



**Rancho Santiago Community College District  
District Council Meeting**

**July 9, 2018**

**Executive Conference Room #114  
3:00 – 5:00 p.m.**

**Agenda**

- |  |          |
|--|----------|
| 1. Approval of Minutes of June 4, 2018 Meeting       | Hardash  |
| 2. July 16, 2018 Board of Trustees Meeting           | Hardash  |
| 3. 2018-2019 Adopted Budget Assumptions              | Hardash  |
| 4. Board Policies/Administrative Regulations         | Hardash  |
| a. BP/AR 3580 Use of Unmanned Aircraft Systems (NEW) |          |
| 5. Committee Reports                                 |          |
| a. Planning & Organizational Effectiveness Committee | Zarske   |
| b. Human Resources Committee                         | Green    |
| c. Fiscal Resources Committee                        | Hardash  |
| d. Physical Resources Committee                      | Hardash  |
| e. Technology Advisory Group                         | Gonzalez |
| 6. Constituent Representative Reports                |          |
| a. Academic Senate - SAC                             | Zarske   |
| b. Academic Senate – SCC                             | DeCarbo  |
| c. Classified Staff                                  | Nolan    |
| d. Student Government – SAC                          | Ceja     |
| e. Student Government – SCC                          | Ostrow   |
| 7. Other   |          |

**Next Meeting:**

**August 6, 2018  
3:00 – 5:00 p.m.**

**Executive Conference Room #114**



## Rancho Santiago Community College District District Council Meeting

---

### MINUTES

June 4, 2018

Members:	Raúl Rodríguez	Present
	Peter Hardash	Present
	Enrique Perez	Present
	Alistair Winter for Judy Chitlik	Present
	Shelly Jaffray for Linda Rose	Present
	John Hernandez	Present
	Lee Krichmar	Present
	Monica Zarske	Present
	Michael DeCarbo	Present
	Leanna Nolan	Present
	Amber Stapleton	Present
	Juan Esqueda	Present
	Edward Hou	Absent
	Mary Mettler	Present
	Diane Hill	Absent
	Michael Taylor	Present

Chancellor Raúl Rodríguez convened the meeting at 3:01 p.m.

1. Approval of Minutes of May 7, 2018 Meeting

It was moved by Ms. Zarske, seconded by Ms. Nolan and carried unanimously to approve the minutes of the May 7, 2018 meeting with minor corrections.

2. June 11, 2018 Board of Trustees Meeting

Dr. Rodríguez shared highlights of the agenda for the June 11, 2018 Board of Trustees Meeting.

3. 2018-2019 Tentative Budget

Vice Chancellor Hardash presented the 2018-2019 Tentative Budget recommended by the Fiscal Resources Committee for approval by District Council. Mr. Hardash noted the following:

- a. The tentative budget was created under the current model. Should the Governor's proposal pass, the funding model will change. RSCCD, however, should not lose with either model.
- b. The ending balance will grow because collective bargaining is not settled. This will adjust when all bargaining units have settled.

3. 2018-2019 Tentative Budget (continued)

- c. Reminder that this is a “placeholder” budget so the district may continue to pay employees and bills.
- d. Because of the time required to obtain approval of an adopted budget, the information used to create the adopted budget may not be entirely accurate should the funding model change and information is not received on time.

It was moved by Dr. Mettler, seconded by Ms. Stapleton and carried unanimously to approve the 2018-2019 Tentative Budget.

4. Reorgs

- a. Reorg #1072 – DO/Educational Services/Assistant to the Vice Chancellor was presented for approval. Discussion ensued. It was moved by Mr. DeCarbo, seconded by Dr. Hernandez and carried unanimously to approve reorg #1072.
- b. Reorg #1077 – DO/Educational Services/CDS was presented for approval. Discussion ensued. It was moved by Mr. DeCarbo, seconded by Ms. Nolan and carried unanimously to approve reorg #1077.
- c. Reorg #1079 – DO/Safety & Security was presented for approval. Discussion ensued. It was moved by Mr. DeCarbo, seconded by Ms. Stapleton and carried to approve reorg #1081 with dissenting votes from Mr. DeCarbo and Dr. Mettler.
- d. Reorg #1081 – DO/Accounting was presented for approval. Discussion ensued. It was suggested that discussion take place in POE to clarify the process for adding new district office positions. It was moved by Mr. DeCarbo, seconded by Ms. Zarske and carried unanimously to approve reorg #1081.
- e. Reorg #1085 – DO/Educational Services/DMC was presented for approval. Discussion ensued. It was moved by Ms. Nolan, seconded by Dr. Hernandez and carried unanimously to approve reorg #1085.
- f. Reorg #1086 – DO/Educational Services/AVC was presented for approval. Discussion ensued. It was moved by Ms. Zarske, seconded by Mr. Winter and carried unanimously to approve reorg #1086 with the caveat that recruitment for this position included that it was a grant funded position.

5. Board Policies/Administrative Regulations

It was moved by Ms. Stapleton, seconded by Ms. Nolan and carried unanimously to approve the following board policies and administrative regulations that were updated with current citations and law:

- a. BP/AR 3410 – Nondiscrimination
- b. BP/AR 3518 – Child Abuse Reporting
- c. BP 4220 – Standards of Scholarship
- d. BP 4250 – Probation, Dismissal and Readmission
- e. AR 6603 – Informal Bidding Procedures Under California Uniform Public Construction Cost Accounting Act

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
Mr. Perez reported on the work of POE.
- b. Human Resources Committee (HRC)  
Mr. Winter reported on the work of HRC.
- c. Fiscal Resources Committee (FRC)  
Mr. Hardash reported that the next meeting is scheduled for July 3, 2018 where the adopted budget would be discussed for a recommendation to District Council at their August 20, 2018 meeting. It was also reported that FRC is looking at outside assistance for the development of a district budget allocation model.
- d. Physical Resources Committee (PRC)  
Mr. Hardash reported that the next meeting is scheduled for September 5, 2018 and reminded committee members that project updates are available on the PRC webpage.
- e. Technology Advisory Group (TAG)  
Ms. Krichmar reported there were no summer meetings of TAG. She also announced that Jesse Gonzalez will serve as Interim AVC until a replacement for her position is hired.

7. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Zarske reported on the activities of the SAC Academic Senate. She announced that Michelle Parolise, Occupational Studies Instructor and Director of the OTA Program, received the Distinguished Faculty Award.
- b. Academic Senate/SCC: Mr. DeCarbo reported on the activities of the SCC Academic Senate. He announced that Robbie Miller, Art Instructor, received the Faculty Excellence Award.
- c. CSEA: Ms. Nolan reported on the activities of CSEA.
- d. Student Government/SAC: Mr. Esqueda reported on the activities of the SAC ASG.
- e. Student Government/SCC: Dr. Hernandez reported that the students passed a fee to provide all SCC students access to OCTA bus passes.

8. 2018-2019 District Council Calendar

It was moved by Mr. Hardash, seconded by Ms. Zarske and carried unanimously to approve the proposed 2018-2019 District Council meeting calendar.

9. Next Meeting: The next District Council meeting is scheduled for Monday, July 9, 2018 in the Executive Conference Room (#114).

Meeting Adjourned: 4:10 p.m.

Approved: xxxxx, 2018

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
UNRESTRICTED GENERAL FUND  
2018-19 Adopted Budget Assumptions  
July 3, 2018**

I. State Revenue

A. Budgeting will continue to utilize the District's Budget Allocation Model (BAM) based on SB 361 for the Adopted Budget as there are still many unknowns with the new state student-focused funding formula.

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded	Actual Growth
2013/14	28,185.04	28,688.93	28,688.93	1.79%
2014/15	28,688.93	28,908.08	28,908.08	0.76%
2015/16	28,908.08	28,901.64	28,901.64	-0.02%
2016/17	P3 28,901.64	27,517.31 a	28,901.64 a	-4.79%
2017/18	P2 28,901.64	29,174.00 b	29,174.00 b	-0-

a - based on submitted P3, District went into Stabilization in FY 2016-17

b - based on submitted P2, the district estimates borrowing 1,300 FTES from summer 2018

The district went into stabilization in 2016/17 and is in restoration in 2017/18.

To maintain the 2015/16 funding level the district shifted summer 2018 FTES for reporting purposes.

A decision will need to be made by fiscal year end whether we have enough summer 2018 FTES to borrow to fully restore, or there will be a permanent additional reduction in ongoing revenue.

The state budget includes 1% systemwide growth funding, 2.71% COLA, and no base allocation increase.

Instead the budget includes a new Student-Focused Funding Formula, the effects of which are not fully known at this time.

Any changes to our funding related to the new formula will be incorporated after the budget is adopted.

Projected COLA of 2.71%	<b>\$4,300,000</b>
Projected Growth/Access	<b>\$0</b>
Projected Base Allocation Increase	<b>\$0</b>
Continued Projected Deficit (est. 0.708%)	<b>\$0</b>
Apportionment Base Incr (Decr) for 2017/18	<b>\$4,300,000</b>

2018/19 Potential Growth at 0.5% based on 1% system 29,046

C. Education Protection Account (EPA) funding estimated at **\$22,929,087** based on 2017/18 @ P2. These are not additional funds. The EPA is only a portion of general purpose funds that offsets what would otherwise be state aid in the apportionments. We intend to charge a portion of faculty salaries to this funding source in compliance with EPA requirements.

D. Unrestricted lottery is projected at \$146 per FTES (\$4,339,229). Restricted lottery at \$48 per FTES (\$1,426,596). (2017/18 P1 of resident & nonresident factored FTES, 29,720.75 x 146 = \$4,339,229 unrestricted lottery; 29,720.75 x 48 = \$1,426,596.) Slight increase.

E. Estimated reimbursement for part-time faculty compensation is estimated at **\$575,306** (2017/18 @ P2). Slight decrease.

F. Categorical programs will continue to be budgeted separately; self-supporting, matching revenues and expenditures. COLA is being proposed on certain categorical programs. Without COLA, other categorical reductions would be required to remain in balance if settlements were reached with bargaining groups. The colleges will need to budget for any program match requirements using unrestricted funds.

G. BOG fee waivers 2% administration funding estimated at 2017/18 @ P2 of \$307,714. Unchanged.

H. Mandates Block Grant estimated at a total budget of **\$800,000**. Slight increase. No additional one-time allocation proposed.

II. Other Revenue

I. Non-Resident Tuition budgeted at \$3,200,000. \$275,000 increase. (SAC \$2,400,000, SCC \$800,000)

J. Interest earnings estimated at **\$825,000**. Increase based on anticipated interest rate increases.

K. Other miscellaneous income (includes fines, fees, rents, etc.) is estimated at approximately \$350,000. Unchanged.

L. Apprenticeship revenue estimated at \$2,757,300. Unchanged.  
(Corresponding expenses related to this allocation must be budgeted for additional apprenticeship course offerings)

M. Scheduled Maintenance/Instructional Equipment allocation **\$710,000** (no match required).

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**UNRESTRICTED GENERAL FUND**  
**2018-19 Adopted Budget Assumptions**  
**July 3, 2018**

- III. Appropriations and Expenditures
- A. As the District's budget model is a revenue allocation model, revenues flow through the model to the colleges as earned. The colleges have the responsibility, within their earned revenue, to budget for ALL necessary expenditures including but not limited to all full time and part time employees, utilities, instructional services agreements, multi-year maintenance and other contracts, supplies, equipment and other operating costs.
- B. The state is providing a Cost of Living Allowance (COLA) of 2.71%. Any collectively bargained increased costs will be added to the budget. The estimated cost of a 1% salary increase is \$1.5 million.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.26 million including benefits. (FARSCCD approximate cost \$601,000, CSEA approximate cost \$405,000, Management/Other approximate cost \$254,000; in addition to CEFA hourly step and column movement budgeted by the colleges estimated cost \$153,000)
- D. Health and Welfare benefit premium cost increase as of 1/1/19 is estimated at 2.5% for an additional cost of approximately \$402,000 for active employees and an additional cost of \$178,000 for retirees, for a combined increase of \$580,000. 2018/19 change to BAM budgeting benefits at average cost rather than maximum cost. Savings of \$152,666 State Unemployment Insurance local experience charges are estimated at \$250,000 (2017/18 budgeted amount). Unchanged. CalPERS employer contribution rate will increase in 2018/19 from 15.531% to **18.062%** for an increase of **\$955,259** (Note: The cost of each 1% increase in the PERS rate is approximately \$350,000.) CalSTRS employer contribution rate will increase in 2018/19 from 14.43% to 16.28% for an increase of \$1,220,221. (Note: The cost of each 1% increase in the STRS rate is approximately \$700,000.)
- E. The full-time faculty obligation (FON) for Fall 2018 is estimated at 371. The District is currently recruiting to replace 16 faculty vacancies. The District expects to meet its obligation. SAC is recruiting for 13 vacancies. SCC is recruiting for 3 vacancies. The current cost for a new position is budgeted at Class VI, Step 12 at approximately \$136,500. Penalties for not meeting the obligation amount to approximately \$71,000 per FTE not filled.
- F. The current rate per Lecture Hour Equivalent (LHE) effective 7/1/17 for hourly faculty is \$1,275. Unchanged
- G. Retiree Health Benefit Fund (OPEB/GASB 45 Obligation) - The District will continue to contribute 3.63% of total salaries to fund the total actuarially determined Annual Required Contribution (ARC). The annual required contribution (ARC) for 2016/17 is \$11,722,578.
- H. Capital Outlay Fund - In addition to the state allocation for Scheduled Maintenance/Instructional Equipment, the District will continue to budget \$1.5 million for capital outlay needs.
- I. Utilities cost increases of 2.5%, estimated at \$100,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$125,000.
- K. Property and Liability Insurance transfer estimated at \$1,970,000. Unchanged.
- L. Other additional DS/Institutional Cost expenses totaling \$672,252 ongoing plus \$110,500 one-time:  
P/T Intermediate Clerk 19hrs/12 months - Human Resources - ongoing - \$18,920  
District Administrator Institutional Equity, Compliance and Title IX - Human Resources - ongoing - \$229,175  
3 New Senior District Safety Officer (armed) - District Safety - ongoing - \$303,048  
**Reorg #1079 - District Safety Officer to Senior District Safety Officer (armed) - \$3,609**  
**Safety Fire Alarms testing & repairs - ongoing \$100,000**  
**New ongoing agreement with IGreentree for employee onboarding \$17,500 plus one-time \$10,500**  
**One-time cost of Chancellor search - \$100,000**
- M. Child Development Fund - The District will continue to budget \$250,000 as an interfund transfer from the unrestricted general fund as a contingency plan. (\$140,000 was transferred in 2014/15 and 2015/16, 2016/17, and expected in 2017/18)
- N. Estimated annual cost of Santiago Canyon College ADA Settlement expenses of \$2 million from one-time funds.
- O. According to the District budget reduction strategy, round 2 ongoing reductions of \$3 million were incorporated in the tentative budget and included in the Adopted Budget.

**NOTE: These assumptions will be updated as new information becomes available throughout the process of building the budget. In addition, as the final effects of the new Student-Focused Funding Formula may not all be known until after the budget is adopted, the budget will likely need to be updated after adoption.**

**Rancho Santiago Community College District**  
**Unrestricted General Fund Summary**  
**2018-19 Adopted Budget Assumptions Analysis**  
**July 3, 2018**

*	<u><b>New Revenues</b></u>	Ongoing Only	One-Time
A	New Student-Focused Funding Formula	?	
B	COLA 2.71%	\$4,300,000	
B	Growth (Shift from summer)	\$0	
B	Base Allocation	\$0	
B	Deficit Factor est. at 0.708%	\$0	
D	Unrestricted Lottery	\$216,414	
H	Mandates Block Grant	\$5,000	
I	Non-Resident Tuition	\$275,000	
J	Interest Earnings	\$160,000	
L	Apprenticeship - SCC	\$0	
EGHK	Misc Income	(\$24,000)	
	<b>Total</b>	\$4,932,414	\$0
	<u><b>New Expenditures</b></u>		
B	COLA 2.71%	\$4,300,000	
C	Step/Column	\$1,260,000	
D	Health and Welfare/Benefits Increase	\$580,000	
D	Budget Health and Welfare at Average Cost for Vacancies	(\$152,666)	
D	CalPERS Increase	\$955,259	
D	CalSTRS Increase	\$1,220,221	
E	Full Time Faculty Obligation Hires	\$0	
E/F	Hourly Faculty Budgets (Convert to Full Time)	\$0	
G	Increased Cost of Retiree Health Benefit ARC	\$0	
H	Capital Outlay/Scheduled Maintenance Match	\$0	
I	Utilities Increase	\$100,000	
J	ITS Licensing/Contract Escalation Cost	\$125,000	
K	Property, Liability and All Risks Insurance	\$0	
L	Other Additional DS/Institutional Costs	\$672,252	\$110,500
N	SCC ADA Settlement Costs	\$0	\$2,000,000
O	Ongoing Budget Reductions	(\$3,000,000)	
	<b>Total</b>	\$6,060,066	\$2,110,500
	2018-19 Budget Year Surplus (Deficit)	(\$1,127,652)	
	2017/18 Structural Deficit	(\$1,346,566)	
	2017/18 Additional cost of CSEA settlement	(\$191,807)	
	2017/18 Additional cost of remaining CB settlements	?	
	2017/18 Budgeted vacancies/actual salary placement less	\$425,060	
	2017/18 New hires choosing less than budgeted benefits	\$687,959	
	2017/18 Retirees budgeted in 2018/19 according to BAM	\$872,339	
	2017/18 Savings in H/W Benefits (3.5% to 2.5%)	\$60,636	
	2017/18 Other budget line item changes	\$549,876	
	Total Net Surplus (Deficit)	(\$70,155)	(\$2,110,500)

**Note: Budget Stabilization Fund Balance at 6/30/2018 is estimated at \$15 million.**

*1 Based on the FTES reported on the 320 submitted at P2, to maintain the 2015/16 funding level the district shifted FTES from summer 2018 for reporting purposes. A decision will need to be made by fiscal year end whether we have enough summer 2018 FTES to borrow to fully restore, or there will be a permanent reduction in ongoing revenue.*

\* Reference to budget assumption number

# **BP 3580 Use of Unmanned Aircraft Systems (NEW)**

## References:

FAA Modernization and Reform Act of 2012 (FMRA)

FAA Small UAS Rule, 14 C.F.R. § 107 (Part 107)

FAA Special Rule for Model Aircraft 14 C.F.R. 101.41-43

Unmanned aircraft systems ("UAS"), including model aircrafts, drones and any other devices flown and controlled remotely, will be operated on or over district property in accordance with Federal Aviation Administration regulations, applicable federal, state, and local law or regulation, and District procedures. The District will establish an administrative procedure to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy. The operation of UAS on District property shall be limited to business or instructional use only. The District prohibits all other uses of UAS on or over District property or at District sponsored events without prior authorization.

Adopted: xxxxxx, 2018

# AR 3580 Use of Unmanned Aircraft Systems (NEW)

## References:

FAA Modernization and Reform Act of 2012 (FMRA)  
FAA Small UAS Rule, 14 C.F.R. § 107 (Part 107)  
FAA Special Rule for Model Aircraft 14 C.F.R. 101.41-43

## Purpose

Unmanned Aircraft Systems ("UAS"), also known as drones, have become increasingly popular and the Rancho Santiago Community College District recognizes that this technology offers great potential for research and other educational functions as well as for business applications. The operation of UAS, is subject to regulation by the Federal Aviation Administration and local laws and may pose safety, security and privacy risks to members of the public. Accordingly, the purpose of this regulation is to provide guidelines for the operation of Unmanned Air Systems on or over District property and in connection with District activities to ensure compliance with existing regulations and to ensure the safety and security of persons and property.

Non course-related, non-research, or non-business use (i.e. recreational use) of drones on or over District property is expressly prohibited.

## Scope

This regulation shall apply to faculty, staff, students, volunteers, vendors and all visitors that seek permission to operate a UAS on any District property. Anyone who seeks to operate UAS on District property must receive approval in advance in accordance with this regulation.

## Definitions

**Drones** - See "Unmanned Aircraft."

**FAA Part 107 (107 or Small UAS Rule)** - This rule establishes the operating and certification requirements to allow small unmanned aircraft systems (Small UAS) to operate for non-hobby and non-recreational purposes (Business Use).

**FAA Section 336 of Public Law 112-95 (used herein as 336 or Hobbyist Rule)** - This rule is established to allow non-commercial use of Small UAS to be flown by pure hobbyists for recreational purposes.

**Small UAS** - An unmanned aircraft weighing between .5 pounds and 55 pounds and equipment necessary for the safe and efficient operation of that aircraft.

**Pilot in Command** - The person who has final authority and responsibility for the operation and safety of the UAS flight.

**Operator** - The person manipulating the flight controls of the UAS. In many, but not all instances, the operator will be the Pilot in Command.

## Registering Drones

- All drones that weigh more than 0.55 lbs. and less than 55 lbs. must be registered with the FAA at <https://registermyuas.faa.gov> (link is external).
- Drones owned and operated by the district shall be registered by the department responsible for the drone and "Rancho Santiago Community College District" must be identified as the owner when they are registered with the FAA. The registration number must be on the drone before it is flown and the number must be located so as to be visible, clear and legible.

## Classification of UAS Operations

UAS operations generally fall into one of two categories: (1) hobby and recreational flights; or (2) business and commercial flights subject to FAA regulations under 14 CFR part 107 ("part 107").

Hobby/recreational purposes include flights by students for educational purposes that are conducted as part of a student's coursework. Such coursework may include science, technology and aviation-related curricula, or other coursework such as television and film production or the arts.

Business and Commercial activity includes flights in connection with, or in support of District business, including, but not limited to, flights to gather images and /or visual footage for use on district websites and/or in district publications, aerial surveying, inspections, and faculty use when flown as part of a class or for research. Flying for work requires you to obtain a Remote Pilot in Command license from the FAA.

## Obtaining Remote Pilot in Command Licensing

To qualify for a remote pilot certificate, a person must:

- Demonstrate aeronautical knowledge by either:
  - Passing an initial aeronautical knowledge test at an FAA-approved knowledge testing center (the testing center charges \$150 to complete the test); or
  - Hold a part 61 pilot certificate other than student pilot, complete a flight review within the previous 24 months, and complete a small UAS online training course provided by the FAA
- Be vetted by the Transportation Security Administration (TSA)
- Be at least 16 years old

The following licensing guidance on becoming an RPIC is offered:

- a. Becoming a Pilot
- b. Study Materials: Advisory Circular, Remote Pilot Airman Certification Standards
- c. Sample Knowledge Test

A remote pilot in command must:

- Make available to the FAA & the District, upon request, the small UAS for inspection or testing, and any associated documents/records required to be kept under FAA rules
- Report immediately to the District and to the FAA within 10 days of any operation that results in serious injury, loss of consciousness, or property damage of at least \$500 (See section under Sanctions, item 5)
- Conduct a preflight inspection, to include specific aircraft and control station systems checks, to ensure the small UAS is in a condition for safe operation

## Flight Requirements

- Only persons with appropriate certification and approval may fly the UAS.
- All flights must receive approval through the Risk Management Office by filing a completed Drone Use Request Form at least ten (10) business days before the intended flight.
- The aircraft must remain within the visual line-of-sight (VLOS) of the operator. Alternatively, the unmanned aircraft must remain within VLOS of a visual observer. At all times the small-unmanned aircraft must remain close enough to the Remote Pilot in Command and the person manipulating the flight controls of the small UAS for those people to be capable of seeing the aircraft with vision unaided by any device other than corrective lenses.
- No person may act as a remote pilot in command or VO for more than one unmanned aircraft operation at one time.
- The aircraft must remain below 400 feet above ground level.
- Must not fly directly over people.
- Must not fly in a reckless or careless manner or in a manner that may endanger persons or property.
- Must not interfere with ground vehicles or traffic.
- May only be flown during daylight hours.
- Must not fly within (5) miles of an airport
- UAV must stay well away from manned aircraft, especially low-flying helicopters.
- Flight weight must be no more than 10 pounds, including aircraft, payload and camera.

### Prohibited Uses

- District owned UASs shall not be used for leisure, recreation, or non-educational or non-business purposes.
- UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms and government regulations. These areas include but are not limited to restrooms, locker rooms, changing or dressing rooms or through windows.
- UAS shall not be used to monitor or record residential property.
- UAS shall not be used to monitor or record sensitive institutional or personal information, which may be found, for example, on an individual's workspace, computer or other electronic displays.
- UAV may not be flown over outdoor athletic facilities or stadiums when people are present.
- UAV may not be flown over Early Childhood Education Center facilities.
- UAV may not be flown in adverse weather conditions such as in high winds or reduced visibility.
- UAV may not be flown in a manner which interferes with ground vehicles or traffic.
- UAV may not be flown inside buildings.

### Sanctions

- Any violations of District policies by an individual will be dealt with in accordance with applicable District policies and regulations, which may include disciplinary actions up to and including termination from the District.
- Students may be sanctioned for such violations in accordance with the Student Code of Conduct.
- Legal prohibitions regarding physical presence on campus/trespassing and other legal action may also be pursued against third parties that operate UAS in violation of this regulation.
- Fines or damages incurred by individuals that do not comply with this regulation will be the responsibility of those individuals involved.

### Student Use of Drones

Students may fly a UAS as part of a class curriculum, but only with prior approval from Risk Management and the Campus. Student operators must be supervised by a member of District staff or faculty at all times. For classroom or educational activities, only the instructor or teaching assistant is required to have a small drone license; the individual students do not.

### Third Party Use of Drones

Any third party, such as an outside vendor hired to photograph a district event, wishing to use a UAS or model aircraft over District property must first:

1. Receive approval through the Risk Management Office by filing a completed Operating Plan at least ten (10) business days before the intended flight.
2. Provide proof of FAA remote pilot certificate with small UAS rating (Small Drone License)
3. Provide proof of insurance with a limit of no less than \$1 million dollars, and add the District as additional insured.
4. The third party must also signs an agreement holding the District harmless from any resulting claims, harm to individuals, or damage to property

### Maintenance and Storage

The department which purchased the UAS is responsible for maintenance and storage of all UAS equipment. When not in use, the UAS must be secured in a locked area.

### Damage or Injury

In the event of damage or injury arising from use of the UAS, the Operator shall notify Campus Safety to report the incident and the incident shall be documented in an incident report. Faculty and staff who oversee the use of UAS are responsible for reporting any incident involving UAS operations within 24 hours the Risk Management office. Depending on the circumstances, Risk Management will be responsible for reporting the incident to the FAA.

### Off Campus Use

District-owned UAS may not be removed from campus (except for maintenance) or used off-campus without express written approval of the Administrator and Vice President of Business Services.

### Drone Use Request Form

All individuals or organizations seeking to operate a UAS on District property must submit a Drone Use Request Form to the Risk Management Office at least ten (10) business days before the intended flight. The Director of Risk Management will review the Form and make a recommendation of approval, noting any limitations.

The Director of Risk Management will forward the Form to the Vice President of Facilities and the Lieutenant of Campus Safety at the proposed site to get their input and any other recommendations.

The Director of the Risk Management Office will notify applicants of approval or non-approval to operate on or above District property. If approved, a copy of the approved Drone Use Request Form must be in possession of the operator at all times during flight activity, and must be presented to District officials upon request.

**Adopted: xxxxxxxxx, 2018**

# Drone Use Request Form

Must be submitted to Risk Management 10 days in advance of proposed date

Contact Information	
Name of Requestor:	
Department or Company:	
Contact Phone #:	
E-Mail Address:	
Flight Details	
Purpose of drone flight:	
Proposed Dates of Flight:	
Proposed Time of Flight:	
Estimated Flight Duration:	
Estimated Flight Altitude:	
Where Do You Propose To Fly the Drone:	
Drone Information	
<b>Drone Description:</b>	
Make / Model	
FAA Registration #:	
Approximate Weight:	
Aircraft Owner (If other than RSCCD):	
Pilot Information	
Pilot Name:	
Attach Copy of Remote Pilot Certificate	