CHAPTER: Business and Administrative Services

Auxiliary Services

III.A SYNOPTIS:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Services</td>
<td>*</td>
</tr>
<tr>
<td>a. Food Pricing of Contracted Services</td>
<td>*</td>
</tr>
<tr>
<td>b. Contracting for Food Services</td>
<td>*</td>
</tr>
<tr>
<td>c. Competitive Food Sales</td>
<td>* III.A-01.c</td>
</tr>
<tr>
<td>d. Vending Machines</td>
<td>* III.A-01.d</td>
</tr>
<tr>
<td>Auxiliary Services Advisory Committee</td>
<td>III.A-02</td>
</tr>
</tbody>
</table>

1. **Food Services**
   a. **Food Pricing of Contracted Services**

   Food Services is intended to provide a service for the benefit of students and staff. To that end, food prices for regular menu items shall be set at the lowest possible level to attract quality vendors and provide a variety of palatable and wholesome food choices. Catered events allow for more latitude in pricing, but the combined profit from menu sales and from catering should aim at covering only (a) a reasonable, competitive profit to the vendor, (b) upkeep and replacement of food services equipment and space, and (c) a contribution toward the support of student affairs.

   b. **Contracting for Food Services**

   The District will contract for the operation of food services from among proposals solicited periodically from private vendors. The Vice President, Business and Administrative Services, shall solicit written proposals at least every three years or more often if circumstances warrant.

   c. **Competitive Food Sales (See Procedure III.A-01.c)**

   To encourage private vendors to compete for the operation of food services at district locations, food sales by student clubs and other fund-raising activities involving the sale of food and beverages shall be limited to those defined in written procedures approved by the Superintendent/President.
Commercial food sales are limited to those provided by the vendor selected to operate the food concession on the Oceanside Campus, San Elijo Campus, and the Community Learning Center. The contractor will be selected from competitive responses to requests for proposals. The exclusive right to vend food on campus is to be a significant part of the consideration in the contract, in exchange for which the successful vendor is expected to make commitments of monetary value. The competition is to be repeated periodically and to be open to bidders who meet the fiscal and technical competencies specified.

d. Vending Machines (See Procedure III.A-01.d)

2. **Auxiliary Services Advisory Committee** (See Procedure III.A-02)
CHAPTER: Business and Administrative Services

Buildings and Ground Maintenance and Operations

III.B SYNOPSIS:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Buildings and Grounds Maintenance</td>
<td>*</td>
</tr>
<tr>
<td>1a. Facilities Maintenance Inventory</td>
<td>*</td>
</tr>
<tr>
<td>1b. Facilities Deferred Maintenance Plan</td>
<td>III.B-01.b</td>
</tr>
<tr>
<td>1c. Fire Equipment and Extinguisher Care</td>
<td>III.B-01.c</td>
</tr>
<tr>
<td>1d. Responsibility for Maintenance of Equipment</td>
<td>III.B-01.d</td>
</tr>
<tr>
<td>1e. Maintenance of Facilities Attached Equipment</td>
<td>III.B-01.e</td>
</tr>
<tr>
<td>1f. Work Requests for Maintenance</td>
<td>III.B-01.f</td>
</tr>
</tbody>
</table>

2. Buildings and Grounds Operations | *
| 2a. Flag Display | *
| 2b. Off-Campus Facilities Use | III.B-02.b |
| 2c. Smoking on Campus | *
| 2d. Use of College Facilities | *
| 2e. Building Security | III.B-02.e |
| 2f. Building Use Setup Requests | III.B-02.f |
| 2g. Operations Support Charges and Overtime Authorization | III.B-02.g |
| 2h. Drinking or Eating in Classrooms and Public Areas | III.B-02.h |
| 2i. Issuance and Accountability for Keys and Access Cards | III.B-02.i |
| 2j. Student Use of Buildings | III.B-02.j |

1. Buildings and Grounds Maintenance

   a. Facilities Maintenance Inventory

   An inventory of the facilities maintenance requirements of the District shall be maintained and reported annually to the Board. Applications for matching funds shall be identified from among the inventoried maintenance requirements.

   b. Facilities Deferred Maintenance Plan (See Procedure III.B-01.b)

   c. Fire Equipment and Extinguisher Care (See Procedure III.B-01.c)

   d. Responsibility for Maintenance of Equipment (See Procedure III.B-01.d)
2. **Buildings and Grounds Operations**

"Operations" is the normal cleaning, regulating, and routine upkeep of the buildings, grounds, and parking.

a. **Flag Display**

The rules for displaying the American flag at district locations shall be those outlined in official U.S. government publications such as "Our Flag," distributed by the U.S. Marine Corps.

The American flag will be flown Monday through Friday when the College is in session. The American flag will be flown at full-staff on all occasions except when half-staff is directed or suggested by:

- The President of the United States or the Governor of California;
- The Governing Board of the District;
- The Superintendent/President of the District, in keeping with memorial holidays.

b. **Off-Campus Facilities Use (See Procedure III.B-02.b)**

From time to time the District may offer instructional programs in leased facilities at non district locations.

Whenever feasible these facilities will be obtained from cities or local school districts. The Business and Administrative Services Office will finalize all contractual arrangements.

c. **Smoking on Campus**

MiraCosta Community College District is dedicated to providing a healthy, comfortable and productive work environment for its employees and students. This goal can be achieved only through ongoing efforts to protect non-smokers and to help employees and students adjust to restrictions on smoking. In support of this goal, smoking is prohibited in all interior spaces at all district locations. Smoking is not permitted in district-owned vehicles. Sanctions will include, but not be limited to, termination of employment for faculty and staff to suspension and expulsion for students.

Smoking shall be permitted outdoors, in clearly marked designated smoking areas only, with the exception of the west patio of the Oceanside Student Center, which has been designated a non-smoking area. Signs will be posted at each campus and denoted in campus maps.
The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All employees and students share in the responsibility for adhering to and enforcing the policy. Any conflicts should be brought to the attention of the appropriate supervisory personnel and, if necessary, referred to the area vice president for a final decision. In all cases the right of a nonsmoker to protect his/her health and comfort will take precedence over an employee’s and student’s desire to smoke.

Copies of this policy will be distributed to all employees and students. Signs displaying the following statement will be posted at all building entrances: “Smoking prohibited in this building.” The west patio of the Oceanside Student Center will be a posted non-smoking area.

The Human Resources Office will maintain a current listing of stop-smoking programs available to staff.

Most of the programs offered will be at no cost to the employee. As a fringe benefit, the District will pay up to $150 of the cost of a stop-smoking program for regular employees, for one time only.

Students can contact Student Health Services for information regarding smoking cessation programs.

d. Use of College Facilities

MiraCosta College is designated as a civic center as described in the Education Code and the college facilities are made available for use by the community. Rules and regulations governing the use of these buildings will be formulated by the administration, approved and published by the Governing Board.

Use of school facilities by outside groups for public dances is not permitted.

e. Building Security (See Procedure III.B-02.e)

f. Building Use Setup Requests (See Procedure III.B-02.f)

g. Operations Support Charges and Overtime Authorization (See Procedure III.B-02.g)

h. Drinking or Eating in Classrooms and Public Areas (See Procedure III.B-02.h)

i. Issuance and Accountability for Keys and Access Cards (See Procedure III.B-02.i)

Regular employees and associate faculty members requiring access to locked District spaces for the performance of their duties shall be issued keys and/or access cards authorizing access to and responsibility for unlocking and locking the door(s) to said areas at the beginning and conclusion of their work assignment(s).
All regular employees and associate faculty shall immediately report lost or stolen keys/access cards to campus police and their immediate supervisor. Regular employees and associate faculty members shall be financially responsible for the cost to the District for replacement of lost or stolen keys/access cards and lock cores at $100 for each core replacement up to $1,000 for any one loss of keys regardless of the number of lost keys. The employee’s department(s) shall also be held financially responsible for the loss of property from District spaces left unsecured as a result of any unreported lost or missing keys and/or access cards.

All decisions regarding the need to re-key the facilities due to lost or stolen keys shall be at the direction of the division Vice President and Superintendent/President.

Temporary classified employees and student workers will not be issued keys.

j. Student Use of Buildings (See Procedure III.B-02.j)
CHAPTER: Business and Administrative Services
Facilities Planning and Construction

III.C SYNOPSIS:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Five-Year Facilities Plan</td>
<td>*</td>
</tr>
<tr>
<td>2. Facilities Master Plan</td>
<td>*</td>
</tr>
<tr>
<td>3. Naming of Buildings and Honorary/Memorial Gifts</td>
<td>*</td>
</tr>
<tr>
<td>4. Facilities Space Inventory</td>
<td>*</td>
</tr>
<tr>
<td>5. Public Art</td>
<td>III.C-05</td>
</tr>
<tr>
<td>6. Management of Vacated Space</td>
<td>III.C-06</td>
</tr>
</tbody>
</table>

1. Five-Year Facilities Plan

With input from appropriate staff members, the Vice President, Business and Administrative Services, prepares annually a five-year plan that shall be reviewed and recommended to the Superintendent/President by the Planning and Budgeting Council. The plan shall be reconciled with the District’s master plans for all its locations. The plan is submitted by the Superintendent/President to the Board of Trustees for approval by June 1 of each year in order to comply with Title Five regulations.

2. Facilities Master Plan

The Vice President, Business and Administrative Services, shall prepare a master plan of the District’s facilities needs for the instructional and support programs. The plan is to reflect the District’s educational master plan. To the extent feasible, the plan will anticipate funding sources for facilities acquisition and construction. The plan is to include subsidiary plans for the ultimate utilization of each location currently owned by the District. It will identify any further site acquisitions or dispositions.

3. Naming of Buildings and Honorary/Memorial Gifts

Buildings and other campus facilities shall generally be named in a manner descriptive of their functions. At its discretion, the Board may name buildings and other facilities in honor and recognition of individuals providing significant contributions to the College. The honor shall be conferred posthumously only, except in cases where significant funding is offered for construction of new facilities, major renovations, or additions.

Decisions to name buildings or facilities after an individual as a result of non-monetary contributions shall be made under circumstances free from emotion and transitory pressures. Therefore, at least a year should elapse between the time of the first written proposal to the Board and the time when further action is taken.
The college may accept memorial or honorary donations from private individuals for the purchase of furniture, equipment, etc. These items may be identified with a plaque honoring or memorializing an individual designated by the donor. Donations will be made through the college foundation. Proposals for memorial and honorary gifts will be evaluated by appropriate college and foundation staff and approved by the President’s Cabinet.

4. Facilities Space Inventory

The Vice President, Business and Administrative Services, oversees the preparation and submittal annually to the Chancellor of the Community Colleges of a current inventory of the District's facilities space and capacities. The inventory classifies the space by function, area, and location. The District's facilities master plan and five-year plan are to be based upon and consistent with the inventory.

5. Public Art (See Procedure III.C-05)

Recognizing that it is the responsibility of institutions of higher education to foster culture and the arts, MiraCosta endeavors to incorporate works of art into its campus environments. Such art can take a variety of forms and its selection will take into consideration the site, context and audience. Art may also possess functional as well as aesthetic qualities. Art chosen for public display, whether indoors or out, shall reflect considerations of diversity among artists, their media, subject matter, etc. Art purchased for the college shall be added to its art inventory.

By allocating one percent of the direct construction cost of new buildings or remodels of existing buildings costing one million dollars or more to the purchase of art, MiraCosta’s campus environments will be aesthetically enhanced. Depending on the availability of financial resources, the college may also budget funds to purchase artwork not connected to building projects. The college may also choose to accept donations of artwork.

Faculty artists shall be encouraged to lend their works for public exhibition at the college. These works shall be identified as being "on loan by faculty artist, (name)."

Artwork shall not be purchased from district funds for display in public places without following this policy and its accompanying procedure, except items voluntarily lent by faculty members.

### III.D SYNOPSIS:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Authorized Funds and Accounts</td>
<td>*</td>
</tr>
<tr>
<td>a. General Fund</td>
<td>* V.B-02</td>
</tr>
<tr>
<td>b. Capital Outlay Fund</td>
<td>*</td>
</tr>
<tr>
<td>c. Dept Service Fund</td>
<td>*</td>
</tr>
<tr>
<td>d. Insurance Fund</td>
<td>*</td>
</tr>
<tr>
<td>e. Cash Clearing Account</td>
<td>*</td>
</tr>
<tr>
<td>f. Revolving Cash Account</td>
<td>* III.D-01.f</td>
</tr>
<tr>
<td>g. Financial Aid Fund</td>
<td>*</td>
</tr>
<tr>
<td>h. Student Center Fee Fund</td>
<td>*</td>
</tr>
<tr>
<td>2. Cash Controls</td>
<td>*</td>
</tr>
<tr>
<td>a. Bonding</td>
<td>*</td>
</tr>
<tr>
<td>b. Bonding of Employees going on Sabbaticals</td>
<td>*</td>
</tr>
<tr>
<td>c. Cashing of Personal Checks</td>
<td>*</td>
</tr>
<tr>
<td>d. Cash Procedures</td>
<td>*</td>
</tr>
<tr>
<td>e. Cash Handling/Night Drop Box/Safety</td>
<td>* III.D-02.e</td>
</tr>
<tr>
<td>f. Receipt of Money or Cash</td>
<td>* III.D-02.f</td>
</tr>
<tr>
<td>g. Cash Management Guidelines for Fund Raising</td>
<td>III.D-02.g</td>
</tr>
<tr>
<td>h. Fiscal Activities and Accounts of Associated Students</td>
<td>*</td>
</tr>
<tr>
<td>i. Petty Cash and Change Funds</td>
<td>III.D-02.i</td>
</tr>
<tr>
<td>j. Theatre/Music/Dance Ticket Sales/Cashiering for Horticulture</td>
<td>III.D-02.j</td>
</tr>
<tr>
<td>k. Penalty for Dishonored Checks</td>
<td>*</td>
</tr>
<tr>
<td>l. Student Payments for Classroom Supplies and Services</td>
<td>III.D-02.l</td>
</tr>
<tr>
<td>3. Disbursements</td>
<td>*</td>
</tr>
<tr>
<td>a. Refunds on Credit Card Charges</td>
<td>*</td>
</tr>
<tr>
<td>b. Fee for Over-Aged Warrants</td>
<td>*</td>
</tr>
<tr>
<td>c. Refund of Student Fees</td>
<td>*</td>
</tr>
<tr>
<td>d. Payment of Accounts Payable</td>
<td>*</td>
</tr>
<tr>
<td>e. Actual and Necessary Business Expenses</td>
<td>III.D-03.e</td>
</tr>
<tr>
<td>4. Financial Reporting</td>
<td>*</td>
</tr>
<tr>
<td>a. Chart of Accounts</td>
<td>*</td>
</tr>
<tr>
<td>b. Accounting and Budget Reports</td>
<td>* III.D-04.b</td>
</tr>
<tr>
<td>5. Budget</td>
<td>*</td>
</tr>
<tr>
<td>a. Planning/Budgeting Council</td>
<td>III.D-05.a</td>
</tr>
<tr>
<td>b. Preliminary Budget</td>
<td>*</td>
</tr>
<tr>
<td>c. Tentative Budget</td>
<td>*</td>
</tr>
<tr>
<td>d. Public Hearing on Final Budget</td>
<td>*</td>
</tr>
</tbody>
</table>

**Effective Date:** 1/21/92

**Adoption History:** Revised 3/8/95, 7/16/96, 9/2/97, 2/17/04, 2/21/06, 12/5/06, 9/18/07, 2/19/08

**References:** EC 59025, 72241, 72250 et seq., 72603, 78900 et seq. 81363, 81602, 81961, 81963, 82570, 84030, 84035, 84040, et seq., 84502, 84520 et seq. 84700 et seq., 84841, 85003 et seq., 85200 et seq., 85220 et seq., 85239, 85400 et seq., 86060 et seq., 87770, 90901; GC 6200, 53850-9, PC 799, CCP 337

**MiraCosta Community College District**
1. **Authorized Funds and Accounts**

   The following funds and accounts shall be maintained by the Fiscal Services Office:

   General Fund
   Capital Outlay Fund
   Debt Service Fund
   Insurance Fund
   Cash Clearing Account
   Revolving Cash Account
   Financial Aid Fund
   Student Center Fee Fund
   Bookstore Fund
   Cafeteria
   Associated Students Clubs Fund
   Trust Funds - Scholarships

   a. **General Fund**

   A General Fund is established to record the beginning balance, revenues, expenditures, transfers, and ending balance of the District according to the accounting methods prescribed by the Education Code, Title 5 of the Administrative Code, and the General Accounting Manual of the Chancellor of the California Community Colleges.
b. Capital Outlay Fund

A Capital Outlay Fund is established to record the income and transfers appropriated for the construction of buildings and improvements to sites and to record the expenditures for planning, constructing, and equipping capital projects.

c. Debt Service Fund

A Debt Service Fund is established by the Board and maintained for the receipt of income and transfers for payment of service to District debt.

d. Insurance Fund

A fund shall be maintained to receive transfers from the general fund for payments on deductible types of insurance policies, losses or payments arising from self-insurance programs or noninsured losses.

The balance available in the adopted budget for the payment of deductibles after payment of budgeted current expenses shall be not less than $100,000.

e. Cash Clearing Account

A cash clearing account is established at a bank, approved by the Board, for deposit of all General Fund receipts.

f. Revolving Cash Account (See Procedure III.D-01.f)

The Revolving Cash Fund is established in the amount of $50,000 at a bank approved by the Board, in the custody of the Vice President, Business and Administrative Services.

g. Financial Aid Fund

The Financial Aid Fund is established for the deposit and payment of federal student financial aid including the required District matching share of payments to students.

h. Student Center Fee Fund

The Student Center Fee Fund is established for the construction, enlargement, remodel and refurbishing or operation of the student centers.

2. Cash Controls

a. Bonding

Employees handling District funds shall be bonded at the District’s expense to indemnify the District against loss.

b. Bonding of Employees Going on Sabbaticals (See Chapter V - Personnel - Faculty/Administration.)
c. Cashing of Personal Checks

Personal checks cannot be cashed from District funds.

d. Cash Procedures

The Superintendent/President shall prepare written procedures detailing how cash shall be handled and deposited in authorized depositories.

e. Cash Handling/Night Drop Box/Safety (See Procedure III.D-02.e)

Cash is not to be retained on college premises in locations other than the Oceanside campus Cashier’s Office, San Elijo campus Cashier’s Office, and Community Services Office. Not more than $7,000 is to be retained in cash, and then only at times and locations approved by the Vice President, Business and Administrative Services.

f. Receipt of Money or Cash (See Procedure III.D-02.f)

Pre-numbered receipts or cash register receipts shall be given for all money received by employees for the account of the District or the Associated Students. Money received must be deposited in the Student Accounts Office within 24 hours.

All admission tickets, including complimentary tickets, for events with paid admission must be prenumbered and issued through Student Accounts Office.

g. Cash Management Guidelines for Fund Raising (See Procedure III.D-02.g)

h. Fiscal Activities and Accounts of Associated Students

The Associated Students of MiraCosta College are authorized to receive, deposit and expend funds. Appropriations and expenditures shall be authorized jointly by the students and the Vice President, Student Services, or designee. Procedures shall be developed by the Associated Students for student authorization of expenditures.

Accounting for Associated Students financial activities shall be done by the District accounting staff under the supervision of the Director of Finance. The method of collecting, depositing, and disbursing funds shall be approved by the Vice President, Business and Administrative Services. The District auditor will include a statement of the financial condition of the Associated Students in the annual audit report.

i. Petty Cash and Change Funds (See Procedure III.D-02.i)

j. Theatre/Music/Dance Ticket Sales/Cashiering for Horticulture (See Procedure III.D-02.j)

k. Penalty for Dishonored Checks

A penalty of $10 per check will be assessed for checks returned by financial institutions.

l. Student Payments for Classroom Supplies and Services (See Procedure III.D-02.l)
3. Disbursements
   a. Refunds on Credit Card Charges - See "Accounts Receivable" below.
   b. Fee for Over-Aged Warrants

   District warrants not cashed within six months are declared void by law. Applicants seeking re-issuance must pay a fee of $10. The Board delegates to the Vice President, Business and Administrative Services the authority to re-issue over-aged warrants for which the fee has been paid or to waive the fee as appropriate.
   c. Refund of Student Fees (See Chapter VIII - Student Services)

   Procedures and guidelines shall be established to provide for a refund of any fees collected from students.
   d. Payment of Accounts Payable

   Suppliers of goods and services to the District shall be paid within 30 days from receipt of invoice when payment is legally in order. The District shall secure discounts for prompt payment when the scheduling of these payments is feasible.
   e. Actual and Necessary Business Expenses (See Procedure III.D-03.e)

4. Financial Reporting
   a. Chart of Accounts

   Adequate accounting records shall be maintained by the Business and Administrative Services Division under the direction of the Vice President, Business and Administrative Services, to provide for administrative control, assist in preparation of the budget, and indicate that funds and property are accounted for in accordance with the law. The accounting manual approved by the Board of Governors, California Community Colleges, shall be used as a guide for accounting records and procedures.
   b. Accounting and Budget Reports (See Procedure III.D-04.b)

   Periodic reports shall be prepared and presented to assist the administration in management decisions, and to inform the Board of Trustees and the public of the status of the various funds and accounts.

5. Budget
   a. Planning/Budgeting Council (See Procedures III.D-05.a and II.B-01.n)
   b. Preliminary Budget

   Preliminary estimates of income and expenditure for the forthcoming fiscal year shall be presented to the Board approximately February 1 of each year. In May a preliminary
budget containing refinements of the earlier estimates shall be presented for board study and comment. The Board may approve initiation of procurements with a long lead time in order to have these items available for the opening of the fall term.

c. Tentative Budget

The Board shall annually approve a tentative budget in June for projection of income and expense for the succeeding fiscal year along with projections of actual closing revenues and expenses for the current fiscal year.

d. Public Hearing on Final Budget

A public hearing on the proposed budget shall be held no sooner than three days after the public inspection. Every effort shall be made to present budget information in a fashion that will be understandable to the electorate.

The Board adopts the budget following the hearing and files it with the County Office of Education for approval.

e. Budgeted Reserves

The District shall have as a high budget priority the appropriation in the final budget of an uncommitted reserve in the General Fund the greater of (a) an amount to meet the cash flow needs of the District in excess of anticipated borrowing, plus an allowance of three percent (3%) for emergencies or (b) an amount equaling eight percent (8%) of the expected Fund’s expenditures for the budget year.

f. Budget Administration

The Superintendent/President is authorized to implement fully the educational program, of which the budget is the financial interpretation, immediately after adoption of the final budget. It is the responsibility of the Vice President, Business and Administrative Services, to maintain adequate reports of income and expenditures, and to report periodically on the status of the budget to responsible staff members who have need of this information for management of the educational program.

The Superintendent/President is responsible for implementation of the educational program anticipated in the adopted budget. The Vice President, Business and Administrative Services, oversees the maintenance of records of income and expenditures, which are the basis for periodic reports to budget administrators for their use in effectively managing the educational program.

g. Budget Transfers

The Vice President, Business and Administrative Services, is authorized, on approval of the Superintendent/President, to make transfers within object classifications (accounts). Transfers between object classifications, from the contingency reserve or general reserve, or between funds must have prior authorization of the Board.
h. Interprogram Charges (See Procedure III.D-05.h)

i. Equipment Replacement (See Procedure III.D-05.i)

6. **Funds Management**

   a. Debt Service Fund

      A Debt Service Fund is established by the Board and maintained for the receipt of income
      and transfers for payment of service to District debt.

   b. Borrowing for Cash Flow

      It is recognized to be in the District's interest to sell debt in the form of Tax Revenue
      Anticipation Notes or to borrow from the San Diego County Treasury to meet the
      temporary cash flow requirements of the General Fund.

   c. Investments

      The Board of Trustees is concerned about the preservation of the principal balances of all
      funds. The Board intends to follow a conservative investment strategy.

      1) Investment Objectives

         The Board of Trustees has established the priority of investment objectives in the
         following order:

         a) Preservation of principal.
         b) Cash flow and liquidity.
         c) Generation of returns on investments.

      2) Management Responsibility

         Pursuant to authority granted by Section 70902 of the California Education Code,
         the Board of Trustees of MiraCosta Community College District delegates the
         management responsibility for the District's investment policy to the
         Superintendent/President. The Superintendent/President may designate the Vice
         President, Business and Administrative Services the authority to establish
         written procedures for the operation of the investment plan consistent with this
         investment policy. No person may engage in investment activities except as
         provided under the terms of this policy and the written procedures developed by
         the Superintendent/President or designee.

         The Superintendent/President, or designee, may invest, as permitted by law and
         this policy, all or part of the surplus monies of the District not required for
         immediate District use. Investment of District funds shall be limited to the
         following specific investments:

         a) The San Diego County Investment Pool
         b) The Local Agency Investment Fund
c) United States Treasury Bills

d) Prime Commercial Paper having an "AA" rating or better

e) Certificates of Deposit

f) Guaranteed Investment Contracts

During the execution of duties, the Superintendent/President, or designee, will exercise and operate under the standards of a prudent investor.

3) Investment Oversight Committee

The Superintendent/President, or designee, will chair a standing District committee that will oversee the investments of the District. The committee, which is comprised of two board members, one faculty, one classified staff, and the Superintendent/President, or designee, is authorized to, by consensus, direct the investment strategies of the District subject to legislation and the stated Board investment objectives.

The Superintendent/President, or designee, and the oversight committee will consider these objectives when investing District monies.

4) Reporting

Pursuant to Government Code §53646 of the, the Superintendent/President, or designee, will present the investment policy of the District to the Board of Trustees annually. The Superintendent/President, or designee, will also present to the Board a report of portfolio activity no later than thirty days after the end of each calendar quarter.

The Board has established this policy to provide oversight control over the investments of the District. By requiring reports, the Board intends to disclose the nature of the investments made pursuant to this policy.

5) Severability of Funds

The Board of Trustees has established District funds for specific and separate District purposes. Monies used to fund investments should be returned to the District fund from which they came. The investments purchased shall be recorded to the funds to which they belong. Interest, realized capital appreciation, or whatsoever other earnings derived from District investments will be recorded as income to the fund from which the investment arose.

7. Accounts Receivable

a. Holds on Student Records

The Vice President, Business and Administrative Services, shall coordinate with the Vice President, Student Services, to attach the records of students owing monies to the District. The attached records shall not be forwarded to other institutions, nor shall students with attached records be allowed to re-enroll in the District until the debt has been satisfied.
b. Billing for Accounts Receivable (See Procedure III.D-07.b)

All invoicing of persons or organizations owing money to the District shall be done by the Fiscal Services Department. The Vice President, Business and Administrative Services, shall develop procedures for the request of this service by other District departments.

c. College Acceptance of Credit Cards (See Procedure III.D-07.c)

The Vice President, Business and Administrative Services, may arrange for credit card services with one or more financial institutions in order to accept credit card charges for fees, books, tickets and similar items. Procedures shall be developed to define the specific purposes and terms of use.

Rewards received for the collection of expired, dishonored, or counterfeit credit cards under the direction of the issuing bank shall be collected by the District or bookstore and credited against the appropriate expense account.

8. Audits

a. Annual Audit

An annual audit of all funds and accounts of the District shall be conducted by a firm of certified public accountants. The scope of the audit shall be that required by state law extended as required by the Board of Trustees. The Superintendent/President shall make recommendations concerning the employment of the auditor and the scope of the audit by April 1 of each year.

b. Internal Audits (See Procedure III.D-08.b)

The Superintendent/President shall establish under the direction of the Vice President, Business and Administrative Services, a system of internal auditing to examine and report on the implementation of Board policies, compliance with District agreements, and the use of District resources.

Procedures shall be implemented to carry out these objectives and to assist faculty and staff in the development of effective management methods.

c. Fiscal Accountability of Associated Students

Accounting for the receipt and disbursement of funds shall be performed by an employee of the District under the direction of the Director of Finance. The District auditor will include a statement of the financial condition of the Associated Students in the annual audit report.

Procedures will be established that will require all funds collected and disbursed by student organizations to be processed through the cashier’s office of the District Fiscal Services Office.
9. **Attendance**

   a. **Attendance Accounting**

   A system of attendance accounting shall be established under direction of the Superintendent/President and approved by the Chancellor of the California Community Colleges. Insofar as practical, the system shall reduce to a minimum the time required by instructors in collecting, reporting, and maintaining these data.

10. **Gifts to the District (See Procedure III.D-10)**

    The Board of Trustees will accept gifts, devises, donations, bequests and similar contributions found by the Board to be of benefit to the District.

    Any acceptance shall be subject to such conditions and restrictions as the Board may find appropriate. Gifts whose value is estimated by the Superintendent/President to be less than $200 may be accepted subject to Board ratification. The Board assumes no responsibility for establishing the value of gifts and donations.

11. **Records Retention (See Procedure III.D-11)**

    The Vice President, Business and Administrative Services, shall develop procedures for the retention and disposal of financial records in compliance with Title 5 of the Administrative Code of California.
12. **Lost and Found**

Items found on the campuses of the District and given to the cashier shall be deemed lost and found. The cashier will make reasonable efforts to notify the owner of the property. Items remaining unclaimed after three months will be donated to a charitable, non-profit organization.
CHAPTER:  Business and Administrative Services
Purchasing and Material Management

SYNOPSIS:

3. Mail and Delivery

   a. Objectives of the Purchasing Program
   
      It is the policy of this Board to purchase from the lowest bidder considering each of the following requirements, and in accordance with the requirements of law.

Effective Date: 1/21/92  Adoption History: Revised 7/16/96, 9/2/97, 4/15/03, 2/21/06, 12/11/07
References: EC 72419, 72503, 76060, 7902, 81190, 81450, 81526, 81641, et seq., 81644, 81655, 81656, 84674, 85420, PCC 20100 et seq., 20113, 20118, 20650, 20651, 20652 et seq.; CC 3248

MiraCosta Community College District
In order to obtain the maximum value of each dollar from expenditures, the Purchasing and Material Management Department shall:

- Buy the proper product for the purpose required.
- Have the product available when needed.
- Buy in quantities appropriate for the rate of use.
- Pay the lowest price obtainable for the quantity required.
- Buy without favor or prejudice while considering the factors of quality and service, in addition to price.

b. Ethical Overview

The District and all of its employees have a fiduciary responsibility to exercise the highest ethical standards in the procurement of goods and services with the funds entrusted to the District from whatever source. The purchasing and material management policies and procedures strive to ensure that the District exercise its fiduciary responsibilities and that any potential or actual violations of the District’s policies and procedures can be identified and appropriately addressed. Any district employee who knowingly violate the District’s policies and procedures may also be violating the law and may put themselves at personal risk of legal action in addition to District disciplinary procedures.

c. Legal Authorities

The Vice President, Business and Administrative Services, and the Purchasing and Material Management Department shall be guided in purchasing activities by applicable federal and state statutes, administrative codes, court decisions, legal opinions, policies of the Board, and board-approved agreements.

The Vice President, Business and Administrative Services, shall prepare written administrative procedures for the conduct of the purchasing, contracting and material management functions.

d. Conflict of Interest

Purchases of materials, supplies, equipment, or services shall not be made from any employee of the District unless:

- The employee or spouse of the employee owns less than three percent (3%) of the business, or
- The employee has no control or influence in initiating the order or in defining the specifications such as the quality, quantity, or timing of the purchase or performance of service.
e. Purchasing for Individuals

The purchasing power of the District shall not be used to procure or to secure advantage in the purchase of any goods and services for employees, officers or any other individuals.

f. Board Final Authority for Purchasing

The procurement function is one of the major business responsibilities of the Governing Board. The Board retains the sole authority and responsibility for all purchases and contracts on behalf of the District.

g. Board Approval of Purchase Orders and Contracts

- Purchase Orders - As referenced in Section G below, and working within the Carver policy governance model, the Board has designated the authority for all purchases up to the current Public Code bid level as specified in Public Contract Code Section 20651 et seq, to the Vice President, Business and Administrative Services and/or the Director of Purchasing and Material Management. The authority for this delegation may be found in EC 70902, which states “Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district’s chief executive officer or any other employee or committee as the governing board may designate; provided, however, that the governing board shall not delegate any power that is expressly made non-delegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.” Any commitment of District financial resources in excess of the current Public Code bid level shall be presented to the Board for formal approval.

In the event of emergencies or situations which compromise health and safety or the District’s ability to hold classes, emergency procurements may be executed in advance by the Vice President, Business and Administrative Services, contingent upon Board approval at the next available business meeting.

- Contracts – The Board delegates to the Superintendent/President or designee(s) the authority to enter into contracts on behalf of the District. The District shall define “contract” to be a written agreement describing the mutual intent of the parties, the scope of work or product to be provided, the form and amount of consideration, and the requirement of mutual signatory acceptance of the parties. In accordance with EC 81655, all contracts must be either approved or ratified by the governing board.
• Contracts exceeding the Public Code bid level – As specified in Public Contract Code 20651 et seq, District policy requires that all contracts valued at more than the current Public Code bid level be presented to the Board for prior approval. When bids are required, the Board shall award each such contract to the lowest responsive and responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

• Contracts for legal or auditing services – No matter what the expected dollar value of a contract for legal or public auditing services, such a contract will be presented to the Board for prior approval whenever feasible.

• Contracts not exceeding the Public Code bid level – Contracts valued at less than the current Public Code bid level specified in Public Contract Code 20651 et seq may be presented to the Board for ratification rather than prior to execution, with the ratification being accomplished no later than sixty (60) days after execution of the agreement by the Director of Purchasing and Material Management. A summary list of contracts to be ratified (including vendor name, purchase order number, and dollar value of the contract) shall be presented to the Board as a consent item at each monthly business meeting. While a member of the Board may request a copy of any contract from the Superintendent/President, all contracts presented to the Board for ratification shall be deemed to be fully-executed District commitments and may not be subsequently cancelled, withheld or amended unless determined by the Vice President of Business and Administrative Services to be a legally unenforceable obligation.

h. Board Delegation of Purchasing Authority

The administrative aspects of the procurement and contracting functions are assigned to the Vice President, Business and Administrative Services, who shall be assigned such staff as necessary to carry out the assignment.

Only the District Superintendent/President, the Vice President, Business and Administrative Services, the Director of Purchasing and Material Management, or other persons as designated by board resolution shall be authorized to represent the District and to execute documents arising from the purchasing and contracting functions.

i. Procurement of Goods and Services

Recognizing that individual preferences have a high value to those requesting goods and services, the Board nevertheless encourages the Purchasing and Material Management Department to seek opportunities to standardize on items when there are significant benefits in cost or in maintenance.
When feasible, the Purchasing and Material Management Department will develop more than one source of supply to encourage competition, avoid charges of favoritism, and ensure deliveries.

j. Bids and Bidding, Quotes, Expenditure Limits

Every transaction between the District and a purveyor of supplies, equipment, or services exceeding the annually-prescribed bid limit as determined by the formula specified by the California State Legislature in Senate Bill 429, effective January 1, 1996, and as stated in Public Contracts Code 20651 shall be formalized by advertising for bids or proposals, written specifications and a written agreement in a legally prescribed form. At the discretion of the Director of Purchasing and Material Management, the formal bid process may be waived if the interests of the District are best served by a contract, lease or purchase order issued through any other public agency or corporation in accordance with Public Contract Code 20652. An acknowledged purchase order may replace the written agreement at the discretion of the Director of Purchasing and Material Management.

All bids subject to competitive bidding shall be processed in a legally prescribed manner and shall remain sealed and unopened until the designated date and time of the bid opening.

Transactions involving public works projects, specifically with reference to work to be done in the aggregate amount of $15,000 or more for any and all goods and services involved in the project, shall be formally advertised and bid, and shall include written specifications, drawings (if any) and a written agreement in a legally prescribed form. For public works transactions between $5,000 and $15,000, all goods and services shall be procured in accordance with the terms and conditions as specified in a legally prescribed form. An acknowledged purchase order may replace the written agreement at the discretion of the Director of Purchasing and Material Management.

Some purchases do not legally require a formal bid process no matter what the dollar amount. Those types of purchases are usually for intangible professional services such as consulting, attorneys, architects, inspectors and engineers, products that must be congruent with existing technology or security systems, and software. For purchasing transactions not requiring a formal bid process as described above, the following procedures will be used at the discretion of the Director of Purchasing and Material Management:

When the first quote for supplies, equipment or services exceeds $25,000, written quotations shall be invited from a minimum of at least three vendors. Professional services may be exempted from this requirement by the Vice President, Business and Administrative Services or designee.
When the first quote for supplies, equipment or services exceeds $10,000, telephone quotes shall be invited from a minimum of at least three vendors.

The above bid and quote amounts shall not apply to goods or services purchased through the San Diego County Purchasing Agent, Purchasing Agencies of the State of California or cooperative purchasing agreements with other school districts and/or public agencies or corporations.

k. Blanket Purchase Orders

Blanket purchase orders may be established with approval of the Vice President, Business and Administrative Services, or designee with vendors who frequently supply items whose purchase cannot be anticipated and stocked. The intent of using blanket orders is to allow more efficient procurement of those goods or services which constitute high-volume, low-cost purchases. The Vice President, Business and Administrative Services, shall ensure that written procedures regulating the use of blanket purchase orders are supplied to all users.

l. Reimbursement for Purchases (See Procedure III.E-01.k)

2. Material Management

a. Central Receiving and Warehousing (See Procedure III.E-02.a)

The District is committed to central receiving and warehousing in the interest of economic efficiency. The Vice President, Business and Administrative Services, will develop procedures for the conduct of the receiving and warehousing functions.

b. Inventory of Moveable Equipment and Furniture

Recording investment in plant and equipment is not required in the general ledger. Instead, a written inventory shall be maintained listing new acquisitions and deleting dispositions. A physical inventory of equipment and furniture unattached to permanent structures and valued at a unit cost of $1,000 or greater shall be completed annually as a continuous cycle.

c. Inventory of Associated Students, Trust, and Enterprise Furniture and Equipment (See Procedure III.E-02.c)

d. Moving District Furniture and Equipment (See Procedure III.E-02.d)
e. Non-College and Off-Campus Use of District Property (See Procedure III.E-02.e)

Use of District-owned property for non-college purposes is prohibited without authorization by the Superintendent/President and approval of the Governing Board.

The removal of District furniture or equipment from a District location for private, individual use is prohibited. Individual or private groups may use District equipment at college locations if the Board has approved a civic center application.

The Superintendent/President may authorize limited, temporary use for educational or other activities off college premises when the use serves a public purpose.

f. Disposal of Surplus Property (See Procedure III.E-02.f)

Disposal of surplus property must be approved by the Board or authorized designee. Items whose estimated aggregate value is less than $2,500 may be disposed of without advertising or auction as deemed appropriate by the Vice President, Business and Administrative Services or designee.

3. Mail and Delivery (See Procedure III.E-03)

District-paid U.S. postage shall be used only for District business. No private mail is ever to be run through the District's postage meter.
# III.F

## SYNOPSIS:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Insurance Coverage</td>
<td>*</td>
</tr>
<tr>
<td>a. Insured Risks</td>
<td>*</td>
</tr>
<tr>
<td>1) Liability to the District</td>
<td>*</td>
</tr>
<tr>
<td>2) Property Loss or Damage to Real and Personal Property of the District</td>
<td>*</td>
</tr>
<tr>
<td>3) Earthquake Insurance</td>
<td>*</td>
</tr>
<tr>
<td>4) Automobile Physical Damage</td>
<td>*</td>
</tr>
<tr>
<td>5) Boiler and Machinery Coverage</td>
<td>*</td>
</tr>
<tr>
<td>6) Crime Coverage</td>
<td>*</td>
</tr>
<tr>
<td>7) Miscellaneous Property</td>
<td>*</td>
</tr>
<tr>
<td>8) Rental Interruption Insurance</td>
<td>*</td>
</tr>
<tr>
<td>9) Workers’ Compensation Insurance as Required by Law for Employees</td>
<td>*</td>
</tr>
<tr>
<td>b. Membership and Participation in the San Diego County Schools Insurance Joint Powers Authority</td>
<td>* III.F-01.b</td>
</tr>
<tr>
<td>c. Deductibles</td>
<td>*</td>
</tr>
<tr>
<td>d. Student Insurance</td>
<td>* III.F-01.d</td>
</tr>
<tr>
<td>e. Annual Review of Insurance Coverage</td>
<td>* III.F-01.e</td>
</tr>
<tr>
<td>f. Receipt of Claims Against the District</td>
<td>*</td>
</tr>
<tr>
<td>g. Proof of Insurance on Privately-Owned Vehicles Used on District Business</td>
<td>* III.F-01.g</td>
</tr>
<tr>
<td>h. Insurance Fund</td>
<td>*</td>
</tr>
<tr>
<td>2. District Responsibility for Injuries to Persons</td>
<td>*</td>
</tr>
<tr>
<td>3. District Responsibility for Private Property</td>
<td>* III.F-03</td>
</tr>
<tr>
<td>a. Privately-Owned Personal Property</td>
<td>*</td>
</tr>
<tr>
<td>b. Vehicles and contents</td>
<td>*</td>
</tr>
<tr>
<td>4. Antifraud Program</td>
<td>* III.F-04</td>
</tr>
</tbody>
</table>

### 1. General Insurance Coverage

#### a. Insured Risks

Insurance coverage shall be provided for loss or damage to all real and personal property of the District, to insure the District liability and personal liability of all board members and employees for damages to persons or property, and to insure the District from losses due to employee dishonesty, injury or death. Procedures shall include additional detail as needed and shall be revised to show revisions, if any, in the coverage and retentions resulting from an annual review of the District’s risk management.

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**Effective Date:** 1/21/92  
**Adoption History:** Revised 2/16/94, 7/16/96, 9/2/97, 2/21/06, 6/19/07, 2/19/08  
**References:** EC 72500 et seq., 72502, 72506, 72640, 76470, 78220, 81601, 81602, 87787, GC 818-822, 900 et seq., 6500 et seq.; IC 1252, 3700, 11870 et seq.
The District shall insure for the following risks:

1) Liability to the District, its Officers, Employees, and Authorized Volunteers, Arising from District Activities Coverage shall be in accordance with Section 72506 of the Education Code and Part 6, Sections 989 and 990 of Division 3.6 of Title 1 of the Government Code. Among the risks included are: general liability, automobile liability, and errors and omissions.

2) Property Loss or Damage to the Real and Personal Property of the District

The District shall insure against physical loss and damage to property, including buildings, property in transit or at non-owned District locations.

3) Earthquake Insurance

The District shall self-insure its exposures for earthquake. If coverage for this risk becomes available and cost effective, staff will re-evaluate this policy.

4) Automobile Physical Damage

Coverage shall provide comprehensive and collision insurance on all owned vehicles.

5) Boiler and Machinery Coverage

This coverage insures against risks of direct physical loss or damage to electrical distribution panels, transformers, cables, boilers, and other pressurized equipment.

6) Crime Coverage

Crime coverage shall be provided, which shall include the following:

a) Faithful performance of District officers and employees with commercial blanket bond.

b) Loss of money and securities inside and outside premises.

c) Depositor’s forgery.

7) Miscellaneous Property

Floater coverage on the items listed below insures against risk of direct physical loss or damage from external cause except for flood and earthquake exclusions:
a) Audio-Visual and Camera Equipment

b) Musical Instruments and Equipment

c) Mini-Computer and Word Processing Equipment

8) Rental Interruption Insurance

This coverage is required by the indenture for the certificates of participation debt issued as partial funding for the MiraCosta student center. The coverage shall be maintained until the debt is retired.

9) Workers' Compensation Insurance as Required by Law for Employees

California law requires employers to insure employees for risk of work-related injury or illness. The District has continued as a charter member of the Workers' Compensation JPA since 1976. The District shall continue to insure for Workers' Compensation through the JPA subject to a favorable annual review of the advantages to the District of continued membership.

Coverage shall also include volunteers who have been approved for District service according to administrative procedure.

b. Membership and Participation in the San Diego County Schools Insurance Joint Powers Authority (See Procedure III.F-01.b)

Insurance shall be obtained through the San Diego County Schools Insurance Joint Powers Agency so long as the District is a participant in the JPA for the type of coverage sought. Continued participation shall be subject to annual review of the advantages to the District in retaining the membership.

Membership in the JPA includes membership in SELF (Schools' Excess Liability Fund).

c. Deductibles

The District shall recommend deductibles to strike a balance between tolerable loss versus premium cost. The deductible amounts may, in addition to risk retention by the District, include pooled risk retentions of the JPA and (for liability coverage) in SELF. Current deductibles shall be included in the schedule of insurance revised annually.

d. Student Insurance (See Procedure III.F-01.d)

Student accidental injury insurance coverage shall be provided at District expense to students participating in intercollegiate athletics and intramural sports programs organized and sanctioned by the District.
On-campus accident insurance shall be provided at District expense for all students of the District for injuries incurred on campus or at District-sponsored events, except that students on District field trips outside of California understands that California Education Code Section 35330 (d) provides that all persons participating in a field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, illness or death occurring during or by reason of a field trip or excursion.

Information and enrollment forms for 24-hour coverage for illness and accidents shall be made available to students, but no part of the coverage shall be provided at District expense.

e. Annual Review of Insurance Coverage (See Procedure III.F-01.e)

A schedule of insurance coverage shall be provided annually to the Board for review and comment.

f. Receipt of Claims against the District

The Board under Government Code 935.4 authorizes the Vice President, Business and Administrative Services, to receive and reject claims filed with the Board of Trustees as claims of District liability and to refer the claims to the District’s liability insurance carrier for disposition.

The Board shall be notified of claims exceeding $10,000 as an information item. All claims in excess of $50,000 by law must be approved by the Board.

g. Proof of Insurance for Privately-Owned Vehicles Used on District Business (See Procedure III.F-01.g)

Persons operating privately owned vehicles on District business must furnish proof of automobile liability insurance that meets or exceeds the District’s established minimum policy limit requirements (See Procedure III.F-01.g). See III.H, Travel, for additional information.

h. Insurance Fund

A fund shall be maintained to receive transfers from the general fund for payments on deductible types of insurance policies, losses or payments arising from self-insurance programs or noninsured losses.

The balance available for the payment of deductibles after payment of budgeted current expenses shall be not less than $100,000.

2. District Responsibility for Injuries to Persons

Except for provision of the student accident insurance provided for on-campus coverage for athletes, and for the Children’s Center described in the foregoing section, the District accepts no responsibility for injuries to students or the general public while on District premises or at District off-premises events. Claims for injury due to negligence are to be filed with the Vice President,
Business and Administrative Services, as provided in Policy III.F.1.f, Receipt of Claims against the District.

3. **District Responsibility for Private Property (See Procedure III.F-03)**

   a. Privately-Owned Personal Property

      It is the intent of the Board to provide supplies, tools, equipment, and other property required for employees to carry out their duties. However, the District does occasionally self-insure property loaned to the District by employees or others, provided the loan has been approved according to administrative procedure. In the absence of specific approval, the District assumes no responsibility for loss or damage to privately owned property on District premises or used on District projects.

   b. Vehicles and Contents

      The District accepts no responsibility for damage to vehicles parked on District property or for their contents or physical damage of privately owned vehicles used on District business or field trips. (See Section VIII.G, District Police and Safety Department, Operation of Vehicles/Parking.)

4. **Antifraud Program (See Procedure III.F-04)**

   Pursuant to auditing standard SAS 99, an antifraud program was established as the framework in which the District conducts business. The purpose of said program is to identify the areas of the District’s operation where the potential exposure or risk of fraud is the greatest and to establish polices, procedures and practices to mitigate such exposure and improve internal controls. The ultimate goal for implementing these actions is to create a culture of honesty and ethical behavior by and among all employees.

   The Director, Risk Management shall be responsible for monitoring and evaluating the effectiveness of all District antifraud and internal control measures, hearing and taking appropriate action on reports of unethical, illegal and/or other inappropriate and/or ineffective business practice(s).

   The following are areas of the District’s operation wherein the potential exposure to or risk of fraud have been identified as significant, and for which policies and procedures currently exist as internal control measures:

   a. Administration (organizational support, donations) — II.C

   b. Admissions & Records (enrollment and student records) — VIII.A, D, E

   c. AIS (access to confidential records and District data and information systems) — IV.H; VII.A, B

   d. Board of Trustees — I.A, B, D

   e. Campus Police (student, personnel and building security, theft) — VIII.G
f. Facilities (grounds security, building access, vehicles and keys) — III.B, C

g. Fiscal Services (payroll, auxiliary services accounts receivable/payable, commercial warrants) — III.A, D, Hendrickson

h. Insurance and Risk Management (insurance, health and safety, loss control, WC, ADA) – I.D-05; III.F,G; VIII.H-02

i. Human Resources (employees, positions, training) – IV.A, B, C, D, E

j. Purchasing (inventory, warehousing, bids, contracts) – III.E

k. Student Government (student rights and responsibilities) – V.III.C, E

In addition to the specific policies and procedures listed above, the Governing Board has established a Code of Ethics (I.B.5 and IV.G) and various policies/procedures that support equal opportunity, prohibit harassment and discrimination, and define conflicts of interest. Board policies and procedures are available to everyone in hardcopy, online and in employee handbooks which are distributed during new employee orientations. All employees are expected to comply with these mandates. Failure to comply with any of the aforementioned provisions is grounds for disciplinary action, which is spelled out in Board policy (V.H.6 and VI.H.6).

All regular employees have e-mail and other computer access and training. Board policies/procedures, employee handbooks, directories and other pertinent information such as the school calendar and fraud reporting information (in-house extension/e-mail address, WeTip and State of California Department of Insurance, Fraud Division phone numbers will be posted on the District’s homepage and public bulletin boards on all campuses. Employees are generally advised of new and changes to existing District and governmental regulations via e-mail and/or notices in their pay warrants.

The critical need for employees to maintain confidentiality on the sensitive information they access in the course of their jobs is such that all employees are required to sign a Compliance Statement for Access to District Data and Information Systems prior to being granted or continuing to have access.

All employees who have budget responsibility and authority are required to annually complete and sign a Conflict of Interest Form 700.
CHAPTER: Business and Administrative Services

Safety

III.G

SYNOPSIS: 

<table>
<thead>
<tr>
<th>Policy</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Disaster Preparedness</td>
</tr>
<tr>
<td>b.</td>
<td>Disaster Plan Development</td>
</tr>
<tr>
<td>c.</td>
<td>Disaster Plan Rehearsals, Drills, Training</td>
</tr>
<tr>
<td>d.</td>
<td>Disaster Contingency Supplies and Equipment</td>
</tr>
<tr>
<td>2.</td>
<td>Emergency Responses</td>
</tr>
<tr>
<td>a.</td>
<td>Emergency Dismissal of Classes, Release of Employees</td>
</tr>
<tr>
<td>b.</td>
<td>Accidents or Illness</td>
</tr>
<tr>
<td>c.</td>
<td>Reporting of Accidents</td>
</tr>
<tr>
<td>d.</td>
<td>Dismissal of Classes/Employees</td>
</tr>
<tr>
<td>3.</td>
<td>Health and Safety</td>
</tr>
<tr>
<td>a.</td>
<td>Safety Program</td>
</tr>
<tr>
<td>b.</td>
<td>Eye Protection Devices</td>
</tr>
<tr>
<td>c.</td>
<td>Student Safety in Classes</td>
</tr>
<tr>
<td>d.</td>
<td>Hazard Communication Program</td>
</tr>
<tr>
<td>e.</td>
<td>First Aid and CPR Training</td>
</tr>
<tr>
<td>f.</td>
<td>Reporting Property Damage Accidents/Safety Hazards</td>
</tr>
<tr>
<td>g.</td>
<td>Fire Alarm Tests</td>
</tr>
<tr>
<td>h.</td>
<td>Exposure to Bloodborne Pathogens</td>
</tr>
<tr>
<td>i.</td>
<td>Controlled Substance and Alcohol Testing Program</td>
</tr>
<tr>
<td>j.</td>
<td>Workplace Violence</td>
</tr>
<tr>
<td>k.</td>
<td>Personal Protective Equipment – Safety Footwear</td>
</tr>
<tr>
<td>l.</td>
<td>Serving Alcohol on Campus during Foundation-sponsored Events</td>
</tr>
</tbody>
</table>

1. Disaster Planning/Preparation

a. Disaster Preparedness

The Board of Trustees anticipates that a major disaster could eventually occur that will affect the operations of the District, its employees, students, and property. The Superintendent/President shall, therefore, develop a plan for coping with possible disasters such as earthquakes, major fires, or airplane crashes that might occur at or affect district locations.
b. Disaster Plan Development (See Procedure III.G-01.b)

c. Disaster Plan Rehearsals, Drills, Training (See Procedure III.G-01.c)

d. Disaster Contingency Supplies and Equipment (See Procedure III.G-01.d)

2. Emergency Responses

a. Emergency Dismissal of Classes, Release of Employees

The Superintendent/President shall establish procedures for the orderly closing of the campus in the case of extreme emergency involving imminent danger to the welfare of students, staff, or facilities. These procedures shall provide for immediate action by the Superintendent/President (or his/her designee) in the event that time or circumstances do not permit official action by the Board.

b. Accidents or Illness (See Procedure III.G-02.b)

c. Reporting of Accidents (See Procedure III.G-02.c)

d. Dismissal of Classes/Employees (See Procedure III.G-02.d)

3. Health and Safety Program

a. Safety Program (See Procedure III.G-03.a)

The goal of the safety program of the District is to reduce injuries to persons and damage to property to the minimum level attainable. The Superintendent/President shall appoint a safety officer to administer the safety program, which shall include the enforcement of federal, state, and Board regulations relating to safety and health. The safety officer shall be responsible for the preparation, submittal, and maintenance of accident, safety, and damage records. The safety officer or his/her designee shall serve as the risk manager for the district insurance and other loss control programs.

The safety officer or his/her designee(s) shall be the chairperson(s) of a safety committee appointed by the Superintendent/President from among the faculty, classified staff, and administration of the District. It shall be the function of the safety committee to assist the safety officer in the identification of safety hazards and to recommend remedial measures, including safety regulations and emergency procedures.

b. Eye Protection Devices (See Procedure III.G-03.b)

Eye protective devices shall be worn in classes conducted in vocational shops or laboratories and in chemistry, physics, and art classes when individuals are engaged in, or observing, an activity when the use of hazardous substances may result in injury to the eyes. Hazardous substances include materials that are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive, or generative of pressure through heat, decomposition or other means defined in the California Hazardous Substances Labeling Act.
c. Student Safety in Classes

The District's instructional program includes topic areas in personal and public safety, accident prevention, fire prevention, and the protection and conservation of resources. The District's safety program, while helping to meet these obligations, has as its primary objectives the protection of students from physical injury; the active involvement of the student body in the administration and enforcement of the program; and the preparation of each student to function as a safe and conscientious member of society.

A primary goal of all teachers shall be to train the students in all aspects of safety pertaining to their sphere of instruction. This is especially necessary for classes in arts and crafts, career and technical education, physical education and science classrooms and labs. Although individual course content should be prepared by each teacher, the following guidelines shall be issued as appropriate:

- Every student shall receive thorough training in all hazardous aspects of each course of instruction.
- Each student, instructor and visitor shall wear appropriate eye protection in any eye-hazardous situation (California Education Code §32031). Eyewash equipment will be furnished and maintained in all applicable areas that use chemicals in the learning environments.

The course content in all subject areas may incorporate separate units on safety or may include safety material along with the normal subject matter. Material Safety Data Sheets (MSDS's) are available in all areas where hazardous materials exist. Regulations on safety and other information are available in the Risk Management Office.

The District will follow California Occupational Safety and Health Administration (Cal/OSHA) guidelines and standards as the best source of information, since these regulations offer a comprehensive approach to safety. Even though Cal/OSHA has jurisdiction over all worksites, it does not have jurisdiction over uncompensated volunteers/students.

d. Hazard Communication Program

Section 5194(e) of the California General Industry Safety Orders require employers to develop, implement and maintain a Hazard Communications Program ("Right to Know") which establishes procedures for and/or provides information regarding:

- Inventory of hazardous substances Material Safety Data Sheets
- Labeling of hazardous substances
- Training of employees
- Safety practices in non-routine tasks
- Providing information to contractors
- Obtaining information from contractors
Copies of the written program are available for review by all employees at the District’s Human Resources Office, Director of Facilities Office, Purchasing and Material Management Office, and the office of the Vice President, Business and Administrative Services.

The District’s Safety Officer or his/her designee shall be responsible for keeping the program current and for enforcement of its requirements.

e. First Aid and CPR Training (See Procedure III.G-03.e)

As a means of encouraging employees to become trained in first aid and cardio-pulmonary resuscitation (CPR), the District encourages supervisors to release employees to attend classes offered on campus. The District will reimburse employees for tuition and books or materials required for the first course, and for succeeding courses at a higher skill level, and for retraining courses at two-year intervals.

f. Reporting Property Damage Accidents/Safety Hazards (See Procedure III.G-03.f)

g. Fire Alarm Tests (See Procedure III.G-03.g)

h. Exposure to Bloodborne Pathogens: Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (Hep B). (See Procedure III.G-03.h)

The MiraCosta Community College District shall not discriminate against persons with AIDS or individuals having a positive test for HIV antibodies in terms of admission to the college, student status, and participation in educational programs or related campus activities.

As an employer, the MiraCosta Community College District shall comply with current mandatory state and federal legislation including 29 CFR Part 1910.1030 Occupational Exposure to Bloodborne Pathogens; Final Rule. Administrative Procedure III.G-03.h has been developed to identify specific compliance efforts.

Copies of the complete "Bloodborne Pathogens Exposure Control Plan" shall be available for review in the offices of Risk Management and Student Health Services.

Cases of AIDS meeting the criteria of the surveillance definition of the Centers for Disease Control (as diagnosed after examination in MiraCosta’s Health Services facility) will be reported to local health authorities by District officials. If circumstances warrant special accommodations or assignments, action will be taken only after confidential consultation with the person involved, appropriate campus administrators, medical professionals and applicable public agencies.

The MiraCosta Community College District shall, to the extent that persons with AIDS, HIV or Hep B are considered disabled under state and federal regulations, provide accommodations in accordance with such regulations.
Staff or students infected with HIV or individuals concerned about the possible risk of HIV infection may inform campus health authorities to obtain appropriate medical advice and guidance. Staff or students who have, suspect they may have or be carriers of Hep B should inform Student Health Services to obtain referrals, recommendations and to assist the District in evaluating whether any exposure containment action should be taken. All information and consultation, as with all other medical information, will be handled in a strictly confidential manner in accordance with existing procedures and requirements in effect at the MiraCosta Community College District. District officials will not reveal the identity of students or employees with AIDS/HIV infection. However, it may be necessary for them to advise certain District employees of persons infected with Hep B on a "need to know" basis, e.g. food services and children's center staff/faculty.

i. Department of Transportation (DOT), Federal Highway Administration (FHWA), Controlled Substances and Alcohol Use and Testing Rule, Code of Federal Regulations (CFR), Title 49 Part 382 requires employers to develop and maintain a controlled substance and alcohol testing program which with its implementation will reduce accidents that result from the use of controlled substances and misuse of alcohol, thereby reducing fatalities, injuries, and property damage to the employer and/or its employees. The District’s program meets all requirements of the DOT’s regulations and will become effective January 1, 1996.

Copies of the written program are available for review by all employees at the District’s Human Resources Office, Director of Facilities Office and Office of the Vice President, Business and Administrative Services.

j. Workplace Violence (See Procedure III.G-03.j)

MiraCosta College is committed to providing a safe learning and working environment that promotes mutual respect and is free from harassment and threat of violence. Any act of physical, verbal, or psychological threat or abuse, assault or trauma on an individual that may result in danger to the person’s safety or well-being may be considered an act of violence.

The District will take seriously all threats of violence, and will not tolerate any behavior implied or actual that poses a threat to the safety or well-being of its employees or students. Verbal abuse, threats, harassment, and menacing behavior are included in the definition of violence.

Because it is sometimes difficult to discern intent, jokes about threats of physical acts of violence will not be tolerated.

In all cases, the District will take all threats of violence seriously and will not tolerate any behavior implied or actual that poses a threat to employees or students. The District will pursue the investigation promptly and thoroughly; will involve the appropriate police/sheriff department if necessary; and will take every precaution based on the information known to minimize the risk of a violent act occurring.
This policy is not intended to interfere with an individual’s free speech or right of self expressions. However, the District will not tolerate any expression of violence or potential violence. Such expression is cause for disciplinary action.

Definitions:

Violence: Intense and extreme behavior used to frighten, intimidate, injure, damage, or destroy another person or property.

Threat: A direct or implied expression of intent to inflict physical harm and/or actions that a reasonable person would perceive as a threat to physical safety or property.

Threats can be verbal, written, or physical. Regardless of the intensity of verbal threat, employees should report all threats as soon as possible.

Threats of violence are different from verbally abusive behavior. When dealing with verbally abusive behavior, individuals should act in accordance with appropriate District Policies and Procedures or the Student Rights and Responsibilities (VIII.E).

k. Personal Protective Equipment - Safety Footwear (See Procedure III.G-03.k)

All employees engaged in assigned work activities and exposed to foot injuries shall be required to wear appropriate foot protection as referenced under Cal/OSHA §3385. Related hazards include electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions. Safety footwear shall meet or exceed the American National Standards Institute (ANSI) ANSI Z 41.1-1991 or the American Society for Testing and Materials (ASTM) standard ASTM F 2413.05. Supervisors shall be responsible for ensuring that employees are in compliance including use and replacement of said safety footwear as needed.

The District shall establish an ongoing budget for each division where the use of safety footwear is required. Said budget shall be expressly limited to the purchase of safety footwear and approved foot liners.

All permanent and probationary employees and temporary workers shall be required to use approved safety footwear beginning on their first day of employment with the District. OSHA defines safety footwear as equipment which is personal in nature and usable by workers off the job. As such, the District may require their use but is not required to provide or pay for them safety footwear for temporary workers. Temporary workers shall not be reimbursed for said costs unless and until they become permanent employees.

Permanent and probationary employees shall be eligible for new safety footwear and foot liners each fiscal year. The fiscal year maximum annual allowance per eligible employee will be determined by the Vice President, Business and Administrative Services or his/her designee and will be the same for all employees.

l. In accordance with California Business & Professions Code § 25608, alcoholic beverages may be served on district property during MiraCosta College Foundation-sponsored events provided the Foundation has secured the appropriate licensing. These events will adhere to
all district policies and procedures. The organizers of such events will exercise due diligence in ensuring that personal safety and conduct issues are addressed.
CHAPTER: Business and Administrative Services

Travel

III.H SYNOPSIS:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization to Drive on District Business</td>
<td>III.H-01</td>
</tr>
<tr>
<td>Use of District Vehicles</td>
<td>*</td>
</tr>
<tr>
<td>a. Authorization of Travel</td>
<td>III.H-02.a</td>
</tr>
<tr>
<td>b. Reservation and Scheduling of Vehicles</td>
<td>III.H-02.b</td>
</tr>
<tr>
<td>c. Checkout, Maintenance and Return of Vehicles</td>
<td>III.H-02.c</td>
</tr>
<tr>
<td>d. Use of Gasoline Credit Cards</td>
<td>III.H-02.d</td>
</tr>
<tr>
<td>e. Insurance and Accident Reports</td>
<td>III.H-02.e</td>
</tr>
<tr>
<td>f. Rental of Vehicles</td>
<td>III.H-02.f</td>
</tr>
<tr>
<td>Use of Private Vehicles on District Business</td>
<td>*</td>
</tr>
<tr>
<td>a. Reimbursement for Mileage</td>
<td>*</td>
</tr>
<tr>
<td>b. Claiming Mileage for Daily Trips</td>
<td>III.H-03.b</td>
</tr>
<tr>
<td>c. Claiming Mileage for Conferences</td>
<td>III.H-03.c</td>
</tr>
<tr>
<td>d. Use of Private Vehicles on Field Trips</td>
<td>III.H-03.d</td>
</tr>
<tr>
<td>e. Proof of Insurance</td>
<td>III.H-03.e</td>
</tr>
<tr>
<td>Use of Chartered Transportation for Field Trips</td>
<td>*</td>
</tr>
<tr>
<td>Public Transportation and Conference Travel</td>
<td>*</td>
</tr>
</tbody>
</table>

1. Authorization to Drive on District Business (See Procedure III.H-01)

All drivers must have a valid California driver's license before driving either a District or private vehicle on District business or field trips. Employees who may have the need to drive on District business must also agree to periodic checks of their driving records. Authorized drivers shall conform to state and local vehicle operation laws and regulations and all local safety regulations. Violation of these laws and regulations, whether or not the driver is cited, may result in suspension of driver authorization.

Drivers on District business may be employees, student workers, or volunteers. Volunteers may be currently enrolled as students. Volunteers may be authorized to drive or operate District...
vehicles. The department retaining the driving services of the volunteer will be required to pay the Motor Vehicle Report (MVR) vendor fee (currently $6 for 2008/2009). Only authorized drivers of the District shall be reimbursed for mileage. The Superintendent/President shall develop procedures to ensure that these requirements and all Federal and California state laws are met. The Risk Management Department will administer the Volunteer Driver MVR program. (See Procedure IV.B-06.)

2. Use of District Vehicles

Transportation services in support of District activities are provided by the Facilities Department as a Business and Administrative Services function. The Vice President, Business and Administrative Services, through the Director of Facilities, is responsible for the management of these services and the enforcement of state and local regulations for the operation of motor vehicles.

The Vice President, Business and Administrative Services, shall recommend to the Superintendent/President rules and procedures for the use of District transportation services.

a. Authorization of Travel (See Procedure III.H-02.a)
b. Reservation and Scheduling of Vehicles (See Procedure III.H-02.b)
c. Checkout, Maintenance and Return of Vehicles (See Procedure III.H-02.c)
d. Use of Gasoline Credit Cards (See Procedure III.H-02.d)
e. Insurance and Accident Reports (See Procedure III.H-02.e)
f. Rental of Vehicles (See Procedure III.H-02.f)

3. Use of Private Vehicles on District Business

The Vice President, Business and Administrative Services, is authorized to approve requests to use privately owned vehicles on District business.

All privately owned vehicles used on District business must be insured for at least the required District’s minimum automobile liability insurance coverage (see Procedure III.F-01.g). Proof of this coverage must be furnished to the Vice President, Business and Administrative Services, prior to the transportation of District employees or other persons on District business or field trips. The District automobile liability insurance will provide secondary coverage beyond the layer of insurance provided by the owner of the authorized vehicles and drivers. The District does not provide physical damage coverage for privately owned vehicles and accepts no responsibility for damage to these vehicles used on District business or field trips. (RE: Form B-165)

a. Reimbursement for Mileage

Reimbursement for mileage shall be allowed only for vehicles approved for use on District business. Drivers authorized to use private vehicles for District business
will be reimbursed for mileage incurred at the rate per mile allowed by the Internal Revenue Service as deductible for business travel. Volunteer drivers donating the use of their vehicles must furnish the required District minimum automobile liability proof of insurance and be approved as authorized drivers. (See Procedure IV.B-06)

b. Claiming Mileage for Daily Trips (See Procedure III.H-03.b)

c. Claiming Mileage for Conferences (See Procedure III.H-03.c)

d. Use of Private Vehicles on Field Trips (See Procedure III.H-03.d)

e. Proof of Insurance (See Procedures III.H-03.e and III.F-01.g)

4. Use of Chartered Transportation for Field Trips (See Procedure VII.C-02)

5. Public Transportation and Conference Travel (See Chapter IV.F)