

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
March 11, 2019

PRESENT:	Dr. Jose Fierro	ABSENT:	Kathy Azzam
	Rick Miranda		
	Dr. Dilcie Perez		
	Felipe Lopez		
	Dr. Adriana Flores-Church		
	Sandy Marks		
	Dr. April Griffin/Tim Juntilla		
	Stephanie Rosenblatt		
	Armando Soto		
	Liz Page	GUEST(s):	Dr. Ni Bueno
	Kathy Hogue		Lydia Cosio
	Kim Applebury		Clara Ross Jones
	Danylle Williams-Manser		Yvette Tafoya
	Julie Mun		Miya Walker

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:05 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

Employment Opportunities

Executive Director, Foundation and Community Advancement
Library Technical Clerk

Closing Date

April 15
May 17

Information regarding all employment opportunities is posted on the Human Resources webpage.

IV. APPROVAL OF MINUTES – February 25, 2019

It was moved by Mr. Juntilla and seconded by Mr. Lopez to approve the February 25 minutes. The vote for approval was 7-0-7; Dr. Fierro, Mr. Miranda, Mr. Juntilla, Ms. Rosenblatt, Mr. Soto, Ms. Page, and Ms. Williams-Manser abstained. Dr. Griffin was not present for the vote.

V. BOARD AGENDA – March 20, 2019

The committee reviewed the draft March 20 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Student Success and Support Programs

EMP Goal A: Strengthening the Culture of Completion

Ms. Tafoya stated that the committee met in February and March, and that there has been much discussion regarding the Student Equity and Achievement (SEA) Program, and integrating college committees and efforts. The committee also reviewed SSSP data to identify trends for students accessing counseling services. They noticed that in terms of probation, there is room for improvement through proactive efforts. Although females and males are coming in at the same rate, males are lower in progressing from one term to the next. The committee also discussed discrepancies in data.

Web Standards

EMP Goal D: Improving Internal and External Communication

Ms. Walker stated that the committee has been working on updating draft social media guidelines based on feedback from the Coordinating Committee and Faculty Senate. There has also been discussion regarding making improvements to increase the quality and reliability of the website. An optional module, OU Insights, was purchased to use as a measuring tool and add-on that monitors search engine optimization, broken links, and accessibility.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Department Chairs

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Bueno stated that the committee met on January 29 to review presentations and updates for Guided Pathways, student services SLOs, eLumen, and union-related issues. The committee voted to schedule two meetings per semester, and the next meeting is scheduled for March 28.

Professional Relations

EMP Goal C: Promoting Leadership and Staff Development

Ms. Clara Ross-Jones and Ms. Cosio stated that students were encouraged to nominate the outstanding professor, counselor, librarian, or student services faculty who inspired them during the nomination period from October 15 through November 30, 2018. The committee met in January and February to review the nominations and make its selections.

The 2018-19 Outstanding Faculty Awards recipients are:

<u>Name</u>	<u>Department</u>
Angela Hoppe-Nagao (Most Outstanding)	Liberal Arts
Rogelio Arias	Machine Tool Technology
Angela Beck	Child Development
Nicole Bilsley	Earth Science
Timothy Chatman	Philosophy
Anna Fischer	ESL
Mike Fitzgerald	Plastics/Composites Manufacturing Technology
Ruben Gomez	Administration of Justice
Rebecca Gonzalez	Speech

Ryan Goode	Geography
Dejun Li	Engineering Design Technology
Eric Loucks	Woodworking Manufacturing Technology
Niki Lovejoy-Robold	English
Kimberly Rosenfeld	Speech

The awards ceremony is scheduled for Thursday, April 25 from 11:00 a.m. – 12:30 p.m. in the Student Center.

VIII. STATUS OF SHARED GOVERNANCE

Coordinating Committee Special Meeting – May 13, 2019

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Fierro stated that a special meeting is necessary so that the committee has enough time to complete its review of board policies and administrative procedures, and also review draft plans and other end-of-the-year items as necessary.

It was moved by Mr. Miranda and seconded by Ms. Rosenblatt to approve scheduling a special meeting for Monday, May 13 at 1:00 p.m. in the Board Room. The vote for approval was unanimous.

Enrollment Update

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Miranda stated that late add petitions are still coming through, and that disaggregated course-level data will be reviewed after the 2nd 9-week session begins on March 25. FTES for P2 will be reported soon.

Dr. Fierro stated that disaggregation of data is important for us to develop enrollment plans based on data and activities specific to the areas with low enrollment. Some areas are growing during the enrollment decline, and others are declining; we will be particularly attentive to those that continue to decline so that we can identify the contributing factors. The college also needs to be vigilant in its efforts to prevent other districts from recruit our students. Colleges are competing for enrollment and we do not have the luxury of declining potential partnerships. High school students are more likely to attend the college where they have already earned credits, and Rio Hondo and Long Beach are offering classes within our district because we were not willing to create those partnerships. Dr. Fierro stated that this topic will be discussed at the management meeting and other meetings to increase awareness and understanding of support available so that we can capture as much enrollment as possible.

Board Policy 4025 – Philosophy and Criteria for Associate Degree and General Education

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Fierro stated that 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 several board policies, as recommended by the Coordinating Committee. The advisory committee requested that a statement regarding financial literacy be added to BP 4025 – Philosophy

Criteria for Associate Degree and General Education. Student debt is one of the fastest growing debts nationwide, and we need to be intentional in helping students become financially responsible. This should be an expectation of students who graduate from Cerritos with an associate's degree.

The committee agreed that financial literacy is an essential life skill, and that students should be able to make informed and effective decisions with all of their financial resources. There was extensive discussion regarding how to operationalize financial literacy at Cerritos. The committee discussed coordinating efforts with ASCC to develop workshops, and collaborating with Financial Aid. Finance 125 is also a course included in [Plan A: Associate in Arts General Education AA Degree Requirements](#).

Dr. Griffin requested time to discuss the proposed revision with Faculty Senate before it is presented to the board for a first reading.

Draft Administrative Procedure 3070 – Social Media Guidelines

EMP Goal D: Improving Internal and External Communication

Ms. Walker distributed draft Administrative Procedure 3070 – Social Media Guidelines, Social Media Account Checklist, Social Media Best Practices, and Social Media Directory Form. Previous drafts of the social media policy and social media administration agreement were presented to the Coordinating Committee at its [September 10, 2018](#) and [October 22, 2018](#) meetings. The updated drafts were revised based on feedback received by the Coordinating Committee and Faculty Senate. Ms. Walker stated that Faculty Senate representatives also attended Web Standards Committee meetings to discuss their concerns.

The committee thanked Ms. Walker and the Web Standards Committee for their work, and Dr. Griffin requested that the updated drafts be presented to Faculty Senate prior to approval by the Coordinating Committee. Ms. Walker stated that she would visit Faculty Senate and ASCC meetings in April.

Board Policy Review – Chapter 6

EMP Goal F: Enhancing Organizational Effectiveness

The committee began review and discussion of Chapter 6 policies and procedures.

BP 6100	Delegation of Authority, Business and Fiscal Affairs
AP 6100	Delegation of Authority, Business and Fiscal Affairs
BP 6150	Designation of Authorized Signatures
AP 6150	Designation of Authorized Signatures
BP 6200	Budget Preparation
AP 6200	Budget Preparation
BP 6250	Budget Management
AP 6250	Budget Management
BP 6300	Fiscal Management
AP 6300	Fiscal Management
BP 6340	Bids and Contracts
AP 6340	Bids and Contracts

AP 6365	Contracts - Accessibility of Information Technology
BP 6400	Financial Audits
AP 6400	Financial Audits
BP 6450	Wireless or Cellular Telephone Use
AP 6450	Wireless or Cellular Telephone Use
BP 6500	Property Management
AP 6500	Property Management
BP 6520	Security for District Personnel and Property
AP 6520	Security for District Personnel and Property
BP 6530	District Vehicles
AP 6530	District Vehicles
BP 6540	Insurance
AP 6540	Insurance
BP 6550	Disposal of District Personal Property
AP 6550	Disposal of District Personal Property
BP 6600	Capital Construction
AP 6600	Capital Construction
BP 6700	Civic Center and Other Facilities Use
AP 6700	Civic Center and Other Facilities Use
BP 6740	Citizens' Bond Oversight Committee
AP 6740	Citizens' Bond Oversight Committee
BP 6750	Parking and Traffic-Related Items
AP 6750	Parking and Traffic-Related Items
BP 6800	Safety
AP 6800	Occupational Safety
AP 6850	Hazardous Materials
BP 6900	Travel
AP 6900	Travel
AP 6905	District-Paid Meals and Refreshments

The committee discussed and reached consensus to update the following documents, as attached.

AP 6300	Fiscal Management
AP 6520	Security for District Personnel and Property
AP 6530	District Vehicles
AP 6750	Parking and Traffic-Related Items
AP 6800	Occupational Safety
AP 6900	Travel

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

No reports due to time constraints.

X. PRESIDENT'S REPORT

No reports due to time constraints.

XI. ADJOURNMENT

Meeting adjourned at 3:08 p.m.

Business Services

1 **AP 6300 FISCAL MANAGEMENT**

2 **References:**

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

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

12 The Vice President of Business Services shall:

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

34 **ACCOUNTING**

35 **References:**

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

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

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

45 **PAYROLL**

46 **Reference:**

47 Education Code, Section 70902

- 48 • Payroll periods (10 month, 11 month, 12 month)
49 10 month – full-time faculty (teachers), part-time faculty, full-time classified
50 11 month – full-time classified
51 12 month – full-time faculty (counselors, librarians, and coordinators), full-time
52 classified, confidential, management, regular classified hourly, and short-term
53 hourly (as needed)

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

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

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

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

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

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

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

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

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

101 Warrants for salary payments will be made according to the schedule furnished by the
102 Los Angeles County Office of Education. ~~Full-time District classified and~~
103 ~~academic~~ All employees may utilize the District automatic payroll deposit system. All
104 ~~other classified warrants are picked up from the Payroll Department and distributed~~
105 ~~through the division or department manager. All other academic and classified hourly~~
106 ~~warrants are to be distributed from the Payroll Department.~~ Payroll warrants can be
107 picked up at the payroll window, placed in mailbox by switchboard, or mailed.

108 **COLLECTION OF MONEY**

109 **References:**

110 Education Code, Sections 70902, 76063, and 76064

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

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

124 **WARRANTS**

125 **Cash Disbursement**

126 Disbursement Procedures

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

143 **RESERVES**

144 **Reference:**

145 Budget and Accounting Manual, Chapter 5 Appendix A

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

148 **INVESTMENTS**

149 **References:**

150 Government Code, Sections 53600 et seq.

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

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

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

- 161 • County Treasurer's Investment Pool - Investment of District funds may be
162 delegated to the County Treasurer. In accordance with county procedures, District
163 funds may be pooled with other local agencies and invested by the County
164 Treasurer in accordance with the investment guidelines specified by Government
165 Code, Section 53635 and investment policies adopted by the County Board of
166 Supervisors.
- 167 • State's Local Agency Investment Fund (Government Code, Sections 16429.1 -
168 16429.3) - District funds not required for immediate needs of the District may be
169 remitted to the State Local Agency Investment Fund (LAIF) for the purpose of
170 investment (Government Code, Section 16429.1). District funds deposited with
171 the LAIF shall be invested by the State Treasurer in securities prescribed by
172 Government Code, Section 16430 or the Surplus Money Investment Fund and as
173 determined by the Local Investment Advisory Board (Government Code, Section
174 16429.2).
- 175 • Other Investments - Other investments as permitted by Government Code,
176 Sections 53600 et seq., and in particular Government Code, Sections 53601 and
177 53635, may be made by the Vice President of Business Services subject to prior
178 approval of the Board of Trustees.

179 **PURCHASING**

180 **References:**

181 Education Code, Sections 70902 and 81530

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

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

190 Office of Primary Responsibility: Vice President, Business Services

Date Approved: April 23, 2007

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

The committee agreed to the proposed changes on March 11, 2019.

Business Services

1 AP 6520 SECURITY FOR DISTRICT PERSONNEL AND PROPERTY

2 Reference:

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

8 A. Security for District Personnel and Visitors

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

18 Office of Primary Responsibility: Vice President, ~~Student~~ **Business** Services

19 B. Security for District Property

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

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

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

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

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

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

36 **Key/Key Card Control Process**

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

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

41 ~~The District issues and maintains keys for control purposes.~~

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

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

50 ~~In compliance with federal law (Rehabilitation Act of 1973, Section 504) and Board Policy~~
51 ~~5410 titled Disabled Student Programs and Services, keys may be issued in order to~~
52 ~~provide reasonable accommodations to individuals with disabilities. Allowable facilities~~
53 ~~are selected elevators and restrooms. Accommodation need must be officially verified by~~
54 ~~Disabled Student Programs and Services (DSPS). Requests shall require the signed~~
55 ~~approval of the Dean of DSPS or a vice president of the college, or designee, on a form~~
56 ~~for such purposes. Approved requests shall be fulfilled within five (5) working days. There~~
57 ~~shall be no charge to the individual with a disability for these accommodations.~~

58 No keys or key cards will be issued without a signature of the employee, approval of their
59 manager, and/or Division Dean where applicable, ~~and approval of the Vice President of~~
60 ~~Business Services.~~

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

- 67 Unauthorized use of, or duplication of District keys may be grounds for termination.
- 68 Under no circumstances shall keys be loaned to an unauthorized person.
- 69 Procedures on key control shall be included in the Faculty and Classified Handbook.
- 70 Part-time faculty shall turn keys in to the Division Office at the end of the first semester (if
71 not returning second semester); and at the end of the second semester (if not teaching
72 summer session) at the discretion of the responsible manager.
- 73 District employees on sabbatical or prolonged leave of absence in excess of six (6)
74 months shall turn ~~keys in to Payroll~~ turn in keys to the Human Resources Department.
75 Exceptions to this require approval of the responsible manager and a vice president.
- 76 District employees on ten (10) month assignments shall turn keys in prior to summer
77 break period at the discretion of the responsible manager.
- 78 Campus Police is responsible for opening and securing all exterior building corridor doors.
- 79 Lost keys must be reported immediately to the Business Services Office.
- 80 All payments for lost keys are made directly to the Payroll Office. A receipt must be
81 presented before new keys will be issued.
- | | | |
|----|--------------------------------|----------------|
| 82 | Grand Master | \$250.00 |
| 83 | Master | \$100.00 |
| 84 | Sub-Master | \$25.00 |
| 85 | Operating <u>and Equipment</u> | \$10.00 |
| 86 | <u>Key Cards</u> | <u>\$10.00</u> |
| 87 | All Other: | |
| 88 | (file, desk, cabinet, etc.) | 5.00 |
- 89 ~~Also see BP 5410 titled Disabled Student Programs and Services~~
- 90 Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007

Date Revised: September 29, 2008

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

The committee agreed to the proposed changes on March 11, 2019.

Business Services

1 **AP 6530 DISTRICT VEHICLES**

2 **References:**

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

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

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

12 **Driver Clearance**

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

16
17 Clearance to drive District owned, leased or rented vehicles requires the driver to have in
18 his/her possession a current valid California Drivers License. ~~Verification must be~~
19 ~~obtainable through the California Department of Motor Vehicles.~~

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

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

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

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

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

37
38 All drivers of District-owned or lease owned, leased, or rented vehicles both on and off
39 campus, must have a current license appropriate for the vehicle to be driven.

40
41 All drivers must obey and observe regulations pertaining to the College.

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

49 ~~Any District vehicles defined as buses must have records of driver's hours, vehicle~~
50 ~~maintenance, and vehicle inspection records. All of these records must be made~~
51 ~~available to the California Highway Patrol (CHP). The CHP is required to inspect the~~
52 ~~records at least once every 13 months.~~

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

55 ~~The District shall not operate or lease a 15-passenger van unless the driver holds both a~~
56 ~~valid class B driver's license and an endorsement for operating a passenger~~
57 ~~transportation vehicle issued by the Department of Motor Vehicles.~~

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

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

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

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

72 Vehicle Transportation Requests

73 All vehicle usage requires a Transportation Request- Vehicle Use Only form signed by a
74 Department manager or Dean. The request should be filled out and received by Facilities
75 before the scheduled use of the vehicle. District vehicles may only be used for District
76 business, including field trips, meetings, conferences, visiting other schools and other

77 related District business. Use of District-owned vehicles is on a first-come, first-serve
78 basis and shall be used for trips of not more than 150 miles one way. Vehicles must be
79 returned the same day of use and are not to be kept overnight.

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

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

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

92 **Vehicle Availability**

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

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

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

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

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

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

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

111 ~~The applicable employee information must be submitted to the appropriate managers~~
112 ~~prior to the final granting of authorization to drive a District vehicle.~~

113 **Seat Belts**

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

116 **Gasoline Credit Cards**

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

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

124 **Equipment Failure**

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

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

130 **Transportation Expense and/or Reimbursement**

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

133 With approved receipts, District employees will be reimbursed for necessary repair and
134 service expenses related to making "emergency road repairs." Reimbursement will be
135 made to employees incurring repair and services costs. Any repair expense of more than
136 \$200, whether paid with the District credit card or any other means, shall require pre-
137 approval.

138 **Citation Reporting**

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

146 **Accident Reporting**

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

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

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

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

159 **Insurance Provisions**

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

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

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

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

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

179 ~~Employees issued District vehicles for trips are not authorized to park personal vehicles~~
180 ~~on campus without prior permitting by Campus Police.~~

181 **Special Precautions**

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

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

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

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

191 Smoking is not permitted in any District vehicle.

192 **Bus Assignment**

193 ~~Academic Affairs division plans for bus transportation trips require approval by the Vice~~
194 ~~President of Academic Affairs. Student Services division plan requires the approval of~~
195 ~~the Vice President of Student Services. Community Services handles arrangements for~~
196 ~~its own trips.~~

197 ~~College vehicles or buses are to be used in transporting student or other District groups~~
198 ~~unless prior approval for other methods of transportation is given by~~
199 ~~President/Superintendent or the appropriate Vice President.~~

200 ~~Requests for bus transportation are filled through the manager of the division making the~~
201 ~~request. The division manager obtains approval from the appropriate Vice President or~~
202 ~~designee. A Bus Transportation Request Form contains the following information:~~

- 203 ~~a. Date of actual trip departure - includes exact time and campus location of bus~~
204 ~~loading.~~
- 205 ~~b. Number of persons being transported including teacher/advisor.~~
- 206 ~~c. Trip duration. Expected return arrival time. Overnight/extended trips must state~~
207 ~~return date and time.~~
- 208 ~~d. Trip destination (including address, if applicable). The approved Bus~~
209 ~~Transportation Request Form is then forwarded to the Director of Physical Plant~~
210 ~~and Construction Services for processing.~~

211 ~~All trip requests are due in the Facilities Department at least two weeks prior to date~~
212 ~~needed.~~

213 ~~A standard school bus may be used for local trips. Recliner buses will be used for all long~~
214 ~~distance trips (over 50 miles one way) and for all overnight trips.~~

215 ~~All overnight bus trips will require that driver accommodations for lodging are included in~~
216 ~~lodging provisions for students and faculty.~~

217 ~~All day bus trips will require that the driver and bus remain with District trip supervisor.~~

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

220 **Supervision of Students on District Furnished Transportation**

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

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

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

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

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

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

243 **Availability of ~~Accessibility~~ of Accessible Vehicle Transportation for Disabled**
244 **Students with Disabilities**

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

249 Offices of Primary Responsibility: Vice President, Business Services
250 ~~Vice President, Student Services~~

Date Approved: March 26, 2007

Date Revised: August 26, 2013

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

The committee agreed to the proposed changes on March 11, 2019.

Business Services

1 AP 6750 PARKING AND TRAFFIC-RELATED ITEMS

2 References:

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

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

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

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

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

16 **Permits to Park**

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

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

23 **Valid Timed Parking Permission**

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

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

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

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

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

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

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

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

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

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

74 Enforcement and Responsibility \$160.00

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

147 Payment plan duration

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

152 Offices of Primary Responsibility: ~~Vice President, Student Services~~
153 Vice President, Business Services

Date Approved: March 26, 2007

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

The committee agreed to the proposed changes on March 11, 2019.

Business Services

1 **AP 6800 OCCUPATIONAL SAFETY**

2 **References:**

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

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

10 **Oversight and Coordination**

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

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

18 **Emergencies**

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

21 **Equipment and Sanitation**

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

26 **Crisis and Conflict Intervention**

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

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

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

35 **Employee Assistance Program**

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

39 **Restraining Orders/Court Orders**

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

45 **Definitions**

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

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

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

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

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

61 Offices of Primary Responsibility: Vice President, Business Services
62 ~~Vice President, Student Services~~

Date Approved: March 26, 2007
(Replaces former Cerritos CCD Policy 5023)

The committee agreed to the proposed changes on March 11, 2019.

Business Services

1 **AP 6900 TRAVEL**

2 **References:**

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

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

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

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

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

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

26 **Authorized Expenses and Reimbursement**

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

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

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

38 A. Mileage

- 39
- Mileage by private automobile shall be at the current IRS mileage rate.
 - 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.

52

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

56

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

- 59
- ~~The District will reimburse mileage to and from an approved conference/event by calculating the distance from the point of departure to that conference/event.~~
 - 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.

69 B. Transportation

- 70
- 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.
- 71
72
73
74

- 75
- 76
- 77
- 78
- 79
- 80
- 81
- 82
- 83
- 84
- 85
- 86
- 87
- 88
- 89
- 90
- 91
- 92
- 93
- 94
- 95
- 96
- 97
- 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 ~~Travel and Conference~~ and Travel Claim Request 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 ~~Travel and Conference~~ and Travel Claim Request form with the applicable receipts or invoices.

98 C. Registration Fees

99 Registration fees in connection with approved attendance of conferences,

100 conventions, committee meetings, training seminars, etc. will be paid upon

101 submission of registration forms, original invoices or receipts.

102 D. Lodging

103

104

105

106

107

108

109

110

111

112

113

114

115

116

117

118

- 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 ~~with a reimbursement claim to be allowable~~. This information must also be submitted even if lodging expenses are prepaid by the District.

119 • Lodging expenses will not be reimbursed for travel within 50 miles of the
120 employee's or trustee's home or the District. Any special circumstances will
121 require approval by the appropriate area Vice President,
122 President/Superintendent or designee before the travel event takes
123 place. (refer to attached 50 mile radius map)

124 E. Meals

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

151 F. Miscellaneous

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

161 **Unallowable Travel Expenses**

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

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

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

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

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

183 **Out-Of-State Travel**

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

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

194 **Travel Outside the United States**

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

198 **Reimbursement to the District**

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

203 Office of Primary Responsibility: Vice President, Business Services

Date Approved: June 8, 2011

Date Revised: February 11, 2013

(Replaces former Cerritos CCD Policy 8008)

The committee agreed to the proposed changes on March 11, 2019.