

CHANCELLOR'S CABINET

9:00 a.m. – 4:00 p.m.
District Office Board Room
SUMMARY
Jonah Nicholas, Facilitator

Present: Helen Benjamin, Peter Garcia, Gene Huff, Bob Kratochvil, Tim Leong, Mojdeh Mehdizadeh, Sally Montemayor-Lenz, Jonah Nicholas, Ray Pyle, Dio Shipp

Absent:

Guests: Greg Stoup, Teresea Archaga, Sarah Boland, Gabriela Segade, Cindy Goga, Randy Tillery

Tuesday, February 24, 2015

Item	Outcome	Follow-up
4CDLI PRESENTATIONS		
Reach, Teach, Learn: The Path to Student Success through Professional Development <i>Link to 4CDLI Final Project Rating Sheet:</i> https://www.surveymonkey.com/s/2Z57T87	Cabinet members will rate the presentation.	Cabinet members will rate the presentation.
STANDING ITEMS		
Review of Agenda	The Finalized Mandated Reporter Training item will be deferred and replaced with Negotiations Update.	Finalized Mandated Reporter Training will be added to the March 10, 2015 Cabinet agenda.
Review of January 27, 2015, Cabinet Notes* and February 25, 2015, Governing Board agenda*	Cabinet had no further revisions to the January 27, 2015, Cabinet meeting summary. Helen reviewed the February 25, 2015, Governing Board meeting agenda with Cabinet.	Helen will make revisions to the Governing Board agenda.
Accreditation* <ul style="list-style-type: none"> • Review each college's recommendations • Review, discuss, and plan approach to District recommendation <ul style="list-style-type: none"> ○ modification to faculty eval process ○ definition of "others" directly 	Helen reviewed the Accreditation reports with Cabinet and discussed ways to respond to the recommendations. All three colleges will receive follow-up	Cabinet will work to identify "others" in response to the Accreditation recommendation. Drafts or final

<ul style="list-style-type: none"> o responsible for student progress... inclusion of requirement in management eval process • Schedule for submission of October 15 report 	reports and visits.	responses should be submitted by September. Final drafts will be submitted to October Board.
Chancellor's Report	Helen attended a Community Leaders meeting at UC Berkeley, where several non-profits, mayors, city managers gathered to discuss West Contra Costa County projects. It was announced that UC Berkeley's Global Economic Center will be stationed in Richmond Bay.	District Enrollment Management Plan to be reviewed at the next CAT meeting and will be placed on the next Cabinet Agenda. Helen would like to invite Dr. Stefano Bertosi, Dean of the School of Public Health at UC Berkeley to a future Cabinet meeting to discuss the CCCCD transfer students.
Persistence & Participation Rates – Update	Mojdeh discussed Persistence & Participation Rates at CCC. Cabinet discussed hiring additional staff and decided which job title and description was most in need.	None
Hay Study Update & D.O.H.R.'s Position on Reclassification Processes	Peter Garcia provided an update on the process. He has explored various job descriptions and will consider additional data when evaluating future job descriptions.	None
ADMINISTRATIVE SERVICES/HUMAN RESOURCES		
FTES Update	Jonah provided an update on FTES standing. The District has received the recount for 13/14 (results of our borrowing).	None
Finalize Mandated Reporter Training	Deferred to the March 10, 2015 Cabinet meeting.	Deferred to the March 10, 2015 Cabinet meeting.
Negotiations Update	Gene provided an update to the Cabinet	None
Dependent Audit Update	Gene sent a reminder districtwide last week.	None

	Dependents on district medical dependents for active employees (excluding retirees).	
Veteran Support	Dio updated the Cabinet on the information he received from local veteran service organizations and the support they provide to registered veterans. Dio updated Cabinet on job descriptions. Other community colleges have employed counselors, classified staff and student workers to provide veteran support at their campuses. Cabinet's recommendation is to hire a counselor. Counseling positions will be reviewed to focus on veteran's support.	Dio will bring this item back for discussion to the March 10, 2015 Cabinet meeting.
EDUCATION/TECHNOLOGY		
Automation of Access Controls	Ray updated Cabinet on his progress with this item. The changes to this process have been presented to the colleges' business officers. Presidents will remind their business officers to identify who needs to be trained and who will have access to the database.	None
Statewide Institutional Effectiveness Advisory Committee	Mojdeh provided an update to Cabinet on the committee's purpose, which is to evaluate whether some institutions would benefit from technical assistance (external resources). Colleges will be selected based on initial findings related to student success elements, accreditation status, fiscal reliability A March 17 th informational conference has been planned.	
Research Work Related to Equity Planning	Greg compared nine research job postings.	Greg will work with Dio to draft a job description
Workforce and Economic Development Update	Randy Tillery provided an update on the District's portfolio of grants/contracts. Cabinet	Randy will provide an update at the April 22, 2015 Governing

	<p>discussed the work happening at each college in relation to grants.</p> <p>There will be a March 23rd meeting at the District Office regarding California Career Pathways Trust grant work. The college vice presidents have been asked to identify the appropriate staff who need to attend upcoming meeting.</p>	Board Meeting.
International Student Program and Study Abroad Program Update	Cabinet discussed the centralization of recruiting/marketing efforts for the International Student Program.	Sally and Dio will draft a new job description for Director of International Education position and bring to next Cabinet. This item will return to the March 10, 2015 Cabinet meeting.
MISCELLANEOUS		
Enrollment Management	Helen will review the Enrollment Management plan at the March 2, 2015 CAT meeting.	Colleges need to send copies of their plan to Helen.
Districtwide Marketing	Tim provided an update on the Comcast Marketing campaign. DVC has begun shooting for their commercial spots. CCC and LMC have shoots scheduled.	Tim will follow up with the colleges on ways to measure the impact of campaign.
Democracy Commitment	Cabinet discussed whether the colleges will participate in the the Democracy Commitment program. Cabinet came to a consensus that the colleges will not participate.	None
<i>Policies and Procedures Review*</i>		
<i>Business Procedures Review – To begin the approval process</i>		
Bus. 6.03, <u>Collection of Fees for Use of Facilities</u>	Cabinet reviewed and reached consensus to begin the approval process.	Jonah will place this item on the March DGC meeting agenda for a first read
Bus. 6.04, <u>Use of College Facilities</u>	Cabinet reviewed and reached consensus to begin the approval	Jonah will place this item on the March

	process.	DGC meeting agenda for a first read
Human Resources – For discussion only		
HR3040.03, <u>Procedure for Classified Staff Participation in Institutional Governance</u>	A DGC member, on behalf of CSCC, expressed concerns. Cabinet discussed this item and decided to make no changes, other than those currently proposed, at this time.	No action
HR2030.09, <u>Divisional College Division/Department Organization</u>	A DGC member, on behalf of FSCC, expressed concerns. Cabinet discussed this item and decided to make no changes, other than those currently proposed, at this time.	No action
Human Resources Procedures: 2014-15 Review, Series 2000 and 3000 – To begin the approval process		
HR3050.01, <u>Medical Examinations for Monthly Classified Employees</u> (Delete)	Cabinet reviewed and reached consensus to begin the approval process.	Gene will place this item on the March DGC meeting agenda for a first read
Exempt Procedures Packet – To begin the approval process		
HR2060.10 a. Staffing Guidelines for Intercollegiate Athletics b. Staffing Guidelines for Intercollegiate Athletics Staffing buy Part-Time Employees	Cabinet reviewed and reached consensus to begin the approval process. Immediately after Cabinet: Minor changes made to III.C.1, per legal	Gene will place this item on the March DGC meeting agenda for a first read
Payroll 13.03, <u>Services Exempt from Salary Schedules</u>	Cabinet reviewed and reached consensus to begin the approval process.	Gene will place this item on the March DGC meeting agenda for a first read
Business 9.10, <u>Payment of Special Service Contractors</u>	Cabinet reviewed and reached consensus to begin the approval process.	Gene will place this item on the March DGC meeting agenda for a first read
Board 2025, <u>Employment of Individuals in Special Categories</u>	Cabinet reviewed and reached consensus to begin the approval process.	Gene will place this item on the March DGC meeting agenda for a first read
Payroll 13.05, <u>Intercollegiate Athletics Seasonal Contract Payments</u>	Cabinet reviewed and reached consensus to begin the approval process.	Gene will place this item on the March DGC meeting agenda for a first read
Salary Schedule C-8, Professional Expert/Recreation Program Positions	Cabinet reviewed and reached consensus with the proposed salary schedule changes.	Gene will take the appropriate actions for approval.

Salary Schedule B-8, Intercollegiate Athletics Seasonal Contract Temporary (Part-Time) Day Faculty Head Coaches and Associate Coaches	Cabinet reviewed this salary schedule as background information.	None.
College Foundations Discussion	<p>Mojdeh discussed the need for a college foundation position at CCC and the possible restructuring of foundations to work collaboratively on planning.</p> <p>Cindy Goga discussed her role as DVC Foundation Director.</p>	The chancellor and presidents will continue discussion on this topic.
Adjournment: Next Meeting, March 10, 2015		

*Attachment

Business Procedures Review

Jonah Nicholas – To begin the approval process

Number	Title	Action Requested
Bus. 6.03	Collection of Fees for Use of Facilities	Revise
Bus. 6.04	Use of College Facilities	Revise

COLLECTION OF FEES FOR USE OF FACILITIES

Business Procedures provide guidelines for the use of facilities and the fee to be charged. The procedures to be used for collection of fees for use of facilities follow.

- 1. The amount of fees shall be determined by the Governing Board through the approval of a contract for a lessee use permit, or;
- 2. The amount of fees shall be determined by the site granting the use in accordance with the schedule of fees for fair rental value (Exhibit A) or for cost (Exhibit B). The schedule of fees will be shall be reviewed by the Governing Board biennially. In these cases, the following procedure shall apply:
 - a. The site shall prepare an invoice for facility users on an "Invoice for Rental of Facilities" form. This is to be done on the first working day following the approved use, or the first working day following the last date of use in a series of approved dates. The invoices shall contain the name of the organization, application number, name of authorized agent, the address, date of use or uses, the facilities used and the fees charged for rental and/or salary costs. The site shall retain a copy of the invoice and file it with an approved permit form. The original invoice shall be forwarded to the user by the site.

3. Fees collected will be deposited as follows:

Site	GL Account
Contra Costa College	11-01-702050-683000-48851
Diablo Valley College	11-01-202050-683000-48851
Los Medanos College	11-01-302050-683000-48851

- 5. If necessary to void an invoice, all copies of the invoice shall be retained by the site.
- 6. Completed permits and invoices or receipts are to be retained by the site for one year following completion of the independent audit. They may then be destroyed.

SCHEDULE OF FEES-USE OF FACILITIES

Use of Facilities for Cost	Usage Cost Per Hour *
Classroom.....	\$12.00
Conference Room	13.00
Laboratory	79.00
Computer Lab	123.00
Lecture Hall/Forum	96.00
Performing Arts Center (1)	121.00
Performing Arts Center (rehearsal only) (1)	61.00
Recital Hall (2)	41.00
T.V. Studio	77.00
Student Center (3)	
Entire Building	68.00
Dining Room Only	48.00
Lounge Only	62.00
Faculty Dining Room Only	59.00
Recreation Room Only	50.00
Gymnasium	
Entire Gymnasium	117.00
Half Gymnasium	66.00
Entire Gymnasium and seating	165.00
Half Gymnasium and seating	83.00
Physical Education Classroom Building	
Gymnastics Room	31.00
Wrestling Room	34.00
Dance Studio	34.00
Weight Room	24.00
Other Athletics Facilities	
Pool	51.00
Pool with Lights	66.00
Small Pool	22.00
Football Field	123.00
Football Field with Lights	182.00
Track	87.00
Track with Lights	116.00
Baseball Field	84.00
Softball Field	41.00
Tennis Court (per court)	13.00
CCC Soccer Field with Lights	165.00
Other Athletic Field (4)	34.00
Concession Stand	12.00
Parking Lot (for use other than parking)	31.00
Amphitheater or Quad	77.00
	Per Use
Locker and Shower Room	\$55.00
(With Gym, Stadium, Pool or other facility)	

* One to four hours a day. The hourly rate for hours in excess of four hours shall be at 50% of the basic rate, includes operational and maintenance costs necessitated by use of facilities (such as supplies, utilities and personnel services of regularly employed District staff members)

Schedule of Fees — Use of Facilities (continued)

Use of Facilities for Fair Rental Value	Fair Rental Fee Per Hour *
Classroom	\$34.00
Conference Room	34.00
Laboratory	222.00
Computer Lab	206.00
Lecture Hall/Forum	222.00
Performing Arts Center (1)	274.00
Performing Arts Center (rehearsal only) (1)	86.00
Recital Hall (2)	53.00
T.V. Studio	78.00
Student Center (3)	
Entire Building	112.00
Dining Room Only	103.00
Lounge Only	89.00
Faculty Dining Room Only	55.00
Recreation Room Only	100.00
Gymnasium	
Entire Gymnasium	195.00
Half Gymnasium	123.00
Entire Gymnasium and seating	239.00
Half Gymnasium and seating	135.00
Physical Education Classroom Building	
Gymnastics Room	78.00
Wrestling Room	78.00
Dance Studio	42.00
Weight Room	55.00
Other Athletics Facilities	
Pool	149.00
Pool with Lights	198.00
Small Pool	33.00
Football Field	265.00
Football Field with Lights	323.00
Track	99.00
Track with Lights	165.00
Baseball Field	94.00
Softball Field	61.00
Tennis Court (per court)	24.00
CCC Soccer Field with Lights	303.00
Other Athletic Field (4)	55.00
Concession Stand	31.00
Parking Lot (for use other than parking)	42.00
Amphitheater or Quad	78.00
	Per Use
Locker and Shower Room	\$66.00
(With Gym, Stadium, Pool or other facility)	

*One to four hours a day. The hourly rate for hours in excess of four hours shall be at 50% of the basic rate.

Schedule of Fees - Use of Facilities (continued)

Special Equipment Fee **Per Use**

Film Projector	\$28.00 plus labor charge for operator
Slide Projector	\$28.00 plus labor charge for operator
VCR Projector	\$28.00 plus labor charge for operator
SMART Projector	\$28.00 plus labor charge for operator
Computer	\$28.00 plus labor charge for operator
Portable Public Address System	\$28.00 plus labor charge for operator
Public Address System in Student Center or Gymnasium or other Permanent System	\$55.00 plus labor charge for operator
Specialized services related to equipment (piano moving or tuning)	Actual cost plus 10%

Labor Fee

Event Supervisor	Actual cost
Student Employees	Actual cost
Technician	Actual cost
Custodial	Actual cost
Facilities Setup	Actual cost
Other Employees	Actual cost
Police Services Officers	Actual cost
Reserve Security Officers	Actual cost per hour plus 10%
Specialized Services Related to Equipment	Actual cost

- (1) Knox Center at Contra Costa College
- (2) Includes Music Studio at Contra Costa College
- (3) Cafeteria at Diablo Valley College and Cafeteria at Los Medanos College
- (4) Includes Batting Practice Room at Contra Costa College

Historical Annotation:
 Approved 3/24/99
 Revised 7/31/96; 5/25/99; 4/1/03; 10/7/03; 7/23/13

SCHEDULE OF FEES – USE OF FACILITIES FOR FAIR RENTAL VALUE

Use of Facilities	Per Hour*
<input type="checkbox"/> Classroom.....	34.00
<input type="checkbox"/> Conference Room.....	34.00
<input type="checkbox"/> Laboratory.....	222.00
<input type="checkbox"/> Computer Lab.....	206.00
<input type="checkbox"/> Large Event Room (1).....	250.00
<input type="checkbox"/> Lecture Hall/Forum.....	222.00
<input type="checkbox"/> Performing Arts Center (2).....	274.00
<input type="checkbox"/> Performing Arts Center (rehearsal only) (2).....	86.00
<input type="checkbox"/> Recital Hall (3).....	53.00
<input type="checkbox"/> T.V. Studio.....	78.00

Student Center (4)	
<input type="checkbox"/> Entire Building.....	112.00
<input type="checkbox"/> Dining Room Only.....	103.00
<input type="checkbox"/> Lounge only.....	89.00
<input type="checkbox"/> Faculty Dining Room Only.....	55.00
<input type="checkbox"/> Recreation Room Only.....	100.00

Gymnasium	
<input type="checkbox"/> Entire Gymnasium.....	195.00
<input type="checkbox"/> Half Gymnasium.....	123.00
<input type="checkbox"/> Entire Gymnasium and seating.....	239.00
<input type="checkbox"/> Half Gymnasium and seating.....	135.00

Physical Education Classroom Building	
<input type="checkbox"/> Gymnastics Room.....	78.00
<input type="checkbox"/> Wrestling Room.....	78.00
<input type="checkbox"/> Dance Studio.....	42.00
<input type="checkbox"/> Weight Room.....	55.00

Other Athletic Facilities	
<input type="checkbox"/> Pool.....	149.00
<input type="checkbox"/> Pool with Lights.....	198.00
<input type="checkbox"/> Small Pool.....	33.00
<input type="checkbox"/> Football Field.....	265.00
<input type="checkbox"/> Football Field with Lights.....	323.00
<input type="checkbox"/> Track.....	99.00
<input type="checkbox"/> Track with Lights.....	165.00
<input type="checkbox"/> Baseball Field.....	94.00
<input type="checkbox"/> Softball Field.....	61.00
<input type="checkbox"/> Tennis Court (per Court).....	24.00
<input type="checkbox"/> CCC Soccer Field with Lights.....	303.00
<input type="checkbox"/> Other Athletic Field (5).....	55.00
<input type="checkbox"/> Concession Stand.....	31.00
<input type="checkbox"/> Parking Lot (For use other than parking).....	42.00
<input type="checkbox"/> Amphitheater or Quad.....	78.00

Use of Facilities	Per Use
Locker and Shower Room	
<input type="checkbox"/> With Gym, Stadium, Pool or other facilities.....	66.00

*One to four hours a day. Hours in excess of four will cost 50% of the above rate. Includes operational and maintenance costs necessitated by use of facilities (such as supplies, utilities and personnel services of regularly employed District staff members)

(1) Includes Diablo Room at Diablo Valley College and Fireside Building at Contra Costa College

(2) Knox Center at Contra Costa College

(3) Includes Music Studio at Contra Costa College

(4) Diablo Valley College and at Los Medanos College

(5) Includes Batting Practice Room at Contra Costa College

Special Equipment Fee	Per Use
<input type="checkbox"/> Film Projector.....	28.00 plus labor charge for operator
<input type="checkbox"/> Slide Projector.....	28.00 plus labor charge for operator
<input type="checkbox"/> VCR Projector.....	28.00 plus labor charge for operator
<input type="checkbox"/> SMART Projector.....	28.00 plus labor charge for operator
<input type="checkbox"/> Computer.....	28.00 plus labor charge for operator
<input type="checkbox"/> Portable Public Address System.....	28.00 plus labor charge for operator
<input type="checkbox"/> Public Address System in Student Center or Gymnasium or other Permanent System.....	55.00 plus labor charge for operator
<input type="checkbox"/> Specialized services related to equipment (piano moving or tuning).....	Actual cost plus 10%

Labor Fees	
<input type="checkbox"/> Event Supervisor.....	Actual Cost
<input type="checkbox"/> Student Employees.....	Actual Cost
<input type="checkbox"/> Technician.....	Actual Cost
<input type="checkbox"/> Custodial.....	Actual Cost
<input type="checkbox"/> Facilities Setup.....	Actual Cost
<input type="checkbox"/> Other Employees.....	Actual Cost
<input type="checkbox"/> Police Services Officers.....	Actual Cost
<input type="checkbox"/> Reserve Security Officers.....	Actual Cost per hours plus 10%
<input type="checkbox"/> Specialized Services Related to Equipment.....	Actual Cost

Questions concerning fees to be charged should be directed to:

Name _____ Telephone _____

SCHEDULE OF FEES – USE OF FACILITIES FOR COST

Use of Facilities	Per Hour*
<input type="checkbox"/> Classroom.....	12.00
<input type="checkbox"/> Conference Room.....	13.00
<input type="checkbox"/> Laboratory.....	79.00
<input type="checkbox"/> Computer Lab.....	123.00
<input type="checkbox"/> Large Event Room (1).....	100.00
<input type="checkbox"/> Lecture Hall/Forum.....	96.00
<input type="checkbox"/> Performing Arts Center (2).....	121.00
<input type="checkbox"/> Performing Arts Center (rehearsal only) (2).....	61.00
<input type="checkbox"/> Recital Hall (3).....	41.00
<input type="checkbox"/> T.V. Studio.....	77.00

Student Center (4)	
<input type="checkbox"/> Entire Building.....	68.00
<input type="checkbox"/> Dining Room Only.....	48.00
<input type="checkbox"/> Lounge only.....	62.00
<input type="checkbox"/> Faculty Dining Room Only.....	59.00
<input type="checkbox"/> Recreation Room Only.....	50.00

Gymnasium	
<input type="checkbox"/> Entire Gymnasium.....	117.00
<input type="checkbox"/> Half Gymnasium.....	66.00
<input type="checkbox"/> Entire Gymnasium and seating.....	165.00
<input type="checkbox"/> Half Gymnasium and seating.....	83.00

Physical Education Classroom Building	
<input type="checkbox"/> Gymnastics Room.....	31.00
<input type="checkbox"/> Wrestling Room.....	34.00
<input type="checkbox"/> Dance Studio.....	34.00
<input type="checkbox"/> Weight Room.....	24.00

Other Athletic Facilities	
<input type="checkbox"/> Pool.....	51.00
<input type="checkbox"/> Pool with Lights.....	66.00
<input type="checkbox"/> Small Pool.....	22.00
<input type="checkbox"/> Football Field.....	123.00
<input type="checkbox"/> Football Field with Lights.....	182.00
<input type="checkbox"/> Track.....	87.00
<input type="checkbox"/> Track with Lights.....	116.00
<input type="checkbox"/> Baseball Field.....	84.00
<input type="checkbox"/> Softball Field.....	41.00
<input type="checkbox"/> Tennis Court (per Court).....	13.00
<input type="checkbox"/> CCC Soccer Field with Lights.....	165.00
<input type="checkbox"/> Other Athletic Field (5).....	34.00
<input type="checkbox"/> Concession Stand.....	12.00
<input type="checkbox"/> Parking Lot (For use other than parking).....	31.00
<input type="checkbox"/> Amphitheater or Quad.....	77.00

Use of Facilities	Per Use
Locker and Shower Room	
<input type="checkbox"/> With Gym, Stadium, Pool or other facilities.....	55.00

*One to four hours a day. Hours in excess of four will cost 50% of the above rate. Includes operational and maintenance costs necessitated by use of facilities (such as supplies, utilities and personnel services of regularly employed District staff members)

- (1) Includes Diablo Room at Diablo Valley College and Fireside Building at Contra Costa College
- (2) Knox Center at Contra Costa College
- (3) Includes Music Studio at Contra Costa College
- (4) Diablo Valley College and at Los Medanos College
- (5) Includes Batting Practice Room at Contra Costa College

Special Equipment Fee	Per Use
<input type="checkbox"/> Film Projector.....	28.00 plus labor charge for operator
<input type="checkbox"/> Slide Projector.....	28.00 plus labor charge for operator
<input type="checkbox"/> VCR Projector.....	28.00 plus labor charge for operator
<input type="checkbox"/> SMART Projector.....	28.00 plus labor charge for operator
<input type="checkbox"/> Computer.....	28.00 plus labor charge for operator
<input type="checkbox"/> Portable Public Address System.....	28.00 plus labor charge for operator
<input type="checkbox"/> Public Address System in Student Center or Gymnasium or other Permanent System.....	55.00 plus labor charge for operator
<input type="checkbox"/> Specialized services related to equipment (piano moving or tuning).....	Actual cost plus 10%

Labor Fees	
<input type="checkbox"/> Event Supervisor.....	Actual Cost
<input type="checkbox"/> Student Employees.....	Actual Cost
<input type="checkbox"/> Technician.....	Actual Cost
<input type="checkbox"/> Custodial.....	Actual Cost
<input type="checkbox"/> Facilities Setup.....	Actual Cost
<input type="checkbox"/> Other Employees.....	Actual Cost
<input type="checkbox"/> Police Services Officers.....	Actual Cost
<input type="checkbox"/> Reserve Security Officers.....	Actual Cost per hours plus 10%
<input type="checkbox"/> Specialized Services Related to Equipment.....	Actual Cost

Questions concerning fees to be charged should be directed to:

Name _____ Telephone _____

USE OF COLLEGE FACILITIES

District facilities identified as Civic Centers or as designated public forums 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 Chancellor, college presidents or their designees, but shall be sufficiently frequent and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in this procedure, **or as authorized by law**, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Chancellor is responsible for the coordination and implementation of this procedure. The Chancellor or his/her designee shall determine all applicable fees to be charged. Outside the designated public forum areas, the following shall apply: 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 user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

USE UNDER THE CIVIC CENTER ACT

(Education Code Sections 82537 through 82548)

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 groups identified in Education Code Section 82542(a) (see page 9) will be permitted, "when an alternative location is not available," as described in the statute, to use District facilities upon payment only of the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as part of their normal duties;
- the cost of a District 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/her normal duties;
- the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; 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, custodial services, services of any other District employees, and salaries paid 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, **which may be conducted** for temporary periods where the church or organization has no suitable meeting place for the conduct of such services
- entertainment 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.

Pursuant to Education Code 82542, 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.

USE OF FACILITIES BY EMPLOYEE ORGANIZATIONS

Employee organizations may distribute organizational literature on District property exclusive of work areas provided there is no interference with District business. No one shall be allowed to distribute materials in a manner which distracts employees while performing their duties. Literature and similar materials may be distributed only in site locations(s) designated by the Chancellor or college president.

Posting of organizational recruiting notices, posters and similar materials will be permitted only on designated bulletin boards or other appropriate areas as determined by the Chancellor or college president. Space and time limitations may be invoked if necessary.

Employee organizations may use designated bulletin boards to announce meetings.

Advance requests for use of District facilities must be made, in accordance with established District procedure, whenever an employee organization wishes to schedule a District facility to conduct organizational meetings and related activities. No rental charge will be made for use of District facilities immediately before or after the work day. After 5:00 p.m., any additional cost to the District for services shall be charged to the employee organization using the facility.

PRIORITIES FOR USE OF FACILITIES

To provide maximum use of college facilities and to minimize the potential for conflict, the following priorities are established:

1. First priority is reserved for the college's educational program and for college events.
2. Second priority will be given to youth groups, civic and service groups, and other groups organized for cultural, educational or recreational activities.
3. Third priority will be given to public agencies and schools and colleges when the purpose of the use is educational.
4. Last priority will be given to private organizations.
5. Organizations within the District will have priority over those from outside the District.
6. In order to present a diversified program of community services, it may be necessary to give priority to requests from groups which have not previously used college facilities.
7. Priorities shall be maintained in such a way that no group will monopolize the use of a facility.
8. Once an application has been approved, the use shall not be preempted by another applicant with higher priority.

SCHEDULING OF FACILITIES

1. Applications for use of college facilities may be obtained from the office designated by the college president (Exhibit A).
2. The college president or designee shall be empowered to approve or disapprove the application based on the appropriateness of the activity and the availability of the facilities for the specified dates and times and to issue the permit.
3. Applications for use of college facilities should be filed at least thirty calendar days in advance of the time the use of the premises is desired. Unless unusual scheduling problems are involved, the college will not schedule use of facilities for more than three months in advance and applications shall

- not be accepted more than six months in advance of use. Use permits shall not be issued for a period exceeding one fiscal year.
4. Organizations wishing to use facilities during the summer months may make application at any time during the year but these applications will not be processed before April 1 of each year.
 5. The date of payment established on the permit for facility, equipment or labor rental fees shall be honored by the applicant.
 6. The applications must include all requested facilities and equipment. The designated office will make arrangements for personnel to operate equipment requiring skilled operators. Facilities and equipment not listed on the permit are not to be used, except rest rooms.
 7. Permits to use facilities are for the dates and time specified. The college assumes no obligation in the event that a change of either dates or times is requested. The users shall not arrive before the time authorized on the permit and shall leave the college premises at the permit expiration time. Rental costs shall cover the specified hours, except there shall be no hourly rental charge for set-up time approved in advance of the specified hours or clean-up time following use.

SPECIAL REQUIREMENTS AND CONDITIONS FOR USE OF FACILITIES

1. Any persons applying for use of District property on behalf of any club, organization, corporation, association or other group shall be a member of same and, unless he or she is an officer of the club, organization, corporation, association or group, must present written authorization to represent the same with respect to the application. 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 the District or present evidence (certificate of insurance, organizational articles of incorporation, meeting minutes etc.) that such person has the authority to bind the club, organization, corporation, association or other group to an agreement to be held financially responsible in the case of loss or damage to the District.
2. ~~The laws of the State specify that no entertainment shall be permitted which discriminates in any way based on race, color, creed or sex.~~ No Group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.
3. The group using college facilities understands and agrees that it will not exclude the general public from its meetings or recreational activities. However, if interference by nonmembers is more than minimal, as determined by the person in charge of the meeting or recreational activity, the organization may take appropriate steps through the use of law enforcement officers or other legal remedies to eliminate such interference.
4. Whenever a college facility is being used, a college employee shall be on duty and shall be responsible for supervision of the facility.
5. The use or possession of narcotics, dangerous drugs, alcoholic beverages or gambling equipment on college property is expressly prohibited. Any person under the influence of intoxicating liquor, narcotics or drugs shall be denied opportunity to participate in any way.
6. Groups using college facilities shall conform to all city and county ordinances and fire regulations.
7. Decorations must be flame-proof and shall be erected and taken down in a manner not destructive to property. The use of any material or device which constitutes a hazard, as determined by the college, is expressly prohibited. All decorative materials, including but not limited to draperies, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.
8. Display materials used or distributed on campus must be approved by the designated office and must be removed immediately after the event.
9. Restrictions regarding smoking, eating, and drinking in particular rooms and buildings must be observed.
10. Groups with minors in attendance shall provide their own chaperons. The number required shall be

- determined by the college.
11. The college may require as a condition for approval of an application that the applicant cover cost of security officers as are determined necessary by the designated office.
 12. The college reserves the right not to provide heat or air conditioning for any facility. If the college agrees to provide heating or air conditioning service, the user shall be assessed costs equal to the actual or estimated costs incurred in starting up or shutting down that facility.
 13. No structure, electrical modifications or mechanical apparatus may be erected or installed on college property without specific written approval by the college president. The user is liable for the care and protection of college property and facilities and will be charged for any damages sustained to the premises, furniture or equipment because of the occupancy of the college premises.
 14. The user shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property which may be the result of, or may be caused by the user's occupancy of the facilities or premises, and for which the District might be held liable. The user shall protect and indemnify the District, the Board and/or any officer, agent or employee of the District and save them harmless in every way from all suits or actions at law for damage or injury to persons, life or property that may arise or be occasioned in any way because of the occupancy of the facilities or premises, regardless of responsibility or negligence.
The District shall require the furnishing of a certificate of liability insurance by the user in an amount of no less than one million dollars for all uses other than small group meetings or dinners, naming the District as an additional insured during the use of the facility by the user.
 15. Keys to facilities shall not be issued to any group not officially connected with the college.
 16. Cancellation of requests for use of college facilities should be made at least forty eight hours prior to the scheduled use. Failure to provide this notice of cancellation will be considered when future requests for use of facilities are made.
 17. The college president may cancel or revoke any permit for any of the following:
 - a. if there is a conflict with a college function.
 - b. if the group fails to comply with rules and regulations established by the college.
 - c. if the conduct of the group is unsatisfactory.
 - d. if any youth group meets without satisfactory adult supervision.
 - e. if there are any overdue fees for rental labor costs or damages.
 - f. if incorrect or misleading information has been given on the application.
 18. No employee of the District may accept any gift or gratuity of any kind from any group using college facilities under any circumstances.

REGULATIONS GOVERNING SPECIFIC FACILITIES

Smoking, food and beverages are prohibited in the locker buildings, gymnasium, the pool area and the physical education multi-purpose building.

All uses of the following facilities shall be under the supervision of a college employee or employees.

1. Swimming Pool
 - a. ~~The pool hourly rental fee includes the cost of the salary of the supervising employee.~~
 - b. Users shall be required to pay the salary cost of any additional employees in accordance with the schedule of fees.
2. Baseball Field
 - a. The use of the baseball field by community groups is limited to the period between May 15 and September 15 of each year.
 - b. The main diamond can be used for league or tournament games only; practice sessions will be scheduled on other athletic playing fields.
 - c. Public toilets will be opened for scheduled games only.
 - d. Specialized facilities, such as batting cages, press box and scoreboard are not available

- except for championship games.
- e. Users will be required to pay the labor cost for infield preparation.
- f. All scheduled use must recognize the need to maintain and water the facility.
- g. Only games using 90-foot base lines will be permitted.
- 3. Football Stadium and Track
 - a. The use of facilities involving spectators for football, track and soccer will be limited to the stadium and track.
 - b. The use of the stadium playing surface will be limited to activity participants. Spectators will not be permitted on the playing surface.
- 4. Gymnasium
 - a. The use of the gymnasium for other than basketball games during the college basketball season between November 1 and March 1 shall be limited.
 - b. Community events, such as dances, light shows, jazz festivals, folk festivals, circuses or similar events should not be held in the gymnasium.
 - c. Nothing shall be used on any floor which will mar the playing surfaces in any way.
 - d. There shall be a minimum of 25 participants to qualify for community use of any part of the gymnasium.
- 5. Physical Education Multi-Purpose Building
 - a. This building has specialized rooms for dance, weight training, gymnastics and combatives and the use of the building will be limited primarily to these activities.
- 6. Locker Buildings
 - a. The locker building hourly rental fee includes the cost of the salary of the supervising employee.
 - b. Users shall be required to pay the salary cost of any additional employees in accordance with the schedule of fees.
- 7. Tennis Court and Archery Range
 - a. These facilities will be limited to use for tennis or archery only. Bicycle riding and roller skating are expressly prohibited.
 - b. Only regular target archery equipment will be permitted (no hunting equipment, broadheads or blunts may be used).
 - c. Drop-in use is permitted. Children under 16 years, however, must be accompanied by an adult.
- 8. Other Playing Fields
 - a. These fields are for activities such as touch football, softball, soccer, and field hockey and are primarily available for practice sessions or contests not involving spectators. Use will be limited generally to the above activities.
 - b. Golf practice and model airplane flying will not be permitted.
- 9. Cafeteria
 - a. A cafeteria employee shall be present at all times the kitchen facilities are used by a non-college group. Use of kitchen facilities will be granted as follows:
 - (1) Special meals by cafeteria staff
The college president is authorized to have meals served to groups authorized to use college facilities under the terms of the Civic Center Use as outlined in this policy. The charge for food shall be made in accordance with the schedule established by the college president which shall include the costs of labor, food and operating expenses. In addition the group will be charged for rental and other fees in accordance with the schedule of fees.
 - (2) Limited Use--Light Refreshments: When the kitchen is used for light refreshment service (coffee, tea, punch, cookies or doughnuts), the group will be charged for the supplies used and for rental and other fees as appropriate.
- 10. Performing Arts Center
 - a. Facilities use charges will be assessed according to the hours requested on the facilities use

- application. Any additional hours of use will be charged at the hourly rate, providing the facility is available.
- b. Additional hours may be arranged based upon facility availability.
 - c. The college theater technicians must be on duty the entire time the facility is in use, for which the user will be charged the labor fee per the schedule of fees.
 - d. Users shall be required to pay the salary cost of any additional employees in accordance with the schedule of fees.
 - e. Eating, drinking and smoking shall be limited to designated areas upon special request.
 - f. An adequate number of ushers must be provided, the exact number to be based on expected attendance, type of event, etc.
11. Dance Policy
- a. Requests must be made at least one month prior to dance and all paper work must be completed three weeks prior to dance. (The college president or designee will be the only person allowed to make an exception to this policy.)
 - b. In the case of all dances, a pre-dance planning meeting will be held with the Campus Police, Club Advisor or designee, Student Club representative, and musical representative. No flyers, leaflets or tickets will be distributed or sold until after this meeting.
 - c. Only students with a college identification or 18 years of age or older will be allowed to attend dance events. Identification will be checked at the door by members of the sponsoring group for all dances.
 - d. All attendees are subject to search for harmful objects or inappropriate items. Metal detectors may be used.
 - e. Club advisor(s) will be in attendance for the entire event. In addition, the advisor will be required to be present two hours prior to and two hours after dance.
 - f. Police will monitor vehicle and foot traffic at dance locations.
 - g. No in-and-out privileges.

GUIDELINES TO DETERMINE FEES FOR USE OF COLLEGE FACILITIES
(See next page)

GUIDELINES TO DETERMINE FEES FOR USE OF COLLEGE FACILITIES

CLASSIFICATION OF USER	RECREATIONAL USE	NON-RECREATIONAL USE	
		If No Money Collected	If Money Collected
1. Religious organizations include the following: Churches if use includes any religious activity Church-affiliated groups if use includes any religious activity	Fair rental value Equipment cost Labor cost	Fair rental value Equipment cost Labor cost	Fair rental value Equipment cost Labor cost
2. Community non-profit: Non-profit organizations Community agencies Clubs other than folk and square dancing Associations Auxiliaries Chamber of Commerce Alumni associations Political parties Church-affiliated groups if use excludes religious activity March of Dimes American Red Cross Boy Scouts Girl Scouts Camp Fire Girls Parent-Teacher Association Folk or Square Dancing Clubs Y.M.C.A. American Diabetes American Cancer Society Grey Panthers Retired Senior Volunteer Program	Usage cost Equipment cost Labor cost	Usage cost* Equipment cost* Labor cost	Fair rental value Equipment cost Labor cost*
3. Public agencies include the following: School districts University of California State Colleges and Universities Cities Counties State of California U.S. Government Special districts Legislators (for official functions) Other governmental units	Usage cost Equipment cost Labor cost	Usage cost* Equipment cost* Labor cost	Fair rental value Equipment cost Labor cost*
4. Private organizations include the following: Labor unions Private schools Private colleges and universities Commercial firms Private institutes	Fair rental value Equipment cost Labor cost	Fair rental value Equipment cost Labor cost	Fair rental value Equipment cost Labor cost

*May be waived by College President or College Business Officer.

Education Code 81378, 82537, 82542-82548

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

500 Court Street, Martinez California 94553
(925) 229-1000

#

CONTRA COSTA COLLEGE

2600 Mission Bell Drive
San Pablo, CA 94806
(510) 235-7800

DIABLO VALLEY COLLEGE

321 Golf Club Road
Pleasant Hill, CA 94523
(925) 685-1230

LOS MEDANOS COLLEGE

2700 East Leland Road
Pittsburg, CA 94565
(925) 798-3500, (925) 439-2181

APPLICATION FOR USE OF COLLEGE FACILITIES

I hereby make application for use of District facilities on behalf of the below named organization.

TYPE OF ORGANIZATION

Name of Organization _____

Religious

Address of Authorized Agent _____

Community Non-profit

Telephone Number _____

Community Serv. Contractor

Person in charge (if different from above) _____

Private

Purpose of Meeting _____

Will an admission charge or collection of funds of any type be made as prerequisite to participation?

Yes No

If "Yes", what will the proceeds be used for? _____

Amount per person \$ _____

DATES DESIRED	HOURS		FACILITIES REQUESTED LOCATION/BUILDING	ROOM
	FROM	TO		

Number of Chairs _____ Number of Tables _____ Expected Attendance _____

SPECIAL SERVICES OR EQUIPMENT. Complete the schedule of fees form (Business Procedure 6.03 Exhibit A or B) if special services and/or equipment are needed. If special services and/or equipment are needed for persons with disabilities, please attach requests to the schedule of fees on a separate piece of paper.

I understand that the use of college facilities must be in accordance with the rules and regulations of the Governing Board of the Contra Costa Community College District including possibility of cancellation should the facilities be needed for the educational program. I further understand that in connection with the use of the facilities the organization named above is to pay the contra Costa Community College District as stipulated.

The above named organization and its members shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property which may be the result of, or may be caused by the organization's occupancy of the facilities or premises, and for which the District might be held liable. The organization shall defend, save harmless and indemnify the District and its officers, agents and employees against all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the organization's use of District facilities or equipment provided under this agreement resulting from the conduct, negligent or otherwise, of the organization, its agents or employees or their guests.

The Country Assessor of Contra Costa County has invoked a possessory interest tax on all rentals of and other possessory interests in DISTRICT and other publicly -owned properties. This tax is mandatory by law and is levied on the Organization and not the property. (California Revenue and Taxation Code § 107 et seq.)

ORGANIZATION recognizes and understands that in accepting this rental agreement that his or her interest may be subject to a possible possessory interest tax that the County Assessor may legally impose on such possessory interest held by the ORGANIZATION, that such tax payment shall not reduce any rent due the DISTRICT, and that such tax shall be the liability of and be paid by the ORGANIZATION.

Signature of Authorized Agent

Date

FOR COLLEGE USE ONLY

Charges as indicated on the attached listing

Cancellation of approved applications should be made at least 48 hours prior to the scheduled use. Use of facilities charges will be invoiced if this notice is not provided.

Payment: _____ in advance by (date) _____ Or within seven (7) days of receipt of invoice

Certificate of insurance naming the District as an additional insured in the _____
amount of (at least) \$1,000,000.00 is on file with the college. _____ Certificate of insurance waived

APPROVED DIAPPROVED

Signature of College President or Authorized Representative

Date

An approved application is the permit to use the named facilities. The organization's representative in charge should bring the permit to each scheduled use

DIVISIONAL COLLEGE DIVISION/ DEPARTMENT ORGANIZATION

1. Specifications for Divisional Organization

a. Division Chairperson

- 1) Selected by the President from two or more regular full-time faculty members submitted by the division which has determined by a vote of the full-time faculty that the nominees have the support of the majority of the full-time members of the division.
- 2) Division Chairpersons serve three-year terms and may, using the selection procedure above, serve one additional consecutive term. Initial terms shall be arranged so that Division Chairpersons serve staggered terms, which initially may be greater or less than three years.
- 3) The President may remove a Division Chairperson after consultation with a representative group from the division.

1. **Division:** Division procedures, including procedures for division structure and faculty participation, shall be determined by management in consultation with division faculties. Such procedures are to be on file at the college, District Office and United Faculty Office.

2. **Departments:** Unit members shall be considered members of college, division and department wherein their largest assignment falls. Department faculty procedures, consistent with division procedures, shall be determined by the faculty members within them. Such procedures are to be on file at the college, District Office and United Faculty Office.

b-a. Department Chairpersons in a Divisional Organization

- 1) Elected for two-year terms from full-time regular and contract employees faculty of the department.
- 2) Department Chairpersons may be recalled by two-thirds (2/3) vote of the same constituency.
- 3) Annually, the appropriate Area Dean will write a letter to each Department Chair providing feedback related to the established duties and responsibilities.
- 4) Departments are established or changed by the President with the concurrence of the appropriate campus committee or council meeting jointly and in consultation with faculty involved. United Faculty shall be notified for consultation prior to establishing, changing, or abolishing a recognized department structure.

2-b. Elaboration of functions and duties within a Divisional Organization

a. Within the administrative organization of the colleges with divisional organizations, Division Chairpersons will have first level managerial responsibility for divisional operations consistent with faculty participation outlined in Item 2c below.

b. An divisions comprised of diverse disciplines necessitating departments, Department Chairpersons facilitate faculty participation in the following areas and according to procedures outlined in Item 2c below.

- 1) Curriculum development and coordination of programs which overlap other departments or related areas.
- 2) Teaching schedules and room assignments.
- 3) Screening and recommending the hiring of new teachers.
- 4) Construction of the budget, maintenance of inventories, and monitoring of expenditures.

PROCEDURE FOR CLASSIFIED STAFF PARTICIPATION IN INSTITUTIONAL GOVERNANCE

1. Classified Staff are dedicated to providing quality service to students, administrators, faculty and each other. It is in this spirit that staff agree to participate in the shared governance structure at each of the colleges and the District Office. Hence, developing Classified Staff participation guidelines is necessary to maintain This procedure establishes and reinforces the roles and structure of Classified Staff participation in institutional shared governance, as supported by the Chancellor, presidents and management staff. Furthermore, all Classified Senate personnel will work with management to insure that normal, professional responsibilities are met along with their shared governance responsibilities. Classified staff recognize that students are our highest priority.
2. Thus, in order to To facilitate Classified Staff participation in institutional governance, staff development and in-service training, Classified Staff and Administration agree to the following:
 - 2-a. Classified Staff members shall be granted reasonable time to participate in institutional governance by the Chancellor, Presidents and management. staff to attend the various sites Classified Senate meetings. Not to exceed two (2) hours monthly.
 - 3-b. Notification of scheduled committee meetings from either the Classified Senate Council or designated Classified Staff members will be submitted at least 3 three days prior to the scheduled meeting, in writing, to the supervisor/manager. President or designee will review yearly calendar of scheduled meetings.
 - 4-c. Classified Staff designated to serve on regularly scheduled committees will be released to attend any "emergency" meetings for that committee on the provision the classified staff member orally notifies the manager of when the meeting was called.
 - 5-d. To cover for Classified Staff time to participate, a manager may elect to provide overtime or a substitute. Costs of such coverage shall be funded from the District or college-wide Classified Senate budgets.
 - 6-e. Committee participation by Classified Staff will adhere to the following guidelines delineated below, except where the Classified Staff's supervisor/manager agrees to a greater amount of employee involvement.

Classified Senate Coordinating Council President

The Classified Senate Coordinating Council president or designee is responsible for Districtwide classified participation in institutional governance including:

- a. classified speaker for District Governance Council Meetings;
- b. District representative for Districtwide and statewide Classified Senate matters;
- c. chair of Classified Senate Coordinating Council meetings; and
- d. participation in additional committees as designated by Chancellor or college Presidents.

7. Classified Senate President

With an average of eight (8) hours weekly for office hours, administrative work, meetings and committees. The President or designee is responsible for classified participation in institutional governance at his or her location including:

- a. college or District Office representative to District Governance Council meetings;
- b. chair and coordination of District Office or and College Council meetings;
- c. college or District Office representative to Classified Senate Coordinating Council meetings; and
- d. participation in Additional college or Districtwide committees as designated by the Chancellor or College Presidents.

8. Classified Senate Vice Presidents

With an average of four (4) hours weekly for office hours, administrative work, meetings and committees. Vice Presidents serve as the back-up for the Presidents and are responsible for processes related to local classified staff participation in institutional governance including participation in:

- a. District Governance Council meetings;
- b. and assistance in coordination of District Office and College Council meetings;
- c. Classified Senate Coordinating Council meetings; and
Additional college or Districtwide committees as designated by the Chancellor or College Presidents.

9. Classified Senate Council Representatives

With an average two (2) hours weekly for classified senate council meetings. Entitled to Classified staff may serve on a maximum of two standing committees unless otherwise approved by the Chancellor or college President.

10. Classified Staff At Large

Entitled to Classified staff may serve on a maximum of two college/district site/Districtwide committees unless otherwise approved by the Chancellor or college President. Site/Districtwide committees must be approved by the Chancellor or college President.

The following offers further guidelines when committee participation will or will not count towards the two-committee limit:

- a. Standing committees **will count** toward the two committee limit;
- b. Ad hoc committees created to address a specific site issue **will count** toward the two-committee limit;
- c. Hiring committees **will not count** toward the two-committee limit;
- d. Classified Senate meetings **will not count** toward the two-committee limit; and
- e. When Classified Staff's job responsibilities require the employee's participation on a committee, that committee participation will not count.

**Participation in statewide Classified Senate activities is not intended to be covered by this policy for either time to participate or funding.

- 5) Staff development.
 - 6) Selection, evaluation, and supervision of classified staff assigned to the department.
- c. All academic employees who are not members of management will be assigned to a division. Their participation in the process of the college will include the following:
- 1) Budget- Faculty in departments or divisions make budget requests for instructional programs; the appropriate division committee reviews them and makes recommendations. The faculty in departments ~~or divisions~~ recommends procedures for the distribution of discretionary funds allocated to those departments. ~~or divisions~~.
 - 2) Scheduling - ~~The Faculty in departments or divisions prepares and recommends through the Division Chairperson~~ teaching schedules and room assignments developed according to division procedures. in accordance with the provisions within the United Faculty Agreement regarding scheduling.
 - 3) Hiring - Faculty participates in the screening of applications for faculty and appropriate managerial and classified openings; the faculty participates in the interviewing of applicants, and the nomination of candidates in accordance with policies and procedures previously established by the administration in consultation with the faculty.
 - 4) Staffing - Faculty in departments ~~or divisions~~ make recommendations through the Division ~~Chairperson~~ Dean on such ~~Gaffers matters~~ as staffing needs, enrollment trends, and use of part-time staff. ~~and affirmative action programs~~.
 - 5) Evaluation -Faculty responsibility for evaluation and improvement of instruction is described in Governing Board Policies and District Administrative Policies.
 - 6) Curriculum - Following department ~~and division~~ procedures, ~~the~~ faculty ~~can~~ makes recommendations for new courses or curricular changes to the appropriate committee dealing with curriculum and instruction ~~as constituted at the local campus~~.
 - 7) Facilities- Faculty in departments ~~or divisions may~~ ~~can~~ make recommendations for use of ~~special~~ facilities.
 - 8) Staff Development - The faculty in departments ~~or divisions~~ ~~may~~ formulates in-service training recommendations. In-service training programs for the improvement of instruction in departments shall not be undertaken without the consideration and approval of the affected group.

United Faculty Agreement, Article 6

DELETE THIS PROCEDURE

MEDICAL EXAMINATIONS FOR MONTHLY CLASSIFIED EMPLOYEES

1. ~~A health appraisal shall be required of all regular classified employees prior to their employment. This examination shall be administered by a physician(s) employed by the District, and the cost of this or any subsequent examination required by the District shall be paid by the District.~~
2. ~~After a conditional offer of employment is tendered to an applicant, he/she must complete the District Health Questionnaire. The completed health questionnaire shall be reviewed by the Human Resources office staff for completeness. Then an appointment should be made with one of the District's physicians for a medical examination. The medical examination results are to be reported on the District "Medical Examination Report" form. The applicant will take the health questionnaire and the medical examination report form to the District's physician.~~
3. ~~After completion of the medical examination report, the District's physician shall return it and the health questionnaire in the U.S. mail to the Director of Business Services or Director of Human Resources. The final determination as to whether or not to recommend the applicant shall be made by the College President, Director of Business Services or the Director of Human Resources on the basis of the report.~~
4. ~~A decision not to employ the applicant must be on the basis of a report which indicates a risk to the health and safety of the applicant or others if the applicant is employed in the position. In this case, the applicant is to be given the opportunity to offer independent medical opinions.~~
5. ~~The only disabilities which may be considered in evaluating the applicant's fitness for duty are those which are directly related to the applicant's ability to perform the essential duties of the position. The results of the examination are not to be used to automatically disqualify an applicant if a job-related disability is revealed, since it is necessary to determine whether a reasonable accommodation can be provided to permit the applicant to perform the essential functions of the job.~~
6. ~~If an accommodation does not appear feasible without undue hardship, before disqualifying an applicant with a known disability, the District Human Resources Office must review the circumstances in accordance with district procedures on accommodations.~~
7. ~~The health questionnaire and medical examination report shall not be filed in the employee's official personnel file. Results must be kept confidential except for informing supervisors of restrictions and accommodations required and informing safety personnel, if appropriate. [FEHC Section 7294.0(d)]~~
8. ~~If at any time during the course of employment, or while in paid or unpaid status, a regular classified employee may be required by the District to be examined by the District physician(s) should the District question the employee's physical ability to perform the duties of the employee's classification.~~

Exempt Packet – Proposed Revisions

Number	Title	Action
HR2060.10 a. Final presented only for ease of comprehension b. Actual strikeout/highlighted revisions	Staffing Guidelines for Intercollegiate Athletics Staffing Guidelines for Intercollegiate Athletics Staffing by Part-Time Employees	Revise
Payroll 13.03	Services Exempt from Salary Schedules	Delete
Business 9.10	Payment of Special Service Contractors	Revise
Board 2025	Employment of Individuals in Special Categories	Revise
Payroll 13.05	Intercollegiate Athletics Seasonal Contract Payments	Revise
Salary Schedule C-8	Professional Expert/Recreation Program Positions	Revise
Salary Schedule B-8	Intercollegiate Athletics Seasonal Contract Temporary (Part-Time) Day Faculty Head Coaches and Associate Coaches	No revise – Presented for context only

STAFFING GUIDELINES FOR INTERCOLLEGIATE ATHLETICS

The District offers those sports supported by the California Community College Athletics Association (CCCCAA). Not all sports may be offered, as each college may offer one or more of the qualifying CCCC AA sports, in compliance with Title IX, contingent upon need, funding, and staffing levels.

Following are guidelines for staffing the intercollegiate athletics programs with specific procedures to implement the staffing agreements.

I. Staffing Levels

Each sport offered by the college will have only one head coach and may have one or more associate and/or assistant coaches as determined by the college president or designee.

- A. Head Coach: The head coach is a faculty member employed by the District.
- B. Associate Coach: The associate coach is a faculty member employed by the District.
- C. Assistant Coach: The assistant coach is a non-faculty, professional expert position.

II. Head Coaches and Associate Coaches

- A. Salary Schedule B-8: Intercollegiate Athletics Seasonal Contract Salary Schedule for Temporary (Part-Time) Day Faculty - Head Coaches and Associate Coaches

B. Employment Procedure

1. *Personnel Requisition*: Process academic position personnel requisition for each season following regular requirements for temporary (part-time) faculty.
2. *Payroll Title*: Indicate sport and whether head coach or associate coach.
3. *Salary*: Indicate total amount of contract.
4. *Salary GL#*: Intercollegiate day teaching account.
5. *Contract*: The contract amount will be based on the Intercollegiate Athletics Seasonal Contract Salary Schedule (B-8) approved for the appropriate fiscal year. An agreement will be prepared following Governing Board approval for signature by the faculty member.

C. Limitation of Employment

Employment is limited to one sport in a semester with no overlap of seasons.

D. Employment Period by Sport

<u>Sport</u>	<u>Season Length (Number of Weeks)</u>
Badminton	12
Baseball	16
Basketball	18
Cross Country	10

Football	14
Golf	14
Soccer	14
Softball	15
Swimming & Diving	12
Track & Field	14
Volleyball	14
Water Polo	12
Wrestling	12

E. Number of Payments

Approximately equal monthly installments on faculty variable payroll.

F. Payment Basis

Upon submission of "Intercollegiate Athletics Seasonal Contract Payment Authorization" to be provided when contract is approved by the Governing Board.

G. Sick Leave Accrual

15 hours total for Group 1, 16 hours for Group 2, 17 hours for Group 3, 18 hours for Group 4 (except Football Associate Coach), and 20 hours for Group 5 and the Football Associate Coach. (Groups as noted on Intercollegiate Athletics Seasonal Contract Schedule, B-8.)

H. Sick Leave Usage

2 hours for each day missed (Monday through Friday scheduled class days only).

I. Partial Contract for Associate Coaches

Based on scheduled class days (Monday through Friday). 1 day - 1/5 contract; 2 days - 2/5 contract; 3 days - 3/5 contract; 4 days - 4/5 contract.

J. Course File

Teacher credit hours (TCH) are based on the sport as follows.

<u>Group</u>	<u>Weekly TCH</u>
1	7.3
2	7.8
3 and Football Head Coach	8.4
4	8.9
5 (except Football Head Coach)	10.0

K. Employee File

Process employee file as temporary (part-time) faculty member with appropriate class and step.

III. Assistant Coaches

- A. Salary Schedule C-8: Professional Expert/Recreation Program Positions, Athletic Program category.
- B. Payment Basis
Upon submission of an Assistant Coach Employment Agreement (Exhibit A) and Personnel Requisition form indicating length of service and payment rate.
- C. Limitation of Employment Period
Paid employment is limited to one sport in a semester with no overlap of seasons.
 1. *Employed as only an Assistant Coach or employed as an Assistant Coach and in a position with no District-paid health benefits:* The total hours of positions held cannot exceed 1,559 hours in a given calendar year.
 2. *Employed as Assistant Coach and in a District position with District-paid health benefits:* The Assistant Coach is exempt from the "1,559 hour's in a given calendar year" work restriction.
- D. Employment Period by Sport

<u>Sport</u>	<u>Season Length (Number of Weeks)</u>
Badminton	12
Baseball	16
Basketball	18
Cross Country	10
Football	14
Golf	14
Soccer	14
Softball	15
Swimming & Diving	12
Track & Field	14
Volleyball	14
Water Polo	12
Wrestling	12

Assistant Coach Employment Agreement

This Agreement is entered into between the Contra Costa Community College District ("District") and _____ ("Assistant Coach"), effective _____ (current date).

- 1. District is in need of the services from _____ (name) as Assistant Coach for _____ [name of sport]. The Assistant Coach is willing to provide such services, subject to the terms and conditions set forth in this Agreement.
2. In exchange for payment as set forth below, the Assistant Coach agrees to provide services from _____ through _____ (specify dates). The Assistant Coach will be available to assist the Head/Associate _____ (name of sport) Coach(es) in the training and preparation of student athletes in the above-described sport.
3. The Assistant Coach shall provide assistant coaching services for the District between the hours of __:00 _m. and __:00 _m., and days _____ to _____. So long as the Assistant Coach provides services between the hours and days specified above, the times during which the Assistant Coach is present shall be subject to the Assistant Coach's discretion. The Assistant Coach will notify the _____ (name of sport) Head Coach of the hours and days during which the Assistant Coach will be present each week.
4. The Assistant Coach will perform such duties as are customarily performed by other persons in similar positions. The Assistant Coach will have discretion about the tasks to be performed and the order in which such tasks are to be performed, but will use best efforts to consult with the _____ (name of sport) Head/Associate Coach(es) and to coordinate his or her efforts with other coaching activities ongoing during the term of this Agreement.
5. The Assistant Coach is classified as a part-time hourly employee. As compensation for the services provided hereunder, District shall pay the Assistant Coach an hourly wage according to the "Professional Expert/Recreation Program Positions" salary schedule.
6. The parties (District and Assistant Coach) hereto agree that this Agreement comprises the entire agreement of the parties and that no other representation or agreements have been made or relied upon, and that this Agreement shall inure to the benefit of and shall be binding upon the parties, heirs, executors, personal representatives, successors, or assigns of both parties.
7. This Agreement may be executed simultaneously or in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same Agreement.
8. This Agreement shall be governed and interpreted according to the laws of the State of California. Venue for the resolution of any dispute in connection with this Agreement shall be in the Superior Court of the County of Contra Costa, and in no other place.
9. Employment conditioned upon verification of TB test, fingerprinting/conviction clearance and proof of identity and eligibility to work in the United States.

College

Assistant Coach

By: _____
Name/Title (PRINT)

By: _____
Name/Title (PRINT)

Signature Date

Signature Date

**STAFFING GUIDELINES FOR INTERCOLLEGIATE ATHLETICS
STAFFING BY PART-TIME EMPLOYEES**

The District offers those sports supported by the California Community College Athletics Association (CCCAA). Not all sports may be offered, as each college may offer one or more of the qualifying CCCAA sports, in compliance with Title IX, contingent upon need, funding, and staffing levels.

Following are the guidelines for staffing the intercollegiate athletics programs and with the specific procedures developed to implement the staffing agreements on the following pages.

I. Personnel Allowances Staffing Levels for Intercollegiate Athletics

Sport	Faculty*	
	Head Coach	Associate Coach
	(Number of Coaches)	
Badminton	1	0
Baseball	1	0
Basketball	1	0
Cross Country	1	0
Football	1	2
Golf	1	0
Soccer	1	0
Softball	1	0
Swimming & Diving	1	0
Tennis	1	0
Track & Field	1	1***
Volleyball	1	0
Water Polo	1	2
Wrestling	1	0

* Employment on "A" or Seasonal "C" contract.

*** Applicable only if a combined team of men and women is filled and the women's team is complete.

Each sport offered by the college will have only one head coach and may have one or more associate and/or assistant coaches as determined by the college president or designee.

- A. **Head Coach:** The head coach must be is a faculty member (full or part-time) employed by the District.
- B. **Associate Coach:** The associate coach must be is a faculty member (full or part-time) employed by the District.
- C. **Assistant Coach:** The assistant coach is a non-faculty, professional expert position.

II. ~~Intercollegiate Athletics Seasonal Contract Salary Schedule for Temporary (Part-Time) Day Faculty Head Coaches and Associate Coaches~~

- A. Salary Schedule B-8: ~~Intercollegiate Athletics Seasonal Contract Salary Schedule for Temporary (Part-Time) Day Faculty - Head Coaches and Associate Coaches~~

Sports Group*

1. ~~Water Polo - Associate Coach
Golf - Head Coach
Badminton - Head Coach~~
2. ~~Cross Country - Head Coach
Water Polo - Head Coach~~
3. ~~Volleyball - Head Coach
Wrestling - Head Coach
Tennis - Head Coach
Soccer - Head Coach~~
4. ~~Swimming and Diving - Head Coach
Football - Associate Coach
Track and Field - Associate Coach~~
5. ~~Baseball - Head Coach
Basketball - Head Coach
Football - Head Coach
Softball - Head Coach
Track and Field - Head Coach~~

~~*Based on length of season and number of participants.~~

Section B 1-4 below moved from Employment, Course File and Employee file Instructions for Seasonal Contract Employment section of HR2060.10

B Employment Procedure

1. Personnel Requisition: Process academic position personnel requisition for each season following regular requirements for temporary (part-time) faculty.
2. Payroll Title: Indicate sport and whether head coach or associate coach.
3. Salary: Indicate total amount of contract.
4. Salary GL#: Intercollegiate day teaching account.
5. Contract: The contract amount will be based on the Intercollegiate Athletics Seasonal Contract Salary Schedule (B-8) approved for the appropriate fiscal year. An agreement will be prepared following Governing Board approval for signature by the temporary (part-time) faculty member.

C. Limitation of Employment

Employment is limited to one sport in a semester with no overlap of seasons.

Section D below moved from Employment, Course File and Employee file Instructions for Seasonal Contract Employment section of HR2060.10

D. Employment Period by Sport

<u>Sport</u>	<u>Season Length (Number of Weeks)</u>
Badminton	12
Baseball	16
Basketball	18
Cross Country	10
Football	14
Golf	14
Soccer	14
Softball	15
Swimming & Diving	12
Track & Field	14
Volleyball	14
Water Polo	12
Wrestling	12

E. Number of Payments

Approximately equal monthly installments on faculty variable payroll.

F. Payment Basis

Upon submission of "Intercollegiate Athletics Seasonal Contract Payment Authorization" to be provided when contract is approved by the Governing Board.

G. Sick Leave Accrual

15 hours total for Group 1, 16 hours for Group 2 , 17 hours for Group 3, 18 hours for Group 4 (except Football Associate Coach), and 20 hours for Group 5 and the Football Associate Coach. (Groups as noted on Intercollegiate Athletics Seasonal Contract Schedule, B-8.)

H. Sick Leave Usage

2 hours for each day missed (Monday through Friday scheduled class days only).

I. Partial Contract for Associate Coaches

Based on scheduled class days (Monday through Friday). 1 day - 1/5 contract; 2 days - 2/5 contract; 3 days - 3/5 contract; 4 days - 4/5 contract.

Section J and K below moved from Employment, Course File and Employee file Instructions for Seasonal Contract Employment section of HR2060.10

J. Course File

Teacher credit hours (TCH) are based on the Sport as follows:

<u>Group</u>	<u>Weekly TCH</u>
1	7.3
2	7.8
3 and Football Head Coach	8.4
4	8.9
5 (except Football Head Coach)	10.0

K. Employee File

Process on employee file as temporary (part-time) faculty member with appropriate class and step.

III. Classified Short-Term Employment Interscholastic Athletics Assistant Coaches

Job Title
Assistant Coaches

A. Salary Schedule C-8: Professional Expert/Recreation Program Positions, Athletic Program category.

B. Payment Basis

Upon submission of Special Service Contract an Assistant Coach Employment Agreement (Exhibit A) and Personnel Requisition form indicating length of service and payment rate (Employees must request payment via an Employee Exempt form.).

C. Limitation of Employment Period

Paid Employment is limited to one sport in a semester with no overlap of seasons.

~~Assistant coaches shall not be employed in a paid position for more than 1,559 hours in a given calendar year.~~

1. *Employed as only an Assistant Coach or employed as an Assistant Coach and in a position with no District-paid health benefits:* The total hours of positions held cannot exceed 1,559 hours in a given calendar year.
2. *Employed as Assistant Coach and in a District position with District-paid health benefits:* The Assistant Coach is exempt from the "1,559 hour's in a given calendar year" work restriction.

D. Employment Period by Sport

<u>Sport</u>	<u>Season Length (Number of Weeks)</u>
Badminton	12
Baseball	16
Basketball	18
Cross Country	10
Football	14

Golf	14
Soccer	14
Softball	15
Swimming & Diving	12
Track & Field	14
Volleyball	14
Water Polo	12
Wrestling	12

The following information was moved to Section II, B, D, J, & K within this procedure.

Employment, Course File and Employee File Instructions for Seasonal Contract Employment

Employment Procedure

Process academic position personnel requisition for each season following regular requirements for temporary (part-time) faculty.

Payroll Title: Indicate sport and whether head coach or associate coach.

Salary: Indicate total amount of contract.

Salary GL#: Intercollegiate day teaching account.

Course File

Teacher credit hours based on Sport as follows:

Group	Weekly TGH
1	7.3
2	7.8
3 and Football Head Coach	8.4
4	8.9
5 (except Football Head Coach)	10.0

Employment Period by Sport

Sport	Season Length (Number of Weeks)
Badminton	12
Baseball	16
Basketball	18
Cross Country	10
Football	14
Golf	14
Soccer	14
Softball	15
Swimming & Diving	12
Track & Field	14
Volleyball	14
Water Polo	12
Wrestling	12

Employee File

Process on employee file as temporary (part-time) faculty member with appropriate class and step.

Assistant Coach Employment Agreement

This Agreement is entered into between the Contra Costa Community College District ("District") and _____ ("Assistant Coach"), effective _____ (current date).

1. District is in need of the services from _____ (*name*) as Assistant Coach for _____ [*name of sport*]. The Assistant Coach is willing to provide such services, subject to the terms and conditions set forth in this Agreement.
2. In exchange for payment as set forth below, the Assistant Coach agrees to provide services from _____ through _____ (specify dates). The Assistant Coach will be available to assist the Head/Associate _____ (*name of sport*) Coach(es) in the training and preparation of student athletes in the above-described sport.
3. The Assistant Coach shall provide assistant coaching services for the District between the hours of ____:00 _m. and ____:00 _m., and days _____ to _____. So long as the Assistant Coach provides services between the hours and days specified above, the times during which the Assistant Coach is present shall be subject to the Assistant Coach's discretion. The Assistant Coach will notify the _____ (*name of sport*) Head Coach of the hours and days during which the Assistant Coach will be present each week.
4. The Assistant Coach will perform such duties as are customarily performed by other persons in similar positions. The Assistant Coach will have discretion about the tasks to be performed and the order in which such tasks are to be performed, but will use best efforts to consult with the _____ (*name of sport*) Head/Associate Coach(es) and to coordinate his or her efforts with other coaching activities ongoing during the term of this Agreement.
5. ~~Under NO circumstances shall the Assistant Coach be paid to work more than 1,559 hours in a given calendar year.~~
- 6.5. The Assistant Coach is classified as a part-time hourly employee. As compensation for the services provided hereunder, District shall pay the Assistant Coach an hourly wage according to the "Professional Expert/Recreation Program Positions" salary schedule."
- 7.6. The parties (District and Assistant Coach) hereto agree that this Agreement comprises the entire agreement of the parties and that no other representation or agreements have been made or relied upon, and that this Agreement shall inure to the benefit of and shall be binding upon the parties, heirs, executors, personal representatives, successors, or assigns of both parties.
- 8.7. This Agreement may be executed simultaneously or in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same Agreement.
- 9.8. This Agreement shall be governed and interpreted according to the laws of the State of California. Venue for the resolution of any dispute in connection with this Agreement shall be in the Superior Court of the County of Contra Costa, and in no other place.
9. Employment conditioned upon verification of TB test, fingerprinting/conviction clearance and proof of identity and eligibility to work in the United States.

College
By: _____
Name/Title (PRINT)

Assistant Coach
By: _____
Name/Title (PRINT)

Signature Date

Signature Date

DELETE THIS PROCEDURE

SERVICES EXEMPT FROM SALARY SCHEDULES

~~1. Lecturers, Performing Groups, Institute Speakers, Educational Consultants, Art Models, Artists, Athletic Official, Others~~

~~The employment and payment process is as follows:~~

- ~~a. Complete three copies of the Employee Exempt Services Requisition (from College location), form 7123, omitting the certification section.~~
- ~~b. Submit original to the District Payroll Office; retain second copy for the college file and place the third copy in pending certification file.~~
- ~~c. After date of service, complete certification on the third copy and submit it to the District Payroll Office.~~
- ~~d. If there are multiple dates of service and payment is desired after each, prepare sufficient additional copies and submit certification of service after each date.~~

~~2. Payments~~

~~Payments are issued on the 10th of the month.~~

~~3. Applicability to Classified Employees~~

~~Full-time classified employees who are not exempt from overtime pay provisions must be paid the equivalent of their regular overtime rate or more if employed for such service. Further, such service must be for dates and times outside the employee's regular workweek.~~

PAYMENT OF SPECIAL SERVICE CONTRACTORS

Requests for services of non-employees for payment of less than \$3,500 in a fiscal year period per contractor are paid from the Special Service Contractors Requisition and do not require prior Governing Board approval. See Board Policy 2025. Common types of special service contractors to be used on the Special Services Contractor Requisition include educational consultants, lecturers, artists, speakers, performing groups, athletic officials¹ and art models.

For payments \$3,500 or more per one year period, a Special Service Contract, as provided in Business Procedure 9.40, must be used.

The payment process for non-employees is:

1. complete three copies of Special Service Contractors Requisition, (Exhibit A), including the certification section; and
2. submit the original copy to the District Office Accounting Department.

~~If faculty or classified staff members are employed for such service, the payment process to be followed is the same except the Employee Exempt Services form is to be used, (Exhibit B), and payment will be made on a payroll warrant. Existing employees who are employed for such services shall be paid on a payroll warrant using the appropriate means of compensation.~~

¹ Not intended to be used for head, associate, or assistant coach positions.

Contra Costa Community College District

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

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

Address _____
Number & Street City & State Zip Code
Name: _____

Payments to be made to (complete only if other than above):
Address _____
Number & Street City & State Zip Code

Service to be performed: Event: _____

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

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

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

College _____ Date _____

Charge to budget account _____

Approved by _____
(Department or Division Head)
Approved by _____
(President or Designee)

Payment instructions:
 Send warrant in advance of date of service to President
 Mailed warrant to address indicated after date of service

Approved for Board action _____ Date _____
(Chancellor)

CERTIFICATION OF PERFORMANCE OF SERVICE

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

Certified by _____ Date _____
(President or Designee)

EMPLOYMENT OF INDIVIDUALS IN SPECIAL CATEGORIES

The College Presidents shall be authorized to employ individuals in special categories such as school physicians, athletic officials¹, art models, clinicians in music and special guest artists without approval by the Governing Board in advance of the date of service. ~~The Comptroller~~ District Office Finance is authorized to pay for such services and retroactive approval of payments shall be recommended to the Governing Board at its next regular meeting.

¹ Not intended to be used for head, associate, or assistant coach positions.

INTERCOLLEGIATE ATHLETICS SEASONAL CONTRACT PAYMENTS

The colleges of Contra Costa Community College District participate in intercollegiate athletics. Payments to head coaches and associate coaches are paid through faculty contracts as dictated by Human Resources Procedure 2060.10. Payment of assistant coaches will be paid through timecards as dictated by Human Resources Procedure 2060.01. All payments will be made on payroll warrants.

1. The District Office shall establish a budget allocation to cover intercollegiate athletic seasonal contract costs based on agreements between the Chancellor and the College Presidents.
2. Funds will be placed in the hourly teaching salaries host account.
3. Employment of staff serving as temporary (part-time) seasonal coaches for the intercollegiate athletics program shall be submitted for prior approval of the Governing Board on the Academic Personnel Requisition (form 7001).
4. Payments will be processed in accordance with the following:
 - a. College completes four copies of the Intercollegiate Athletics Seasonal Contract Payment Authorization (form 7063), including the certification section. Copies are distributed as follows:
 - White – District Payroll Office
 - Canary – College Business Office
 - Pink – Division Head
 - Goldenrod – Employee
 - b. Payments will be apportioned over the season's length in accordance with Human Resources Procedure 2060.10.
 - c. Payments will be made on payroll warrants. A form 7063 must be submitted for each payment due. If payments are to be received the 10th of the succeeding month, the form must be forwarded to the District Payroll Office no later than the 23rd of the month.

Contra Costa Community College District 2014-2015 SALARY SCHEDULE PROFESSIONAL EXPERT/RECREATION PROGRAM POSITIONS (EC 88003)		
CLASSIFICATION	RANGE	HOURLY RATE
<u>PART-TIME RECREATION PROGRAM ASSISTANTS</u>		
Swim Program Coordinator	910	\$17.78
Swim Program Head Instructor/Supervisor	920	\$10.79
Swim Program Instructor I/Aide	925	\$9.00
Swim Program Instructor II/Lifeguard	926	\$9.00
Swim Program Instructor III/Lifeguard	927	\$9.28
<u>PROFESSIONAL EXPERTS</u>		
Advanced Technical Expert	984	\$27.63
Athletic Program Assistant I	???	\$9.00
Athletic Program Assistant II	???	\$15.00
Athletic Program Assistant III	???	\$20.00
Athletic Program Assistant IV	???	\$25.00
Athletic Program Assistant V	???	\$30.00
Athletic Program Assistant VI	???	\$35.00
Certified Interpreter	985	\$27.63
College for Kids Instructional Aide I	960	\$9.48
College for Kids Instructional Aide II	962	\$10.48
College Program Assistant I	???	\$9.00
College Program Assistant II	???	\$14.00
College Program Assistant III	???	\$20.00
College Program Assistant IV	???	\$25.00
College Program Assistant V	???	\$35.00
College Program Assistant VI	???	\$50.00
College Program Assistant VII	???	\$75.00
College Program Assistant VIII	???	\$100.00
Community Service Program Instructor I	970	\$22.11
Community Service Program Instructor II	971	\$29.01
Community Service Program Instructor III	972	\$35.93
Community Service Program Instructor IV	973	\$42.83
Community Service Program Instructor V	974	40% of fees
Community Service Program Instructor VI	975	50% of fees
Community Service Program Instructor VII	976	60% of fees
Interpreter I	986	\$16.61
Interpreter II	987	\$20.73
Interpreter III	988	\$24.86
Montessori I/Project Approach: Assistant Teacher	995	\$13.81
Montessori II/Project Approach: Teacher	987	\$20.73
Montessori III/Project Approach: Site Supervisor/Master Teacher	988	\$24.86
Professional Expert	989	\$41.45
Professional Specialist	990	\$34.53
Program Director	996	\$80.51
Project Coordinator I	991	\$55.25
Project Coordinator II	992	\$62.17
Project Director	993	\$69.07
Self-Funded/Fee Based Program Instructor I	977	\$22.11
Self-Funded/Fee Based Program Instructor II	978	\$29.01
Self-Funded/Fee Based Program Instructor III	979	\$35.93
Self-Funded/Fee Based Program Instructor IV	980	\$42.83
Self-Funded/Fee Based Program Instructor V	981	40% of fees
Self-Funded/Fee Based Program Instructor VI	982	50% of fees
Self-Funded/Fee Based Program Instructor VII	983	60% of fees
Technical Expert	994	\$20.73

Appendix B-8

**Contra Costa Community College District
2013 - 2014 SALARY SCHEDULE
INTERCOLLEGIATE ATHLETICS SEASONAL CONTRACT
TEMPORARY (PART-TIME) DAY FACULTY HEAD COACHES AND ASSOCIATE COACHES**

	Sports Group	Contract Amount
1	Swimming and Diving - Associate Coach	\$9,670
	Golf - Head Coach	
	Badminton - Head Coach	
2	Cross Country - Head Coach	\$10,404
	Water Polo - Head Coach	
3	Volleyball - Head Coach	\$11,224
	Wrestling - Head Coach	
	Tennis - Head Coach	
	Soccer - Head Coach	
4	Swimming and Diving - Head Coach	\$12,020
	Football - Associate Coach	
	Track and Field - Associate Coach	
5	Baseball - Head Coach	\$14,430
	Basketball - Head Coach	
	Football - Head Coach	
	Softball - Head Coach	
	Track and Field - Head Coach	

CHANCELLOR'S CABINET
8:00 a.m. – 12:00 p.m.
District Office 6th Floor Conference Room
Jonah Nicholas, Facilitator

Present: Helen Benjamin, Peter Garcia, Gene Huff, Bob Kratochvil, Tim Leong, Mojdeh Mehdizadeh, Sally Montemayor-Lenz, Jonah Nicholas, Ray Pyle, Dio Shipp

Absent:

Guests: Marsha Jaeger, Merryl Owen, Julia Vergara, Andrea Phillips, Greg Stoup

Tuesday, April 14, 2015

Item	Outcome	Follow-up
STANDING ITEMS		
Review of Agenda	Items added: Veteran Center Discussion and Negotiations Update.	Unauthorized vehicles and smoking on-campus will be added to a future Cabinet agenda & STAC meeting agenda.
Review of March 10, 2015, Cabinet Notes* and April 22, 2015, Governing Board agenda*	Cabinet had no further revisions to the March 10, 2015, Cabinet meeting summary. Helen reviewed and received Cabinet input on the April 22, 2015, Governing Board meeting agenda.	April 28 th Cabinet may be canceled. Alternately, a phone meeting may be scheduled for the afternoon.
Accreditation	Cabinet discussed evaluations and moving forward in the accreditation process.	None.
Chancellor's Report	The NAACP dinner will take place on April 25th at 6:00 p.m. in Antioch. The District has 4 tickets. Contact Pat Kaya if you'd like to attend.	None.
	<ul style="list-style-type: none"> • Gene shared the Faculty Senate Consultation Council's (FSCC) recommended changes for HR2030.09. 	<ul style="list-style-type: none"> • Gene will receive DGC comments on HR2030.09 today. He will bring DGC's feedback back to Cabinet.

<ul style="list-style-type: none"> Chancellor Benjamin asked Cabinet for clarification on the last discussion regarding the Foundation Director – Cabinet recalled the discussion focus on the possibility of having a centralized Foundation Director, but it was decided to keep foundation leadership decentralized (without a District model). Human Resources will instead explore Development Officer positions for LMC & CCC. 	<ul style="list-style-type: none"> Dio will review similar Foundation Director and Development Officer job descriptions. He will work with the college presidents to explore job descriptions and titles. The Chancellor will follow up with the Armistead Group, a foundation consulting group, and bring her findings back to Cabinet.
<p>Bob provided an update on the Brentwood Center Task Force: The task force has finished its review. At tonight’s Brentwood City Council meeting, the council will propose a traffic light be installed at Fairview intersection as part of Brentwood’s capital improvement plan.</p>	<p>None.</p>
<ul style="list-style-type: none"> The Chancellor shared the progress made by the Enrollment Management Task Force, that recently met for the first time. The task force drafted an Enrollment Management definition and plan template, of which Cabinet reviewed and provided feedback. Cabinet discussed the various ways to approach enrollment management, and reached consensus that the colleges need a tactical approach in order to truly increase enrollment. 	<ul style="list-style-type: none"> The Chancellor will send the Enrollment Management Task Force memo out to Cabinet members in the next few days. The Chancellor asked the college presidents to share the Enrollment Management definition with their teams and revise the definition based on their team’s feedback. Presidents will bring revised versions back to Cabinet.

PRESENTATION

UC Berkeley Director of Transfer – Marsha

- Marsha Jaeger, Executive

Colleges will follow up

Jaeger	<p>Director of Center for Educational Partnerships, discussed UC Berkeley's educational partnerships with community colleges. Their partnership programs include Community College Transfer Center (CCTC), Puente, and Transfer Alliance Program (TAP).</p> <ul style="list-style-type: none"> • Cabinet discussed the importance of strengthening relationships between community college and UC. Cabinet guests suggested pairing with UC schools early on in students' educational process. Cabinet guests also expressed a need for a greater UC presence on campuses. 	with Marsha Jaeger and team for further conversation.
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STANDING ITEMS CONTINUED

Persistence & Participation Rates – Update	No report.	None.
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ADMINISTRATIVE SERVICES/HUMAN RESOURCES

FTES Update	Jonah provided a FTES update to Cabinet. Most recent report shows an FTES shortage.	None.
2015-16 Budget Forum	<p>Jonah announced that all Budget Forums are scheduled to occur within the next two weeks. He reviewed the 2015-16 budget presentation with Cabinet, who provided their feedback.</p> <p>The Chancellor advised Cabinet to review the Sound Fiscal Management Report found in the April 22nd Board agenda packet.</p>	The Chancellor asked Ray to prepare a report on Prop 39 that explains how the District has used these funds so far.
Management Representation on Committees	Gene requested support from the presidents to encourage appropriate management representation on District negotiation teams.	None.
Negotiations Update	Gene provided an update to Cabinet.	None.

EDUCATION/TECHNOLOGY

OCR Requirement for Non-Discrimination Statement on Publications	All publications must include non-discrimination statement.	The required statement will be added to all publications.
Statewide Institutional Effectiveness Initiative	Greg, Mojdeh and Tim gave an overview on the statewide initiative, and the linkage it will have on future 3SP funds.	None.
CollegeNET Series 25 Implementation Schedule	The schedule is still in the process of being finalized.	None.
Compressed Calendar	Sally provided an update on the planned 16-week compressed calendar. Cabinet discussed the various effects a compressed calendar might have on the District. Greg Stoup provided research on the effects a compressed calendar has on student success to faculty members who requested it.	Gene will send a draft of the compressed calendar to Cabinet.
Study Abroad	<ul style="list-style-type: none"> The recommendation was made to keep International Study Abroad program, but move it to DVC; DVC would then develop the program and work to include LMC and CCC faculty/staff participation. Cabinet agreed with the recommendation. Cabinet also discussed how the changes will be managed, and who would be responsible for managing it. 	<ul style="list-style-type: none"> Effective July 1, 2015, the Study Abroad program will move to DVC. HAY consultants will review job descriptions regarding dean vs. senior dean in regards to management of the Study Abroad program.
DW International Student Program	The job description on the Director of International Education position will be reviewed. Cabinet discussed International Education program funding and will explore various financial models.	<ul style="list-style-type: none"> HAY consultants will review job descriptions for International Education deans and directors. Sally will work with Jonah and Gene to discuss funding, the current funding status, and future funding options.
CCCCO Institutional Effectiveness Goals	<ul style="list-style-type: none"> The CCCCCO Institutional 	Greg will provide further

Framework*	<p>Effectiveness Committee has required each community college to establish goals related to accreditation, audit findings, funding balance, and course completion rate. The establishment of these goals is tied to 3SP funding, so each college must set goals to keep funding. As of now, there is no penalty for failure to meet the goals.</p> <ul style="list-style-type: none"> • These four goals must be submitted by the end of the year. Greg has met with the colleges and provided goal-setting tools for their use. • These goals are not required to be adopted by the Board. 	training on the goal-setting mandate.
Enrollment Management	<ul style="list-style-type: none"> • Chancellor provided an Enrollment Task Force Meeting update. In its first meeting, the task force created an Enrollment Management definition, of which Cabinet provided feedback. • Mojdeh shared Noel Levitz's CCC presentation findings. They will follow up with opportunities and recommendations. 	<ul style="list-style-type: none"> • Chancellor would like college presidents to share the definition with their teams and revise definition for their colleges, then return revised versions to Cabinet. • Chancellor recommends each college does a Noel Levitz assessment, or a comparable outside consultant to perform SWOT analysis
MISCELLANEOUS		
<i>Policies and Procedures Review*</i>		
<i>Business Procedures – To begin the approval process</i>		
BP 5037, <u>Security Camera Operating Policy</u> (New)	Cabinet reviewed and reached consensus to begin the approval process.	Jonah will place this item on the May DGC meeting agenda after review of legal counsel for a first read.
Appendix A, <u>Account Code Dictionary</u> (Delete)	Cabinet reviewed and reached consensus to begin the approval	Jonah will place this item on the May DGC

	process.	meeting agenda for a first read.
Bus. 10.57, <u>Security Camera Operating Procedure</u> (New)	Cabinet reviewed and reached consensus to begin the approval process.	Procedure will be sent to legal team to review the legality of Section 1.6-B., before being sent to May DGC for a first read.
Bus. 11.03, <u>Types of Purchases</u>	Cabinet reviewed and reached consensus to begin the approval process.	Jonah will place this item on the May DGC meeting agenda for a first read.
Bus. 11.24, <u>Equipment Purchase Orders</u> (New)	Cabinet reviewed and reached consensus to begin the approval process.	Jonah will place this item on the May DGC meeting agenda for a first read.
Bus. 17.01, <u>Account Code Structure</u>	Cabinet reviewed and reached consensus to begin the approval process.	Jonah will place this item on the May DGC meeting agenda for a first read.
Bus. 17.04, <u>Instructions for Use of Expenditure Activity Codes</u>	Cabinet reviewed and reached consensus to begin the approval process.	Jonah will place this item on the May DGC meeting agenda for a first read.
Bus. 17.05, <u>Instructions for Use of Expenditure Object Codes</u>	Cabinet reviewed and reached consensus to begin the approval process.	Jonah will place this item on the May DGC meeting agenda for a first read.
Bus. 22.07, <u>Year-end Adjustment to Equipment Fixed Capital Assets and Depreciating Accounts</u>	Cabinet reviewed and reached consensus to begin the approval process.	Jonah will place this item on the May DGC meeting agenda for a first read.
Bus. 22.22, <u>Equipment Purchase Orders</u> (Delete)	Cabinet reviewed and reached consensus to begin the approval process.	Jonah will place this item on the May DGC meeting agenda for a first read.
Adjournment: Next Meeting, April 28, 2015		

*Attachment

Business Procedures Review

Jonah Nicholas – To begin the approval process

Number	Title	Action Requested
BP 5037	Security Camera Operating Policy	New
Appendix A	Account Code Dictionary	Delete
Bus. 10.57	Security Camera Operating Procedure	New
Bus. 11.03	Types of Purchases	Revise
Bus. 11.24	Equipment Purchase Orders	New, move from Bus. 22.22
Bus. 17.01	Account Code Structure	Revise
Bus. 17.04	Instructions for Use of Expenditure Activity Codes	Revise
Bus. 17.05	Instructions for Use of Expenditure Object Codes	Revise
Bus. 22.07	Year-end Adjustment to Equipment Fixed Capital Assets and Depreciation Accounts	Revise
Bus. 22.22	Equipment Purchase Orders	Delete, move to Bus. 11.24

DELETE APPENDIX A

ACCOUNT CODE DICTIONARY	
FUND	DESCRIPTION
11	General Fund – Unrestricted
12	General Fund – Restricted
18	TRAN Fund
21	2002 Bond Redemption Fund
22	2006 Bond Redemption Fund
29	Debt Service Fund
35	69 Revenue Fund
39	Special Revenue Fund
41	Capital Projects Fund
42	2002 Bond Construction Fund
43	2006 Bond Construction Fund
51	Bookstore Fund
52	Cafeteria Fund
59	Data Center Fund
61	Self Insurance Fund
66	Payroll
67	Warrant Payable Fund
68	Payroll Trust Fund Clearing
69	Retiree Health Benefits Fund
71	Student Organization Fund
73	Student Body Center Fund
74	Financial Aid Fund
75	Loan & Scholarship Fund
77	OPEB Irrevocable Trust
79	Other Trusts Fund
84	JPA Fund
91	Fixed Asset
92	Long Term Debt

SECURITY CAMERA OPERATING POLICY

The Contra Costa Community College District (CCCCD) and its colleges are committed to enhancing the quality of life of the community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a security and safety camera system. In order to enhance security, deter crime, and protect property and the safety of members of the campus community and public, it has been determined that the use of video monitoring, video recording, or other visual digital recording equipment may prevent losses and aid in the law enforcement activities of the District Police Department.

SECURITY CAMERA OPERATING PROCEDURE

The District and its colleges are committed to enhancing the quality of life of the community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a security and safety camera system. The monitoring of public areas is intended to deter crime and assist in protecting the safety and property. In order to enhance security and protect the safety of members of the public and community it has been determined that the use of video monitoring, video recording, or other visual digital recording equipment may prevent losses and aid in the law enforcement activities of the Police Department. This procedure addresses safety and security needs while respecting and preserving individual privacy.

1.1 PURPOSE

- A. The District Police Department is authorized to use still cameras or video equipment to record events where there are likely to be violations of District rules, regulations, policies, or violations of law. Cameras may be operated either overtly or covertly depending on the circumstances. In the case of demonstrations, protests, and similar situations, use of cameras will be generally overt, partly as a means of deterring illegal acts. Cameras may be permanently mounted or operated from either remote locations or by automated devices. An exception to this recommendation would be if announcing the use of video monitoring would undermine its purpose.
- B. To ensure the protection of individual privacy rights in accordance with the District's core values and state and federal laws, this procedure is adopted to formalize processes related to the installation of security equipment and the handling, viewing, retention, dissemination, and destruction of security records. The purpose of this procedure is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security.
- C. The existence of this procedure or video security equipment does not imply or guarantee that cameras will be monitored in real time at any time.
- D. All public space electronic video security equipment used will be in accordance with state, local, and federal law. Under no circumstances shall the contents of any video media be exploited for purposes of profit or commercial publication, nor shall recordings be distributed to third parties except as may be required by law. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure. All appropriate measures must be taken to protect an individual's right to privacy and hold District information securely through its creation, storage, transmission, use, and deletion.
- E. The primary use of security cameras will be to record images for future identification of individuals in the event of legal or policy violations. Legitimate safety and security purposes include, but are not limited to, the following:
 - 1. Protection of buildings and property
 - 2. Monitoring of Access Control systems
 - 3. Verification of security alarms
 - 4. Video patrol of public areas
 - 5. Criminal investigation

- F. Security cameras may be strategically placed to meet the specific needs of the District and college departments, and for the purpose of assisting the District Police Department to deter crime, manage emergency response situations, and investigate suspected criminal behavior.

1.2 DEFINITIONS

These definitions apply to terms as they are used in this procedure.

- A. Centralized security system: Core infrastructure maintained by the Information Technology Department for purposes of storing and retrieving images from all security cameras deployed across the District. Infrastructure could include storage resources, such as disk drive arrays, as well as dedicated servers. Servers could perform activities such as storing images for later retrieval, retrieving images for investigation purposes, and maintaining logs of all access to stored security camera data.
- B. Security camera: Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network, for the purpose of gathering, monitoring, recording or storing an image or images of District facilities and/or people in District facilities for the purposes of enhancing public safety, monitoring restricted areas or equipment, to discourage theft and other criminal activities, and for preventing, investigating, and resolving incidents. Such devices may include, but are not limited to: analog and digital security cameras, close circuit television (CCTV), web cameras, and computerized visual monitoring.
- C. Security camera data: Digital or analog Images captured or recorded by security cameras, which may be real-time or preserved for review at a later date.
- D. Security camera systems: any electronic service, software, or hardware directly supporting or deploying a security camera.
- E. Video Security Application: Any device or component that captures images for the purpose of deterring unlawful behavior or identifying the perpetrators of unlawful behavior. Images may be viewed immediately and/or kept on a storage device. Examples of video security applications include closed-circuit television (CCTV), video cameras, web cameras, and still cameras.
- F. Web Camera – Camera utilizing TCP/IP (transmission control protocol/internet protocol) technology

1.3 POLICY

- A. The purpose of security cameras in public areas is to deter crime and to assist the police and security personnel in protecting the safety and property of the District community. Any diversion of security technologies and personnel for other purposes (e.g., monitoring of political or religious activities, or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this procedure.
- B. Use of cameras in public areas for security purposes will be conducted in a manner consistent with all existing District policies, including the Unlawful Discrimination Policy and Unlawful Harassment Policy. This procedure prohibits monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, sexual

- orientation, national origin, disability, etc.). Camera control operators will monitor based on suspicious behavior, not individual characteristics.
- C. Security cameras will be used in a professional, ethical and legal manner, consistent with all existing District policies and local, state and federal laws and regulations.
 - D. Security cameras may be installed in situations and places where the security of either property or people would be enhanced. When appropriate, cameras may be placed campus-wide, inside and outside of buildings.
 - E. Unless the camera is being used for criminal investigations or for approved academic purposes, security cameras will not be used in areas where there is a reasonable expectation of privacy. Private areas include, bathrooms, shower areas, locker and changing rooms, areas where a reasonable person might change clothes, and private offices.
 - F. Any diversion of security technologies and personnel for other purposes (e.g., monitoring of political or religious activities, or employee and/or student evaluations) undermines the acceptability of these resources for critical safety goals and is therefore prohibited.
 - G. Information obtained through security recordings will only be released when authorized by the Chief of Police according to the procedures established in this procedure.
 - H. Departments currently managing their own system need to come into compliance with the administrative requirements of this procedure within six months.
 - I. The District Police Department reserves the right to review and approve any proposed or existing installation of video security applications on properties owned, leased, or controlled by the campus. All video security applications must conform to federal and state law in addition to District policy and procedure. All departments using security cameras are responsible for implementing and complying with this procedure in their respective operations. Video security applications must conform to standards established by the District so recorded data are easily retrievable. Nothing in this procedure prevents the use of video monitoring or observation in connection with an active criminal investigation or specific court order.

1.4 SCOPE

- A. This procedure applies to all personnel, departments, and colleges of the District and the use of security cameras and their video monitoring and recording systems. Security cameras may be installed in situations and places where the security and safety of either property or persons would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Although the physical cameras may be identical, the functions of these cameras fall into two main categories:
 - 1. **Property Protection:** Where the main intent is to capture video and store it on a remote device so that if property is reported stolen or damaged, the video may show the perpetrator. Examples: an unstaffed computer lab, an unstaffed science lab, or a parking lot.

2. **Personal Safety:** Where the main intent is to capture video and store it on a remote device so that if a person is assaulted, the video may show the perpetrator. Examples: a public walkway, or a parking lot.
3. **Extended Responsibility:** Where the main intent is to have the live video stream in one area monitored by a staff member in close proximity. In this case video may or may not be recorded. Example: a computer lab with multiple rooms and only one staff.

1.5 MONITORING AND ACCESS TO DATA

A. MONITORING

1. Under no circumstance will the District use camera technology to monitor specific staff, faculty, other academic personnel, students, vendors, contractors or other visitors work behavior unless there is a legitimate investigation pertaining to conduct contrary to the law or District policy. Any such monitoring or review must be accompanied by a written complaint, report, memo, email or any correspondence as to the nature, scope and level of action to be taken. The District will seek guidance from the District Police Department, Executive Vice Chancellor of Administrative Services, and, in all instances, legal counsel, to ensure legal and policy compliance.
2. Information obtained through video security applications will be used primarily for security and law enforcement purposes. However, the District may also use it in support of disciplinary proceedings against faculty, staff, or student(s), or in a civil suit against person(s) whose activities are shown on the recording and are the basis for the suit.
3. For property protection and personal safety cameras, access to live video or recorded video from cameras shall be limited to authorized personnel of the District Police Department and other persons authorized by the Chief of Police or designee. The copying, duplicating and/or retransmission of live or recorded video for extended responsibility cameras shall be limited to persons authorized by the Chief of Police or designee when the system was installed, or as updated in writing by the responsible department and accepted by the Chief of Police and college president.

B. ACCESS

1. District Facilities Planning and District Police Department staff will monitor system design to ensure systems are configured to reasonably prevent camera operators from tampering with or duplicating recorded information.
2. Video footage will be stored in a secure location and/or on servers accorded appropriate computer security with access by authorized personnel only.
3. Only the District Police Department may release data produced by video security applications. A list of people who can be contacted about the video security application during business hours and after hours, will be determined by the District Police Department.
4. When an incident is suspected to have occurred, designated personnel may review the images from security camera data.

5. Personnel are prohibited from using or disseminating information acquired from District security cameras, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official District and law enforcement purposes.
6. Only authorized members of the District Police Department or the District's Internal Audit Department may review the results of the use of recording equipment. Other individuals who may have a legitimate need (in accordance with the law) to review the recorded material may be permitted to do so, but only with the prior approval of the Executive Vice Chancellor of Administrative Services.
 - a. If it is determined that a crime or accident has occurred in an area where video recording may have taken place, then the recorded media shall be reviewed by authorized members of the District Police Department to determine if the incident has actually been recorded. If it is determined that the media does contain evidence of a crime, then that portion of the media will be maintained according to police procedures.

C. PUBLIC AND OTHER AGENCY REQUESTS

1. Any requests for recorded video images that come from non-CCCCD employees will be promptly submitted to the Executive Vice Chancellor of Administrative Services. Every reasonable effort should be made to preserve the data requested until the request has been finally processed by the District.
2. Public and media requests for video images captured by security cameras will be made available only to the extent required by law. In many cases, especially where a student is identifiable, a subpoena will be required.
3. Requests from District entities to release information obtained through security cameras must be submitted to the Executive Vice Chancellor of Administrative Services.

D. USE OF CAMERAS FOR CRIMINAL INVESTIGATIONS

1. The use of mobile or hidden video equipment may be used in criminal investigations by the District Police Department. Covert video equipment may also be used for non-criminal investigations of specific instances which may be a significant risk to public safety, security and property as authorized by the Chief of Police.

1.6 DATA RETENTION

- A. Recorded images will be stored in a secure location with access by authorized personnel only. Designated police personnel from the District Police Department, and patrol officers conducting preliminary criminal investigations will have access to the video tapes/digital recordings.
- B. In most cases, recorded video media will be stored for a period of not less than 30 days and will not exceed 60 days. This is based on configuration settings in the recording device. At that point, stored images to a hard drive will be re-written and unavailable. An exception to this procedure is video retained as part of a criminal investigation or court proceeding (criminal or

civil), or other bona fide use as approved by the Executive Vice Chancellor of Administrative Services. Images saved for such purposes may be recorded to a DVD or other multimedia storage device in accordance with applicable evidentiary law. For each approved recording system, a clear retention schedule shall be established as part of the approval process and must be adhered to very strictly. All recorded media must be stored in a secure location, the nature of which must be identified as part of the approval process.

C. Security records shall not be stored by individual departments.

D. No attempt shall be made to alter any part of any security recording. Security centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

1.7 CAMERA REQUESTS AND INSTALLATION PROCEDURES

A. Camera Placement and Equipment Type

1. The decision to deploy security cameras and the specific placement of those cameras falls under the authority of the Chief of Police. The Chief of Police will base decisions on mitigating risks, vulnerabilities and historical acts of criminal behavior. When developing strategies for camera installation and placement, the Chief of Police will refer to the Districtwide Security and Access Control Standard.

2. This information is also critical in determining the types of equipment most appropriate for each situation. These factors might determine such outcomes as; Pan, Tilt Zoom (PTZ) cameras, fixed cameras, color, night, day/night cameras, etc.

B. Installation of video security applications and equipment are the financial responsibility of the requesting department. This responsibility includes the cost of IP addresses, service, and maintenance. ***(Fees are subject to approval by each individual campus budget office)*** Departments wishing to install or use security cameras are responsible for the purchase of all necessary equipment including cameras, wiring, servers, and software. The departments are responsible for the upkeep of the security cameras and recording systems they purchase. Departments purchasing security cameras and recording systems shall designate at least one "Departmental Contact Person" as the main contact for technical and day-to-day operations of the security cameras purchased. When technical problems are observed by the Police Department, they shall report them to District IT.

C. Any video recording software purchases made after January 1, 2015, must be approved by the District IT Department to meet a specific software standard. The software standard can be obtained through the IT Department or the Facilities Planning Department.

D. No audio shall be recorded except in areas where no one is routinely permitted. Requests to utilize audio surveillance that does not comply with this requirement will be evaluated on a case by case basis by the District Chancellor's Cabinet and legal counsel.

E. Individual colleges, departments, programs, or campus organizations installing video security equipment shall submit a written request to their appropriate dean or manager describing the proposed location of security devices, justifying the proposed installation, and identifying the funding source or sources for purchase and ongoing maintenance.

- F. The vice president, dean or designee will review the request and recommend it to the Chief of Police or designee, if appropriate.
- G. The Chief of Police will review all proposals from deans and vice presidents and will forward the proposal to the District Chancellor's Cabinet with a recommendation.
- H. The District Chancellor's Cabinet will be responsible for reviewing and approving or denying all proposals for security camera equipment recommended by the Chief of Police
- I. The IT Department shall oversee the installation of all approved security camera systems with the assistance of the District Police Department, and Facilities, as required.
- J. At least five business days notice must be provided to District Information Technology Department prior to changing an IP address for a video system.
- K. All existing security cameras that are not connected to the District's centralized security system must submit a Security Camera Location Document (*another document to create*) to the Chief of Police.
- L. The District Police Department may establish temporary or permanent security cameras in public areas of the campus.

1.8 NOTIFICATION REQUIREMENTS (SIGNAGE)

- A. All locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras. At a minimum this must include primary building entrances. All proposals for the deployment of security cameras will include proposed sites for the placement of notifying signs. The placement of the signs and the text on the signs will be subject to the review and approval of the Chief of Police.
- B. Conspicuous public signage must be displayed at all camera locations or the entrance to a single facility, except at emergency or investigative locations. Security installations may or may not be monitored continuously. Therefore, departments with active security camera installations must post signage stating, "This area is subject to video monitoring for security purposes and may or may not be monitored."

1.9 TEMPORARY SECURITY CAMERAS

- A. From time to time and for various reasons, it may be appropriate to temporarily install video devices on campus (for example, in the course of police investigations in areas of the campus where thefts or breaches have been noted). To ensure individual privacy rights are protected in accordance with the law during the temporary installation of recording equipment for monitoring or for observation purposes, the following procedures must be followed before such devices may be temporarily installed anywhere on campus:
 - 1. To the extent possible, the District Police Department will coordinate the use of portable video recording devices with the designated users of the space involved (for example, dean, department chair, or other District administrator). This procedure acknowledges, however, that this may not always be possible, given the nature of investigations that may be undertaken by the District Police Department.
- B. Mobile or portable video equipment may be used in criminal investigations, however, this equipment will only be used in non-criminal investigations where there is significant risk to public safety, security and properly authorized by the Chief of Police.

TYPES OF PURCHASES

The following “types of purchases” represent the typical purchases that can be procured during the fiscal year. See Business Procedure 11.01 for the overview of formal, informal and purchasing bidding requirements.

Supplies and Services

Supply items, small equipment, services for repair and/or maintenance are the most common type of purchases the District makes. Such purchases range from individualized items purchased on an as-needed basis to large consolidated one-time purchases.

Blanket Purchase Order

Blanket Purchase Orders are established for annual periods for commonly used items or repetitive orders. One way to avoid emergency purchase situations and expedite rapid delivery of goods is to request a Blanket Purchase Order. A Blanket Purchase Order authorizes purchases of specific goods or services from specific vendors, up to a specific dollar amount, and over a defined time frame (typically one fiscal year). Blanket Purchase Orders permit immediate purchase and delivery of goods and services when needs cannot easily be anticipated. Capital equipment (fixed assets) cannot be purchased under a Blanket Purchase Order. See Business Procedure 11.10 for additional information on Blanket Purchase Orders.

Computer Equipment

Computer equipment purchasing is handled in the same manner as any equipment purchase. Standards for computer equipment have been established to maintain levels of quality, functionality, and serviceability throughout the District.

The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods and services. Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

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 Contra Costa Community College 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.”

Emergency Purchases

Emergency purchases, like regular Purchase Requisitions, can only be approved by authorized personnel. If the need for an emergency purchase arises, the authorized representative must contact District Office Purchasing Department to make the necessary arrangements. Emergencies can only be construed as those which arise due to circumstances external to, or beyond the control of, the staff members. Those situations which arise from failure to plan adequately will not be considered emergencies.

The repair of a defective or unsafe condition costing in excess of the stated maximum **for a confirming on the** requisition is authorized for correction in the case of extreme urgency. In such cases, the Chief Administrative Services Officer or Chief Facilities Planner, as appropriate, shall call the Purchasing Department concerning the emergency repairs, and immediate purchase orders will be issued. If the emergency occurs after normal business hours, the Chief Administrative Services Officer or Chief Facilities Planner, as appropriate, shall have the work completed and submit a Purchase Requisition to the Purchasing Department the following day with an explanation of the situation requiring immediate correction. Formal bid procedures are applicable to emergency work to be done if the cost is over \$15,000, unless prior approval of the County Superintendent of Schools is obtained, Public Contract Code (PCC) 20654.

Per PCC 22050, on November 29, 2010, the Governing Board approved Board Report No. 29-E, Resolution to Delegate Authority to Take Emergency Action. The approved resolution allows for the Chancellor, or designee, in the case of an emergency, to take immediate action required to procure the necessary equipment, services and supplies as needed without giving notice for bids.

“Emergency,” as defined in Public Contract Code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

Equipment Purchases - Fixed Assets

All equipment items with a value **greater than of \$5,000.00 or greater** are capitalized. Equipment is defined as tangible property which can be used for a year or more without material change in form or appreciable deterioration of physical condition. The District maintains **a** historical inventory which contains **s** description, brand, model, serial number, original cost, date of purchase, location and asset number on all capital equipment. A fixed asset tag is generated and affixed to each piece of equipment. The label contains a barcode which is used for tracking the item. Occasionally an item will cost more than \$5,000.00, but it is not feasible to label the item. In this instance, a label is not generated, but an inventory record is created. One example of this situation would be an internal computer drive.

Lease Purchase

Lease purchase of goods or services are handled by the Purchasing Department. The bidding requirements are the same for lease purchase or equipment/services as they are for regular purchases. Once the selection of equipment/service has been completed the Purchasing Department will be responsible for establishing the financing vendor and acquiring Board approval.

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.

Sole Source

It may be necessary to procure equipment, supplies or services from a sole vendor source. This means that there is only one source of supply for your purchase requirement. This should be the exception rather than the normal rule. Examples of sole source procurement are:

- items which must be compatible with existing equipment or systems and are available only from the original manufacturer;
- an item that has specific features essential for the completion of the task or projects at hand that is available from only one source of supply; or
- items deemed college or District standards for integrated mechanical and structural systems, which provide cost efficiencies relative to continuity of maintenance or staff training.

Justification will include features requested which are essential for the intended use that other manufacturers of like products do not have. Exterior size will only be used, space available is critical.

Preference for one vendor, product or service following any market studies, quotation, acquisition or demonstration/testing by a department does not constitute a sole source. These preferences must be determined through a competitive RFQ/RFP process issued by the Purchasing Department.

Submission of sole source justification, brand name and other essential data, even though accepted by Purchasing, does not negate the requirement to obtain pricing confirmation from the specified vendor which may be in the form of a written bid.

Information as to why the item is needed pertains to budget justification and is not acceptable for a sole source determination. Remember that if the requirement is available from more than one source, it is not considered a sole source.

MOVED AND REVISED FROM BUSINESS PROCEDURE 22.22

EQUIPMENT PURCHASE ORDERS

The following procedures will be implemented by the Purchasing Department for ~~all accounts for capital outlay~~ equipment ~~purchases~~.

1. Purchase orders will be written for equipment expenditures ~~that are \$1,000 or greater~~.
2. Each item ~~which costs more than \$5,000, excluding sales tax with a value of \$5,000 or greater (including accessories, installation, sales tax and shipping), will be separately identified on the Purchase Order in and inventoried through the Fixed Asset Module of the ERP (Enterprise Resource Planning) system.~~

~~For internal reporting and tracking purposes, small equipment purchases with a value of less than \$5,000 will be recorded in separate general ledger accounts. The account numbers listed below have been established for this purpose and shall be used accordingly:~~

56410	Additional/New Equipment over \$5,000
56420	Replacement Equipment over \$5,000
56450	Small Equipment under \$5,000
56424	Small Replacement Equipment Under \$5,000

~~All technology purchases must be cleared with District and/or college IT departments.~~

- ~~3. Equipment by District definition must cost \$5,000 or more per item less sales tax.~~
- ~~4. Non-equipment items will not be coded to equipment General Ledger (GL) accounts. The only exception to this rule is that items under \$5,000, approved by the state on a state-funded project, may be coded to the equipment GL. All such GLs will be in the Capital Outlay Projects Fund. All purchase requisitions with allowable exceptions shall be approved by the Director of District Financial Services or Chief Facilities Planner.~~

ACCOUNT CODE STRUCTURE

The Contra Costa Community College District maintains its chart of accounts consistent with the state’s Budget and Accounting Manual (BAM). A current electronic version of the chart of accounts is kept on the District Office Accounting Department’s intranet folder Insite Portal team site.

<u>Component</u>	<u>Digits</u>	<u>Description</u>
1	2	Fund
2	2	Sub-Fund
3	6	Cost Center
4	6	Activity Code
5	5	Object Code
	21	Total Digits

Fund Basic recording entity used to report sources and uses of resources available for, or restricted to, essentially the same purpose. The two-digit fund structure is used by California community colleges for accounting, preparation of budgets, and preparation of financial reports.

Sub-Fund Further breakdown of funds into parts to account separately for truly discretionary resources from restricted resources, while maintaining a complete accounting of the fund. The two-digit sub-fund is used by Contra Costa Community College District (CCCCD) to further delineate funds.

Cost Center Institutionally defined academic or administrative department or equivalent unit having administrative responsibility for an activity or several activities. The six-digit cost center consists of the following sub-components:

- one-digit Location code
- one-digit Sub-location code
- two-digit Division code
- two-digit Department code

The first two digits indicate location, and the next four digits identify the specific cost center.

Activity Indicates the functional or program area following the state BAM classifications. An activity code indicates the type of service or instruction being provided. For instructional programs, activity codes are also consistent with the state-issued TOPS (Taxonomy of Programs) codes. The six-digit activity code is further broken down into the Major activity code (first digit), the Intermediate activity code (first two digits), and the Minor activity code (first four digits).

Object

~~Classification of expenditures according to the nature of the cost incurred~~ Indicates the classification of the transaction that is being recorded. The five-digit object code consists of the General Ledger (GL) class code (first digit), the Major object code (first two digits), the Intermediate object code (first three digits), and the Minor object code (first four digits). Object class code (first digit) definitions are as follows:

- 1#### Assets
- 2#### Liabilities
- 3#### Fund Balance
- 4#### Revenues
- 5#### Expenditures

INSTRUCTIONS FOR USE OF EXPENDITURE ACTIVITY CODES

1. Classification of Expenditures by Activity

The classification of expenditures by activity reflects the purpose of the expenditures; it shows the aspect of college-District operations benefited by the expenditure. Generally, all activities are classified as either instructional or administrative and support. Some expenditures may directly benefit more than one activity and are properly allocable to more than one activity. Expenditures allocable to one or more activities may include any combination of objects of expenditure, such as salaries, fringe benefits, supplies, other operating expenses, and capital outlay. Activity code classifications are consistent statewide and are taken from the California Community College's Budget and Accounting Manual.

2. Instructional Activities

<u>Major Activity Code</u>	<u>Activity Classification</u>
010000	Agriculture and Natural Resources
020000	Architecture and Environmental Design
040000	Biological Sciences
050000	Business and Management
060000	Communications
070000	Computer and Information Science
080000	Education
090000	Engineering and Related Technologies (Industrial Technologies)
100000	Fine and Applied Arts
110000	Foreign Language
120000	Health
130000	Consumer Education and Home Economics
140000	Law
150000	Humanities (Letters)
160000	Library Science
170000	Mathematics
180000	Military Studies
190000	Physical Sciences
200000	Psychology
210000	Public Affairs and Services
220000	Social Sciences
300000	Commercial Services
490000	Interdisciplinary Studies
590000	Instructional Staff--Retirees' Benefits and Retirement Incentives

Expenditures incurred for instructional activities are classified by controlling accounts 0100 through 5900 as shown above. The direct costs of classroom instruction are recorded by discipline within activities 0100 through 4900. Costs of instruction include expenses incurred in offering credit and noncredit courses approved either individually or as a part of some larger program by the Chancellor's Office. Also included are the operating and support costs of those coordinators, supervisors, and departmental chairpersons whose duties are directly related to specific instructional activities.

Activity 5900, Instructional Staff-Retirees' Benefits and Retirement Incentives, includes expenditures on behalf of retired faculty and prepayments for retirement incentives and benefits that cannot be identified to specific disciplines. Examples of these payments could be to a state retirement system, to a self-insurance fund, joint powers authority or private insurer. Activity 5900 is to be used only to record amounts expended for a district's share of retirees' health and other post-employment benefits (OPEB) costs and for retirement incentive pay for instructors, and instructional aides whose salaries qualified for inclusion as salaries of classroom instructors (CCR §59204).

3. Administrative and Support (Non-instructional) Activities

The District is required to record expenditures incurred for Administrative and Instructional Support Activities within major activity classifications 600000 through 790000 are listed below. Recorded costs must include the expenses of providing various non-instructional services to students, faculty, and the community necessary to achieve the function of the institution. The District's budgeting and accounting system maintains expenditure detail by major, intermediate and minor reporting categories.

<u>Major Activity Code</u>	<u>Activity Classification</u>
60000	Instructional Administration and Instructional Governance
61000	Instructional Support Services
62000	Admissions and Records
63000	Student Counseling and Guidance
64000	Other Student Services
65000	Operation and Maintenance of Plant
66000	Planning, Policymaking, and Coordination
67000	General Institutional Support Services
68000	Community Services and Economic Development
69000	Ancillary Services
70000	Auxiliary Operations
71000	Physical Property and Related Acquisitions
72000	Long-Term Debt and Other Financing
73000	Transfers, Student Aid, and Other Outgo
79000	Appropriation for Contingencies

Details on the District's activities codes can be found on the Chart of Accounts on the District Office Accounting Office Department Intranet Insite Portal team site.

INSTRUCTIONS FOR USE OF EXPENDITURE OBJECT CODES

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

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

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

Details on the District's object codes can be found on the Chart of Accounts on the District [Office Accounting Office Department Intranet Insite Portal team](#) site.

YEAR-END ADJUSTMENT TO EQUIPMENT FIXED CAPITAL ASSETS AND DEPRECIATION ACCOUNTS

Capital assets are long-term assets of the District and include land, land improvements, construction-in-progress, buildings, and equipment.

The total value of equipment capital assets on the Fixed Asset Module Enterprise Resource Planning (ERP) system will be adjusted and reconciled with the additions and deductions for the year to make the year-end capital asset and depreciation entry to the equipment fixed assets account general ledger.

The District maintains a capitalization threshold of \$250,000.00 for building and land improvements. Improvements to buildings and land that significantly increase the value or extend the useful life of the asset are capitalized; the costs of routine maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are charged as an operating expense in the year in which the expense was incurred. Major outlays for capital improvements are capitalized as construction-in-progress as the projects are constructed.

The District's threshold for determining capitalization of equipment is \$5,000.00, per Governmental Accounting Standards Board Statements 34 and 35 and the California Community Colleges Budget and Accounting Manual. Equipment purchases with a value of \$5,000.00 or more are inventoried and tracked using the Fixed Asset Module of the ERP system. Disposition of capital assets must follow Business Procedure 10.01, Disposal of Personal Property, and will be removed from the Fixed Asset Module when fully disposed.

Depreciation of capital assets is computed and recorded utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows: buildings 25 to 50 years; land improvements 15 years; equipment 5 to 15 years, and vehicles 8 years.

The District Office Purchasing Department shall be responsible for overseeing annual inventory review and will provide information necessary for the District Accounting Office to assign and adjust fixed asset values for financial statement presentation.

DELETE THIS PROCEDURE MOVE AND REVISE TO NEW BUSINESS PROCEDURE 11.24

EQUIPMENT PURCHASE ORDERS

The following procedures will be implemented by the Purchasing Department for all accounts for capital outlay equipment.

1. Purchase orders will be written for equipment expenditures.
2. Each item which costs more than \$5,000, excluding sales tax will be identified on the Purchase Order in the ERP (Enterprise Resource Planning) system.
3. Equipment by District definition must cost \$5,000 or more per item less sales tax.
4. Non-equipment items will not be coded to equipment General Ledger (GL) accounts. The only exception to this rule is that items under \$5,000, approved by the state on a state-funded project, may be coded to the equipment GL. All such GLs will be in the Capital Outlay Projects Fund. All purchase requisitions with allowable exceptions shall be approved by the Director of District Financial Services or Chief Facilities Planner.

CHANCELLOR'S CABINET
3:00 p.m. – 4:30 p.m.
Conference Call
Jonah Nicholas, Facilitator

Present: Helen Benjamin, Peter Garcia, Tim Leong, Mojdeh Mehdizadeh, Jonah Nicholas, Ray Pyle, Dio Shipp, Gene Huff, Bob Kratochvil, Sally Montemayor-Lenz

Absent:

Guests:

Tuesday, May 26, 2015

Item	Outcome	Follow-up
STANDING ITEMS		
Review of Agenda	Add: Veterans Center Discussion	None.
Review of May 12, 2015, Cabinet Notes* and May 27, 2015, Governing Board agenda*	<p>Cabinet had no further revisions to the May 12, 2015, Cabinet meeting summary. Helen reviewed and received Cabinet input on the May 27, 2015, Governing Board meeting agenda.</p> <p>“Reports from constituency groups” was mistakenly absent from the original Board meeting agenda and has been added.</p>	<p>ADA requirements and interactions between faculty and DSS students will be added to a future Cabinet agenda. Sally will bring the DSS document created to explain the ADA processes.</p> <p>At the request of Board member Greg Enholm, Cabinet will check with each DSS coordinators at the colleges regarding resources available for students diagnosed with Asperger’s syndrome. The</p>

		<p>Chancellor will follow up with the presidents to obtain this information.</p> <p>The Chancellor requested that Sally's team include previous numbers to compare against current numbers on the High School Student Outreach and Preparedness Report, which is presented at Board meetings.</p> <p>Peter Garcia and Sally Montemayor Lenz will follow up with information regarding the June 2nd meeting between DVC and Mt. Diablo Unified School District counselors.</p>
Accreditation	<p>The CEO Board plan to send another letter to ACCJC who have not responded to previous communications.</p> <p>Cabinet discussed changes to the SLO objectives section of the evaluation forms.</p>	None.
Chancellor's Report	Gene/Jonah will give a budget report during the Chancellor's report at the Board meeting.	None.
ADMINISTRATIVE SERVICES/HUMAN RESOURCES		
FTES	The FTES report has been sent to the presidents.	None.
Budget	Both Gene and Jonah attended a conference last week where the Chancellor's Office presented the various types of new funding coming to the	Add item to June 23 rd Cabinet agenda.

	<p>community college system. Some of the funding discussed included COLA and Full-Time Faculty Hiring incentives. DVC has hired 27 full-time faculty (32 including the Fall), LMC has hired 12, and CCC has hired five.</p> <p>The Chancellor's Office also announced the revamping of the system growth formula. The CCCC is at a 2.78% growth for 2015-16.</p> <p>It was also noted that one-time mandate reimbursement money has nearly doubled from \$8 million to \$15 million in funds. Recommendations on spending these one-time funds will be made at the June 23rd Cabinet meeting.</p>	
SLOs on Manager Evals*	<p>Student Learning Outcomes (SLOs) need to be added to college presidents' and managers' evaluation forms. For now, SLOs will not be added to Classified staff evaluations, but will be further discussed by Cabinet.</p>	<p>Sally will bring back to Cabinet an examples from Cuesta College of how SLOs are used in Classified staff evaluations.</p>
Compressed Calendar	<p>The District Office needs to send a proposed compressed calendar, including the proposed number of days per year and how those days would be scheduled, to the State Chancellor's Office in summer or early in fall.</p>	<p>Gene will move forward in presenting the proposed compressed calendar to the State Chancellor's Office.</p>
Negotiations Update	<p>Gene shared an update with Cabinet.</p>	<p>None.</p>
Veterans Center Update	<p>Cabinet reviewed the Sentinels of Freedom Veterans Center proposed agreement and provided their feedback.</p>	<p>Ray Pyle will recommend changes be made to the agreement.</p>

MISCELLANEOUS		
2015-16 Governing Board Agenda Master Planning Calendar*	This item will be discussed during the Governing Board's next study session.	None.
Vacation Schedules*	The Chancellor will be out of the office June 5-21 st and will return prior to the June 24 th Board meeting.	None.
Proposed 2015-16 Cabinet Meeting Dates*	The proposed Cabinet meetings were approved. If there is no need for two meetings per month, only one will take place.	None.
America's Promise	No further action needs to be taken on this item.	None.
JobLinks*	The Chancellor would like Cabinet members to attend JobLinks from 8:15-10:15am.	None.
Adjournment: Next Meeting, June 23, 2015		

*Attachment