



**CERRITOS COLLEGE**  
**BOARD BOOK**

**MARCH 20, 2019**



**CERRITOS COMMUNITY COLLEGE DISTRICT  
AGENDA FOR THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES**

**CHERYL A. EPPLE BOARD ROOM  
11110 ALONDRA BOULEVARD, NORWALK CA 90650**

**Wednesday, March 20, 2019 at 7:00 p.m.**

**CALL TO ORDER:**

Carmen Avalos, Board President

**Carmen Avalos, President**  
Trustee Area 2

**Marisa Perez, Vice President**  
Trustee Area 4

**Martha Camacho-Rodriguez, Board Clerk**  
Trustee Area 1

**James Cody Birkey, Member**  
Trustee Area 3

**Zurich Lewis, Member**  
Trustee Area 7

**Dr. Shin Liu, Member**  
Trustee Area 5

**Dr. Sandra Salazar, Member**  
Trustee Area 6

**Phil Herrera**  
Student Trustee

**Dr. Jose Fierro**  
President/Superintendent

**Cerritos College Mission**

Cerritos College values its diverse student population and is committed to providing these students with high quality, comprehensive instructional programs and support services that improve student success and offer clear pathways to achieve personal, educational, and career goals. In doing so, the college develops in students the knowledge, skills, and values that prepare them to be productive participants in the global community.

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY**

Foreign language translation, sign language interpretation, materials in alternative formats and other accommodations are available to the public upon request. All requests for reasonable accommodations to participate in a Board meeting must be made at least three working days (72 hours) in advance of the scheduled meeting date. For assistance, please contact:

President's Office - 11110 Alondra Boulevard - Norwalk, California 90650  
(562) 860-2451, Extension 2204 - (562) 860-1104 – FAX

**Copies of the agenda materials are available in the President's Office and are available online at**  
[www.cerritos.edu/board](http://www.cerritos.edu/board)

1. **Invocation**
2. **Pledge of Allegiance**
3. **Roll Call**

***AGENDA ORGANIZATION***

The Board of Trustees will discuss any changes in the order of agenda items. Per [Board Policy 2340](#), the order of business may be changed by consent of the Board of Trustees.

***COMMENTS FROM THE AUDIENCE***

(Government Code Section 54954.3)

The Board of Trustees welcomes public comment on issues within the jurisdiction of the college. Public comment request cards must be completed and returned to the secretary prior to the start of the meeting. Late arrivals will not be permitted to speak. Comments should be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker.

**Note:** Members of the board may not discuss or take legal action on matters raised unless the matters are properly noticed for discussion and legal action. Also, be advised that college personnel and processes are available for further communication.

***REPORTS AND COMMENTS FROM CONSTITUENT GROUPS***

At this time, a brief report and summary of initiatives will be given by identified constituent group leaders:

- Associated Students of Cerritos College (ASCC) President
- Faculty Senate President
- Cerritos College Faculty Federation (CCFF) President
- California School Employees Association (CSEA) President
- Association of Cerritos College Management Employees (ACCME) President

**OPEN SESSION AGENDA**

4. **Institutional Presentation: Recognition of Classified Employees of the Month**

The Board of Trustees will recognize Irlanda Lopez, Program Facilitator as Classified Employee of the Month for January 2019 and Richard Garcia, EOPS Specialist as Classified Employee of the Month for February 2019.

5. **Institutional Presentation: AB 705 Update**

The Board of Trustees will receive a presentation from the Rick Miranda, Vice President of Academic Affairs regarding campuswide AB 705 initiatives.

**6. Institutional Presentation: Basic Needs Task Force**

The Board of Trustees will receive a presentation from the Basic Needs Task Force regarding current campus-wide initiatives. The Task Force members are:

- Jamie Quiroz, Financial Aid Assistant Director
- Norma Rodriguez, Director of Student Program Services
- Yvette Tafoya, Acting Dean of Counseling
- Dr. Elizabeth Miller, Dean of Student Services
- Dr. Hillary Mennella, Associate Dean, Student Health & Wellness
- Kim Westby, Dean of Student Support Services

**7. Institutional Presentation: Campus Ally Programs**

The Board of Trustees will receive a presentation showcasing three campus ally programs (Vet Net, Safe Zone, and UndocuAlly). As a result of the presentation, the audience will know more about the programs’ leadership, goals, evolution, and next steps at Cerritos College. The presenters are:

- Lance Kayser, English Professor, (Safe Zone Coordinator)
- Dr. Amy Holzgang, Professor and Chair, Dept. of Sociology, (Vet Net Ally Co-Chair)
- Erik Duane, Sr. Technical Support Specialist (Vet Net Ally Co-Chair)
- Dr. Lynn Wang, Financial Aid Counselor (UndocuAlly Trainer)
- Dr. Valyncia C. Raphael, Director, Diversity, Compliance and Title IX Coordinator

<b><i>INFORMATION ITEMS</i></b>	
Agenda Items 8-12 are presented as Information Items.	
<b>8. Information Item: Board Policy Advisory Committee Meeting Summary</b>	As information, the Board of Trustees will receive the Board Policy Advisory Committee Meeting Summary for its meeting of February 28, 2019.
<b>9. Information Item: Administrative Procedure 2431 – President/Superintendent Selection</b>	As information, the Board of Trustees will review and discuss AP 2431 – President/Superintendent Selection. The Administrative Procedure was reviewed by the Board Policy Advisory Committee on February 28, 2019.
<b>10. Information Item: Board Policy Review</b>	In accordance with Board Policy 2410 – Policy and Administrative Procedure, the Board shall review the policies on a regularly scheduled basis to be completed no later than one year prior to the regularly scheduled accreditation site visit. The next site visit is scheduled for Spring 2020. The Board of Trustees will review Chapter 6 – Business Services.

**11. First Reading: Proposed Revisions to Board Policies**

It is recommended that the Board of Trustees review and discuss updates to the following board policies during this first reading. The policies were reviewed by the Board Policy Advisory Committee on February 28, 2019:

- BP 3250 Institutional Planning
- BP 3410 Nondiscrimination
- BP 3411 Accessibility Of Information And Communication Technology
- BP 5140 Disabled Student Programs And Services
- BP 5160 Career And Assessment Center Services

**12. First Reading: Proposed Board Policy 6307 – Debt Issuance and Management**

It is recommended that the Board of Trustees review and discuss proposed Board Policy 6307 – Debt Issuance and Management during this first reading. The policy and corresponding procedure were reviewed by the Board Policy Advisory Committee on February 28, 2019. No general funds will be used.

***ADMINISTRATIVE ITEMS***

Agenda Item 13 is presented as an Administrative Item.

**13. Consideration of Approval of Board Member Compensation Increase**

It is recommended that the Board of Trustees approve a 4.71% increase of the compensation of individual Board Members effective July 1, 2018 based on the present \$554.09 monthly rate of compensation, in accordance with Board Policy 2725. The cost is \$2,505.40 annually and will be expended from the General Fund.

**14. Consideration of Adoption of Resolution 19-032019A in Support of Declaring April as Community Colleges Month**

It is recommended that the Board of Trustees adopt Resolution 19-032019A in Support of Declaring April as Community Colleges Month. The California Community Colleges system is the largest system of higher education in the country with 2.1 million students, is an essential resource for the State of California, its people and its economy. Cerritos College, in partnership with the Community College League of California, urges the residents of California to participate in public events held on local community college campuses during California Community College Month; and, the Community College League of California, and the locally elected trustees and college chief executive officers it represents, urges the Assembly and the Senate of the State of California, to recognize April 2019 as California Community College Month, and commend the nation's community colleges on providing opportunity and excellence in higher education and workforce preparation.

***REPORTS AND COMMENTS FROM DISTRICT OFFICIALS***

At this time, members of the Board of Trustees will provide brief reports on meetings attended on matters pertaining to their service as a representative of the Cerritos Community College District Board of Trustees pursuant to Government Code 53232.3(d).

Following the Board of Trustees, the President/Superintendent will provide an executive report which includes reports from the Vice President of Business Services, Vice President of Academic Affairs, Vice President of Student Services, Vice President of Human Resources, and Director, College Relations, Public Affairs & Governmental Relations.

***CLOSED SESSION WILL BEGIN NO LATER THAN 9:00 P.M. AND WILL LAST NO LONGER THAN 90 MINUTES***

**15. Public Employee Discipline/Dismissal/Release (GC #54957)**

- A. Case #: 65781002

**16. Conference with Labor Negotiators (GC #54957.6)**

- A. Agency Representatives: Dr. Adriana Flores-Church, Dr. Jose Fierro
- B. Employee Organizations:
  - California School Employees Association (CSEA)
  - Cerritos College Faculty Federation (CCFF)
- C. Unrepresented Employees:
  - Management Employees
    - Contract Management Employees
    - Confidential Employees
    - Child Development Center Teachers and Instructional Associates
    - Short-term, Temporary, and Substitute Staff

**17. Reconvene to Open Session**

**18. Adjournment**

***The Next Study Session of the Board of Trustees will be held on  
Wednesday, April 3, 2019 at 7:00 p.m.***

I, Dr. Jose Fierro, Secretary to the Board, certify that a true and correct copy of the foregoing Meeting Agenda was posted on March 16, 2019 at 2:00 p.m., as required by law.

Dr. Jose Fierro, President/Superintendent

Board Policy Advisory Committee  
Meeting Summary  
Thursday, February 28 – 5:30 p.m.

**Attendees:** Zurich Lewis, Martha Camacho-Rodriguez, Carmen Avalos (Phone), Dr. Jose Fierro

The committee reviewed the following items and recommended they be forwarded to the Board of Trustees for First Reading:

1. Existing Policies
  - a. BP 3250 Institutional Planning
  - b. BP 3410 Nondiscrimination
  - c. BP 3411 Accessibility Of Information And Communication Technology
  - d. BP 4025 Philosophy And Criteria For Associate Degree And General Education
  - e. BP 5140 Disabled Student Programs And Services
  - f. BP 5160 Career And Assessment Center Services
2. New Policies
  - a. BP 6307 Debt Issuance And Management

The committee discussed the following items:

3. Existing Policies and/or Administrative Procedures
  - a. AP 2300 Invocations At Board Meetings
  - b. BP 2355 Decorum

The committee discussed the following item and recommended it be brought forward as information to the Board of Trustees and forwarded to Coordinating Committee:

4. New Policies and/or Administrative Procedures
  - a. AP 2431 President/Superintendent Selection

The committee reviewed the timeline and materials for the following:

5. Board Policy Review (Accreditation)

**Future Items**

- AP 2745 Board Self-Evaluation And Goals

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

<b>SUBJECT: Information Item: Administrative Procedure 2431 – President/ Superintendent Selection</b>
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**ACTION**

As information, the Board of Trustees will review and discuss AP 2431 – President/Superintendent Selection.

**FISCAL IMPACT**

No general funds will be used.

**REPORT SUMMARY**

The Board Policy Advisory Committee met on February 28, 2019 to review and discuss AP 2431 – President/Superintendent Selection. The committee recommended it be brought forward as information to the Board of Trustees and forwarded to Coordinating Committee.

**NOTICING REQUIREMENTS**

None is required beyond posting of this item on the agenda.

**ATTACHMENT(S)**

AP 2431 – President/ Superintendent Selection



**Board of Trustees**

**1 AP 2431 PRESIDENT/SUPERINTENDENT SELECTION**

**2 References:**

- 3 ACCJC Accreditation Standard IV.C.3
- 4 California Education Code Sections 87100 et seq.
- 5 Title 5, Sections 53000 et seq.
- 6

**7 Executive Search Firm**

8 The Board of Trustees will employ a search consultant, selected through an RFP process,  
9 to assist the Board and the Cerritos College Office of Human Resources with the search,  
10 recruitment, selection, and hiring process of the President/Superintendent. The level of  
11 involvement and specific services to be provided by the consultant will be determined at  
12 the beginning of the establishment of the process.

**13 Superintendent/President Profile**

14 District constituencies will be provided opportunities to share with the Board suggested  
15 qualities, characteristics, and qualifications for the person to fill the position. The profile  
16 will be published in a brochure/job announcement which will be distributed widely.

**17 Screening Committee**

18 A screening committee will be appointed by the Board to assist in the search by  
19 screening applicants, interviewing those identified for first-round consideration, and  
20 recommending when possible five to seven unranked finalists. Operating procedures  
21 for the screening committee will be established with the assistance of the executive  
22 search firm representative and approved by the Board of Trustees.

23 The composition of the committee shall include representation broadly reflective of the  
24 District's constituencies. It shall include representation nominated from at least: the  
25 Faculty Senate, CSEA, ACCME, Confidential group, ASCC, the Administrative  
26 Executive Committee, and the community. The number and proportionality of  
27 committee members will be determined at the time of the specific search by the Board  
28 in consultation with the executive search firm representative and college leaders.

**29 Public Forums**

30 Upon identification of the final candidates by the screening committee and approval of  
31 the Board of those candidates to move forward, public forums shall be conducted to  
32 introduce candidates to the college's constituents and the community. The process for  
33 conducting the forums shall be established by the Board upon the recommendations  
34 of the executive search firm representative and in consultation with the screening  
35 committee.

36 Selection

37 The Board of Trustees will make its determination of the selected candidate following  
38 interviews with the Board, analyses of summary information provided from constituents'  
39 and community members' perspectives based on the public forums, community and/or  
40 campus visit, and information obtained from thorough reference checks conducted by  
41 the executive search firm representatives.

42 Board Authority

43 The Board will retain its authority to modify the selection process and/or to establish any  
44 other evaluation methods at any time as necessary. If search modification is to occur, it  
45 will be done in full compliance of the Brown Act.

46  
47 Office of Primary Responsibility: President/Superintendent

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**Date Approved:**

DRAFT

**CERRITOS COLLEGE**  
 Regular Meeting of the Board of Trustees

Meeting Date: **March 20, 2019**  
**Agenda Item No. 10**

**FROM:** \_\_\_\_\_  
 Dr. Jose Fierro  
 President/Superintendent

**SUBJECT: Information Item: Board Policy Review**

**ACTION**  
 This item is presented as information only.

**FISCAL IMPACT**  
 There is no fiscal impact.

**REPORT SUMMARY**  
 In accordance with [Board Policy 2410 – Policy and Administrative Procedure](#), the Board shall review the policies on a regularly scheduled basis to be completed no later than one year prior to the regularly scheduled accreditation site visit. The next site visit is scheduled for Spring 2020.

Approximately 350 board policies and administrative procedures are organized into seven chapters: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business Services, and 7) Human Resources.

The policies and procedures will be reviewed by the College Coordinating Committee before they are presented to the board to afford all constituent groups an opportunity for input, and to ensure accuracy with District practices. The updated review schedule is as follows:

Chapter		BP	AP	Coordinating Committee Review	Board Review
Chapter 1	The District	3	0		
Chapter 2	Board of Trustees	19	8	September 10, 2018	October 17, 2018
Chapter 2	Board of Trustees (cont.)	22	10	October 8, 2018	October 17, 2018
				November 5, 2018 November 19, 2018 December 3, 2018 December 10, 2018	
Chapter 3	General Institution	31	34		January 16, 2019
Chapter 4	Academic Affairs	25	36	December 10, 2018	January 16, 2019
Chapter 5	Student Services	31	34	January 28, 2019 February 11, 2019	February 20, 2019
Chapter 6	Business Services	19	22	March 11, 2019	March 20, 2019
Chapter 7	Human Resources	21	24	March 25, 2019	April 17, 2019

At its March 11 meeting, the Coordinating Committee reviewed the following policies and procedures:

Policy	Title
BP 6100	Delegation of Authority, Business and Fiscal Affairs
AP 6100	Delegation of Authority, Business and Fiscal Affairs

<b>Policy</b>	<b>Title</b>
BP 6150	Designation of Authorized Signatures
AP 6150	Designation of Authorized Signatures
BP 6200	Budget Preparation
AP 6200	Budget Preparation
BP 6250	Budget Management
AP 6250	Budget Management
BP 6300	Fiscal Management
AP 6300	Fiscal Management
BP 6340	Bids and Contracts
AP 6340	Bids and Contracts
AP 6365	Contracts - Accessibility of Information Technology
BP 6400	Financial Audits
AP 6400	Financial Audits
BP 6450	Wireless or Cellular Telephone Use
AP 6450	Wireless or Cellular Telephone Use
BP 6500	Property Management
AP 6500	Property Management
BP 6520	Security for District Personnel and Property
AP 6520	Security for District Personnel and Property
BP 6530	District Vehicles
AP 6530	District Vehicles
BP 6540	Insurance
AP 6540	Insurance
BP 6550	Disposal of District Personal Property
AP 6550	Disposal of District Personal Property
BP 6600	Capital Construction
AP 6600	Capital Construction
BP 6700	Civic Center and Other Facilities Use
AP 6700	Civic Center and Other Facilities Use
BP 6740	Citizens' Bond Oversight Committee
AP 6740	Citizens' Bond Oversight Committee
BP 6750	Parking and Traffic-Related Items
AP 6750	Parking and Traffic-Related Items
BP 6800	Safety
AP 6800	Occupational Safety
AP 6850	Hazardous Materials
BP 6900	Travel
AP 6900	Travel
AP 6905	District-Paid Meals and Refreshments

### **NOTICING REQUIREMENTS**

None is required beyond posting of this item on the agenda.

### **ATTACHMENT(S)**

Chapter 6: Board Policies and Administrative Procedures

**Business Services**

1 **BP 6100 DELEGATION OF AUTHORITY, BUSINESS AND FISCAL**  
2 **AFFAIRS**

3 **References:**

4 Education Code, Sections 70902(d), 81655, and 81656

5 The President/Superintendent is delegated the authority to supervise the general  
6 business procedures of the District to assure the proper administration of property and  
7 contracts; the budget, audit, and accounting of funds; the acquisition of supplies,  
8 equipment, and property; and the protection of assets and persons. All transactions shall  
9 comply with applicable laws and regulations and with the California Community Colleges  
10 Budget and Accounting Manual.

11 No contract shall constitute an enforceable obligation against the District until it has been  
12 approved or ratified by the Board of Trustees (See Policy 6340 titled Bids and Contracts).

13 The President/Superintendent in consultation with the Vice President of Business  
14 Services shall make appropriate periodic reports to the Board of Trustees and shall keep  
15 the Board of Trustees advised regarding the financial status of the District.

16 Office of Primary Responsibility: Vice President, Business Services

17 Also see AP 6100 titled Delegation of Authority, Business and Fiscal Affairs

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**Date Adopted: March 21, 2007**

**Business Services**

1 **AP 6100 DELEGATION OF AUTHORITY, BUSINESS AND FISCAL**  
2 **AFFAIRS**

3 **References:**

- 4 Education Code, Sections 70902(d), 81644, 81655, and 81656;  
5 Public Contract Code, Sections 20651, 20658, and 20659

6 The President/Superintendent delegates the authority to the Vice President of Business  
7 Services to: supervise budget preparation and management; oversee fiscal management  
8 of the District; and contract for, purchase, sell, lease, or license personal property, in  
9 accordance with Board Policy and law. Responsibility for the development of internal  
10 policies and procedures consistent with the provision of this regulation remains with the  
11 Vice President of Business Services. This delegated authority is subject to the condition  
12 that certain of these transactions be submitted to the President/Superintendent for review  
13 and approval from time to time as determined by the President/Superintendent.

14 When transactions do not exceed the dollar limits established in the Public Contract Code,  
15 the Education Code, or other laws pertaining to the taking of competitive bids, the Vice  
16 President of Business Services may contract for goods, services, equipment and rental  
17 of facilities so long as the transactions comply with law and any limitations or requirements  
18 set forth therein. Furthermore, the Vice President of Business Services may amend the  
19 terms and conditions of any contractual arrangement so long as the total expenditure of  
20 funds and period of contract do not exceed the limitations set forth in applicable law or  
21 regulation.

22 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**  
*(Replaces former Cerritos CCD Policy 5000)*

**Business Services**

1 **BP 6150 DESIGNATION OF AUTHORIZED SIGNATURES**

2 **References:**

3 Education Code, Sections 81655, 85232, and 85233

4 The Clerk of the Board of Trustees or the President/Superintendent shall be authorized  
5 to sign official documents for the Board of Trustees.

6 Authority to sign orders and other transactions on behalf of the Board of Trustees is  
7 delegated to the President/Superintendent and other officers appointed by the  
8 President/Superintendent.

9 The authorized signatures shall be filed with the County Office of Education.

10 Office of Primary Responsibility: Vice President, Business Services

11 Also see AP 6150 titled Designation of Authorized Signatures

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**Date Adopted: March 21, 2007**

**Date Revised: November 5, 2015**

**Business Services**

1 **AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES**

2 **References:**

3 Education Code, Sections 85232 and 85233

4 The Board of Trustees annually adopts a resolution designating the authorized agents of  
5 the District for the purposes of signing salary vendor warrants, contracts, and notices of  
6 employment. On a periodic basis, Board agenda action items include information on the  
7 warrants and dollar values.

8 The President/Superintendent delegates the authority to the Vice President of Business  
9 Services to be the designated District officer authorized to sign warrants on behalf of the  
10 District.

11 Proper documentation regarding signing District warrants shall be filed with the county  
12 superintendent of schools.

13 The Vice President of Business Services will withhold approval of District warrants when:

- 14 • disbursement of the funds in any major account classification will exceed the  
15 amount budgeted.  
16 • established procedures have not been followed to verify authenticity of the  
17 expenditure.

18 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**



**Business Services**

1 **BP 6200 BUDGET PREPARATION**

2 **References:**

- 3 Education Code, Section 70902(b)(5);
- 4 Title 5, Sections 58300 et seq.;
- 5 ACCJC Accreditation Standard III.D

6 Each year, the President/Superintendent shall present to the Board of Trustees a budget,  
7 prepared in accordance with Title 5 and the California Community Colleges Budget and  
8 Accounting Manual. The schedule for presentation and review of budget proposals shall  
9 comply with state law and regulations and shall provide adequate time for Board study.

10 Budget development shall meet the following criteria:

- 11 • The annual budget shall support the District’s master and educational plans which  
12 reflect the planning processes;
- 13 • Assumptions upon which the budget is based are presented to the Board of  
14 Trustees for review;
- 15 • A schedule is provided to the Board of Trustees each year that includes dates for  
16 presentation of the tentative budget, required public hearing(s), Board study  
17 session(s), and approval of the final budget. At the public hearings, interested  
18 persons may appear and address the Board of Trustees regarding the proposed  
19 budget or any item in the proposed budget;
- 20 • Unrestricted general fund reserves should be no less than five percent;
- 21 • Changes in the assumptions upon which the budget was based shall be reported  
22 to the Board of Trustees in a timely manner; and
- 23 • Budget projections shall address long-term goals and commitments.

24 Office of Primary Responsibility: Vice President, Business Services

25 Also see AP 6200 titled Budget Preparation

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**Date Adopted: April 18, 2007**

*(Replaces former Cerritos CCD Policies 5001, 5001.1, 5001.2, and 5001.3)*

**Business Services**

**1 AP 6200 BUDGET PREPARATION**

**2 References:**

- 3 Education Code, Section 70902(b)(5);
- 4 Title 5, Sections 58300 et seq.;
- 5 ACCJC Accreditation Standard III.D

6 The President/Superintendent delegates the authority to the Vice President of Business  
7 Services to coordinate the District's budget preparation process.

8 Budget preparation will be developed using an established process approved by the  
9 College's Committee on Planning and Budget, "a shared governance committee". A  
10 budget preparation calendar will be developed annually, which will include the tentative  
11 budget and the final budget deadlines. A budget calendar will serve as a guide for the  
12 College's Committee on Planning and Budget and the Board of Trustees so that the  
13 budget may be developed in an orderly manner.

14 The tentative budget shall be presented to the Board of Trustees no later than July 1 (Title  
15 5, Section 58305(a)), and the final budget shall be adopted by the Board of Trustees no  
16 later than September 15 (Title 5, Section 58305(c)). A public hearing on the budget shall  
17 be held on or before September 15 (Title 5, Section 58301).

18 The Adopted Budget will be submitted to the California Community College Chancellor's  
19 Office upon the submission of the Annual Financial and Budget Report (CCFS-311) no  
20 later than September 30 (Title 5, Section 58305(d))

21 Budget development and management must be considered in the overall context of the  
22 District's operation and all decisions shall be based on the College Mission, Goals, and  
23 Objectives.

24 Budget development, resource allocation, and budget management are more than a fiscal  
25 exercise. They include the identification of, analysis of, and agreement on how to  
26 distribute fiscal resources to achieve stated educational goals. Resource allocation is an  
27 outcome of the systematic review of relevant planning documents that afford all elements  
28 of the institution the opportunity to present their needs. Those needs shall be considered  
29 in accordance with known and agreed criteria. The budget process contributes to the  
30 primary objective of the District, which is to serve students' needs. This objective shall  
31 be promoted through observation of the Principles for Sound Fiscal Management, as set  
32 forth in Title 5, Section 58311.

33 Sound budget development results from sound planning. The institution's planning and  
34 budget process is the basis on which the budget is prepared. After the college unit plans  
35 have been developed and have undergone a self-study and determined needs, resource  
36 requests are prioritized. These resource requests for budget augmentation must go  
37 through an established process before being forwarded to the Superintendent/Board.  
38 This process will assure linkages of budget allocations to strategic and unit planning.

39 The Board of Trustees expects that a fiscally responsible, ending year fund balance  
40 should be no less than 5% of expenditures.

41 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: April 23, 2007**

**Business Services**

1 **BP 6250 BUDGET MANAGEMENT**

2 **References:**

3 Title 5, Sections 58307 and 58308

4 The budget shall be managed in accordance with Title 5 and the California Community  
5 Colleges Budget and Accounting Manual. Budget revisions shall be made only in  
6 accordance with these policies and as provided by law.

7 The District's unrestricted general fund reserves should be no less than five percent.

8 Total revenue accruing to the District in excess of total budgeted revenue shall be added  
9 to the District's reserve for contingencies. It is available for appropriation only upon a  
10 resolution of the Board of Trustees that sets forth the need according to major budget  
11 classifications in accordance with applicable law.

12 Board approval is required for budget augmentations and for changes between major  
13 expenditure classifications. Transfers between major expenditure classifications must be  
14 approved by a majority vote of the members of the Board of Trustees. Transfers from the  
15 reserve for contingencies to any expenditure classification must be approved by a two-  
16 thirds vote of the members of the Board of Trustees.

17 Office of Primary Responsibility: Vice President, Business Services

18 Also see AP 6250 titled Budget Management

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**Date Adopted: March 21, 2007**

**Date Revised: April 29, 2014**

**Business Services**

1 **AP 6250 BUDGET MANAGEMENT**

2 **References:**

3 Title 5, Sections 58305, 58307, and 58308

4 The President/Superintendent delegates the authority to the Vice President of Business  
5 Services to coordinate the District's budget management process.

6 The District's procedures will comply with Title 5 requirements to ensure that budget  
7 management conforms to the following minimum standards:

- 8 • Total amounts budgeted as the proposed expenditure for each major classification  
9 of expenditures shall be the maximum expended for that classification for the  
10 academic year, except as specifically authorized by the Board of Trustees.
- 11 • Transfers may be made from the reserve for contingencies to any expenditure  
12 classification by written resolution of the Board of Trustees and must be approved  
13 by a two-thirds vote of the entire membership of the Board of Trustees.
- 14 • Transfers between major expenditure classifications may be made subject to  
15 approval by a majority of the entire membership of the Board of Trustees.
- 16 • Total excess funds must be added to the general reserve of the District and are  
17 not available for appropriation except by resolution of the Board of Trustees setting  
18 forth the need according to major classification.

19 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**

**Business Services**

**1 BP 6300 FISCAL MANAGEMENT**

**2 References:**

- 3 Education Code, Section 84040(c);
- 4 Title 5, Section 58311
- 5 ACCJC Accreditation Standard III.D
- 6 2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et
- 7 seq.

8 The President/Superintendent shall establish procedures to assure that the District's  
9 fiscal management is in accordance with the principles contained in Title 5, Section  
10 58311.

11 The President/Superintendent shall also establish procedures that satisfy the U.S.  
12 Education Department General Administrative Regulations (EDGAR) Second Edition for  
13 any federal funds received by the District.

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

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

18 As required by the Budget and Accounting Manual, expenditures shall be recognized in  
19 the accounting period in which the liability is incurred and shall be limited to the amount  
20 budgeted for each major classification of accounts and to the total amount of the budget  
21 for each fund.

**22 INVESTMENTS**

**23 References:**

- 24 Government Code, Sections 53600 et seq.

25 The President/Superintendent is responsible for ensuring that the funds of the District are  
26 invested that are not required for the immediate needs of the District. Investments shall  
27 be in accordance with law, including California Government Code, Sections 53600 et seq.

28 Currently, the District is not fiscally independent; therefore all funds are deposited,  
29 invested, and maintained with the Los Angeles County Treasurer's Office through the Los  
30 Angeles County Office of Education. The District has no funds in excess of those required  
31 for the immediate needs of the District.

32 Written procedures pursuant to the operation of any future investment plan shall be  
33 consistent the investment objectives cited below and shall be made based on the  
34 following criteria:

- 35 • The preservation of principal shall be of primary importance.
- 36 • The investment program must remain sufficiently flexible to permit the District to  
37 meet all operating requirements.
- 38 • Transactions should be avoided that might impair public confidence.

39 The primary investment objectives, in priority order, shall be:

- 40 • Safety;
- 41 • Liquidity; and
- 42 • Return on investment.

### 43 **PURCHASING**

#### 44 **References:**

- 45 Education Code, Section 81656;
- 46 Public Contract Code, Sections 20650 and 20651

47 The President/Superintendent is delegated the authority to purchase supplies, materials,  
48 apparatus, equipment, and services as necessary to the efficient operation of the District.  
49 No such purchase shall exceed the amounts specified by Section 20651 of the California  
50 Public Contract Code as amended from time to time.

51 Office of Primary Responsibility: Vice President, Business Services

52 Also see AP 6300 titled Fiscal Management

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**Date Adopted: March 21, 2007**  
*(Replaces former Cerritos CCD Policy 5006)*

**Business Services**

**1 AP 6300 FISCAL MANAGEMENT**

**2 References:**

- 3 Education Code, Section 84040(c);
- 4 Title 5, Section 58311;
- 5 ACCJC Accreditation Standard III.D.9 (*formerly III.D.2*)

6 The Cerritos Community College District is committed to principles of sound fiscal  
7 management and will provide responsible stewardship of available resources. The  
8 District adheres to commonly accepted auditing standards as criteria for its fiscal  
9 management procedures. The President/Superintendent delegates the authority to the  
10 Vice President of Business Services to oversee the District's fiscal management and  
11 manage the District purchasing processes.

12 The Vice President of Business Services shall:

- 13 • Provide for responsible stewardship of available resources.
- 14 • Provide for safeguarding and managing District assets to ensure ongoing effective  
15 operations; maintenance of adequate cash reserves; implementation and  
16 maintenance of effective internal controls; determination of sources of revenues  
17 prior to making short-term and long-term commitments; establishment of a plan for  
18 the repair and replacement of equipment and facilities.
- 19 • Provide for an organizational structure that incorporates a clear delineation of fiscal  
20 responsibilities and staff accountability.
- 21 • Provide that appropriate administrators keep the Board of Trustees current on the  
22 fiscal condition of the District as an integral part of policy and decision-making.
- 23 • Provide for development and communication of fiscal policies, objectives, and  
24 constraints to the Board of Trustees, staff, and students.
- 25 • Provide for an adequate management information system that gives timely,  
26 accurate, and reliable fiscal information for planning, decision making, and  
27 budgetary control.
- 28 • Provide for appropriate fiscal policies and procedures and adequate controls to  
29 ensure that established fiscal objectives are met.
- 30 • Provide a process to evaluate significant changes in the fiscal environment and  
31 make necessary, timely, financial, and educational adjustments.
- 32 • Provide both short-term and long-term goals and objectives, and broad-based  
33 input coordinated with District educational planning.



34 **ACCOUNTING**

35 **References:**

36 Budget and Accounting Manual, Chapters 3 and 4  
37 Education Code, Section 70902

38 All employment requests and requisitions for purchases shall be processed through Fiscal  
39 Services to ensure that the document has the proper approval, is charged to the correct  
40 account, and that funds are available.

41 Fiscal Services is responsible for the maintenance of an approved system of financial  
42 records, including receipts, expenditures, payrolls upon proper certification, the  
43 preparation of quarterly financial reports, and other financial statements as directed for  
44 all District, Student Body, and other entities' financial transactions.

45 **PAYROLL**

46 **Reference:**

47 Education Code, Section 70902

- 48 • Payroll periods (10 month, 11 month, 12 month)  
49 10 month – full-time faculty (teachers), part-time faculty, full-time classified  
50 11 month – full-time classified  
51 12 month – full-time faculty (counselors, librarians, and coordinators), full-time  
52 classified, confidential, management, regular classified hourly, and short-term  
53 hourly (as needed)
  
- 54 • Frequency of payment for particular classes of employees (once or more often  
55 per payroll period)  
56 Full-time faculty (10 month teachers, regular full-time assignment) – last working  
57 day of the month  
58 Full-time faculty (10 month teachers, overload assignment) – by the 5<sup>th</sup> of the  
59 following month  
60 Full-time faculty (11 and 12 month, regular assignment) – first working day of the  
61 month  
62 Full-time faculty (11 and 12 month, overload assignment) – by the 5<sup>th</sup> of the  
63 following month  
64 Part-time faculty – by the 5<sup>th</sup> of the following month  
65 Certificated Administrators (President, VP, Deans, Cert. Management) – once a  
66 month (1<sup>st</sup> working day of the month)  
67 Full-time classified and confidential – twice a month (10<sup>th</sup> and 25<sup>th</sup>)  
68 Classified Management – twice a month (10<sup>th</sup> and 25<sup>th</sup>)  
69 Short-term hourly and Regular Classified hourly – once a month (10<sup>th</sup>)  
70 For late pays there are supplement schedules.

71 • Lead time needed for payroll record adjustment (e.g. name changes, etc.)  
72 Name change – as soon as the employee is able to provide a social security card  
73 verifying name change.  
74 Address change – immediately  
75 W4 forms – immediately  
76 TSA change – immediately

77 • Procedures to be followed if wages are garnished  
78 Paperwork is received by District and forward to Los Angeles County Office of  
79 Education (LACOE). LACOE has an area specialized in garnishment. If an  
80 employee has a question regarding a garnishment, the payroll office refers them  
81 to LACOE.

82 Paperwork received by the District from the county office will be forwarded to the  
83 employee.

84 Per LACOE, due to the privacy act they will not disclose information to the District.

85 • Procedures to be followed if an employee is underpaid  
86 Whenever it is determined that a District error has been made in underpaying an  
87 employee, the District will issue a check normally within 5 working days (based on  
88 county monthly payroll schedule).

89 • Procedures to be followed if an employee is overpaid  
90 Whenever it is determined that a District error has been made in overpaying an  
91 employee, the employee will be notified verbally and/or in writing. After the  
92 employee has been notified, the District will either deduct overpayment from future  
93 payroll warrants or the employee has the option of paying the District back via  
94 check or money order.

95 It is the responsibility of immediate managers to approve all payroll time reports and to  
96 forward/transmit them to the appropriate office according to established time schedules.  
97 These reports should ultimately be forwarded/transmitted to the Payroll Department.

98 Time cards completed for classified hourly and short-term hourly employment must be  
99 properly signed by the hourly employee and approved by the immediate supervisor and/or  
100 the responsible manager before being forwarded to the Payroll Department.

101 Warrants for salary payments will be made according to the schedule furnished by the  
102 Los Angeles County Office of Education. All employees may utilize the District automatic  
103 payroll deposit system. Payroll warrants can be picked up at the payroll window, placed  
104 in mailbox by switchboard, or mailed.

105 **COLLECTION OF MONEY**

106 **References:**

107 Education Code, Sections 70902, 76063, and 76064

108 Unless stipulated differently by a Board-approved contract, all tickets to District or ASCC  
109 events shall be pre-numbered and a detailed summary of all ticket sales for each event  
110 shall be submitted to Fiscal Services along with deposited funds by the manager  
111 responsible for the event.

112 All collections of money from students or others for sale of shop or other materials; for  
113 willful breakage of, loss of, or damage to college property; for rents, for sale of obsolete  
114 materials; or from any source shall either be deposited not less frequently than weekly in  
115 the Business Services' Office with a statement showing the source of the collections  
116 together with a duplicate copy of the descriptive sub-receipt issued, or Business Services  
117 may make arrangements for armored car pickup at source of collection. All money  
118 collected shall be deposited in the above manner and shall not be used for individual gain  
119 or miscellaneous expense. Only individuals authorized by the Vice President of Business  
120 Services to receive funds may do so.

121 **WARRANTS**

122 **Cash Disbursement**

123 Disbursement Procedures

- 124 • Disbursement must be properly authorized and supported by adequate  
125 documentation.
- 126 • All disbursements shall be made by warrant/check.
- 127 • All warrants/checks shall be pre-numbered.
- 128 • All disbursements shall be substantiated by supporting documents including  
129 evidence of purchase, receipt, and approval.
- 130 • All supporting documents shall be canceled in such a manner as to preclude their  
131 reuse.
- 132 • Bulk check stock shall be adequately controlled and accounted for.
- 133 • Daily use check stock shall be issued to the check-preparer on an adequate  
134 transfer/control document.
- 135 • There shall be adequate separation of duties to reduce the risk of collusion and  
136 fraud.
- 137 • The drawing of a warrant to "cash" or "bearer" is prohibited.
- 138 • Electronic signature plates shall be secured and issued only to authorized  
139 individuals.

140 **RESERVES**

141 **Reference:**

142 Budget and Accounting Manual, Chapter 5 Appendix A

143 The District should maintain a reserve no less than 5% of the total expenditures of the  
144 adopted budget.

145 **INVESTMENTS**

146 **References:**

147 Government Code, Sections 53600 et seq.

148 The District is not fiscally independent; therefore all funds are deposited, invested, and  
149 maintained with the Los Angeles County Treasurer's Office through the Los Angeles  
150 County Office of Education. The District has no funds in excess of those required for the  
151 immediate needs of the District. No person may engage in an investment transaction  
152 except as provided under the terms Board Policy 6300 titled Fiscal Management and the  
153 investment plan established by the President/Superintendent or designee.

154 Should the District have such excess funds, the following investment options are  
155 available.

156 District funds maintained by the County Treasurer that are not required for the immediate  
157 needs of the District may be invested as follows:

- 158 • County Treasurer's Investment Pool - Investment of District funds may be  
159 delegated to the County Treasurer. In accordance with county procedures, District  
160 funds may be pooled with other local agencies and invested by the County  
161 Treasurer in accordance with the investment guidelines specified by Government  
162 Code, Section 53635 and investment policies adopted by the County Board of  
163 Supervisors.
- 164 • State's Local Agency Investment Fund (Government Code, Sections 16429.1 -  
165 16429.3) - District funds not required for immediate needs of the District may be  
166 remitted to the State Local Agency Investment Fund (LAIF) for the purpose of  
167 investment (Government Code, Section 16429.1). District funds deposited with  
168 the LAIF shall be invested by the State Treasurer in securities prescribed by  
169 Government Code, Section 16430 or the Surplus Money Investment Fund and as  
170 determined by the Local Investment Advisory Board (Government Code, Section  
171 16429.2).
- 172 • Other Investments - Other investments as permitted by Government Code,  
173 Sections 53600 et seq., and in particular Government Code, Sections 53601 and  
174 53635, may be made by the Vice President of Business Services subject to prior  
175 approval of the Board of Trustees.

176 **PURCHASING**

177 **References:**

178 Education Code, Sections 70902 and 81530

179 A District warehouse shall be maintained to stock supply items used in volume by the  
180 District, to provide receiving services, and to provide fueling services for College vehicles  
181 and other Maintenance Department equipment.

182 Unless otherwise authorized by the Purchasing Department, all supplies and equipment  
183 purchased for the District and Student Body shall be delivered to the Warehouse for  
184 inspection and subsequent delivery to the ordering department. Payment authorization  
185 for supplies or equipment shall be made after receipt and acceptance by the manager of  
186 ordering department.

187 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: April 23, 2007**

**Date Revised: March 11, 2019**

*(Replaces former Cerritos CCD Policies 5005.1, 5005.2.1, 5005.2.2, 5005.2.3, 5005.3, 5005.4.2, 5005.5, 5006.1, and 5006.2)*

**Business Services**

**1 BP 6340 BIDS AND CONTRACTS**

**2 References:**

- 3 Education Code, Sections 81641 et seq.;
- 4 Public Contract Code, Sections 20650 et seq.;
- 5 Government Code Section 53060;
- 6 ACCJC Accreditation Standard III.D.16
- 7 2 Code of Federal Regulations Part 200.318

8 The President/Superintendent is delegated the authority to enter into contracts on behalf  
9 of the District and to establish administrative procedures for contract awards and  
10 management, subject to the following:

- 11 • Contracts are not enforceable obligations until they are acted upon by the Board  
12 of Trustees.
- 13 • Contracts for work to be done, services to be performed or for goods, equipment  
14 or supplies to be furnished or sold to the District that exceed the amounts specified  
15 in Public Contract Code, Section 20651 shall require prior approval by the Board  
16 of Trustees.
- 17 • When bids are required according to Public Contract Code, Section 20651, the  
18 Board of Trustees shall award each such contract to the lowest responsible bidder  
19 who meets the specifications published by the District.
- 20 • The Board of Trustees reserves the right to reject all bids at its sole discretion.

21 If the President/Superintendent concludes that the best interests of the District will be  
22 served by pre-qualification of bidders in accordance with Public Contract Code, Section  
23 20651.5, pre-qualification may be conducted in accordance with procedures that provide  
24 for a uniform system of rating on the basis of a questionnaire and financial statements.

25 If the best interests of the District will be served by a contract, lease, requisition, or  
26 purchase order through any other public corporation or agency in accordance with Public  
27 Contract Code, Section 20652, the President/Superintendent is authorized to proceed  
28 with a contract. During the term of the contract or lease, a copy of all worksheets and  
29 documents upon which such decision is made shall be kept available in District records.

30 Office of Primary Responsibility: Vice President, Business Services

31 Also see AP 6340 titled Bids and Contracts and AP 6365 titled Contracts – Accessibility  
32 of Information Technology.

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**Date Adopted: March 21, 2007**

*(Replaces former Cerritos CCD Policies 5002, 5002.1, 5002.2, 5002.3, and 5002.4)*

**Business Services**

1 **AP 6340 BIDS AND CONTRACTS**

2 **References:**

- 3 Education Code Sections 81641 et seq.;
- 4 Public Contract Code Sections 20103.7, 20112, 20650 et seq., and 22000 et
- 5 seq.;
- 6 Labor Code Sections 1770 et seq.;
- 7 Government Code Section 53060;
- 8 ACCJC Accreditation Standard III.D.16;
- 9 2 Code of Federal Regulations Part 200.318

10 The President/Superintendent delegates the authority to the Vice President of Business  
11 Services to manage the District's processes for procuring bids and securing contracts.

12 **Overview**

13 The Vice President of Business Services shall be responsible for the coordination of the  
14 planning and programming of new construction, District-initiated new construction,  
15 additions to existing plants, alterations, leasing of facilities, and repairs of existing plants,  
16 buildings, and grounds.

17 The Vice President of Business Services shall be responsible for the coordination of the  
18 preparation of drawings and specifications for new buildings, leased facilities, additions,  
19 major alterations, and improvements to buildings and grounds together with estimates of  
20 costs.

21 When applicable, the working drawings, specifications, and revised cost estimates, if any,  
22 will be submitted for approval to the California Community Colleges Chancellor's Office  
23 and the State Department of General Services as required by statute in the name of the  
24 Board of Trustees.

25 The letting of contracts for construction shall comply with procedures of the District  
26 regarding contracts that exceed the statutory minimums for competitive bidding. Such  
27 contracts for construction shall be submitted to the Board of Trustees for approval and  
28 authorization.

29 **General Bidding Dollar Limits**

30 In general, contracts exceeding specified dollar amounts (as set out in the Public Contract  
31 Code) require documented bids. The specified dollar limits vary by type of contract (e.g.  
32 goods, equipment, services, or construction). In addition, certain types of contracts are  
33 exceptions to these general rules on bid processes (e.g. certain electronic systems,  
34 personal services, energy saving products).

- 35 Bids shall be secured as may be necessary to obtain the lowest possible prices as follows:
- 36 • Purchase of goods, equipment, or services in excess of the limits set out in the
  - 37 Public Contract Code, Section 20651(d) shall require formal advertised bids.
  - 38 Current Code specifies \$69,000.00 as the bid threshold. The bid minimums are
  - 39 annually readjusted by the Board of Governors as required by Public Contract
  - 40 Code, Section 20651(d); The current bid minimum can be found at
  - 41 <http://www.cde.ca.gov/fg/ac/co/bidthreshold.asp>
  - 42 • Construction contracts for \$15,000.00 or more shall require formal advertised bids.

43 In securing bids or quotations, the District will avoid acquisition of unnecessary or  
44 duplicative items. Contracts involving expenditures that require competitive bidding  
45 require approval by the Board of Trustees prior to award.

#### 46 **Bid Specifications**

47 Bid specifications shall include a definite, complete statement of what is required and,  
48 insofar as practical, shall include pertinent details of size, composition, construction,  
49 and/or texture of what is specified and minimum standards of efficiency, durability, and/or  
50 utility required of what is specified.

#### 51 **Notice Calling for Formal Advertised Bids**

52 The District shall publish at least once a week for two weeks in a newspaper of general  
53 circulation published within the District or if there is no such paper, then in some  
54 newspaper of general circulation, circulated in the county, and may post on the District's  
55 web site or through an electronic portal, a notice calling for bids or proposals, stating the  
56 work to be done or materials or supplies to be furnished and the time and place when  
57 bids will be opened. The District may accept a bid that was submitted either electronically  
58 or on paper.

59 Bid and contract forms shall be prepared and maintained by the Office of Business  
60 Services. All applicable statutory provisions and Board Policies shall be observed in  
61 preparation of the forms.

62 The Vice President of Business Services shall be responsible for insuring that the bid  
63 specifications are sufficiently broad to encourage and promote open competitive bidding.

64 All bid notices for work to be done shall contain an affirmative statement requiring  
65 compliance with California Labor Code, Sections 1775 and 1776 governing payment of  
66 prevailing wages and California Labor Code, Section 1777.5 governing employment of  
67 apprentices. All bid submissions shall contain all documents necessary to assure  
68 compliance with these California Labor Code Sections. Failure to provide such  
69 documentation shall cause any such bid to be deemed incomplete.

70 When required or determined to be appropriate, bids shall be accompanied by a certified  
71 or cashier's check or bid bond, in the amount specified in the bid form, as a guarantee  
72 that the bidder will enter into contract and furnish the required contract bonds. When no



73 longer required for the protection of the District, any certified or cashier's check received  
74 shall be returned to the respective bidder.

75 The Office of Business Services shall make available to the prospective bidders bid forms  
76 with sets of specifications and drawings and shall provide a convenient place where  
77 bidders, subcontractors, and materiel personnel may examine the specifications and  
78 drawings.

79 The Office of Business Services shall provide an electronic copy of the plans and  
80 specifications and other contract documents to a contractor plan room service at no  
81 charge upon request from that contractor plan room.

82 When permitted, a deposit for sets of plans and specifications may be required and may  
83 be refunded when such documents are returned.

#### 84 **Awarding of Bids and Contracts**

85 The awarding of bids and contracts shall be subject to the following conditions:

- 86 • Any and all bids and contract proposals may be rejected by the District.
- 87 • All bids shall be opened publicly and bidder shall be given the opportunity to make  
88 record of the bids received.
- 89 • Bid and contract award recommendations to the Board of Trustees shall show a  
90 tabulation of the bids received in reasonable detail.
- 91 • Bid and contract awards shall be made to the lowest responsible bidder  
92 substantially meeting the requirements of the specifications. The District reserves  
93 the right to make its selection of materials or services purchased based on its best  
94 judgment as to which bid substantially complies with the quality required by the  
95 specifications.
- 96 • For the purposes of bid evaluation and selection when the District determines that  
97 it can expect long-term savings through the use of life-cycle cost methodology, the  
98 use of more sustainable goods and materials, and reduced administrative costs,  
99 the District may provide for the selection of the lowest responsible bidder on the  
100 basis of best value pursuant to policies and procedures adopted by the governing  
101 board in accordance with this section.
- 102 • "Best value" means the most advantageous balance of price, quality, service,  
103 performance, and other elements, as defined by the Board, achieved through  
104 methods in accordance with this section and determined by objective performance  
105 criteria that may include price, features, long-term functionality, life-cycle costs,  
106 overall sustainability, and required services.

#### 107 **Purchase without Advertising for Bids**

108 The Vice President of Business Services is authorized to make purchases from firms  
109 holding any California public agency contracts without calling for bids where it appears  
110 advantageous to do so and when and where provided by law.

111 The Vice President of Business Services may, without calling for bids, make purchases  
112 through the Cooperative Purchasing Programs.

113 The Vice President of Business Services may, without calling for bids, make piggy-back  
114 purchases on other public agency contracts when and where provided by law.

115 The Vice President of Business Services is authorized to make purchases with a value  
116 between \$5,000 and \$250,000 from a certified small business, microbusiness, or disabled  
117 veteran business enterprise.

118 **Duration of Continuing Contracts for Services and Supplies**

119 Continuing contracts for work or services furnished to the District are not to exceed five  
120 years.

121 Contracts for materials and supplies are not to exceed three years.

122 **Emergency Repair Contracts without Bid**

123 When emergency repairs or alterations are necessary to continue existing classes or to  
124 avoid danger of life or property, the Vice President of Business Services may make a  
125 contract on behalf of the District for labor, materials, and supplies without advertising for  
126 or inviting bids, subject to ratification by the Board of Trustees and approval by the Los  
127 Angeles County Office of Education (LACOE). Specific resolutions declaring the  
128 emergency are required from the District Board of Trustees as well as approval by the  
129 Los Angeles County Office of Education (LACOE).

130 **Unlawful to Split Bids**

131 It shall be unlawful to split or separate into smaller work orders or projects any project for  
132 the purpose of evading the provisions of the Public Contract Code requiring work to be  
133 done by contract after competitive bidding.

134 **Record Retention**

135 The District will retain records sufficient to detail the history of procurement. These  
136 records include: rationale for the method of procurement, selection of contract type,  
137 contractor selection and rejection, and the basis for the contract price.

138 **Prequalification of Bidders**

139 (Public Contract Code, Section 20651.5)

140 Each contractor wishing to bid as a prime contractor for projects at Cerritos College must  
141 fully complete the District's required questionnaire and provide all materials requested  
142 herein. The contractor's pre-qualification status will remain current for 12 months from  
143 the notice of qualification, and its public works rating, or financial rating may be updated  
144 at any time. The contractor will receive advance notice from the District of upcoming  
145 projects for which it has been deemed prequalified to bid and may choose to bid any or  
146 all of the projects for which it is prequalified.

147 Answers to questions contained in the questionnaire and Financial Statement are  
148 required, including a complete statement of prospective bidder's financial ability and  
149 experience in performing public works. These documents will be the basis of rating

150 bidders in respect to the size and scope of contracts upon which each bidder is qualified  
151 to bid. The District reserves the right to check other sources available.

152 In addition to disqualification for failure to meet the District's criteria, a contractor may be  
153 automatically disqualified for any one of the following: (1) omission of requested  
154 information; (2) falsification of information; (3) excessive stop notices and/or prevailing  
155 wage violations; (4) debarment from the Division of Labor Standards Enforcement.

156 The questionnaire responses and financial statements are not public records and are not  
157 open to public inspection. All information provided will be kept confidential to the extent  
158 permitted by law. The District reserves the right to reject any and all prequalification  
159 questionnaires and to waive any non-material irregularities in the information contained  
160 therein.

161 Each questionnaire must be signed under penalty of perjury by an individual who has the  
162 legal authority to bind the contractor on whose behalf that person is signing. If any  
163 information provided by a contractor becomes inaccurate, the contractor must  
164 immediately notify the awarding body and provide updated accurate information in writing  
165 and under penalty of perjury.

166 In addition, each contractor wishing to bid must mail or deliver the questionnaire along  
167 with the following):

- 168 • Reviewed or Audited Financial Statement (Projects less than \$10,000,000),
- 169 • Audited Financial Statement (Projects \$10,000,000 or greater),
- 170 • Letter of Bondability,
- 171 • Certificate of Insurance issued to the District,
- 172 • Accountant's Release Letter, and
- 173 • Letter of Credit (optional).

174 Further, prospective bidders shall be required to:

- 175 • Submit as the prime contractor;
- 176 • Be appropriately licensed, insured, and bondable;
- 177 • Have an audited or reviewed financial statement, (as appropriate), that is less than  
178 14 months old;
- 179 • Completed at least two public works building projects within the last five years  
180 (Public Works is defined as facilities built for government agencies including school  
181 districts, special districts, local, county, state and federal agencies requiring  
182 prevailing wage rates paid to workers); and
- 183 • Be eligible to bid a Public Works Contract as per Section 1777.1 of the Labor Code.

#### 184 **Alternate Bidding Procedure**

185 To comply with the Public Contract Code, whenever the District is required to  
186 competitively bid a project and additive or deductive items are included in the bid form,  
187 the Notice of Contractors Calling for Bids shall specify one of the four methods described  
188 below which the District will use to determine the lowest bid. In the absence of such a

189 specification, the lowest bid shall be the lowest bid price on the base bid without  
190 consideration of the prices on the additive or deductive items.

#### 191 Methods for Determining The Lowest Bid

192 If alternate bids are called for, the Notice to Contractors Calling for Bids shall specify  
193 which one of the following methods will be used to determine the lowest bid.

- 194 a. The lowest bid shall be the lowest bid price on the base bid without  
195 consideration of the prices on the additive or deductive items;
- 196 b. The lowest bid shall be the lowest total bid prices on the base bid and those  
197 additive or deductive items that are specifically identified in the Notice To  
198 Contractors Calling For Bids as being used for the purpose of determining  
199 the lowest bid price;
- 200 c. The lowest bid shall be the lowest total of the bid prices on the base bid and  
201 those additive or deductive items taken in order form the specifically  
202 identified list of those items, depending upon available funds as identified in  
203 the Notice To Contractors Calling For Bids; or
- 204 d. The lowest bid shall be determined in a manner that prevents any  
205 information that would identify any of the bidders from being revealed to the  
206 District before the ranking of all bidders from lowest to highest has been  
207 determined.

208 In the event the District selects method (d) above, the procedure set forth below shall be  
209 followed:

210 Designated Employee – The Director of Purchasing or his/her designee shall designate  
211 an employee to perform the clerical functions described hereinafter. Said designated  
212 employee shall not be involved or participate in the decision making process of  
213 determining the low apparent bidder based upon the base bid and selected additive  
214 and/or deductive alternate bids.

215 Receipt of Bids – The following procedure shall be followed by the designated employee  
216 when receiving bids:

- 217 • As each bid is received, the designated employee shall write an assigned number  
218 on the front top right corner of the bid envelope and inform the bidder of his/her  
219 assigned number.
- 220 • As the designated employee opens each bid, the assigned number shall be written  
221 in the top right hand corner of the page(s) of the Bid Form that contain the bid  
222 amount.
- 223 • After all bids have been opened, the designated employee shall read each bid by  
224 assigned number, without reference to the name of the bidder.
- 225 • After reading all bids, the designated employee shall either (1) prepare a separate  
226 tabulation of each bid, to include only the assigned number and amounts of the  
227 base bid and all alternate bids, or (2) photocopy the page(s) of each Bid Form  
228 which include the base bid and alternate bid amounts, and excise any reference  
229 to the name of such bidder.

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- The designated employee shall re-insert the original Bid Forms into the corresponding bid envelopes and shall retain custody of the bid envelopes in a secure area at the District until the low apparent bidder has been determined.
  - Once the bid opening has been completed, the designated employee shall give to the Director of Purchasing or his/her designee either the bid tabulation or the photocopied pages from the Bid Form containing the base bid and alternate bid amounts.

237 **Bid Protests**

238 Any bidder submitting a bid proposal to the District may file a protest of the District's intent  
239 to award the contract provided that each and all of the following are complied with:

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- The bid protest is in writing;
  - The bid protest is filed and received by the Vice President of Business Services not more than five calendar days following the date of issuance of the District's Notice of Intent to Award the Contract; and
  - The written bid protest sets forth, in detail, all grounds for the bid protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the bid protest; any matters not set forth in the written bid protest shall be deemed waived. All factual contentions must be supported by competent, admissible and creditable evidence. Any bid protest not conforming with the foregoing shall be rejected by the District as invalid. Provided that a bid protest is filed in strict conformity with the foregoing, the Vice President of Business Services or designee shall review and evaluate the basis of the bid protest. The Vice President of Business Services or designee shall provide the bidder submitting the bid protest with a written statement concurring with or denying the bid protest. The Board of Trustees will render a final determination and disposition of a bid protest by taking action to adopt, modify or reject the disposition of a bid protest as reflected in the written statement of the Vice President of Business Services, or his/her designee. Action by the Board of Trustees relative to a bid protest shall be final and not subject to appeal or reconsideration by the Vice President of Business Services, any other employee or officer of the District, or the Board of Trustees. The rendition of a written statement by the Vice President of Business Services or designee and action by the Board of Trustees to adopt, modify, or reject the disposition of the bid protest reflected in such written statement shall be the expressed conditions precedent to the institution of any legal or equitable proceedings relative to the bidding process, the District's award of the contract, the District's disposition of any bid protest or the District's decision to reject all bid proposals. In the event that any such legal or equitable proceedings are instituted and the District is named as a party thereto, the prevailing party(ies) shall recover from the other party(ies), as costs, all attorneys' fees and costs incurred in connection with any such proceeding, including any appeal arising therefrom.

271 **Adoption of Standards for Materials, Products, Things, and Services for Use in**  
272 **Public Works of Improvement**

273 From time to time the Cerritos Community College District lets contracts for the  
274 construction, alteration, or repair of public works of improvement and, in connection  
275 therewith, drafts or causes to be drafted specifications for bids for such construction,  
276 alteration, or repair of public works of improvement.

277 Public Contract Code, Section 3400 (b)(2) provides that such specifications shall not call  
278 for a designated material, product, thing, or service by specific brand or trade name unless  
279 the specification is followed by the words "or equal" so that bidders may furnish any equal  
280 material, product, thing, or service, except when the awarding authority, or its designee,  
281 makes a finding that is described in the invitation for bids or request for proposals that a  
282 particular material, product, thing, or service is designated by specific brand or trade  
283 name in order to match other products in use on a particular public improvement either  
284 completed or in the course of completion.

285 District staff determines that it is necessary to adopt standards for materials, products,  
286 things, and services for use in public works of improvement, to promote the integrity,  
287 functionality, operation, maintenance, and/or use of existing systems and/or structures  
288 which constitute all or part of a particular public improvement either completed or in the  
289 course of completion by the District.

290 In order to promote the integrity, functionality, operation, maintenance, and/or use of  
291 existing systems and/or structures which constitute all or part of a particular public  
292 improvement either completed or in the course of completion by the Cerritos Community  
293 College District, the Board of Trustees finds it necessary and proper that the District adopt  
294 standards for materials, products, things, and services for use in public works of  
295 improvement.

296 The Board of Trustees designates the President/Superintendent, the Vice President of  
297 Business Services, and the Director of Facilities to collectively and/or individually develop  
298 said standards and make findings as may be required from time to time and to implement  
299 such findings with regard to the adoption of standards for materials, products, things, and  
300 services for use in public works of improvement, and for designation in specifications for  
301 bids for construction, alteration, or repair of public works of improvement.

### 302 **Potential Exceptions to Bid Rules**

303 Certain types of contracts are exceptions to these general rules on bid processes. The  
304 following are some common examples:

#### 305 **Electronic data-processing**

306 The District may contract with any vendor who has submitted one of the three lowest  
307 responsible competitive proposals or competitive bids for the purchase or maintenance  
308 of electronic data-processing systems and equipment, electronic telecommunication  
309 equipment, supporting software, and related material, goods and services.

310 Except as otherwise stated here, bids shall be solicited and contracts shall be awarded  
311 in accordance with Procedure 6340 titled Bids and Contracts.

312 Criteria to determine what constitutes a responsive bid shall be established by the Office  
313 of Business Services.

314 Supplemental instructional software packages may be purchased without taking  
315 estimates or advertising for bids.

316 Sale and leaseback of data-processing equipment or another major item of equipment is  
317 permissible if the purchaser agrees to lease the item back to the District for use by the  
318 District following the sale. The Board of Trustees shall first adopt a resolution finding that  
319 the sale or leaseback is the most economical means for providing electronic data-  
320 processing equipment or other major items of equipment to the District.

321 **Professional Experts**

322 Contracts for the services of persons who qualify as professional experts may be let  
323 without competitive bidding. Professional experts are persons specially qualified to  
324 provide services and advise in financial, economic, accounting, engineering, legal, or  
325 administrative matters. They must be specially trained, experienced, and competent to  
326 perform the services required. Compensation for special services and advice from  
327 professional experts may be paid from available funds in the amounts deemed proper for  
328 the services rendered.

329 **Energy Conservation Contracts**

330 Contracts for services, product installations, equipment and/or fixtures may be let without  
331 competitive bidding. Government Code Sections define the processes to be followed.

332 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**

**Date Revised: April 11, 2011**

*(Replaces former Cerritos CCD Policies 5006.5 and 5006.6)*

**Business Services**

1 **AP 6365 CONTRACTS – ACCESSIBILITY OF INFORMATION**  
2 **TECHNOLOGY**

3 **References:**

- 4 Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code, Section 794d);
- 5 36 CFR, Sections 1194.1 et seq.;
- 6 Government Code, Section 11135;
- 7 Title 5, Sections 59300 et seq.

8 The President/Superintendent delegates the authority to the Vice President of Business  
9 Services to ensure that all information technology-related contracts address accessibility  
10 requirements per 29 U.S. Code, Section 794d.

11 Whenever the District enters into a contract for the purchase, development, procurement,  
12 maintenance, or use of any electronic or information technology, the vendor shall certify  
13 that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 (29  
14 U.S. Code, Section 794d) and its related regulations. This requirement shall apply to  
15 software applications, operating systems, web-based intranet and internet information  
16 and applications, telecommunications products, video or multimedia products, self  
17 contained closed products such as copiers, and desktop and portable computers.

18 Each contract with such a vendor shall contain the following provision:

19 "The vendor hereby warrants that the products or services to be provided  
20 under this agreement comply with the accessibility requirements of Section  
21 508 of the Rehabilitation Act of 1973, as amended, and its implementing  
22 regulations. Vendor agrees to respond promptly to and resolve any  
23 complaints regarding accessibility of its products or services that are  
24 brought to its attention. Vendor further agrees to indemnify and hold  
25 harmless the District from and against any claim arising out of its failure to  
26 comply with these requirements. Failure to comply with these requirements  
27 shall constitute a breach and be grounds for termination of this agreement  
28 and/or action for damages."

29 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**



**Business Services**

1 **BP 6400 FINANCIAL AUDITS**

2 **References:**

- 3 Education Code, Section 84040(b);  
4 ACCJC Accreditation Standard III.D.7

5 There shall be an annual outside audit of all funds, books, and accounts of the District in  
6 accordance with the regulations of Title 5. The President/Superintendent shall assure  
7 that an annual outside audit is completed. The President/Superintendent shall  
8 recommend certified public accountancy firms to the Board of Trustees for their selection.

9 An audit of the accounts of the District, as required by state law, shall be made annually  
10 by an independent certified public accountant selected by the Board of Trustees. It shall  
11 be the duty of Fiscal Services to supervise and perform internal audit functions on  
12 receipts, expenditures, and transactions of student body organizations to assure the  
13 proper handling of these funds in accordance with Education Code.

14 Office of Primary Responsibility: Vice President, Business Services

15 Also see AP 6400 titled Financial Audits

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**Date Adopted: March 21, 2007**

*(Replaces former Cerritos CCD Policy 5005.4.1)*

**Business Services**

1 **AP 6400 FINANCIAL AUDITS**

2 **References:**

3 Education Code, Sections 84040(b), 84040.5, and 81644;

4 Title 5 Section 59102

5 ACCJC Accreditation Standard III.D.7

6 The President/Superintendent delegates the authority to the Vice President of Business  
7 Services to manage the District's audit process.

8 The Board of Trustees shall approve the selection of an auditor who shall be a certified  
9 public accountant licensed by the California State Board of Accountancy.

10 An auditing firm's contract shall be for no longer than five years. The audit shall include  
11 all funds under the control or jurisdiction of the District. The audit shall identify all  
12 expenditures by source of funds and shall contain:

- 13 • A statement that the audit was conducted pursuant to standards and procedures  
14 developed in accordance with Education Code, Section 84040.5, and  
15 • a summary of audit exceptions and management recommendations.

16 Audit reports for the preceding fiscal year must be presented to the Board of Trustees  
17 and submitted to the California Community Colleges Chancellor's Office by December  
18 31.

19 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**

**Business Services**

1 **BP 6450 WIRELESS OR CELLULAR TELEPHONE USE**

2 **References:**

3 Vehicle Code, Sections 12810.3, 23123, and 23124;  
4 26 U.S. Code Sections 274(d)(4) and 280(d)(4)

5 The President/Superintendent shall determine if it is in the best interest of the District to  
6 provide a cellular or wireless phone at the District's expense.

7 Cellular telephones provided by the District for compensatory reasons are classified by  
8 the Internal Revenue Service as a fringe benefit, the value of which must be included in  
9 an employee's gross income.

10 The value of a cellular telephone provided by the District primarily for noncompensatory  
11 business purposes is excludable from an employee's income. Record keeping of  
12 business and personal use of District-issued cellular telephones shall not generally be  
13 required when the telephones are issued for noncompensatory business reasons.

14 Motor vehicle drivers may not use wireless or cellular telephones while operating their  
15 vehicles without a hands-free listening device and shall comply with all requirements of  
16 California law regarding the use of wireless or cellular telephones in vehicles.

17 There shall be no expectation of privacy in the use of a District-issued cellular telephone.

18 Office of Primary Responsibility: Vice President, Business Services

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**Date Adopted: December 10, 2008**

**Date Revised: October 24, 2012**

**Business Services**

1 **AP 6450 WIRELESS OR CELLULAR TELEPHONE USE**

2 **References:**

- 3 Vehicle Code, Sections 12810.3, 23123, and 23124;  
4 26 U.S. Code Sections 274(d)(4) and 280(d)(4)

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8 the Internal Revenue Service as a fringe benefit, the value of which must be included in  
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10 The value of a cellular telephone provided by the District primarily for noncompensatory  
11 business purposes is excludable from an employee's income. Record keeping of  
12 business and personal use of District-issued cellular telephones shall not generally be  
13 required when the telephones are issued for noncompensatory business reasons.

14 These rules do not apply to wireless or cellular telephones owned by employees. Any  
15 reimbursements to employees for use of their own wireless or cellular telephones may be  
16 excluded from wages if the employee accounts for the expense pursuant to the Internal  
17 Revenue Service accountable plan.

18 Motor vehicle drivers may not use wireless or cellular telephones while operating their  
19 vehicles without a hands-free listening device. Drivers may use a wireless or cellular  
20 telephone to contact a law enforcement agency or public safety entity for emergency  
21 purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or  
22 described implement of husbandry, or a commercial vehicle, used in commercial  
23 agricultural operations may use a digital two-way radio service that utilizes a wireless or  
24 cellular telephone.

25 There is no expectation of privacy in the use of a District-issued cellular telephone.

26 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: December 10, 2008**  
**Date Revised: August 13, 2012**

**Business Services**

1 **BP 6500 PROPERTY MANAGEMENT**

2 **References:**

3 Education Code, Sections 81300 et seq.

4 The President/Superintendent is delegated the authority to act as the Board's negotiator  
5 regarding all property management matters that are necessary for the benefit of the  
6 District. No transaction regarding the lease, sale, use, or exchange of real property by  
7 the District shall be enforceable until acted on by the Board of Trustees itself.

8 The President/Superintendent shall assure compliance with all applicable laws relating to  
9 the sale, lease, use, or exchange of real property by the District.

10 Office of Primary Responsibility: Vice President, Business Services

11 Also see AP 6500 titled Property Management

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**Date Adopted: March 21, 2007**

**Business Services**

1 **AP 6500 PROPERTY MANAGEMENT**

2 **References:**

3 Education Code, Sections 70902 and 81300 et seq.

4 The President/Superintendent delegates the authority to the Vice President of Business  
5 Services to be responsible for:

- 6 • supervising acquisitions of real property, including appraisals and valuations of real  
7 property and improvements;
- 8 • securing title insurance policies;
- 9 • dedications or conveyance of easements;
- 10 • vacating streets and alleys;
- 11 • street lighting and other special assessments; and
- 12 • the condemnation of real property.

13 Office of Primary Responsibility: Vice President, Business Services

14 Also see AP 6520 titled Security for District Property

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**Date Approved: March 26, 2007**

**Business Services**

1 **BP 6520 SECURITY FOR DISTRICT PERSONNEL AND PROPERTY**

2 **References:**

- 3 Education Code, Sections 81600 et seq.;
- 4 ACCJC Accreditation Standard III.B.1

5 The President/Superintendent shall manage, control, and protect the assets of the

6 District, including but not limited to ensuring sufficient security to protect property,

7 equipment, and information from theft, loss, or significant damage.

8 Office of Primary Responsibility: Vice President, Business Services

9 Also see AP 6520 titled Security for District Personnel and Property

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**Date Adopted: March 21, 2007**

**Business Services**

**1 AP 6520 SECURITY FOR DISTRICT PERSONNEL AND PROPERTY**

**2 Reference:**

- 3 ACCJC Accreditation Standard III.B.1;
- 4 Education Code, Sections 70902, 72330, and 84674;
- 5 Penal Code, Section 439;
- 6 Title 5, Section 58311(2);
- 7 Rehabilitation Act of 1973, Section 504

**8 A. Security for District Personnel and Visitors**

9 The President/Superintendent delegates the primary responsibilities for patrolling District  
10 property to the Cerritos College Campus Police Department. The Cerritos College  
11 Campus Police Department is committed to the safety and security of all students, staff,  
12 and faculty attending or visiting Cerritos College. The Cerritos College Campus Police  
13 Department is responsible for patrolling District grounds, facilities, and parking lots to  
14 protect persons and property and enforce applicable laws and ordinances. The Campus  
15 Police Department's jurisdiction includes other grounds or properties owned, operated,  
16 controlled, or administered on behalf of the Cerritos Community College District as  
17 outlined in the Education Code, Section 72330.

18 Office of Primary Responsibility: Vice President, Business Services

**19 B. Security for District Property**

20 Each member of the District staff shall be responsible for equipment under his or her  
21 control. Loss of equipment and unauthorized removal of equipment should be reported  
22 immediately to the appropriate administrator.

23 An inventory record shall be kept of all District property with an acquisition cost in excess  
24 of limits established by Education Code.

25 The District will maintain a fixed asset inventory system. Fixed assets include furniture,  
26 computers, vehicles, etc. costing in excess of \$5,000.

27 In the event that fixed assets are moved within District boundaries, the manager in each  
28 respective area must approve the request. In addition, notice must be sent to the  
29 Purchasing Department. The Purchasing Department will be responsible for ensuring  
30 that the inventory system is properly updated.



31 All requests to borrow or to remove community college property for educational or District-  
32 related purposes must be in writing and be cleared through the appropriate Vice President  
33 of the area.

34 District equipment shall not be loaned to persons not employed by or enrolled in the  
35 District. Equipment shall only be removed from campus with proper authorization(s).

### 36 **Key/Key Card Control Process**

37 The Cerritos College Board of Trustees has delegated the issuance and control of all  
38 District keys and door access key cards to the Vice President of Business Services.

39 All District buildings, padlocks, gate locks, and equipment locks are subject to this key  
40 control procedure.

41 Issuance of Grand Master Keys must be approved by the Vice President of Business  
42 Services.

43 Keys and key cards will be issued only to employees of the District and to outside regular  
44 contractors/vendors who must have access to service areas, when approved by the  
45 Director of Physical Plant and Construction Services and Vice President of Business  
46 Services. Keys and key cards shall not be issued to students, student hourly or adult  
47 hourly. Exceptions to this procedure can only be made by the Vice President of Business  
48 Services.

49 No keys or key cards will be issued without a signature of the employee, approval of their  
50 manager, and/or Division Dean where applicable.

51 Upon transfer of assignment within the District, employees shall turn in any keys no longer  
52 needed and sign out the required new keys. Upon separation from District employment,  
53 employees must return all issued keys and key cards to Human Resources for  
54 reconciliation with the key issuance record prior to their last day of employment. Failure  
55 to return keys or key cards will result in a monetary assessment upon separation from the  
56 District.

57 Unauthorized use of, or duplication of District keys may be grounds for termination.

58 Under no circumstances shall keys be loaned to an unauthorized person.

59 Procedures on key control shall be included in the Faculty and Classified Handbook.

60 Part-time faculty shall turn keys in to the Division Office at the end of the first semester (if  
61 not returning second semester); and at the end of the second semester (if not teaching  
62 summer session) at the discretion of the responsible manager.

63 District employees on sabbatical or prolonged leave of absence in excess of six (6)  
64 months shall turn in keys to the Human Resources Department. Exceptions to this require  
65 approval of the responsible manager and a vice president.

66 District employees on ten (10) month assignments shall turn keys in prior to summer  
67 break period at the discretion of the responsible manager.

68 Campus Police is responsible for opening and securing all exterior building corridor doors.

69 Lost keys must be reported immediately to the Business Services Office.

70 All payments for lost keys are made directly to the Payroll Office. A receipt must be  
71 presented before new keys will be issued.

- |    |                           |          |
|----|---------------------------|----------|
| 72 | • Grand Master            | \$250.00 |
| 73 | • Master                  | \$100.00 |
| 74 | • Sub-Master              | \$25.00  |
| 75 | • Operating and Equipment | \$10.00  |
| 76 | • Key Cards               | \$10.00  |

77 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**

**Dates Revised: September 29, 2008; March 11, 2019**

*(Replaces former Cerritos CCD Policies 5004-5004.15 and 5006.3)*

**Business Services**

1 **BP 6530 DISTRICT VEHICLES**

2 **References:**

3 Education Code, Section 70902;  
4 Title 13, California Code of Regulations, Division 1, Chapter 1

5 The President/Superintendent shall adopt procedures to ensure that each person  
6 required by their job description to drive a District-owned vehicle shall maintain a safe  
7 driving record. An employee's continuing compliance with such procedures shall be a  
8 condition of continued employment in any position requiring the driving of District vehicles.

9 Clearance to drive District owned vehicles requires the driver/District employee to have  
10 in their possession a current valid California Drivers License. Verification must be  
11 obtainable through the California Department of Motor Vehicles.

12 Office of Primary Responsibility: Vice President, Business Services

13 Also see AP 6530 titled District Vehicles

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**Date Adopted: March 21, 2007**  
*(Replaces former Cerritos CCD Policies 5008-5008.4)*

**Business Services**

1 **AP 6530 DISTRICT VEHICLES**

2 **References:**

3 Education Code, Sections 87706, 70902 and 72506 (Insurance Provisions);  
4 Title 5, Section 51004;  
5 California Vehicle Code

6 The President/Superintendent delegates authority to implement Police and Facilities-  
7 related procedures to the Vice President of Business Services.

8 The Chief of Campus Police and Director of Physical Plant and Construction Services  
9 are responsible for controlling access to and use of all District vehicles assigned to their  
10 respective locations.

11 **Driver Clearance**

12 Only District employees are authorized to operate District owned, leased or rented  
13 vehicles. Students, volunteers and contractors are not permitted to operate District  
14 owned or leased vehicles.

15  
16 Clearance to drive District owned, leased or rented vehicles requires the driver to have in  
17 his/her possession a current valid California Drivers License.

18 All drivers of District owned, leased or rented vehicles must obtain driver's clearance from  
19 the Campus Police before operating a vehicle. A driver's clearance request and  
20 notification form must be completed and returned to Campus Police. This driver's  
21 clearance request must be submitted annually. An authorized drivers list with driver's  
22 clearance expirations dates will be maintained by Campus Police.

23 Drivers may not drive District licensed vehicles if their driving record, as reported by the  
24 California Department of Motor Vehicles, during the past three years indicates any of the  
25 following:

- 26 a. More than two DMV violation points;
- 27 b. One or more accidents for which the employee is responsible;
- 28 c. One or more accidents, regardless of fault, combined with either two or more one-  
29 point citations, or one or more two-point citations.

30 Drivers of all District owned, leased, or rented vehicles must be 18 years of age or older,  
31 with no mental or physical impairments that would, even with reasonable accommodation,  
32 prevent safe operation of a vehicle.

33 All District owned, leased, or rented vehicles and drivers must comply with the California  
34 Vehicle Code.

35 All drivers of District owned, leased, or rented vehicles both on and off campus, must  
36 have a current license appropriate for the vehicle to be driven.

37  
38 All drivers must obey and observe regulations pertaining to the College.

39  
40 All drivers of District owned, leased, or rented vehicles that carry fifteen or more persons  
41 including the driver must have a current Class B license, a current medical certificate and  
42 a current First Aid Certificate. The District shall not operate or lease a 15-passenger van  
43 unless the driver holds both a valid class B driver's license and an endorsement for  
44 operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

45 All District owned, leased, or rented vehicles with equipment for transporting the disabled  
46 must comply with all applicable laws and regulations regarding such vehicles.

47 Vehicles made available to the District personnel are for use only in the conduct and  
48 operation of District business.

49 The District will obtain the driving record of each employee whose job duties require  
50 driving a District owned, leased, or rented ~~motor~~ vehicle at the beginning of employment  
51 and at least annually thereafter.

52 If driving a District owned, leased, or rented ~~motor~~ vehicle is part of the required duties of  
53 a job classification and an employee in such a job classification has a driving record that  
54 does not meet the requirements of this procedure, or for any other reason is unable to  
55 operate a vehicle safely in the fulfillment of the duties of the job classification, that  
56 employee may be subject to transfer, demotion or dismissal for inability to meet  
57 requirements of a job description.

## 58 **Vehicle Transportation Requests**

59 All vehicle usage requires a Transportation Request- Vehicle Use Only form signed by a  
60 Department manager or Dean. The request should be filled out and received by Facilities  
61 before the scheduled use of the vehicle. District vehicles may only be used for District  
62 business, including field trips, meetings, conferences, visiting other schools and other  
63 related District business. Use of District-owned vehicles is on a first-come, first-serve  
64 basis and shall be used for trips of not more than 150 miles one way. Vehicles must be  
65 returned the same day of use and are not to be kept overnight.

66 All Bus requests require a Transportation Request- Bus Service Only form signed by a  
67 Department manager or Dean. Buses are used to transport student groups for field trips  
68 and athletic events. Requests for bus transportation should be made at least two (2)  
69 weeks in advance of the trip. . All bus trips require that the driver and bus remain with the  
70 group until the trip is over, unless designated otherwise by the group leader. Buses that  
71 will accommodate wheelchair users are available upon request. The wheelchair  
72 accessible buses come in four sizes and will accommodate one or two standard (manual  
73 or automatic) wheelchairs.

74 All overnight bus trips will require that driver accommodations for lodging are included in  
75 lodging provisions for students and faculty.

76 All bus trip cancellations shall be reported to the Facilities Department as soon as possible  
77 prior to the trip date to avoid penalty payments.

### 78 **Vehicle Availability**

79 Vehicles will be assigned by the Facilities Department if available, meaning:

- 80 a. The vehicle has been returned from a previously assigned trip.
- 81 b. The vehicle has been cleaned, re-fueled and checked by the District facilities

82 Vehicles deemed by the Facilities Department to be unavailable for any legitimate reason  
83 will not be reassigned until the problem is corrected.

84 Transportation Requests that cannot be met by the issuance of District equipment will  
85 result in the authorization to drive his or her own personal car, subject to the conditions  
86 of this procedure.

87 If District transportation is available and the employee elects to drive his or her own car  
88 for personal reasons or convenience sake, mileage reimbursement will require prior  
89 approval by the appropriate manager.

90 If District transportation is not available and is so noted by the Director of Physical Plant  
91 and Construction Services on the transportation request form, the employee using a  
92 personal car may be reimbursed for mileage expense for authorized District business  
93 purposes.

94 District vehicles will be made available for pickup only between the Facilities Department  
95 office hours. Other arrangements must have prior approval by the Director of Physical  
96 Plant and Construction Services or designee.

### 97 **Seat Belts**

98 All drivers and passengers of District vehicles shall be secured by a safety belt in  
99 compliance with California Vehicle Code.

### 100 **Gasoline Credit Cards**

101 Gasoline credit cards are issued to drivers for approved trips at the discretion of the  
102 Facilities Department. These credit cards must be returned following each approved  
103 District trip. Under no circumstances are District credit cards to be used to purchase  
104 gasoline for privately-owned vehicles, regardless of the purpose or reason.

105 Only approved drivers listed on a Transportation Request and approved by the  
106 responsible Administrator to make the trip shall sign the receipts for purchases made by  
107 the use of credit cards.

### 108 **Equipment Failure**

109 Vehicles that break down should be reported to the Director of Physical Plant and  
110 Construction Services or other authorized District personnel. See "In Case of Emergency"  
111 card in glove compartment for further information.

112 Mechanical problems, i.e., vibration, loose parts, brake fading, etc, are required to be  
113 reported on the backside of the yellow driver's card.

114 **Transportation Expense and/or Reimbursement**

115 Transportation expense relates only to District vehicles and not to other expenses of the  
116 employee which may have been incurred during the trip, i.e., meals and lodging.

117 With approved receipts, District employees will be reimbursed for necessary repair and  
118 service expenses related to making "emergency road repairs." Reimbursement will be  
119 made to employees incurring repair and services costs. Any repair expense of more than  
120 \$200, whether paid with the District credit card or any other means, shall require pre-  
121 approval.

122 **Citation Reporting**

123 Any employee operating a District owned, leased, or rented vehicle who receives a  
124 citation in any way connected with the use of such vehicle shall report the citation to the  
125 Chief of Campus Police and the Director of Physical Plant and Construction Services.  
126 Written reports must be filed. The District assumes no responsibility for citations received  
127 for any violations. Drivers are required to obey all safety laws, including speed limits,  
128 while operating a District vehicle. Anyone who does not adhere to these laws will lose  
129 the privilege of the use of a District vehicle.

130 **Accident Reporting**

131 When safe to do so, passengers are to be moved to a point of safety. Call the nearest  
132 law enforcement agency, usually via 911. If anyone is injured, paramedic and/or  
133 ambulance service must be requested.

134 If it is necessary to go beyond the site of the accident to reach a telephone, send one of  
135 the passengers. The driver must not leave the scene of the accident unless necessary  
136 to contact law enforcement, paramedics, or other emergency personnel.

137 Employees driving District vehicles must promptly report any accident to the Chief of  
138 Campus Police and the Director of Physical Plant and Construction Services. Written  
139 reports must be filed.

140 Employees involved in accidents must cooperate with the requirements of the California  
141 Highway Patrol or other law enforcement agencies with jurisdiction and report relevant  
142 information to the proper authorities.

143 **Insurance Provisions**

144 The District carries insurance that covers any cleared employee driving a District vehicle.  
145 Limits of liability are covered under the District combined property and casualty insurance  
146 provisions. Approved District forms must be filed by the employee if that person is  
147 involved in any accident.

148 District employees who have not been cleared to drive District vehicles may be approved  
149 to drive their own vehicles on District business without transporting any others (including  
150 students or other District employees) depending on the individual's driving record. The  
151 employee must furnish Certificates of Insurance indicating the following limits:

- 152 a. Bodily Injury Liability per person \$200,000.00 and per accident 500,000.00
- 153 b. Property Damage Liability 50,000.00
- 154 c. Bodily injury and Property Damage Combined Single Limit \$500,000.00

155 For a District employee driving his or her own vehicle and cleared to drive on District  
156 business and who is involved in an accident, employee insurance is primary; insurance  
157 or collection efforts made by the employee or his representative or other parties is  
158 secondary; and the District insurance is tertiary. If the aforementioned efforts have been  
159 made and the employee is still responsible for a deductible amount, the District will  
160 reimburse up to \$200 of the employee's deductible.

161 The District does not assume any liability or responsibility for the loss of personal  
162 equipment contained in an individual's car.

### 163 **Special Precautions**

164 District owned, leased, or rented vehicles are not authorized to transport animals, except  
165 with the prior approval of the appropriate manager. In no case should animals be  
166 permitted in the front seat of the vehicle nor left unattended in the vehicle.

167 Trips in excess of twelve (12) consecutive driving hours per day will require a minimum  
168 of two qualified drivers.

169 Transportation Requests for trips requiring the use of a van and removal of seats for  
170 equipment, supplies, and/or luggage shall include a request for such removal in advance.

171 No alcoholic beverages or illegal drugs of any description may be used by the driver or  
172 passengers on District-approved trips.

173 Smoking is not permitted in any District vehicle.

### 174 **Supervision of Students on District Furnished Transportation**

175 At least one District employee must accompany students on each bus trip to and from the  
176 point of destination. The District employee who accompanies the students to and from  
177 the point of destination is responsible for the proper conduct of students. District  
178 employees are not responsible for the travel-time conduct of students providing their own  
179 transportation to and from the predetermined point of destination.

180 All students, staff members, or persons being transported to or from college activities and  
181 events, shall be subject to all of the rules and regulations of the District regarding  
182 transportation and individual conduct.

183 Before any student activity trip is made in which students are transported, the trip must  
184 be approved by the Student Activities Office.

185 Prior to any student activity trip in which students are transported, a list of the students  
186 for the trips must be furnished to the Student Activities Office by the advisor. Only  
187 students on the list may be transported. The list may be amended by the advisor from  
188 time to time, but for any specific trip, no names may be added less than forty-eight hours  
189 before the trip is scheduled to start.

190 For student groups and any others requiring advisors, the advisor must ride for the entire  
191 trip in one of the vehicles provided or sponsored by the college. The advisor(s) shall  
192 follow all rules established by the District and the Student Activities Office.



193 When transporting students, only college-authorized vehicles may be used. All vehicles  
194 used for school activities of any kind must be covered by public liability and property  
195 damage insurance which meets the minimum requirements of the financial responsibility  
196 provisions of the Vehicle Code of the State of California.

197 **Availability of Accessible Vehicle Transportation for Students with Disabilities**

198 Accessible transportation will be provided to and from approved student activities for  
199 students with disabilities who require such. Accessible vans are available to cleared  
200 District employees for providing such transportation, which may require additional  
201 training.

202 Offices of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**

**Dates Revised: August 26, 2013; March 11, 2019**

*(Replaces former Cerritos CCD Policies 4903, 5008 – 5008.4, 5009, 5010, 5011, 5012, 5013,  
5014, 5015, 5016, 5017, 5018, 5019)*

**Business Services**

1 **BP 6540 INSURANCE**

2 **References:**

3 Education Code, Sections 70902, 72502, 72506, and 81601 et seq.

4 The President/Superintendent shall be responsible for securing insurance or other  
5 coverage for the District as required by law, which shall include but is not limited to the  
6 liabilities described in Education Code, Section 72506 as follows:

- 7 • Liability for damages for death, injury to persons, or damage or loss of property.
- 8 • Personal liability of the members of the Board of Trustees and the officers and  
9 employees of the District for damages for death, injury to a person, or damage or  
10 loss of property caused by the negligent act or omission of the member, officer, or  
11 employee when acting within the scope of his or her office or employment.
- 12 • Worker's compensation coverage.
- 13 • Coverage against fires and other perils.

14 The District shall require additional insurance for special students or programs such as  
15 international students, study abroad programs, high-risk student club activities, etc.

16 The District may join in a joint powers agreement pursuant to Education Code, Section  
17 81603 for the purposes described in this policy.

18 Office of Primary Responsibility: Vice President, Business Services

19 Also see AP 6540 titled Insurance

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**Date Adopted: March 21, 2007**

**Business Services**

1 **AP 6540 INSURANCE**

2 **References:**

3 Education Code, Sections 70902, 72502, 72506, and 81601 et seq.;

4 Title 5, Section 58318

5 The President/Superintendent delegates the authority to the Vice President of Business

6 Services to secure legally required insurance for the District. The requirement to provide

7 for insurance coverage is met by the District joining a Joint Powers Authority (JPA)

8 pursuant to Education Code, Section 81603.

9 Through the District's membership in several JPAs, the following types of coverage are

10 currently provided:

- 11 • liability insurance for damages for death, injury to person, or damage or loss of
- 12 property;
- 13 • liability insurance for the personal liability of the members of the Board of Trustees
- 14 and of the officers and employees of the District for damages for death, injury to a
- 15 person, or damage or loss of property caused by the negligent act or omission of
- 16 the member, officer, or employee when acting within the scope of his or her office
- 17 or employment;
- 18 • fire insurance;
- 19 • real property damage;
- 20 • personal property loss or damage;
- 21 • insurance for District vehicles;
- 22 • insurance against "other perils" (Education Code, Section 81601);
- 23 • workers compensation insurance;
- 24 • actuarial evaluation of the future annual costs of health and welfare benefits; and
- 25 • employee indemnity bonds.

26 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**

**Business Services**

1 **BP 6550 DISPOSAL OF DISTRICT PERSONAL PROPERTY**

2 **References:**

3 Education Code, Sections 70902(b)(6), 81360 et seq., and 81450 et seq.

4 The President/Superintendent is delegated authority by the Board of Trustees to declare  
5 as surplus such personal property of the District as is no longer useful for District  
6 purposes and shall dispose of such property in accordance with applicable law. All  
7 sales of surplus personal property shall be authorized by the Board of Trustees. This  
8 policy shall not be construed as authorizing any representative of the District to dispose  
9 of surplus real property at any time.

10 Office of Primary Responsibility: Vice President, Business Services

11 Also see AP 6550 titled Disposal of District Personal Property

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**Date Adopted: March 21, 2007**

**Date Revised: September 26, 2011**

*(Replaces former Cerritos CCD Policy 5006.4)*

**Business Services**

**1 AP 6550 DISPOSAL OF DISTRICT PERSONAL PROPERTY**

**2 References:**

3 Education Code, Section 70902(b)(6), 81360 et seq. and 81450 et seq.

4 The Board of Trustees authorizes the President/Superintendent to oversee the process  
5 for disposal of District personal property. The President/Superintendent delegates the  
6 responsibility for coordinating the disposal of District personal property to the Vice  
7 President of Business Services or his/her designee.

8 District personal property shall be sold as surplus by means of a public auction by a  
9 contract with a private auction firm. The personal property shall be sold or transferred to  
10 the highest responsible bidder upon completion of the auction and after payment has  
11 been received by the District.

12 The District can also exchange for value, sell for cash, or donate any personal property  
13 belonging to the District without complying with the preceding procedures if all of the  
14 following criteria are met:

- 15 a) The District determines that the property is not required for District purposes, that  
16 it should be disposed of for the purpose of replacement, or that it is unsatisfactory  
17 or not suitable for school use.
- 18 b) The property is exchanged with, or sold or donated to, a school district, community  
19 college district, or other public entity that has had an opportunity to examine the  
20 property proposed to be exchanged, sold, or donated.
- 21 c) The receipt of the property by a school district or community college district will not  
22 be inconsistent with any applicable district wide or school site technology plan of  
23 the recipient district.

24 The District may sell for cash and paid to the District, any District personal property if the  
25 property is not required for District purposes, or if it should be disposed of for the purpose  
26 of replacement, or if it is unsatisfactory or not suitable for use.

27 Property cannot be sold until notice has been given. Notice must be posted in at least  
28 three public places in the district for not less than two weeks; notice can also be by  
29 publication for at least once a week for a period of not less than two weeks in a newspaper  
30 published in the district and having a general circulation. If there is no such newspaper,  
31 then notice can be published in a newspaper having a general circulation in the district;  
32 or if there is no such newspaper, then in a newspaper having a general circulation in the  
33 county in which the District or any part thereof is situated.

34 The Vice President of Business Services or his/her designee shall sell the property to the  
35 highest responsible bidder, or shall reject all bids.

36 Subject to Board approval, finds that the property, whether one or more items, does not  
37 exceed in value the sum of \$5,000, the property may be sold by the Vice President of  
38 Business Services or his/her designee at private sale without advertising; however, such  
39 private sell prohibits District employees from purchasing surplus property from private  
40 sale.

41 Any item or items of property having previously been offered for sale as provided in  
42 Education Code Section 81450, but for which no qualified bid was received, may be sold  
43 by the Vice President of Business Services or his/her designee at private sale without  
44 advertising; however, such private sell prohibits District employees from purchasing  
45 surplus property from private sale, or the property may be otherwise disposed of in a local  
46 dump in accordance with California law.

47 In addition, the Board may sell or lease real property belonging to the District under the  
48 following conditions:

- 49 • The property is sold or leased to another local governmental agency, or to a  
50 nonprofit corporation that is organized for the purpose of assisting one or more  
51 local governmental agencies in obtaining financing for a qualified community  
52 college facility; or
- 53 • If the District has received only one sealed proposal from a responsible bidder that  
54 conforms with the standard rate or rates for the lease of its real property  
55 established by a majority vote of the Board, the Board may by majority vote  
56 delegate to an officer or employee the power to enter into leases, for and in behalf  
57 of the district, of any real property of the District.
- 58 • Generally, the funds derived from the sale or from a lease with an option to  
59 purchase shall be used for capital outlay or deferred maintenance. However, the  
60 proceeds of property sold or leased that was first offered for park or recreational  
61 purposes where applicable and then offered for sale or lease with an option to  
62 purchase at fair market value may be deposited in the general fund of the District  
63 if, prior to the sale or lease, the Board has determined that the District has no  
64 anticipated need for additional sites or building construction for the five-year period  
65 following the sale or lease.

66 Scavenging of materials on District property is expressly prohibited and enforceable  
67 through local city ordinances, as appropriate.

68 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**  
**Date Revised: February 21, 2017**

**Business Services**

1 **BP 6600 CAPITAL CONSTRUCTION**

2 **References:**

3 Education Code, Sections 81005 and 81820;  
4 Title 5, Sections 57150 et seq.

5 The President/Superintendent is responsible for planning and administrative  
6 management of the District's capital construction program.

7 The President/Superintendent is responsible for the supervision and monitoring of all  
8 District construction projects, including inspection of workmanship, completion of work to  
9 meet specifications, and the suitability of proposed changes to the scope and original  
10 design of the work.

11 The Board of Trustees shall approve and submit to the Board of Governors a five-year  
12 capital construction plan as required by law. The President/Superintendent shall annually  
13 update the plan and present it to the Board of Trustees for approval. The plan shall  
14 address, but is not limited to, the criteria contained in law.

15 Office of Primary Responsibility: Vice President, Business Services

16 Also see AP 6600 titled Capital Construction

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**Date Adopted: March 21, 2007**

**Business Services**

**1 AP 6600 CAPITAL CONSTRUCTION**

**2 References:**

3 Education Code, Sections 81005 and 81820;  
4 Title 5, Sections 57150 et seq.

5 The President/Superintendent or designee will annually report to the Board of Trustees  
6 and to the California Community Colleges Chancellor's Office a five-year capital  
7 construction program. The Program will consist of the plans of the District concerning its  
8 future academic and student service programs, and the effects of such programs on  
9 construction needs.

10 Specifically, the five-year capital construction program will include the following:

- 11 • Statement of educational plans
- 12 • Statement of energy plans
- 13 • Statement of barrier removal plan for individuals with disabilities
- 14 • Location of program delivery
- 15 • Location of other owned lands
- 16 • District-wide priority lists
- 17 • District-wide capacity/load ratios
- 18 • District-wide supporting detail

**19 Contracts**

20 Construction contracts will be let in accordance with Procedure 6350 titled Contracts –  
21 Construction and will comply with applicable laws relating to public works.

**22 Conversion of Buildings**

23 State funds earmarked for capital outlay financing may be used to acquire an existing  
24 government-owned or privately-owned building and to pay the necessary costs of  
25 converting such a building to community college use if all of the following criteria apply:

- 26 • The building was constructed as, and continues to qualify as, a school building, as  
27 provided by Education Code Sections 81130 et seq., or the building is determined  
28 to have, or is rehabilitated to an extent that it is determined to have, a pupil safety  
29 performance standard that is equivalent to that of a building constructed pursuant  
30 to Education Code Sections 81130 et seq. The determination of the pupil safety  
31 performance standard must meet all of the requirements of Education Code  
32 Section 81149(a)(1)&(2).
- 33 • The total cost of purchasing and converting the existing building to community  
34 college use is not greater than the estimated cost of constructing an equivalent  
35 building.



- 36       • The land associated with the building will be owned by, or controlled through a  
37       long-term lease of at least 50 years by, the District.  
38       • The District has complied with facility site review guideline recommendations of  
39       the California Postsecondary Education Commission pursuant to Education Code  
40       Section 66904.  
41       • The funding for the purchase and conversion of an existing building does not  
42       supersede funding for facilities that have previously been prioritized by the Board  
43       of Governors and are awaiting state funding.

44   Office of Primary Responsibility: Vice President, Business Services

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**Date Approved:   March 26, 2007**

**Date Revised:     June 18, 2008**

**Business Services**

**1 BP 6700 CIVIC CENTER AND OTHER FACILITIES USE**

**2 References:**

3 Education Code, Sections 82537 and 82542

4 There is a Civic Center at the Cerritos Community College District. Use of the Civic  
5 Center shall be granted as provided by law. The President/Superintendent shall establish  
6 procedures regarding the use of District property and facilities, including property  
7 designated by the District as a Civic Center, by community groups, outside contractors,  
8 and others.

**9 General Statement**

10 It is the District’s policy to permit and encourage the use of College facilities by groups  
11 and organizations whose purposes and objectives contribute to the development and  
12 welfare of the community. The Governing Board recognizes that there are costs involved  
13 in non-college use of facilities and that charges are necessary so that college monies will  
14 not be used in support of non-college activities.

15 The President/Superintendent shall be responsible for the supervision of the use of  
16 District property, including but not limited to facilities, equipment and supplies, by  
17 community groups and other outside contractors.

18 The administrative procedures shall reflect the requirements of applicable law, including  
19 Education Code, Section 82537 regarding Civic Centers. The regulations shall include  
20 reasonable rules regarding the time, place, and manner of use of District facilities. They  
21 shall assure that persons or organizations using District property are charged such fees  
22 as are authorized by law. Public use of District property shall not interfere with scheduled  
23 instructional programs or other activities of the District on behalf of students.

24 No group or organization may use District property for purposes and/or activities that  
25 discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex  
26 (i.e., gender), or sexual orientation, or the perception that a person has one or more of  
27 the foregoing characteristics, or on any basis prohibited by law.

28 Use of the District’s Civic Center will be only for the purposes described by the California  
29 Legislature in Education Code Section 82537(a). These purposes include use by  
30 associations “formed for recreational, educational, political, economic, artistic, or moral  
31 activities of the public school districts” in order to “engage in supervised recreational  
32 activities” or “meet and discuss, from time to time, as they may desire, any subjects and  
33 questions which in their judgment appertain to the educational, political, economic,  
34 artistic, and moral interests of the citizens of the communities in which they reside”

35 (Education Code Section 82537(a)). In granting permission to use the Civic Center, the  
36 District will not discriminate on the basis of viewpoint with regard to organizations  
37 engaging in expressive activities on the topics and subject matters articulated above.

38 Office of Primary Responsibility: Vice President, Business Services

39 Also see AP 6700 titled Civic Center and Other Facilities Use as well as BP/AP 3410 titled  
40 Nondiscrimination and BP/AP 5550 titled Speech: Time, Place, and Manner.

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**Date Adopted: March 21, 2007**

**Date Revised: June 9, 2010**

*(Replaces former Cerritos CCD Policy 5100.1)*

**Business Services**

**1 AP 6700 CIVIC CENTER AND OTHER FACILITIES USE**

**2 References:**

- 3 Education Code, Sections 82537 et seq. and 82542;
- 4 Public Resources Code Section 42648.3;
- 5 Clark v. Community for Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct.
- 6 3065, 82 L.Ed.2d 221

**7 Civic Centers**

8 Eligible persons or groups may use District buildings or grounds designated as the Civic  
9 Center for public, literary, scientific, recreational, or educational meetings, or for  
10 discussion of matters of general or public interest, subject to this procedure.

**11 General Provisions**

12 District facilities identified as Civic Center or as designated public forums are available  
13 for community use when such use does not conflict with District programs and operations.  
14 For use of the district’s designated public forum spaces, please refer to Board Policy 5550  
15 and Administrative Procedure 5550. Facility use under the provisions of this Civic Center  
16 Facilities Use procedure shall be limited to places and times identified by the Vice  
17 President of Business Services, but shall be sufficiently frequent and available on specific  
18 dates and times, so as to allow meaningful use by outside groups. Except as provided in  
19 these procedures and Board Policy 5550 and Administrative Procedure 5550, or as  
20 authorized by law, no organizations shall be denied the use of District facilities because  
21 of the content of the speech to be undertaken during the use.

22 The Director of Physical Plant and Construction Services is responsible for the  
23 coordination and implementation of these procedures.

24 Outside the designated public forum areas, the following shall apply: All user groups shall  
25 be required to provide the District with a completed application packet that includes the  
26 license agreement and appropriate insurance certificate naming Cerritos Community  
27 College District as an additional insured party. This packet will include a hold harmless  
28 and indemnification agreement acknowledging that they will be financially responsible for  
29 any losses, damages, or injuries incurred by any person as a result of their use of the  
30 facilities. All user groups shall also be required to provide a certificate of insurance with  
31 limits acceptable to the District and/or other proof of financial responsibility acceptable to  
32 the District.

33 A college employee, as designated event manager, shall be on site for the duration of the  
34 event whenever a facility is being used. Designated event managers must have

35 demonstrated experience with the applicable venue. Cerritos College reserves all  
36 concessions and rights.

37 **Fees**

38 Fees for facilities shall be established and approved by the Board of Trustees. The base  
39 rental period shall be four hours. Rates will be calculated for entire time of occupancy by  
40 lessee. Additional hourly use charges shall be computed on a prorated basis.

41 The Director of Physical Plant & Construction Services is charged with direction of  
42 community use of college facilities and at his/her discretion may establish charges for use  
43 not listed or for unusual circumstances.

44 The District may require police/security personnel as a condition of use whenever it is  
45 deemed to be in the District's best interests. The Chief of Police or designee will determine  
46 whether security personnel may be required and the quantity of personnel as a condition  
47 of use whenever it is deemed to be in the District's best interests.

48 The District may require custodian services during events or for post event cleanup. The  
49 Operations Manager or designee will determine the quantity of personnel required for  
50 events.

51 The District reserves all parking fee rights. Parking fees will be administered per AP 6750  
52 Parking And Traffic-Related Items. Additional and/or separate charges or waivers for  
53 event parking shall be subject to the prior approval of the Vice President of Business  
54 Services or designee.

55 Cerritos College may host regional or other meetings, trainings, or conferences involving  
56 off campus invitees. The college organizer(s) of such functions may request one-day  
57 permits from the Chief of Police or his/her designee. Depending on the number of off  
58 campus invitees, two types of waivers may be requested: 1) a one-day permit or 2)  
59 parking lot exemption. Waivers may be requested by completing the Parking Waiver  
60 Request Form.

61 Stage productions in the Burnight Theatre (17 and 31) and future Performing Arts venues,  
62 using actors and requiring settings other than picture screens or speaker platforms,  
63 require the use of a District stage manager who shall have complete responsibility and  
64 authority over the use of the theatre facilities. If required, arrangements will be made by  
65 the Civic Center Office for trained personnel to operate Cerritos College equipment; i.e.,  
66 P.A. system, projectors, theatre equipment, etc. Regardless of the classification of the  
67 proposed event, the lessee is bound by determination of the District and is responsible  
68 for these salaries in addition to the basic rental fee.

69 The classification of proposed events will determine the appropriate fee schedule and  
70 direct costs to groups requesting the use of Cerritos College facilities. Payment of 50%  
71 deposit will be required ten (10) business days prior to the use of facilities. Applicants will

72 be responsible for all costs unless cancellation is received within a reasonable time of  
73 scheduled event.

74 **Classification of District Events:**

75 1. **Elected Official Sponsored Event:** Per Education Code Section 82542(a), elected  
76 officials, when conducting events that are open to the public without charge, promote  
77 community awareness or provide informational services to the public, may use District  
78 facilities at no charge upon payment of the following:

- 79 • the cost of opening and closing the facilities, if no District employees would  
80 otherwise be available to perform that function as a part of their normal duties;
- 81 • the cost of a District employee's presence during the organization's use of the  
82 facilities, and if that employee would not otherwise be present as part of his/her  
83 normal duties;
- 84 • the cost of custodial services, if the services are necessary and would not have  
85 otherwise been performed as part of the custodian's normal duties;
- 86 • the cost of audio/video/technology services, as requested or required;
- 87 • the cost of police/security services, if the services are necessary and would not  
88 have otherwise been performed as part of the personnel's normal duties.

89 2. **Non-Profit Community Group Event:** The groups identified in Education Code  
90 Section 82542(a) will be permitted, "when an alternative location is not available," as  
91 described in the statute, to use District facilities at no charge upon payment only of  
92 costs identified in section 1 above.

93 3. **Non-Profit Agency Large Event:** Non Profit organizations such as school districts or  
94 religious entities requesting the use of college facilities for large scale events such as  
95 graduations, services or other uses will be subject to fair market rental fees for non-  
96 profits as established and approved by the Board of Trustees, including the direct  
97 costs detailed in Section 1, and special requirements such as stage assembly,  
98 equipment needs, or other services deemed necessary by the determination of the  
99 District.

100 4. **Athletic Facilities Event:** Civic Center events for athletic facilities will be  
101 administered through the Civic Center for scheduling, proper fee structure, and  
102 personnel requirements, with prior approval by the Dean of the Health, Physical  
103 Education, Dance and Athletics Division. These events will be subject to direct costs  
104 as outlined above in Section 1. Stadium use that requires post event cleanup will be  
105 the responsibility of the designated event manager, or a facilities cleanup crew will be  
106 organized by Facilities.

107 5. **Commercial Use Event:** Shall apply to organizations that do not have a non-profit  
108 status filed with the IRS or who generate revenue where the net proceeds are destined  
109 for other than welfare or charitable purposes affecting the students of the college  
110 District. A District charge shall be made in accordance with the fair market rental fees  
111 for commercial uses as established and approved by the Board of Trustees, including

112 the direct costs detailed in Section 1, and special requirements such as stage  
113 assembly, equipment needs, or other services deemed necessary by the  
114 determination of the District.

115 The American Red Cross or other public agencies may use District facilities, grounds,  
116 and equipment for mass care and welfare shelters during disasters or other emergencies  
117 affecting the public health and welfare, and the District will cooperate with these agencies  
118 in furnishing and maintaining services deemed by the Board of Trustees to be necessary  
119 to meet the needs of the community.

#### 120 **Rules for Facilities Use**

121 Requests for use of the District's Civic Center must be made at least fifteen (15) business  
122 days in advance of the first date of use being requested. Any request that is not  
123 completed, signed and provided to the Facilities Division within fifteen (15) business days  
124 of the scheduled event may be subject to denial. Requests shall be made to the Director  
125 of Physical Plant & Construction Services or designee on forms provided by the District.  
126 Authorization to use the Civic Center shall be based on a reservation system and the  
127 priorities for student and other use detailed at the end of this Section.

128 Permission to use District facilities shall not be granted for a period to exceed one fiscal  
129 year. No person or organization may be granted a monopoly on any facility.

130 Overnight camping on District facilities, including in the designated public forum areas, is  
131 prohibited. No person or organization may use any District facility for living  
132 accommodation purposes such as sleeping activities, or making preparations to sleep  
133 (including the laying down of bedding for the purpose of sleeping), or storing personal  
134 belongings, or making any fire, or using any tents or other structure for sleeping, or doing  
135 any digging or earth breaking, or carrying on cooking activities.

136 Any persons applying for use of District property on behalf of any groups shall be a  
137 member of the groups and, unless he/she is an officer of the group, must present written  
138 authorization to represent the group. Each person signing an application shall, as a  
139 condition of use, agree to be held financially responsible in the case of loss or damage to  
140 District property.

141 No person applying for use of District property shall be issued a key to District facilities.

142 Future facility requests may be denied on grounds including, but not limited to, abuse or  
143 misuse of District property and failure to pay promptly for any damage to District property.

144 No alcoholic beverages, intoxicants or controlled substances in any form shall be brought  
145 onto the property of the District. Persons under the influence of alcohol, intoxicants, or  
146 controlled substances shall be denied participation in any activity.

147 No structures, electrical modifications, or mechanical apparatus may be erected or  
148 installed on District property without specific written approval by the Director of the  
149 Physical Plant & Construction Services.

150 All decorative materials, including but not limited to draperies, hangings, curtains, and  
151 drops shall be made or treated with flame-retardant processes approved by the State Fire  
152 Marshall.

153 **Priorities for Use of Facilities**

154 The following priority is established for reserving use of Cerritos College Facilities:

- 155 a. Cerritos College instructional classes and classroom activities.
- 156 b. Cerritos College instructional/student services programs and activities.
- 157 c. Cerritos College department programs and services.
- 158 d. Cerritos College student organization programs and activities.
- 159 e. Educational organizations in which Cerritos College faculty or administration hold  
160 membership and are hosts.
- 161 f. Organizations not affiliated with Cerritos Community College District.

162 Also see BP 6700 titled Civic Center and Other Facilities Use, AP 6750 Parking and  
163 Traffic-Related Items and AP 5550 titled Speech: Time, Place, Manner, and Commercial  
164 Vendors.

165 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**

**Dates Revised: June 9, 2010; April 10, 2017**

*(Replaces former Cerritos CCD Policies 5101, 5102, 5103, 5104, 5105, 5106)*



**Business Services**

1 **BP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE**

2 **References:**

- 3 Education Code, Sections 15278, 15280, and 15282;  
4 Calif. Constitution Article XIII A, Section 1(b) and Article XVI, Section 18(b)

5 If a bond measure has been authorized pursuant to the conditions of Proposition 39 as  
6 defined in the California Constitution, the President/Superintendent shall recommend  
7 members to serve on the Citizens' Oversight Committee. The Board shall appoint the  
8 members in accordance with the applicable laws and regulations.

9 Office of Primary Responsibility: President/Superintendent

10 Also see AP 6740 titled Citizens' Bond Oversight Committee

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**Date Adopted: March 21, 2007**

**Business Services**

**1 AP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE**

**2 References:**

3 Education Code, Sections 15278, 15280, and 15282

4 If a bond is passed under the terms of Proposition 39, a Citizens' Bond Oversight  
5 Committee must be established.

6 Pursuant to Section 15278 of the Education Code, the District is obligated to establish the  
7 Committee in order to satisfy the accountability requirements of Proposition 39. The  
8 purposes of the Committee are set forth in Prop 39. The Committee shall be deemed to  
9 be subject to the *Ralph M. Brown Public Meetings Act* (Government Code, Section 54950  
10 et seq.) and shall conduct its meetings in accordance with the provisions thereof. The  
11 District shall provide necessary administrative support to the Committee as shall be  
12 consistent with the Committee's purposes, as set forth in Prop 39.

13 The Committee's shall confine itself specifically to proceeds of general obligation bonds  
14 generated under Bond Measures. Regular and scheduled maintenance projects and all  
15 monies generated under other sources shall fall outside the scope of the Committee's  
16 review.

17 To carry out its stated purposes, the Committee shall perform the following duties:

- 18 1. Inform the Public: The Committee shall inform the public concerning the District's  
19 expenditure of bond proceeds. In fulfilling this duty, all official communications to  
20 either the Board or the public shall come from the Chair acting on behalf of the  
21 Committee. The Chair shall only release information that reflects the majority view  
22 of the Committee.
- 23 2. Review Expenditures: The Committee may review expenditure reports produced  
24 by the District to ensure that (a) bond proceeds were expended only for the  
25 purposes set forth in the Bond Measures; and (b) no bond proceeds were used for  
26 any inappropriate teacher or administrative salaries or other operating expenses,  
27 in accordance with Attorney General Opinion 04-110 issued on November 9, 2004.
- 28 3. Annual Report: The Committee shall present to the Board of Trustees, in public  
29 session, an annual written report which shall include the following:
  - 30 a) A statement indicating whether the District is in compliance with the  
31 requirements of Article XIII A, Section 1(b)(3) of the California  
32 Constitution; and
  - 33 b) A summary of the Committee's proceedings and activities for the  
34 preceding year.

- 35 4. Duties of the Board of Trustees and the President/Superintendent: Either the  
36 Board of Trustees or the President/Superintendent, as the Board shall determine,  
37 shall have the following powers reserved to it, and the Committee shall have no  
38 jurisdiction over the following types of activities:
- 39 i. Approval of construction contracts,
  - 40 ii. Approval of construction change orders,
  - 41 iii. Expenditure of construction funds,
  - 42 iv. Handling of all legal matters,
  - 43 v. Approval of construction plans and schedules,
  - 44 vi. Approval of all deferred maintenance plans, and
  - 45 vii. Approval of the sale of bonds.
- 46 5. Bond Measures Projects Only: In recognition of the fact that the Committee is  
47 charged with overseeing the expenditure of bond proceeds, the Board of Trustees  
48 has not charged the Committee with responsibility for:
- 49 a) Projects financed through the State of California, developer fees,  
50 redevelopment tax increment, certificates of participation, lease/revenue  
51 bonds, the general fund or the sale of surplus property without bond  
52 proceeds, each of which shall be outside the authority of the Committee.
  - 53 b) The establishment of priorities and order of construction for the bond  
54 projects shall be made by the sole discretion of the  
55 President/Superintendent.
  - 56 c) The selection of architects, engineers, soils engineers, construction  
57 managers, project managers, CEQA consultants and such other  
58 professional service firms as are required to complete the project based  
59 on District criteria established by the Board in its sole discretion.
  - 60 d) The approval of the design for each project including exterior materials,  
61 paint color, interior finishes, site plan and construction methods  
62 (modular vs. permanent) by the Board of Trustees in its sole discretion  
63 although the Committee shall hear reports on any cost saving  
64 techniques considered or adopted by the Board.
  - 65 e) The selection of independent audit firm(s), performance audit  
66 consultants and such other consultants as are necessary to support the  
67 activities of the Committee.
  - 68 f) The approval of an annual budget for the Committee that is sufficient to  
69 carry out the activities set forth in Prop 39 and included herein.
  - 70 g) The appointment or reappointment of qualified applicants to serve on  
71 the Committee.

72 **Authorized Activities:**

73 In order to perform the duties listed above, the Committee may engage in the following  
74 authorized activities:

- 75 • Receive and review copies of the District's annual independent performance audit  
76 and annual independent financial audit, required by Prop 39 (Article XIII A of the  
77 California Constitution);

- 78 • Inspect District facilities and grounds for which bond proceeds have been or will  
79 be expended, in accordance with any access procedure established by the  
80 District's President/Superintendent;
- 81 • Review copies of scheduled maintenance proposals or plans developed by the  
82 District; and
- 83 • Review efforts by the District to maximize bond proceeds by implementing various  
84 cost-saving measures.

## 85 **Membership**

86 The Committee shall consist of a minimum of seven (7) members appointed by the Board  
87 of Trustees from a list of candidates submitting written applications, and based on criteria  
88 established by Prop 39, to wit:

### 89 1. Number

- 90 a) One (1) student enrolled and active in a community college support group,  
91 such as student government.
- 92 b) One (1) member active in a business organization representing the  
93 business community located in the District.
- 94 c) One (1) member active in a senior citizens' organization
- 95 d) One (1) member active in a bona-fide taxpayers organization.
- 96 e) One (1) member active in a support organization for the college, such as a  
97 foundation.
- 98 f) Two (2) members of the community at-large.

### 99 2. Qualification Standards

- 100 a) To be a qualified person, he or she must be at least 18 years of age.
- 101 b) The Committee may not include any employee, official of the District or any  
102 vendor, contractor or consultant of the District.

### 103 3. Ethics: Conflicts of Interest

104 Members of the Committee are not subject to Articles 4 (commencing with Section  
105 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the  
106 Government Code and the Political Reform Act (Gov. Code §§ 81000 et seq.), and  
107 are not required to complete the Form 700. However, each member shall comply  
108 with the Committee Ethics Policy in the Committee Bylaws.

### 109 4. Term

110 Except as otherwise provided herein, each member shall serve a term of two (2)  
111 years, commencing as of the date of appointment by the Board. No member may  
112 serve more than three (3) consecutive terms. At the Committee's first meeting,  
113 members will draw lots to select a minimum of two members to serve for an initial  
114 one (1) year term and the remaining members for an initial two (2) year term.  
115 Members whose term has expired may continue to serve on the Committee until a  
116 successor has been appointed. Members serving on the original 2004 Measure  
117 Committee shall remain on the Committee and may serve for new terms as  
118 described herein.

### 119 5. Appointment

120 Members of the Committee shall be appointed by the Board through the following  
121 process: (a) the District shall advertise for members in accordance with its  
122 customary practices, including through local newspapers and the District website;

123 (b) appropriate local groups will be solicited for applications; (c) the  
124 President/Superintendent will review the applications; (d) the  
125 President/Superintendent will make recommendations to the Board of Trustees.

126 6. Removal; Vacancy

127 The Board of Trustees may remove any Committee member for failure to attend  
128 two consecutive Committee meetings without reasonable excuse or for failure to  
129 comply with the Committee Ethics Policy. Upon a member's removal, his or her  
130 seat shall be declared vacant. The Board of Trustees, in accordance with the  
131 established appointment process shall fill any vacancies on the Committee. The  
132 District shall seek to fill vacancies within 90 days.

133 7. Compensation

134 The Committee members shall not be compensated for their services.

135 8. Authority of Members

136 a) Committee members shall not have the authority to direct staff of the  
137 District.

138 b) Individual members of the Committee retain the right to address the Board,  
139 either on behalf of the Committee or as an individual.

140 c) The Committee and its members shall have the right to request and receive  
141 only copies of reports and records relating to the Measures projects which  
142 have been prepared for the Board and which have become a public record.

143 **Meetings of the Committee**

144 1. Regular Meetings: The Committee is required to meet at least once a year,  
145 including an annual organizational meeting, but may not meet more frequently  
146 than quarterly.

147 2. Location: All meetings shall be held within the jurisdiction of the Cerritos  
148 Community College District.

149 3. Procedures: All meetings shall be open to the public in accordance with the *Ralph*  
150 *M. Brown Act* (Government Code, Section 54950 et seq.). Meetings shall be  
151 conducted according to such additional procedural rules as the Committee may  
152 adopt. A majority of the number of Committee members shall constitute a quorum  
153 for the transaction of any business.

154 **District Support**

155 1. The District shall provide to the Committee necessary technical and administrative  
156 assistance as follows:

157 a) preparation of and posting of public notices as required by the *Brown Act*,  
158 ensuring that all notices to the public are provided in the same manner as  
159 notices regarding meetings of the Board of Trustees;

160 b) provision of a meeting room, including any necessary audio/visual  
161 equipment;

162 c) preparation and copies of any documentary meeting materials, such as  
163 agendas and reports; and

164 d) retention of all Committee records, and providing public access to such  
165 records on an Internet website maintained by the District.

- 166 2. District staff and/or District consultants shall attend all Committee proceedings in  
167 order to report on status of projects and the expenditures of bond proceeds.  
168 3. No bond proceeds shall be used to provide District support to the Committee.

169 **Reports**

170 In addition to the Annual Report required, the Committee may report to the Board of  
171 Trustees from time to time in order to advise the Board on the activities of the Committee.  
172 Such report shall be in writing and shall summarize the proceedings and activities  
173 conducted by the Committee.

174 **Officers**

175 The Committee shall elect the Chair and a Vice-Chair who shall act as Chair only when  
176 the Chair is absent. No person shall serve as chair for more than two consecutive years.

177 **Amendment of Bylaws**

178 Any amendment to the Committee Bylaws shall be approved by a majority vote of the  
179 Board.

180 **Termination**

181 The Committee shall automatically terminate and disband concurrently with the  
182 Committee's submission of its final Annual Report which reflects the final accounting of  
183 the expenditure of all the proceeds of the Measures.

184 Office of Primary Responsibility: President/Superintendent

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**Date Approved: March 26, 2007**

**Date Revised: February 6, 2013**

*(Incorporates the Cerritos College Citizens' Bond Oversight Committee Bylaws)*

**Business Services**

1 **BP 6750 PARKING AND TRAFFIC-RELATED ITEMS**

2 **References:**

- 3 Education Code, Section 76360;  
4 Vehicle Code, Sections 21113 and 40220

5 The President/Superintendent shall establish such administrative procedures regarding  
6 vehicles and parking on campus as are necessary for the orderly operation of the  
7 District. No person shall drive any vehicle or leave any vehicle unattended on the  
8 campus except in accordance with such procedures.

9 The Board of Trustees invests full authority in District administration to take actions as  
10 allowed under Vehicle Code, Section 21113.

11 Parking fees shall be established by the Board of Trustees.

12 Office of Primary Responsibility: Vice President, Business Services

13 Also see AP 6750 titled Parking and Traffic-Related Items as well as BP/AP 5030 titled  
14 Fees

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**Date Adopted: March 21, 2007**

**Business Services**

**1 AP 6750 PARKING AND TRAFFIC-RELATED ITEMS**

**2 References:**

- 3 Education Code, Section 76360;
- 4 Vehicle Code, Sections 21113 and 40220
- 5 California Assembly Bill No. 503 (Chapter 741)

6 The President/Superintendent delegates authority to implement these procedures to the  
7 Vice President of Business Services.

8 These procedures are intended to promote safe and orderly movement of traffic within  
9 District property for the safe and orderly parking of vehicles and bicycles.

10 All applicable provisions of the California Vehicle Code are expressly applicable both on  
11 and off paved roadways.

12 Parking of motor vehicles and bicycles is limited to specially designated areas. Fee  
13 permits are required for motor vehicles, 24 hours per day and all days of the year.  
14 Vehicles or bicycles parked in violation of the provisions of this code are subject to  
15 fines, towing, or impoundment.

16 **Permits to Park**

17 **Valid Disabled Person (DP) Placards**

- 18 • Permits parking in DP-designated space by person with disability to whom  
19 issued, at no cost
- 20 • Permits parking in staff space by person with disability to whom issued, with  
21 purchase and required display of valid student parking permit
- 22 • No overnight parking

23 **Valid Timed Parking Permission**

- 24 • Permits parking in green-lined stalls, only. Pay and Display permit required,  
25 Daily-Student or Staff permits not valid in timed parking spaces.
- 26 • Permits parking by students, employees, and visitors
- 27 • Permission ends at expiration, up to two hours maximum; no overnight parking

28 **Valid Electric Vehicle Charging Station Parking Permission**

- 29 • Permits parking in green-lined EV Charging-designated stalls, only
- 30 • Permits parking for time of paid per-kWh charging of vehicle, only; no overnight  
31 parking



- 32 Valid One-Day Guest Permits
- 33 • Permits parking in lot(s) designated by the authorizing college administrator
  - 34 • Valid on date shown, only; no overnight parking
  - 35 • Not valid in green-lined, time-metered, or carpool stalls

- 36 Valid Daily Parking Permits
- 37 • Permits parking in white-lined stalls, only
  - 38 • Permits parking by students, employees, and visitors
  - 39 • Permission ends at 11:59 p.m. on the date purchased; no overnight parking

- 40 Valid Student Term Permits
- 41 • Permits parking in white-lined stalls, only
  - 42 • Permits parking by students
  - 43 • Terms are fall, spring, or summer
  - 44 • No overnight parking

- 45 Valid Employee Term Permits
- 46 • Permits parking in yellow- and white-lined stalls, only
  - 47 • Permits parking by faculty, classified staff, and managers
  - 48 • Terms are fall, spring, summer, or annual
  - 49 • No overnight parking

50 Fines shall be imposed for violation of regulations. Amounts shall be established based  
 51 on severity of offense type and cost recovery for mandates and enforcement.  
 52 Reference amounts shall be established and subject to periodic adjustment.

<u>Offense Type</u>	<u>Reference amount</u>
54 Paid Status and Space Use	\$40.00
55 • No valid permit or valid permit not displayed as directed	
56 • Expired meter or other metered parking violation	
57 • Parked outside parking space markings	
58 • Unauthorized use of Reserved or Restricted parking	
59 • Carpool space use without valid permit	
60 • Carpool space use without carpool partner (if applicable)	
61 • Parked in excess of time allowed	
62 • Parked in Electric Vehicle Charging space without charger use	
63 • No current tabs displayed; unregistered vehicle	
64 • No license plate displayed	
65 Safety	\$50.00
66 • Stopping or parking in No Parking or Stopping zones	
67 • Parked on Red Curb	
68 • Parked in fire lane	
69 Accessibility	\$335.00
70 • Parked in disability reserved space without valid permit	

- 71 • Misuse of disability placard
- 72 • Parked with effect of limiting access to disability reserved space
- 73 • Parked with effect of limiting use of disability access path of travel

74 Enforcement and Responsibility \$160.00

- 75 • Use of lost or stolen permit
- 76 • Use of altered, counterfeit, or fraudulent permit

77 Citations that are not contested or paid within statutory guidelines are subject to a late  
78 fee of \$32.00 and a DMV lien fee of \$8.00 added to the cost of the fine.

79 All persons who enter on District property are charged with knowledge of the provisions  
80 of this procedure and are subject to the penalties for violations of such provisions.

81 Parking fees are established by action of the Board of Trustees.

82 Additional and/or separate charges or waivers for special event parking shall be subject  
83 to the prior approval of the Vice President, Business Services or his/her designee.  
84 College hosts of regional or other meetings, trainings, or conferences requiring over 15  
85 parking spaces may request one-day permits or a citing restriction from the Vice  
86 President of Business Services. Requests for less than 15 parking spaces can be  
87 requested from the Chief of Campus Police or his/her designee.

88 In accordance with Section 21113a of the California Vehicle Code, the District will  
89 enforce these procedures by issuing citations. In addition, this code section stipulates  
90 that except with the permission of and subject to any condition or regulation imposed by  
91 the Board of Trustees, no person shall drive any vehicle or animal, nor shall any person  
92 stop, park, or leave standing any vehicle or animal, whether attended or unattended,  
93 upon driveways, paths, parking facilities, or the grounds of any public school, state  
94 university, state college, or any educational institution exempted, in whole or part, from  
95 taxation.

96 In accordance with Section 21113b of the California Vehicle Code, the Board of  
97 Trustees shall erect or place appropriate signs giving notice of any special conditions or  
98 regulations that are imposed under this section. The Board shall also make a written  
99 statement of those special conditions and regulations available for examination by all  
100 interested persons. This statement shall be available in the President/Superintendent's  
101 Office.

102 In accordance with Section 21113c of the California Vehicle Code, when the Board of  
103 Trustees permits traffic upon driveways, paths, parking facilities, or grounds (except for  
104 those conditions imposed or regulations enacted by the Board), all the provisions of this  
105 code section relating to traffic upon the highways shall be applicable to the traffic upon  
106 the driveways, paths, parking facilities, or grounds.

107 In accordance with Section 21113f of the California Vehicle Code, the Board of Trustees  
108 may adopt rules or regulations to restrict, or specify the conditions for, the use of  
109 bicycles, motorized bicycles, skateboards, and roller skates on District property.

110 In accordance with California Assembly Bill No. 503 (Chapter 741) A registered owner  
111 (CVC 460, 505) or person responsible for vehicle citations received on Cerritos  
112 Community College District property shall be eligible to enroll in a payment plan when  
113 they have two or more unpaid parking citations or a single citation of at least \$250.  
114 Citations from another agency cannot be combined for a payment plan.

- 115 a. Once this threshold is met, any citations associated with this vehicle, registered  
116 owner, or person responsible may be added to the payment plan, at the time of  
117 enrollment. (Citations in a payment plan must all be issued by the same agency)
- 118 b. If additional citations are accrued during the payment plan period, the plan may  
119 not be modified to include these citations, nor will a concurrent payment plan be  
120 offered.
- 121 c. Citations in a payment plan will not count towards immobilization/tow/impound  
122 eligibility pursuant to CVC 22651(i)(l).
- 123 d. Once a vehicle is immobilized/towed/impounded due to other violations, all  
124 citations, including those on a payment plan, are immediately due pursuant to  
125 CVC 22651(i)(l)(C).
- 126 e. If an individual requires continued access to parking on campus, the purchase of  
127 a parking permit will be required.

128 The fee to enroll in a payment plan is \$25.

129 Applied late fees, as well as any late fees not yet applied, will be placed in abeyance  
130 while the payment plan is in place. If the individual adheres to the plan terms, these late  
131 fees will be waived once the payment plan is complete.

- 132 a. If an individual defaults on the payment plan, a subsequent payment plan will not  
133 be offered for those citations and any late fees placed in abeyance will be  
134 immediately reinstated. The total amount due, including all late fees, will be  
135 submitted to the appropriate Department of Motor Vehicles for a Registration  
136 hold on the vehicle.

137 Once the payment plan is in place and the individual is adhering to its terms, an  
138 itemization of unpaid parking penalties and service fees will not be filed with the DMV  
139 (also known as a "DMV Registration Hold") and any DMV Registration Hold in place will  
140 be temporarily removed pending satisfactorily completing the payment plan.

141 At plan enrollment, an initial payment of 10% of the amount owed (This 10% goes  
142 toward the total amount due), plus the \$25 enrollment fee (This fee does not go toward  
143 the amount due), is required. There is no penalty for prepayment.

- 144 Payments must be made each calendar month.  
145 a. There is no grace period for late payments.  
146 b. For mailed payments, a postmark is acceptable to meet this requirement.

147 Payment plan duration

- 148 a. For balances under \$200, payment plans may not exceed four months.  
149 b. For balances between \$200 and \$400, payment plans may not exceed six  
150 months.  
151 c. For balances over \$400, payment plans may not exceed nine months.

152 Offices of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**

**Date Revised: August 29, 2011; March 6, 2017; November 6, 2017; August  
27, 2018; March 11, 2019**

**Business Services**

1 **BP 6800 SAFETY**

2 **References:**

- 3 49 C.F.R., Part 40 and Part 655;  
4 29 C.F.R., 1910.101 et seq.;  
5 Health and Safety Code, Section 104420; and  
6 Title 8, Section 3203

7 The President/Superintendent shall establish administrative procedures to ensure the  
8 safety of employees and students on District sites, including the following:

- 9 • Establishment of an Injury and Illness Prevention Program in compliance with  
10 applicable OSHA regulations and state law. These procedures shall promote an  
11 active and aggressive program to control safety and reduce health risks.
- 12 • Establishment of a Hazardous Material Communications Program, which shall  
13 include review of all chemicals or materials received by the District for hazardous  
14 properties, instruction for employees and students on the safe handling of such  
15 materials, and proper disposal methods for hazardous materials.
- 16 • Prohibition of the use of tobacco in all public buildings (or within 20 feet from an  
17 entrance to all public buildings) and District-owned vehicles.

18 The District Facilities Department shall operate and maintain a hazardous substance  
19 communications program. All purchasing, labeling, storage, handling and disposal of  
20 hazardous substances shall conform to Federal and State laws having jurisdiction over  
21 these materials. (Required Health and Safety Code, Section 25501.4 -- mandatory duty  
22 to have hazardous materials program)

23 The Director of Physical Plant and Construction Services is responsible for the  
24 maintenance and operation of a hazardous substance waste control program. This shall  
25 include the maintenance of a central file for material safety data sheets, the dissemination  
26 of rules and regulations which pertain to the employee's "Right to Know" law, and the  
27 disposal from District property of all hazardous waste substances. (Discretionary Health  
28 and Safety Code, Section 25509; Discretionary Education Code, Section 70902)

29 The Director of Physical Plant and Construction Services shall publish, for division use,  
30 such information as is applicable to the handling and the disposal of all hazardous waste  
31 substances.

32 The Director of Physical Plant and Construction Services shall serve as the chairman of  
33 the Toxic Waste Committee and conduct regular District meetings to disseminate  
34 information pertaining to hazardous waste activity.

35 Office of Primary Responsibility: Vice President, Business Services

36 Also see AP 6800 titled Safety and AP 6850 titled Hazardous Materials

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**Date Adopted: March 21, 2007**  
*(Replaces former Cerritos CCD Policy 5022)*

**Business Services**

1 **AP 6800 OCCUPATIONAL SAFETY**

2 **References:**

- 3 Cal/OSHA, Labor Code, Sections 6300 et seq.;
- 4 Title 8, Section 3203;
- 5 Code of Civil Procedure, Section 527.8;
- 6 Penal Code Section 273.6

7 The President/Superintendent delegates the authority to implement Police-related  
8 procedures to the Vice President of Business Services and Facilities-related procedures  
9 to the Vice President of Business Services.

10 **Oversight and Coordination**

11 The District Facilities Department shall operate and maintain a health and safety program.  
12 The responsibility includes the identification, reporting, and mitigation of all District-wide  
13 safety concerns.

14 The Director of Physical Plant and Construction Services shall co-chair the District  
15 Committee on Safety. Meetings shall address District concerns related to risk  
16 management and employee health and safety. Appropriate reports shall be filed and  
17 maintained.

18 **Emergencies**

19 Any employee shall immediately report any situation that threatens life or property and  
20 demands an immediate response of police, fire, or medical personnel by first dialing 911.

21 **Equipment and Sanitation**

22 Should the duties of an employee require the use of equipment to ensure the safety of  
23 the employee, the District shall furnish such equipment. Complaints related to health  
24 safety, sanitation, and working conditions shall be forwarded to the Director of Physical  
25 Plant and Construction Services for review and recommendation.

26 **Crisis and Conflict Intervention**

27 Any employee experiencing an unsafe work condition should immediately contact his/her  
28 supervisor or the Campus Police. The supervisor shall immediately notify the Campus  
29 Police about any acts or threats of violence. The employee will be provided consultation  
30 regarding resources available to resolve the unsafe work condition.

31 It is the responsibility of all employees to immediately report threats, acts of violence, or  
32 any other behavior which deliberately hurts or harms another person in the District to their

33 immediate supervisor and Campus Police. Such reports will be promptly and thoroughly  
34 investigated.

### 35 **Employee Assistance Program**

36 The Campus has an Employee Assistance Program (EAP) that assists in and provides  
37 resources for intervention, consultation, or additional referral which may include arranging  
38 for counselors as needed.

### 39 **Restraining Orders/Court Orders**

40 An employee shall notify law enforcement of any restraining orders/court orders when  
41 named as a plaintiff and provide a copy of the order to Campus Police. In the event the  
42 supervisor is informed by an employee of a restraining order, the supervisor will contact  
43 Campus Police to ensure they are aware of it and that they have a copy of the restraining  
44 order on file.

### 45 **Definitions**

46 **Prevention activities** increase awareness and minimize the potential for crisis in  
47 the workplace. Training is essential for all staff to learn how to recognize early  
48 warning signs of a crisis or conflict, so that appropriate intervention can be  
49 provided for identified areas of conflict in the workplace.

50 **Crisis or conflict** constitutes any inappropriate or unreasonable disruption that  
51 interferes with the normal functioning of work responsibilities/tasks.

52 **Acts of violence** include any physical action, whether intentional or reckless, that  
53 harms or threatens the safety of self, another individual, or property.

54 **A threat of violence** includes any behavior that by its very nature could be  
55 interpreted by a reasonable person as intent to cause physical harm to self,  
56 another individual, or property.

57 **Workplace** includes officially designated off-campus locations as well as District-  
58 sponsored activities where faculty, staff, or student employees are engaged in  
59 District business or locations where incidents occur as a result of the person's  
60 relationship to the District community.

61 Offices of Primary Responsibility: Vice President, Business Services

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**Date Approved: March 26, 2007**

**Date Revised: March 11, 2019**

*(Replaces former Cerritos CCD Policy 5023)*



**Business Services**

1 **AP 6850 HAZARDOUS MATERIALS**

2 **References:**

3 29 U.S. Code Section 651;  
4 Title 8, Sections 340 et seq.

5 The President/Superintendent delegates the authority to the Vice President of Business  
6 Services to coordinate the conspicuous posting of at least one CAL/OSHA Notice in each  
7 business location where notices to employees are customarily posted.

8 Where employers are engaged in activities that are physically dispersed such as  
9 construction or transportation, the notice required shall be posted at each location to  
10 which employees report each day.

11 Where employees do not usually work at, or report to, a single location the notice or  
12 notices shall be posted at the location or locations from which the employees operate to  
13 carry out their activities.

14 Each employer shall take steps to insure that such notices are not altered, defaced, or  
15 covered by other material.

16 The notice shall inform employees that employers who use any substance listed as a  
17 hazardous substance by Cal/OSHA regulations must provide employees with information  
18 on the contents of material safety data sheets (MSDS) or equivalent information about  
19 the substance which trains employees to use the substance safely.

20 The notice must also state that the employer is required to make available on a timely  
21 and reasonable basis a MSDS on each hazardous substance in the workplace upon  
22 request of an employee, collective bargaining representative, or an employee's physician.

23 The notice must also state that employees have the right to see and copy the medical  
24 record and other records of employee exposure to potentially toxic materials or harmful  
25 physical agents.

26 Whenever any employee has been or is being exposed to toxic materials or harmful  
27 physical agents in concentrations or at levels exceeding those prescribed by applicable  
28 standard, order, or special order, the District must promptly notify any employee so  
29 affected in writing of the fact that the employee has been exposed, and of the corrective  
30 action being taken.

31 Office of Primary Responsibility: Vice President, Business Services

**Business Services**

1 **BP 6900 TRAVEL**

2 **References:**

- 3 Education Code, Sections 72423 and 87032;  
4 Government Code Section 11139.8

5 The District recognizes the need for travel and travel-related expenses in connection with  
6 District business and encourages participation in activities that increase and enhance  
7 understanding of the college mission, when fiscally feasible. The Board of Trustees  
8 authorizes that actual and necessary travel expenses for employees and trustees will be  
9 paid according to Administrative Procedure 6900 titled Travel.

10 For purposes of this policy, off-campus travel shall be defined as including international,  
11 national, regional, state or local meetings whose principal business includes community  
12 college instruction and/or support functions or the advancement of the discipline or  
13 professional area in which the individual normally teaches or works or studies.  
14 Reimbursement shall be for actual, necessary and reasonable expenses. This also  
15 includes business mileage incurred by the individual using a personal vehicle in the  
16 performance of duties which require travel away from the individual's regular work  
17 location. Not included in the above definition are:

- 18 • Meetings where participants receive college credit, except for those individuals  
19 receiving continuing education credit for maintaining their professional licenses as  
20 required by employment.
- 21 • Meetings that pay a salary or honorarium to participants.
- 22 • Meetings of professional organizations with interests outside the scope of the  
23 employee's normal work assignment.
- 24 • Special interest meetings outside the scope of the aforementioned definition.

25 The President/Superintendent shall establish procedures regarding the attendance of  
26 employees at conferences, meetings or activities. The procedures shall include  
27 authorized expenses and reimbursement.

- 28 • Travel within the state of California, after obtaining approval from proper channels,  
29 will require approval by the appropriate Vice President or  
30 President/Superintendent.
- 31 • Travel with expenses exceeding \$1,000 will require approval by the area Vice  
32 President, President/Superintendent or designee before the travel event takes  
33 place.
- 34 • Travel outside the state of California but within the country, after obtaining approval  
35 from proper channels, will require approval by the area Vice President,  
36 President/Superintendent or designee before the travel event takes place.

37       • All travel outside the United States will require approval by the Board of Trustees  
38       before the travel event takes place.

39 See also Administrative Procedure 6900 titled Travel.

40 Office of Primary Responsibility: Vice President, Business Services

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**Date Adopted: June 8, 2011**  
*(Replaces former Cerritos CCD Policy 8008)*

**Business Services**

1 **AP 6900 TRAVEL**

2 **References:**

- 3 Education Code, Sections 72423 and 87032;
- 4 Government Code Section 11139.8;
- 5 2 Code of Federal Regulations Part 200.474

6 The Board of Trustees authorizes District employees and trustees to participate in off-  
7 campus conferences, meetings and similar activities which will be beneficial to the  
8 enhancement of Cerritos College programs and services.

9 Necessary expenses for attendance at conferences, workshops, meetings, and college  
10 or site visitations include expenses incurred for lodging, portorage fees, meals, gratuities,  
11 registration fees, mileage, taxi, bus, baggage transfer, bus or airport lockers, business  
12 telephone, instructional materials, car rentals, and parking fees.

13 An employee's request for conference attendance may not be approved if it interferes  
14 with the service of the District. A request may also be denied if such request is deemed  
15 fiscally imprudent or the President/Superintendent is of the opinion that the absence of  
16 the employee from duty would materially interfere with the operation of the District.

17 Conference and Travel Request forms must be completed and on file 30 days prior to any  
18 travel and submitted to Fiscal Services. Any forms submitted less than 30 days prior to  
19 travel will require approval by the appropriate area Vice President or  
20 President/Superintendent. There are two primary reasons for this requirement: (1) the  
21 provisions in the District's workers' compensation policy, and (2) the availability of funds  
22 in the appropriate budget account. Travel conducted before the approved request form  
23 is on file may be denied for reimbursement.

24 The travel procedures that follow pertain to all funds and programs of the District  
25 regardless of funding source.

26 **Authorized Expenses and Reimbursement**

27 The employee or trustee shall certify by signing the Conference and Travel Claim form  
28 that all amounts claimed were actual and necessary, that the expenses were for the  
29 benefit of the employee or trustee only, and only allowable expenses are included. The  
30 District will not make travel arrangements for spouses, family members or non-district  
31 employees. Forms must be filed within thirty (30) calendar days after return from travel.  
32 Forms submitted to Fiscal Services after 30 calendar days, or forms that are incomplete  
33 and do not include the necessary detailed original receipts, may be denied for

34 reimbursement. Reimbursement for expenses will be denied if the employee or trustee  
35 failed to attend the intended event.

36 The District will reimburse employees or trustees for expenses incurred during their travel,  
37 as applicable, for the following:

38 A. Mileage

- 39 • Mileage by private automobile shall be at the current IRS mileage rate.
- 40 • All employees driving on district business shall take the most direct route  
41 possible.
- 42 • When more than one individual attends the same event and private  
43 transportation is used, carpooling is strongly encouraged. If two or more  
44 employees or trustees share a personal vehicle, only one employee or  
45 trustee shall be reimbursed for mileage expenses.
- 46 • Mileage shall be calculated as the distance from the employee's regular  
47 work location to his/her off-campus business destination and return to  
48 regular work location.
- 49 • If the employee does not both leave and return to his/her regular work  
50 location, the total miles driven less regular commute miles shall be  
51 reimbursed.

52  
53 Example: Home to work 10 miles (commuter miles)  
54 Work to event 15 miles (business miles)  
55 Difference 5 miles (to be reimbursed)  
56

57 If business miles are less than commuter miles, no reimbursement is  
58 allowed  
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- 60 • Reimbursement for mileage may not exceed the total cost of coach airfare  
61 and other transportation costs to the same destination.
- 62 • Reimbursement for mileage can be claimed by completing the Mileage  
63 Expense Report Form and submitting the claim to Fiscal Services; if  
64 mileage is associated with a trip, it can be included on the Conference and  
65 Travel Claim form.

66 B. Transportation

- 67 • Transportation related expenses which are directly associated with  
68 business mileage and are reasonable and necessary shall be reimbursed.  
69 Allowable expenses include parking fees, bridge, and highway and tunnel  
70 tolls. All claimed transportation related expenses shall be authenticated by  
71 submission of original itemized valid receipts.
- 72 • All employees and trustees driving either their own, leased, or District-  
73 owned vehicles for District related activities must possess a valid California  
74 Driver License.
- 75 • The expense of traveling by commercial airline carrier will be allowed on the  
76 basis of actual cost. Claims for airplane travel shall be allowed in conformity

77 with the latest published airplane tariffs. When more than one class of air  
78 travel is available, the district will pay for coach class only. Air travel is  
79 limited to flights on scheduled commercial airlines. Air travel expenses paid  
80 by an employee or trustee's personal credit card will not be reimbursed until  
81 the conclusion of the travel event and only upon submission of detailed,  
82 original receipts.

- 83 • All employees and trustees are expected to use the most economical mode  
84 of transportation that is in the best interest of the District. If an employee or  
85 trustee chooses to travel via private vehicle, reimbursement for mileage will  
86 not exceed the total cost of coach airfare and other transportation costs.
- 87 • Reimbursable transportation expenses for necessary official travel via  
88 airplane, private vehicle, railroad, bus, shuttle and taxi while on approved  
89 travel must be properly itemized on the Conference and Travel Claim form  
90 with the applicable receipts or invoices.
- 91 • The District will pay for the first checked bag on airline travel.
- 92 • Parking charges while on approved travel must be properly itemized on the  
93 Conference and Travel Claim form with the applicable receipts or invoices.

#### 94 C. Registration Fees

95 Registration fees in connection with approved attendance of conferences,  
96 conventions, committee meetings, training seminars, etc. will be paid upon  
97 submission of registration forms, original invoices or receipts.

#### 98 D. Lodging

- 99 • Normally, lodging expenses are reimbursed for the actual dates of the  
100 approved conference. The night before or the night the conference ends  
101 may be reimbursed if supported by a written statement explaining the  
102 necessity. Special circumstances which result in significant monetary  
103 savings, such as a Saturday night stay, may be reimbursed if supported by  
104 a written statement.
- 105 • The cost of a single room accommodation for the night(s) required will be  
106 paid by the District. When an employee or trustee shares lodging facilities  
107 with a non-district individual (e.g., spouse, children, etc.) reimbursement to  
108 the employee or trustee is limited to the single occupancy rate.
- 109 • An original itemized receipt and guest folio from the hotel which states the  
110 name of the employee or trustee, number of guests, dates of stay, room  
111 rate, and any associated taxes and fees for lodging expenses must be  
112 submitted on a Conference and Travel Claim form. This information must  
113 also be submitted even if lodging expenses are prepaid by the District.
- 114 • Lodging expenses will not be reimbursed for travel within 50 miles of the  
115 employee's or trustee's home or the District. Any special circumstances will  
116 require approval by the appropriate area Vice President,  
117 President/Superintendent or designee before the travel event takes place.

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E. Meals

- The cost of necessary business meals will be reimbursed based on the facts and circumstances leading to the expenditure. Reasonable care must be taken at all times to ensure that public funds, including federal and state grant funds, are not misused and are expended in a judicious manner.
- Payment for meals, including gratuities, shall be reimbursed at no more than the subsistence rate of sixty (\$60) dollars per day except where reimbursement from another agency exceeds this limit. Any special circumstances will require approval by the President/Superintendent or designee. The Conference and Travel Claim form must be itemized by date and show a breakdown of the type of meals (breakfast, lunch and dinner) claimed. Education Code Section 32435 prohibits reimbursement for alcoholic beverages.
- Reimbursement for meals will be paid upon submission of original itemized receipts. If the receipt covers more than one person, the items consumed by the employee or trustee must be listed separately.
- If an employee or trustee does not provide receipts for his/her meals, reimbursement will be limited to \$6 for breakfast, \$10 for lunch and \$18 for dinner.
- If meals are included in the cost of a conference, convention, committee meeting, training seminar, etc., charges for additional meals or a substitute for the included meals will not be reimbursed.
- When meals are charged to an employee or trustee's hotel room, the original itemized receipt for the meal must be provided – a line-item charge on the hotel bill will not be sufficient documentation.
- Credit card receipts and statements which do not itemize the contents of meals purchased will not be reimbursed.

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F. Miscellaneous

- Incidental expenses such as telephone charges, facsimile machine use, internet access, or equipment rental will be reimbursed when used as part of a conference.
- Other business-related expenses incurred while on approved travel may be reimbursed, depending upon the facts and circumstances related to the necessity of the expense. The expenses must be directly related to the travel event and must be properly itemized on the Conference and Travel Claim form with applicable original itemized receipts.

154 **Unallowable Travel Expenses**

155 Certain travel expenses are considered personal expenses and not essential to District  
156 business. Such non-reimbursable expenditures include entertainment expenses, leisure  
157 tours or personal side trips, personal telephone calls, laundry, car washes, fuel for  
158 personal vehicles, traffic or parking citations except for those related to malfunctioning  
159 equipment on District owned/leased vehicles, individual membership dues or fees,  
160 alcoholic beverages, or any other expenses determined by the District to be  
161 unreasonable, excessive, non-business related, or a misuse of public funds.

162 No reimbursement for lodging or subsistence shall be paid to an employee for extra travel  
163 time incurred if he/she travels to a destination for his/her own convenience in advance of  
164 the necessary time of arrival, nor shall he/she be paid for extra travel time if he/she  
165 remains at the destination following an official meeting or work assignment whenever it is  
166 for his/her own convenience. Travel claims for travel the day before conferences will only  
167 be reimbursed when it is not feasible, due to starting hour of conference to travel the  
168 same day.

169 All travel expenses for family members or other individuals who accompany an employee  
170 or trustee shall not be reimbursed.

171 **Travel with Expenses Exceeding \$1,000**

172 Requests for travel with expenses exceeding \$1,000 will require approval by the area  
173 Vice President, the President/Superintendent or designee before the travel event takes  
174 place. The request must be accompanied by a complete explanation of the college  
175 business purpose to be served.

176 **Out-Of-State Travel**

177 Requests for travel outside of the State of California, and beyond 500 miles from primary  
178 work site, require that a Conference and Travel Request form be completed and approved  
179 by an appropriate area Vice President and by the President/Superintendent or designee  
180 before the travel event takes place.

181 No travel outside of the State of California can be to any state identified on the California  
182 Attorney General's restricted travel list. The Attorney General's travel prohibition can be  
183 found at <https://oag.ca.gov/ab1887>. A number of exceptions to the restricted travel list are  
184 identified in [Government Code Section 11139.8\(c\)](#). Regardless of funding source,  
185 reimbursements of travel expenses from any restricted state must meet one of the  
186 exceptions.

187 **Travel Outside the United States**

188 All travel outside the United States will require approval by the Board of Trustees before  
189 the travel event takes place. The request must be accompanied by a complete  
190 explanation of the college business purpose to be served.

191 **Reimbursement to the District**

192 If an employee or trustee does not complete travel paid for by the District, he/she shall be  
193 responsible for reimbursing the District for the expense. Reimbursement shall not be  
194 required if it is determined by the Board of Trustees that the individual was ill or had an  
195 emergency.

196 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: June 8, 2011**

**Dates Revised: February 11, 2013; March 11, 2019**

*(Replaces former Cerritos CCD Policy 8008)*



**Business Services**

**1 AP 6905 DISTRICT-PAID MEALS AND REFRESHMENTS**

**2 References:**

3 Guidelines and Documentation

4 The President/Superintendent or designee may authorize the expenditure of funds for  
5 meals and/or refreshments served at meetings and in-service events that advance the  
6 mission of the District.

7 With proper advanced approval, business meal/refreshment expenditures connected  
8 with the conduct of District business may be permissible and the District may reimburse  
9 or pay those expenses in accordance with specified procedures. All expenditures must  
10 be supported by an original receipt, reflecting the actual costs incurred. For  
11 reimbursements, a completed, approved expense reimbursement form and a memo or  
12 email showing authorization of the expenditure in advance of the meeting/event, are  
13 required.

14 Business meal expenses must be approved two weeks in advance by the appropriate  
15 administrator or they may be considered a personal expense and reimbursement may  
16 not be provided.

17 Requests for meals/refreshments shall include:

- 18 • Date(s) of the business meals/refreshments
- 19 • Scheduled start and end time of meeting
- 20 • Business purpose of the meeting
- 21 • Location/place of the business meals/refreshments
- 22 • Copy of agenda (if applicable)
- 23 • List of attendees
- 24 • Accounting code\*

25 Note: For meals, there must be a business reason to keep the group together during the  
26 meal period. The requester must explain why District business was conducted during  
27 the meal period. Business meals should support continuation of the meeting and not be  
28 the primary function of the meeting.

29 \*The purchase of food must be an allowable cost for any grant or categorically-funded  
30 program.

31 Expenditures are NOT allowed for:

- 32 • Routine staff meetings

- 33       • Informal meetings held in the normal course of performing a job (e.g., lunch  
34        between two or more staff members)  
35       • Meetings that do not advance the mission of the District
- 36 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved:   October 15, 2012**

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**SUBJECT: First Reading: Proposed Revisions to Board Policies**

**ACTION**

It is recommended that the Board of Trustees review and discuss updates to board policies during this first reading. The policies were reviewed by the Board Policy Advisory Committee on February 28, 2019.

**FISCAL IMPACT**

No general funds will be used.

**REPORT SUMMARY**

In accordance with [Board Policy 2410 – Policy and Administrative Procedure](#), the Board shall review the policies on a regularly scheduled basis to be completed no later than one year prior to the regularly scheduled accreditation site visit. The next site visit is scheduled for Spring 2020.

Approximately 350 board policies and administrative procedures are organized into seven chapters: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business Services, and 7) Human Resources. The policies and procedures are reviewed by the College Coordinating Committee before they are presented to the board to afford all constituent groups an opportunity for input, and to ensure accuracy with District practices.

In accordance with [Administrative Procedure 2410 – Policy and Administrative Procedure](#), proposed revisions and/or additions to Board policy shall be submitted to the Board of Trustees for their review and consideration as needed.

The Board Policy Advisory Committee met on February 28, 2019 to review proposed revisions to the following board policies, as recommended by the Coordinating Committee:

- BP 3250 Institutional Planning
- BP 3410 Nondiscrimination
- BP 3411 Accessibility Of Information And Communication Technology
- BP 5140 Disabled Student Programs And Services
- BP 5160 Career And Assessment Center Services

**NOTICING REQUIREMENTS**

None is required beyond posting of this item on the agenda.

**ATTACHMENT(S)**

BP 3250 – Institutional Planning  
BP 3410 – Nondiscrimination  
BP 3411 – Accessibility of Information and Communication Technology  
BP 5140 – Disabled Student Programs and Services  
BP 5160 – Career and Assessment Center Services

General Institution

1 **BP 3250 INSTITUTIONAL PLANNING**

2 **References:**

3 ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5  
4 (formerly I.B);  
5 Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250,  
6 55510, and 56270 et seq.

7 The President/Superintendent shall ensure that the District has and implements a broad-  
8 based, comprehensive, and integrated system of planning that expresses the District's  
9 philosophy and mission, involves appropriate segments of the College community, and is  
10 supported by institutional effectiveness research.

11 The planning system shall include plans required by law as well as plans that support the  
12 goals, objectives, activities, and outcomes aligned with the college's Educational Master  
13 Plan. The college will maintain a list of plans, who is involved in the plan creation, and the  
14 achievement outcomes the plan will be addressing. ~~including, but not limited to the:~~

- 15 • ~~Cooperative Work Experience Plan~~
- 16 • ~~Equal Employment Opportunity Plan~~
- 17 • ~~Extended Opportunity Programs and Services (EOPS) Plan~~
- 18 • ~~Facilities Plan~~
- 19 • ~~Student Success and Support Program Plan~~
- 20 • ~~Student Equity Plan~~
- 21 • ~~Transfer Center Plan~~

22 The President/Superintendent shall submit ~~these~~ plans for which Board of Trustees  
23 approval is required by Title 5 to the Board.

24 The President/Superintendent shall inform the Board of Trustees about the status of  
25 planning and the various plans.

26 The President/Superintendent shall ensure the Board of Trustees has an opportunity for  
27 input regarding the college's mission statement and goals for the Educational Master  
28 Plan. ~~to assist in developing the general institutional mission and goals for the~~  
29 ~~comprehensive plans.~~

30 Office of Primary Responsibility: Vice President, Academic Affairs

**Date Revised: November 18, 2013**

The committee agreed to the proposed changes on November 19, 2018.

**General Institution**

**1 BP 3410 NONDISCRIMINATION**

**2 References:**

- 3 Education Code, Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
- 4 Title 5, Sections 53000 et seq. and 59300 et seq.;
- 5 Penal Code, Section 422.55;
- 6 Government Code, Sections 12926.1 and 12940 et seq.;
- 7 Title 2 Sections 10500 et seq.;
- 8 ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation
- 9 Standard Catalog Requirements (*formerly Accreditation Standard II.B.2.c*)

10 The District is committed to equal opportunity in educational programs, employment,  
11 and all access to institutional programs and activities.

12 The District, and each individual who represents the District, shall provide access to its  
13 services, classes, and programs ~~without regard~~ **in such a way that does not differ on the**  
14 **basis of** ~~to~~ national origin, religion, age, gender, gender identity, gender expression,  
15 race or ethnicity, color, medical condition, genetic information, ancestry, sexual  
16 orientation, marital status, physical or mental disability, pregnancy, or military and  
17 veteran status, or because he or she is perceived to have one or more of the foregoing  
18 characteristics, or based on association with a person or group with one or more of  
19 these actual or perceived characteristics.

20 The President/Superintendent shall establish administrative procedures that ensure all  
21 members of the College community can present complaints regarding alleged violations  
22 of this policy and have their complaints heard in accordance with the Title 5 regulations  
23 and those of other agencies that administer state and federal laws regarding  
24 nondiscrimination.

25 No District funds shall ever be used for membership, or for any participation involving  
26 financial payment or contribution on behalf of the District or any individual employed by  
27 or associated with it, to any private organization whose membership practices are  
28 discriminatory on the basis of national origin, religion, age, gender, gender identity,  
29 gender expression, race, color, medical condition, genetic information, ancestry, sexual  
30 orientation, marital status, physical or mental disability, pregnancy, or military and  
31 veteran status, or because he or she is perceived to have one or more of the foregoing  
32 characteristics, or because of his or her association with a person or group with one or  
33 more of these actual or perceived characteristics.

34 Information regarding who to contact to file a complaint is included in AP 3410 titled  
35 Nondiscrimination.

36 Office of Primary Responsibility: Vice President, Human Resources

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**Date Adopted: November 7, 2007**

**Dates Revised: December 10, 2008; October 24, 2012; August 26, 2013; April 29, 2014**

*(Replaces former Cerritos College Policy 3029)*

**Coordinating Committee:**

Please enter your name and your comments, suggestions, or questions.

HR – see comments in red.

The committee agreed to the proposed changes on December 3, 2018.

General Institution

1 **BP 3411 ACCESSIBILITY OF ELECTRONIC AND INFORMATION AND**  
2 **COMMUNICATION TECHNOLOGY**

3 **References:**

4 Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code, Section 794d);  
5 36 CFR, Sections 1194.1, et seq.; and 1194.2;  
6 Government Code, Sections 7405, 11135, and 11546.7;  
7 Title 5, Sections 59300, et seq.;  
8 CCCCO Information and Communication Technology and Instructional Materials  
9 Accessibility Standard

10 ~~Electronic and~~ Information and Communications technologies (EICT) are a the primary  
11 means by which Cerritos College provides information to students, faculty, staff, and  
12 other constituents. The need to ensure accessibility to for all members of the campus  
13 community is critical as more administrative services and learning environments are  
14 based on EICT. It is also a part of the District's ongoing commitment to establishing a  
15 barrier-free learning community, or universal access, to all individuals.

16 As mandated by federal and state laws and the California Community Colleges  
17 Chancellor's Office, it is required that Cerritos College comply with Section 508  
18 Standards to ensure accessibility to EICT for individuals with disabilities. The  
19 President/Superintendent or designee shall act to enforce compliance with the  
20 accessibility requirements of ~~Section 508 of the Rehabilitation Act of 1973, as amended~~  
21 ~~(29 U.S.C. 794d)~~ 36 CFR, Sections 1194.1 and 1194.2 and its implementing regulations  
22 ~~set forth at Title 36 CFR Part 1194~~ Government Code Sections 7405, 11135, and  
23 11546.7.

24 Also refer to BP 3720 and AP 3720 titled Computer and Network Use and AP 6365  
25 titled Contracts – Accessibility of Information and Communication Technology.

26 Office of Primary Responsibility: ~~Vice President, Student Services~~  
27 President/Superintendent

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**Date Adopted: July 15, 2015**

**The committee agreed to the proposed changes on November 5, 2018.**



**Student Services**

**1 BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES**

**2 References:**

3 Education Code, Sections 67310-13 and 84850;  
4 Title 5, Sections 56000 et seq.

5 It is the policy of the Cerritos Community College District to maintain Disabled Student  
6 Programs and Services to promote the academic success and personal enrichment of  
7 students with diverse needs by facilitating equal access to educational opportunities in an  
8 integrated college setting; encouraging the interaction and full participation of all students  
9 with disabilities, and recognizing the importance of self-advocacy and independence in  
10 such students' pursuit of their academic careers.

11 Students with disabilities shall be reasonably accommodated pursuant to federal and  
12 state requirements in all applicable programs in the District. The Disabled Student  
13 Programs and Services (DSPS) program shall be the primary provider for academic  
14 adjustments, auxiliary aids, services, and/or instruction that facilitate equal educational  
15 opportunities for students with disabilities who can profit from instruction as required by  
16 federal and state laws.

17 DSPS services shall be available to students with verified disabilities and directly related  
18 to the educational limitations of the verified disabilities of the student to be served. The  
19 services to be provided include, but are not limited to, ~~reasonable accommodations,~~  
20 ~~electronic information and technology accessibility, accessible facilities, equipment,~~  
21 ~~instructional programs, and counseling~~ academic adjustments, auxiliary aids, counseling,  
22 and/or educational assistance classes. However, Information and Communication  
23 Technology, Instructional Materials, Instructional Programs and accessible facilities  
24 represent a broader institutional responsibility because access is an institutional  
25 responsibility.

26 No student with disabilities is required to participate in the DSPS program.

27 The District shall respond in a timely manner to accommodation requests involving  
28 academic adjustments. The President/Superintendent shall establish a procedure to  
29 implement this policy which, at a minimum, provides for an individualized review of each  
30 such request, and permits interim decisions on such requests pending final resolution by  
31 the appropriate administrator or designee.

32 The President/Superintendent shall ensure that the DSPS program conforms to all  
33 requirements established by the relevant law and regulations.

34 Also see AP 5140 titled Disabled Student Programs and Services [and BP/AP 3411](#)  
35 [Accessibility of Information and Communication Technology](#).

36 Office of Primary Responsibility: Vice President, Student Services

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**Date Adopted: May 16, 2007**

**Dates Revised: October 24, 2012; February 5, 2014**

**The Coordinating Committee agreed to the proposed changes at its January 28, 2019 meeting.**

Student Services

1 **BP 5160 CAREER AND ASSESSMENT CENTER SERVICES**

2 **References:**

3 None

4 The following services will be provided in the Assessment Center: ~~testing (placement,~~  
5 ~~career/technical, and aptitude),~~ Career and Assessment Services: assessment for  
6 course placement, career testing (interests, skills, personality), career counseling  
7 (career/major exploration), job placement services search assistance, and reentry  
8 services, and work evaluation for the students and community members of the District.  
9 These services will help to identify classes, training, and jobs that will be most satisfying  
10 to the participants current or former students and alumni in meeting their career or transfer  
11 goals.

12 Office of Primary Responsibility: Vice President, Student Services

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**Date Adopted: May 16, 2007**

*(Replaces former Cerritos CCD Policy 4200)*

The Coordinating Committee agreed to the proposed changes at its January 28, 2019 meeting.

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

<b>SUBJECT:      First Reading: Proposed Board Policy 6307 – Debt Issuance and Management</b>
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**ACTION**

It is recommended that the Board of Trustees review and discuss proposed Board Policy 6307 – Debt Issuance and Management during this first reading. The policy was reviewed by the Board Policy Advisory Committee on February 28, 2019.

**FISCAL IMPACT**

No general funds will be used.

**REPORT SUMMARY**

[Board Policy 2410 – Policy and Administrative Procedure](#) states that the board is a policy-forming body and that administrative procedures are to be issued by the President/Superintendent as statements of method to be used in implementing board policies. For new, proposed board policies, the corresponding new, proposed administrative procedures are forwarded to the board for review, if applicable, when the board conducts a first reading.

Board Policy and Administrative Procedure 6307 – Debt Issuance and Management were developed to comply with requirements set forth in Government Code Section 8855. The policy states that the college will professionally manage its debt and will fulfill its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

The Board Policy Advisory Committee reviewed Proposed Board Policy 6307 – Debt Issuance and Management on February 28, 2019. The College Coordinating Committee reviewed and discussed the draft policy and procedure at its November 6, 2017 meeting to afford all constituent groups an opportunity for input.

**NOTICING REQUIREMENTS**

None is required beyond posting of this item on the agenda.

**ATTACHMENT(S)**

Proposed Board Policy 6307 – Debt Issuance and Management

**Proposed Cerritos Community College District Policy**

**No. 6307**

**Business Services**

1 **BP 6307 DEBT ISSUANCE AND MANAGEMENT**

2 **References:**

3 Government Code Section 8855

4 The President/Superintendent shall establish procedures to ensure the District is  
5 professionally managing its debt and fulfills its annual debt issuance reporting  
6 requirements to the California Debt and Investment Advisory Commission.

7 Standard operating procedures shall include:

- 8 • The purposes for which the debt proceeds will be used.
- 9 • The types of debt that will be issued.
- 10 • The relationship of the debt to, and integration with, the District's capital  
11 improvement program or budget, if applicable.
- 12 • Policy goals related to the District's planning goals and objectives.
- 13 • The internal control procedures that the District has implemented, or will  
14 implement, to ensure that the proceeds of the proposed debt issuance will be  
15 directed to the intended use.

16 Office of Primary Responsibility: Vice President, Business Services

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**Date Adopted:**

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**SUBJECT:           Consideration of Approval of Board Member Compensation Increase**

**ACTION**

It is recommended that the Board of Trustees approve a 4.71% increase of the compensation of individual Board Members effective July 1, 2018 based on the present \$554.09 monthly rate of compensation, in accordance with Board Policy 2725.

**FISCAL IMPACT**

The cost is \$2,505.40 annually and will be expended from the General Fund.

**REPORT SUMMARY**

Board Policy 2725 Board Member Compensation states that, "Members of the Board including the Student Trustee shall only consider an annual salary increase commensurate to a faculty salary increase within that fiscal year, so long as the amount does not exceed five percent based on the present monthly rate of compensation." At the March 6, 2019 Board meeting, the Board of Trustees approved a settlement between the district and the Cerritos College Faculty Federation, which included a compensation increase effective July 1, 2018.

Education Code section 35120(e) authorizes the Governing Board, on an annual basis, to increase the compensation of individual Board Members in an amount not to exceed 5% based on the present monthly rate of compensation. Any increase shall be effective upon approval by the Governing Board. The Board may consider additional annual increases of 5% on an annual basis. The board last approved a compensation increase in 2016.

**NOTICING REQUIREMENTS**

None is required beyond posting of this item on the agenda.

**ATTACHMENT(S)**

[Board Policy 2725](#)

## **RESOLUTION NO. 19-032019A**

### **RESOLUTION OF THE GOVERNING BOARD OF THE CERRITOS COMMUNITY COLLEGE DISTRICT IN SUPPORT OF DECLARING APRIL AS CALIFORNIA COMMUNITY COLLEGES MONTH**

**WHEREAS**, the California Community Colleges, the largest system of higher education in the country with 2.1 million students, is an essential resource for the State of California, its people and its economy; and

**WHEREAS**, Cerritos College and all of California's community colleges provide excellent educational offerings for students wishing to transfer to California State University, University of California, independent colleges and universities; and

**WHEREAS**, Cerritos College and all California Community Colleges offer career education programs for students to be competitive in today's demanding workforce, leading them to productive, higher wage futures and providing the state's fastest-growing industries with the skilled labor upon which their success depends; and

**WHEREAS**, Cerritos College and all California Community Colleges bring higher education within the reach of every Californian because of their open admissions, low enrollment fees, financial assistance for low-income students, academic and career guidance, outstanding teaching by dedicated faculty, and specialized support services for students; and

**WHEREAS**, all of California's public Community Colleges constitute an accessible path to a better life for generations of low-income and working-class Californians; and

**WHEREAS**, The California Community Colleges serve the state in 114 communities and online with innovative programs that respond quickly to the needs of students, employers and regional economies and serve as a primary driver of social and economic mobility for Californians; and

**WHEREAS**, By 2020, 65 percent of U.S. jobs will require some type of college credential or degree, the Board of Governors adopted the Vision for Success, a strategic plan that articulates bold goals to improve student outcomes, including increased, attainment of degrees and certificates, transfer to four-year institutions, reducing excess unit accumulation by students, securing gainful employment and closing achievement gaps; and

**WHEREAS**, Cerritos College and all of California's Community Colleges are an indispensable investment in our state's present and future prosperity; and

**WHEREAS**, April is celebrated as Community College Month across the nation; therefore

**RESOLVED** that Cerritos College, in partnership with the Community College League of California, urges the residents of California to participate in public events held on local community college campuses during California Community College Month; and therefore, be it further

**RESOLVED** that the Community College League of California, and the locally elected trustees and college chief executive officers it represents, urges the Assembly and the Senate of the State of California, to recognize April 2019 as California Community College Month, and

commend the nation's community colleges on providing opportunity and excellence in higher education and workforce preparation.

**PASSED AND ADOPTED** this 20th day of March, 2019 by the following vote:

AYES:

NOES:

ABSENT:

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President

ATTEST:

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Clerk