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
1. Invocation

2. Pledge of Allegiance

3. Roll Call

BEGIN AGENDA

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

---

<table>
<thead>
<tr>
<th>INFORMATION ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agenda Items 8-12 are presented as Information Items.</strong></td>
</tr>
</tbody>
</table>

8. **Information Item: Board Policy Advisory Committee Meeting Summary**

As information, the Board of Trustees will receive the Board Policy Advisory Committee Meeting Summary for its meeting of February 28, 2019.

9. **Information Item: Administrative Procedure 2431 – President/Superintendent Selection**

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.

10. **Information Item: Board Policy Review**

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)**
   - 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  

SUBJECT:  Information Item: Administrative Procedure 2431 – President/  
Superintendent Selection  

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
AP 2431  PRESIDENT/SUPERINTENDENT SELECTION

References:
   ACCJC Accreditation Standard IV.C.3
   California Education Code Sections 87100 et seq.
   Title 5, Sections 53000 et seq.

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

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

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

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

Public Forums
Upon identification of the final candidates by the screening committee and approval of the Board of those candidates to move forward, public forums shall be conducted to introduce candidates to the college’s constituents and the community. The process for conducting the forums shall be established by the Board upon the recommendations of the executive search firm representative and in consultation with the screening committee.
Selection

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

Board Authority

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

Office of Primary Responsibility: President/Superintendent

Date Approved:
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:

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

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

<table>
<thead>
<tr>
<th>Policy</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP 6100</td>
<td>Delegation of Authority, Business and Fiscal Affairs</td>
</tr>
<tr>
<td>AP 6100</td>
<td>Delegation of Authority, Business and Fiscal Affairs</td>
</tr>
<tr>
<td>Policy</td>
<td>Title</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>BP 6150</td>
<td>Designation of Authorized Signatures</td>
</tr>
<tr>
<td>AP 6150</td>
<td>Designation of Authorized Signatures</td>
</tr>
<tr>
<td>BP 6200</td>
<td>Budget Preparation</td>
</tr>
<tr>
<td>AP 6200</td>
<td>Budget Preparation</td>
</tr>
<tr>
<td>BP 6250</td>
<td>Budget Management</td>
</tr>
<tr>
<td>AP 6250</td>
<td>Budget Management</td>
</tr>
<tr>
<td>BP 6300</td>
<td>Fiscal Management</td>
</tr>
<tr>
<td>AP 6300</td>
<td>Fiscal Management</td>
</tr>
<tr>
<td>BP 6340</td>
<td>Bids and Contracts</td>
</tr>
<tr>
<td>AP 6340</td>
<td>Bids and Contracts</td>
</tr>
<tr>
<td>AP 6365</td>
<td>Contracts - Accessibility of Information Technology</td>
</tr>
<tr>
<td>BP 6400</td>
<td>Financial Audits</td>
</tr>
<tr>
<td>AP 6400</td>
<td>Financial Audits</td>
</tr>
<tr>
<td>BP 6450</td>
<td>Wireless or Cellular Telephone Use</td>
</tr>
<tr>
<td>AP 6450</td>
<td>Wireless or Cellular Telephone Use</td>
</tr>
<tr>
<td>BP 6500</td>
<td>Property Management</td>
</tr>
<tr>
<td>AP 6500</td>
<td>Property Management</td>
</tr>
<tr>
<td>BP 6520</td>
<td>Security for District Personnel and Property</td>
</tr>
<tr>
<td>AP 6520</td>
<td>Security for District Personnel and Property</td>
</tr>
<tr>
<td>BP 6530</td>
<td>District Vehicles</td>
</tr>
<tr>
<td>AP 6530</td>
<td>District Vehicles</td>
</tr>
<tr>
<td>BP 6540</td>
<td>Insurance</td>
</tr>
<tr>
<td>AP 6540</td>
<td>Insurance</td>
</tr>
<tr>
<td>BP 6550</td>
<td>Disposal of District Personal Property</td>
</tr>
<tr>
<td>AP 6550</td>
<td>Disposal of District Personal Property</td>
</tr>
<tr>
<td>BP 6600</td>
<td>Capital Construction</td>
</tr>
<tr>
<td>AP 6600</td>
<td>Capital Construction</td>
</tr>
<tr>
<td>BP 6700</td>
<td>Civic Center and Other Facilities Use</td>
</tr>
<tr>
<td>AP 6700</td>
<td>Civic Center and Other Facilities Use</td>
</tr>
<tr>
<td>BP 6740</td>
<td>Citizens' Bond Oversight Committee</td>
</tr>
<tr>
<td>AP 6740</td>
<td>Citizens' Bond Oversight Committee</td>
</tr>
<tr>
<td>BP 6750</td>
<td>Parking and Traffic-Related Items</td>
</tr>
<tr>
<td>AP 6750</td>
<td>Parking and Traffic-Related Items</td>
</tr>
<tr>
<td>BP 6800</td>
<td>Safety</td>
</tr>
<tr>
<td>AP 6800</td>
<td>Occupational Safety</td>
</tr>
<tr>
<td>AP 6850</td>
<td>Hazardous Materials</td>
</tr>
<tr>
<td>BP 6900</td>
<td>Travel</td>
</tr>
<tr>
<td>AP 6900</td>
<td>Travel</td>
</tr>
<tr>
<td>AP 6905</td>
<td>District-Paid Meals and Refreshments</td>
</tr>
</tbody>
</table>

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

**ATTACHMENT(S)**
Chapter 6: Board Policies and Administrative Procedures
BP 6100 DELEGATION OF AUTHORITY, BUSINESS AND FISCAL AFFAIRS

References:
   Education Code, Sections 70902(d), 81655, and 81656

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

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

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

Office of Primary Responsibility: Vice President, Business Services

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

Date Adopted: March 21, 2007
Cerritos Community College District Procedure  
No. 6100

Business Services

AP 6100  DELEGATION OF AUTHORITY, BUSINESS AND FISCAL AFFAIRS

References:
Education Code, Sections 70902(d), 81644, 81655, and 81656;
Public Contract Code, Sections 20651, 20658, and 20659

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

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

Office of Primary Responsibility:  Vice President, Business Services

Date Approved:  March 26, 2007
(Replaces former Cerritos CCD Policy 5000)
BP 6150  DESIGNATION OF AUTHORIZED SIGNATURES

References:
Education Code, Sections 81655, 85232, and 85233

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

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

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

Office of Primary Responsibility:  Vice President, Business Services

Also see AP 6150 titled Designation of Authorized Signatures

Date Adopted:  March 21, 2007
Date Revised:  November 5, 2015
AP 6150  DESIGNATION OF AUTHORIZED SIGNATURES

References:

   Education Code, Sections 85232 and 85233

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

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

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

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

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

Office of Primary Responsibility:  Vice President, Business Services

Date Approved:  March 26, 2007
BP 6200  BUDGET PREPARATION

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

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

Budget development shall meet the following criteria:

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

Office of Primary Responsibility:  Vice President, Business Services

Also see AP 6200 titled Budget Preparation

Date Adopted:  April 18, 2007
(Replaces former Cerritos CCD Policies 5001, 5001.1, 5001.2, and 5001.3)
Cerritos Community College District Procedure

No. 6200

Business Services

AP 6200  BUDGET PREPARATION

References:

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

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

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

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

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

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

Budget development, resource allocation, and budget management are more than a fiscal exercise. They include the identification of, analysis of, and agreement on how to distribute fiscal resources to achieve stated educational goals. Resource allocation is an outcome of the systematic review of relevant planning documents that afford all elements of the institution the opportunity to present their needs. Those needs shall be considered in accordance with known and agreed criteria. The budget process contributes to the primary objective of the District, which is to serve students’ needs. This objective shall be promoted through observation of the Principles for Sound Fiscal Management, as set forth in Title 5, Section 58311.
Sound budget development results from sound planning. The institution’s planning and budget process is the basis on which the budget is prepared. After the college unit plans have been developed and have undergone a self-study and determined needs, resource requests are prioritized. These resource requests for budget augmentation must go through an established process before being forwarded to the Superintendent/Board. This process will assure linkages of budget allocations to strategic and unit planning.

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

Office of Primary Responsibility: Vice President, Business Services

Date Approved: April 23, 2007
BP 6250 BUDGET MANAGEMENT

References:
Title 5, Sections 58307 and 58308

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

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

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

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

Office of Primary Responsibility: Vice President, Business Services

Also see AP 6250 titled Budget Management
AP 6250  BUDGET MANAGEMENT

References:

Title 5, Sections 58305, 58307, and 58308

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

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

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

Office of Primary Responsibility:  Vice President, Business Services

Date Approved:  March 26, 2007
BP 6300  FISCAL MANAGEMENT

References:
Education Code, Section 84040(c);
Title 5, Section 58311
ACCJC Accreditation Standard III.D

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

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

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

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

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

INVESTMENTS

References:
Government Code, Sections 53600 et seq.

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

Currently, the District is not fiscally independent; therefore all funds are deposited, invested, and maintained with the Los Angeles County Treasurer’s Office through the Los Angeles County Office of Education. The District has no funds in excess of those required for the immediate needs of the District.
Written procedures pursuant to the operation of any future investment plan shall be consistent the investment objectives cited below and shall be made based on the following criteria:

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

The primary investment objectives, in priority order, shall be:
- Safety;
- Liquidity; and
- Return on investment.

**PURCHASING**

**References:**
- Education Code, Section 81656;
- Public Contract Code, Sections 20650 and 20651

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

Office of Primary Responsibility: Vice President, Business Services

Also see AP 6300 titled Fiscal Management

**Date Adopted:** March 21, 2007

*(Replaces former Cerritos CCD Policy 5006)*
The Cerritos Community College District is committed to principles of sound fiscal management and will provide responsible stewardship of available resources. The District adheres to commonly accepted auditing standards as criteria for its fiscal management procedures. The President/Superintendent delegates the authority to the Vice President of Business Services to oversee the District's fiscal management and manage the District purchasing processes.

The Vice President of Business Services shall:

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

References:

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

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

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

PAYROLL

Reference:

- Education Code, Section 70902

- Payroll periods (10 month, 11 month, 12 month)
  - 10 month – full-time faculty (teachers), part-time faculty, full-time classified
  - 11 month – full-time classified
  - 12 month – full-time faculty (counselors, librarians, and coordinators), full-time classified, confidential, management, regular classified hourly, and short-term hourly (as needed)

- Frequency of payment for particular classes of employees (once or more often per payroll period)
  - Full-time faculty (10 month teachers, regular full-time assignment) – last working day of the month
  - Full-time faculty (10 month teachers, overload assignment) – by the 5th of the following month
  - Full-time faculty (11 and 12 month, regular assignment) – first working day of the month
  - Full-time faculty (11 and 12 month, overload assignment) – by the 5th of the following month
  - Part-time faculty – by the 5th of the following month
  - Certificated Administrators (President, VP, Deans, Cert. Management) – once a month (1st working day of the month)
  - Full-time classified and confidential – twice a month (10th and 25th)
  - Classified Management – twice a month (10th and 25th)
  - Short-term hourly and Regular Classified hourly – once a month (10th)

For late pays there are supplement schedules.
• Lead time needed for payroll record adjustment (e.g. name changes, etc.)
  Name change – as soon as the employee is able to provide a social security card
  verifying name change.
  Address change – immediately
  W4 forms – immediately
  TSA change – immediately

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

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

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

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

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

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

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

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

References:

Education Code, Sections 70902, 76063, and 76064

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

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

WARRANTS

Cash Disbursement

Disbursement Procedures

- Disbursement must be properly authorized and supported by adequate documentation.
- All disbursements shall be made by warrant/check.
- All warrants/checks shall be pre-numbered.
- All disbursements shall be substantiated by supporting documents including evidence of purchase, receipt, and approval.
- All supporting documents shall be canceled in such a manner as to preclude their reuse.
- Bulk check stock shall be adequately controlled and accounted for.
- Daily use check stock shall be issued to the check-preparer on an adequate transfer/control document.
- There shall be adequate separation of duties to reduce the risk of collusion and fraud.
- The drawing of a warrant to “cash” or “bearer” is prohibited.
- Electronic signature plates shall be secured and issued only to authorized individuals.
RESERVES

Reference:

Budget and Accounting Manual, Chapter 5 Appendix A

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

INVESTMENTS

References:

Government Code, Sections 53600 et seq.

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

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

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

- County Treasurer's Investment Pool - Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code, Section 53635 and investment policies adopted by the County Board of Supervisors.

- State's Local Agency Investment Fund (Government Code, Sections 16429.1 - 16429.3) - District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code, Section 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code, Section 16430 or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code, Section 16429.2).

- Other Investments - Other investments as permitted by Government Code, Sections 53600 et seq., and in particular Government Code, Sections 53601 and 53635, may be made by the Vice President of Business Services subject to prior approval of the Board of Trustees.
A District warehouse shall be maintained to stock supply items used in volume by the District, to provide receiving services, and to provide fueling services for College vehicles and other Maintenance Department equipment.

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

Office of Primary Responsibility: Vice President, Business Services
BP 6340   BIDS AND CONTRACTS

References:
Education Code, Sections 81641 et seq.;
Public Contract Code, Sections 20650 et seq.;
Government Code Section 53060;
ACCJC Accreditation Standard III.D.16
2 Code of Federal Regulations Part 200.318

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

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

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

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

Date Adopted:   March 21, 2007
(Replaces former Cerritos CCD Policies 5002, 5002.1, 5002.2, 5002.3, and 5002.4)
Cerritos Community College District Procedure

No. 6340

Business Services

AP 6340 BIDS AND CONTRACTS

References:
Education Code Sections 81641 et seq.;
Public Contract Code Sections 20103.7, 20112, 20650 et seq., and 22000 et seq.;
Labor Code Sections 1770 et seq.;
Government Code Section 53060;
ACCJC Accreditation Standard III.D.16;
2 Code of Federal Regulations Part 200.318

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

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

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

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

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

General Bidding Dollar Limits
In general, contracts exceeding specified dollar amounts (as set out in the Public Contract Code) require documented bids. The specified dollar limits vary by type of contract (e.g. goods, equipment, services, or construction). In addition, certain types of contracts are exceptions to these general rules on bid processes (e.g. certain electronic systems, personal services, energy saving products).
Bids shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods, equipment, or services in excess of the limits set out in the Public Contract Code, Section 20651(d) shall require formal advertised bids. Current Code specifies $69,000.00 as the bid threshold. The bid minimums are annually readjusted by the Board of Governors as required by Public Contract Code, Section 20651(d); The current bid minimum can be found at http://www.cde.ca.gov/fg/ac/co/bidthreshold.asp

- Construction contracts for $15,000.00 or more shall require formal advertised bids.

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

**Bid Specifications**

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

**Notice Calling for Formal Advertised Bids**

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

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

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

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

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no
longer required for the protection of the District, any certified or cashier’s check received shall be returned to the respective bidder.

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

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

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

**Awarding of Bids and Contracts**

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

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

**Purchase without Advertising for Bids**

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

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

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

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

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

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

**Emergency Repair Contracts without Bid**

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

**Unlawful to Split Bids**

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

**Record Retention**

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

**Prequalification of Bidders**

(Public Contract Code, Section 20651.5)

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

Answers to questions contained in the questionnaire and Financial Statement are required, including a complete statement of prospective bidder’s financial ability and experience in performing public works. These documents will be the basis of rating
bidders in respect to the size and scope of contracts upon which each bidder is qualified to bid. The District reserves the right to check other sources available.

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

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

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

In addition, each contractor wishing to bid must mail or deliver the questionnaire along with the following:
- Reviewed or Audited Financial Statement (Projects less than $10,000,000),
- Audited Financial Statement (Projects $10,000,000 or greater),
- Letter of Bondability,
- Certificate of Insurance issued to the District,
- Accountant’s Release Letter, and
- Letter of Credit (optional).

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

Alternate Bidding Procedure
To comply with the Public Contract Code, whenever the District is required to competitively bid a project and additive or deductive items are included in the bid form, the Notice of Contractors Calling for Bids shall specify one of the four methods described below which the District will use to determine the lowest bid. In the absence of such a
specification, the lowest bid shall be the lowest bid price on the base bid without
consideration of the prices on the additive or deductive items.

Methods for Determining The Lowest Bid
If alternate bids are called for, the Notice to Contractors Calling for Bids shall specify
which one of the following methods will be used to determine the lowest bid.

a. The lowest bid shall be the lowest bid price on the base bid without
   consideration of the prices on the additive or deductive items;

b. The lowest bid shall be the lowest total bid prices on the base bid and those
   additive or deductive items that are specifically identified in the Notice To
   Contractors Calling For Bids as being used for the purpose of determining
   the lowest bid price;

c. The lowest bid shall be the lowest total of the bid prices on the base bid and
   those additive or deductive items taken in order from the specifically
   identified list of those items, depending upon available funds as identified in
   the Notice To Contractors Calling For Bids; or

d. The lowest bid shall be determined in a manner that prevents any
   information that would identify any of the bidders from being revealed to the
   District before the ranking of all bidders from lowest to highest has been
determined.

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

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

Receipt of Bids – The following procedure shall be followed by the designated employee
when receiving bids:
- As each bid is received, the designated employee shall write an assigned number
  on the front top right corner of the bid envelope and inform the bidder of his/her
  assigned number.
- As the designated employee opens each bid, the assigned number shall be written
  in the top right hand corner of the page(s) of the Bid Form that contain the bid
  amount.
- After all bids have been opened, the designated employee shall read each bid by
  assigned number, without reference to the name of the bidder.
- After reading all bids, the designated employee shall either (1) prepare a separate
  tabulation of each bid, to include only the assigned number and amounts of the
  base bid and all alternate bids, or (2) photocopy the page(s) of each Bid Form
  which include the base bid and alternate bid amounts, and excise any reference
to the name of such bidder.
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.

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

- 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.

Adoption of Standards for Materials, Products, Things, and Services for Use in Public Works of Improvement
From time to time the Cerritos Community College District lets contracts for the
construction, alteration, or repair of public works of improvement and, in connection
therewith, drafts or causes to be drafted specifications for bids for such construction,
alteration, or repair of public works of improvement.

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

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

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

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

Potential Exceptions to Bid Rules
Certain types of contracts are exceptions to these general rules on bid processes. The
following are some common examples:

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

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded
in accordance with Procedure 6340 titled Bids and Contracts.
Criteria to determine what constitutes a responsive bid shall be established by the Office of Business Services.

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

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

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

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

Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007
Date Revised: April 11, 2011
(Replaces former Cerritos CCD Policies 5006.5 and 5006.6)
AP 6365  CONTRACTS – ACCESSIBILITY OF INFORMATION TECHNOLOGY

References:
Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code, Section 794d);
36 CFR, Sections1194.1 et seq.;
Government Code, Section 11135;
Title 5, Sections 59300 et seq.

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

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

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

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

Office of Primary Responsibility:  Vice President, Business Services

Date Approved:  March 26, 2007
BP 6400   FINANCIAL AUDITS

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

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

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

Office of Primary Responsibility: Vice President, Business Services

Also see AP 6400 titled Financial Audits

Date Adopted: March 21, 2007
(Replaces former Cerritos CCD Policy 5005.4.1)
AP 6400    FINANCIAL AUDITS

References:
Education Code, Sections 84040(b), 84040.5, and 81644;
Title 5 Section 59102
ACCJC Accreditation Standard III.D.7

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

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

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

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

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

Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007
BP 6450 WIRELESS OR CELLULAR TELEPHONE USE

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

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

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

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

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

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

Office of Primary Responsibility: Vice President, Business Services

Date Adopted: December 10, 2008
Date Revised: October 24, 2012
References:
Vehicle Code, Sections 12810.3, 23123, and 23124;
26 U.S. Code Sections 274(d)(4) and 280(d)(4)

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

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

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

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

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

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

Office of Primary Responsibility: Vice President, Business Services

Date Approved: December 10, 2008
Date Revised: August 13, 2012
BP 6500  PROPERTY MANAGEMENT

References:
   Education Code, Sections 81300 et seq.

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

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

Office of Primary Responsibility: Vice President, Business Services

Also see AP 6500 titled Property Management

Date Adopted: March 21, 2007
Cerritos Community College District Procedure

No. 6500

Business Services

AP 6500 PROPERTY MANAGEMENT

References:

Education Code, Sections 70902 and 81300 et seq.

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

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

Office of Primary Responsibility: Vice President, Business Services

Also see AP 6520 titled Security for District Property

Date Approved: March 26, 2007
BP 6520 SECURITY FOR DISTRICT PERSONNEL AND PROPERTY

References:
Education Code, Sections 81600 et seq.;
ACCJC Accreditation Standard III.B.1

The President/Superintendent shall manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

Office of Primary Responsibility: Vice President, Business Services

Also see AP 6520 titled Security for District Personnel and Property

Date Adopted: March 21, 2007
AP 6520 SECURITY FOR DISTRICT PERSONNEL AND PROPERTY

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

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

Office of Primary Responsibility: Vice President, Business Services

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

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

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

In the event that fixed assets are moved within District boundaries, the manager in each respective area must approve the request. In addition, notice must be sent to the Purchasing Department. The Purchasing Department will be responsible for ensuring that the inventory system is properly updated.
All requests to borrow or to remove community college property for educational or District-related purposes must be in writing and be cleared through the appropriate Vice President of the area.

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

**Key/Key Card Control Process**

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

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

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

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

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

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

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

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

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

Part-time faculty shall turn keys in to the Division Office at the end of the first semester (if not returning second semester); and at the end of the second semester (if not teaching summer session) at the discretion of the responsible manager.
District employees on sabbatical or prolonged leave of absence in excess of six (6) months shall turn in keys to the Human Resources Department. Exceptions to this require approval of the responsible manager and a vice president.

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

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

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

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

- Grand Master $250.00
- Master $100.00
- Sub-Master $25.00
- Operating and Equipment $10.00
- Key Cards $10.00

Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007
Dates Revised: September 29, 2008; March 11, 2019
(Replaces former Cerritos CCD Policies 5004-5004.15 and 5006.3)
BP 6530      DISTRICT VEHICLES

References:
Education Code, Section 70902;
Title 13, California Code of Regulations, Division 1, Chapter 1

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

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

Office of Primary Responsibility: Vice President, Business Services

Also see AP 6530 titled District Vehicles

Date Adopted: March 21, 2007
(Replaces former Cerritos CCD Policies 5008-5008.4)
AP 6530 DISTRICT VEHICLES

References:

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

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

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

Driver Clearance

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

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

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

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

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

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

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

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

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

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

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

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

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

Vehicle Transportation Requests

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

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

All overnight bus trips will require that driver accommodations for lodging are included in lodging provisions for students and faculty.
All bus trip cancellations shall be reported to the Facilities Department as soon as possible prior to the trip date to avoid penalty payments.

**Vehicle Availability**

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

a. The vehicle has been returned from a previously assigned trip.

b. The vehicle has been cleaned, re-fueled and checked by the District facilities.

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

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

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

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

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

**Seat Belts**

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

**Gasoline Credit Cards**

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

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

**Equipment Failure**

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

Mechanical problems, i.e., vibration, loose parts, brake fading, etc, are required to be reported on the backside of the yellow driver's card.
Transportation Expense and/or Reimbursement

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

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

Citation Reporting

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

Accident Reporting

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

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

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

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

Insurance Provisions

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

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

a. Bodily Injury Liability per person $200,000.00 and per accident 500,000.00
b. Property Damage Liability 50,000.00
c. Bodily injury and Property Damage Combined Single Limit $500,000.00
For a District employee driving his or her own vehicle and cleared to drive on District business and who is involved in an accident, employee insurance is primary; insurance or collection efforts made by the employee or his representative or other parties is secondary; and the District insurance is tertiary. If the aforementioned efforts have been made and the employee is still responsible for a deductible amount, the District will reimburse up to $200 of the employee’s deductible.

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

**Special Precautions**

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

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

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

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

Smoking is not permitted in any District vehicle.

**Supervision of Students on District Furnished Transportation**

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

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

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

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

For student groups and any others requiring advisors, the advisor must ride for the entire trip in one of the vehicles provided or sponsored by the college. The advisor(s) shall follow all rules established by the District and the Student Activities Office.
When transporting students, only college-authorized vehicles may be used. All vehicles used for school activities of any kind must be covered by public liability and property damage insurance which meets the minimum requirements of the financial responsibility provisions of the Vehicle Code of the State of California.

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

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

**Offices of Primary Responsibility:** Vice President, Business Services

---

**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)*
BP 6540  INSURANCE

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

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

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

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

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

Office of Primary Responsibility:  Vice President, Business Services

Also see AP 6540 titled Insurance

Date Adopted:  March 21, 2007
The President/Superintendent delegates the authority to the Vice President of Business Services to secure legally required insurance for the District. The requirement to provide for insurance coverage is met by the District joining a Joint Powers Authority (JPA) pursuant to Education Code, Section 81603.

Through the District’s membership in several JPAs, the following types of coverage are currently provided:

- liability insurance for damages for death, injury to person, or damage or loss of property;
- liability insurance for the personal liability of the members of the Board of Trustees and of the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his or her office or employment;
- fire insurance;
- real property damage;
- personal property loss or damage;
- insurance for District vehicles;
- insurance against “other perils” (Education Code, Section 81601);
- workers compensation insurance;
- actuarial evaluation of the future annual costs of health and welfare benefits; and
- employee indemnity bonds.

Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007
BP 6550   DISPOSAL OF DISTRICT PERSONAL PROPERTY

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

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

Office of Primary Responsibility: Vice President, Business Services

Also see AP 6550 titled Disposal of District Personal Property

Date Adopted: March 21, 2007
Date Revised: September 26, 2011
(Replaces former Cerritos CCD Policy 5006.4)
Cerritos Community College District Procedure  No. 6550

Business Services

AP 6550  DISPOSAL OF DISTRICT PERSONAL PROPERTY

References:

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

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

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

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

a) The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.

b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.

c) The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

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

Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the district for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the district; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated.
The Vice President of Business Services or his/her designee shall sell the property to the highest responsible bidder, or shall reject all bids.

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

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

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

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

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

Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007
Date Revised: February 21, 2017
BP 6600 CAPITAL CONSTRUCTION

References:
   Education Code, Sections 81005 and 81820;
   Title 5, Sections 57150 et seq.

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

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

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

Office of Primary Responsibility: Vice President, Business Services

Also see AP 6600 titled Capital Construction

Date Adopted: March 21, 2007
AP 6600  CAPITAL CONSTRUCTION

References:

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

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

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

- Statement of educational plans
- Statement of energy plans
- Statement of barrier removal plan for individuals with disabilities
- Location of program delivery
- Location of other owned lands
- District-wide priority lists
- District-wide capacity/load ratios
- District-wide supporting detail

Contracts

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

Conversion of Buildings

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

- The building was constructed as, and continues to qualify as, a school building, as provided by Education Code Sections 81130 et seq., or the building is determined to have, or is rehabilitated to an extent that it is determined to have, a pupil safety performance standard that is equivalent to that of a building constructed pursuant to Education Code Sections 81130 et seq. The determination of the pupil safety performance standard must meet all of the requirements of Education Code Section 81149(a)(1)&(2).
- The total cost of purchasing and converting the existing building to community college use is not greater than the estimated cost of constructing an equivalent building.
- The land associated with the building will be owned by, or controlled through a long-term lease of at least 50 years by, the District.
- The District has complied with facility site review guideline recommendations of the California Postsecondary Education Commission pursuant to Education Code Section 66904.
- The funding for the purchase and conversion of an existing building does not supersede funding for facilities that have previously been prioritized by the Board of Governors and are awaiting state funding.

Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007
Date Revised: June 18, 2008
BP 6700  CIVIC CENTER AND OTHER FACILITIES USE

References:

Education Code, Sections 82537 and 82542

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

General Statement

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

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

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

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

Use of the District’s Civic Center will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations “formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts” in order to “engage in supervised recreational activities” or “meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside”
(Education Code Section 82537(a)). In granting permission to use the Civic Center, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

Office of Primary Responsibility: Vice President, Business Services

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

Date Adopted: March 21, 2007
Date Revised: June 9, 2010
(Replaces former Cerritos CCD Policy 5100.1)
Cerritos Community College District Procedure

No. 6700

Business Services

AP 6700  CIVIC CENTER AND OTHER FACILITIES USE

References:
Education Code, Sections 82537 et seq. and 82542;
Public Resources Code Section 42648.3;

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

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

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

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

A college employee, as designated event manager, shall be on site for the duration of the event whenever a facility is being used. Designated event managers must have
demonstrated experience with the applicable venue. Cerritos College reserves all concessions and rights.

Fees

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

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

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

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

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

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

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

The classification of proposed events will determine the appropriate fee schedule and direct costs to groups requesting the use of Cerritos College facilities. Payment of 50% deposit will be required ten (10) business days prior to the use of facilities. Applicants will
be responsible for all costs unless cancellation is received within a reasonable time of scheduled event.

Classification of District Events:

1. **Elected Official Sponsored Event:** Per Education Code Section 82542(a), elected officials, when conducting events that are open to the public without charge, promote community awareness or provide informational services to the public, may use District facilities at no charge upon payment of the following:
   - the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
   - the cost of a District employee’s presence during the organization’s use of the facilities, and if that employee would not otherwise be present as part of his/her normal duties;
   - the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian’s normal duties;
   - the cost of audio/video/technology services, as requested or required;
   - the cost of police/security services, if the services are necessary and would not have otherwise been performed as part of the personnel’s normal duties.

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

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

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

5. **Commercial Use Event:** Shall apply to organizations that do not have a non-profit status filed with the IRS or who generate revenue where the net proceeds are destined for other than welfare or charitable purposes affecting the students of the college District. A District charge shall be made in accordance with the fair market rental fees for commercial uses as established and approved by the Board of Trustees, including
the direct costs detailed in Section 1, and special requirements such as stage assembly, equipment needs, or other services deemed necessary by the determination of the District.

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

Rules for Facilities Use

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

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

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

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

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

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

No alcoholic beverages, intoxicants or controlled substances in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.
No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Director of the Physical Plant & Construction Services.

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

Priorities for Use of Facilities

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

a. Cerritos College instructional classes and classroom activities.

b. Cerritos College instructional/student services programs and activities.

c. Cerritos College department programs and services.

d. Cerritos College student organization programs and activities.

e. Educational organizations in which Cerritos College faculty or administration hold membership and are hosts.

f. Organizations not affiliated with Cerritos Community College District.

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

Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007
Dates Revised: June 9, 2010; April 10, 2017
(Replaces former Cerritos CCD Policies 5101, 5102, 5103, 5104, 5105, 5106)
BP 6740  CITIZENS’ BOND OVERSIGHT COMMITTEE

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

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

Office of Primary Responsibility: President/Superintendent

Also see AP 6740 titled Citizens’ Bond Oversight Committee

Date Adopted: March 21, 2007
References:
Education Code, Sections 15278, 15280, and 15282

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

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

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

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

1. Inform the Public: The Committee shall inform the public concerning the District’s expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

2. Review Expenditures: The Committee may review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the Bond Measures; and (b) no bond proceeds were used for any inappropriate teacher or administrative salaries or other operating expenses, in accordance with Attorney General Opinion 04-110 issued on November 9, 2004.

3. Annual Report: The Committee shall present to the Board of Trustees, in public session, an annual written report which shall include the following:
   a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
   b) A summary of the Committee’s proceedings and activities for the preceding year.
4. Duties of the Board of Trustees and the President/Superintendent: Either the Board of Trustees or the President/Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

i. Approval of construction contracts,
ii. Approval of construction change orders,
iii. Expenditure of construction funds,
iv. Handling of all legal matters,
v. Approval of construction plans and schedules,
vi. Approval of all deferred maintenance plans, and
vii. Approval of the sale of bonds.

5. Bond Measures Projects Only: In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board of Trustees has not charged the Committee with responsibility for:

a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds, each of which shall be outside the authority of the Committee.
b) The establishment of priorities and order of construction for the bond projects shall be made by the sole discretion of the President/Superintendent.
c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board of Trustees in its sole discretion although the Committee shall hear reports on any cost saving techniques considered or adopted by the Board.
e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.
g) The appointment or reappointment of qualified applicants to serve on the Committee.

**Authorized Activities:**

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

- Receive and review copies of the District’s annual independent performance audit and annual independent financial audit, required by Prop 39 (Article XIII-A of the California Constitution);
Inspect District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's President/Superintendent;

- Review copies of scheduled maintenance proposals or plans developed by the District; and

- Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Membership

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

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

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

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

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

5. Appointment
   Members of the Committee shall be appointed by the Board through the following process: (a) the District shall advertise for members in accordance with its customary practices, including through local newspapers and the District website;
(b) appropriate local groups will be solicited for applications; (c) the President/Superintendent will review the applications; (d) the President/Superintendent will make recommendations to the Board of Trustees.

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

7. Compensation
The Committee members shall not be compensated for their services.

8. Authority of Members
   a) Committee members shall not have the authority to direct staff of the District.
   b) Individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual.
   c) The Committee and its members shall have the right to request and receive only copies of reports and records relating to the Measures projects which have been prepared for the Board and which have become a public record.

Meetings of the Committee
1. Regular Meetings: The Committee is required to meet at least once a year, including an annual organizational meeting, but may not meet more frequently than quarterly.
2. Location: All meetings shall be held within the jurisdiction of the Cerritos Community College District.
3. Procedures: All meetings shall be open to the public in accordance with the Ralph M. Brown Act (Government Code, Section 54950 et seq.). Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

District Support
1. The District shall provide to the Committee necessary technical and administrative assistance as follows:
   a) preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the Board of Trustees;
   b) provision of a meeting room, including any necessary audio/visual equipment;
   c) preparation and copies of any documentary meeting materials, such as agendas and reports; and
   d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.
2. District staff and/or District consultants shall attend all Committee proceedings in order to report on status of projects and the expenditures of bond proceeds.

3. No bond proceeds shall be used to provide District support to the Committee.

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

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

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

**Termination**
The Committee shall automatically terminate and disband concurrently with the Committee’s submission of its final Annual Report which reflects the final accounting of the expenditure of all the proceeds of the Measures.

Office of Primary Responsibility: President/Superintendent

**Date Approved:** March 26, 2007
**Date Revised:** February 6, 2013
(Incorporates the Cerritos College Citizens’ Bond Oversight Committee Bylaws)
BP 6750  PARKING AND TRAFFIC-RELATED ITEMS

References:
Education Code, Section 76360;
Vehicle Code, Sections 21113 and 40220

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

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

Parking fees shall be established by the Board of Trustees.

Office of Primary Responsibility: Vice President, Business Services

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

Date Adopted:  March 21, 2007
AP 6750  PARKING AND TRAFFIC-RELATED ITEMS

References:
Education Code, Section 76360;
Vehicle Code, Sections 21113 and 40220
California Assembly Bill No. 503 (Chapter 741)

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

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

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

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

Permits to Park
Valid Disabled Person (DP) Placards
- Permits parking in DP-designated space by person with disability to whom issued, at no cost
- Permits parking in staff space by person with disability to whom issued, with purchase and required display of valid student parking permit
- No overnight parking

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

Valid Electric Vehicle Charging Station Parking Permission
- Permits parking in green-lined EV Charging-designated stalls, only
- Permits parking for time of paid per-kWh charging of vehicle, only; no overnight parking
Valid One-Day Guest Permits
- Permits parking in lot(s) designated by the authorizing college administrator
- Valid on date shown, only; no overnight parking
- Not valid in green-lined, time-metered, or carpool stalls

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

Valid Student Term Permits
- Permits parking in white-lined stalls, only
- Permits parking by students
- Terms are fall, spring, or summer
- No overnight parking

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

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

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Reference amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Status and Space Use</td>
<td>$40.00</td>
</tr>
<tr>
<td>- No valid permit or valid permit not displayed as directed</td>
<td></td>
</tr>
<tr>
<td>- Expired meter or other metered parking violation</td>
<td></td>
</tr>
<tr>
<td>- Parked outside parking space markings</td>
<td></td>
</tr>
<tr>
<td>- Unauthorized use of Reserved or Restricted parking</td>
<td></td>
</tr>
<tr>
<td>- Carpool space use without valid permit</td>
<td></td>
</tr>
<tr>
<td>- Carpool space use without carpool partner (if applicable)</td>
<td></td>
</tr>
<tr>
<td>- Parked in excess of time allowed</td>
<td></td>
</tr>
<tr>
<td>- Parked in Electric Vehicle Charging space without charger use</td>
<td></td>
</tr>
<tr>
<td>- No current tabs displayed; unregistered vehicle</td>
<td></td>
</tr>
<tr>
<td>- No license plate displayed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Reference amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety</td>
<td>$50.00</td>
</tr>
<tr>
<td>- Stopping or parking in No Parking or Stopping zones</td>
<td></td>
</tr>
<tr>
<td>- Parked on Red Curb</td>
<td></td>
</tr>
<tr>
<td>- Parked in fire lane</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Reference amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility</td>
<td>$335.00</td>
</tr>
<tr>
<td>- Parked in disability reserved space without valid permit</td>
<td></td>
</tr>
</tbody>
</table>
- Misuse of disability placard
- Parked with effect of limiting access to disability reserved space
- Parked with effect of limiting use of disability access path of travel

Enforcement and Responsibility $160.00
- Use of lost or stolen permit
- Use of altered, counterfeit, or fraudulent permit

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

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

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

Additional and/or separate charges or waivers for special event parking shall be subject to the prior approval of the Vice President, Business Services or his/her designee.

College hosts of regional or other meetings, trainings, or conferences requiring over 15 parking spaces may request one-day permits or a citing restriction from the Vice President of Business Services. Requests for less than 15 parking spaces can be requested from the Chief of Campus Police or his/her designee.

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

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

In accordance with Section 21113c of the California Vehicle Code, when the Board of Trustees permits traffic upon driveways, paths, parking facilities, or grounds (except for those conditions imposed or regulations enacted by the Board), all the provisions of this code section relating to traffic upon the highways shall be applicable to the traffic upon the driveways, paths, parking facilities, or grounds.
In accordance with Section 21113f of the California Vehicle Code, the Board of Trustees may adopt rules or regulations to restrict, or specify the conditions for, the use of bicycles, motorized bicycles, skateboards, and roller skates on District property.

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

a. Once this threshold is met, any citations associated with this vehicle, registered owner, or person responsible may be added to the payment plan, at the time of enrollment. (Citations in a payment plan must all be issued by the same agency)

b. If additional citations are accrued during the payment plan period, the plan may not be modified to include these citations, nor will a concurrent payment plan be offered.

c. Citations in a payment plan will not count towards immobilization/tow/impound eligibility pursuant to CVC 22651(i)(I).

d. Once a vehicle is immobilized/towed/impounded due to other violations, all citations, including those on a payment plan, are immediately due pursuant to CVC 22651(i)(I)(C).

e. If an individual requires continued access to parking on campus, the purchase of a parking permit will be required.

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

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

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

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

At plan enrollment, an initial payment of 10% of the amount owed (This 10% goes toward the total amount due), plus the $25 enrollment fee (This fee does not go toward the amount due), is required. There is no penalty for prepayment.
Payments must be made each calendar month.

a. There is no grace period for late payments.

b. For mailed payments, a postmark is acceptable to meet this requirement.

Payment plan duration

a. For balances under $200, payment plans may not exceed four months.

b. For balances between $200 and $400, payment plans may not exceed six months.

c. For balances over $400, payment plans may not exceed nine months.

Offices of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007
Date Revised: August 29, 2011; March 6, 2017; November 6, 2017; August 27, 2018; March 11, 2019
BP 6800  SAFETY

References:
49 C.F.R., Part 40 and Part 655;
29 C.F.R., 1910.101 et seq.;
Health and Safety Code, Section 104420; and
Title 8, Section 3203

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

- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to control safety and reduce health risks.

- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.

- Prohibition of the use of tobacco in all public buildings (or within 20 feet from an entrance to all public buildings) and District-owned vehicles.

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

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

The Director of Physical Plant and Construction Services shall publish, for division use, such information as is applicable to the handling and the disposal of all hazardous waste substances.
The Director of Physical Plant and Construction Services shall serve as the chairman of the Toxic Waste Committee and conduct regular District meetings to disseminate information pertaining to hazardous waste activity.

Office of Primary Responsibility: Vice President, Business Services

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

Date Adopted: March 21, 2007
(Replaces former Cerritos CCD Policy 5022)
1 AP 6800 OCCUPATIONAL SAFETY

References:
Cal/OSHA, Labor Code, Sections 6300 et seq.;
Title 8, Section 3203;
Code of Civil Procedure, Section 527.8;
Penal Code Section 273.6

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

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

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

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

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

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

It is the responsibility of all employees to immediately report threats, acts of violence, or any other behavior which deliberately hurts or harms another person in the District to their
immediate supervisor and Campus Police. Such reports will be promptly and thoroughly investigated.

**Employee Assistance Program**

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

**Restraining Orders/Court Orders**

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

**Definitions**

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

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

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

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

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

Offices of Primary Responsibility: Vice President, Business Services

---

**Date Approved:** March 26, 2007  
**Date Revised:** March 11, 2019  
*(Replaces former Cerritos CCD Policy 5023)*
AP 6850  HAZARDOUS MATERIALS

References:
29 U.S. Code Section 651;
Title 8, Sections 340 et seq.

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

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

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

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

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

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

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

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

Office of Primary Responsibility:  Vice President, Business Services

Date Approved:  March 26, 2007
BP 6900   TRAVEL

References:
- Education Code, Sections 72423 and 87032;
- Government Code Section 11139.8

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

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

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

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

- Travel within the state of California, after obtaining approval from proper channels, will require approval by the appropriate Vice President or President/Superintendent.
- Travel with expenses exceeding $1,000 will require approval by the area Vice President, President/Superintendent or designee before the travel event takes place.
- Travel outside the state of California but within the country, after obtaining approval from proper channels, will require approval by the area Vice President, President/Superintendent or designee before the travel event takes place.
• All travel outside the United States will require approval by the Board of Trustees before the travel event takes place.

See also Administrative Procedure 6900 titled Travel.

Office of Primary Responsibility: Vice President, Business Services

Date Adopted: June 8, 2011
(Replaces former Cerritos CCD Policy 8008)
Cerritos Community College District Procedure

Business Services

AP 6900 TRAVEL

References:
Education Code, Sections 72423 and 87032;
Government Code Section 11139.8;
2 Code of Federal Regulations Part 200.474

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

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

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

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

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

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

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

A. Mileage

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

  Example: Home to work 10 miles (commuter miles)
  Work to event 15 miles (business miles)
  Difference 5 miles (to be reimbursed)

  If business miles are less than commuter miles, no reimbursement is allowed

- Reimbursement for mileage may not exceed the total cost of coach airfare and other transportation costs to the same destination.
- Reimbursement for mileage can be claimed by completing the Mileage Expense Report Form and submitting the claim to Fiscal Services; if mileage is associated with a trip, it can be included on the Conference and Travel Claim form.

B. Transportation

- Transportation related expenses which are directly associated with business mileage and are reasonable and necessary shall be reimbursed. Allowable expenses include parking fees, bridge, and highway and tunnel tolls. All claimed transportation related expenses shall be authenticated by submission of original itemized valid receipts.
- All employees and trustees driving either their own, leased, or District-owned vehicles for District related activities must possess a valid California Driver License.
- The expense of traveling by commercial airline carrier will be allowed on the basis of actual cost. Claims for airplane travel shall be allowed in conformity
with the latest published airplane tariffs. When more than one class of air
travel is available, the district will pay for coach class only. Air travel is
limited to flights on scheduled commercial airlines. Air travel expenses paid
by an employee or trustee’s personal credit card will not be reimbursed until
the conclusion of the travel event and only upon submission of detailed,
original receipts.

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

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

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

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.

Unallowable Travel Expenses

Certain travel expenses are considered personal expenses and not essential to District business. Such non-reimbursable expenditures include entertainment expenses, leisure tours or personal side trips, personal telephone calls, laundry, car washes, fuel for personal vehicles, traffic or parking citations except for those related to malfunctioning equipment on District owned/leased vehicles, individual membership dues or fees, alcoholic beverages, or any other expenses determined by the District to be unreasonable, excessive, non-business related, or a misuse of public funds.
No reimbursement for lodging or subsistence shall be paid to an employee for extra travel time incurred if he/she travels to a destination for his/her own convenience in advance of the necessary time of arrival, nor shall he/she be paid for extra travel time if he/she remains at the destination following an official meeting or work assignment whenever it is for his/her own convenience. Travel claims for travel the day before conferences will only be reimbursed when it is not feasible, due to starting hour of conference to travel the same day.

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

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

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

**Out-Of-State Travel**

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

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

**Travel Outside the United States**

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

**Reimbursement to the District**

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

Office of Primary Responsibility: Vice President, Business Services

Date Approved: June 8, 2011
Date Revised: February 11, 2013; March 11, 2019
(Replaces former Cerritos CCD Policy 8008)
AP 6905 DISTRICT-PAID MEALS AND REFRESHMENTS

References:
Guidelines and Documentation

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

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

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

Requests for meals/refreshments shall include:
- Date(s) of the business meals/refreshments
- Scheduled start and end time of meeting
- Business purpose of the meeting
- Location/place of the business meals/refreshments
- Copy of agenda (if applicable)
- List of attendees
- Accounting code*

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

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

Expenditures are NOT allowed for:
- Routine staff meetings
• Informal meetings held in the normal course of performing a job (e.g., lunch between two or more staff members)
• Meetings that do not advance the mission of the District

Office of Primary Responsibility: Vice President, Business Services

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
BP 3250   INSTITUTIONAL PLANNING

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

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

• Cooperative Work Experience Plan
• Equal Employment Opportunity Plan
• Extended Opportunity Programs and Services (EOPS) Plan
• Facilities Plan
• Student Success and Support Program Plan
• Student Equity Plan
• Transfer Center Plan

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

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

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

Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: November 7, 2007
The committee agreed to the proposed changes on November 19, 2018.
BP 3410  NONDISCRIMINATION

References:

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

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

The District, and each individual who represents the District, shall provide access to its
services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression,
race or ethnicity, color, medical condition, genetic information, ancestry, sexual
orientation, marital status, physical or mental disability, pregnancy, or military and
vetern status, or because he or she is perceived to have one or more of the foregoing
characteristics, or based on association with a person or group with one or more of
these actual or perceived characteristics.

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

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

Information regarding who to contact to file a complaint is included in AP 3410 titled
Nondiscrimination.
Office of Primary Responsibility: Vice President, Human Resources

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.
BP 3411 ACCESSIBILITY OF ELECTRONIC AND INFORMATION AND COMMUNICATION TECHNOLOGY

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

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

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

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

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

Date Adopted: July 15, 2015

The committee agreed to the proposed changes on November 5, 2018.
It is the policy of the Cerritos Community College District to maintain Disabled Student Programs and Services to promote the academic success and personal enrichment of students with diverse needs by facilitating equal access to educational opportunities in an integrated college setting; encouraging the interaction and full participation of all students with disabilities, and recognizing the importance of self-advocacy and independence in such students’ pursuit of their academic careers.

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

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

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

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

The President/Superintendent shall ensure that the DSPS program conforms to all requirements established by the relevant law and regulations.
Also see AP 5140 titled Disabled Student Programs and Services and BP/AP 3411 Accessibility of Information and Communication Technology.

Office of Primary Responsibility: Vice President, Student Services

<table>
<thead>
<tr>
<th>Date Adopted:</th>
<th>May 16, 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates Revised:</td>
<td>October 24, 2012; February 5, 2014</td>
</tr>
</tbody>
</table>

The Coordinating Committee agreed to the proposed changes at its January 28, 2019 meeting.
The following services will be provided in the Assessment Center: testing (placement, career/technical, and aptitude), Career and Assessment Services: assessment for course placement, career testing (interests, skills, personality), career counseling (career/major exploration), job placement services search assistance, and reentry services, and work evaluation for the students and community members of the District. These services will help to identify classes, training, and jobs that will be most satisfying to the participants current or former students and alumni in meeting their career or transfer goals.

Office of Primary Responsibility: Vice President, Student Services

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

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
BP 6307  DEBT ISSUANCE AND MANAGEMENT

References:
• Government Code Section 8855

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

Standard operating procedures shall include:
• The purposes for which the debt proceeds will be used.
• The types of debt that will be issued.
• The relationship of the debt to, and integration with, the District’s capital improvement program or budget, if applicable.
• Policy goals related to the District’s planning goals and objectives.
• The internal control procedures that the District has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

Office of Primary Responsibility:  Vice President, Business Services

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:

______________________________
President

ATTEST:

______________________________
Clerk