



Rancho Santiago Community College District
District Council Meeting

February 10, 2014
Executive Conference Room
3:00 – 5:00 p.m.

Agenda

1. Approval of Minutes of December 2, 2013 Meeting
2. 2014 Meeting Schedule Zarske
3. Administrative Regulations Didion
4. Committee Reports
 - a. Planning & Organizational Effectiveness Committee Didion
 - b. Human Resources Committee Didion
 - i. Reorganizations
 - c. Fiscal Resources Committee Hardash
 - d. Physical Resources Committee Hardash
 - e. Technology Advisory Group LeTourneau
5. Constituent Representative Reports
 - a. Academic Senate - SAC Zarske
 - b. Academic Senate – SCC Evett
 - c. Classified Staff Small
 - d. Student Government – SAC Sandoval
 - e. Student Government – SCC Pham
6. Other

Next Meeting: March 3, 2014

Mission Statement

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.



Rancho Santiago Community College District District Council Meeting

MINUTES

December 2, 2013

Members:	Raúl Rodríguez	Present
	John Didion	Present
	Peter Hardash	Present
	Michael Collins for Erlinda Martinez	Present
	Aracely Mora for Juan Vázquez	Present
	John Zarske	Present
	Corinna Evett	Absent
	Sean Small	Absent
	Sylvia LeTourneau	Present
	Jorge Sandoval	Present
	Kevin Pham	Present
	Michael DeCarbo	Present
	Victoria Williams	Present
	Bonnie Jaros	Present
	George Sweeney	Present

1. Approval of Minutes of November 4, 2013

It was moved by Dr. DeCarbo, seconded by Mr. Hardash and carried unanimously to approve the minutes of the November 4, 2013 meeting with one correction.

2. Committee Reports

A. Planning and Organizational Effectiveness Committee (POE)

Dr. Jaros reported that the committee is working on the functional map and plan to have it ready in spring 2014. In addition, a draft of the recommendation on the process to be used for budget augmentation outside the normal planning and budgeting cycle will be presented at the next District Council meeting. Mr. Didion reported that the district office survey was distributed on Monday, December 2.

B. Human Resources Committee (HRC)

Mr. Didion reported that Administrative Regulations revised to accompany the recently adopted revised Board Policies will be placed on the next District Council meeting agenda.

2. Committee Reports (continued)

B. Human Resources Committee (HRC) (continued)

Mr. Didion presented the following reorganizations:

- Addition of full-time Business Services Coordinator and part-time Administrative Clerk– Deputy Sector Navigator Communication and Digital Media Center
- Change of Administrative Secretary position to a Facilities Planning Specialist – Facilities
- Transfer of Sr. Accountant from Fiscal Services to Facilities - Facilities
- Addition of 19 hour Administrative Clerk – Facilities
- Addition of two Facility Project Managers – Facilities
- Addition of three part-time custodial staff – District Office

Discuss ensued. It was moved by Mr. Hardash, seconded by Mr. Sweeney and carried unanimously to approve the reorganizations.

C. Fiscal Resources Committee (FRC)

Mr. Hardash reported on the November 20, 2013 meeting. The next meeting will be held on January 22, 2014.

D. Physical Resources Committee (PRC)

Mr. Hardash reported that the next meeting will be held on January 8, 2014. At that time a presentation of the allocation of Measure E funds and sequencing of Measure Q projects will be presented to the PRC.

E. Technology Advisory Group (TAG)

Ms. LeTourneau reported that a virtual desktop demonstration was provided at the last meeting and it was agreed that the district will experiment internally with this new technology. Chancellor Rodríguez asked that TAG research any obstacles which prevent the implementation of open education resources. Mr. Sweeney reported that SAC TAC will be looking at this issue and will report back to District Council.

3. Constituent Representative Reports

- A. Academic Senate/SAC: Academic Senate President Zarske reported on the activities of the Academic Senate. He stated that the Senate was involved in discussions about the student evaluation of faculty. Discussion ensued.
- B. Academic Senate/SCC: On behalf of Academic Senate President Evett, Dr. DeCarbo reported on the activities of the SCC Academic Senate.
- C. CSEA: On behalf of CSEA President Small, Ms. Williams reported on the work of the CSEA and expressed appreciation to District Administration for the progress on recent negotiations.
- D. Student Government – SAC: ASG President Jorge Sandoval reported on the ASG activities at SAC.
- E. Student Government – SCC: Director-at-Large Kevin Pham reported on the ASG activities at SCC.

4. Other

Chancellor Rodríguez suggested that the district would benefit with the development of a Participatory Governance Handbook which clearly delineates the planning processes and responsibilities of the shared governance committees. A sample handbook was circulated at the meeting. A subcommittee was formed to work on this project:

Dr. DeCarbo

Mr. Sweeney

Dr. Jaros

The subcommittee will meet to put this together with a target completion date of spring 2014.

Dr. Rodríguez also reported that the Economic Development Department is responding to an RFP to assist Saudi Arabia in developing technical colleges (curriculum, faculty development, etc.). This effort is in line with the District Foundation focus on developing new partnerships and income streams.

5. Next Meeting: The next meeting of the District Council will be held on Monday, February 3, 2014 in the Executive Conference Room (#114).

Meeting Adjournment: 4:10 p.m.

Approved:



Rancho Santiago Community College District
2014 District Council Meetings
REVISED

District Council meetings are held in the **Executive Conference Room (#114)** from **3:00 – 5:00 p.m.** Meeting participants include Chancellor’s Cabinet members, Presidents of the district governance groups, and the Chairs and Co-Chairs of the district’s five participatory governance committees. The Executive Assistant to the Chancellor provides administrative support to the committee.

Spring 2014

February 3 10	May 5
March 3	May 19
March 17	June 2
April 7	June 16
April 21	

Fall 2014

July 21 cancelled	October 20
August 18 11	November 3
September 15	November 17 cancelled
October 6	December 1

Selection of Student Trustee - AR2105

Revised _____, 2014

~~Be it resolved that when Rancho Santiago Community College Associated Students officially separate governments,~~ The Student Trustee shall be selected by the following process:

Eligibility

1. Interested students ~~shall pick up and turn in the~~ must submit an application, accompanied by a resume, at ~~each one of the colleges' Student Life Activities office by said the~~ deadline.
2. The Associated Student Government Advisors, from both colleges, shall review ~~all candidates~~ the applications to ensure that ~~all~~ each candidate ~~s~~ meets the following criteria:
 - a. Current RSCCD ~~current~~ student.
 - b. Current enrollment ~~of 5 in 6~~ or more units.
 - c. Cumulative GPA of 2.2 or higher at the time of application.
 - d. Verifiable RSCCD student government/organization experience, defined as the completion of 14 weeks in the ASG Senate, Executive Cabinet, ICC Executive Board, a Shared Governance Council, or as an officer in a college club/organization. ~~College Club/Organization Officers shall also be eligible to apply.~~
 - e. ~~Two semesters or longer~~ Completion of at least 12 units at either Santiago Canyon College and/or Santa Ana College prior to the time of application ~~with at least 12 units completed.~~
 - f. ~~Applicable district employee~~ Meet RSCCD employment requirements.
 - g. Has not previously served any part of a Student Trustee term at RSCCD or any other California Community College, with the exception of an acting Student Trustee capacity, under the Vacancy section below.
 - h. ~~The above requirements must be maintained throughout the term of office.~~ Must be in good disciplinary standing and must not have pending disciplinary action in RSCCD.

Election

3. ~~Screening committee shall interview qualified candidates by appointment, using forced ranking sheets~~ All eligible Student Trustee applicants will be placed on the Associated Student election ballot at each college for student voting in the spring. The candidate receiving the plurality of the combined votes at both colleges shall be elected as the Student Trustee.
4. ~~Screening committee shall reconvene to recommend Student Trustee finalists. The forced ranking sheets will help to determine the top candidate.~~
5. ~~Screening committee shall consist of the following: current Student Trustee, SAC Student President, SCC Student President, two SAC Senators, and two SCC Senators. These persons must appoint a designee if he or she is a candidate for the position or has a conflict with the screening committee. The alternate designee must possess the experience needed to select the Student Trustee. ASG Advisors and/or Director of Student Services may facilitate the committee (for legal purposes), but are not voting members.~~

- ~~6. Final interviews will be conducted by a selection committee comprised of the two student body presidents and the two college presidents.~~
- ~~7. New Student Trustee shall be contacted and informed of his or her Student Trustee status and shall reside in an office located at his or her home college.~~

Term of Office

- ~~4~~ ~~8.~~ June first (1st) to May thirty-first (31st) shall be the term of the Student Trustee. No person may serve for more than one term. A Student Trustee who has served any part of a Student Trustee term at RSCCD or any other California Community College shall not be eligible to run again for this position.
- ~~5~~ ~~9.~~ ~~Prior to June first (1st),~~ The new Student Trustee shall be oriented ~~orientated~~ and trained ~~by Associated Students of both colleges and current Student Trustee,~~ and shall complete required RSCCD hiring packet the outgoing Student Trustee prior to assuming office on June 1st.
- ~~6~~ ~~10.~~ Prior to June first (1st), The new Student Trustee shall ~~be orientated~~ receive an orientation by the Associated Students leadership and their advisors at both colleges and the current Student Trustee two weeks prior to the start of the fall semester. The powers of the student member of the RSCCD Board of Trustees shall be vested in the RSCCD Student Trustee, who shall be a non-voting member on the RSCCD Board of Trustees and a non-voting member on the ASGSAC and ASBSCC Executive Cabinets. The Student Trustee shall be independent from all other members of the ASGSAC and ASBSCC as a paid employee of the District.
- ~~7.~~ The eligibility requirement (under Eligibility section above) must be maintained throughout the term of office.

Duties

- ~~11-8.~~ The duties and responsibilities of the RSCCD Student Trustee shall include, but are not limited to the following:
 - ~~a.~~ Attend ~~one a joint meeting with the ASGSAC and one ASBSCC ASGSCC Executive Cabinet, ASGSAC and ASGSCC Senate meeting, CEC and OEC Student Leadership, SAC and SCC Advisors once a meeting per month in each semester.~~
 - ~~b.~~ Attend ~~one ASGSAC and one ASGSCC Senate meeting per month in order to brief Senate on current issues.~~
 - ~~b e.~~ Attend meetings of the Board of Trustees and act as the primary liaison between the RSCCD Board of Trustees and the Associated Students of Santa Ana College and Santiago Canyon College, including CEC and OEC.
 - ~~c d.~~ Fulfill all duties and responsibilities of a Student Trustee as stated in the California Education Code and the RSCCD Board of Trustees policies.
 - ~~e.~~ Meet with the ~~Student Activities Coordinators on a monthly basis.~~
 - ~~d f.~~ Participate in mentoring activities with members of the Board of Trustees and the Chancellor as appropriate.
 - ~~e g.~~ Complete mid-semester grade check ~~sheet~~ and submit to ~~Student Activities the Office of Student Life~~ Coordinators.
 - ~~f h.~~ Enroll in and complete ~~5~~ 6 units per semester and maintain a minimum 2.2 GPA for the semester and overall. (Non-compliance with this ~~section~~ requirement will result in ~~dismissal~~ removal from office).
- ~~9.~~ The Student Trustee shall be a non-voting member on the RSCCD Board of Trustees (however, the vote is advisory) and a non-voting member on the ASGSAC and ASGSCC

Executive Cabinets. The Student Trustee shall be independent from all other members of the ASGSAC and ASGSCC as a paid employee of the District.

Vacancy

~~10~~ 12. Should the Student Trustee resign, be dismissed, ~~or be impeached or recalled,~~ the two college credit student presidents shall alternate attending Board meetings as the acting Student Trustee until a special election is held. ~~In this instance, the acting Student Trustee is not subject to Item No. 8 above.~~

a. Service as the acting Student Trustee does not count toward the one-year term limit in Section 2 g. above.

~~11~~ 13. Should ~~allegations arise against~~ The Student Trustee must comply with the duties outlined above or be subject to a fact-finding investigation to determine possible noncompliance of the Student Trustee's duties by an AD HOC committee to investigate the allegations shall be formed. The committee shall will be comprised of:

a. Each campus ASG President and Vice-President ~~s~~.

b. ~~An equal amount of One~~ Supreme Court Justice s, Rules and Justice members and one Senator ~~s~~ from each campus.

c. An ASG Advisor and/or Associate Dean of Student Services.

~~Should a majority of the committee members find the allegations to be substantial, the case will go before a special joint SAC/SCC Senate meeting, which will be co-chaired by both campus' Vice Presidents. A 2/3 vote of the total committee membership is needed to impeach the Student Trustee. Less than a 2/3 vote will yield no action. If the Student Trustee is impeached, a recall election shall be scheduled.~~

Recall

~~14~~ 12. ~~Students at large may recall the Student Trustee by first obtaining signatures~~ The Student Trustee will be subject to a recall election if a recall petition is signed by at least 3% of ~~the students who have paid the student activities fee~~ currently enrolled RSCCD students, which includes non-credit students. The recall will be successful if at least 5% of ~~the currently enrolled students who hold a current student services sticker~~ vote in favor of the recall. ~~After the signatures have been verified, a special recall election may be held. Five percent (5%) of the population votes are needed in order to recall the Student Trustee.~~

Vacancies on the Board - AR 2110

References: Education Code Section 5090 et seq.; Government Code Sections 1770 and 6061

When the Board determines to fill the vacancy by appointment, the Chancellor shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District and publication at least once in a newspaper of general circulation.

The notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board.

Persons applying for appointment to the Board shall receive a letter from the Chancellor containing information about the District and the Board, and including a candidate information sheet to be completed and returned by a specific date.

The Board may request personal interviews with candidates. Interviews will be conducted at a regularly scheduled Board meeting or at a public hearing scheduled for that purpose.

Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a regularly scheduled Board meeting or at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Chancellor shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice at least once in a newspaper of general circulation.

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Special and Emergency Meetings - AR 2320

References: Education Code Sections 72023.5 and 72129; Government Code Sections 54956 and 54956.5

Whenever a special meeting of the governing board is called, the Chancellor shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Chancellor shall also ensure that the following notices of the meeting are delivered either personally or by other means:

Written notice to each member of the governing board, including any student trustee(s).

Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the governing board in writing either prior to or at the time of the meeting.

Whenever an emergency meeting of the Governing Board is called, the Chancellor shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Chancellor shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Board Policies and Administrative Regulations - AR 2410

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e

Policy and Procedure Development

The District utilizes the Community College League of California's Policy and Procedure Service, which provides periodic updates to existing policies and procedures and recommends the adoption of new policies and procedures in response to changes in law, regulation and/or accreditation standards.

Policy Revision and Adoption

All policies are the purview of the Board of Trustees. Any recommendation by staff to revise an existing policy or adopt a new policy must be reviewed by the District Council prior to submission to the Board Policy Committee. The Board Policy Committee may also, on its own, initiate a review of Board Policies and Administrative Procedures. Policy actions recommended by the Board Policy Committee will presented to the Board of Trustees in accordance with the provisions of Board Policy 2410. Minor policy revisions (e.g. typographical errors, changes to job titles, changes to legal references) may be made following District Council review and will not require Board of Trustees action.

Revision and Adoption of Administrative Regulations

Administrative Regulations are intended to provide procedural guidance and clarification concerning the implementation of Board Policies. All recommendations to revise existing regulations or adopt new regulations will be presented to the District Council

Delegation of Authority - AR 2430

References: Education Code Section 70902; Accreditation Standards IV.B.1.j and IV.B.2

The Chancellor may delegate any powers and duties entrusted to him or her by the Board (including the administration of colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor shall be responsible for reasonable interpretation of board policy. In situations where there is no board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

Presentation of Initial Collective Bargaining Proposals **- AR 2610**

Reference: Government Code Section 3547

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board at a public meeting.
- The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's policies regarding speakers.
- After the public has an opportunity to respond to an initial proposal presented by the District, the Board shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.
- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within 24 hours after their presentation in negotiations.
- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.
- When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:
 - The amendment shall appear on the agenda as a notice item, for action at a subsequent Board meeting.
 - The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.

Conflict of Interest - AR 2710

References:

Government Code Sections 87105 and 87200-87210;
Title 2 Sections 18700 et seq.; and as listed below

Incompatible Activities (Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

Financial Interest in a Decision (Government Code Sections 87100 et seq.)

If a Board member or employee determines that he/she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. The term "honorarium" does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation (Government Code Section 87406.3)

Elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

~~Guidelines For Selected Expenditures of District Funds - AR3107~~

~~New September 30, 2005~~

~~As a public institution, the district must take measures to assure the general public, donors, legislators, students and granting organizations that all funds received by the district are wisely spent and do not personally benefit district employees. (The fact that a faculty or staff member may receive an indirect personal benefit from an expenditure that directly and primarily advances the district's mission, goals and strategies does not make that expenditure impermissible or inappropriate. For example, a meal received at a community event does not represent an impermissible or inappropriate expense as long as the primary purpose for attending the event was to achieve one of the district's missions, goals or strategies.) All expenditures must be essential, reasonable and support the district's and the colleges' missions. For these reasons, the district has established the following guidelines and policies.~~

~~These regulations and attached matrix of allowable expenses generally do not change any existing Rancho Santiago Community College District policies. They are intended to clarify and offer additional guidance regarding allowable expenses. Refer to the state Budget and Accounting Manual (BAM), applicable education code and grant or other authoritative guidelines regarding all district expenditures.~~

~~These regulations are intended to comply with applicable education code, other applicable laws, and existing Rancho Santiago Community College District board policies and regulations. The format of these regulations was derived from California State University Fullerton, Presidential Directive #11 Administrative Guidelines for the Expenditure of University Funds, revised and re-issued April 8, 2002.~~

~~1. Purpose~~

~~These regulations do not intend to address all types of expenditures; instead they have been prepared as a framework for determining when an expenditure is considered essential, reasonable and supportive of our mission. They focus on several more frequently-questioned costs. Additionally, these regulations should not be used in isolation. They are merely one tool in the process of making prudent expenditure decisions. Other guidance to consider includes:~~

- ~~• Budget availability – consider not only if budget funds are currently available, but also consider whether the expenditure is prudent taking into account future necessary budgeted expenditures.~~
- ~~• Best use of funds – is the expenditure in the best interest of the district and the best use of district funds? Is the expenditure a priority for the success of the program or division?~~
- ~~• External approval – would the expenditure be approved by entities external to the district including taxpayers? Have you considered public relations ramifications of the expenditure? A good reasonableness test of any expenditure is the newspaper test. Would the district be willing to put the expenditure in a front-page headline in the newspaper?~~
- ~~• Grant and other external guidelines – special project expenditures must comply with all requirements of external sources in addition to district guidelines.~~

These regulations address expenditures related to hospitality expenses; event attendance; miscellaneous expense; get well gestures; memorial donations; recognition awards; memberships in educational, business, professional or civic/service organizations; fines and penalties; vehicle expense and state property.

2. Scope

These regulations apply to board members, district administrators, faculty, staff, organizations, including student organizations, and auxiliaries, and may be modified as necessary by the chancellor. Unless stated otherwise, the chancellor has delegated expenditure approval authority to college presidents and district vice chancellors who may delegate this authority to others.

3. General Guidelines

All expenditures made by the district must:

- Be compatible with and enhance the mission and goals of the district and the colleges
- Honor any restrictions imposed by the funding source(s)
- Be reasonable in amount, prudent for an institution supported by public funds
- Be accountable to the public for how it spends these funds
- Directly related to active conduct of official district business
- Consistent with the fiduciary responsibility of the district
- Cost must be weighed against the importance of the event and benefits derived and availability of funds and alternatives that would be equally effective in accomplishing desired objectives

4. Definitions

— **A. Fund Descriptions** (see fund designations on Attachment B)

- **“General Fund”** represents only unrestricted funds provided by state and local sources, which are expendable for carrying out the primary purpose or general operation of the district including instruction, administration and public service.
- **“Special Project Funds”** are generated by fees and revenues other than the unrestricted general fund and auxiliary funds, such as grants, other categorical programs and special purpose funds. Special project funds may be used only to the extent permitted by the statute under which the funds are established and maintained, and only if such expenses are specifically authorized by the grant or special project agreement.
- **“Auxiliary Funds”** are organizations established by the governing board of a community college for the purpose of providing supportive services and specialized programs for the general benefit of the district and its colleges. One purpose of an auxiliary organization may be to promote or assist a community college to receive gifts, property and funds to be used for the benefit of the college. (Education Code, section 72670).

— **Foundation note:** District and college foundations are not included in these guidelines.

— **B. Term Definitions**

- ~~“Cabinet Level Administrator” refers to the district chancellor, vice chancellors and college presidents.~~
- ~~“Chancellor” refers to the Rancho Santiago Community College District chancellor.~~
- ~~“Decorations” (workplace decorations) are standard office decorations such as plants and paintings or other artwork that are considered part of a normal working environment.~~
- ~~“District” is the all-inclusive term that includes all recognized operations and organizations at the district office, colleges and all centers, including all district, special project funds and auxiliary funds.~~
- ~~“District-Sponsored” means that the chancellor or designee has recognized the event as a district-sponsored event, and requires board approval for general fund expenses.~~
- ~~“Gifts” items given to individuals or entities with special relationships with the district.~~
- ~~“Grants” special projects or programs in which funds are provided to the district to complete specific activities or goals within grant guidelines and restrictions.~~
- ~~“Hospitality Expenses” include but are not limited to meals (catered or restaurant) and light refreshments (for example, beverages, hors d’oeuvres, pastries, cookies). The provision of hospitality may not be solely a matter of personal convenience.~~
- ~~“Miscellaneous Expenses” are unusual expenses that are not categorized elsewhere in these regulations. Miscellaneous expenses may include appliances, promotional materials, workplace decorations and gifts.~~
- ~~“Official District Guests” are individuals invited to attend a district/college sponsored meeting, conference or event who are not employed by the district. Examples of official district guests include but are not limited to employees from another college, members of the community, college volunteers, prospective and currently enrolled students, parents and family members of prospective or currently enrolled students, and media representatives. Student employees and individuals including but not limited to consultants, facilitators and vendors generally may not be considered “Official District Guests.”~~
- ~~“Promotional Materials” are items of minor value that bear the district or colleges’ logos or other district symbol distributed to promote the name or image of the district and the colleges, provide information, or enhance district productivity~~
- ~~“Recognition” is an award or merchandise presented to an individual or entity rewarding significant achievement related to the district.~~

5. Categories of Expenses (see Attachment A for matrix of allowable expenses)

- ~~**A. Hospitality Expenses.** District officials may use or approve the use of district funds to pay for hospitality expenses within the general guidelines and the parameters in the matrix in Attachment A. Hospitality expenses are incurred to provide~~

meals, refreshments or entertainment or expenses incurred for promotional purposes. Hospitality expenses must be:

- Necessary
- Appropriate to the occasion
- Reasonable in amount and
- Serve a bona fide district purpose

Due to the varied nature and objectives of district activities, there is no single rule to apply with respect to cost parameters for hospitality expenses. Refer to Board Policy #3103 regarding food and meeting refreshments. Alcohol may be used only when it is a necessary part of instruction, particularly culinary, and is not to be used for consumption in accordance with Board Policies #3212 & #9021 and Business Professions Code section 25608.

- **B. Event Attendance.** Payment for a district employee or student to attend a special event of the district and colleges or a community event is permissible as long as attendance at the event is necessary for the success of the event or directly related to the individual's responsibilities and role at the district and/or colleges and has not otherwise been reimbursed to the individual.

Payment or reimbursement for political fundraisers or partisan events is not allowed from any district funding source. California Constitution article 16, public finance, section 6 prohibits, "making a gift of public money or thing of value."

- **C. Miscellaneous Expenses.** Miscellaneous expenses that meet the general guidelines and the matrix guidelines on Attachment A are allowable.

- **D. "Get Well" Gestures.** Floral or other arrangements may be provided only under the following circumstances at the discretion of appropriate chancellor's cabinet level administrators or their designee(s):

- Seriously ill or injured employees and students and
- Seriously ill or injured individuals external to the district who have or have had a close educational, community, business or philanthropic relationship with the district.

Such arrangements must be appropriate for the circumstance and generally may not exceed \$75. Generally, only one arrangement may be sent on behalf of the district/college. Arrangements must be sent in the name of the appropriate department or division.

- **E. Memorial Donations.** In the event of the death of a district employee, an individual external to the district who had a close educational, community, business or philanthropic relationship with the district or a student, a floral or other arrangement may be provided if approved by a chancellor's cabinet level

administrator. Any card accompanying an arrangement must note that the arrangement is sent in the name of the appropriate department or division.

- **F. Recognition.** Items in recognition of noteworthy achievements related to district and college goals may be purchased within the general and following guidelines:
 1. **Volunteer.** Any volunteer recognition item should not exceed \$50 in value for any one item. A volunteer may receive more than one recognition item during the year, depending on the nature of the activities for that year in which the volunteer was involved.
 2. **Faculty/Staff/Student Recognition.** The district acknowledges the noteworthy work-related, academic or athletic accomplishments of its faculty, staff members and students through a variety of programs of the college and the district.

A chancellor's cabinet level administrator may acknowledge the noteworthy work-related or academic accomplishments of a faculty member, staff member or student through the presentation of an item of tangible personal property generally not to exceed \$75 in value. The recognition items referred to in this section may generally be awarded as part of the district's or colleges' annual recognition events.
 3. **Individuals External to the District.** Recognition may be given to acknowledge the professional achievement of an individual or an organization external to the district who has or has had a close educational, community, business or philanthropic relationship with the district. The recognition must be appropriate for the achievement and generally may not exceed \$75 in value. Any card accompanying an item must note that the recognition is made in the name of the appropriate department or division.
 4. **Faculty/Staff Length of Service.** The district may present an item of tangible personal property valued at up to \$100 to employees for length of service contributions to the district. The recognition items referred to in this section may generally only be awarded as part of the district's or colleges' annual faculty and staff recognition events and should not be determined based on an employee's classification.

Items may include plaques, service pin(s), and small monetary items. Such awards are subject to the following requirements:

- The award must be given for length of service achievement;
- The recipient must have completed at least ten years of service; and
- The award must comply with the established program limits as set forth by the human resources department.

5. **Faculty/Staff Retirement.** The district may present an item of tangible personal property to an employee upon his or her retirement. Generally, the value of the item given should not exceed \$100. However, when warranted by the length of service, position and achievements of the individual retiring, the value of the item may be greater. The recognition items referred to in this section may generally only be awarded as part of the district's or colleges' annual faculty and staff retirement events. Items may include plaques, pins and small monetary items.

- **G. Memberships.** Memberships in educational, business professional or civic service organizations must be held for the benefit of the colleges and district. Payments for such institutional memberships are permitted only when the district employee serves as a representative of the district and colleges. Such memberships may not be with any organization that maintains unlawful discriminatory membership policies or practices.

The administrator approving the membership request has the responsibility of ensuring that an institutional membership in the name of the district does not already exist. The office of the district chancellor maintains a list of all institutional memberships held in the name of the district. The offices of the college presidents maintain the list of all institutional memberships held in the name of the colleges.

Individual memberships are the responsibility of the employee and are not to be paid for or reimbursed out of any district funding source.

- **H. Fines And Penalties.** The district does not pay or provide reimbursement, from any funding source, for fines and other penalties incurred by a district employee in violation of public

policy, including parking, traffic and library fines, or failing to enforce a public policy or for personal credit card late fees.

- ~~**I. Private Vehicles Used for District Business.** An employee may be eligible for mileage allowance reimbursement under the district's travel policy. Tolls and reasonable parking charges may also be paid or reimbursed in addition to the mileage allowance. The district will not pay or provide reimbursement from any funding source for expenses related to the operation, maintenance and upkeep of privately owned vehicles, such as fuel, tune-ups, lubricants, tires, licenses, car washes, insurance other repairs, etc., even though these vehicles may be used for district business.~~
- ~~**J. State Property.** No district employee, board member or student may give or receive state property as a gift or in lieu of compensation. Disposition and management of state property are governed by both the California Education Code and district guidelines.~~

6. Expenditure Approval and Dispute Resolution

In all instances, the employee's supervisor or designee, is the approved authority in respect to these regulations. Individuals and those with delegated approval authority may not approve their own expenses. For those instances where the district refuses to process a payment believed to be in accord with these regulations, that decision may be appealed to the vice chancellor of business operations and fiscal services or designee who will make the final decision.

7. Payment Methods

A purchase order and/or request for check will be processed upon submittal of a requisition and appropriate expense documentation to the purchasing department, accounts payable department, bookstore or the student business office. Payment of expenses by individual employees using their personal funds (for later reimbursement) is strongly discouraged. Employees doing so risk the possibility of not being reimbursed for disallowed or unapproved expenditures.

8. Responsibilities

- ~~**A. Approving Officials.** The approving official is responsible for assuring that the transaction is appropriate per the board policies and administrative regulations and any other applicable policy, i.e. California Education Code. The applicable administrator is ultimately responsible for all purchases charged to district accounts assigned to the division or the department.~~

- ~~**B. Accounts Payable (Business Operations and Fiscal Services).** The accounts payable department, bookstore and the student business office are responsible for payment of all approved expenses in accordance with appropriate internal review procedures.~~

- ~~**C. Purchasing (Business Operations and Fiscal Services).** Purchasing, the student business office and the bookstore will create purchase orders upon submittal of appropriate requisitions and expense documentation.~~

- ~~**D. Documentation.** The following documentation is required for all expenditures:~~
 - ~~Applicable account number on the purchase requisition or check request.~~
 - ~~Original, detailed receipt (with date, vendor name, itemized list of items purchased, etc.)~~
 - ~~Name of recipient(s) and affiliation with the district, if applicable.~~
 - ~~A clear description of the expense. (Date, place, nature of function and purpose/benefit to the district.)~~
 - ~~Signature of administrator with approval authority or designee.~~
 - ~~Board approval as required.~~

~~Any expenses charged to a contract or grant account must be specifically detailed in the original agency approved budget or must be accompanied by specific written approval by the funding agency. The budget must clearly define the function to be reimbursed and not be referenced to in vague or uncertain terms.~~

9. Audits

- ~~**A. External Audits.** As required by California Education Code section 8448(g) and Board Policy #3104, financial and compliance audits of all district funds shall be performed annually by an independent public accountant. Any such audit includes an evaluation of the internal control system of the district.~~

~~The district is also subject to audits of specific programs by the state department of education, state controller's office, federal departments, grantor agencies or other authorized entities. These entities may or may not give the district advance notice of audit fieldwork visits.~~

- ~~**B. Internal Audits.** As part of the district's internal control structure, internal audits will be performed throughout the district. Internal audits may be announced or unannounced.~~

- ~~**Role of the Internal Audit Department.** The internal audit department is established by the Board of Trustees. The internal audit department reports administratively to the vice chancellor of business operations and fiscal services. Internal auditing is an independent appraisal activity established within the district to examine and evaluate its activities. The objectives of internal auditing are to assist members of the district in the effective discharge of their responsibilities by furnishing them with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed and by promoting effective control at reasonable cost.~~

- ~~**Authorization and Responsibilities.** Authorization is granted for full and complete access to any of the organization's records (either manual or electronic), physical properties, and personnel relevant to a review. Documents and information given to internal auditors during a periodic review will be handled in the same prudent manner as by those employees normally accountable for them.~~

10. Questions

General questions regarding expenditures of district resources, including what type of district funds may or may not be used to fund specific purchases, may be sent to the vice chancellor of business operations and fiscal services, the assistant vice chancellor of fiscal services, or the director of auxiliary services.

See related Board Policies:

- ~~BP 3103~~ — Food and Meeting Refreshments
- ~~BP 3104~~ — Audit
- ~~BP 3212~~ — Alcohol – Tax Free
- ~~BP 9021~~ — Alcohol Consumption

Legal references: California Constitution Article 16, Public Finance, Section 6 (regarding allowable expenditures); Business & Professions Code Section 25608 (regarding alcoholic beverages); Education Code, Sections 72670 (regarding auxiliary organizations) & 8448(g) (regarding audit).

Responsible Manager: Vice Chancellor, Business & Fiscal Services

*** See Chapters 03.2.1 for Attachment A and 03.2.2 for Attachment B**

Guidelines For Selected Expenditures of District Funds - AR3107

New September 30, 2005

Attachment A	General Fund	Special Projects Funds*	Auxiliary Funds
Categories of Expenses:			
A. Hospitality Expenses			
-	-	-	-
1. Hospitality expenses at district sponsored or hosted meetings, conferences, receptions, activities or events (for example, commencement, employee recognition and retirement events, meetings of recognized student organizations and groups and meetings of other district related groups):	Yes	Yes	Yes
-	-	-	-
2. Meeting rooms and supplies for district sponsored or hosted meetings, conferences, receptions, activities or events, (for example, division or department meetings):	Yes	Yes	Yes
-	-	-	-
3. Gifts, entertainment and decorations for district sponsored or hosted meetings, conferences, receptions, activities or events:	No	No	Yes
-	-	-	-
4. Gifts, flowers, entertainment, decorations, meeting rooms, greeting cards, meals or hospitality expenses for district employee or student birthdays, weddings, anniversaries, Secretary's Day, or other similar non-district sponsored events:	No	No	No
-	-	-	-
B. Event Attendance			
-	-	-	-
1. Required fees and/or expenses relating to approved special events of the district and colleges or a community event:	Yes	Yes	Yes
-	-	-	-
2. Political fundraisers and partisan events:	No	No	No
-	-	-	-
C. Miscellaneous Expenses			
-	-	-	-
1. Appliances (for example, refrigerators, microwaves, coffee makers) if specified in grant:	Yes	Yes	Yes
-	-	-	-

-	-	-	-
2. Workplace decorations	No	No	Yes
-	-	-	-
3. Promotional materials (as defined in these regulations):	Yes	Yes	Yes
-	-	-	-
4. Gifts (as defined in these regulations):	No	No	Yes
-	-	-	-
D. "Get Well" Gestures	-	-	-
-	-	-	-
1. "Get Well" floral or other arrangements	No	No	Yes
-	-	-	-
E. Memorial Donations	-	-	-
-	-	-	-
1. Memorial donations to a designated memorial scholarships	No	No	Yes
-	-	-	-
2. Floral or other arrangement	No	No	Yes
-	-	-	-
F. Recognition	-	-	-
-	-	-	-
1. Items for faculty/staff length of service/retirement:	Yes	No	Yes
-	-	-	-
2. Items for faculty/staff/student achievement:	Yes	Yes	Yes
-	-	-	-
3. Items for district sponsored donors; volunteer recognition, and recognition for individuals external to the district if appropriate for grant:	No	Yes	No
-	-	-	-
4. Meeting rooms for district sponsored ceremonies for donors/volunteers, faculty/staff/students and individuals external to the district:	Yes	Yes	Yes
-	-	-	-
5. Meeting rooms for district sponsored ceremonies for faculty/staff length of service/retirement:	Yes	No	Yes
-	-	-	-
6. Entertainment, flowers and decorations at district sponsored recognition/retirement events:	No	No	Yes
-	-	-	-
7. Recognition/retirement items, meeting rooms, entertainment and decorations for non-district sponsored recognition/retirement events:	No	No	No
-	-	-	-
8. Gifts, flowers, entertainment, decorations,	No	No	No

meeting rooms, greeting cards, meals or recognition expenses for district employees or students for birthdays, weddings, anniversaries, Secretary's Day, or other similar non-district sponsored events.

G. Memberships

-	-	-	-
1. Institutional memberships or dues to professional, educational, business or civic/service organizations or licensing bodies in the <u>name of</u> and for the benefit of the <u>district and/or colleges</u>	Yes	Yes	Yes

-	-	-	-
2. Institutional memberships or dues to professional, educational, business or civic/service organizations or licensing bodies in the <u>name of an individual</u> district or college <u>employee</u> that benefit the district and/or colleges.	No	No	No

H. Fines and Penalties

-	-	-	-
1. Reimbursement or payment of any fines or penalties.	No	No	No

I. Private Vehicles Used For District

-	-	-	-
1. Mileage allowance and parking for private vehicles used for district business.	Yes	Yes	Yes

-	-	-	-
2. Reimbursement or payment for private vehicle expenses used for district business.	No	No	No

J. State Property

-	-	-	-
1. Use of state property as a gift or in lieu of compensation.	No	No	No

* Always refer to specific grant expenditure guidelines. A "Yes" in the special project column above may refer to a single unique grant while the same expenditure may not be allowed for most grants. For example OMB Circular A-21, *Cost Principles for Educational Institutions* which regulates all federal grants, prohibits the use of federal funds for purchase of promotional items and memorabilia, including models, gifts, and souvenirs.

~~Guidelines For Selected Expenditures of District Funds - AR3107~~

~~New September 30, 2005~~

Attachment B—Fund Designations For District Expenditure Guidelines:

Fund #	Fund Name	General Fund	Special Projects Funds	Auxiliary Funds
01	General Fund—Unrestricted	✕	-	-
01	General Fund—Restricted	-	✕	-
12	Child Development	-	✕	-
22	Bond Fund	-	✕	-
32	Bond Interest & Redemption	-	✕	-
40	Capital Projects	-	✕	-
68	Workers' Compensation	-	✕	-
70	Property & Liability	-	✕	-
71	Internal Services	-	✕	-
81	Diversified Agency	-	-	✕
82	Diversified Trust	-	-	✕
83	Associated Students	-	-	✕
84	Bookstore	-	-	✕
85	Community Education	-	-	✕

Foundation note: District and college foundations are not included in these guidelines.

~~Budget, General Policy — AR3205~~

~~January 1, 1997~~

~~Department Budgets~~

~~Department budgets are the responsibility of the department manager and should be developed with the members of the departments.~~

~~Appropriation Transfer Procedures~~

~~General information: It is recognized that from time to time after the adoption of the annual budget that the reallocation of certain funds within the budget may become necessary or desirable for efficient operation of the district. Every attempt should be made to hold such transfers to a minimum through good advance planning during budget preparation.~~

~~Procedures: Whenever a reallocation of funds within the budget is made, it is important that proper procedures are followed to meet legal requirements and maintain proper budgetary controls. The following procedures are designed to meet these objectives and to clarify and standardize the method of requesting and implementing appropriation transfers within the budget:~~

~~Obtain a copy of "[RSCCD BUDGET CHANGE FORM](#)" from Fiscal Services.~~

- ~~1.—The requests must be signed by the administrator, and the administrative unit (i.e., division or department) must be indicated. Signature stamps are not acceptable.~~
- ~~2.—The fiscal year and the date of the request should be completed.~~
- ~~3.—The complete account number, including pseudo number, should be shown.~~
- ~~4.—The amount should be in whole dollars only.~~
- ~~5.—The reason for transfer/budget change should be indicated.~~
- ~~6.—All transfers are authorized by Vice Chancellors or designated administrators.~~
- ~~7.—The approving authority forwards the Budget Change Form to the Fiscal Services Department for final approval. Disapproved requests are returned to the originator.~~
- ~~8.—The Accounting Department assigns fund transfer numbers and records changes to ensure processing of requisitions.~~
- ~~9.—The Accounting Department processes the transfer/change.~~

~~Legal reference: — N/A~~

~~Responsible Manager: — Assistant Vice Chancellor of Fiscal Services~~

~~Payment, Goods and Services — AR3213~~

~~January 1, 1997~~

~~The Vice Chancellor of Business Operations and Fiscal Services is responsible for ensuring that all requests for payment should include the proper documentation in accordance with Orange County Department of Education and BP3213.~~

~~A. **Invoice** — itemized list (quantity, item, unit price and extension) of goods or services specifying the price and terms, on the vendor letterhead and/or signed by the vendor.~~

~~B. **Purchase Order or Contract** — a binding agreement specifying all terms and conditions.~~

~~C. **Agreement** — contracts for services or goods for the district must be in writing, signed by the contracting parties and identify:~~

- ~~1. — subject matter~~
- ~~2. — the parties~~
- ~~3. — the price and terms~~
- ~~4. — the respective intent of the parties to contract.~~

~~**Legal reference:** N/A~~

~~**Responsible Manager:** Assistant Vice Chancellor of Fiscal Services~~

~~Payroll Warrants For Employees — AR3219~~

~~January 1, 1997~~

~~Payroll checks will be processed for employees and Board of Trustees members in accordance with federal, state, California Education Codes, and local laws and requirements. The issue dates will be in accordance with the published Orange County Department of Education "Time Schedule for School Payrolls." The normal payroll issue date for academic employees is the last day of the month. If the regular issue date falls on a weekend or on an approved holiday, the issue date shall be the last working day before the weekend or holiday. The December check will be issued the first working day in January.~~

~~The normal payroll issue date for salaried classified employees shall be the 10th and the 25th of the month. If the regular issue date falls on a weekend or on an approved holiday, the issue date shall be the last working day before the weekend or holiday. The salary check issued on the 25th will be a salary advance not to exceed 34% of the regular gross pay.~~

~~The payroll issue date for classified hourly ongoing employees will be the 10th of the month. If that date falls on a weekend or on an approved holiday, the issue date shall be the last working day before the weekend or holiday.~~

~~The payroll issue date for student employees will be the 10th of the month. If the regular issue date falls on a weekend or on an approved holiday the issue date shall be the last working day before the weekend or holiday.~~

~~All monthly employees have the following paycheck distribution options: 1) Net Check to the Orange County Teachers Federal Credit Union, 2) Direct deposit to any Financial Institution, 3) Pick up check at work site (at least four employees must request same work site for distribution), 4) Check mailed out in the U.S. Mail.~~

~~Student employees have the following paycheck distribution options: 1) Net Check to the Orange County Teachers Federal Credit Union, 2) Pick up check at Job Placement Office for the first week after issue date, after then, in Payroll Department, 3) Check mailed out in the U.S. Mail.~~

~~No paycheck can be distributed to the employee prior to the issue date.~~

~~**Legal reference:** N/A~~

~~**Responsible Manager:** Assistant Vice Chancellor of Fiscal Services~~

Institutional Planning - AR 3250

References:

Accreditation Standard I.B:

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

The processes and procedures for district-wide planning are delineated in the RSCCD Planning Design Manual, adopted by the Board of Trustees on February 19, 2013, which is incorporated into this administrative regulation by reference. The Planning Design Manual may be amended by the Board of Trustees based upon periodic review by the District Council and the recommendation of the Chancellor.

Responsible Manager: Executive Vice Chancellor, Human Resources & Educational Services

Grants Acquisition Regulations AR3207 3280

Revised ~~June 9, 1999~~ _____

Legal Reference: Education Code ~~12033, 12200, 12220, 12400 and 12401~~ 70902

1. ~~Faculty, staff, and administrators may submit applications for~~ Grant funding, federal and otherwise, should ~~when such funding~~ support efforts that enhance the mission of the district.
2. ~~Those Faculty, staff, and administrators~~ interested in pursuing grant funding must coordinate their efforts through the ~~appropriate development office, i.e. District Resource Development Office, Workforce Education and Economic Development, Facility Planning and Campus Services,~~ or one of the foundations.
3. Grant applications shall be reviewed through the appropriate participatory governance process at the applicable college or at the District Office.
4. Permission to apply for said assistance must be obtained (through the development office) from the related department or division, vice chancellor, the Governing Board, or others, as required The Chancellor, or designee, must authorize the submission of all applications.
5. ~~Responsibility for the program and fiscal management of each grant-funded project is the responsibility of the person(s) designated~~ shall be assigned by the Chancellor (or designee).
6. Expenditure of grant funds must comply with all funding agency regulations, district policies, ~~and~~ procedures and Education Code requirements.

Responsible Manager: Assistant Vice Chancellor of Educational Services

Enrollment Priorities - AR5055

References:

Education Code Sections 66025.8 and 66025.9;
Title 5 Sections 58106 and 58108

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites.

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement. These enrollment priorities are currently effective with the Fall Semester, 2013.

Students will have the following registration priority:

- Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9;
- Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;
- Calworks students
- First time students participating in the Early Decision/Early Welcome programs who have completed orientation, assessment, and developed student education plans
- Athletes who have completed orientation, assessment, and developed education plans
- Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and
- New matriculating students with educational plans
- New non-matriculating students
- Probationary students (academic and progress) & students with 100+ degree applicable units
- Career Advanced Placement (CAP) – concurrently enrolled high school students

Registration priority is based upon:

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

- completed units within Santiago Canyon and Santa Ana Colleges only.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester equivalent units at the district
- Returns one semester after academic dismissal

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses.

The District does NOT count units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs from the 100-unit limit.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Academic Exceptions Committee at each college will determine the appeal.

Students who have demonstrated significant academic improvement can appeal the loss of priority enrollment status at their home campus. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard.

Revised 2/08, 3/12, 9/12, 10/13

General Fund Restricted Reserve - ~~AR3203~~ 6200

January 1, 1997

Per the Board of ~~Education Trustees and Board Policy 6200~~, the district shall maintain a minimum ~~three~~ five percent (5%) reserve fund balance for contingencies which may occur in the course of the fiscal year.

The Vice Chancellor of Business Operations and Fiscal Services and the Assistant Vice Chancellor of Fiscal Services shall monitor the reserves so that it maintains a minimum ~~three~~ five percent (5%) balance.

The Board of Trustees must approve utilization of monies from the reserve by a two-third majority vote.

Legal reference: N/A

Responsible Manager: Assistant Vice Chancellor of Fiscal Services

Revolving Cash Fund and Accounting Systems - ~~AR3200~~ 6300

~~January 1, 1997~~

As approved by California law, the district shall have a Revolving Cash Fund at the maximum level of ~~seventy five~~ one hundred thousand dollars (~~\$100,000~~ 75,000).

The Vice Chancellor of Business Operations and Fiscal Services and the Assistant Vice Chancellor of Fiscal Services are the designated custodians of said fund. The signature of one of the custodians is required on claims for replenishment of said fund.

Authorized signatories on the bank account of the fund shall be one of the following:

Chancellor

Vice Chancellor, Business Operations/Fiscal Services

Executive Vice Chancellor

Assistant Vice Chancellor, Fiscal Services

~~Director, Accounting~~

The Vice Chancellor, Business Operations and Fiscal Services and staff are responsible for the development, implementation, and review of Rancho Santiago Community College District's accounting system and procedures.

The accounting system and procedures related to revenue and expenditure classification, chart of accounts and general ledger maintenance, financial record keeping and reporting shall be in accordance with Budget and Accounting Manual for California Community Colleges and are updated by changes brought about by new Governmental Accounting Standards Board (GASB) statements and legislative action.

The Orange County Department of Education, Rancho Santiago Community College District Board of Trustees, Chancellor's Office of the California Community Colleges, and other federal, state and local agencies for the categorical and specially funded programs set reporting requirements and timelines which directly affect the accounting system and procedures.

Legal reference: Education Code 70902

Responsible Manager: Assistant Vice Chancellor, Fiscal Services

Proposed Renumbering of Human Resources Administrative Regulations

Old #	New#	Current Title	New Title
AR4102	7120	Recruitment and Selection of Employees	Recruitment and Hiring
AR4102.1	7120.1	- Full-Time Faculty Recruitment & Employment	NC
AR4102.2	7120.2	- Classified Hiring Procedures Full-Time and Part-Time	NC
AR4102.3	7120.3	- Supervisory/Confidential Staff Hiring	NC
AR4102.4	7120.4	- Administrative Recruitment and Employment Regulations	NC
AR4104	7120.5	Employee Transfer	NC
AR4104.1	7120.6	Employment Eligibility Verification	NC
AR4104.2	7120.7	Employee Fingerprinting	NC
AR4104.4	7120.8	Verification of Valid Drivers License	NC
AR4108	7400	Travel	NC
AR4110	7005	Personnel Medical Records	NC
AR4112	Remove	Change of Assignment	
AR4114	7340.1	Maternity Leave	NC
AR4115	7340.2	Military Leave	NC
AR4117	7007	Volunteer Service	Volunteers
AR4118	7310	Hiring and Placement of Relatives	Nepotism
AR4119	3410	Regulations For Reporting Complaints of Unlawful Discrimination and Sexual Harassment	
AR4121	Remove	Americans with Disabilities Act	
AR4126	Remove	Acceptance of Outside Obligations	
AR4128	7008	Evaluation of Personnel	Employee Evaluation
AR4128.1	7008.1	- Confidential Employee Evaluation Procedure	NC
AR4128.2	7008.2	- Management Evaluation Procedure	NC
AR4129	7350	Resignation	Resignations
AR4130	7330	Tuberculin Testing	NC
AR4140	7700	Whistleblower Protection	NC
AR4204	7121	Faculty Applicant Travel Reimbursement	Applicant Travel Reimbursement
AR4205	Remove	Method of Payment	
AR4207	7348	Retirement/Workload Reduction	Faculty Pre-retirement
AR4319	Remove	Disciplinary Action	
AR4410	7340.3	Sick Leave for Management Employees	NC
AR4417	7121	Administrative Applicant Travel Reimbursement	Applicant Travel Reimbursement
AR4510	7340.4	Industrial Accident or Illness Leave	NC
AR4602	3810	Claims & Actions Against The District	Claims Against the District
AR4603	6540	District Property & Liability Protection	Insurance
AR4606	Remove	Use of District Equipment	
AR4608	6752	Donation of Vehicles	NC