

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

May 2013

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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.

Destination Wealth Management Presentation

Cabinet heard a presentation from Michael Bonetti and Michael Yoshikami from Destination Wealth Management on services that could be beneficial to college foundations.

Interim JFK President Visits Cabinet

Interim President of John F. Kennedy University Dr. Mac Powell briefed the Cabinet on changes his college is making to serve the community, and explored partnership opportunities with the District.

65th Anniversary Event Consultant

Event consultant Laurie Earp provided Cabinet with an update on plans for the District to celebrate its 65th anniversary.

District Positions on AB 806 and AB 955

Cabinet discussed these two bills and decided to support AB 806 (Wilk) Community Colleges: Salaries of Classroom Instructors. Cabinet decided not to take a position and continue watching AB 955 (Williams) Community College Intersession Extension Program.

Summer Enrollment and Marketing Campaign Update

A summer enrollment update was provided to Cabinet, and held a discussion if the summer marketing campaign should continue.

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.

Student Success Scorecard Overview

Cabinet was given a presentation on the new Student Success Scorecard website, and how this new tool could help focus college efforts to increase completion rates for all students.

Cabinet Strategic Planning Discussion

Cabinet held a strategic planning discussion with the assistance of Bedrock Consultants' Mike Kanazawa and Mike Zucksworth.

Anthem Transition

Cabinet support was given to transition from HealthNet to Anthem for medical coverage. Kaiser will also still be offered, and educational forums will be conducted for current employees and a special outreach for retirees will be implemented.

Business Procedures Receive Final Approval

Cabinet gave final approval to the following:

AP 1015.01	Process to Conduct Governing Board Self-Evaluation
Bus. 5.01	<u>Scheduled Maintenance and Special Repair Program</u>
Bus. 3.38	<u>Guidelines for the Establishment of Accounts for Clubs, Trusts or Donations</u>
Bus. 4.11	<u>Gratuities: Tipping/Food Products</u>
Bus. 6.05	<u>Serving Alcoholic Beverages at College/District Activities</u>
Bus. 6.06	<u>Student Credit Card Solicitation</u>
Bus. 7.06	<u>Enrollment Fees and Nonresident Tuition Refunds</u>
Bus. 7.09	<u>Nonresident Fees and Determination of Residence</u> <i>(Delete)</i>
Bus. 7.12	<u>Nonresident Tuition Refunds</u> <i>(Delete)</i>
Bus. 7.30	<u>Banking and Armored Car Service</u>
Bus. 9.10	<u>Payment of Special Service Contractors</u>
Bus. 9.13	<u>Special Service Contractor Requisition Prior Board Approval Not Required (Form 4cd-31)</u> <i>(Delete)</i>
Bus. 9.18	<u>Use of Personal or District-Owned Telephones</u>
Bus. 9.46	<u>Signature Authority and Delegation</u>
Bus. 12.30	<u>United Faculty Release Time</u> <i>(Delete)</i>
Bus. 17.05	<u>Instructions for Use of Expenditure Object Codes</u>

PROCESS TO CONDUCT GOVERNING BOARD SELF-EVALUATION

The evaluation of the Governing Board consists of an annual self-evaluation and a biennial evaluation that includes the self-evaluation and participation by employees and others who regularly attend Board meetings. The following process will be used to conduct the self-evaluation of the Governing Board:

1. The annual Board self-evaluation session will include a review of the evaluation results and the identification of Board priorities for the coming year. The priorities will be designed to further progress on the District Strategic Plan and to respond to the results of the previous-year Board self-evaluation.

- 2.1. At the annual Board self-evaluation retreat, the Board Chair will appoint an ad hoc committee of no more than two Board members to draft criteria for the next Board self-evaluation, in consultation with an external evaluator. The criteria will be derived from the priorities identified at the self-evaluation discussion and in strategic plan reviews. Board tasks and roles will be specified.
- 3.2. After its annual retreat, the Board ad hoc committee will present the criteria to the Board for approval at a regular meeting of the Board.
- 4.3. The Board will appoint an external evaluator to assist with the evaluation, in consultation with the Chancellor and Board Chair.
- 5.4. In May of each year, the Chancellor's Office will distribute an evaluation form to all Board members based on criteria developed the previous year. The form shall also include open-ended questions to gather accomplishments, strengths, areas for improvement, and suggested priorities for the coming year.
- 6.5. Board members shall submit their evaluations to the external evaluator in June (deadline date to be determined each year). The external evaluator will compile the results and distribute the summary to Board members and the Chancellor.
- 7.6. The results will be discussed at the annual Board self-evaluation workshop in June-July.

Every two years, the Board evaluation will include a participatory component wherein employees and others who regularly attend Board meetings participate in the evaluation of the Board. The following process will be used in conducting that portion of the evaluation.

1. Biennially, in May, in open session, the Board shall identify participants in the survey of its performance, including District staff, constituency and union leaders, community members, and others who have regularly attended Governing Board meetings during the evaluation period.
2. Working with the Chancellor and the Governing Board Chair, the external evaluator will distribute the surveys to the participants, collate and summarize the results.
3. The external evaluator will present the results to the Governing Board for discussion and review in its evaluation retreat in June-July.

Accreditation Standard IV.B.1. e, g

Governing Board Evaluation Survey Form

You have been selected to participate in the evaluation of the Contra Costa Community College District Governing Board. Please rate the Board's performance on each item and factor listed below. In the space following the factor, make specific comments that support the rating. If not applicable, so indicate.

Rating Scale: 4 Strongly Agree
 3 Agree
 2 Disagree
 1 Strongly Disagree
 N/A - Unable to evaluate

CRITERIA	RATING
1. The board understands its policy role and differentiates its role from those of the CEO and college staff.	
Comment:	
2. The board assures that there is an effective planning process and is appropriately involved in the process.	
Comment:	
3. The board's policies are regularly reviewed and are up-to-date. They effectively guide college operations.	
Comment:	
4. The board clearly delegates authority to and supports the CEO.	
Comment:	
5. The board sets clear expectations for and effectively evaluates the CEO.	
Comment:	
6. Board members represent the interests and needs of the communities served by the college.	
Comment:	
7. The board advocates on behalf of the college to local, state, and federal governments.	
Comment:	
8. Board members are knowledgeable about the district's educational programs and services.	
Comment:	

CRITERIA	RATING
9. The board understands the budget and fiscal status of the college.	
Comment:	
10. Board decisions assure the fiscal stability and health of the district.	
Comment:	
11. The board effectively monitors implementation of institutional plans.	
Comment:	
12. The board respects faculty, staff, and student participation in college decision-making.	
Comment:	
13. Trustees refrain from attempting to manage or direct work or activities of college employees.	
Comment:	
14. Trustee behavior sets a positive tone for the district.	
Comment:	
15. The board regularly reviews and adheres to its code of ethics or standards of practice.	
Comment:	
16. Board members maintain confidentiality of privileged information.	
Comment:	
17. Board meeting agendas include sufficient information and the topics reflect board responsibilities and tasks.	
Comment:	
18. Board meetings are conducted in an orderly, respectful manner; sufficient time is provided to explore and resolve key issues.	
Comment:	
19. The board evaluation process helps the board enhance its performance.	
Comment:	

SCHEDULED MAINTENANCE AND SPECIAL REPAIR PROGRAM

General Description

District facilities have reached an age where provisions must be made for scheduled maintenance and special repair projects (predictive maintenance) which will protect and keep the physical plants functional or will alter them for new functions. "Facility" means any plant, building, structure, ground facility, utility system, or real property. Scheduled maintenance projects are those involving repairs or replacements to retain facilities for their original use and involve routine, recurring and usual work for the preservation, protection and keeping of a facility for its intended purpose in a safe, efficient and continually usable condition. Special repair projects include Remodeling or alterations which are not required to continue the usability of a facility for its original use, or which otherwise alters or to changes the use of a facility is not included in the scheduled maintenance program.

The objective of the District's scheduled maintenance and special repairs program is to provide for:

1. Health and safety of those using the properties;
2. Protection of the properties;
3. Continued use of the properties;
4. Attractiveness of the properties; and
5. remodeling or alteration of the properties for new functions or purposes.

To provide for a systematic maintenance program and special repairs program, the ~~Vice Chancellor, Facilities and Operations~~ Chief Facilities Planner and college business officers are responsible for planning and budgeting for scheduled maintenance and special repairs. General (minor and preventive) maintenance will be the responsibility of the ~~College Buildings and Grounds Managers~~ and is under their budgetary control. Developing initial scopes of work and estimates for scheduled maintenance and special repair projects of significant scope (major) in the areas of heating, air conditioning, roofs, plumbing, floors, painting, parking lots, roadways, etc., will also be the responsibility of the ~~Director of Facilities and Construction Building and Grounds Managers~~. for budgeting and scheduling in consultation with ~~Vice Chancellor, Facilities and Operations Chief Facilities Planner, College Presidents, and established guidelines.~~

Legally Required Projects

All written notices requiring remodeling or construction due to legal requirements of federal, state, and/or local officials received by each college will be forwarded to the Chief Facilities Planner. These projects will take priority over previously approved scheduled maintenance and special repair projects and may cause some of those projects to be deferred.

Implementation

The scheduled maintenance and special repair plan will be implemented in accordance with the following planning cycle:

1. Each year, the ~~Director of Facilities and Construction Building and Grounds Managers~~ will prepare a listing of all potential five-year scheduled maintenance and special repair projects based on facility and system conditions and life expectancy guidelines in consultation with ~~College business officers and Presidents~~. This list will be ~~public and shared through the Intranet~~ forwarded to the Chief Facilities Planner.

2. Each year, the College Buildings and Grounds Managers will also inspect their respective facilities and recommend moving items to a different year - earlier or later - as necessary based on actual conditions and report those conditions to the Director of Facilities and Construction Chief Facilities Planner. They will also need to designate which projects the college wants funded in the next fiscal year.
- ~~3. After consultation with College Presidents, the Vice Chancellor, Facilities and Operations will yearly recommend the priority order of scheduled maintenance projects; identify costs, scope and timing of each project for submittal to the State for scheduled maintenance funds; and obtain Chancellor's Cabinet approval prior to submission.~~
43. The Director of Facilities and Construction Chief Facilities Planner will consult with the college Business Officers to recommend the Districtwide priority of work to be done and develop a five-year project and budget plan for scheduled maintenance and special repairs based on the inspection reports and other inspections of the facilities as deemed necessary. Once recommendations are developed by the Chief Facilities Planner, the priorities will be submitted to the Vice Chancellor, Facilities and Operations Chief Administrative Services Officer for review, discussion and approval prior to submission submit to the Chancellor's Cabinet and the State for its review, discussion and approval. The Chief Facilities Planner will then submit the five-year plan to the State Chancellor's Office for final approval in accordance with Title 5 regulations.
54. Each year, the Vice Chancellor, Facilities and Operations Chief Facilities Planner will oversee preparation of plans and specifications for approved projects in consultation with consultants, Director of Facilities and Construction and the College Buildings and Grounds Managers, bid the project, and award the contract. Upon award, the Vice Chancellor, Facilities and Operations Facilities Planning Department, the Director of Facilities and Construction and the College Buildings and Grounds Managers will be responsible for day-to-day supervision of the project unless the project is of sufficient size to require employment of additional personnel.
- ~~6. The Director of Facilities and Construction will assure that the historical building maintenance reports are updated upon completion of each project.~~

All projects will be required to meet state Field Act guidelines relative to construction of public buildings. Additionally, sound architectural and aesthetic values will be adhered to in all cases to maintain the integrity of the exterior architecture schemes at each campus location. Any project which contemplates adding additional square footage, regardless of cost, will be reviewed by the Chief Facilities Planner for architectural integrity and impact on campus capacity/load ratios. Final approval to construct the project must be obtained from the College President and the Chief Administrative Services Officer.

Scheduled Maintenance Projects

Projects which will be included in the scheduled maintenance program are as follows:

Buildings

1. Floor coverings
2. Painting
 - a. Complete interiors
 - b. Complete exterior walls and exterior elements with sun exposure, including repair/replacement of wood siding where necessary.
3. Roofs
 - a. Major repairs and entire replacement.
4. Mechanical systems

- 5. a. Fixed plumbing, septic, steam, air, water, fire and heating and cooling systems;
- Electrical systems
 - a. Fixed secondary electrical wiring and equipment;
 - b. Specialized secondary equipment and transformers;

Site

- 1. Parking lots and roads.
 - a. Provide waterproof sealing and restriping
 - b. Resurfacing and repair of entire roads and parking lots;
- 2. ~~Sport Surfaces~~ ~~courts~~
 - a. Provide waterproof sealing and restriping;
 - b. Resurfacing ~~of entire courts~~
- 3. Site utilities
 - a. Repair and/or replacement of underground gas and water pipes, valves, conduits, primary electrical conductor and associated equipment, and primary/secondary transformers;
- 4. Ground improvements.
 - a. Earthquake repair;
 - b. Slide prevention or repair;
 - c. Erosion controls

Scheduled Maintenance Schedules

Maintenance scheduling is not fully predictable. Maintenance personnel must depend on records, regular inspections and experience to develop the local schedules.

The following suggested life expectancies should be appropriate provided the facilities are maintained in accordance with generally accepted preventive maintenance standards. They are intended to serve as a general guide to plan the maintenance schedule.

<u>Item</u>	<u>Suggested Replacement Periods</u>
Buildings	
Boilers, chiller, cooling tower,	15-20 years
Mechanical HVAC system components	10-15 years
Plumbing and fixtures	20-25 years
Roofs	10-12 years
Vinyl floor covering	15-20 years
Carpet floor covering	10 years
Wood floor covering	15-20 years
Concrete floor covering	40 years
Quarry tile floor covering	20 years
Fire alarm systems	10-15 years
Electrical systems components	15-20 years
Wood siding/trim	15-20 years
Site	
Paved play courts sport surfaces	5-10 years
Paved parking lots	15-20 years
Paved roads	15-20 years
Paved walkways	7-12 years
Perimeter fencing	15-20 years
Campus signage	10-15 years

Underground utilities components	10-20 years
Primary electrical components	10-20 years
Astroturf Artificial playing field	10 years
Stadium wooden bleachers	8-12 years
Stadium running tracks	10-15 years
Swimming pool components (filters, tanks, etc.)	10-15 years
Tree maintenance	5-10 years

Other maintenance projects which need to be completed regularly will be scheduled on the following basis. The frequencies may be adjusted based on actual conditions which will be influenced by location in the County and/or other usage.

<u>Item</u>	<u>Suggested Maintenance Frequency</u>
Buildings	
Exterior painting	10-15 years
Exterior painting (sun exposure)	3 years
Interior painting	6-8 5-15 years
Site	
Asphalt Ppaved parking lotssurfaces	
Crack fill/Ssealing/stripping	3-5 5-10 years
Grind and overlay	10-15 years
Full depth replacement	15-25 years
Paved roads	
Crack fill/Sealing/stripping	3-5 years

Special Repair Projects

Special repair projects include discretionary building and site remodeling and alterations. Remodeling and alterations include substantial betterment to a building. Examples include removing or adding interior walls, changing entrance ways, windows, and reconfiguration of HVAC systems. Site improvement projects include improvements to new and old sites and adjacent ways. Examples include changes to grounds, curbs, grading, retaining walls, sidewalks, storm drain systems, landscaping, fixed athletic apparatus, flagpoles, decks, exterior lighting, storage sheds and signage.

Special Repair Schedules

There are no recommended schedules for special repairs because these projects are normally discretionary and are dependent upon program or functional changes as drivers for implementation.

Budget Allocation

The District will allocate to the Scheduled Maintenance Program for buildings and sites, an amount not to exceed 1.50% of the projected revenue in the tentative budget, but no less than \$1,100,000. This amount will be placed within the Scheduled Maintenance area within the Capital Projects Fund. These funds will be used to provide the District's required local match for State Scheduled Maintenance approved projects. In the event that the State does not approve sufficient projects requiring the use of this allocation for matching scheduled maintenance projects, then an amount not to exceed 27.3% or \$300,000 may be used for other critical needs such as painting/floor covering scheduled maintenance projects to be 100% funded by the District.

It is in the interest of the District to ensure that facilities are repaired and maintained on a timely basis in order to provide for the safe utilization of these facilities. It is the District's intention to maximize the use of state scheduled maintenance and special repair funds by providing the full match required by the California Community Colleges State Funded Grants for Physical Plant projects. In addition, and in order to protect the capital investment that facilities and infrastructure represent, the District will annually establish a minimum funding level for scheduled maintenance and special repair projects. Scheduled maintenance is defined as maintenance that is unusual, nonrecurring work to restore a facility to a safe and continually usable condition for which it was intended.

Annual Scheduled Maintenance Budgets

At a minimum, each college and the District Office shall budget for projects in the scheduled maintenance area within the Capital Projects fund, an amount not less than 0.20 percent of the site's prior year plant replacement value (PRV), as calculated in the California Community Colleges Facility Utilization Space Inventory Option Net (FUSION) database. In order to allow for long-range budget planning and development, the schedule below has been established to increase scheduled maintenance budgets from the \$300,000 Districtwide minimum (\$100,000 per college) as of the 2013-14 fiscal year to the minimum .20 percent PRV as reflected in the schedule.

Budget at Each College, and at District Office beginning in 2014-15

Fiscal Year	Budget as Percent of PRV	Amount
2013-14	Not applicable	\$100,000
2014-15	0.10%	Not applicable
2015-16	0.11%	Not applicable
2016-17	0.12%	Not applicable
2017-18	0.13%	Not applicable
2018-19	0.14%	Not applicable
2019-20	0.15%	Not applicable
2020-21	0.16%	Not applicable
2021-22	0.17%	Not applicable
2022-23	0.18%	Not applicable
2023-24	0.19%	Not applicable
2024-25	0.20%	Not applicable

The following guidelines apply to the allocation of funding.

1. The scheduled maintenance project budget allocations may be made from any source of funding available for use on facilities maintenance projects.
2. When provided, the state-funded grant will supplement, not supplant, the required minimum Districtwide budget allocations.
3. In years when there is no state-funded grant, each college and the District Office shall budget at least the minimum amount established by this procedure.
4. In each year a state-funded grant is provided, the Districtwide state-funded grant will be allocated according to the colleges' and the District Office's relative PRV in the FUSION database.
5. In years when a state-funded grant requires a match which is less than the Districtwide minimum, the total budget allocation at each college and the District Office will be the minimum plus the share of the state grant.
6. In years when a state-funded grant requires a match which exceeds the minimum, each college and the District Office will fully fund the match required to obtain all available state funding.
7. Maintenance for revenue-generating areas such as parking lots, stadiums, or bookstores may not be funded by state scheduled maintenance funds, and shall be funded from the program revenues, or

- other designated facilities funds, to the extent that funds are required and available.
8. College Business Officers and the Chancellor's Cabinet will review annual budget allocations for scheduled maintenance to ensure that sufficient funding is provided to meet annual scheduled maintenance needs. If a college cannot meet the minimum funding level for a given year, a request will need to be made to Chancellor's Cabinet for approval to a budget a lesser amount.
 9. In years when the District's apportionment funding is flat, or decreasing, each college can request Cabinet approval to keep the budget year scheduled maintenance funding the same as the current year. This action would not reduce the requirement to return to the required funding level per the schedule above when apportionment funding is increased.
 10. The funding for projects which are incomplete in the fiscal year in which the project was initially funded shall roll over until the project is complete. Roll over funds for incomplete projects do not count towards subsequent year minimum budgets.
 11. One-time funding from campus reserves may be placed in a restricted capital reserve account in the scheduled maintenance area within the Capital Projects fund, and can be used to fund projects in future years in order to meet the annual minimum budget requirement.

Special Repairs Budgets

Special repair projects do not receive a specific allocation by policy or procedure. Individual special repair projects which exceed \$250,000 must be incorporated into the District's Five-Year Capital Construction Program process and cannot use money from the scheduled maintenance minimum budget.

Ongoing Maintenance Allocation

In accordance with Education Code Section 84660, in order to ensure the District is eligible for state scheduled maintenance funds, the District will ensure that at least 0.5 percent of the District operating budget is budgeted and expensed for ongoing maintenance in the general operating fund 651XXX activity codes. Ongoing maintenance is defined as routine, recurring, and usual work for the preservation or protection of a facility for the use for which it was intended.

~~In addition, the colleges will be allocated an operating budget based on floor area square footage for general (minor and preventive) maintenance of the buildings and grounds.~~

~~All allocations will be made public through posting of projects/information on the Intranet.~~

Emergency Funding

Emergency projects will be ~~handled~~ evaluated by the ~~Director of Facilities and Construction~~ Chief Facilities Planner and college business officers. The ~~Director of Facilities and Construction~~ Chief Facilities Planner will assess the problem and recommend a solution and provide approximate costs to the ~~Vice Chancellor, Facilities and Operations~~ Chancellor and the Chief Administrative Services Officer, ~~or the Chancellor's Cabinet if time allows,~~ for approval. ~~Where required, approval for repairs will be obtained through the Superintendent of Schools and the Governing Board.~~ In the event an emergency requires immediate action to procure equipment, services, or supplies without giving notice for bids to let contracts, the Chief Administrative Services Officer will follow the reporting requirements found in Public Contract Code, Section 22050, for governing bodies that have delegated authority to make a finding that the emergency will not permit a delay for bidding.

Consultants

If architectural or engineering consulting services are required, prior approval must be obtained from the ~~Vice Chancellor, Facilities and Operations~~ Chief Facilities Planner.

Scheduled Maintenance Project Annual Timeline

- 8/01 ~~Director of Facilities and Construction~~ Building and Grounds managers prepares lists of proposed projects for funding in the next fiscal year and update their five-year scheduled maintenance plan.
- 8/15 ~~Inspection of grounds by Buildings and Grounds Managers to recommend changes in schedule.~~
- 9/15 College Business Officers obtain college approval of the annual projects and the five-year scheduled maintenance plan required by the state Chancellor's Office, and forward their lists to the Chief Facilities Planner.
- 10/15 ~~Director of Facilities and Construction~~ Chief Facilities Planner recommends priorities for review and approval of by the ~~Vice Chancellor, Facilities and Operations~~ Chancellor's Cabinet, ~~costs and timeline of each project.~~
- 11/15 Chief Facilities Planner ~~S~~submits approved plans to the ~~S~~state Chancellor's Office for funding consideration.
- 2/01 ~~Director of Facilities and Construction develops 5-year proposed scheduled maintenance plan based on inspection reports and submits to the Vice Chancellor, Facilities and Operations for approval. The Vice Chancellor, Facilities and Operations submits plan for Chancellor's Cabinet approval. Approved plan is then submitted to State Chancellor's Office.~~
- 10/15-6/15 ~~Vice Chancellor, Facilities and Operations and Director of Facilities and Construction prepare specifications, bids, and request Governing Board approval of contract to complete project.~~
- 6/15 ~~Construction of project. Vice Chancellor, Facilities and Operations requests final acceptance by the Governing Board and notifies Vice Chancellor, Finance and Administration of final project costs.~~

GUIDELINES FOR THE ESTABLISHMENT OF ACCOUNTS FOR CLUBS, TRUSTS OR DONATIONS

Student Club Funds

Student Club Funds are funds held in trust by the District for organized student clubs. Each club disbursement must be approved by each of the following:

1. Aa college employee designated as being responsible for disbursement of student funds;
2. The certificated employee who is the designated advisor of the club; and,
3. Aa student representative of the club.

Minutes from the student club showing the authorized amount are also required as backup before disbursement takes place.

When a set of accounts is requested for the establishment of a new club, please include with the request for a new account (form 4cd-250):

1. The bylaws of the club; and,
2. The names of the three individuals authorized to approve disbursement of funds.

Trust Funds

Each college is provided a separate bank account to deposit and disburse nonexpendable trust funds. Trust funds are monies held in a trustee capacity as an accommodation for individuals or organizations exclusive of the instructional program of the college.

Trust funds are established for a temporary purpose. The fund functions much as a clearing account; all monies collected are either expended for the trust purpose or transferred to the organization or individual for whom the trust was established. Prior approval of the Director of District Comptroller-Finance Services must be obtained prior to establishing accommodation or trust accounts.

An example of a trust is "The John Smith Retirement Dinner Trust." In anticipation of dinner and gift cost of \$500 with 50 people attending, a \$10 dinner charge is to be collected for each person attending the dinner. All monies collected are deposited in the trust account. Disbursements are to be made for the gift and to the restaurant. After the dinner, the trust is terminated; any remaining balance is disbursed in accordance with original trust instructions. In this example, the original instructions may have been to disburse any balance to John Smith, or to the college Student Loan Fund. No balance is to be carried in the trust after its purpose has been accomplished.

When an account is requested for the establishment of a new trust, the college business offices should submit with the request for a new account (form 4cd-250) a memorandum which includes the following information:

1. The purpose of the trust;
2. The anticipated termination date.
3. The name of the individual or organization responsible for any over-expenditure;
4. Name of payee for any funds remaining in the trust at its termination; and
5. The name of the responsible manager.

Donations

Private contributions, gifts, grants, bequests and/or endowments to be used for college purposes are to be deposited in the General Fund of the District with the respective college's Foundation. Funds to be used for loans, grants or scholarships to students are deposited to the college Student Loan and Scholarship Fund.

Infrequent donations should be deposited to the President's Private Contribution Account:

DVC	11-01-201011-752001-48821
LMC	11-01-302050-660002-48821
CCC	11-01-702050-660002-48821

For each donation, a memo should be written to the Vice Chancellor, Business Services giving the amount donated, its purpose, any restrictions placed on the donation and the account number or numbers from which the funds are to be expended. A budget transfer will be processed in the District Office increasing the indicated account for the donated monies.

If frequent donations for a specific purpose are anticipated, a special revenue account should be requested. If, for example, frequent donations from the community were anticipated to be made to the Health Professions Program at LMC, a private contribution fund for the activity of Allied Health Program 1201 should be established.

To establish a revenue account for frequent donations, a memo should be sent to the Vice Chancellor, Business Services giving the purpose, any restrictions placed on the donations and the account number from which the funds are to be expended. Once established, a budget transfer will be made monthly for any funds received.

GRATUITIES: TIPPING/FOOD PRODUCTS

Tipping Culinary Program and Student Employees

Gratuities in the form of tipping, free meals, food or discounted food ~~for service to patrons in the campus restaurant or cafeteria~~ shall not be accepted by student employees or students involved in the college Food Service Program or ~~cafeteria~~ Culinary Program. A notice to this effect shall be posted in conspicuous locations informing patrons of this policy. In the event tipping gratuities are made, they shall be forwarded to the ~~Food Service Manager~~ college business office for deposit to the ~~eCafeteria~~ Fund (Fund 52) as miscellaneous revenue (object code 48890).

~~Food Products~~ Food Service Employees

Gratuities in the form of tipping shall not be accepted by employees in the college Food Service Program. In the event tipping gratuities are made, they shall be forwarded to the college business office for deposit to the Cafeteria Fund (Fund 52) as miscellaneous revenue (object code 48890). In addition, ~~Under no~~ circumstances shall compensation, defined in Internal Revenue Code 119, in the form of free meals, food or discounted food be made available to food service employees ~~or students~~, regardless of the number of hours or shifts worked in the Food Service Program ~~or cafeteria~~.

SERVING ALCOHOLIC BEVERAGES AT COLLEGE/DISTRICT ACTIVITIES

Each college within the Contra Costa Community College District may establish a Culinary Arts program. Each college is also supported by a foundation, who in their fundraising efforts may serve wine or other alcoholic beverages as a part of their program activities.

Authorization to acquire, possess, and serve wine and other alcoholic beverages is limited to a course requirement within an approved Culinary Arts program or a fund-raising event, directly sponsored and administered by a college foundation.

For a Culinary Arts program, serving of wine and other alcoholic beverages is limited to activities where a course requirement within the approved program includes the possession and use or serving of wine and other alcoholic beverages. The activities where wine and other alcoholic beverages are served will only be permitted for scheduled events within the course curriculum. Event schedules will be prepared prior to the start of each term. The event calendar would normally include periodic lunch or dinner restaurant activity when the production of a wine list and serving is incorporated in the curriculum and special events scheduled for the term. The calendar of events for serving wine or other alcoholic beverages will be submitted for review and approval by the college President or designee prior to the start of each term. Additionally, other dates and occasions not known at the beginning of the term may be approved by the college President or designee based on demonstrated program need.

For foundation sponsored and administered activities, the foundation will prepare a schedule of events in which serving of wine or other alcoholic beverages is anticipated. The event schedule will be submitted for review and approval by the college president or designee prior to the event.

The possession, sale or the furnishing of alcohol on all campuses is governed by California state law and this procedure. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control and the enforcement of alcohol laws on-campus is the primary responsibility of District Police Services. The campuses have been designated "drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by District Police Services. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private area of the campuses without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- the alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the college President;
- the alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation;

- the alcoholic beverage is wine produced by a bonded winery owned or operated as part of an instructional program in viticulture and enology;
- the alcoholic beverage is wine that is for use during an event sponsored by the District or an organization operated for the benefit of the District in connection with the District's instructional program in viticulture or the District's instructional program in enology;
- the alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained under this division for special events¹ held at the facilities of a public community college during the special event;
- the alcoholic beverage is acquired, possessed, or used during an event sponsored by the District or an organization operated for the benefit of the District at a District facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility; or
- the alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.

~~Business and Professions Code Section 25608~~
Business and Professions Code Sections 24045.4, 24045.6, and 25608
34 Code of Federal Regulations Section 668.46(b)

¹ "Special event" means events that are held with the permission of the Governing Board of the District or designee that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the District and for which the principal attendees are members of the general public or invited guests and not students of the District.

STUDENT CREDIT CARD SOLICITATION

Solicitation of student credit cards shall be in compliance with the established procedures at the colleges.

At a minimum, the following shall apply:

- sites at which student credit cards are marketed will be registered with the campus administration;
- the number of sites allowed on campus may be limited by campus administration; and
- marketers of student credit cards are prohibited from offering gifts to students for filling out credit card applications.

Title 5 Section 54400
Civil Code Section 1747
Education Code Section 99030

ENROLLMENT FEES AND NONRESIDENT TUITION REFUNDS

Refunds of enrollment fees and nonresident tuition are to be processed if the fee is collected in error or if the student qualifies for a refund.

1. Enrollment fees may be returned to students for the following two reasons:

- a. The fee was collected in error.
- b. The student qualifies for a refund.

2. The student must initiate the request for the return of the fee. Repayments of the enrollment fee will not be processed by the college automatically.

3. The return of fees collected in error and refunds may be processed at any time between the fee collection date and the end of the semester.

4. Fees and nonresident tuition collected in error are defined as those not owed by the student and, therefore, never earned by the District. (that is, they were never earned by the college). Fees collected in error follow include those related to:

- a. Death of student prior to the start of courses;
- b. cancellation of College canceled the course;
- c. cancellation of College canceled student's enrollment (academic or progress dismissal) by college;
- d. unavailability of Books for the course were not available due to college error;
- e. late Student qualification for State financial aid later in semester;
- f. residency issues; and
- f.g. Other reasons not the fault of the student as approved and documented by the College President, or designee. Examples are:
 - (1) High school student enrolled for high school credit.
 - (2) Apprenticeship student enrolled in apprenticeship course.
 - (3) Course crosses semesters.

The \$10.00 processing fee shall not be charged for any fee collected in error.

5. Refunds are defined as the return of enrollment fees or nonresident tuition due to a net reduction in the units of enrollment or because an outside agency paid on behalf of the student.

- a. To qualify for an enrollment fee or nonresident tuition refund, the reduction must occur prior to or during the first two weeks of instruction a term for full-term classes (fall and spring semesters) or within the first ten percent of the length of the class for short-term and summer classes. This includes cancellation by the student of enrollment prior to the start of instruction.
- b. All refunds are subject to a \$10.00 processing fee. The processing fee is charged to the student only once a semester.
- b. Enrollment fees or nonresident tuition may be refunded to the student if it is paid to the college by another agency later in the semester.

Student refunds are processed at the beginning of each month for the current semester. In addition, in the month of June the student refund process is run for all semesters. If a refund is \$1,000 or greater, a manual refund will be initiated by the college and forwarded to the District Accounting Office.

6. The full enrollment fee may be returned to the student if it is paid to the college by another agency later in the semester. The check from the other agency shall be deposited outside the fee system to the enrollment fee account, and the returned fee shall be recorded as an abatement to that account.

7. If a student sends a mail registration enrollment fee payment in excess of the fee required, any overpayment is to be entered in the cash receipts screen. The cash over accounts are 11-01-201002-672000-54303 for DVC, 11-01-301002-672000-54303 for LMC, and 11-01-701002-672000-54303 for GCC.

8. The amount to be returned is determined by subtracting the correct amount owed for the units carried from the amount paid, less the processing fee, if any. For example, a student enrolling and paying \$121.00 for 11 units requests a refund for 6 units dropped within the first two weeks of instruction:

Amount paid (11 units)	\$121.00
Amount owed (5 units x \$11)	55.00
Refund amount	\$66.00
Processing fee put in cash drawer	10.00
Amount paid to student	\$56.00

For a student who had enrolled and paid for 5 units and who had a 2-unit course canceled by the college, the calculation would be:

Amount paid (5 units x \$11)	\$55.00
Amount owed (3 units x \$11)	33.00
Processing fee	0.00
Amount paid to student	\$22.00

DELETE PROCEDURE SUBJECT MATTER COVERED IN STUDENT SERVICES PROCEDURE 3011

NONRESIDENT FEES AND DETERMINATION OF RESIDENCE

1. **Authority to Determine Residence.** The Director of Admissions and Records of each college shall secure and evaluate information from any applicant for admission and determine the residence status.
2. **Appeal of Residence Determination.** When the Director of Admissions and Records is unable to make a determination of residence or when a student submits a written appeal, the Director of Admissions and Records may refer the matter to the Chancellor or designee for review.
3. **Admission In Error.** A nonresident student subject to the tuition fee and enrolled in a class, or classes, in error without payment of the fee shall be excluded from such class(es) upon written notification by the Director of Admissions and Records and no credit shall be allowed until such tuition fees are paid.
4. **Admission by Falsification.** Nonresident students who have been admitted to the college and have been enrolled in class(es) without payment of nonresident tuition fees because of falsification or error of information submitted by or for them, shall be excluded from such class(es) upon written notification by the Director of Admissions and Records and no credit shall be allowed until such tuition fees are paid.
5. **Payment of Nonresident Fees.** Each nonresident student shall pay a fee as required by the Education Code and the Policies of the Governing Board. The District Accounting Office may initiate action through appropriate administrative channels in order to collect delinquent fees owed to the District.
 - a. **Time of Payment.** The fee shall be paid at the time of enrolling in classes. No student will be allowed to attend classes until all fees have been paid.
 - b. **Payment by Other Than Student.** The prior approval of the District Accounting Office must be secured when tuition fees are to be billed to and paid by other than the student. If approved, the Accounting Office shall be notified of: the student's name and address, the name and address of the person or agency to be billed, the number of units for which the student is enrolling, the fee rate, the total amount of fees due, the amount of partial payment (if any), and the balance due. Where a partial payment is made by the student, the same information indicated above will be shown on the cash receipt.
 - c. **Students eligible for grants or loans may be provisionally enrolled for a period not to exceed three school days. All tuition must be paid to complete the enrollment.**
6. **Enrolling In Additional Units During a Term.** Any nonresident student who registers for additional units during the summer or summer session shall pay the established fee for each unit (or fraction of a unit) so added.
7. **Refund of Nonresident Tuition.** Money collected as nonresident tuition may be refunded to a student in accordance with the following:

a. **Persons Eligible to Make Application.** A student shall make application in writing on District forms to the college Director of Admissions and Records, stating the reason for the request for refund. A student shall make the application personally if he/she is able to do so. If, in the opinion of the college Director of Admissions and Records, a student is unable to make the application personally, the parent or guardian of the minor student, or the duly authorized representative of the adult student may make the application.

b. **Time of Application.** Application for refund of tuition fees shall be delivered to the college Director of Admissions and Records within the time limits specified in this section. If, in the opinion of the college Director of Admissions and Records, illness or accident of the student prevented the student from making application for refund within the time limits specified, application may be made at a later date, but in no case later than the last day of instruction in the semester or session to which the fees apply.

c. **Tuition Collected in Error.** Money for nonresident tuition collected in error may be refunded in full upon proper application and without regard to time limits set forth in this section.

d. **Tuition for Semester.** Tuition paid for a course scheduled to begin during the first week of instruction of the semester may be refunded in accordance with the following schedule less a one a semester \$10.00 program fee if application therefore is received by the Director of Admissions and records within the following time limits.

Time Limit	Amount of Refund
(1) Before or during the add/drop period established in the college catalogue.....	100%
(2) After the add/drop period established in the college catalogue.....	0%

e. **Tuition for Summer Session.** Tuition paid for a course scheduled to begin during the summer session or for short-term courses may be refunded in full, less a once a semester \$10.00 processing fee, if the student drops before 10% of the length of the course.

8. **Personnel.** The President of each college shall designate an employee who shall be responsible for the collection of all nonresident fees. If the person designated to collect nonresident fees is other than the person designated to account for all monies collected at the college, that person shall account for all fees daily and deposit all fees with the latter person daily.

9. **Receipts.** Receipts shall be issued in accordance with established District policies. Receipts for nonresident fees shall include the date of receipt; the first, middle initial, and last name of the student; the student's street and city address; and indicate whether "NONRESIDENT TUITION-FOREIGN," or "NONRESIDENT TUITION-OTHER," as appropriate; the exact number of units for which the collection is made; and the total amount of fee collected.

DELETE THIS PROCEDURE

**SUBJECT MATTER INCLUDED IN
BUSINESS PROCEDURE 7.06**

NONRESIDENT TUITION REFUNDS

1. Nonresident students paying out-of-state or foreign tuition who have dropped units should acquire a refund request, form 4cd-147, (see Exhibit A) from the campus Admissions and Records Office, complete the student portion of the form and return it to the Admissions and Records Office.
2. The Admissions and Records Office completes the center section including the withdrawal or change of program date and number of units being dropped. All information supplied by the student should be verified. The request is approved by the campus official responsible.
3. The campus should complete the Type of Fee Section indicating the amount paid and the amount of refund.
4. Campus sends the request to the District Office Accounting Department for review and payment.
5. District Office Accounting Department verifies the number of units the student is currently enrolled in and the amount of nonresident fees paid. A calculation is made using the current units enrolled in times the current nonresident unit rate less the amount of fees paid by the student. This difference becomes the basis for refund. Business Procedure 7.09 determines the percentage refund due to the student. If there are any discrepancies, the request is returned to the campus for corrections or clarification.
6. The District Office Accounting Department assigns the appropriate campus nonresident fee G.L. Account:

Diablo Valley College	11-01-202050-670000-48880
Los Medanos College	11-01-302050-670000-48880
Contra Costa College	11-01-702050-670000-48880
7. Distribution of Form 4cd-147 after completion by student and campus. Campus retains pink copy for their files. White original and yellow copies are forwarded to District Office Accounting Department. After review and assignment of GL Account, yellow copy retained by District Office Accounting Department. The original is processed and attached to the check copy and filed in accounts payable.
8. The amount per unit of nonresident tuition is set by Governing Board action each year.

BANKING AND ARMORED CAR SERVICE

Armored car service is provided **Monday through Friday** to deliver money from the colleges to the appropriate banks. Safes are also provided in a central location where money collected during the day or on weekends can be deposited until it is picked up by the armored car service. ~~Unusually large amounts collected during the day at registration times should be placed in the safes.~~ If during the day cash exceeds \$5,000 within a drawer, the cash should be placed in a safe. If during the day cash exceeds \$10,000 within a drawer, the cash shall be placed in a safe.

No money shall be taken to the bank by District personnel, **except as authorized by the Chief Administrative Services Officer or college business directors.**

~~Money shall be deposited in banks as follows:~~

- ~~1. All deposits shall be at the bookstore not later than 2:00 p.m. at Diablo Valley College, 12:00 noon at Contra Costa College, and 12:00 noon at Los Medanos College.~~
- ~~2. Each person responsible for making a deposit shall be supplied with deposit bags, locks and keys, as required. All money and the necessary deposit information shall be placed in the bag and locked.~~
- ~~3. In the case of large amounts of money being received after the daily pickup, a separate deposit shall be made. No pick-up will be made other than Monday through Friday, as specified in No. 1, above. If money is to be received on Saturday, a deposit shall be prepared and the money placed in the safe on Saturday for deposit.~~
- ~~4. As required, special deposits during the day will be prepared. This is to eliminate the possibility of there being an excessive amount of cash on the premises at times such as registration, etc.~~
- ~~5. To obtain change or currency by armored car service:
 - ~~a. Should change or currency be required, it shall be requested through the bookstore manager, who will secure it from the bank. The bookstore manager at each college shall be responsible for change orders placed through the armored car service.~~
 - ~~b. The amount of change or currency received shall be redeposited as a separate deposit. On the deposit slip to be sent to the Accounting Department, there should be noted "Redeposit-Change Fund."~~~~
- ~~6. The President of the College shall designate the person or persons who shall have the combinations of the safe. The individual designated by the President of the College shall be responsible for maintaining a record of all deposits and for the proper completion of the receipts as required by the armored car service.~~

PAYMENT OF SPECIAL SERVICE CONTRACTORS

Requests for services of non-employees for payment of less than \$3,500 in a ~~one~~ fiscal year period per contractor are paid from the Special Service Contractors Requisition and do not require prior Governing Board approval. See Board Policy 2025. Common types of special service contractors to be used on the Special Services Contractor Requisition include educational consultants, lecturers, artists, speakers, performing groups, athletic officials and art models.

For payments \$3,500 or more per one year period, Aa Special Service Contract, as provided in Business Procedure 9.40, must be used ~~for services of non-employees exceeding \$3,500 per one year period.~~

A. Physicians

The payment process is:

1. ~~Complete a voucher requisition.~~
2. ~~the original with a signed copy of the physician's invoice to the Accounting Department. Refer to Business Procedure on voucher requisitions.~~

B. Art Models, Athletic Officials, and School Physicians

The payment process for non-~~faculty~~ employees is:

1. ~~Complete three copies of Special Service Contractors Requisition, form 7031 (Exhibit A), including the certification section;~~ and
2. ~~Submit the original copy to the Comptroller District Office Accounting Department. Refer to Business Procedure 9.13.~~
3. ~~The following individuals may be included within the category of athletic officials:~~
 - ± ~~Spotters~~
 - ± ~~Announcers~~
 - ± ~~Lines persons~~
 - ± ~~Sideline Chain Holders~~

If faculty or classified staff members are employed for such service, the payment process to be followed is the same except ~~use~~ the Employee Services Exempt Services form is to be used ~~from Salary Schedule, form 4cd-123 (Exhibit B),~~ and payment will be made on a payroll warrant.

C. Educational Consultants

Definition

~~An Educational Consultant is one who by education, by experience and by prima facie credentials is considered to be a recognized professional within the area of expertise for which the consultant is being engaged. Judgment on the professional qualifications of such consultants is subject to the code of professional ethics of those staff members responsible for engaging the consultant.~~

Compensation

The fee should be established to include travel and other expenses.

Payment Process for Service with Prior Governing Board Approval

1. Complete four copies of the Special Service Contractors Requisition, form 7031, omitting the certification section.
2. Submit the original and second copy to the Chancellor; retain third copy for college file and place fourth copy in pending certification file.
3. After date of service, complete certification on the fourth copy and submit to the District Office Accounting Department.
4. If there are multiple dates of service and payment is desired after each, prepare sufficient additional copies and submit certification of service after each date.
5. A warrant may be requested for delivery to the consultant at the time of service if the requisition is submitted at least ten working days prior to the date of service. Complete the certification copy (step 3) following date of service.

D. Lecturers, Speakers, Moderators, Panel Members, Workshop Leaders, Performers**Compensation**

1. The honorarium for lecturers, speakers, moderators, panel members and workshop leaders, may be determined on an individual basis on professional reputation and/or length of service. Travel or other expenses should be included in the honorarium.
2. Rates for lecturers in credit classes may be based on the Semester Teaching Salary Schedule and an estimated class and step placement of the lecturer.
3. The rate for performers may be determined based on the prevailing rate of pay established by local unions or similar organizations.

Payment Process

1. Non-employee (Special Service Contractors)
 - a. Complete four copies of Special Services Contractors Requisition, form 7031, omitting the certification section (see Exhibit A).
 - b. Submit original and second copy to the Chancellor; retain third copy for college file and place fourth copy in pending certification file.
 - c. After date of service, complete certification on the fourth copy and submit to the District Office Accounting Department.
 - d. If there are multiple dates of service and payment is desired after each, prepare sufficient additional copies and submit certification of service after each date.
 - e. A warrant may be requested for delivery to the contractor at the time of service if the requisition is submitted at least ten working days prior to the date of service. Complete the certification copy (step c).
2. Faculty

The process for the Annual Faculty Lecturer, performers and others is the same as for non-employee except use the Employee Services Exempt from Salary Schedules, form 4cd-123, (see Exhibit B) and payment will be made on a payroll warrant.

Contra Costa Community College District

SPECIAL SERVICE CONTRACTORS REQUISITION
(For contracts less than \$3,500)

Name _____ Social Security No. _____
Last - First - Middle

Address _____
Number & Street City & State Zip Code

Name: _____

Payments to be made to (complete only if other than above):

Address _____
Number & Street City & State Zip Code

Service to be performed:

Event: _____

- | | |
|--|--|
| <input type="checkbox"/> Educational Consultant* | <input type="checkbox"/> Performing Group |
| <input type="checkbox"/> Lecturer* | <input type="checkbox"/> Athletic Official |
| <input type="checkbox"/> Artist* | <input type="checkbox"/> Art Model |
| <input type="checkbox"/> Institute Speaker* | <input type="checkbox"/> Other (specify) _____ |

*Requires Board Approval prior to payment

Hourly-Rate \$	
Date(s) of Service	Total Hours
Total Payment \$	

Daily-Rate \$
Dates of Service
Total Payment \$

College _____

Date _____

Charge to budget account _____ - _____ - _____

Approved by _____
(Department or Division Head)

Approved by _____
(President or Designee)

Payment instructions:

- Send warrant in advance of date of service to President
 Mailed warrant to address indicated after date of service

Approved for Board action _____
(Chancellor)

Date _____

CERTIFICATION OF PERFORMANCE OF SERVICE

The above services were performed on (date or dates) _____

Certified by _____ Date _____
(President or Designee)

Contra Costa Community College District

EMPLOYEE EXEMPT SERVICES

College Location ___ DVC ___ LMC ___ CCC ___ Other _____

Employee ID ~~Social Security~~ No. _____

Name _____
Last
First

Services to be performed:

Event _____

- | | | |
|---|--|-------|
| <input type="checkbox"/> Educational Consultant | <input type="checkbox"/> Performing Group | _____ |
| <input type="checkbox"/> Lecturer | <input type="checkbox"/> Athletic Official | _____ |
| <input type="checkbox"/> Artist | <input type="checkbox"/> Art Model | _____ |
| <input type="checkbox"/> Institute Speaker | <input type="checkbox"/> Other (specifiy) | _____ |

GL Number ____ - ____ - _____ - _____

Position ID: _____

Complete one section only:

Hourly-Rate \$	
Date(s) of Service	

Daily-Rate \$	
Date(s) of Service	

Total Hours _____

Total Days _____

Total Payment _____

Total Payment _____

Date _____

Employee Signature _____

Certification of Performance

CERTIFICATION OF PERFORMANCE OF SERVICE

Approved by _____ Date _____

<u>District Human Resources</u>	
Reviewed by _____	
Date _____	

District Payroll Department
 Received _____

**DELETE THIS PROCEDURE
SUBJECT MATTER COVERED IN
BUSINESS PROCEDURE 9.10**

**SPECIAL SERVICE CONTRACTOR REQUISITION
PRIOR BOARD APPROVAL NOT REQUIRED
Form 4cd-31**

<u>Person Responsible</u>	<u>Action</u>
Employee Obtaining Service	1. Complete three copies of form 4cd-31.
Organization Unit Head	2. Verify budget availability, assign correct General Ledger account number based on object and activity cost center and sign. Retain third copy for file.
Location Business Officer	3. Review for conformance to policy and procedure, budget availability and correct General Ledger account number. Sign. Complete certification section if service already performed and prior Board approval not required.
Comptroller	4. Review for policy and procedure compliance. Sign if authorized (Chancellor's name).
District Accounts Payable	5. Review. Check budget. Sign warrant. File certified copy of 4cd-31 and copy of warrant in alphabetical contractor file.

USE OF PERSONAL OR DISTRICT-OWNED TELEPHONES

For the purpose of conducting official business for the Contra Costa Community College District, employees will occasionally use a personal or District-owned telephone. The following procedures apply to requests for reimbursement of personal expense or for employee reimbursement to the District for the use of telephones.

Reimbursement to Employee

When an employee uses a personal telephone or cellular telephone for District business, the billing from the telephone or cellular company will be attached to an employee expense claim form to document the actual cost. The employee claim will be made monthly for the cost of the specific telephone call(s). Reimbursement will not be made for the normal monthly cost of the telephone service.

~~For the cost of using a personal cellular telephone, the employee will claim monthly for the cost for the specific call(s) made. A copy of the cellular telephone billing will be attached to the employee expense claim form to document costs to be reimbursed. No reimbursement will be made for the monthly cellular telephone service.~~

An employee whose position requires him or her to be on-call by cellular telephone to conduct District business shall be reimbursed an amount of \$15.00 per month. The reimbursement shall be approved by the Chancellor, Vice Chancellors, or college President.

Certain employees require frequent national or international travel or must be available to the public 24 hours per day. In these cases, the District will purchase the cellular telephone and pay the monthly service. Positions that qualify for this shall be approved by the Chancellor.

Reimbursement to the District

Employees are not expected to normally make personal calls using District equipment. There will be occasions when calls are received or made that are not necessary business telephone calls. In such instances, the employee is expected to make reimbursement to the District for the actual cost of the personal calls made on a District telephone. ~~When an employee is required to be available or to conduct District business through use of a cellular telephone, the District will purchase the telephone and the monthly service. The employee will reimburse the District for the cost of any personal calls made on the cellular telephone. The employee will review the monthly cellular telephone bill, circle or highlight personal telephone calls made, and reimburse the District monthly for the actual cost of the personal telephone call(s) made using a District-owned cellular telephone. No reimbursement will be made for the regular monthly telephone service. No reimbursement to the District will be required for monthly amounts less than \$5.00.~~

If a job requires regular and substantial use of one's cellular phone as well as being on call regularly, the Chancellor may make an exception to this policy.

SIGNATURE AUTHORITY AND DELEGATION

Background

In the normal course of duty, managers and employees sign documents which become the permanent record of the institution and are considered "government records". Managers may also designate other employees to sign certain documents in their absence; however, the manager remains responsible for documents signed on their his or her behalf.

In order to provide a sufficient transaction trail and protect employees, the following procedure is to be used when approval authority is delegated.

Designating Approval Authority

Payroll Documents

1. Managers should complete the attached form (Exhibit A) to identify employees who have been designated to approve timecards and other payroll documents in their absence. The form should be submitted to the College or District Payroll Office Department, as appropriate.
2. Managers should retain a copy so that deletions and additions can be made to the copy and forwarded to the College or District Payroll Office Department, as appropriate.
3. College Payroll departments should forward copies of the forms to the District Payroll Department.

Invoices and Other Transaction Records

1. Managers should complete the attached form (Exhibit B) to identify employees who have been designated to approve invoices and other transaction records in their absence. The completed form should be submitted to the Location college Business Office or District Accounting Department.
2. Managers should retain a copy so that deletions and additions can be made to the copy and forwarded to the Location college Business Director Office or District Accounting Department.
3. Location College Business Directors offices should forward copies of the forms to the Comptroller District Accounting Department.

Designee Signatures

Designated approvers should sign their own names and the manager's name as in consistent with the following example:

Jane Smith works for John Dean and she is a designated approver. She would sign the document as follows: "Jane Smith for John Dean."

Unauthorized Activities

1. Signing or stamping a manager's or other employee's name and failing to sign your own name as described above.
2. Signing another employee's timecard on behalf of that employee. Employees must sign their own timecards; failure to do so will result in payment not being processed.

Consequences

Employees who violate the above procedure are subject to disciplinary action up to and including termination, and may be subject to criminal prosecution.

**DELEGATING APPROVAL AUTHORITY
Timecards and Other Payroll Records**

Manager's Name (Print) _____ Location _____

Manager's Title _____ Effective Date _____

Manager's Signature _____

The following individuals are authorized to sign timecards or other payroll documentation in my absence:

Print Name	Title	Signature Sample

Designee's Responsibility: Employees who have been delegated approval authority are to sign their own names and the manager's name **as in consistent with** the following example:

Jane Smith works for John Dean and she is a designated approver. She would sign as follows: "*Jane Smith for John Dean.*"

Manager's Responsibility: Managers should submit this form to their **Location college or District** Payroll Department. A copy should be retained by the manager so that deletions and additions can be made to the copy and forwarded to the **Location college or District** Payroll Department.

Location College Payroll Department Responsibility: **Location College** Payroll Departments should submit copies of these forms to District Payroll **Department**.

DELEGATING APPROVAL AUTHORITY
Invoices and Other Transaction Records

Manager's Name (Print) _____ Location _____
Manager's Title _____ Effective Date _____
Manager's Signature _____

The following individuals are authorized to sign invoices or other payment documentation in my absence:

Print Name	Title	Signature Sample

Designee's Responsibility: Employees who have been delegated approval authority are to sign their own names and the manager's name **as in consistent with** the following example:

Jane Smith works for John Dean and she is a designated approver. She would sign as follows: "Jane Smith for John Dean."

Manager's Responsibility: Managers should submit this form to their **Location college Business Director Office or District Accounting Department**. A copy should be retained by the manager so that deletions and additions can be made to the copy and forwarded to the **Location college Business Director Office or District Accounting Department**.

Location Business Director's Responsibility: **Location College Business Directors Offices** should submit copies of these forms to the **Comptroller District Accounting Department**.

DELETE THIS PROCEDURE SUBJECT MATTER COVERED IN UNITED FACULTY CONTRACT

UNITED FACULTY RELEASE TIME

The current agreement with United Faculty provides for reimbursement to the District for release time. The following procedure will implement the agreement:

Release Time For A Full Semester

1. A query report will be printed by District Information Technology that will indicate the FTE release time for UF members. The report will be given to the Comptroller.
2. Salaries for this release time are to be recorded under object 5-1220. The salary account numbers for each location are:

Contra Costa	11-01-701001-679905-51220
Diablo Valley	11-01-201001-679905-51220
Los Medanos	11-01-301001-679905-51220
3. Payments to replacements will be coded to the appropriate variable teaching salary account for the activity (TOPs code of the course).
4. At year end the Comptroller will calculate the salary and benefits to be invoiced to the United Faculty based on Article 3.4 of the UF agreement.
5. The revenue received will be abated to the account numbers identified in item 2 of this procedure for the appropriate location (a partial abatement of the cost of the release time).

Release Time For Labor Relations Meetings

6. The College President will forward a copy of the approved meeting leave form for UF members released for attendance at conferences and seminars pertaining to labor relations activities to the Vice Chancellor, Finance and Administration.
7. The Payroll Clerk will report the absence on the UF member's monthly absence report in the usual way (Code "E"). The Payroll Clerk will forward a copy of the time card for the substitute to the Vice Chancellor, Finance and Administration. The time card for the substitute will be coded to the appropriate substitute account for the activity (TOPs code of the course).
8. The Vice Chancellor, Finance and Administration will request the Director of Payroll to report the salary and benefit costs of the substitute to the Comptroller who will invoice the United Faculty for the actual cost of the substitute. This will be based on the Appendix B-5 Salary Schedule.

Note: This release time only covers assignments paid on a monthly basis (contract salary - not extra service).

9. The revenue received will be abated to the appropriate substitute salary account (a total abatement of the substitute costs).

INSTRUCTIONS FOR USE OF EXPENDITURE OBJECT CODES

Expenditure classification by object is the accounting segregation of expenditures into seven major categories:

- 1000. Academic Salaries
- 2000. Classified Salaries and Other Nonacademic Salaries
- 3000. Employee Benefits
- 4000. Supplies and Materials
- 5000. Other Operating Expenses and Services
- 6000. Capital Outlay
- 7000. Other Outgo

Costs may be incurred for expenditures that include more than one object. Such costs are prorated on an equitable basis to the objects for services received. For example, if a faculty employee provides classroom instruction half time and acts as a student counselor half time, that individual's salary must be prorated one-half to Object 1100, Instructional Salaries, Contract or Regular Status, and one-half to Object 1200, Noninstructional Salaries, Contract or Regular Status. Object code major classifications are consistent statewide and are taken from the California Community College's Budget and Accounting Manual.

Details on the District's object codes can be found on the Chart of Accounts on the District Accounting Office Intranet site.

Object Code	Type of Expenditure	For Use By	
		Instructional Activity Center	Support Activity Center
51000	Certificated Salaries		
51100	Monthly Teaching Includes all salaries of personnel employed for the direct instruction of students.		X
51200	Monthly Nonteaching Includes salaries of personnel not teaching; i.e., coordinators, supervisors, departmental or division chairpersons, librarians, counselors and administrators.		X
51210	Managers—presidents, deans, division chairpersons, etc.		
51220	Others—librarians, counselors, department chairpersons, etc.		
51300	Variable Teaching Includes salaries of temporary (part-		X

time) teachers, including those in Work Experience Programs, actually working with students, employed on an hourly, daily, or flat rate basis as follows:

- 51310 Hourly
- 51320 Substitutes
- 51330 Retired Faculty Consultants

51400 Variable Nonteaching **X**

Includes salaries of temporary (part-time) coordinators, supervisors, librarians and counselors employed on an hourly, daily or flat rate basis as follows:

- 51410 Hourly
- 51420 Substitutes
- 51430 Retired Faculty Consultants

Object Code	Type of Expenditure	For Use By	
		Instructional Activity Center	Support Activity Center

52000 Classified Salaries

52100 Monthly Noninstructional **X**

Includes salaries of members of the classified service who are employed in support services; i.e., secretarial, clerical, maintenance, operations, bookstores, etc.

- 52110 Managers and Supervisors
- 52120 Others—bargaining unit members and confidential employees.

52200 Monthly Aide **X**

52210 Classroom Aide

Includes salaries of members of the classified service who meet the following definition of classroom aide: A classroom aide is a District classified employee hired to assist a classroom teacher in the direct instruction of students. The aide assists the teacher in classroom instructional tasks; however, such employee may not be assigned a class.

52220 Other Aide **X**

Other aides are employed to assist in instructional programs, but they do

not participate in the direct instruction of students during any portion of scheduled class sessions.

52300 Variable Noninstructional X

Includes hourly salaries for temporary and student employees who are employed in support services. Includes overtime and extra time payments for monthly classified employees who are employed in support services.

52310 Overtime

52311 Extra Time

52320 Short Term Seasonal or Special Services

Object Code	Type of Expenditure	For Use By	
		Instructional Activity Center	Support Activity Center

52330 Substitutes

52340 Students

52400 Variable Classroom Aide X

Includes hourly salaries for temporary and student employees who meet the definition of classroom aide. Includes overtime and extra time payments for monthly classified employees who meet the definition of classroom aide.

52410 Overtime

52411 Extra Time

52420 Short Term Seasonal or Special Services

52430 Substitutes

52440 Students

52500 Variable Supervisor X

Includes hourly salaries for temporary and substitute supervisors. Includes overtime and extra time payments for monthly supervisors.

52510 Overtime

52511 Extra Time

52520 Short Term Seasonal or Special Services

52530 Substitutes

52600 Variable Other Aide X

Includes hourly salaries for temporary and student employees who work as other instructional aides but who do not meet the definition of a classroom aide. Includes overtime and extra time payments for monthly

classified aides who do not meet the definition of a classroom aide.
52610 Overtime
52611 Extra Time
52620 Short-Term Seasonal or Special Services
52630 Substitutes
52640 Students

53000 Employee Benefits X X
 Includes all expenditures for employers' contributions to retirement plans and for health and welfare benefits for officers, employees, retirees, and their dependents.

Object Code	Type of Expenditure	For Use By	
		Instructional Activity Center	Support Activity Center

53100 STRS
53200 PERS
53300 FICA
53400 Health and Welfare
53500 Unemployment Insurance
53600 Worker's Compensation
53800 Medicare

54100 Supplies and Materials X X
 Includes all supplies used for instructional activities. Includes office supplies, maintenance supplies, custodial supplies, publications, subscriptions, fuel and oil for vehicles, etc., used by support activities. Included are: (1) items of an expendable nature that are consumed, worn out, deteriorate in use, or are easily lost or broken; (2) materials that have a relatively short life (less than two years); and (3) articles that have the characteristics of equipment but have a unit cost of \$200 or under and are frequently lost, broken or worn out in normal use, such as staplers, small tools, clocks, etc. Includes printing, publications, subscriptions, etc.

54200 Textbooks X X

55100 Personal and Consulting Services X X
 Includes payments to athletic officials, art models, lecturers, consultants, artists, performing groups, school physicians, etc.
55100 Payments made to firms or agencies.
55120 Payments made to individuals who are independent contractors. Such payments

must be reported to the Internal Revenue Service.

55200	Travel and Conference Expense	X	X
	Includes all reimbursed expenses—meals, lodging, mileage, commercial transportation, registration fees, etc.—for student groups, faculty and other employees.		

Object Code	Type of Expenditure	For Use By	
		Instructional Activity Center	Support Activity Center
55300	Dues and Memberships	X	X
	Includes membership fees for institutional memberships in professional organizations or associations.		
55400	Insurance		X
	Includes all insurance for the protection of the District.		
55500	Utilities		X
	Includes cost of heat, light, power, water, telephones, laundry, etc.		
55610	Equipment Rental	X	X
	Includes costs of rentals or leases of equipment.		
55611	Film Rental		X
	Includes costs of rentals of film.		
55612	Facilities Rental	X	X
	Includes costs of rentals or leases of land, athletic fields, classrooms, etc.		
55613	Software Rental	X	X
	Includes costs of rental and maintenance of program products for data and word processing.		
55620	Equipment Repair	X	X
	Includes costs of maintenance and repairs of equipment performed under express or implied contracts including labor, materials and use of equipment.		
55621	Facilities Repair		X
	Includes service contracts for maintenance of grounds and building systems and costs of repair of buildings or grounds performed under express or implied contracts including labor, materials		

Object Code	Type of Expenditure	For Use By	
		Instructional Activity Center	Support Activity Center
	and use of equipment (e.g., plumbing, painting, glazing, electrical, etc.).		
55622	Major Facilities Repair		X
55623	Telephone Repair—Costs of Additions to Telephone System		X
55630	Transportation Charter (Field Trips) Includes costs of student transportation for field trips for courses or other specific purposes.	X	
55640	Vocational Education Contracts Includes costs of education of students by private vocational schools.	X	
55641	Data Processing Contracts Includes cost of administrative data processing services obtained from the Data Center (an enterprise activity).		X
55650	Contract Substitute Personnel Includes temporary employees obtained from a personnel agency to substitute (1) for monthly classified employees who are on sick leave or (2) during the period of time an authorized position is vacant due to resignation or retirement.	X	X
55651	Contract Short-Term Personnel Includes temporary employees obtained from a personnel agency for seasonal work or for special projects of limited duration.	X	X
55690	Other Leases, Rentals and Contracts Includes any other lease, rental or contract service.	X	X
55700	Legal, Election and Audit Costs Includes costs of lawyers' fees, election costs, auditors' fees, etc.		X
55800	Other Services and Expenses Includes costs for surveys, appraisals and other contract expenses not included in 55610 through 55700.		X
55810	Advertisements		X

Includes costs of advertisements placed for bids, employment, student recruitment, etc.

Object Code	Type of Expenditure	For Use By	
		Instructional Activity Center	Support Activity Center
55900	Interprogram Charges, Indirect Costs, Interlocation Charges and Depreciation Includes accounting entries which transfer direct charges from one program or location to another when the transfer involves more than one object. Includes entries to charge using programs for indirect costs at the approved rate. Depreciation includes amounts expended for the depreciation of exhaustible income producing assets and is used only in the enterprise funds.	X	X
56110	Site Includes site acquisition costs.		X
56120	Site Improvements Includes improvement of sites, such as grading, landscaping, sidewalk and roadway construction, sewers, storm drains, fencing, exterior sprinkler and lighting systems, etc.		X
56200	Buildings Includes construction costs of new buildings or additions, including advertising fees, inspection, tests, etc.		X
56300	Library Books Use only for new libraries or major expansion		X
56400	Equipment Includes equipment defined as movable plant assets costing over \$200 per unit without tax, such as desks, vehicles, chairs, instruments, machinery, etc. Items having the characteristics of equipment with a unit cost of \$200 or less should be coded to the supplies object (4100).	X	X
56410	Additional		
56411	Film Purchases		
56412	Additional acquired by lease-purchase		
56413	Change Dimensions		
56420	Replacement of existing equipment		
56421	Replacement equipment acquired by lease-purchase		

Object Code	Type of Expenditure	For Use By	
		Instructional Activity Center	Support Activity Center
56422	Upgrade		
	Note: Replacement includes amounts expended for the replacement (caused by normal use) of equipment on a piece for piece basis to perform the same function(s). Equipment which differs in capacity, function, or quality shall be considered additional equipment.		
57100	Debt Retirement		X
	Includes expenditures for the retirement of debt and for interest on debt.		
57300	Interfund Transfer Out		X
	Records transfers between funds (not sub-funds).		
57400	Other Transfer		X
57500	Student Financial Aid		X
	Includes expenditures for student aid in the form of grants, scholarships, etc.		
57600	Other Student Payments		X
57700	Purchases		X
57800	Sub-Fund Transfer Out		X
	Record transfers between sub-funds.		
57900	Appropriation for Contingencies		X
	Represents that portion of current year's appropriation not designated for a specific purpose, but is held subject to intrabudget transfer; that is, transfer to other specific appropriations as needed during the fiscal year.		