



**Rancho Santiago Community College District**  
**District Council Meeting**  
**November 2, 2015**  
**Executive Conference Room**  
**3:00 – 5:00 p.m.**

**Agenda**

1. Approval of Minutes of October 19, 2015 Meeting
2. November 9, 2015 Board of Trustees Meeting Agenda Rodríguez
3. Administrative Regulations Didion
4. Committee Reports
  - a. Planning & Organizational Effectiveness Committee Didion
  - b. Human Resources Committee Didion
  - c. Fiscal Resources Committee Hardash
  - d. Physical Resources Committee Hardash
  - e. Technology Advisory Group Krichmar
5. Constituent Representative Reports
  - a. Academic Senate - SAC Jones
  - b. Academic Senate – SCC Evet
  - c. Classified Staff Andrews
  - d. Student Government – SAC Cortes
  - e. Student Government – SCC Pham
6. Other

**Next Meeting: November 30, 2015**

**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

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### MINUTES October 19, 2015

Members:	Raúl Rodríguez	Present
	Enrique Perez for John Didion	Present
	Peter Hardash	Absent
	Jim Kennedy for Erlinda Martinez	Present
	John Weispfenning	Present
	Elliott Jones	Present
	Corinna Evett	Present
	Tom Andrews	Absent
	Oscar Cortes	Present
	Kevin Pham	Present
	Lee Krichmar	Present
	Bonnie Jaros	Present
	Mary Mettler	Absent
	Jim Granitto	Absent
	Victoria Williams	Present

1. Approval of Minutes of October 5, 2015  
It was moved by Ms. Williams, seconded by Dr. Weispfenning and carried unanimously to approve the minutes of the October 5, 2015 meeting.
2. October 26, 2015 Board of Trustees Meeting Agenda  
Chancellor Rodríguez shared highlights of the agenda for the October 26, 2015 Board of Trustees Meeting.
3. Response to Recommendations from District Council  
Chancellor Rodríguez provided his intention to accept the following recommendations from District Council:
  - Revision to Budget Allocation Model regarding Budget Center Reserves and Deficits
  - Use of One-Time Funds
4. Process for Selection of Faculty Co-Chairs for POE and FRC  
SAC Academic Senate President Jones shared concern that both colleges may not be equally represented by the faculty co-chairs who sit on District Council. Discussion ensued. It was agreed that the Academic Senate Presidents will work out a solution to address the concern.

5. Committee Reports

a. Planning and Organizational Effectiveness Committee (POE)

Asst. Vice Chancellor Perez reported that the next meeting is to be held on October 28, 2015. Dr. Jaros provided additional information on the work being done by the committee in preparation for the Board's Planning Session in February 2016.

b. Human Resources Committee (HRC)

Assistant Vice Chancellor Perez reported that HRC was working on management hiring regulations and the military leave policy would be presented to District Council at the next meeting.

c. Fiscal Resources Committee (FRC)

No report.

d. Physical Resources Committee (PRC)

No report.

e. Technology Advisory Group (TAG)

Asst. Vice Chancellor Krichmar reported on the work of TAG relating to the new credit card system, new financial aid disbursement system and Ellucian portal. She also addressed questions relating to the upcoming assignment of "edu" email addresses for students.

6. Constituent Representative Reports

a. Academic Senate/SAC: Academic Senate President Jones reported on the last SAC Academic Senate meeting.

b. Academic Senate/SCC: Academic Senate President Evett reported that the SCC Academic Senate will be meeting on October 20.

c. CSEA: Ms. Williams reported that the next CSEA meeting will be held on October 20.

d. Student Government/SAC: ASG President Cortes reported on the ASG activities at SAC.

e. Student Government/SCC: ASG President Kevin Pham reported on the ASG activities at SCC.

7. Other

Dr. Jones invited all to a Faculty Recital on Thursday, October 30, at 12:30 p.m. Dr. Jaros invited all to the SAC Centennial Concert to be held at on Saturday, October 24, at 7:30 p.m. Ms. Williams announced that the Community Foundation of Orange Kids Music Festival, AIDS Walk and Boy Scout training will all take place at SCC on October 24.

8. Next Meeting: The next District Council meeting will be held on Monday, November 2, 2015 in the Executive Conference Room (#114).

Meeting Adjournment: 3:40 p.m.

Approved:

# AR 2712 Conflict of Interest Code (New)

## References:

Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503;  
Title 2 Section 18730

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Rancho Santiago Community College District.

Designated officials in the positions listed in Exhibit B shall file Statements of Economic Interest with either the County of Orange Clerk of the Board of Supervisors or the agency/district's Political Reform Act Filing Officer, as specified in Exhibit B. The Statements of Economic Interest shall be maintained as public records and shall be made available for public inspection and reproduction (Government Code Section 82008).

**EXHIBIT A**

**Rancho Santiago Community College District**

**LIST OF DESIGNATED POSITIONS  
CONFLICT OF INTEREST CODE**

<b>Designated Positions</b>	<b>Disclosure Category</b>	<b>Files With</b>
Accounting Manager – Accounts Payable	OC-02	COB
Accounting Manager - Payroll	OC-02	COB
Assistant Dean, Admissions & Records	OC-02	COB
Assistant Dean, Financial Aid, Scholarships & Veterans	OC-02	COB
Assistant Dean, Criminal Justice Academies	OC-02	COB
Assistant Dean, Fire Technology	OC-02	COB
Assistant Dean, Student Services	OC-02	COB
Assistant Director, Athletics & Sports Information	OC-02	COB
Assistant Director, OC Small Business Development Center	OC-02	COB
Assistant Director, Small Business Initiative	OC-02	COB
Assistant Vice Chancellor, Educational Services	OC-02	COB
Assistant Vice Chancellor, Facility Planning, District Construction & Support Services	OC-02	COB
Assistant Vice Chancellor, Fiscal Services	OC-02	COB
Assistant Vice Chancellor, Human Resources	OC-02	COB
Assistant Vice Chancellor, Information Technology Services	OC-02	COB
Associate Dean, Business & Career Technical Education	OC-02	COB
Associate Dean, Disabled Student Programs & Services	OC-02	COB
Associate Dean, EOPS	OC-02	COB
Associate Dean, Financial Aid	OC-02	COB
Associate Dean, Health Sciences & Nursing	OC-02	COB
Associate Dean, Instruction & Student Services	OC-02	COB
Associate Dean, Student Development	OC-02	COB
Associate Director I, Child Development Center	OC-02	COB

Associate Director II, Child Development Center	OC-02	COB
Associate Registrar	OC-02	COB
Benefits Analyst	OC-02	COB
Board of Trustees	OC-01	COB
Bookstore Coordinator	OC-02	COB
Bookstore Manager	OC-02	COB
Buyer	OC-02	COB
Campus Budget Manager	OC-02	COB
Chancellor	OC-01	COB
Chief, District Safety & Security	OC-02	COB
Consultants	OC-30	Agency
Custodial Supervisor	OC-02	COB
Dean, Arts, Humanities & Social Services	OC-02	COB
Dean, Business	OC-02	COB
Dean, Business & Career Technical Education	OC-02	COB
Dean, Counseling	OC-02	COB
Dean, Counseling & Student Support Services	OC-02	COB
Dean, Enrollment & Support Services	OC-02	COB
Dean, Kinesiology, Health & Athletics	OC-02	COB
Dean, Fine & Performing Arts	OC-02	COB
Dean, Human Services & Technology	OC-02	COB
Dean, Humanities & Social Services	OC-02	COB
Dean, Institutional Effectiveness, Library & Learning Support Services	OC-02	COB
Dean, Instruction & Student Services	OC-02	COB
Dean, Mathematics & Sciences	OC-02	COB
Dean, Science, Mathematics & Health Science	OC-02	COB
Dean, Student Affairs	OC-02	COB
Director I, Child Development Center	OC-02	COB
Director II, Child Development Center	OC-02	COB
Director of Grants	OC-02	COB
Director, Academic Support	OC-02	COB

Director, ACT/Corporate Training	OC-02	COB
Director, Auxiliary Services	OC-02	COB
Director, Business & Career Technical Education	OC-02	COB
Director, Continuing Education Support Services	OC-02	COB
Director, Digital Media Center	OC-02	COB
Director, Facility Planning, District Construction & Support Services	OC-02	COB
Director, Fire Instruction	OC-02	COB
Director, Global Trade & Logistics Initiative	OC-02	COB
Director, Information Systems	OC-02	COB
Director, Network & Communications	OC-02	COB
Director, Public Affairs & Publications	OC-02	COB
Director, Purchasing Services	OC-02	COB
Director, Research	OC-02	COB
Director, Small Business Development Center	OC-02	COB
Director, Special Programs	OC-02	COB
District Support Services Supervisor	OC-02	COB
Director, Workforce Education	OC-02	COB
Employment Services Manager	OC-02	COB
Enrollment Reporting Manager	OC-02	COB
Executive Director, Child Development Services	OC-02	COB
Executive Director, College Advancement	OC-02	COB
Executive Vice Chancellor, Human Resources and Educational Services	OC-01	COB
Facilities Manager	OC-02	COB
Facilities Project Manager	OC-02	COB
Graphic Communications Manager	OC-02	COB
Internal Audit Manager	OC-02	COB
Inventory, Delivery & Storage Supervisor	OC-02	COB
Lieutenant, District Safety & Security	OC-02	COB
Maintenance Supervisor	OC-02	COB
Manager, Fiscal Services	OC-02	COB
President, Santa Ana College	OC-01	COB

President, Santiago Canyon College	OC-01	COB
Project Manager	OC-02	COB
Publications and Electronic Media Manager	OC-02	COB
Registrar	OC-02	COB
Risk Manager	OC-02	COB
Sergeant, District Safety & Security	OC-02	COB
Vice Chancellor, Business Operations/Fiscal Services	OC-01	COB
Vice President, Academic Affairs	OC-02	COB
Vice President, Administrative Services	OC-02	COB
Vice President, Continuing Education	OC-02	COB
Vice President, Student Services	OC-02	COB

**EXHIBIT B**

**Rancho Santiago Community College District**

**LIST OF DISCLOSURE CATEGORIES, DISCLOSURE DESCRIPTIONS AND FILING DESIGNATION**

<b>Disclosure Category</b>	<b>Disclosure Description</b>
OC-01	All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans and travel payments).
OC-02	All investments, business positions and sources of income (including gifts, loans and travel payments).
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The Chancellor or designee may determine that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.
<b>Files With</b>	
COB	Files electronically to the County of Orange Clerk of the Board of Supervisors
Agency	Files original form with the Office of the Vice Chancellor, Business Operations/Fiscal Services

**Adopted September 14, 2015**

## **AR 6100 Delegation of Authority, Business and Fiscal Affairs (NEW)**

### **References:**

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

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

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

No employee of the District, member of the Board, or other agent of the District, is authorized to enter into oral or written agreements on behalf of the District. If an individual representing the District is alleged to have made an oral or written agreement involving the District, that agreement will be without force and will not be recognized as a valid agreement by the District. Discussion concerning agreement terms must be in writing and presented for approval by the Board of Trustees.

**Adopted:** \_\_\_\_\_

# **AR 6150 Designation of Authorized Signatures** **(New)**

## **References:**

Education Code Sections 85232 and 85233

The Vice Chancellor of Business Operations/Fiscal Services and the Assistant Vice Chancellor, Fiscal Services, as District Disbursing Officer, are authorized to sign warrants on behalf of the District. See BP/AR 6305 Fiscal Accountability for the related policy and regulations.

1.0 The Chancellor has appointed the positions below as authorized signers for orders and other transactions.

1.1 For Contract Agreements of \$15,000 or less (excluding grant agreements) and Short-term Facility Use Agreements:

- 1.1.1 Chancellor
- 1.1.2 Executive Vice Chancellor
- 1.1.3 Vice Chancellor, Business Operations/Fiscal Services
- 1.1.4 College Presidents
- 1.1.5 Vice President, Administrative Services
- 1.1.6 Assistant Vice Chancellor, Facility Planning
- 1.1.7 Assistant Vice Chancellor, ITS
- 1.1.8 Assistant Vice Chancellor, Fiscal Services
- 1.1.9 District Director, Purchasing

1.2 For Tax Forms:

- 1.2.1 Chancellor
- 1.2.2 Executive Vice Chancellor
- 1.2.3 Vice Chancellor, Business Operations/Fiscal Services
- 1.2.4 Assistant Vice Chancellor, Fiscal Services
- 1.2.5 Manager, Fiscal Services
- 1.2.6 Accounting Manager, Payroll

1.3 For Purchase of Supplies, Materials, Apparatus, Equipment, and Services not to exceed the amounts specified by the Public Contract Code Section 20651, Construction Services not to exceed the amount specified by Contract Code 22030 CUPCAA (California Uniform Public Construction Cost Accounting Act).

- 1.3.1 Chancellor
- 1.3.2 Executive Vice Chancellor
- 1.3.3 Vice Chancellor, Business Operations/Fiscal Services

2.0 For banking and investment accounts, authorized signers will be submitted to the Board for approval annually or as needed.

**Adopted:** \_\_\_\_\_

# **AR 6200 Budget Preparation (New)**

## **References:**

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

Budget planning supports institutional goals and is linked to other institutional planning efforts. The budget is a financial plan for the operation of the District for the fiscal year, developed in accordance with Board-adopted educational goals and objectives and fiscal standards.

In accordance with Title 5 Sections 58305(a) and 58305(c), the Chancellor shall have prepared and shall submit to the Board of Trustees by no later than July 1 a tentative budget for the ensuing fiscal year and the proposed Adopted Budget no later than September 15. Two copies of the adopted budget will be submitted to the State Chancellor's Office on or before September 30.

Development of the subsequent year budget shall begin early in the calendar year in order to provide ample opportunities for the Board, staff and constituencies to consider all relevant data, parameters, and issues in accordance with state law, the district Planning Design Manual, Board Policies and Administrative Regulations prior to Board adoption. The district-wide participatory governance committee charged with developing the district budget process calendar, reviewing and evaluating the district Budget Allocation Model, and developing budget assumptions is the Fiscal Resources Committee (FRC). The FRC website at <https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx> includes the committee responsibilities, calendar, membership along with agendas and minutes. The District Council services as the primary participatory governance body responsible for district-wide planning and final budgetary recommendations to the Chancellor. The District Council website is found at <https://www.rscdd.edu/Discover-RSCDD/Pages/District-Council.aspx>.

In accordance with Title 5 regulations, the budget shall include estimated income and proposed expenditures in sufficient detail to permit comparisons between the proposed budget and the actual revenues and expenses in the current year. In addition, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District. These quarterly reports will be submitted on form CCFS-311 to the State Chancellor's Office.

**Adopted:** \_\_\_\_\_

# **AR 6250 Budget Management (New)**

## **References:**

Title 5 Sections 58305, 58307, and 58308

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board. All Board authorized personnel positions must be properly, including appropriate salary and all related benefit costs.

Transfers may be made from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications ~~by written resolution of the Board, and may be approved by a majority of the members of the Board.~~

Except as identified in the District's Budget Allocation Model, excess funds must be added to the general reserve of the District, and are not available for appropriation unless approved by the Board setting forth the need according to major classification.

**Adopted:** \_\_\_\_\_

# **AR 6300 Revolving Cash Fund and Accounting Systems Fiscal Management**

## **References:**

Education Code ~~70902~~ Sections 84040(c); 42800; Title 5 Section 58311;  
ACCJC Accreditation Standard III.D.9 (formerly III.D.2)

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.

The District is committed to principles of sound fiscal management and to provide for responsible stewardship of available resources. The District adheres to commonly accepted accounting and auditing standards as criteria for fiscal management to:

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

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

The Vice Chancellor of Business Operations/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~~

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

**Responsible Manager:** Assistant Vice Chancellor, Fiscal Services  
**Revised February 10, 2014 \_\_\_\_\_ (Previously AR3200)**

## **AR~~6200~~ 6305 General Fund Restricted Reserves**

Per the Board of Trustees and Board Policy 6200, the district shall maintain a minimum 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 five percent (5%) balance.

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

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

Revised ~~February 10, 2014~~ \_\_\_\_\_ (Previously ~~AR3203~~ 6200)

# AR 6320 Investments (New)

## **References:**

Government Code Sections 53600 et seq.

The Vice Chancellor, Business Operations/Fiscal Services is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the Governing Board in accordance with the Government Code Sections cited above and the following:

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

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

- County Treasurer's Investment Pool. Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code Section 53635 and investment policies adopted by the County Board of Supervisors.
- State's Local Agency Investment Fund (Government Code Sections 16429.1-16429.3). District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code Section 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code Section 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code Section 16429.2).
- Other Investments - Other investments as permitted by Government Code Sections 53600 et seq., and in particular Government Code Sections 53601, 53601.8, 53635, and 53635.8 may be made by the Vice Chancellor, Business Operations/Fiscal Services subject to prior approval of the Governing Board. (NOTE: Government Code Sections 53601, 53601.8, 53605, and 53635.8 permit many very specific investments. Questions should be referred to financial advisors or legal counsel.)

**Adopted:** \_\_\_\_\_

# **AR 6400 Financial Audits (New)**

## **References:**

Education Code Section 84040(b) and 81644;  
ACCJC Accreditation Standard III.D.7

On or before April 1 of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be for no longer than 5 years renewable in one year increments. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

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

Separate audits for district and college Foundations and Proposition 39 Revenue Bond Construction Funds Financial and Performance audits shall also be conducted.

Audit reports for the preceding fiscal year must be presented to the Board and submitted to the State Chancellor's Office by December 31.

**Approved:** \_\_\_\_\_

# **AR 7340.2 7346 Employees Called to Military Duty Leave**

## **References:**

Military and Veterans Code: section 389 et seq;  
Education Code Sections 87018, 87700, 87832 and 88116;  
38 U.S.C. Section 4301 et seq.

The following applies to any district employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

## **Leave**

Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

## **Salary**

Any district employee called to active duty who has been in the service of the district for at least one year will continue to receive his or her salary for the first thirty (30) calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first thirty (30) calendar days of active service regardless of length of service with the district.

If employment is interrupted by a period of military service (including active duty, active and inactive duty for training, and National Guard duty under Federal statute) that does not qualify for the 30-day salary continuation noted above, the employee may use any accrued vacation, personal necessity leave or compensatory time in order to continue his or her salary. The use of paid leave is at the employee's discretion.

In addition, the district may provide for not more than 180 calendar days as part of the employee's compensation all of the following:

- The difference between the amount of his or her military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty. The employee shall be responsible for providing documentation verifying the amount of military pay.
- All benefits that he or she would have received had he or she not been called to active military duty unless the benefits are prohibited or limited by vendor contracts.

Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit.

## **Health Benefits**

An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than thirty (30) days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of eighteen (18) months.

Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.

## **Vacation and Sick Leave**

Employees on military leave accrue any benefits the district provides to other employees, e.g. if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the district for at least one year shall continue to accrue vacation, sick leave and holiday privileges up to a maximum period of 180 days.

### **Reinstatement**

An employee on active duty military leave shall be entitled to return to the position held by him or her at the time of his or her entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

In the case of a contract academic employee, absence on military leave shall not count as part of the service required for the acquisition of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the district for more than one year, but had not yet become a regular academic employee of the district, he or she is entitled to return to the position for the period of time his or her contract of employment had to run at the time he or she entered military service.

In the case of an academic employee, absence on military leave shall not be construed as a break in the continuity of service.

In the case of a classified employee, absence on military leave shall not be construed as a break in the continuity of service.

**Responsible Manager:** Executive Vice Chancellor of Human Resources & Educational Services

Revised ~~April 27, 2009~~ \_\_\_\_\_