

Chancellor's CABINET HIGHLIGHTS



This is a publication of the Contra Costa Community College District Chancellor's Office
Dr. Helen Benjamin, Chancellor

Members of the Chancellor's Cabinet: *John al-Amin*, Vice Chancellor, Administrative Services; *Helen Benjamin*, Chancellor; *Peter García*, President, DVC; *Eugene Huff*, Vice Chancellor, Human Resources/Chief Negotiator; *Robert Kratochvil*, President, LMC; *Tim Leong*, Director, Communications and Community Relations; *Mojdeh Mehdizadeh*, Vice Chancellor, Education and Technology; *Denise Noldon*, President, CCC; *Ray Pyle*, Chief Facilities Planner

June 2013

~ Mission

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

District Strategic Plan

Cabinet reviewed and provided input on the timeline to complete the District's 2014-19 Strategic Plan.

2013-14 Tentative Budget

Cabinet reviewed and provided input on the 2013-14 Tentative Budget that will be presented at the June 26, 2013, Governing Board meeting.

Fall Districtwide Marketing Discussion

Since the District has the opportunity to capture growth funding available thanks to the passage of Prop 30, Cabinet is exploring additional marketing activities similar to the summer 2013 marketing effort that can be administered districtwide and compliment what efforts are being done at the colleges.

Business Procedures Receive Final Approval

Cabinet gave final approval to the following:

| | |
|--------------------|---|
| Bus. 2.01 | Attendance Accounting |
| Bus. 3.30 | Externally Funded Projects |
| Bus. 6.01 (Delete) | <u>Guidelines for Processing Applications for Use of Facilities</u> |
| Bus. 6.02 (Delete) | Guidelines to Determine Fees for Use of College Facilities |
| Bus. 7.05 (Delete) | Fees for Meals Funded by Participants |
| Bus. 7.31 | Preparation of Bank Deposits |
| Bus. 7.32 | <u>Returned Checks Procedure</u> |

The Contra Costa Community College District, founded in 1948 and governed by a publicly elected five-member board, is one of the largest multi-college community college districts in California. The mission of the District is to attract and transform students and communities by providing accessible, innovative and outstanding higher education learning opportunities and support services.

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|--------------------|--|
| Bus. 9.09 | <u>Guidelines for Hosting Official Functions</u> Meals and Light Refreshments |
| Bus. 9.42 | <u>Contracts/Agreements for Professional Services and Advice</u> |
| Bus. 9.43 (Delete) | <u>Contracting for other Than Technical Services</u> |
| Bus. 9.44 (Delete) | <u>Contracting for Technical Services by Individuals (Non -Employees)</u> |
| Bus. 10.52 (New) | <u>Donor Recognition</u> |

ATTENDANCE ACCOUNTING

Full-time equivalent students (FTES) shall be reported on forms prepared by the state Chancellor's Office at such times as required by law or regulation. Each college's office of Admissions and Records is responsible for accurate reporting of FTES and for entering the data into the state Chancellor's Office reporting tool. The work file is updated through screen 3A3B and the reports are generated through screen CA3R within the Enterprise Resource Planning system. After the data are input, the certification of the attendance reports (CCFS-320, CCFS-321, and CCFS 320-F) is done by the Director of District Finance Services, or designee.

Reporting Dates for State Apportionment Reports (CCFS-320 CCFS-321, CCFS-320F)

- The "first period" reports encompass data for July 1 through December 31 and are due in the state Chancellor's Office on or before January 15.
- The "second period" reports encompass data for July 1 through April 15 and are due in the state Chancellor's Office on or before April 20.
- The "annual" reports encompass data for July 1 through June 30 and are due in the state Chancellor's Office on or before July 15.

Correction of Attendance Errors

The District is required to correct significant attendance errors. Factors in the state apportionment formula consider all districts in total, and any significant attendance report change in one district could impact all other districts. Every effort must be made to report accurate attendance the first time with notification to the state Chancellor's Office of any major change in claimed amounts. If corrections are necessary, they are to be submitted on a CCFS-317 report.

Attendance Computation

The District follows the Student Attendance Accounting Manual (SAAM) for all student workload measurements. SAAM is a set of statutory and regulatory guidelines all California Community Colleges must adhere to. An electronic copy of the SAAM is available at the state Chancellor's Office website. Common terminology and computations are listed for reference.

The "class hour" is the basic unit of attendance for computing FTES. It is a period of not less than 50 minutes of scheduled instruction and/or examination. There can be only one "class hour" in each "clock hour," except as provided for multiple class hour classes. A class scheduled for less than a single 50-minute period is not eligible for apportionment. For purposes of computing FTES, a class hour is commonly referred to as a "contact hour" or "Student Contact Hour" (SCH). A partial class hour can be claimed for a class scheduled for more than one clock hour.

A clock hour is a 60-minute timeframe which may begin at any time. For example, 8am to 9am or 8:30am to 9:30am. Each clock hour is composed of one class hour segment and a segment referred to as passing time, "break," etc. No additional attendance may be claimed for this 10-minute segment, except as provided for under "multiple class hours." A multiple hour class is a period of instruction scheduled for more than one clock hour.

The following examples show how weekly student contact hours (WSCH) are computed:

| | | |
|---------------------------------------|---|----------|
| MWF 0800-0850 (excludes passing time) | = | 3.0 WSCH |
| MWF 0810-0900 (excludes passing time) | = | 3.0 WSCH |
| MWF 0800-0900 (includes passing time) | = | 3.0 WSCH |

0800 to 0850 = 50 min. = 1 class hour in 1 clock hour = 1.0 WSCH x 3 days = 3.0 WSCH
 0810 to 0900 = 50 min. = 1 class hour in 1 clock hour = 1.0 WSCH x 3 days = 3.0 WSCH
 0800 to 0900 = 1 clock hour = 1.0 WSCH x 3 days = 3.0 WSCH
 TTh 0800-0915 (excludes break time) = 3.0 WSCH
 TTh 0810-0925 (excludes break time) = 3.0 WSCH
 TTh 0800-0925 (includes break time) = 3.0 WSCH

0800 to 0850 = 50 min. = 1 class hour = 1.0 WSCH
 0850 to 0915 = 25 min. = 0.5 class hours = 0.5 WSCH
 1.5 WSCH x 2 days = 3.0 WSCH

Calculation of FTES to WSCH for weekly student contact hours is generally done as follows:

Census Date Contact Hours x Term Length Multiplier / 525 x FTES annualizer

An FTES annualizer is part of the FTES formula because statute specifically requires the use of 525 as the divisor. The FTES annualizer is a function of the length of the academic year and the proportion of that year completed during each reporting period in terms of scheduled faculty contact hours of instruction and examination.

Calculations for other forms of attendance are also listed:

Daily Student Contact Hours (DSCH) is the number of class hours each course is regularly scheduled to meet on each day multiplied by the number of students actively enrolled in the course.

Census Date DSCH x Days Course is Scheduled to meet / 525 x FTES annualizer

The actual hours of attendance calculation (also referred to as "positive attendance") is based on an actual count of enrolled students present at each class meeting.

Total Hours of Actual Attendance / 525 x FTES annualizer

Further information on attendance accounting can be found in the SAAM.

Education Code 84501

1. ~~Printing of In-house Attendance Accounting~~

a. ~~The following in-house reports are used to prepare the Apportionment Attendance Report (CCFS-320), and the Apprenticeship Attendance Report (CCFS-321) submitted to the State:~~

~~Report No. Description~~

~~CA3R Independent Study and Work Experience Variable Unit Courses: 1st and 2nd Census~~

~~CA3R Independent Study & Work Experience Variable Unit Courses: Daily Census, 1st and 2nd Census~~

~~CA3R Weekly Census Courses: 1st and 2nd Census~~

~~CA3R Daily Census Courses: 1st and 2nd Census~~

CA3R Positive Attendance & Apprenticeship Credit Courses

CA3R TV Variable Unit Courses (If needed)

CA3R TV Fixed Unit Courses (if needed)

CA3R Positive Attendance & Apprenticeship Noncredit Courses

CA3R Basic Skills Attendance

CA3R Gain Student Attendance

CA3R Amnesty Student Attendance

b. The Comptroller schedules the printing of the above reports based on census dates and the CCFS reports due dates.

2. Preparation of Attendance Report Worksheet for CCFS-320.

a. A spreadsheet is prepared by the Comptroller or designee, wherein the total hours from the total pages of the attendance reports are input, by classification, to calculate FTES.

b. The following formulas are incorporated in the worksheet for FTES computation:

| Part | Description | Formula* |
|------|---|---|
| II | Student Contact Hours of Weekly Census Procedure Courses | Census Date Contact Hours x Term Length Multiplier / 525 x Annualizer |

| Part | Description | Formula* |
|------|--|---|
| III | Student Contact Hours of Daily Census Procedure Courses | Census Date Contact Hours / 525 x Annualizer |

| | | |
|----|--|----------------------------------|
| IV | Student Contact Hours of Actual Hours of Attendance | Contact Hours / 525 x Annualizer |
|----|--|----------------------------------|

| | | |
|---|--|---|
| V | Approved Independent Study and Work Experience Education Courses Weekly Census procedure courses | Census Date Contact Hours x Term Length Multiplier / 525 x Annualizer |
|---|--|---|

| | | |
|----|---|---|
| VI | Approved Independent Study and Work Experience daily census procedure courses | Census Date Contact Hours x / 525 x Annualizer |
|----|---|---|

* In calculating annual FTES, annualizers are not used.

An annualizer is the ratio of the prior year's total FCH actually generated for a specific FTES category to the FCH actually generated during the report time period for the same FTES category.

Term length multiplier refers to the average number of weeks that one semester runs.

3. Filling out the CCFS Forms

The Comptroller or designee completes the following reports to the State:

a. CCFS-320

- (1) Transfer the information from the attendance worksheet into the CCFS-320 forms by Part, by college. Also, complete one report for the District composite.
- (2) CCFS-320 requires that the following supplemental FTES information be supplied:
 - Basic Skills Students - The FTES for basic skills students is computed using the same worksheet as described above (Section 2).
 - FTES generated in leased (or rented) space, of less than 100% control

b. CCFS-321

- (1) CCFS-321 reports Apprentice Hours of Instruction for Credit and Noncredit Courses. Attendance reports contain the total hours called for by CCFS-321, without the annualizers. The annualizer used for reporting purposes is the ratio of the prior year's total actual hours to the actual hours during the report time period.
- (2) Complete one CCFS-321 report by college, and one for the District composite.

4. Reports Review and Approval

- a. All the CCFS reports, with the worksheets attached, are forwarded to the Vice Chancellor, Finance and Administration for review.
- b. If the review yields any correction to the reports, these are given to the Accountant for the necessary adjustments.
- c. If there are no corrections, the Vice Chancellor, Finance and Administration then obtains the Chancellor's signature on all the reports.

5. Report Distribution

- a. The CCFS-320 and CCFS-321 reports are distributed by the Comptroller or designee, as follows:
 - (1) District composite, unsigned copies:
 - 1- Vice Chancellor, Finance and Administration
 - 1- Comptroller
 - 1- County Superintendent of Schools
 - 1- Vice Chancellor, Systems, Planning and Support
 - 1- Auditors
 - 2- File
 - (2) By College, unsigned copies
 - 1- Vice Chancellor, Finance and Administration
 - 1- Comptroller
 - 1- County Superintendent of Schools
 - 1- Director of Information Systems
 - 1- Auditors

- 1— College Presidents (only for their respective Colleges)
- 1— Directors of Admissions & Records (only for their respective Colleges)
- 2— File

- (3) — Signed copies
 - 1— State
 - 1— File

- (4) — Original — State

b. — The due dates for the CCFS reports are:

- Period 1 — January 15
- Period 2 — April 30
- Annual — July 15

EXTERNALLY FUNDED PROJECTS

Introduction

Funding from external sources is vital for the establishment of many new and innovative programs and services enriching the colleges and District Office. Outside funding enables such entrepreneurial activities as experimentation with improvements in curriculum design, teaching strategies, methods of instructional delivery and the creative use of technology in administrative and student services projects, not otherwise possible through general funds. Along with the preparation, acceptance and receipt of external funding come many responsibilities involving the application, management and administration of programmatic, financial and reporting aspects of the grant project. Communication and coordination are essential between District and College personnel is essential for successful grant projects. Past performance is a consideration in evaluating the award of future grant funding.

The following procedures shall govern the preparation, submission and implementation of all applications for funds from sources outside the District.

Grant Proposal Submission Process

Submission of outside funding requests for special projects, activities, or equipment will follow the established college procedures be made through the Districtwide Grant Information System. The District Office of Grant Development and Management (hereinafter the District Grant Office) will be notified of the development of all proposals for outside funding throughout the following three phases:

1. Pre-award or Development Phase

- a. The District Grant Office will post grant opportunities on the Grant Development Website and assist the colleges in researching funding opportunities by specific project. The District Grant Office will also provide background information and statistics for funding requests. A new grant proposal is developed within the Districtwide Grant Information System through the use of the "Intent to Submit Proposal" application. After the proposal has been submitted, it will be reviewed by the site grant office and either denied or forwarded on to the next approval level.
- b. The college development offices will facilitate the submission of letters of intent and final grant applications for college-specific projects. The District Grant Office will facilitate the submission of letters of intent and final grant applications for district-wide and regional proposals. After the grant proposal has been approved by the site grant office, it is forwarded to the college President for approval. The college President will verify that the grant proposal is consistent with the mission of the District and respective college and that adequate infrastructure is in place to carry out the goals of the grant. After the proposal has been approved by the college President, it is forwarded to the Chancellor for approval. Only after approval by the Chancellor, may the proposal be submitted to the grantor.
- c. The Notification of Intent to Apply for Outside Funding form available on the Grant Development web site is to be completed by the college development offices and District Grant Office for all proposed externally-funded projects.
- d. All grant applications will be consistent with and reflect the district's and colleges' mission and priorities and be officially signed by the authorized district staff (refer to Board Policy 5001 for the list of officers authorized to sign applications, contracts, agreements and reports for all special

projects funded in whole or part by non-District sources).

- e. Compensation for positions established under contracts and grants will be in accordance with the established college and district uniform pay plans.
- f. The Proposal Approval & Review form available on the Grant Development web site is to be completed by the college development offices and District Grant Office for all proposed externally funded projects.

2. Post-award or Implementation Phase Award of Grant

- a. The College Development Office will submit the signed contract or award letter to the College Business Office, the District Accounting Office and the District Grant Office (refer to Board Policy 1007 for acceptance of gifts, donations, bequests and devices offered to the District, student organizations or any other affiliate organization of the District). Upon receiving notification by grantor of a successful proposal, the site grant office shall send the accepted proposal to the college President. The college President shall review the grantor proposal and accept or not accept the grantor proposal. If the college President accepts the grantor proposal, it is forwarded to the Chancellor for final acceptance.
- b. The Information Sheet for Funded Projects and the Proposal Abstract and Board Notification form available on the District Grant Office web site is to be completed by the college development offices and District Grant Office for all externally funded projects.
- c. A Restricted Fund budget form 7195 shall be prepared for all proposals and submitted with the project application to the Vice Chancellor, Finance and Administration upon notification of funding. Those proposals receiving notification of funding prior to the second week in July will be included in the college's official budget; those approved later will be added to the college's budget after the notice of approval is received.
- d. After notice of funding, changes in expenditure accounts authorized by the funding source may be accomplished by submission of Budget Transfer Request, form 7168.
- e. Progress or summary reports (when required) shall be forwarded by the College President to the requesting agency with a copy forwarded to the Chancellor's office.
- f. All externally funded projects will be submitted for approval to the Board.
- g. In the event grant revenue does not cover expenses of grant project, the difference will be automatically deducted from the appropriate College's contingency account by the Vice Chancellor, Finance and Administration.
- hb. The Assistant Controller in the The District Accounting Department will assist the project director and college business officer in setting up the initial budget in the system, with the correct object and activity codes.
- ic. Copies of project addenda/amendments relating to changes in the project activities, budget, director or principal investigator, and funding period will be sent to the District Grant Office Accounting Department. Each site is responsible for loading all grant documents into the Districtwide Grant Information System Library.
- jd. All projects funded by outside funding agencies will adhere to standard accounting practices,

College and District fiscal and personnel procedures, and the requirements of the funding source (refer to Board Policy 5013 regarding the purchase of supplies and equipment). Any request for personnel to be hired under the grant must be submitted to District Human Resources and District Payroll with proper activity code and budget coding.

3. Project Closeout

- a. The District Grant Office Accounting Department and the College Development college business offices will maintain complete records of all projects and activities that receive external funding. The District Accounting Department will maintain complete revenue, expenditure, and other financial records for each project. Copies of all midterm progress and final reports must be sent to the District Grant Office and Accounting Department. Each site is responsible for loading its documents into the Districtwide Grant Management System.
- b. Federal and state regulations require the maintenance and availability of project records for five (5) years, commencing on the date of the submission of the final or annual expenditure report or close of the fiscal year covered by the plan (including any amended ending dates). Grant accounting records should include (1) a copy of the grant agreement/contract, terms and conditions; (2) detailed accounting records, including all appropriate supporting documentation for changes and amendments to the grant; (3) payroll records (supported by individual time and effort documentation, if required); (4) budgeting; (5) grant payments; (6) refunds; (7) program income (if applicable); (8) financial, programmatic, and project evaluation reports; and (9) procurement records, as well as any other documentation required by the funding agency.

4. Service and Fiscal Accountability

- a. ~~Underexpenditure of~~ After project close out, unexpended grant funds after project closeout are to be returned to the outside agency pursuant to terms of the grant or outside-funded project unless an extension on the project is approved by the funding agency.
- b. ~~Overexpenditure of~~ grant funds will be charged to the respective site and may require expense transfers into another, appropriate fund. ~~College President or Chancellor's discretionary account depending on whether the grant was awarded for a specific college or was a Districtwide project. The College President or Chancellor, respectively, will make necessary budget transfers to afford any overexpenditure.~~
- c. The manager assigned to authorize expenditures is accountable for achievement of grant objectives and expenditure of grant funds consistent with the approved project budget. Accountability includes not expending funds beyond grant income funding and to assure that all expenditures are permitted by terms of the grant. ~~The overexpenditure or unauthorized use of grant funds may result in employee discipline.~~

DELETE THIS PROCEDURE

GUIDELINES FOR PROCESSING APPLICATIONS FOR USE OF FACILITIES

1. In all cases of community use of facilities, a college employee shall be responsible for supervision of the facility use.

The supervision may be part of the regular shift of an employee if the duration of the supervision is during the normal working hours of the employee, and the supervision assignment is located in the work area of the employee. In such cases there will be no labor fee for supervision.

If specialized facilities are being used and an employee is assigned on an overtime or hourly basis specifically to supervise the scheduled use on an exclusive basis, the organization shall be required to pay the labor fee for supervision. For evening/weekend rentals, a minimum of four (4) labor hours may be required for each rental where overtime staffing is required to provide supervision on an exclusive basis.

Where multiple uses are scheduled at one time and one employee is deemed adequate, the cost shall be prorated between the uses where supervision is required.

2. If moneys are being collected, Police Services are to be notified about the event. Moneys collected include the following:

- Admission charge
- Solicitation of a donation
- Freewill offering
- Tuition payment
- Registration fee
- Entry fee
- Charge for class supplies or payment of a speaker
- Sale of literature or any other material

3. Recreational use will include all use for aquatic sports and athletics.

It will also include use of the gymnasium or fields for activities such as band reviews, shows and baton twirling.

4. The laboratory fee will be charged for use of the Los Medanos College drama facility and the Diablo Valley College drama laboratory (arena theater).

DELETE PROCEDURE MOVED TO BUSINESS PROCEDURE 6.04

GUIDELINES TO DETERMINE FEES FOR USE OF COLLEGE FACILITIES

| CLASSIFICATION OF USER | RECREATIONAL USE | NON-RECREATIONAL USE | |
|--|---|---|--|
| | | If No Money Collected | If Money Collected |
| 1. Religious organizations include the following: Churches if use includes any religious activity Church-affiliated groups if use includes any religious activity | Fair rental value Equipment cost Labor cost | Fair rental value Equipment cost Labor cost | Fair rental value Equipment cost Labor cost |
| 2. Community non-profit: Non-profit organizations Community agencies Clubs other than folk and square dancing Associations Auxiliaries Chamber of Commerce Alumni associations Political parties Church-affiliated groups if use excludes religious activity March of Dimes American Red Cross Boy Scouts Girl Scouts Camp Fire Girls Parent-Teacher Association Folk or Square Dancing Clubs Y.M.C.A. American Diabetes American Cancer Society Grey Panthers Retired Senior Volunteer Program | Usage cost Equipment cost Labor cost | Usage cost Equipment cost Labor cost | Fair rental value Equipment cost Labor cost* |
| 3. Public agencies include the following: School districts University of California State Colleges and Universities Cities Counties State of California U.S. Government Special districts Legislators (for official functions) Other governmental units | Usage cost Equipment cost Labor cost | Usage cost Equipment cost Labor cost | Fair rental value Equipment cost Labor cost* |
| 4. Private organizations include the following: Labor unions Private schools Private colleges and universities Commercial firms Private institutes | Fair rental value Equipment cost Labor cost | Fair rental value Equipment cost Labor cost | Fair rental value Equipment cost Labor cost |

*May be waived by College President.

**DELETE THIS PROCEDURE
SUBJECT MATTER COVERED IN
BUSINESS PROCEDURE 9.09**

FEES FOR MEALS FUNDED BY PARTICIPANTS

1. ~~The Colloge President may authorize meals to be served to conference participants who are not employees if the participants are charged a fee to cover full costs of the meal.~~
2. ~~The Director of Business Service will establish a trust account to record the revenue and expenditures.~~
3. ~~Meal service may be provided by the cafeteria or an outside catering service.~~
4. ~~A purchase requisition should be submitted at least one week prior to the event if the total cost exceeds \$1,000.00. The purchase requisition should bear the following notations: "To be reimbursed by conference participants. Invoice to be mailed to Director of Business Services."~~
5. ~~The Purchasing Department will issue the copies of the purchase order only.~~
6. ~~If the total cost is \$1,000.00 or less, the invoice may be paid without a purchase order being issued in advance.~~
7. ~~Payment of the invoice will be made by the colloge business office from trust account funds.~~

PREPARATION OF BANK DEPOSITS

To provide uniformity in accounting, all bank deposits are to be prepared as follows:

1. Each session is verified and counted separately. Cash, checks and credit card payments are counted and must balance to session total.
 2. The total amount of cash and checks are to be deposited by account (general clearing, trust, associated students, cafeteria, financial aid, etc.) into sealable bank deposit bags.
 3. Each deposit bag will have a triplicate deposit slip. The original and one copy are included in the sealed bank deposit bag. The last copy is attached to the daily cash reconciliation sheet.
 4. The sealed deposit bags for cash and checks are listed by amount and bag number on the daily courier log and signed for by the cashier's office supervisor and the armored car courier.
-
1. ~~Total cash on hand is counted. If there is a beginning change fund, it shall be included in the count.~~
 2. ~~Checks are totaled, and the adding machine tape is attached to the checks.~~
 3. ~~Total coins and currency are counted.~~
 4. ~~If there is no change fund, steps 5 and 6 are not applicable.~~
 5. ~~Claims against the change fund are counted and totaled.~~
 6. ~~The beginning change fund is then recounted and separated from the total cash on hand.~~
 - a. ~~Coins for change are recounted.~~
 - b. ~~Claims against change fund are recounted and totaled.~~
 - c. ~~Currency to be retained in the change fund is recounted.~~
 7. ~~The amount to be deposited is the total cash on hand less the change fund, if any, and shall be recounted as the bank deposit is made up with the tally sheet.~~
 - a. ~~The tally sheet and deposit slip are made up in duplicate.~~
 - b. ~~Checks are re-added to check the first tape.~~
 - c. ~~The bank deposit is placed in a separate container for transmitting to the bank with: (1) the original bank deposit slip, (2) the original tally sheet, and (3) the tape of checks attached to same.~~
 - d. ~~Attach to the duplicate sales report or the yellow copies of the receipts issued: (1) the duplicate deposit slip, (2) the duplicate tally sheet, (3) the second tape of the checks~~
 - e. ~~Any overage or shortage should be written up on a receipt on a daily basis and charged to over or short account.~~
 - f. ~~All dishonored checks redeposited to any fund should be written up on a receipt and credited to the returned check account.~~
 8. ~~If the deposit is transmitted to the bank as a night deposit, a receipt cannot be obtained and therefore the receipts or sales reports, as the case may be, are transmitted to the Accounting Department with the notation, "NIGHT DEPOSIT," without the bank receipt. The deposit receipt will be mailed to the District Accounting Department by the bank.~~

RETURNED CHECKS PROCEDURE

The cashier's office will notify a student by mail if a check is returned for any reason (e.g., insufficient funds, stop payment or account closed). A "bad check restriction" hold will be placed on all accounts, which blocks the ability to add/drop classes, obtain grades or transcripts, or any other records or registration service. To remove the account hold, a student must pay the original check amount plus a \$15.00 returned check charge.

Checks returned for any reason (e.g., insufficient funds, stop payment or account closed) by non-students will have the revenue removed by journal entry. The department where the revenue was originally deposited and the college business office will be notified by the cashier's office and will be responsible for any follow-up with the individual or entity whose check was returned.

The District reserves the right to refuse to accept personal checks from persons who have previously written bad checks.

California Civil Code Section 1719

1. Upon receipt of a check deposited to the General Fund from the bank, the District Accounting Department will process a District Returned Check Letter (see Exhibit A). A returned check charge of \$15.00 is to be indicated in the letter. A warning of possible damages is to be included in the letter. The original is signed by the Chief Accountant and mailed to the individual. "Address Correction Request, Do Not Forward" is to be typed on the envelope.
2. The original returned check, bank returned draft notice and two copies of the returned check letter are given to the Accountant II.
3. Using the SFEE Screen, the Accountant II lists the name, Campus, account and amount for each returned check on the Bank returned item notice making sure the total agrees with the bank notice total. Accounts and amounts are indicated on one copy of the letter and sent with the check to the College Director of Business Services. The Accountant II keeps a copy of the returned check letter for District files.
4. The bank returned item notice is given to the accounts payable clerk, who prepares a (journal entry), listing each account as a debit and the total as a credit to the cash account 11-01-101003-672000-19120. The total of returned check charges is deducted from the next check issued to the County Treasurer from the clearing account.
5. The bank returned check notice is given to the Chief Accountant for use in reconciling the District clearing account.
6. Receipt of the check and copy of the returned check letter indicates to the campus cashier that a new 14-day period is running. If no response, the cashier will transmit the debt to Transworld Systems, Inc.
7. If no response is made by the debtor within 14 days, the cashier fills out the Transworld Systems, Inc. transmittal form. Mark the "Returned Check" box on the form and be sure to add the \$15.00 returned check charge to the amount being transmitted to TSI. DO NOT forward the returned check. TSI will contact the debtor.

8. When payment has been received, the cashier using the cash collection system, will deposit the check, crediting the appropriate account as indicated on the returned check letter sent from the District Office. The returned check fee of \$15.00 is to be credited to:

| | |
|-----------------------|---------------------------|
| District | 11-01-101003-670000-48899 |
| Diablo Valley College | 11-01-202050-670000-48899 |
| Los Medanos College | 11-01-302050-670000-48899 |
| Contra Costa College | 11-01-702050-670000-48899 |

The cashier will notify TSI to stop collection action by sending TSI the STOP ACTION copy of the transmittal form. TSI will send the debtor a "thank you" letter to acknowledge that the debt has been paid.

9. If payment is not received within 30 days after the fifth letter has been sent out by TSI, the cashier will submit the check for collection to the Far West Collection Agency for intensive collection.

10. Additional transmittals may be ordered from TSI by submitting a purchase requisition. ASN's for the transmittals and any returned check fee charged by Far West Collections are:

| | |
|-----------------------|---------------------------|
| District | 11-01-101003-672000-55690 |
| Diablo Valley College | 11-01-201002-672000-55690 |
| Los Medanos College | 11-01-301002-672000-55690 |
| Contra Costa College | 11-01-701002-672000-55690 |

Budgets for these accounts will be funded by the returned check fees collected at each location.

11. Checks returned from the bank which were deposited to funds other than the General Fund will be sent to the staff member responsible for preparing the original deposit. That individual will prepare the returned check letter and follow the procedure established for that fund. The District Accounting Office will prepare the journal entry to debit the revenue account and credit the cash account.

| <u>Fund</u> | <u>Responsible Staff Member</u> |
|--------------------------|---------------------------------|
| Cafeteria | Cafeteria Manager |
| Bookstore | Bookstore Manager |
| Student Organization | College Cashier |
| Student Loan/Scholarship | College Cashier |
| Trust | College Cashier |

GUIDELINES FOR HOSTING OFFICIAL FUNCTIONS MEALS AND LIGHT REFRESHMENTS

District funds may be used to provide light refreshments (coffee, punch, cake, etc.) or meals for official functions of the District with approval of the Chancellor, or College Presidents or their designees. Chancellor. The applicable procedure follows: All District and college purchasing procedures shall be followed.

1. Direct payments will be made to the vendor upon submission of an invoice. Payments will normally not be made to an employee.

2. Costs:

a. If the cost is \$1000 or under, process the request for payment on a voucher requisition.

b. If the cost is anticipated to exceed \$1000, submit a purchase requisition in advance for issuance of a purchase order on a "not to exceed" basis.

3. Light Refreshments:

Light refreshments may be authorized at certain District-sponsored meetings or formal training sessions. This authority is not intended for use with the normal daily business of employees, but rather for special situations or occasions under the following conditions:

- the purpose of the meeting is to conduct official District business or to provide formal training sessions that benefit the District or recognize District or employee accomplishments;
- the meeting involves District employees or Board members; and

a. The invoice should itemize the supplies and labor costs, if any.

b. Names of participants will not be required.

4. Meals:

Meals may be authorized at certain District-sponsored meetings or formal training sessions. This authority is not intended for use with the normal daily business of employees, but rather for special situations or occasions under the following conditions:

- the purpose of the meeting is to conduct official District business or to provide formal training sessions that benefit the District or recognize District or employee accomplishments;
- the meeting involves District employees or Board members;
- the meal is an integral part of the meeting or formal training event;
- the name and affiliation of all participants is indicated on the invoice or an attached listing;
- the purchase of meals for individuals other than employees or Board members is restricted to persons with an official relationship with the District, i.e., member of an accreditation team, advisory committee, high school principal, etc.;
- the purchase of meals is limited to functions which can be substantiated as a legitimate District expense where a service to the District is being performed and not construed as a gift of public funds; and

Certain grantors prohibit the purchase of meals. In these instances, alternative funding must be used.

a. The invoice should provide the number of meals served.

- b. ~~The name and affiliation of all participants should be indicated on the invoice or on an attached listing.~~
- c. ~~Purchase of meals under this procedure for other than employees or Board members is to be restricted to persons with an official relationship with the District, i.e., member of an accreditation team or an advisory committee, a high school principal, etc. Further, the purchase of meals is to be limited to functions which can be substantiated as a legitimate District expense and not construed as a gift of public funds. A service must be performed for the District.~~

CONTRACTS/AGREEMENTS FOR PROFESSIONAL SERVICES AND ADVICE

Contracts for the services of persons who qualify as professional experts may occur without competitive bidding. Professional experts are persons specially qualified to provide services and advice in financial, economic, accounting, engineering, legal or administrative matters. They must be specially trained, experienced and competent to perform the services required. Compensation for professional services and advice from professional experts may be paid from available funds in the amounts deemed proper for the services rendered. For professional service contracts, the following criteria shall apply.

- ~~1. The Governing Board may contract for the provision to the District of services and advice in financial, economic, accounting, engineering, legal, or administrative matters. Refer to Government Code Section 53060.~~
21. Any person employed for such professional service shall be specially trained and experienced and competent to perform the special services required. Employment may properly be made without competitive bidding. However, if the Chancellor determines that the services needed are more of a technical nature and involve little professional judgment, bids may be required in the public interest.
32. The employment may be for a specific project or on a continuing basis as provided by law.
43. Types of services included are those not normally provided by educational agencies. Examples are: employee classification studies, building inspectors, insurance actuarial studies, negotiators, consultants requiring specialized licenses (medical, land appraisers, real estate brokers, etc.), audits, etc.
54. Employment may be with any individual firm, partnership, corporation, association, or other legal entity permitted by applicable law to provide such service.
- ~~6. The employment and payment process follows:~~
 - ~~a. Submit memorandum recommending contracting to Chancellor providing name and address of firm or individual, description of service, period of service, and payment specifics (rate, interval, total). See Business Procedure 9.45.~~
 - ~~b. The Comptroller will prepare the Board Report and the agreement following Board action.~~
 - ~~c. Obtain contractor's invoice after service is performed. Submit on voucher requisition. Refer to Business Procedures on voucher requisitions.~~

Professional service contracts are to be placed on the Governing Board agenda pursuant to Business Procedure 9.45, Request to Place Contract on Governing Board Agenda. Following Governing Board action, the Director of Purchasing and Contract Services shall execute the contract.

DELETE THIS PROCEDURE
CONTRACTING FOR OTHER THAN TECHNICAL SERVICES

1. Services may be provided by:

- a. Individuals who are not employees—special service contractors
- b. Employees
- c. Organizations, agencies, firms, etc.

2. Special Service Contractors

- a. Individuals who are not employees are paid on regular warrants.
- b. Employment and payment may be by use of the Special Services contractor process or a written agreement. Approval of the Governing Board in advance of the service is required except as noted in section 2.c. below. See Business Procedures 9.40 and 9.42.
- c. The following services of non-employees defined as Special Services and do not require Governing Board approval:

| | |
|---|------------------------------|
| <u>Instructional or Related Services</u> | <u>Other Services</u> |
|---|------------------------------|

- | | |
|--------------|-------------------|
| Consultant | Art Model |
| Coordinator | Athletic Official |
| Evaluator | Conductor |
| Facilitator | Designer |
| Judge | Performing Artist |
| Leader | Performing Group |
| Lecturer | School Physician |
| Moderator | |
| Panel Member | |
| Speaker | |

- d. Expenses cannot be paid as a separate item on a Special Services Contractor Requisition. An agreement or contract with the individual shall be written when expenses cannot be determined and included in the fee.

3. Employees

- a. Employees are paid on payroll warrants for all services provided. Employee services not covered by a salary schedule are processed on an Employee Exempt Services form 4cd-123.
- b. An employee may be used to provide the services in section 2.c. of this procedure as follows:
 - (1) **Classified Employee.** A classified employee may be paid for any of the services on an Employee Exempt Services form if the work is not within his/her job classification. The rate for non-exempt employees must equal or exceed the employee's overtime rate.

(2) ~~Certificated Employee.~~ A certificated employee may be paid for "Other Services" only on an Employee Exempt Services form. ~~"Instructional or Related Services" are to be paid on the appropriate salary schedule—teaching salary schedules, special programs salary schedule or other certificated services salary schedule. The appropriate salary schedule for certificated employees is as follows:~~

(a) ~~Lecturer.~~ Semester teaching salary schedule if a regular credit class. Special programs salary schedule if other than a credit class (workshop, lecture series, etc.).

(b) ~~Other Instructional or Related Services.~~ Other certificated services salary schedule if for a regular program (credit classes). Special programs salary schedule if for other than regular program (credit classes).

(c) ~~Processing a payment to an employee on a purchase requisition, Special Services contractor or independent contractor requisition is prohibited.~~

4. ~~Organizations, Agencies, Firms~~

a. ~~Organizations, agencies or firms contracted to provide services will be paid on regular warrants.~~

b. ~~Services are submitted for prior approval of the Governing Board by recommending that an agreement be written except as noted in section 4.c. which follows.~~

c. ~~A voucher, written against a special services contract will be used to pay for services if the services are obtained through an organization, agency or firm.~~

DELETE THIS PROCEDURE

CONTRACTING FOR TECHNICAL SERVICES BY INDIVIDUALS (NON-EMPLOYEES)

1. Payment for technical services by a non-employee will always be made on a regular warrant.
2. An individual who is paid on a regular warrant for technical services must clearly meet the I.R.S. regulations for an independent contractor. This designation shall not be used to avoid withholding employee taxes. Please refer to Section 16 of this manual for applicable guidelines.
3. Technical services may be obtained as follows:
 - a. Submission of a purchase requisition in accordance with Business Procedure 11.04.
 - b. Recommendation for prior approval of Governing Board for an agreement in accordance with Business Procedure 9.45.
4. Technical services include:
 - Photographic
 - Programming
 - Piano Tuning
 - Graphic Design
 - Commercial Art
 - Public Relations
 - Artist Illustrator
 - Parade Management
 - Technical Writing
 - News Report Writing
 - Game Management
 - Equipment Repairs

DONOR RECOGNITION

The purpose of this procedure is to provide standard guidelines among the District's colleges and centers in naming major buildings, sites, rooms, common areas, real property or endowments. This procedure shall be in accordance with Board Policy 5029, Donor Recognition.

Process

1. To be eligible for consideration, a major financial contribution to the District or to its respective colleges must be made through at least one of the college foundations. A major financial contribution can be in the form of a gift of cash or other acceptable consideration such as real property, stock, or an irrevocable trust.
2. Requests for the naming of major buildings, sites, rooms, common areas, real property or endowments shall be submitted to the respective President's Office at each college. The request should include a rationale for the request, a biography or history of the proposed person or entity's name as well as the person or entity's connection to the college or District.
3. The President's Office shall then determine if the proposal has merit and meets the necessary criteria to be forwarded for further consideration.
4. The college President shall then institute a process to assure broad-based input into the proposed naming of major buildings, sites, rooms, common areas, real property or endowments. This process shall include consultation with students, staff, community representatives and any other representation the college President deems advisable.
5. The college President shall make a recommendation to the Chancellor only after compliance with the procedural process. The recommendation to the Chancellor must include an explanation of the consultation and review process used to arrive at the determination.
6. The Chancellor shall review the recommendation and determine if it is to be forwarded to the Governing Board for approval.

Restrictions

1. Major buildings, sites, rooms, common areas, real property or endowments will not be named for individuals while they are employed by or officially involved with the District. Naming after such persons shall be no earlier than one year following the conclusion of their relationship with the District.
2. If a naming request is made for a deceased individual, at least two years must pass before the request shall be considered.