to fall outside the monetary limits on informal bids describes in Public Contract Code section 22032 (as amended from time to time by the Commission).

H. Notice Inviting Formal Bids

When a Public Project which is anticipated to fall outside the monetary limits on informal bids described in public Contract Code section 22032 (as amended from time to time by the commission) is to be performed, the Community College District shall publish a notice inviting formal bids in a newspaper of general circulation as described in Public Contract Code section 22037. The notice shall also be mailed to all construction trade journals as specified by the Commission in accordance with Public Contract Code section 22036. Other contractors and/or construction trade journals may also be notified, at the discretion of the department soliciting bids. Mailing shall be completed at least thirty (30) days before bids are due.

I. Proprietary Product or Service

Notwithstanding sections C and F, if the product or service is proprietary in nature, such that it can be legally obtained only from a certain contractor(s) pursuant to Public Contract Code section 3400, the notice inviting informal bids may be sent exclusively to such contractor(s).

J. Contracts for Maintenance and Other Work

Contracts for Maintenance, s defined by Public Contract Code section 22002, and for any other work which does not fall within that section's definition of Public Projects, may be bid pursuant to the Informal Bidding Procedures described in section D and the Formal Bidding Procedures described in section H.

K. Rejection of Bids; Re-Solicitation: Use of Community College District Employees

If the Community College District intends to reject all bids, it must mail the apparent low bidder a written notice of the District's intent to reject the bid at least two (2) business days prior to the hearing at which the bids will be considered.

After rejecting all bids, the Community College District may:

- (d) abandon the project;
- (e) readvertise the project; or
- (f) perform the work with District employees, after passing a resolution by a four-fifths (4/5) majority of the Governing Board declaring that the project can be performed more economically by District employees.

L. Emergency Procedures

When an emergency necessitates repair or replacement, contracts shall be awarded pursuant to the procedures described in Public Contract Cost sections 22035 and 22050.

M. Uniform Cost Accounting Procedures

Whenever the Community College District uses its own employees to perform a public works or maintenance project valued at more than the monetary limit on informal bidding projects described in Public Contract Code section 22032 (as amended from time to time by the Commission) it must implement the Uniform Construction Cost Accounting Policies and Procedures described in Public Contract Code section 22042 *et seq.* and the Commission's policies and procedures manual.

Accounting Policies and Procedures described in Public Contract Code section 22042 *et seq.* and the Commission's policies and procedures manual.