PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6100**

Delegation of Authority

Reference: Education Code Sections 70902(d), 81655, 81656

The Chief Business Officer ~~Vice Superintendent/President of Administrative Services~~ is delegated authority from the Superintendent/Superintendent/President to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and 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 Superintendent/Superintendent/President.

All transactions herein authorized involving expenditures by the District for the purchase of supplies, materials, apparatus, and equipment shall be reviewed by the Board.

See also BP/AP 2430 - Delegation of Authority to Superintendent/Superintendent/President
See also BP/AP 7110 - Delegation of Authority (Personnel)

(Formerly a part of PVC Board Policies 2000 and 7240)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6150

Designation of Authorized Signatures

Reference: Education Code Sections 85232, 85233

The Superintendent/President, Vice Superintendent/President, and Clerk of the Board (in case of the Superintendent/President's absence), the Superintendent/Superintendent/President and the Chief Business Officer ~~Vice Superintendent/President of Administrative Services~~ are authorized to sign contracts, documents, and reports on behalf of the Board after approval of such items by the Board.

The Superintendent/President, Vice Superintendent/President, and Clerk of the Board (in case of the Superintendent/President's absence), the Superintendent/Superintendent/President, and the Chief Business Officer ~~Vice Superintendent/President of Administrative Services~~ are authorized to sign documents and reports as required and to sign notices of employment.

Approval of District warrants shall be withheld when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

The Board of Trustees may delegate by Board action the authorization of management and confidential staff and classified staff in administrative services to sign checks and accounts of the District. This authorization will be reviewed annually.

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

(Formerly PVC Board Policy 7230)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6200**

Budget Preparation

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

The approved definitive annual plans for programs, staff, facilities, and finance -- all correlated and interdependent - shall be the basis for performance of college functions and services and shall be reflected in the annual budget.

The Budget Committee shall provide an opportunity for consultation with certificated and classified employee groups and students in budget development.

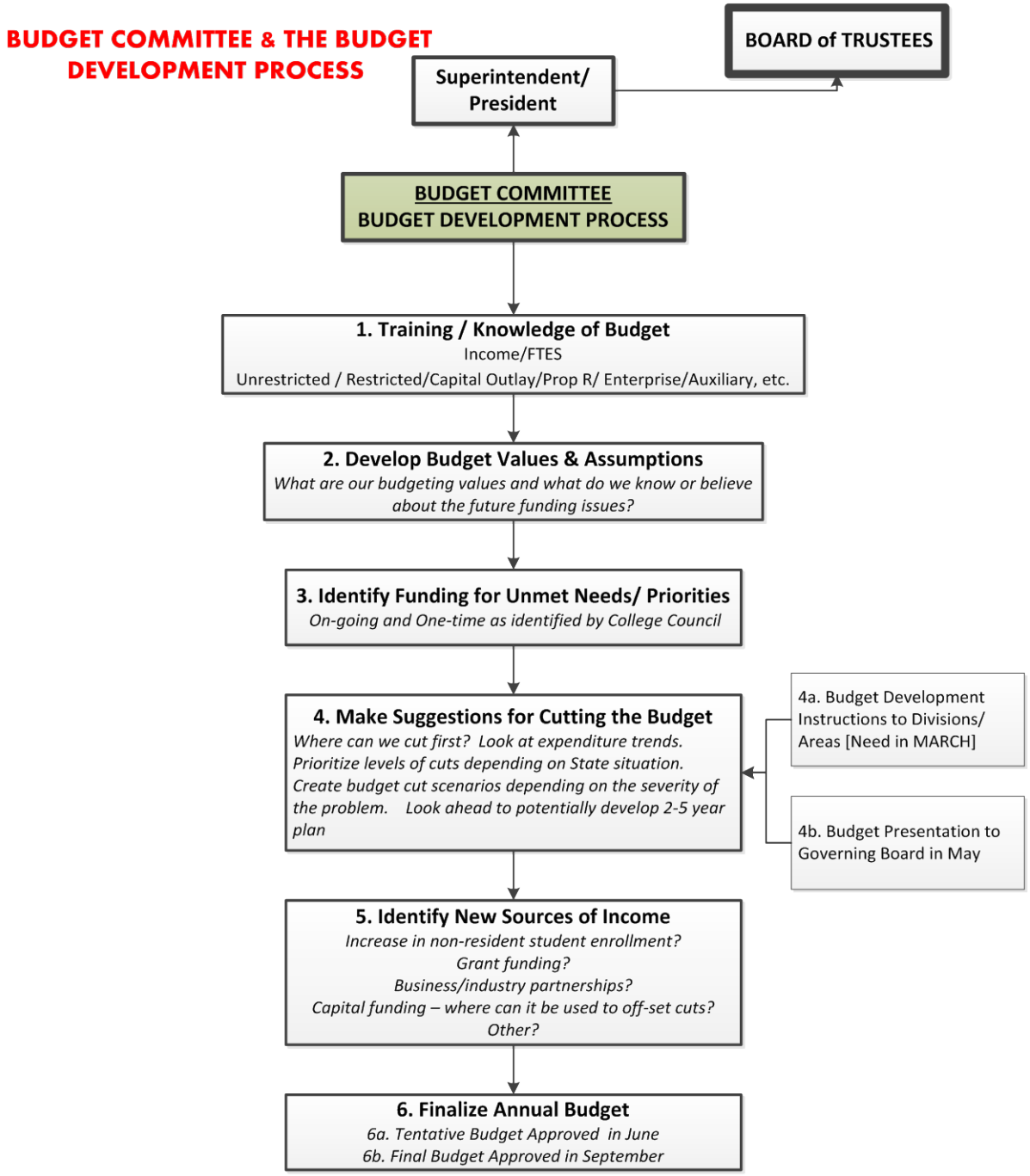
Administrative Procedure for Developing Budget Calendar

Approximate Dates	Activity
Budget Committee Meeting Schedule	Fall Semester – Meets Monthly or as needed Spring Semester – Meets bi-monthly or as needed
September	Budget committee meets for introductions, charge and process.
October – January	Discuss budget; district priorities including staff hires, updates from the Chancellor's Office, review budget development calendar; 311 Review
January	Review Governor's January Budget with Budget Committee, Board Finance Committee, and Board of Trustees and incorporate into District's budgeting assumptions (if needed).
	Special Board Meeting to review budget guidelines and obtain Board input regarding budget development process.
February	Chancellor's Office releases First Principal Apportionment Budget assumptions and preliminary revenue allocations revised as necessary for submittal to Budget Committee, Board Finance Committee, and Board of Trustees.
February	Budget Committee to begin discussing upcoming budget process for new fiscal year: a. Follow Budget Development Process b. Review of current expenditures & status of budget c. Budgeting Values d. Budget Assumptions for upcoming year e. On-going and One-time unmet needs funding f. If necessary, identify areas to cut g. Provide input for new sources of income h. Provide input regarding budget development process and income projections
February	Budget package distributed to staff to identify budget augmentation needs (if needed), priorities or reductions for new fiscal year.
March- April	~~Staff~~ Budget modifications requests submitted to appropriate ~~Vice Presidents~~ senior administration, then to CBO; Program Review Annual Snapshot Reports list of unmet needs are prioritized by College Council to identify potential funds needed for new one- or on-going budget requests.
April thru May	~~Vice Presidents submit budget requests~~ List of prioritized items from College Council are submitted to the CBO for costs determination and then to the Budget Committee ~~to committee for review~~. ~~May~~ Governor releases May Revise. Budget assumptions and preliminary Revenue

	allocations revised as necessary. ~~Presented to~~ Information disseminated to Superintendent/President, Budget Committee, College Council, college community, union leadership, and Board of Trustees.
May-June	Tentative Budget Presentation made to Board prior to June 30th approval.
June	Chancellor's office release Second Principal Apportionment. Budget Assumptions and preliminary revenue allocations revised as necessary. Presented to Superintendent/President, Budget Committee, College Council, college community, union leadership, and Board of Trustees.
June	Tentative Budget presented to Superintendent/President and Board of Trustees by June 30.
July thru August	Governor signs final state budget. Budget adjustments made to Tentative Budget, if necessary. Budget Presentation made to Board prior to September final approval. Communication with Budget Committee and union constituencies relevant to major budget changes.
September	Final Budget to Budget Committee, Board Finance & Audit Committee, College Council, college community, and Superintendent/President. Public Hearing/Adoption of Final Budget by Board of Trustees. Approval by the Board of Trustees required by September 15.

The budget calendar includes the presentation of the tentative and final budgets. The tentative budget shall be presented no later than June 30th ~~July 1~~ (Title 5 Section 58305(a), and the final budget no later than September 15 (Title 5 Section 58305(c)(Subject to State of California Budget Act approval). A public hearing on the budget shall be held on or before September 15 (Title 5 Section 58301)(Subject to State of California Budget Act approval).

One (1) copy of the adopted budget will be sent to county superintendent of schools. The Annual Financial and Budget Report (form 311) will be submitted to the CCC Chancellor's Office and the county superintendent of schools on or before October 10 (Title 5 Section 58305(d).



See also BP/AP 6250 - Budget Management

(Formerly PVC Board Policy and Administrative Regulation 3010)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6250

Budget Management

Reference: Title 5 Sections 58305, 58307, 58308

It shall be the responsibility of the Superintendent/President to operate the college budget within the limitations imposed by the budget itself.

Title 5 requires 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 school year, except as specifically authorized by the Board.
- Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.
- Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by majority of the members of the Board.
- Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

Upon adoption of the tentative budget, the Administrative Services Office is authorized to call for bids and to make awards and/or expenditures not to exceed 75 percent of the total budgeted funds available for this purpose.

See also BP/AP 2330 - Quorum and Voting
See also BP/AP 6200 - Budget Preparation

(Formerly a part of PVC Board Policy 3020)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6300

Fiscal Management

Reference: Education Code Section 84040(c); Title 5 Section 58311; Accreditation Standard III.D.2

The overall management of the fiscal affairs of the Palo Verde Community College District shall be a responsibility of the Superintendent/President. The general management of the budgeting and accounting program of the District shall be the responsibility of the Chief Business Officer~~Vice President of Administrative Services~~.

The Superintendent/President has authority to direct establishment of bank accounts for the deposit of District funds. The Chief Business Officer ~~Vice President of Administrative Services~~ shall be responsible for prescribing procedures safeguarding District funds and funds collected by student government organizations (see also BP/AP 5420 - Associated Students Finance).

The District adheres to the following principles for sound fiscal management listed in Title 5:

- 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 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, 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.

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6305**

Reserves and Other Funds

Reference: Budget and Accounting Manual, Chapter 5; Appendix A

Restricted Funds

The Board of Trustees authorizes restricted funds (as defined in the California Community Colleges' Budget and Accounting Manual) for the purpose of restricted programs, capital outlay and salaries of District employees whose work is directly related.

General Fund

The Board of Trustees authorizes the establishment and maintenance of a general fund. All District monies not required to be placed in a special fund or account shall be deposited in the District's general fund, which is maintained by the county treasurer. The general fund may be used for general purposes which include costs of operation and capital outlay expenditures.

Revolving Cash Fund

The Board of Trustees authorizes a revolving cash fund in an amount not to exceed the maximum permitted by law. This fund shall be in the custody of the Chief Business Officer ~~Vice President of Administrative Services~~.

The Revolving Cash Fund shall be used for the payments of indebtedness incurred for materials or services rendered, the payment of which cannot wait the normal time for the processing of documents, and for the payment of such goods and services which are of a minor nature and for which the cost of processing in the normal manner is not economically feasible.

It shall be the responsibility of the Chief Business Officer ~~Vice President of Administrative Services~~ to establish such funds as may be necessary to carry out the intent of this policy. It is the intent of the Board of Trustees that all purchasing policies shall apply to the utilization of these revolving cash funds.

Depositories

All cash receipts shall be transmitted in a timely manner to the County Auditor's Office for deposit in the county treasury.

Income derived from general fund investments shall be deposited in the District's general fund in the county treasury.

All income from local, county, state, and federal sources shall be deposited in the county treasury in the manner prescribed by the appropriate laws and regulations of these governmental agencies.

(Formerly PVC Board Policies 3040, 3060, 3070, and 3080)
7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6310**

Accounting

Reference: Budget and Accounting Manual, Chapters 3 and 4

An accounting system shall be maintained that provides necessary information for efficient administration of the District. The system shall be designed to give assurance to members of the Board of Trustees and citizens of the District of proper administration and stewardship of District funds. The Budget and Accounting Manual published by the California Community Colleges is adopted as the manual of accounting for the District.

(Formerly PVC Board Policy 3250)
7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6315**

Warrants

Reference: Education Code Sections 59410, 85230 et seq.

It shall be the responsibility of the Office of Administrative Services to make payment on all verified accounts payable within thirty (30) days, or as soon as possible subject to Riverside County payment schedules, after receipt of the purchase except in cases when a cash discount is offered. If the vendor offers a cash discount for immediate payment, such payment may be made as soon as the merchandise is received.

Debts to the College/District

Any individual who has incurred, but not paid, a debt to the college/District shall be denied a diploma, transcripts, grades or other services. Under extenuating circumstances, the Superintendent/Superintendent/President or designee may make exceptions to this policy (including denial of registration)(see also BP/AP 5035).

(Formerly PVC Board Policies 3250 and 3370)
7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6320

Investments

Reference: Government Code Section 53600 et seq.

The Superintendent/President authorizes the Chief Business Officer ~~Vice President of Administrative Services~~ to invest reserve funds through the county treasurer in acceptable state and federal securities.

The Chief Business Officer ~~Vice President of Administrative Services~~ is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the governing board in accordance with Government Code Sections cited above and the following:

- Funds ~~that are~~ not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness.)

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 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 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code 16429.2).
- Other Investments - Other investments as permitted by Government Code Section 53600 et seq., and in particular Government Code Sections 53601 and 53635*, may be made by Chief Business Officer ~~Vice President of Administrative Services~~ subject to prior approval of the governing board. The following steps should be followed prior to requesting board approval:
    - An outside consultant should be consulted to provide necessary information about the investments in order for the district to make sound and fiscally responsible recommendation.

- The information should be presented to the Board Audit and Finance Committee prior to being submitted to the Board for approval.

* Government Code Sections 53601 and 53605 permit many very specific investments. Questions should be referred to financial advisors or counsel.

(Formerly PVC Board Policy 3050)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6325**

Payroll

Reference: Education Code Section 70902

Regular monthly payroll warrants for the certificated staff shall be prepared for delivery on the last working day of the month. Classified staff payroll warrants shall be prepared for delivery in accordance with the Riverside County payroll schedule. Withholding of income tax and other deductions shall be accomplished in accordance with state and federal regulations.

All payroll reports and time cards shall be completed and submitted to the Office of Administrative Services in accordance with schedules established by the Director of Human Resources ~~Vice President of Administrative Services~~.

Payroll record adjustments (e.g. name changes, etc.) shall be effective upon receipt of proper documentation.

(Formerly PVC Board Policy 3300)
7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6330-0

Purchasing

Reference: Education Code Section 81656; Public Contracts Code Section 20650 et seq.

The Chief Business Officer ~~Vice President of Administrative Services~~ is delegated responsibility from the Superintendent/Superintendent/President to procure materials and services necessary to carry out the educational program in accordance with the following guidelines:

1. The maximum value for each dollar expended shall be obtained, serving the best interests of the District in all transactions.
2. All applicable provisions of state and federal laws governing school district purchases shall be adhered to.
3. Purchasing, whenever applicable, shall be accomplished after competitive bidding with award to the lowest responsible bidder meeting those specifications that are descriptive of materials or services desired and that are sufficiently broad to promote competitive bidding.
4. All bidders, including minority suppliers, shall be given an equal opportunity to qualify for District business with all purchasing to be done without favor, prejudice, or discrimination.
5. Purchasing shall be conducted in a business-like manner using the most efficient procedures, records, and reports obtainable. All bids shall be publicly opened and read at the prescribed time and place. The Board authorizes staff to advertise and open bids on routine supplies, equipment, and minor public works. Bids on major construction projects shall be opened at a public Board meeting.
6. To ensure objectivity in dealing with vendors, employees of the District and members of the Board of Trustees shall not accept gratuities.
7. When consistent with other policies, the District shall participate in cooperative purchasing with other governmental agencies and shall acquire material, when advantageous, from the State Educational Agency for Surplus Property.
8. Expenditures shall be delegated to the Chief Business Officer ~~Vice President of Administrative Services~~ or designee and administered in accordance with administrative procedures.
9. All procurement contracts and purchasing of equipment shall be accomplished through the Office of Administrative Services to ensure timely payment of District obligations and control of fixed assets.
10. The District shall not purchase from, nor sell to, District employees any articles, equipment, or real property except through public competitive bidding or other acceptable purchasing procedures (see BP/AP 6550 - Disposal of Property).
11. Willful failure by District employees to comply with the purchasing policies/procedures of the Board of Trustees shall be cause for disciplinary action against those persons. Purchases made without processing through required channels shall be deemed to be personal purchases by the individual.

(AP 6330-0 is CCLC AP 6330)

See Administrative Procedures 6330-1
See also BP/AP 6340 – Contracts

(Formerly PVC Board Policy 3110 and 3150)
11/19/08 College Council Approval

12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6330-1**

Purchase Orders and Requisitions

Requisition for Instructional Materials

1. Certificated employee fills out District requisition form and submits it to the Vice Superintendent/President of Instructional Services.
2. Vice Superintendent/President of Instructional Services approves the requisition and sends it to the Vice Superintendent/President of Administrative Services.
3. The Office of Administrative Services assigns a purchase order number to the requisition.
4. The purchase order is approved by the Vice Superintendent/President of Administrative Services or the Superintendent/Superintendent/President.
5. Purchase order is mailed, emailed or faxed to the vendor by the Office of Administrative Services.
6. Upon receipt, the merchandise is checked against the purchase order by Bookstore personnel for disbursement to appropriate employee/department.
7. Copy of purchase order is returned by Bookstore personnel to the Office of Administrative Services and payment is mailed to vendor.

Requisition for Non-instructional Materials

1. Employee fills out District requisition form and submits it to their respective vice Superintendent/President for approval.
2. The Office of Administrative Services assigns a purchase order number to the requisition.
3. The purchase order is approved by the Vice Superintendent/President of Administrative Services or the Superintendent/Superintendent/President.
4. Purchase order is mailed, emailed or faxed to the vendor by the Office of Administrative Services.
5. Upon receipt, the merchandise is checked against the purchase order by Bookstore personnel for disbursement to appropriate employee/department.
6. Copy of purchase order is returned by the Bookstore personnel to the Office of Administrative Services and payment is mailed to the vendor.

(AP 6330-1 is not a CCLC AP)

See Administrative Procedures 6330-0
See also BP/AP 6340 – Contracts

(Formerly PVC Administrative Regulation 3110)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6335-PVC**

Use of District Credit Cards

District credit cards are issued to district staff members only upon the written authorization of the Superintendent/ President. Authorization of district credit cards will be reviewed annually by the Superintendent/President.

District credit cards will be used for the following purposes:

1. Attendance at business meetings to include registration for the meetings;
2. District approved travel to include the cost of travel on common carrier, taxi, shuttle or rental cars, fuel for college owned vehicles or emergency repairs to either college or personal vehicles when the personal vehicle is being used on District approved travel. However, the cost of emergency repairs to personal vehicles will be fully documented with a written explanation and the District will be reimbursed for the repairs to personal vehicles within five (5) business days of the end of the travel;
3. Lodging while on District approved business;
4. Hospitality;
5. Food and beverages while on District approved business consistent with the Board's policy on travel; and
6. Purchase of goods or services where it is not possible to make the purchase through the normal purchase process (e.g., the merchant will not accept a purchase order) or where it is deemed by the Superintendent/Superintendent/President or by the Chief Business Officer ~~Vice President of Administrative Services~~ to be more efficient to make the purchase with a District credit card.

Receipts for purchases with District credit cards will be presented to District Fiscal Services as soon as practical after the purchase.

All expenditures using District credit cards will be reported to the Board of Trustees.

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6340

Bids and Contracts

Reference: Education Code Sections 81641 et seq.; Public Contracts Code Sections 20112, 20650 et seq., and 22000 et seq.

Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limits set out in the Public Contracts Code will require documented quotes.
- Purchase of goods and services in excess of the limits set out in the Public Contracts Code will require formal advertised bids.

Contracts involving expenditures that require competitive bidding require approved 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 Form Advertised Bids

The District shall publish at least once a week for two weeks in a newspaper of general circulation circulated within the District or if there is not 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 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 Superintendent/Superintendent/President or designee. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Superintendent/Superintendent/President or designee 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 Superintendent/Superintendent/President or designee 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 material personnel may examine the specifications and drawings.

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 contract shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District for good and sufficient reason.
- 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 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 is selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

Purchase without Advertising for Bids
The Chief Business Officer ~~Vice President of Administrative Services~~ is authorized to make purchases from firms holding county contracts without calling for bids where it appears advantageous to do so.

The Chief Business Officer ~~Vice President of Administrative Services~~ may, without advertising for bids, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Chief Business Officer~~Vice Superintendent/President of Administrative Services~~ may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

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 Superintendent/Superintendent/President or designee may enter into a contract on behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratifications by the Board.

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.

Purchasing Contracts - Nondistrict Funds

All contracts for capital equipment or rental/lease of facilities of equipment shall be processed through the Office of Administrative Services.

The Superintendent/Superintendent/President is also authorized to enter into agreements for services when district funds are not involved, e.g. dance bands, when only student body funds shall be used.

Contract Payments
The Chief Business Officer~~Vice President of Administrative Services~~ is authorized to make progress payments on Board-approved contracts at times specified by the contract. A report of progress payments for public works contracts shall be submitted periodically to the Board of Trustees.

See also BP/AP 6330 – Purchasing

(Formerly PVC Board Policies 3120 and 3260)
7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6350

Contracts - Construction

Reference: Education Code Sections 81800; Public Contracts Code Sections 20650 et seq., 22000 et seq.

The Superintendent/ President shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of college-initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Superintendent/ President shall be responsible for the preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of buildings and grounds together with estimates of costs.

The preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, shall be submitted to the Board for approval and authorization to proceed with the working drawings and specifications. Upon completion, the working drawings, specifications and revised cost estimates, if any, will be submitted for approval to the State Chancellor's Office and the State Department of General Services as required by statute in the name of the Board of Trustees.

When appropriate, the final working drawings and specifications, approved by the Division of State Architects (DSA) and the State Chancellor's Office, together with revised estimates, if any, shall then be submitted to the Board of Trustees for adoption.

The bidding of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding.

See also BP/AP 6330 – Purchasing

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6360

Contracts - Electronic Systems and Materials

Reference: Education Code Sections 81641 et seq., 81651; Public Contracts Code Sections 20651 et seq.

The District may contract with any vendor who has submitted one of the three (3) 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 AP 6340-0.

Criteria to determine what constitutes a responsive bid shall be established by the Superintendent/ President, Chief Business Officer ~~the Vice President of Administrative Services~~, and other appropriate District staff.

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 governing board 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.

See also BP/AP 6330 – Purchasing

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6365

Contracts - Accessibility of Information Technology

Reference: Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794d); 36 CFR 1194.1 et seq.; Government Code Section 11135; Title 5 Sections 59300 et seq.

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 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."

See also BP/AP 6330 – Purchasing

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6370

Contracts - Personal Services

Reference: Government Code Section 53060; Education Code Section 88003.1.

The District may enter into personal services contracts to achieve cost savings when each of the following conditions is met:

- It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District;
- The contractor's wages are at the industry's level and do not undercut District
- pay rates;
- The contract does not cause the displacement of District employees;
- The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period;
- The amount of savings clearly justifies the size and duration of the contracting agreement;
- The contract is awarded through a publicized, competitive bidding process;
- The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards;
- The potential for future economic risk to the District from potential contractor rate increases is minimal;
- The contract is with a firm; and
- The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the District.

Personal service contracts are also permissible when any one of the following conditions is met:

- The contract is for new functions mandated or authorized by Legislature to be performed by independent contractors;
- The services are not available within the District or cannot be satisfactorily performed by District employees;
- The services are incidental to a purchase or lease contract;
- The policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process;
- The work meets the criteria for emergency appointment;
- Equipment, materials, facilities, or support services could not feasibly be provided by the District; or
- The services are of an urgent, temporary, or occasional nature.

Professional Experts

Contracts for the services of persons who qualify as professional experts may be entered into 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.

Independent Contractors

To be an independent contractor, substantial conformance with the following conditions must exist:

- The contractor controls the way in which work is performed.
- The contractor sets his or her own hours.
- The contractor is not restricted from taking jobs from other businesses at the same time that they are doing work for the District.
- No District employees have duties similar to the independent contractor.
- The District does not provide assistants to the contractor.
- The duration of employment is for a specific job, not for specified period of time.
- The District does not furnish tools, training, or equipment to the contractor. Contractors should be able to perform their services without the District's facilities (e.g., equipment, office furniture, machinery).
- The contractor's investment in his or her trade must be real, essential, and adequate.
- The contractor has employer identification numbers with the Internal Revenue
- Service and the California Employment Development Department for reporting employer payroll taxes and employee wages.
- The individual is not presently employed by the District to do the same type of work.
- Contractors are hired to provide a result and usually have the right to hire others to do the actual work.
- Contractors are hired for the final result, and therefore should not be asked for progress or interim reports.
- Contractors are generally responsible for their incidental expenses.
- Contractors should be able to make a profit or a loss. Five (5) circumstances
- show that a profit or loss is possible:
    - If the contractor hires and pays assistants
    - If the contractor has his own office, equipment, materials, or facilities
    - If the contractor has continuing and reoccurring liabilities
    - If the contractor has agreed to perform specific jobs for prices agreed upon in advance
    - If the contractor's services affect his own business reputation
- Contractors cannot be fired so long as they produce a result that meets the contract specifications.
- Contractors are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the hiring firm for failure to complete.

Consultants

Consulting services contracts refer to all services that:

- are of an advisory nature,
- provide a recommended course of action or personal expertise,
- have an end product which is basically a transmittal of information, either written
- or verbal, and
- are obtained by awarding a procurement-type contract, a grant, or any other payment of funds for services of the above type.

The product may include anything from answers to specific questions to design of a system or plan, and includes workshops, seminars, retreats, and conferences for which paid expertise is retained by contract.

See also BP/AP 6330 – Purchasing

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6380

Vendors

Reference:

Vendors permitted to operate on District property shall be in compliance with District policies and procedures including, without limitation, the following:

- BP/AP 3600 - Auxiliary Organizations
- BP/AP 3826-PVC - Visitors on Campus
- BP/AP 5550 - Speech: Time, Place, and Manner
- BP/AP 6300 - Fiscal Management
- BP/AP 6340 - Contracts
- BP/AP 6500 - Property Management
- BP/AP 6540 – Insurance

Student groups, employees, and external groups must apply to the Office of Administrative Services for consent to vend on District property. Subject to the approval of the Superintendent/Superintendent/President or designee, rental fees and other revenue to the college related to vendors on campus shall be established by the Chief Business Officer ~~Vice Superintendent/President of Administrative Services~~.

See also BP/AP 6330 – Purchasing

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6400

Audits

Reference: Education Code Section 84040(b), 81644

On or before April 1 of the fiscal year, the Board 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 determined by the District, but in any event no longer than five (5) years during any contract period. 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 submitted to the state Chancellor's Office by December 31st and presented to the Board of Trustees by February 28th of the following year.

Periodic Financial and Statistical Reports

The Superintendent/President and staff shall prepare statistical reports and any special reports when requested to do so by the Board of Trustees. The Superintendent/President may place any request for special reports on the agenda for Board Action.

The Chief Business Officer ~~Vice President of Administrative Services~~ may independently spot audit any District account, including student organization accounts and the revolving cash funds. A written report shall be made to the Superintendent/Superintendent/President.

Control of Fixed Assets

An up-to-date fixed assets inventory shall be maintained. Overall responsibility for this function rests with the Office of Administrative Services. A professional appraisal firm may be hired to determine value of property and equipment.

(Formerly PVC Board Policy 3280, 3140 and a part of PVC Board Policy 3290)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6450

Wireless or Cellular Phone Use

Reference: Vehicle Code Sections 12810.3, 23123, and 23124; Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280(d)(4)

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

Cellular telephones provided by the District are classified by the Internal Revenue Service as "listed property" and may be included as employee wages, unless they are used exclusively for business purposes.

Employees shall maintain supporting documentation regarding personal and business use, to permit the District to include a pro rata share of the value of the phone and the monthly services charges for personal wireless or cellular telephone use. Failure to document such usage will result in the classification of the value of the wireless or cellular telephone and the monthly service charges as employee income.

The District shall monitor the wireless or cellular telephone usage of its employees to ensure their compliance with this policy. These rules do not apply to wireless or cellular phones 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.

See Board Policy 6450

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6500

Property Management

Reference: Education Code Sections 70902 and 81300 et seq.

The Superintendent/President shall 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; vacation of streets and alleys, street lighting and other special assessments; and the condemnation of real property.

Maintenance and Operations

All buildings and property shall be maintained in a clean, safe, and sanitary manner in accordance with generally accepted standards. As delegated by the Board of Trustees, the general management and control of the maintenance and operations program shall be the responsibility of the Superintendent/President or designee.

Annual formal inspections shall be made by the Superintendent/President or designee, and a written report shall be made regarding safety and cleanliness of buildings and grounds. A planned program of preventive maintenance shall be instituted on all District property and reviewed annually by the Superintendent/Superintendent/President or designee.

All inspection reports of District facilities by the Fire Marshal, the Health Department, and the State Department of Occupational Safety and Health Administration (OSHA) shall be submitted to the Superintendent/President with a report of the recommendations made, action taken, and action to be taken in the future for review by the Board.

Maintenance personnel shall be employed on a basis consistent with the general philosophy of the Board and in compliance with state laws requiring the use of outside contractors.

The District reserves the right to use any combination of classified employees (full and part time), student labor, and contracted services to meet its obligations for maintenance, including custodial and grounds services, of District property (real and personal).

Improvements to Buildings and Property

Budget request for renovation or replacement of building fixtures shall be reviewed by Superintendent/President or designee. Major improvements in landscaping or renovation of buildings shall be reviewed with an architect designated by the Board of Trustees for compatibility with the master plan of the college campus.

Energy Management

The Board of Trustees recognizes responsibility to use energy resources efficiently while still providing a quality educational program. The Board directs the Superintendent/President or designee to formulate and maintain a program of effective energy management. Such a program should elicit staff input and involvement as well as cooperation with other governmental entities and utility firms.

Emergency Repairs

Emergency service needs, such as failure of heating, air conditioning, plumbing, and lighting, are to be reported directly to the Superintendent/President or designee by any staff member who becomes aware of the emergency.

Display of Flags

The flag of the United States and the flag of the State of California shall be displayed in accordance with Government Code Section 431 and Education Code Section 82504.

Flags shall be placed at half-staff only when ordered by the President of the United States, the Governor of the State of California, the Chancellor of the California Community Colleges, or the Board of Trustees of the Palo Verde Community College District.

(Formerly PVC Board Policies 3350, 3380, 3390, 3400, 3410, and 3420)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6520**

Security for District Property

Reference:

Under the supervision of the Superintendent/Superintendent/President, the Office of Administrative Services shall be responsible for the security of District property to include, without limitation, the following:

- patrolling District property;
- maintenance (e.g., lighting, pruning, locks, etc.);
- distribution and collection of keys;
- publication of warnings about unsafe areas of campus;
- emergency notification procedures;
- fire alarms; and
- locking software for computers

See also BP/AP 3710 - Securing of Copyright
See also BP/AP 3715 - Intellectual Property

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6530

District Vehicles

Reference: Title 13, California Code of Regulations, Division 1, Chapter 1

Vehicles made available to the District personnel are for use in the conduct and operation of District business. The Chief Business Officer~~Vice President of Administrative Services~~ is responsible for controlling access to and use of all District vehicles.

The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the Office of Administrative Services prior to final granting of authorization.

Authorization to Drive District Vehicles

Except as later stipulated here, only employees of the District who shall be so authorized and designated by the District and who possess valid required licensure shall drive District vehicles.

Any employee of the District may drive any vehicle for which a proper and valid license is held.

Under circumstances and procedures determined by the Superintendent/ President or designee, exceptions to this policy may be authorized in cases of emergency or undue hardship. Students enrolled in the college who possess valid licensure may be authorized by the District to drive designated vehicles as determined by, and upon authorization of, the Superintendent/ President or designee.

1. Cases of Emergency

   If, in the Superintendent/President's judgment, the emergency is of such a nature and severity that it would be in the District's best interest, and/or in the interest of preserving the public peace, health and safety or general welfare, individuals other than District employees may be authorized to drive District vehicles.
2. Cases of Undue Hardship

   If, in the determination of the Superintendent/President, strict adherence to District policy would create a situation of undue hardship on the District in the furtherance of its mission, individuals other than District employees may be authorized to drive District vehicles.

In no case shall exception to the requirements for proper and valid licensure be permitted, whether vehicles are driven by employees or non-employees as specified above.

Immediate supervisors are responsible for qualifying employees to drive specialized vehicles such as tractors, mowing machines, forklifts, etc.

Safety in District Vehicles

All District vehicles shall be operated in a safe manner, following the laws of the State of California and not in excess of the maximum legal speed limit.

Possession or use of alcohol and/or narcotics, and drivers under the influence of alcohol or narcotics are specifically prohibited in all District vehicles. Smoking is also specifically prohibited in all District vehicles.

All District vehicles shall be equipped with safety belts and all passengers are required to wear such safety belts when the vehicle is in motion.

Passengers in District Vehicles

Passengers in District vehicles are limited to faculty, staff, students, and other persons conducting official business with, or on behalf of, the District. **Friends or relatives must travel in privately owned vehicles.**

Garaging of District Vehicles

Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any of the criteria listed below:

- Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours.
- Employees who are regularly or frequently subject to call before or after regular working hours.
- Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.

Student Transportation

Students may be required to provide their own transportation on field trips.

For transportation to and from extracurricular activities in a District-approved public carrier, the student organization shall assume the full cost, including mileage and driver's salary.

If and when transportation is needed, inside or outside the District, for the purpose of student appearance before service clubs, radio or television stations, or other schools, and the request initiates primarily from the Board of Trustees and/or the administration, the District shall pay the cost.

In cases when students are transported by private vehicles on trips which are not a part of the approved curriculum and for which District transportation is furnished, no college official shall assign students to cars, nor shall the college officially organize such trips on behalf of the District.

See also BP/AP 2735 - Board Travel
See also BP/AP 4300 - Field Trips and Excursions
See also BP/AP 6531-PVC - Staff Travel

(Formerly PVC Board Policies and Administrative Regulations 3440, 3470, 6460, and PVC Board Policies 3450, 3460, 3480, and 3490)

1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6531-PVC**

Staff Travel

1. All travel/conference requests must have prior approval of at least five (5) working days by the Superintendent/President.
2. Prepaid transportation costs, registration fees, etc., must be submitted and approved at least twenty (20) working days in advance for processing in the Office of Administrative Services.
3. Exceptions to 1 and 2 may be made by the Superintendent/ President.
4. An "Absence from Campus" form must also accompany the travel request form indicating that personnel will be off-campus for "school business." It is the responsibility of the District employee to inform his/her immediate supervisor of his/her address while traveling. This is necessary so the employee can be contacted in case of emergency and for insurance purposes. For any college related travel in excess of 30 miles from the employee's primary worksite, an "Absence from Campus" form must be filed.
5. Travel by automobile shall be in college-owned vehicles unless approved in advance by the Vice President of Administration.
6. Reimbursement for authorized use of private automobiles shall be at the current Internal Revenue Service reimbursement rate at the time of travel.
7. Reimbursement for meals shall be at the current Internal Revenue Service reimbursement per diem rate for Riverside County at the time of travel. Exceptions to these per diem rates must be approved in advance by the Superintendent/President.
8. Effective July 1, 1986, in accordance with Education Code Section 44032, 35044, 35172, 35173, an amount not to exceed 15% of the total cost of a meal (a tip) may be considered a part of the actual expense.
9. Reimbursement for approved travel and related expenses must be submitted within thirty (30) days following the activity, or reimbursement for expenses will be null and void.
10. Actual fare on any public transportation service shall be allowed, but receipts for such expenses should normally accompany the expense form.
11. Travel by air shall be approved for personnel attending conferences whenever it is found to be as economical as other transportation and/or when, in the opinion of the Superintendent/Superintendent/President or vice Superintendent/President, the saving of time shall be an important factor and an advantage to the District.
12. An employee is required to have personal automobile insurance, and it shall be primary and the District's coverage secondary whenever the employee's personal vehicle is used on authorized District business.
13. Employees who possess a valid flying license may be given approval to travel by private aircraft operated by the employee if, in the opinion of the Superintendent/President, such method of transportation would be to the advantage of the District, and if proof of insurance is on file in the Office of Administrative Services. Reimbursement for such transportation shall not exceed the approved rate for use of a personal automobile, or the total cost of travel by commercial airlines, whichever is the lesser amount.
14. Under no circumstances shall the District reimburse an employee at a rate greater than the fare of the common carrier used or the approved rate for use of a personal vehicle as the case might be.
15. Receipts for lodging shall be attached to the travel claim and shall show dates for which the charge was made.
16. All expenses for taxis, bus fares, tolls, and parking charges may be claimed when properly itemized on the claim form.

17. District credit cards shall not be billed for laundry, personal telephone calls, videos, etc.
18. Traffic and/or parking citations received while driving a District-owned vehicle are the responsibility of the person driving the vehicle at that time.

Emergencies, Illness or Accident

1. Notification

In case of illness, accident or emergency occurring while an employee is traveling on District business, the responsible employee should notify the following:

a. Local emergency or medical service, if circumstances so warrant;
b. Proper legal authorities in case of accident; and
c. His/her supervisor by telephone (if supervisor cannot be reached, contact another college administrator).

2. Reports

In case of accident or serious illness, written reports must be submitted as soon as possible, but no later than twenty-four (24) hours after the incident.

a. Automobile. If it is a vehicle accident involving either a District or personal vehicle being used on District business, the employee must submit a written report to the Superintendent/President's office and the Office of Administrative Services. Any relevant, supportive legal information should be attached to this report.
b. Illness or Accident. In the event of serious illness or accident that does not involve a vehicle, the employee must submit a written report, with full particulars (e.g., time, place, nature of incident, personnel involved, witnesses, etc.) to his/her supervisor, with copies to the Superintendent/ President's office and the Office of Administrative Services.

See also BP/AP 2735 - Board Travel
See also BP/AP 6530 - District Vehicles
See also BP/AP 6335-PVC - District Credit Cards

(Formerly PVC Administrative Regulation 3500)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE PROCEDURE 6535

Use of District and Non-District Equipment

Reference: Education Code Section 70902

Use of 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.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

Equipment may be loaned, when not needed for District/campus activities, to nonprofit groups or public agencies in case of emergency, upon approval of the Superintendent/President or designee(s).

Equipment shall only be removed from campus with proper authorization.

Capital equipment and furniture which is needed on an intermittent basis shall be shared by District units whenever it is feasible to do so. Before any duplication of equipment is provided, every effort shall be made to determine whether such duplication is absolutely necessary.

Use of Non-District Property

If, in the opinion of an employee and the Superintendent/President or designee, it becomes necessary to use personal equipment in the conduct of the employee's duties, the employee must justify its use and file with the Chief Business Officer~~Vice President of Administrative Services~~ a complete description and value of the equipment for insurance purposes. Only after approval has been granted by the Superintendent/Superintendent/President or designee should the equipment be brought on campus. Otherwise, the District cannot assume liability for such equipment. Liability is assumed only for the amount in excess of the deductible provided in the District's insurance policy.

The District does not assume service-related costs for such equipment.

Acceptance of loaned material/equipment shall be in accordance with administrative procedures that provide for the protection of the rights and interest of both the District and the provider of the loaned item.

The District reserves the right to refuse to accept any loaned material or equipment which does not contribute toward the achievement of District goals or the use of which would tend to deplete District resources.

See also BP 7371 - Personal Use of Public Resources

(Formerly a part of PVC Board Policy 3190, and Policies 3200, 3210 and 3230)

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6540

Insurance

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

The management and control of all insurance carried by the District shall be the responsibility of the Chief Business Officer ~~Vice President of Administrative Services~~. The Superintendent/President may review offers to advise the best insurance coverage at the lowest cost.

The District provides for, at minimum, the following forms of insurance:

- Liability for damages for death, injury to persons, or damage or loss of property
- Liability insurance for the personal liability of the members of the Board 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]
- Worker’s compensation insurance
- Actuarial evaluation of the future annual costs of health and welfare and retirement benefits

See also BP/AP 6530 - District Vehicles
See also BP/AP 6535 - Use of District and Non-District Property
See also BP/AP 3810 - Claims Against the District

(Formerly PVC Board Policies 3320 and 3330 and PVC Administrative Regulation 3330)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6550

Disposal of Property

Reference: Education Code Sections 70902(b)(6), 81383, 81384, and 81450 et seq.

Disposal of surplus supplies/equipment shall be accomplished by trade-in or new purchases or at a sale open to the public. The Superintendent/ President or designee is authorized to act as agent of the Board of Trustees to identify and dispose of all District surplus property, consistent with applicable Education Code provisions.

The District may sell for cash 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 (3) public places in the District for not less than two (2) weeks; notice can also be by publication for at least once a week for a period of not less than two (2) 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 Superintendent/President or designee shall sell the property to the highest bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by 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:

- 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;
- 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; and
- 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.

In addition, the District can sell or lease real property belonging to the community college district if both of the following conditions are met.

- 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; and

If the Board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars ($5,000), the property may be sold by the Superintendent/ President or designee at a private sale without advertising.

Any item or items of property having previously been offered for sale by means of a public auction as provided above, but for which no qualified bid was received, may be sold by the Superintendent/President or designee at private sale without advertising.

Lost and Found Property

It shall be the policy of the Palo Verde Community College District to maintain a lost and found system in the Office of Administrative Services that shall attempt to locate the owner of lost personal property. In the event the owner is not located, the District shall hold the lost and unclaimed items for a period of not less than three (3) months. Upon lapse of this period, the District may sell the item at the next District public auction to the highest bidder.

The notice of such sale shall be given in accordance with the provisions stated for District property.

Further, if the District determines that any such property is needed for public use, such property may be retained by the college and need not be sold.

Property Fabricated by Students

The Superintendent/President is empowered to sell to any student, personal property of the District which has been fabricated by such student, at District cost for the materials used.

See also BP/AP 6330 (AP 6330-0) – Purchasing

(Formerly PVC Board Policies 3130, 3170 and 3180)
11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6600

Capital Construction

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

Capital Outlay Program

The Superintendent/President will annually report to the Board and to the State Chancellor's Office a five (5) year capital outlay 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 (5) year capital outlay program as designated by the State Chancellor's Office generally ~~will~~ includes the following:

- Statement of educational plans
- Statement of energy plans
- Statement of disabled persons' barrier removal plan
- 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 BP/AP 6340 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 us 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 procedures and 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.

See also BP/AP 6340 – Contracts

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6620**

Naming Buildings

Reference:

The final responsibility for the naming of any building or facility on the Palo Verde College campus rests with the Board of Trustees. Recommendations for names shall comply with the following criteria:

- To designate the function of the building or facility.
- To reflect natural and geographical features.
- To reflect a traditional theme of the college or the District.
- To honor an individual in the District for his/her dedication and/or contributions to the college.
- To recognize an individual or organization that makes a significant financial contribution to the District.

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6700
Civic Center and Other Facilities Use

~~Reference: Education Code Sections 82537 and 82542; Public Resources Code Section 42648.3~~

~~General Provisions~~

~~District facilities are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and times identified by the Director of Facilities and Operations. The Office of Instructional Services will be consulted to assure that instructional programs have priority use of space. Except as provided in these regulations, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken. The Director of Facilities and Operations is responsible for the coordination and implementation of these procedures. The Chief Business Officer Vice Superintendent/President of Administrative Services shall determine all applicable fees to be charged.~~

~~All user groups shall be required to provide the District with 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 use 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.~~

~~Civic Centers~~

~~Eligible persons or groups may use District buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to these rules and regulations.~~

~~The District may charge the groups identified in Education Code Section 82542(a) an amount not to exceed the direct costs described below, when an alternative location is not available. Examples of such organizations are: student clubs and organizations; fund-raising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of students of the District; parent-teacher associations; schoolcommunity~~

~~advisory councils; boys or girls clubs or groups; senior citizens' organizations; other public agencies; organizations, clubs or associations organized for cultural activities and general character building or welfare purposes; disaster relief organizations.~~

~~Examples of direct costs are:~~

~~• The cost of opening and closing the facilities, if no college employees would otherwise be available to perform that function as a part of their normal duties;~~

~~• The cost of a college employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties;~~

~~• The cost of janitorial services, if the services are necessary and would not have otherwise been performed as part of the janitor's normal duties; and~~

~~• The cost of utilities directly attributable to the organization's use of the facilities.~~

~~Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, janitorial services, services of any other District employees, and salaries paid community college District employees necessitated by the organization's use of District facilities.~~

~~The following shall be charged fair rental value for the use of District facilities:~~

~~• Any church or religious organization for the conduct of religious services for~~

~~temporary periods where the church or organization has no suitable meeting place for the conduct of such services; or~~

~~• Entertainments or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.~~

~~As used in this section, "fair rental value" means the direct costs to the District, plus the amortized costs of the college facilities or grounds used for the duration of the activity authorized.~~

~~Any person, group or organization granted the use of District property for the purpose of athletic activities shall furnish a certificate of insurance from a liability insurance carrier to the District for approval prior to using any District property. The certificate shall evidence a minimum coverage of one million dollars ($1,000,000) for any liability for injury of damage to property which may arise out of such use.~~

~~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 mutually deemed necessary to meet the needs of the community.~~

~~Rules for Facilities Use~~

~~Requests for use of District facilities must be made at least 10 working days in advance of the first date of use being requested. Requests shall be on "Request for Use of Facilities" forms available in the Office of Instructional Services.~~

~~Persons applying for use of District property on behalf of any groups shall be a member of the group and, unless he or 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.~~

~~The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.~~

~~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 structures, electrical modifications or mechanical apparatus may be erected or installed on District property without specific written approval by the District's Director of Facilities and Operations.~~

~~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.~~

~~See also BP/AP 3826-PVC - Visitors on Campus~~

~~See also BP/AP 5550 - Speech: Time, Place and Manner~~

(Formerly PVC Administrative Regulation 1000)

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval
9/2/09 College Council Approval
9/22/09 Board First Read
10/27/09 Board Second Read and Approval

In compliance with California Education Code Sections 82530, 82542, 82537, 82542(a), (b), (c); 82544, and 82548, the Palo Verde Community College District complies with Education Codes and establishes the Civic Center Office under the following procedures>

Education Code §82537

a) There is a civic center at each and every community college within the state where the citizens, Camp Fire Girls, Boy Scout troops, farmers' organizations, school-community advisory councils, senior citizens' organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts may engage in supervised recreational activities, and where they may 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.

   Governing boards of the community college districts may authorize the use, by citizens and organizations of any other properties under their control, for supervised recreational activities.

(b) The governing board of any community college district may grant the use of college facilities or grounds for public, literary, scientific, recreational, educational, or public agency meetings, or for the discussion of matters of general or public interest upon terms and conditions which the board deems proper, and subject to the limitations, requirements, and restrictions set forth in this article.

(c) No use shall be granted in a manner that constitutes a monopoly for the benefit of any person or organization.

(d) The use of any community college facility and grounds for any meeting is subject to reasonable rules and regulations as the governing board of the district prescribes, and shall not interfere with the use and occupancy of the community college facilities and grounds, as is required for the purposes of the community colleges of the state.

(e) The management, direction, and control of the civic center is vested in the governing board of the community college district.

(f) The governing board of the community college district shall make all needful rules and regulations for conducting the civic meetings and for such recreational activities as are provided for in this chapter and which aid, assist, and lend encouragement to the activities.

Education Code §82542 (a)

Except as provided in subdivision (b), the governing board of any community college district shall grant without charge the use of any college facilities or grounds under its control, pursuant to the requirements of this article, **when an alternative location is not available**, to non-profit organizations and clubs and associations organized for general character building or welfare purposes, such as:

(1) Student clubs and organizations.
(2) Fundraising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the district.
(3) Parent-teachers' associations.
(4) School-community advisory councils.
(5) Camp Fire Girls, Girl Scout troops, and Boy Scout troops.
(6) Senior citizens' organizations.
(7) Other public agencies.
(8) Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes (such as folk and square dancing).
(9) Groups organized for the purpose specified in subdivision (g).

Education Code §82542 [costs associated with staffing and janitorial services]

(b) [applies to all classifications] The governing board may charge those organizations and activities listed in subdivision (a) an amount not to exceed the following:

(1) The cost of opening and closing the facilities, if no college employees would otherwise be available to perform that function as a part of their normal duties.

(2) The cost of a college employee's presence during the organization's use of the facilities, if the governing board determines that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties.

(3) The cost of janitorial services, if the services are necessary, and would not have otherwise been performed as part of the janitor's normal duties.

(4) The cost of utilities directly attributable to the organization's use of the facilities.

Education Code §82542 (c)

The governing board may charge an amount not to exceed its direct costs or not to exceed fair rental value of college facilities and grounds under its control, and pursuant to the requirements of this article, for activities other than those specified in subdivision (a).

Each governing board which decides to levy these charges shall first adopt a policy specifying which activities shall be charged an amount not to exceed direct costs and which activities shall be charged an amount not to exceed fair rental value.

(1) As used in this section, "direct costs" [applicable to non-profit] to the district for the use of college facilities or grounds means those costs of supplies, utilities, janitorial services, services of any other district employees, and salaries paid community college district employees necessitated by the organization's use of the college facilities and grounds of the district.

(2) As used in this section, "fair rental value" means the direct costs to the district, plus the amortized costs of the college facilities or grounds used for the duration of the activity authorized.

(d) The governing board of any college district which authorizes the use of college facilities or grounds for the purpose specified in subdivision (e) shall charge the church or religious denomination an amount at least equal to the fair rental value of the facilities or grounds.

(e) The governing board of any community college district may grant the use of college facilities or grounds to any church or religious organization for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of these services upon the terms and conditions as the board deems proper, and subject to the limitations, requirements, and restrictions set forth in this article. The governing board shall charge the church or religious organization using the property for the conduct of religious services a fee as specified in subdivision (d).

(f) In the case of entertainments or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the district or for charitable purposes, a charge shall be made for the use of the college facilities, property, and grounds, which charge shall not be less than the fair rental value for the use of the college facilities, property and grounds, as determined by the governing board of the district.

The governing board may, however, permit the use, without charge, by organizations, clubs, or associations organized for senior citizens and for cultural activities and general character-building or welfare purposes, when membership dues or contributions solely for the support of the organization, club, or association, or the advancement of its cultural, character-building or welfare work, are accepted.

(g) The governing board of a community college district may grant the use of college facilities, grounds, and equipment to public agencies, including the American Red

Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and may cooperate with these agencies in furnishing and maintaining services deemed by the governing board to be necessary to meet the needs of the community.

Education Code §82544

Lighting, heating, janitor service, and the services of the person when needed, and other necessary expenses, in connection with the use of community college buildings and grounds pursuant to this article, shall be provided for out-of-the-county or special school funds of the respective community college districts in the same manner and by the same authority as similar services are provided for.

Education Code §82548

The Governing Board of any community college district may require any person, group, or organization granted the use of community college property pursuant to this article for the purposes of athletic activities to obtain a certificate of insurance from a liability insurance carrier and to submit such certificate to the district for approval prior to using any district property. The certificate shall evidence a minimum coverage of one million ($1M) for any liability for injury or damage to property which may arise out of such use of community college property. The governing board of any community college may require more than such minimum coverage.

I. GENERAL PROVISIONS AND DEFINITIONS

1. **CANCELLATION:** The District maintains the right to cancel any confirmed event at any time with cause. If the District cancels or rejects the application for the use of the facilities, all fees paid will be refunded.
2. **CERTIFICATE OF INSURANCE:** A Certificate of Insurance for property and liability coverage in the amount of $1,000,000.00 (minimum) naming Palo Verde Community College District as additional insured with a sixty (60) day cancellation clause. Renter may be required to provide a copy of worker's compensation coverage. The District at its discretion may determine that additional coverage is required due to the nature of the event (concert, soccer match, etc.).

3. **CLASSIFICATION:** The designation for purposes of determining rental fees.
   In accordance with Board Policy # 6700 and consistent with applicable Education Codes, Palo Verde College is available for public, private, for-profit, and not-for-profit use as a Civic Center rental per the classifications noted below:

CLASSIFICATIONS	GUIDELINES/PROVISIONS	RENTAL FEE	OTHER FEES
I Non-Profit Organizations which promote youth and school activities within the District service area. [Must provide proof of non-profit tax status.]	The SCCD Governing Board shall grant, without charge, the use of school facilities or grounds under its control when an alternative location is not available, to non-profit organizations, clubs or associations which are located and operated within the boundaries of the District and are organized to promote youth and school activities; provided that the use of school property for	None	Applicable to all Rentals: Charges for labor, direct costs (custodial,

	fund-raising activities shall be of benefit to the youth or public school activities of the District, as determined by the Board. Groups in this category include, but are not limited to: • girl scouts, boy scouts, explorer scouts, camp fire girls • parent-teachers associations • school/district/community advisory councils and or task forces • booster groups • educational foundations • community substance abuse groups and/or school core teams.		maintenance, etc.), technical staff, equipment (ladders, lifts, tables, chairs, podiums, etc.), copying/printing/faxing, supplies, etc., as needed for the event.
II Other Non-Profit Organizations and other Public Agencies [Must provide proof of non-profit tax status.]	The Governing Board shall charge an amount not to exceed its direct costs for activities where the user group is located and operates within or outside the boundaries of the District and is a non-profit organization organized for purposes other than to promote youth and school activities. Users be charged an amount not to exceed direct costs include: (1) other public agencies (2) elementary school districts (3) artistic and cultural groups (4) colleges and universities; (5) youth sports leagues and programs.	None	
III Commercial and/or Profit-making Groups [Churches, retail, for-profit]	The Governing Board shall charge at least the fair market rental value or commercial rate to all other groups not otherwise qualified under the provisions of Classifications I or II for use of the District's facilities or grounds. Users within these categories include, but are not limited to: • Purpose of entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the District. • Functions such as dances as profit-making ventures, dealers' exhibits, concerts, sporting shows, commercial sales, promotional activities, and religious/church groups. • Private parties as deemed appropriate by the District.	Fair Market Rental Value rate	
IV Personal/Private Use for non-income generating purposes [Meeting, family event, wedding, receptions, etc.]		Fair Market Rental Value rate	
V Major Profit or Non-Profit Event [Movie taping, commercial, exhibition, conference, convention, tournament, etc.]		To Be Determined based on type of event	

4. **CONCESSIONS:** The sale of food, souvenirs, programs, DVDs, CDs, books, T-shirts, etc.
    a. **Food:** For inside building events, the sale of food is limited to bottled water and pre-packaged snacks.
    b. **Food Concessions:** Food concessions are reserved to the District. In the event that the District is not able or chooses not to handle food concessions, the Renter may handle their own concessions as approved. A *Food Worker's Permit* may be required depending on the type of food/beverage served.

c. **Merchandise Concessions:** Sale of souvenirs, programs, t-shirts, records, books, etc., relative to the event is permitted with advance approval. Renter will be responsible for payment of all state, county, federal, or local taxes incurred from such sales. Payment of royalties and copyright fees is the responsibility of the Renter.

5. **DAMAGE TO FACILITIES:** The groups or organizations using the facilities under these rules are liable for any damage to, graffiti, or destruction of college property beyond that caused by ordinary wear and tear as determined by the District. Negligence will result in the withdrawal of consideration of future requests.

6. **DEPOSIT FEE:** 10% of the estimated cost of the event is required at the time of final approval of the application. The reserved date/s are confirmed only upon receipt of the deposit. The deposit will be credited towards the overall costs associated with the event. If the event is cancelled within 20 days of the event (or 1st day of usage), the deposit is fully refunded; otherwise, the deposit is non-refundable.

7. **DISTRICT LOGO:** Use of the District logo or name is reserved to the District and may not be used in any advertising or promotional materials.

8. **FACILITIES AVAILABILITY:** Facilities are available during vacation periods and other times when the District is closed only if their use does not conflict with District policy, construction, scheduled maintenance, and activities. Necessary personnel must be available for supervision. Under some circumstances, facilities are not available for rent when classes are in session, even if the room is available, so as not to interfere with instructional, student support, or operational services.

9. **GOVERNING BOARD CONTRACT APPROVAL:** The Palo Verde Community College District Governing Board approves all Civic Center Rental Contracts exceptions to rental fees prior to the event taking place.

10. **KEYS:** Keys are not issued to organizations or individuals using the facilities.

11. **LAWS AND ORDINANCES:** Organizations using District property and facilities shall conform to all state, county, and District rules, regulations and ordinances including, but not limited to those pertaining to fire, health, and safety.
    a. Alcoholic beverages or drugs in any form will not be permitted on District property.
    b. Smoking is PROHIBITIED inside all areas of District facilities and within 20 feet of any door or entryway. Consumption of food and beverages is permitted in designated areas only.

12. **MAJOR EVENTS:** Major events include, but are not limited to sport or exhibition, movie taping, concert, carnival or fair, etc., or when the complexity of the rental is such that unusual preparation occurs (i.e. Presidential debate). Alternative fee options in lieu of the standard rental fees may occur.

13. **MONOPOLIZATION:** No use of facility shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization (Ed. Code Sec. 82537c). Requests for use of facilities for regularly scheduled rehearsals and practices will not normally be granted.

    Statutes prohibit monopolization of any facility. The PVCCD defines monopolization to be the use of a facility more than five events in one year, unless waived.

14. **PARKING FACILITIES:** The Palo Verde College reserves the right to determine the parking areas for all events and the cost associated with the use of these parking areas.
    - All users renting District's facilities may be subject to a parking fee.
    - The District's Security will patrol the parking lots.

15. **PERSONNEL:** The District reserves the right to employ, at Renter's expense, such ~~District~~ personnel as it deems necessary to secure District property and facilities and to operate District equipment. Such personnel are authorized to enforce all District regulations and report any violations and emergencies. Final decisions concerning any emergency, e.g. earthquake, ~~air raid~~, emergency siren, bomb scare, power outage, altercation, threat of any nature, etc. are those of the District.

16. **PROMOTIONAL AND ADVERTISING MATERIALS:** Promotional and advertising materials used or distributed on campus and not initiated by the Civic Center Office must be approved in advance by the Office of the Student Activities and must be removed by the Renter at the end of the rental period. Cost may be assessed to Renter if such advertising or promotional materials are not removed in accordance with this section. Renter must present a copy of the contract to the Student Activities Coordinator. The Office of Student Activities has the right to refuse approval of any promotional and advertising materials.

    If the District handles ticket sales, all advertising materials must be reviewed and approved by the Student Activities Coordinator and the appropriate rental Manager prior to distribution of materials.

17. **POLICE/SECURITY PERSONNEL:** The District's Security personnel, in consultation with the College representative on duty for the event, reserves the right to determine the number of security personnel / police officers needed for any event. If it is determined that security personnel / police officers are required for any event, only security personnel / police officers employed by the Palo Verde College may be used. The use of "private" security officers employed by an outside security firm shall not be used without the written permission of the District.

18. **REQUESTS FOR ADVANCE DATES:** Applications for the use of facilities for dates in the following academic year may be made at any time during the current year but may not be confirmed until after July 1.

19. **RIGHT TO WAIVE:** The District reserves the right to waive any of the provisions stated herein. Reference: Education Code Sections 82537, 82542. Fee waivers must be approved by the Governing Board in advance of the event.

22. **TICKETS SALES:** Arrangements for the sale of tickets may be available with the approval of the Chief Business Officer.

II. PALO VERDE COLLEGE CIVIC CENTER RENTAL FEES

ATHLETICS FACILITIES

Rental Fees (Hours: 5 hours or less)			
Facility	**Seating Capacity 600**	**Class I, II Non Profit**	**Class III, IV, V For Profit**
Gymnasium ☐Option 1: Up to 4 hours/day ☐Option 2: 5 to 12 hours/day ☐Option 3: Tarp added to rental fee (covers set-up & removal ☐ Locker Room ☐ PA System added to rental fee ☐ Score Board added to rental fee ☐ Locker Room use added to rental fee ☐ Custodial Service required minimum 2 hours @ $24/hr. ☐ Utilities - TBD ☐ Other support staff as needed at time ½ hourly rate for a minimum of 2 hours Announcer to be provided by the renter.		0 0 $288.00 0 $28.00 $28.00 $6.00 $24.00	$300.00 $1,250.00 $288.00 $150.00 $28.00 $28.00 $6.00 $24.00
☐ Dance Studio ☐ Field: Up to 4 hours/day ☐ Field: 5 - 12 hours/day		0	$150.00

- Additional rental hours are prorated
- For field preparation, supplies, utilities, equipment rental, and labor cost estimate, please contact Office of Student Activities
- DAMAGE TO FACILITIES: The groups or organizations using the facilities under these rules are liable for any damage to, graffiti, or destruction of college property beyond that caused by ordinary wear and tear as determined by the College. Negligence will result in the withdrawal of consideration of future requests.

FINE & PERFORMING ARTS FACILITIES

Fine & Performing Arts Facility	**Performance** 6hrs. or less		**Meeting** 4hrs. or less		**Rehearsal** 3hrs. or less	
	Non-Profit Fee	For-Profit Fee	Non-Profit Fee	For-Profit Fee	Non-Profit Fee	For-Profit Fee
☐ PAC Theater & Back Stage area ☐ Green Room incl ☐ Rehearsal Room ☐ Other	0 0 0 0	$2,000**◆ $150	0 0 0 0	$1,500**◆ $400	0 0 0 0	$1,000**◆ $300

CL 101 Auditorium	0	$500**◆	0	$400**◆	0	$250**◆

Weekend = Friday, Saturday, Sunday, Holidays and when the College is closed.
* Covers the cost of utilities
** Or 20% of gross ticket revenue, whichever is greater.
◆Additional rental hours will be prorated.

NOTE: DAMAGE TO FACILITIES: The groups or organizations using the facilities under these rules are liable for any damage to, graffiti, or destruction of college property beyond that caused by ordinary wear and tear as determined by the College. Negligence will result in the withdrawal of consideration of future requests.

FINE ARTS FACILITIES ADDITIONAL EXPENSES are separate from rental fees and may include but are not limited to:

- Security deposit of $200.00 (Non-profit) or $600 (For profit) is required to cover damages and non-payment of fees and is applicable toward final billing.
- Technical Equipment, Supplies, and Staff Support
- Ticketing/Box Office Support Staff
- College Security, Police, and/or Parking Assistance
- Custodial, set-up, and/or clean-up

Other Fine Arts Rental Provisions:

- Renter shall not arrive before the time authorized and will clear the stage of all equipment and scenery, returning all equipment to its proper place before leaving the building at the close of the event. The District will not be responsible for any equipment or scenery left following the performance.
- All performers will be allowed entrance only through designated or posted performer's entrance. No guests will be allowed backstage before the end of the performance without permission of the College Representative (or designee). All guests who go back-stage after the show will have to enter from designated doors and not through the main curtain.

OTHER FACILITIES

Facility: All use of facilities may include fees associated with set-up, take-down, clean-up, etc. costs if needed.	**Non Profit Fee**	**For Profit Fee**
Classrooms in Blythe or Needles: Rental is based on 5 hours or less		
Classrooms, meeting rooms with 1-50 seats CS 123 and 124 Parking Lots: TBD based on the event Grounds: TBD based on the event PAC Courtyard Portico (outside CS123/124)	$0	$150.00

• Additional rental hours will be prorated • For utilities, supplies, equipment rental, and labor cost estimate, please contact the Civic Center Rental Office.		

III. CIVIC CENTER RENTAL PROMOTIONAL AND ADVERTISING MATERIALS

1. Use of District logo or college name is reserved to the District and may not be used in any advertising or promotional materials.

2. Promotional and advertising materials used or distributed on college sites and not initiated by the College must be approved in advance by the Office of Student Services and must be removed by the Renter at the end of the rental period. Cost may be assessed to Renter if such advertising or promotional materials are not removed in accordance with this section.

3. Renter must present a copy of the agreement to the Chief Student Service Officer. The Office of Student Activities has the right to refuse approval of any promotional and advertising materials displayed on campus.

4. If the District handles ticket sales, all advertising materials must be reviewed and approved by the appropriate manager **prior** to distribution of the material.

5. Displays may be located in the lobbies or use areas only with the advance approval of the Office of Student Activities. Such displays must be in good taste and may not be fastened to any part of the building. These displays may be limited and must be located so as not to interfere with crowd movement, fire regulations, or in such a manner as to cause the lobbies or areas appear to be cluttered.

IV. COLLEGE SECURITY/POLICE SERVICES

The Superintendent/President or designee reserves the right to determine the number of security or police officers needed for any event. If it is determined that security/police officers are required for any event, only officers employed by Palo Verde College may be used. The use of "private" security officers employed by an outside private security firm shall not be used without permission of PVCCD.

V. Alcohol: Not permitted (except as permitted by applicable Education Code provisions)

VI. PERSONNEL RATES

1. Time and a half will be charged on weekends, after work hours, and after 8 hours consistent with labors laws and union contracts.
2. Personnel & Support Staff Work Rules:
   - Four (4) hour minimum labor call.
   - There must be a meal break of one (1) hour after each five (5) hour work period. There will be a fifteen (15) minute break within each four (4) hour period.

- Crews will work at straight time for the first eight (8) hours, time and one-half after (8) hours and double-time after 12 hours.
- Any work done after 12:00 am (midnight) or before 8:00 am will be charged at the time and one-half rate.

VII. EQUIPMENT RENTAL RATES (Note: *The Fine Arts list was taken from El Camino's fee rate as a sample of what PVC would need to consider.)*

FINE ARTS EQUIPMENT / SUPPLIES RENTAL FEES	Charges (per day)
Scenery Item: TBD at the time of the rental	
☐Risers and Platforms	$15.00
☐Musical Instrument:	$
☐Lectern and Easels - Up to Three (3)	No Charge
☐Each additional	$6.00
☐Piano (Piano must be tuned at renter's expense by college contracted tuner if needed. Arrangement must be made with Production Manager. Payment for tuning is the responsibility of the Renter.)	$125
☐Tables (Cafeteria type approx. 6'x30"), 6 tables available in Auditorium	No Charge
☐Each additional	$6.00
☐Shell	$15.00
☐Music Stands	$.50
☐Straight Back, non folding chairs	$
☐ Equipment moving charge applies when equipment is moved to any building other than Auditorium	$60.00
☐ Dance Floor, per day	$120.00
☐Follow Spot (2 avail.) per rehearsal or performance period, each	$30.00
☐Portable Stage	$120.00
Audio Visual Equipment	**Charges**
Projectors (equipment maintenance charge)	
☐ A. LCD Video Projector	$75.00
☐B. 9' x12' Fast Fold Screen	$65.00
☐**Sound** -Normally this is a sound reinforcement (P.A.) system, one microphone, cassette deck, DAT, CD Player	
☐Microphones, each additional	$30.00
☐ Movable Speakers (4 available in Auditorium), each	$15.00
☐*Musical Instruments, each as available	$10 - $60*
☐ Other - TBD	

MEETING/ SPECIAL EVENT EQUIPMENT / SUPPLIES RENTAL FEES			
	Charge/Day		**Charge/Day**
☐Tables	$5/table	☐Mats	$200 incl set-up
☐Chairs, etc.	$1.00/chair	☐Floor Liner	$450 incl set-up
☐Easy- Ups	$50.00	☐Thermos / coolers	$ TBD
☐Easels	$5.00/easel	☐Tape	$ 2.00/roll
☐Pens / pencils	$3.00/25	☐Decorations	$TBD
☐Tablets	$0.50/tablet	☐Other	$ TBD
☐Post-its	$0.50/item		

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6740
Citizens' Oversight Committee

Reference: Education Code Sections 15278, 15280, and 15282

The Citizens' Oversight Committee is established to:

- inform the public about the expenditure of bond revenues
- review and report on the proper expenditure of taxpayers' money for school construction; and
- advise the public as to the District's compliance with the Proposition 39 requirements as contained in the California Constitution.

The Citizens' Oversight Committee shall:

- receive and review copies of the annual, independent performance audit;
- receive and review copies of the annual, independent financial audit;
- inspect school facilities and grounds to ensure that bond revenues are expended properly;
- receive and review copies of any deferred maintenance proposals or plans developed by the District; and
- review efforts by the District to maximize bond revenues by implementing cost saving measures.

The committee shall consist of at least seven (7) members to serve for a term of two (2) years and for no more than two (2) consecutive terms. Members shall serve without compensation.

The committee shall be comprised of at least:

- one member active in a business organization representing the business community located within the District;
- one member active in a senior citizen's organization;
- one member active in a bona fide taxpayer's organization;
- one member of a student both currently enrolled in the District and active in a campus group. The student may serve up to six (6) months after his or her graduation; and
- one member active in the support and organization of the District.

No employee, official, vendor, contractor, or consultant of the District shall be appointed to the committee.

The District shall provide the committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

Meetings shall be open to the public and notice provided in accordance with the provisions of open meeting laws.

At least once a year, the committee shall issue a report on the result of its activities. Minutes from its proceedings, all documents received, and reports issued are matters of public record and shall be made available on an internet website maintained by the District.

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PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTATIVE PROCEDURE 6750
Parking

Reference: Education Code Section 76360; Vehicle Code Section 21113

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 fees may be charged to students consistent with provisions of Education Code.

Parking of motor vehicles and bicycles is limited to specially designated areas. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

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

In accordance with Section 21113a of the California Vehicle Code, it shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in these procedures.

See also BP/AP 5030 - Fees

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PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6800-0

Safety

Reference: Cal/OSHA; Labor Code Sections 6300 et seq.; Title 8, Section 3203; Code of Civil Procedure Section 527.8; Penal Code Sections 273.8, 626.9, 626.10 and 12021

The Palo Verde Community College District shall provide and maintain the safest possible conditions for its students, employees, and members of the visiting public. The Board of Trustees, in recognition of the Occupational Safety and Health Act (OSHA) and associated state legislation, hereby authorizes an ongoing Safety Program fully consistent with the purposes and objectives of the District.

The District shall make every effort to reduce job-related accidents, thereby enhancing employee morale and minimizing accident insurance premium costs. Each employee shall be responsible for contributing to a productive safety program by following safe work practices and procedures including, without limitation, this policy and procedure and those referenced below.

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, 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 your work.

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 off-campus locations as well as college-sponsored activities where faculty, staff or student employees are engaged in college business or locations where incidents occur as a result of the person's relationship to the college community.

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 and then notifying law enforcement.

Equipment and Sanitation

Should the duties of an employee required 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 Superintendent/ President for review and recommendation.

Crisis and Conflict Intervention

Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the department administrator. The supervisor shall immediately notify the department administrator 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 at the college to their immediate supervisor and local law enforcement. Such reports will be promptly and thoroughly investigated.

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 local law enforcement, ensure they are aware of it, and that they have a copy of the restraining order on file.

See also Chapter 3 - General Institution
See also BP/AP 6530 - District Vehicles
See also BP/AP 7340 - Leaves (AP 7340-2 - Industrial Accident and Illness)

(Formerly PVC Board Policy 4020)
7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6800-1**

Surveillance Cameras

The District shall provide for the safety and security of persons and facilities under the District's jurisdiction at each District location. In order to deter crime, prevent vandalism and maintain a safe and secure environment for students and staff, the District may employ electronic surveillance in and around buildings, parking lots and roadways.

The District will not use electronic surveillance to monitor employees' work or work habits, unless suspected criminal activity is observed.

When electronic surveillance is employed, surveillance devices may be monitored and reviewed by personnel authorized in writing by the College Superintendent/Superintendent/President or designee. For safety reasons, health/science and physical education laboratories may be monitored on a frequent basis to support students and staff. Other uses of District surveillance cameras are strictly prohibited. If suspicious activity is observed, District staff will respond appropriately and may call local law enforcement for assistance. If criminal activity is suspected the records may be turned over to the appropriate law enforcement authority. Digital records will normally be maintained for a period of up to thirty (30) days and then destroyed.

No surveillance camera or dummy camera shall be placed in or upon any District facility without the authorization of the Superintendent/President or designee. Any unauthorized surveillance camera or dummy camera found on District properties is deemed a public nuisance and may be removed at the direction of the Superintendent/President or designee.

The term "surveillance camera" includes any camera or other image capturing device capable of being viewed remotely, or capable of capturing images for late viewing, but not including devices listed below:

- A teleconference system while used for its intended communication function with the knowledge of its users.
- A personal computer camera, web camera or other camera connected to a computer when used solely to capture images of the user(s) with the knowledge of the user(s) for the purpose of teleconferencing, but only if disabled when user is not present.
- A photocopy machine or page scanner, when used in the traditional manner.
- Any camera personally held or attended and operated by an individual in an open overt manner.
- Any camera operated as part of a District authorized broadcast.
- Any camera operated as part of an authorized instructional activity.
- Any camera lawfully placed by law enforcement as part of a criminal investigation.

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6850-0

Hazardous Materials Communications Program

Reference: Title 8, Section 340 et seq.

The District must post at least one CAL/OSHA Notice in each location where business is conducted in a conspicuous place 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 an 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.

If the District is required to conduct tests or to engage in monitoring or measuring to determine employee exposure to hazards by specific standards, it shall notify the affected employee or employees or their representative, prior to commencement of the date, time and place of the testing, monitoring or measuring of employee exposure.

The District must provide the employee or employees, or their representatives with the opportunity to observe the testing, sampling, monitoring or measuring undertaken pursuant to such standards.

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.

See Administrative Procedures 6850-1
See also Chapter 3 - General Institution
See also BP/AP 6530 - District Vehicles
See also BP/AP 7340 - Leaves (AP 7340-2 - Industrial Accident and Illness)

(Formerly PVC Board Policy 4020)
7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6850-1

Hazardous Materials Management Program

Reference: Title 8, Section 340 et seq.

This procedure is applicable District-wide. It implements the District's commitment to a program to identify and eliminate conditions which could result in injury or illness of employees, students or the public.

The California Occupational Safety and Health Administration (CAL/OSHA) has issued standards and established regulations governing the storage and handling of hazardous materials.
Under the supervision of the Superintendent/President, the Chief Business Officer ~~Vice President of Administrative Services~~ shall be responsible to:

- assign specific person(s) who will be responsible for compliance with all hazardous material regulations for the areas over which they have direct authority;
- revise position descriptions as appropriate, or communicate in writing the assignment of specific hazardous material management responsibilities to individuals;
- provide assigned personnel with a training handbook specific to the designee(s) area of responsibility;
- identify existing or establish new hazardous material storage areas and post appropriate identification signs;
- provide form to inventory hazardous materials (Attachment A);
- provide form to inventory hazardous materials, emergency equipment, supplies, and protective measures used to reduce exposure (Attachment B); and
- establish emergency communication procedure (Attachment C).

Assigned personnel shall:

- identify and familiarize themselves with all hazardous materials, and control regulations applicable to their area. (Hazard Communication Handbook provided.)
- If appropriate, complete the "Hazardous Materials Inventory Form" (Attachment A) and post in a conspicuous location in materials storage area. Provide copy to the Chief business Officer ~~Vice President of Administrative Services~~.
- Complete "Emergency Equipment, Supplies, and Protective Measures Form" (Attachment B) and post in a conspicuous location in materials storage area(s). Provide copy to the Chief Business Officer ~~Vice President of Administrative Services~~.
- Establish and maintain schedule to ensure that emergency supplies/equipment are available and operational.

Forms and References:

- BP/AP 6800 - Safety, and references noted below
- Hazardous Materials Inventory Form (Attachment A)
- Emergency Equipment, Supplies, and Protective Measures Form (Attachment B)
- Emergency Communication Procedure (Attachment C)
- Hazard Communication Training Handbook

The Office of Administrative Services shall have the primary responsibility for Hazardous Materials and all other campus safety matters.

See Administrative Procedures 6850-0
See also Chapter 3 - General Institution
See also BP/AP 6530 - District Vehicles
See also BP/AP 7340 - Leaves (AP 7340-2 - Industrial Accident and Illness)

(Formerly PVC Board Policy 3381.1)
7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 6900

Bookstore

Reference: Education Code Section 81676

At the present time, the College is not operating or contracting out for a college bookstore.

Should a need be identified, the College will go through a thorough process to assess the best option for providing textbooks and supplies to meet the needs of students while being economically feasible as an independent no-cost operation to the District.

~~The Palo Verde College bookstore operating policies are formulated by the Vice Superintendent/President of Administrative Services in consultation with the Superintendent/Superintendent/President. The Bookstore Manager is responsible to the Vice Superintendent/President of Administrative Services for implementation of operational policies and procedures and maintains close working relationships with administrators and faculty.~~

~~An account known as the "Palo Verde College Bookstore Account" shall be established in a local bank, and all receipts derived from bookstore sales and other income shall be deposited therein and shall be expended for the operation, expansion, and maintenance of the bookstore.~~

~~The Office of Administrative Services shall have custody and accountability of the bookstore account. An annual audit of the accounts and records of the bookstore are conducted along with the District's annual external audit.~~

~~The bookstore shall be operated and managed in a manner that is directed toward fiscal independence with no direct or indirect cost to the District.~~

~~The bookstore shall be operated and managed in a manner that is directed toward fiscal independence with no direct or indirect cost to the District.~~

~~The bookstore may purchase and resell items such as textbooks, school supplies, clothing, and notions. The bookstore shall not purchase used textbooks from students. However, the bookstore will sell used books individually on a consignment basis.~~

~~The bookstore shall not stock and sell at cost or below cost items of equipment and supplies. The hours of operation shall be determined as experience indicates the need for this service. Any purchases made by the bookstore, including purchases made by bid and contract, are subject to the same legal requirements and restraints as those made by the District.~~
~~See also BP/AP 6300 - Fiscal Management~~
~~See also BP/AP 6400 - Audits~~

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