

Section Three

Business Services

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**Section Three—Business Services
Governance Processes Relative to the
District Board Policy Manual
and Collegial Consultation
With Academic Senates**

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

Policies: [3A1A7](#) (re: budget process)
[3A1D](#) (re: budget process)

Procedures: None

Appendices: None

Policy

SECTION THREE
BUSINESS SERVICES

3A **Fiscal**

3A1 Budget (revised April 8, 2010)

3A1A Each year, the Chancellor shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study. See **Procedure 3A1** of this Manual for Budget Preparation Guidelines.

The budget development shall meet the following criteria:

3A1A1 The annual budget shall support the District-wide master and educational plans.

3A1A2 Budget projections shall address long-term goals and commitments.

3A1A3 The annual Budget shall not exceed estimated revenues for the Budget year excluding District-wide or College reserves.

3A1A4 The Budget may include a separate request to use District-wide reserves.

3A1A5 Assumptions upon which the budget is based are presented to the Board for review.

3A1A6 A schedule is provided to the Board by December of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested

persons may appear and address the Board regarding the proposed budget or any item in the proposed budget. See [Appendix 3A1B](#) of this Manual for current calendar for development of budget.

District-wide unrestricted general fund reserves shall be no less than five percent (5%). The budgeted unrestricted general fund reserves calculation will be based upon the projected unrestricted expenditures multiplied by five percent (5%). College budgeted reserves will not be considered as part of the District-wide reserves.

3A1A7 Purpose of Reserves

The District-wide and College unrestricted general fund reserves are intended to provide resources for cash flow management, unfunded liabilities, risk mitigation, significant emergencies, and a buffer against future budget reductions. The District may incorporate into the annual budget an appropriate level of reserves to provide resources for these purposes. Unless the District is confronted with catastrophic issues, at no time should District-wide reserves fall below the minimum levels contained in 3A1A6. Reserves in excess of these needs may be used for the following purposes:

- a) Provide resources to maintain mission critical educational programs (General Education/Transfer, Developmental Education, and Career Technical Education) and support services.
- b) Provide resources for the expansion, reduction, or restructuring of College/District programs and services.
- c) Provide capital funds to invest in infrastructure that will lower operational costs, improve efficiencies, improve safety/security, and/or enhance the delivery of educational and/or support services.

3A1A8 Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.

3A1A9 Budget allocations of funds will be made to the Colleges and District Office and will be reviewed by the Board of Trustees and Chancellor's Cabinet. Generally each College and District Office are allocated a proportional share of the anticipated income based upon size of the College. Procedures for allocation may be reviewed and revised annually.

The Chancellor or designee shall work with representatives of the College Academic Senates and District staff in designing the process for development of the District budget.

3A1B College expenditure budgets are prepared under the supervision of the College President or designee. The College President or designee shall work with the College Academic Senate in designing the processes for development of the College budget.

3A1C The Colleges and the District Office/Central Services will each establish unrestricted reserves for obligations and contingencies.

3A1D If District-wide, College, or District Office/Central Services reserves decline below the level adopted by the Board in the final budget, then Board approval is required.

3A2 Budget Income (revised February 10, 2011)

3A2A All money received by the District, regardless of the source, will be deposited according to Education Code and County requirements. (Education Code Sections 41001-41002)

3A2B The administration will establish a procedure for clearly identifying all sources of income. Such delineation with amounts received will be shown on the budget and all income financial reports.

3A2C All money collected at any member College for any purpose whatsoever must be turned over to the person in charge of College finance and recorded on the books.

- 3A2D** All money collected for lost or damaged school property and for project supplies, which become property of the student shall be carried on the books of the school treasurer as District funds. All money so collected shall be turned in to the District Business Office. District or student body receipts must be issued as a means of auditing such funds. Sub-receipts need not be issued for library fines.
- 3A2E** The administration is authorized to prepare and submit federal, state, local governmental and/or local private foundation grant applications that further the Kern Community College District's strategic mission. (See **Procedure 3A2E** and **Appendices 3A2E (1 & 2)** of this Manual for Grant Preparation and Submission Procedures and Guidelines.)
- 3A2F** Gifts in serviceable condition and useful to the District, upon recommendation of the administration, may be accepted by the Board of Trustees. Gifts to the Colleges or District valued at \$1,000 (one-thousand dollars) or more shall be presented to the Board of Trustees for approval.
- 3A2G** Gifts to the District Foundation or College Foundations valued at \$1,000 (one-thousand dollars) or more shall be presented to the Board of Trustees for information and acknowledgement.

3A3 Budget Expenditures *(Revised January 8, 2004)*

- 3A3A** The approved budget is the District plan for expenditures during the fiscal year.
- 3A3B** The adoption of the budget by the Board indicates that approval is given for the purchase of or contracting for goods and services as indicated in the budget. The administration may proceed to procure such items or services as they are needed without further referral to the Board. (Exceptions will be those items requiring formal bids and employment of personnel.) The warrant lists as approved by the Board will ratify such transactions.
- 3A3C** The administration will ascertain that all goods, services, and leases are obtained at the lowest possible competitive prices taking into consideration desired quality and services. This will entail the consideration of all qualified vendors.

Standardization of equipment may be required for efficient maintainability and reliability. See **Procedure 3A3C** of this Manual.

3A3D The Chancellor or designee is empowered to act for the board in making purchases or letting contracts for services, supplies, or leases which under the Education Code do not require publishing a notice calling for bids.

3A3D1 Purchases, services, or leases under published notice calling for bids shall be awarded by the Board. Other transactions shall be submitted for Board ratification through approval of the warrant list.

3A3D2 To accommodate routine transactions such as minor purchases, postage, freight charges, and purchases from governmental agencies, a revolving cash fund is provided. This fund will be maintained under normal audit procedures and controlled by a fund custodian approved by the Board of Trustees.

3A3E Materials may not be purchased or District obligations incurred without an approved purchase order. The District reserves the right to refuse payment of any invoices covering materials not listed on a District purchase order. Such invoices then become the personal obligation of the requisitioner. Under no circumstances should an item be added to a purchase order after it has been issued. Goods must be ordered exactly as the items appear on the order unless an item is to be cancelled, in which case the District Business Office should be immediately notified. The requisitioner is responsible for the exact order, certification, and receipts of goods. Shipping and receiving or designated departments should electronically approve receipt of goods. This will certify that the invoice covering the order is ready for payment by the District Business Office. Request for Purchase Request forms and related procedures are included in **Procedure 3A3C** of this Manual.

3A3F Copies of all correspondence with a firm in regard to purchase orders must be filed in the District Business Office.

3A3G The College President or designee shall approve all purchase orders which are prepared within the line-staff organization of the College, including reasonable expenditures of District funds to (1) purchase food and beverages as refreshments for

attendees at District-sponsored events which further the legitimate purposes of the District, (2) purchase commemorative awards and gifts in recognition of service to the District by non-employees when the purpose is to promote services to the District and (3) purchase awards for students.

3A3H Every effort shall be made to make student body or other extra-curricular activities self-supporting.

3A3H1 The District may pay for all or part of the cost of uniforms and equipment for bands, orchestra, and athletic teams provided the activity is primarily curricular in nature and is included as a course in the regular class schedule.

3A3H2 If there is income from gate receipts or other sources sufficient to pay part but not all of the costs of any of the equipment as listed above, the District may make up the deficit. Such requests must be estimated in advance and must be included in the budget.

3A4 **Budget Control**

3A4A The administration will maintain a system of fiscal accounts which will afford an accurate and current analysis of expenditures, encumbrances, and balances for each significant item within the annual budget.

3A4B The system will use as its base the requirements of the California Community Colleges Accounting Manual to assure that reports prepared for county, state and federal agencies are meaningful for comparative purposes.

3A4C The Board of Trustees shall be given regular budget control reports.

3A4D The Chancellor and/or the Assistant Chancellors are authorized agents to sign trustee orders drawn on the funds of the District and these agents shall be bonded.

3A4E Two (2) types of trustee orders shall be prepared; namely, payroll orders including employees on both salary and wage basis and orders in payment of invoices. A schedule of trustee orders should show the trustee order number, main budget classification, payee, and the amount of each order and is to be presented for Board approval at each regular meeting.

3A4F All income and expenditures are subject to annual audit by a private firm selected by the Board of Trustees.

3A4G Use of Credit Cards Issued by the Kern Community College District

3A4G1 CAL-Cards

3A4G1A CAL-Cards generally will only be issued to District and College Educational Administrators and Classified Managers when their job duties require the regular use of a credit card. CAL-Cards will be issued to non-managers only in cases where there is a compelling business reason and issuance is approved by the District Chief Financial Officer and College President or District Chancellor. (**See [Procedure 3A4G](#)**)

3A4G1B CAL-Card applications will be completed prior to issuance. [See Appendix 3A4G(b)]

3A4G1C Transactions will be limited to travel, supplies, or equipment.

3A4G1D Credit card purchasing limits will be no greater than those authorized for the cardholder.

3A4G1E District Office Accounting will issue monthly utilization reports to the District Chief Financial Officer and the College Directors of Administrative Services.

3A4G2 Bank of America Cards

3A4G2A Generally will only be checked out to District and College staff authorized to initiate transactions by the District Chief Financial Officer.

3A4G2B Will be administered by Departments designated by the College Administrative Directors or District Chief Financial Officer.

3A4G2C Cards will be checked out on an as-needed basis.

- 3A4G2D** Verification of written purchase requisition will be made prior to checking out the card.
- 3A4G2E** After card use the card and all receipts will be returned to the designated Department.
- 3A4G2F** Transactions will be limited to travel, supplies, or equipment.
- 3A4G2G** Cards should only be used for emergencies or unusual circumstances in which the normal purchase order process cannot be utilized.
- 3A4G2H** Credit card purchasing limits will be no greater than those authorized for the cardholder.
- 3A4G2I** District Office Accounting will issue monthly utilization reports.

3A4G3 Gas Credit Cards

- 3A4G3A** Individual gas cards will be assigned to employees assigned a vehicle as part of their employment contract.
- 3A4G3B** Individual pool vehicles will be assigned specific cards and checked out when vehicles are approved for specific District or College use.
- 3A4G3C** Cards will be maintained by the College Administrative Director or Chief Financial Officer for check-out only.
- 3A4G3D** Checked out cards will be returned after each trip with all receipts.
- 3A4G3E** District Office Accounting will issue monthly utilization reports to the District Chief Financial Officer and the College Directors of Administrative Services.

3A4H All postage stamps and envelopes shall be used for official College business only. Such materials shall be under the supervision of the College administration.

3A5 **Investments**

3A5A Excess funds of the District shall be invested by the Chancellor or his designee as directed by the Investment Committee. The Investment Committee will consist of the Board of Trustees.

3A5B All funds will be held in the name of the Kern Community College District and will be invested in accordance with California Government Code Section 53600 et seq. Permissible investments include the following:

- U.S. Treasury notes, bonds and bills
- Registered warrants, treasury notes and bonds of the State of California
- Bonds, notes, warrants, or other evidences of indebtedness of any local agency within the State of California
- Obligations issued by, or fully guaranteed as to principal and interest by the Federal National Mortgage Association or instruments issued by a federal agency
- Bankers acceptances which are eligible for purchase by the Federal Reserve System
- Rated commercial paper (A1 or P1)
- Negotiable certificates of deposit
- Repurchase agreements and reverse repurchase agreements with Master Agreement under California law
- Medium-term notes with a maximum of five (5) years maturity issued by U.S. Corporations and rated A or better
- Money market mutual funds meeting criteria prescribed in California Government Code Section 53601 (k)
- Local Agency Investment Fund (State Pool)
- Passbook Savings Account Demand Deposits
- Interest-bearing demand deposits with the County of Kern Auditor-Controller

3A5C Investments will be selected based on the criteria which is prioritized as follows:

- Safety--The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The primary objective is to

protect, preserve and maintain intact amounts invested under this policy.

- Liquidity--Liquidity refers to the ability to dispose of investments at any moment in time with a minimal chance of losing some portion of principal or interest. An adequate percentage of the portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. No investment shall be for a term greater than five (5) years, unless specifically authorized by the Board of Trustees as provided in Section 53601 of the California Education Code.
- Yield--Yield is the potential dollar earnings an investment can provide.

3A5D The Chancellor or his designee shall render a monthly report to the Board of Trustees of all outstanding investments and investment transactions for the month including the additional information specified by California Government Code Section 53646.

3A5E Securities purchased from brokers/dealers may be held by the broker/dealer provided that the total principal and interest of all securities held for the account of the Kern Community College District by each broker/dealer does not exceed the amount of the individual account insurance coverage carried by the broker/dealer. In the absence of adequate insurance coverage, securities shall be held in third party safekeeping by the trust department of a designated bank in the name of the Kern Community College District.

3A5F Security purchases and holdings shall be maintained within statutory limits imposed by the California Government Code. Current limits are: Bankers acceptances--forty percent (40%), Section 53601 (f); Commercial paper--thirty percent (30%), Section 53601 (g); Negotiable certificates of deposit--thirty percent (30%), Section 53601 (h); Medium-term notes--thirty percent (30%), Section 53601 (j); Money-market mutual funds--fifteen percent (15%), Section 53601 (k).

3A6 **Subsidiary Services**--Subsidiary services are those auxiliary operations which are provided to support the instructional function of the Colleges.

3A6A **Bookstore**

3A6A1 Bookstores shall be under the supervision of the College Presidents. Operational responsibilities may be delegated to appropriate officers of the respective Colleges.

3A6A2 Books, materials, and supplies that students are required to buy as a part of the classroom instruction may be purchased at the College bookstore. No books, materials, or supplies are to be sold directly to students by staff. Off-site bookstore operations shall be conducted by the College bookstores as necessary.

3A6A3 Net proceeds derived from the operation of the College bookstores shall be used for the establishment and maintenance of adequate operating reserves for the bookstores and for the benefit of a student development program. See **Procedure 3A6A3** of this Manual for the Definition and Allocation of Net Proceeds. *(Added June 1, 1995)*

3A6B **Cafeteria**

3A6B1 Cafeterias shall be under the supervision of the College Presidents. Operational responsibilities may be delegated to appropriate officers of the respective Colleges.

3A6C **College-Sponsored Events** *(Added June 1, 1995)*

3A6C1 College-sponsored events are those events which are funded in whole or in part by the College or are associated with the College name by permission of the College President. College-sponsored events, including athletic events, shall be under the supervision of the College Presidents. Operational responsibilities may be delegated to appropriate officers of the respective Colleges.

3A6C2 Extra-curricular activities are those activities which enhance but may not directly relate to the instructional program. Extra-curricular activities determined by the College President or designee to not be a part of the regular College program shall be self-supporting.

3A6C3 Net proceeds generated from College-sponsored events, including College-operated concessions and gate receipts, shall be used to fund the costs of co-curricular programs. Co-curricular programs are those activities which occur outside of the classroom but which support the instructional program. Each College shall adopt procedures for allocating all College-sponsored event net proceeds to its co-curricular programs. The income and expense allocations shall be incorporated into the respective College budgets to be approved and adopted by the Board of Trustees.

3A7 Library--See **Procedure 3A7** of this Manual for procedures on the selection of library materials. (*Revised June 1, 1995*)

3A7A The basic responsibility for the acquisition or withdrawal of library materials rests with the College President or designee.

3A7B The head librarian at each College has the primary responsibility for the withdrawal of obsolete and/or damaged materials from the library collection.

3A7C Materials shall be disposed of in a manner which may be economically feasible and may be beneficial to groups, institutions, and individuals.

3A8 Auxiliary Organizations (*Revised June 1, 1995*)

3A8A Auxiliary organizations are entities whose purpose is to provide supporting services to the Colleges or District. They may be formed by the Board of Trustees pursuant to the Education Code, California Administrative Code, Title 5, and Board of Trustees-approved implementing regulations and shall require:

3A8A1 That a recommendation is submitted to the Board of Trustees by the Chancellor when the organization will serve the District; or by the Chancellor on behalf of a College President when the organization will primarily serve a particular College;

3A8A2 Prior to the recognition of an Auxiliary Organization, a public hearing on the recommendation will be held at a time, place, and

in the manner determined by the Board of Trustees;

- 3A8A3** The approval of the establishment of the Auxiliary Organization by the Board of Trustees. Approval by the Board of Trustees shall include a designation of the recognized services, programs, and functions and an identification of the number and category or categories of members of the Board of Directors of the Auxiliary Organization; and
- 3A8A4** The approval of a written agreement between the District and the auxiliary organization under which one (1) or more of the services, programs, or functions are to be performed.
- 3A8B** Each Auxiliary Organization may occupy, operate and use District facilities and property at its respective College site separately or jointly with the District.
- 3A8C** The Auxiliary Organizations shall use the facilities and property only for those services and functions which are consistent with the policies, rules, and regulations, which have been or may be adopted by the Board of Trustees of the Kern Community College District.
- 3A8D** The right to use any of the District facilities or equipment shall cease upon written notice by the District Chancellor that the facilities are needed for the exclusive use of the District.
- 3A8E** The independent certified public accounting firm retained to audit the District will also audit the Auxiliary Organizations. The costs of the additional services may be paid by the Auxiliary Organizations.
- 3A8F** The Auxiliary Organizations shall be included in the District's insurance policies for all regular functions. When special events are sponsored by an Auxiliary Organization, separate insurance coverage may be required by the District.
- 3A8G** The Auxiliary Organizations shall not enter into any transaction concerning real property without the prior approval of the Board of Trustees.
- 3A8H** The Auxiliary Organizations shall not permit anyone else to use the District facilities or any part thereof without written permission of the Board of Trustees.

3A9

Bids and Contracts. [See **Procedure 3A9(a-b)** of this Manual for the procedures for bids and contracts and the Independent Contractor Checklist.] (*Revised February 2, 2006*)

3A9A The Board delegates to the Chancellor or designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

3A9A1 Contracts are not enforceable obligations until they are ratified by the Board.

3A9A2 Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.

3A9A3 When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or rejects all bids.

3A9B If the Chancellor or designee concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

3A9C If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Chancellor or designee is authorized to proceed with a contract.

3A10B A comprehensive crime policy covering employee dishonesty, depositors forgery and inside and outside crime shall be obtained through SISK-II.

3A11 Fiscal Accountability *(Revised June 1, 1995)*

3A11A The Chancellor, Assistant Chancellor, Business Services, and Internal Auditor are delegated the authority to implement the procedures required to properly administer technical duties relative to fiscal responsibility formerly performed by the County Superintendent or designee.

Procedures for implementing this policy are detailed in **Procedure 3A11A** of this Manual.

3A12 Claims Against the Kern Community College District *(Added November 6, 2003)*

3A12A Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

3A12B Claims must be presented according to this policy as a prerequisite for filing suit against the District. Claims that are subject to the requirements of this policy include, but are not limited to, the following:

3A12B1 Claims by public entities, claims by the state department or agency, or by another public entity.

3A12B2 Claims for: fees, salaries or wages, mileage or other expenses and allowances

3A12C The designated place(s) for service of claims, lawsuits or other types of legal process upon the District is/are:

Claim	Learning Services Center	Bakersfield College	Porterville College	Cerro Coso College
Student Records	Front Receptionist	Enrollment Services Campus	Admissions and Records Campus	Admissions and Records Campus
Employees Records	Front Receptionist	Human Resources Campus	Human Resources Campus	Human Resources Campus
District/College	Front Receptionist	Learning Services Center	Learning Services Center	Learning Services Center

3B Facilities and Equipment *(Revised May 10, 2007)*

3B1 Use of Facilities--The public use of the facilities, equipment and services, (hereinafter sometimes referred to as property) of the Kern Community College District should be made available for community purposes when under the supervision of responsible persons. Public use must be within the policy guidelines adopted by the Board of Trustees, provided that such use does not interfere with the educational program of the College(s). Procedures shall be developed which include priorities for use, application, a fee schedule, and the method of payment for the use of District/College-managed facilities, grounds, and equipment. See [Procedure 3B1\(a\)](#) of this Manual for Guidelines for Use of District/College Property/Facilities. See [Appendix 3B1\(a\)](#) of this Manual for the Application and Agreement for Use of District Property form and [Appendix 3B1\(b\)](#) of this Manual for Kern Community College District Facility, Equipment, and Service Fee Schedule.

3B1A Request for use of District/College facilities, equipment, and services for public use must be submitted on the Application and Agreement for Use of District Property form by the applicant [see Appendix 3B1(a)]. The request application form, fees, if applicable, estimated attendance, and the name of the official representative/contact person must be submitted to the District/College thirty (30) working days prior to the requested dates for use of the facility. A District/College representative will respond within ten (10) working days of receipt of a completed application for use of facilities, equipment, and services.

3B1B Statutes on the use of District/College property for public purposes in Education Code Sections 82537, 82542, 82544 and 82548 are policy as if set forth herein.

- 3B1C** Use and occupancy of College property shall be primarily for the educational programs of the District. Any authorized use or occupancy of the property for other than College purposes shall be secondary and subordinate to this primary purpose.
- 3B1D** Any permit may be revoked without previous notice where conflicting days have resulted or where need of the property for District/College purposes have subsequently developed. Permits may be revoked for other causes at any time upon reasonable notice. Permits are not transferable.
- 3B1E** District/College furniture or apparatus may not be removed or displaced by any applicant without permission from and under the supervision of the District/College employee in charge.
- 3B1F** When a facility is to be used, full details of services and equipment must be furnished in advance. A District/College supervisor will be required. Personnel may be furnished by the District/College, and in some circumstances, District/College personnel will be required. All other personnel used by the applicant in staging its show are to be employed and paid by the applicant.
- 3B1G** There shall be no smoking in the District/College buildings, nor shall intoxicants or narcotics be used, nor shall profane language, quarreling, or gambling be permitted. Alcoholic beverages are prohibited except as provided for in the law, state regulations, and sections within this policy. Violations of this policy or any other regulation of this type during occupancy shall be sufficient cause for:
- immediate revocation of permit,
 - immediate suspension of the activity,
 - removal of all participants from the facility, and
 - the denial of further use of District/College premises to the applicant.
- 3B1H** Programs offered on District/College premises shall at no time contain matter, which might tend to cause a breach of the peace.
- 3B1I** Proof of adequate supervision for any event must be provided by facility use applicant. The Chancellor, College President, or designee shall judge adequacy.

- 3B1J** The District/College employee in charge of facilities is to preserve order, protect the District/College property, and carry out the provisions, intents, and purposes of this policy.
- 3B1K** If free use is granted the meeting shall be non-exclusive and shall be open to the public.
- 3B1L** The Chancellor or College President may deny the use of District/College facilities if the meeting or event is deemed to be an interference with the educational functions of the District/College.
- 3B1M** The use of campus facilities for fund-raising by a community group or special promoter must be approved by the Chancellor, College President or designee. The request for use of these facilities must include plans for parking, security, and supervision.
- 3B1N** District/College-managed equipment may be removed from District/College property by students or staff members only when such equipment is necessary to accomplish tasks arising from their District/College-approved activities or job responsibilities. In all cases where equipment is removed from the campus, prior approval must be secured from the appropriate administrator. Use of District/College equipment, both on and off campus, for personal use is prohibited.

3B2 **Maintenance**--Facilities and equipment of the Kern Community College District shall be properly maintained.

3B2A The Board of Trustees shall review annually maintenance schedules for each College including, but not limited to, roofing, painting, parking, and walkway areas.

3B2B The College President or designee is responsible for the maintenance of equipment and facilities.

3B3 **Facilities Planning and Acquisition**--The purpose of providing facilities is to promote planned instructional programs and services.

3B3A Major facility planning is accomplished through requirements of the Community College Construction Act. The Board of Trustees will adopt annually the priority list of projects to be included therein, including the architect designated to design the projects.

3B3B Capital outlay construction projects provided by general fund monies shall be completed according to a priority listing approved by the Chancellor.

3B3C The Board of Trustees must approve the architects for any project that requires bidding.

3B3C1 The Board of Trustees may appoint an architectural firm to perform all services for a campus. The selection will be based on architectural performance both past and present, experience, ability to communicate and access to the principal architects.

3B3D **Change Orders**--No changes in building plans or specifications are to be made before a change order is properly completed and approved by the Board of Trustees.

3B4 **Naming District/College Properties, Facilities, and Programs**
(Revised December 17, 2009)

3B4A The naming of District/College properties, facilities, and programs as defined in Policy 3B4B requires the approval of the Board of Trustees of the Kern Community College District.

3B4B **Definitions**

1. The term "facilities" includes, but is not limited to, buildings, rooms, interior spaces, streets, courts, athletic fields, open spaces, forests, and all other areas and properties owned, operated, or controlled by the Kern Community College District.
2. The term "program" includes colleges, departments, institutes, centers, and other units operated or controlled by District/College functions.

3B4C The Chancellor or designee shall be responsible for developing procedures for the naming of properties, facilities, or programs in accordance with Kern Community College District Board Policy 3B4. Such procedures will employ the advisories of appropriate District/College consultation groups. See **Procedure 3B4** of this Manual for procedures related to Naming District/College Properties, Facilities, and Programs [California Education Code, Section 70902(b)(6)].

3B4D Recommendations for naming properties, facilities, and programs shall be submitted by the College President to the District Chancellor for consideration. The Chancellor reserves the right to make certain decisions related to the naming of District/College properties, facilities, and programs and shall make recommendations to the Board of Trustees for action.

3B4E Proposals for naming District/College properties, facilities, and programs shall be considered individually on the proposal's own merits. No commitment or public announcement regarding a proposed name shall be made prior to the Board of Trustees' approval. The Kern Community College District Board of Trustees reserves the right to accept or reject any recommendation related to naming.

3B4F Proposed names of a District/College property, facility, or program must meet at least one of the following criteria:

1. Designate the function of a property, facility, or program.
2. Reflect natural or geographical features.
3. Honor an individual or organization for making a significant contribution to the District/College.
4. Honor individuals who have attained achievements of extraordinary and lasting distinction who have had direct, substantial, and active association with the District/College.

3B4F4(a) A former employee, Board of Trustees member, or Board of Governors member must be retired at least three (3) years. A former employee, Board of Trustees member, or Board of Governors member may be deceased.

5. Honor individuals who have a record of scholarship, creativity, leadership, humanitarian service, or public service.
6. Honor benefactors, defined as individuals, corporations, and other organizations, who have made substantial financial contributions to the District/College.

3B4G Proposed names shall not confuse the public about location or function of the designated property, facility, or program,

but rather should enhance a visitor's ability to identify, locate, and use it.

3B4H Names of District/College properties, facilities, and programs which are in use as of July 1, 2008 shall continue to be used unless the Board of Trustees takes action to re-name the property, facility, or program as defined in Policy 3B4I.

3B4I Naming of properties, facilities, or programs shall be in perpetuity except as set forth in Policies 3B4I1 and 3B4I2.

3B4I1 The Board of Trustees of the Kern Community College District reserves the right to re-name a property, facility, or program in extenuating circumstances. Extenuating circumstances are defined as:

a. Where events or information available subsequent to the approval of the designation mean that identification with the designation constitutes a significant and continuing challenge to the District/ College reputation.

b. Where a benefactor has not met the conditions of a pledge commitment.

3B4I2 Replacement or substantial renovation of a property, facility, or program shall be considered the end of the useful life of the property, facility, or program. A named property, facility, or program will retain that name for the useful life of the property, facility, or program or until there is a change in the designated use or activity of the property, facility, or program unless one (1) or more of the following conditions exist.

a. A property, facility, or program is named for a term of years.

b. An exception is made by the Board of Trustees based upon the recommendation of the Chancellor.

3B4J The District/College shall maintain a file of all District/College properties, facilities, and programs with approved names.

3B5 **Operations**

3B5A The assignment of all building or room master keys shall be the responsibility of the College President or designee. They may be assigned only to authorized College personnel.

3B5B On all occasions where the Flag of the United States and the Flag of the State of California are displayed on College premises, federal and State rules on flag etiquette and procedures shall be strictly observed. It is the responsibility of each College to ensure that the Flag is treated with respect and handled with reverence at all times in accordance with regulations and policies of the Education Code and the Board of Governors of the California Community Colleges.

3B5C The Flag of the United States and the Flag of the State of California shall be prominently displayed at each member College and at the District headquarters. Both flags shall be prominently displayed at all open air performances. No other flags shall be displayed on the official campus flagpole.

3B5D The national flag shall not be a vehicle for the expression of political, social, or economic philosophy. Nothing in past custom and usage or existing statutes or regulations authorizes the District to lower the flag to express approval or disapproval of the popular cause of the day. Determination regarding the flying of the flag at half-mast at the member Colleges of the District shall be made either by Congressional, Presidential or Governmental decree in the case of national or statewide proclamations, or by the Board of Trustees or the Chancellor in all other instances.

3C **Travel and Transportation** *(Revised May 10, 2007)*

3C1 **Student Transportation**

See Policy 4B7, for Student Field Trips, Excursions, and Transportation.

(See Procedures 3C1(a-b) of this Manual for Meals and In-State Travel Allowances for Athletes.)

3C1A **Waiver of Claims by Participants**

All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All student participants of a field trip or excursions shall sign a statement

waiving such claims. All adults taking out-of-state field trips or excursions and all parents or guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

3C2 In-Lieu Payments for Students Commuting From Remote Areas

3C2A In-lieu of transportation, payments will be made as provided by law (California Education Code Section 76160).

3C3 Staff Conferences and Meetings

3C3A Employees who are authorized and directed by the Chancellor or designee to attend educational conferences or meetings may be reimbursed for expenses incurred. Out-of-country travel requires Chancellor or designee approval. See [Procedure 3C3A\(a\)](#) of this Manual for forms and procedures for attendance of conferences and meetings and for expense reimbursement.

3C3B The most economical mode of transportation should be used. When a school car is not available and travel by private automobile is authorized, mileage shall be paid to the owner of the vehicle at the Board approved rate, mileage will be based upon most direct route. Receipt for commercial transportation shall be submitted with claim.

The Board approved rates for mileage reimbursements shall be the same as the guidelines used by the federal government (IRS).—See [Procedure 3C3B](#) of this Manual for the Agreement for Use of Private Automobile on School Business form.

3C4 Staff Transportation

3C4A Employees whose duties necessitate in-district travel shall be paid for meals in accordance with the guidelines in [Procedure 3C4A](#) and for the use of their cars at the Board approved mileage rate described in [Policy 3C3B](#). Itemized claim statements must be presented to ensure payment of claims. (See [Procedure 3C4A](#) of this Manual for the In-District Travel Expense Claim form and General Guidelines and [Procedure 3C3B](#) of this Manual for the Agreement for Use of Private Automobile on School Business form.)

3C4B Private vehicles used for District business must be properly insured, currently registered, in safe and reliable working condition and appropriate for the intended use. The employee

shall certify that his/her automobile has public liability, property damage, and medical insurance, with coverage amounts at least in accordance with the minimum requirements of the State of California.

3C4C Employees or students using either District or private vehicles for District business must be properly insured and licensed. (See [Policy 4B7](#) for student transportation policies.)

3D General Management

3D1 Emergency Procedures--Each College shall prepare general guidelines for emergency situations.

3D1A The College President is responsible for the establishment of fire safety regulations to be used in the event of a fire. (Education Code Sections 32000-32004)

3D1B The College President is responsible for the establishment of safety procedures in the event of an earthquake.

3D1C The College President is responsible for the development of a plan of action dealing with bomb threats and/or possible explosions. This plan must be reported in writing to the Chancellor.

3D2 Publications (*Revised May 19, 1994*)

3D2A Regulations established by the College President shall govern publication and distribution of official publications, signs, posters, handbills, books, magazines, newspapers, and recruitment materials.

3D2B Publications of a sectarian, partisan, or denominational character may be issued and distributed for sectarian, partisan, or denominational purposes provided that such activity is carried on in a manner which does not impede the orderly conduct of College classes and programs and shall be subject to rules and regulations of the Board of Trustees. No publication which advocates the commission of an unlawful act may be issued or distributed under this section. (Education Code Section 76120)

3D3 Retention and Destruction of Records (*Added May 19, 1994*)

3D3A Records are all books, papers, data processing output and documents of the District.

3D3B Records shall be retained and disposed of according to law and regulations.

3D3C The Chancellor or designee annually shall review and classify records of the District. See **Procedure 3D3(a)** of this Manual for Classification of Records.

3E **Information Technology** *(Revised July 9, 2009)*

3E1 **Computing and Network Use**

3E1A The Kern Community College District shall provide computing and network resources that benefit faculty, staff, and students and support the instructional and administrative activities of the Colleges and the District. The District is committed to policies which promote the mission of the Colleges and encourage respect for the rights of individuals. These policies shall apply to all individuals using College and District computing and network resources, regardless of access method.

3E1B Computing and network resources and all user accounts provided by the Kern Community College District are the property of the Kern Community College District. Access to College/District computing and network resources is a privilege that may be wholly or partially restricted by the Kern Community College District without prior notice and without the consent of the user if required by and consistent with policy or law, when there is substantiated reason to believe that violations of policy or law have taken place, or, in exceptional cases, when required to meet time-dependent, critical operational needs.

3E1C Employees have no privacy whatsoever in their personal or work-related use of District computers, electronic devices, network and other electronic information resources or to any communications or other information in Kern Community College District computing and network systems or that may be transmitted through Kern Community College District computing and network systems.

3E1D Kern Community College District retains the right, with or without cause, and with or without notice to the employee, to remotely monitor, physically inspect or examine Kern Community College District computers, electronic devices, network or other computing and network resources and any communication or information stored or transmitted through Kern Community College District computing and network

resources including but not limited to software, data, image files, Internet use, emails, text messages and voicemail. Kern Community College District shall exercise this right only when required by and consistent with policy or law, when there is substantiated reason to believe that violations of policy or law have taken place, or in exceptional cases, when required to meet time-dependent, critical operational needs.

3E1E Use of computing and network resources must be for activities related to the mission of the Colleges and the District. Computing and network resources are to be used in an effective, efficient, ethical, and lawful manner.

3E1F Use of computing and network resources imposes responsibilities and obligations on the part of users. Users are expected to demonstrate respect for intellectual property, data ownership, system security, individuals' rights to access information, and freedom from intimidation or harassment. (See **Procedure 3E1C(a)** of this Manual for Computing and Network Use Prohibitions; **Policy 3E4** of this Manual for Information Technology Security Policy; **Policy 3E3** of this Manual for Email Policy; Procedure **3E1C(b)** of this Manual for Computer Software Use Procedures; and **Appendix 3E1C** of this Manual for the Software Registration form.)

3E1G Computing and network use shall be consistent with the educational, academic, and administrative purposes of the Colleges/District and shall respect the rights of individuals.

3E1H The Colleges may develop and implement procedures related to college computing and network use. (See **Procedure 3E1F** of this Manual for College Computing and Network Use Procedures.)

3E1I Sanctions for violation of the District/College Computing and Network Use Policies or Procedures may be imposed.

Sanctions may range from a warning, to restriction of use, to disciplinary action, and/or legal action.

3E1J Definition of Kern Community College District Computing and Network Resources includes, but is not limited to:

Any computer, including a laptop computer, that is:

- Owned, leased, or rented by the Kern Community College District

- Purchased with funds from a grant awarded to the Kern Community College District
- Borrowed by the Kern Community College District from another agency, company, or entity

Any electronic device other than a computer that is capable of transmitting, receiving, or storing digital media and is:

- Owned, leased, or rented by the Kern Community College District
- Purchased with funds from a grant awarded to the Kern Community College District
- Borrowed by the Kern Community College District from another agency, company, or entity

Electronic devices include, but are not limited to:

- Telephones
- Cellular Telephones
- Push-to-Talk Radios
- Pagers
- Radios
- Digital Cameras
- Personal Digital Assistants such as Palm Pilots and Smart Phones
- Portable storage devices such as USB thumb drives
- Portable media devices such as iPods and MP3 players
- Printers and copiers
- Fax machines

Any component that is used to build or support the Kern Community College District network including, but not limited to:

- Routers
- Switches
- Servers
- Enterprise Storage Systems
- Microwave Components
- Firewalls
- Cabling Infrastructure
- Wireless Access Points and Controllers
- Telephone Switches
- Voicemail Systems
- Network Management and Monitoring Systems

3E2 Attaching Outside Agencies to the District Wide Area Network (WAN)

3E2A The Kern Community College District (KCCD) may attach outside agencies to the District Wide Area Network (WAN) when such attachments are mutually beneficial, and consistent with the purposes of the District and its Colleges. These agencies may include, but are not limited to, school districts, hospitals, and police and fire departments.

3E2B The proposal to attach to the District WAN shall be put in the form of a written agreement or contract, and approved by the Board of Trustees or its designee.

3E2C Written proposals will follow the Procedures for implementing these Policies. [See **Procedure 3E2E** of this Manual for Attaching Outside Agencies to the District-wide Area Network (WAN).]

3E3 Electronic Mail Policy (See **Procedure 3E3** of this Manual for the Electronic Mail Procedure and **Appendix 3E3** for References and Definitions Pertaining to Electronic Mail.) (Added August 3, 2000)

3E3A The Kern Community College District (KCCD) recognizes that principles of academic freedom, freedom of speech, and privacy of information hold important implications for electronic mail and electronic mail services. There is, however, no absolute right to such privacy provided by law; information retained on, or transmitted via, an employer's computer systems is considered the property of the employer.

3E3B KCCD encourages the use of electronic mail and respects the privacy of users. It does not routinely inspect, monitor, or disclose electronic mail without the holder's consent. Subject to the requirements for authorization, notification, and other conditions specified in the accompanying Procedure, KCCD may deny access to its electronic mail services and may inspect, monitor, or disclose electronic mail (a) when required by and consistent with law; (b) when there is substantiated reason to believe that violations of law or of KCCD policies have taken place; (c) when there are compelling circumstances; or (d) under time-dependent, critical operational circumstances.

3E4 Security Policy (Added July 9, 2009)

3E4A Introduction

Kern Community College District has an obligation to ensure that all Information Technology data, equipment, and processes in its domain of ownership and control are properly secured. This obligation is shared, to varying degrees, by the Colleges and their Centers and every employee of the Kern Community College District. Meeting this obligation is critical to achieving Kern Community College District's mission of providing outstanding educational programs and services that are responsive to our diverse students and communities.

In order to carry out its mission, Kern Community College District shall provide secure yet open and accessible Information Technology resources to all employees and students. Toward this end, Kern Community College District will strive to balance its Information Technology Security Program efforts with identified risks that threaten the availability and performance of mission critical computing and network resources.

Kern Community College District shall ensure that the use of Information Technology resources complies with the appropriate Kern Community College District policies and procedures and applicable Federal and State regulations.

3E4A1 Definitions

- a. Information Technology Resources: people, processes, and technology needed to deliver Information Technology services (Banner, e-mail, online classes, etc.) to Kern Community College District employees and students.
- b. Computing and Network Resources: any and all technology (servers, personal computers, applications, laptops, routers, etc.) that make up Kern Community College District's vast Information Technology operation.

3E4B Scope of Information Technology Security

3E4B1 Information Technology Security Defined

Information Technology Security is defined as the state of being relatively free of risk. This risk concerns the following categories of losses:

- a. Confidentiality of Information Technology data or privacy of personal data and college data
- b. Integrity or accuracy of personal data and college data stored in Information Technology systems
- c. Information Technology assets which include Information Technology systems, networks, facilities, programs, documentation, and data
- d. Personal and college data stored in Information Technology systems

Information Technology Security is also viewed as balancing the implementation of security measures against the risks that have been identified and weighted against the effective operation of the Kern Community College District.

3E4B2 Domains of Information Technology Security

Kern Community College District's Information Technology Security shall deal with the following domains of security:

- a. Computer Systems' Security: servers, workstations, applications, laptops, mobile devices, operating systems, and related peripherals used by Kern Community College District employees and students
- b. Network and Communications Security: all equipment, people, and processes in place to operate Kern Community

College District's network and communications infrastructure

- c. Physical Security: premises occupied by Information Technology personnel and core (not end-user) Information Technology equipment such as servers, routers, and switches
- d. Operational Security: environmental systems such as HVAC, power, and other related operational systems

3E4B3

Information Technology Security Program

Kern Community College District shall have an Information Technology Security Program comprised of the following components:

- a. A framework for classifying, reviewing, and updating Kern Community College District's Security risk posture (Risk Assessment)
- b. A framework for identifying location, type, sensitivity, and access requirements for all data residing anywhere within the Kern Community College District
- c. Documentation of Information Technology Security Program roles, responsibilities, processes, and architecture
- d. A plan for identifying, prioritizing, and addressing applicable Federal, State, and other legal compliance requirements
- e. Appropriate Information Technology Security policies, procedures, and guidelines
- f. An Information Technology Security Awareness and Information Dissemination plan

- g. A plan for identifying, validating, prioritizing, implementing, and auditing Information Technology security technology initiatives needed to effectively secure Kern Community College District's Information Technology operations

3E4C Roles and Responsibilities

- 3E4C1** Within the context of Information Technology Security, all Kern Community College District employees and students are responsible to some degree for safeguarding the Information Technology resources they use. Equally, all Kern Community College District employees and students are expected to comply with all Kern Community College District Information Technology Security policies and related procedures.
- 3E4C2** The Information Technology Managers from the three Colleges and the District Office are responsible for Information Technology Security throughout Kern Community College District.
- 3E4C3** Kern Community College District's Director, Information Technology is responsible for carrying out Kern Community College District's Information Technology Security Program as outlined in 3E4B3
- 3E4C4** Appropriate College and District-wide committees shall have the opportunity to provide input on the development of Information Technology Security policies and procedures.

3E4D Sanctions

- 3E4D1** Violations of this policy are subject to the established Kern Community College District disciplinary processes as outlined in Kern Community College District Board Policy and Kern Community College District employee contracts.

Acknowledgements: Kern Community College District acknowledges Murdoch University of Perth, Western Australia (www.murdoch.edu.au), and the University of Minnesota (www.umn.edu) for allowing Kern Community College District to use their Information Technology Security policy material.

3E5 **Wireless Communication Devices** *(Added December 17, 2009)*

3E5A Introduction

3E5A1 The Kern Community College District recognizes that certain specific job functions require the use of wireless communication devices to conduct official business. When the job duties of an employee require the use of a wireless communication device to conduct District business, the Chancellor or President may provide the employee with a wireless communication device or allowance. (See **Procedure 3E5**)

3E5B Use

3E5B1 No personal calls may be initiated or received on District issued devices. Personal use may result in disciplinary action.

3E5B2 Use of wireless communication devices is prohibited while driving District vehicles and while driving any vehicle during the course or scope of employment. There are no exceptions, including hands-free devices.

3E5B3 Any personal use of wireless communication devices, including text messaging, during scheduled work hours shall be kept to a minimum or made on the employee's own time.

3E5C Issuance

3E5C1 If an employee receives a District allowance, the allowance will be taxable income to the employee.

3E5C2 If the District-issued wireless communication device is lost, damaged, or stolen, the employee is responsible for notifying the Help Desk immediately to prevent unauthorized use of the wireless communication device.

3E5C3 The District or College-issued wireless communication devices will be returned if the employee discontinues employment with the District or College.

3E5D Definition

3E5D1 Wireless communication devices include:

- Pager
- Push-to-Talk
- Cell Phone
- Push-to-Talk with Cell Service
- SmartPhone

Procedure

Budget Preparation

Guidelines will include the following:

1. A statement of philosophy that includes that budget planning supports institutional goals and is linked to other institutional planning efforts.
2. A budget calendar that includes presentation of the tentative and final budgets. The tentative budget shall be presented no later than July 1 [Title 5, Section 58305(a)], and the final budget no later than September 15 [Title 5, Section 58305(c)]. A public hearing on the budget shall be held on or before September 15 [Title 5, Section 58301].
3. Budget development processed, will include consultation with appropriate groups.
4. Criteria and institutional guidelines for the financial planning and budgeting.

Approved by the Chancellor's Executive Council
February 14, 2005

Grant Preparation and Submission Procedure

- 1) Prior to the development of a grant application:
 - a. Complete the Grant Notification Intent to Apply Form [Appendix 3A2E (1)];
 - b. Obtain appropriate College signatures; and
 - c. Forward the Grant Notification of Intent to Apply Form to the District Vice Chancellor, Educational Services' Office.
- 2) The intent of this procedure is to inform all of the stakeholders as early in the process as possible.
- 3) Twenty-four hours prior to submission, or earlier, the Grant Approval to Submit Routing Sheet [Appendix 3A2E(2)] should be submitted to the College President.
- 4) The grant application may be submitted to the granting agency upon completion of the Grant Approval to Submit Routing Sheet [Appendix 3A2E(2)] by the appropriate parties.
- 5) Notification of approval of the grant by the granting agency initiates submission of the following items to the District Vice Chancellor, Educational Services' Office:
 - a. Kern Community College District Request for Board Action;
 - b. Notification of Award form [Appendix 3A2E(3)] with appropriate College signatures; and
 - c. Grant Approval to Submit Routing Sheet, Appendix 3A2E(2)
 - d. Grant Notification Intent to Apply form (Appendix 3A2E(1))
 - e. Grant application.

Standardization of Microcomputers

- 1) Requests for purchase of a District Standard microcomputer will be handled in the usual manner. If a request is received for a microcomputer other than a District Standard, that request must be accompanied by a justification for the purchase stating the factors, which make the purchase of the standard(s) inappropriate.
- 2) This justification should include the cost of maintenance for the proposed microcomputer and the account numbers, which will be used to cover the purchase price and the expenditures for maintenance or repairs.
- 3) This justification will be considered by the Microcomputer Purchase Committee consisting of one (1) representative from each College and the District Office. If it is determined by the Committee that the intended function for the microcomputer ordered cannot be met by the District Standard microcomputer, the order will be processed. If the committee does not approve the purchase, the reason for refusal and the requisition will be returned to the originator.
- 4) Remedial maintenance and installation of the District Standard Micros will be handled by a District data processing services technician.

Approved by the Chancellor's Cabinet
March 12, 1985

Guidelines for Processing and Maintaining Revolving Funds at the Colleges

1. Funds will be maintained in a regular checking account by the College Business Office. The checking account will be in the name of the College, will have a requirement of at least two (2) signatories on a check, and a check limit of two thousand, five hundred dollars (\$2,500.00). Purchases are restricted to goods and services required for the operation of the College and the accomplishment of the College mission.
2. Reimbursements from the revolving fund will require a paper requisition with the appropriate approval and a vendor receipt. There will be no exceptions to the vendor receipt requirement.
3. A check may be issued for advance payment if the following conditions are met:
 - documentation indicating the amount and the requirement for advance payment is made available and,
 - a paper requisition is prepared with the appropriate approvals.
4. Funds initially will be accounted for through the establishment of a separate unit of accounting in the Quick books software program currently used for the travel funds.
5. Funds will be subject to spot audits, and documentation must be available to support all checks issued against the account and not yet reimbursed by the District.
6. Revolving funds will be reimbursed by the District based on direct pay entry to be accomplished in the Business Office according to the following:
 - The College Business Office to enter the direct pay data, supported by documentation.

Procedure 3A3D2 (continued)

- The support documentation will include a purchase request and a vendor invoice.
- The purchase request reflecting the appropriate approvals and the invoice stamped "revolving fund reimbursement" will be forwarded to the Learning Services Center after entry in the system as a direct pay.
- A copy of the purchase request will be maintained at the campus with the annotation that it has been posted and forwarded to the Learning Services Center.
- The Learning Services Center will verify the receipt of the documentation, approve the direct pay; reimbursement checks will be issued on the 15th (fifteenth) and 30th (thirtieth) of the month without further action.

Approved by Chancellor's Executive Council
November 11, 2003

Procedure 3A3E(a)

- Direct Pay
- Purchase Order
- Credit Card

Kern Community College District
LEARNING SUPPORT SERVICES (LSC)
2100 Chester Avenue
Bakersfield, CA 93301-4099

- Bakersfield College
- Cerro Coso College
- Porterville College
- District Office

Purchase Request

Type or Print Form Completely

Date	Yes	No	Category	Yes	No	Category
			Corporation			Disabled Owned Business
Document No.			Incorporated			Minority Owned Business
PR			Women Owned Business			Contract on File for Independent Contractor

FOAPAL

Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total Amnt./Line

Vendor Code:		Company's Name
Social Security Number		Owner's Full Name (DBA)
Federal I.D. Number		Contact Person(s)--Billing
		Contact Person(s)--Ordering/Mailing
Requestor		Address
Telephone Number		City, State, Zip Code
		Telephone Number
Department/Division		Fax Number

APPROVED BY	Department Head	President/Designee	Business Manager/Designee
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Stock Number	Quantity	Unit	Description	Unit Price	Amount	Office Use Only

Special Instruction	Subtotal
	Discount
	Tax
	Shipping
	Total

INSTRUCTIONS FOR DIRECT PAYMENTS

1. Check box to designate type of purchase request (i.e., Direct Pays, Credit Cards, or Purchase Orders).
 2. **Check appropriate box for the following:**
 - Corporation
 - Incorporated
 - Independent Contractor [must have a contract on file with Learning Support Services (LSC)]
 - Disabled Veterans, Women, or Minority Owned Businesses (one or more boxes may be checked)
 3. If using multiple FOAPALs, list total dollar amount to charge to each FOAPAL.
 4. Enter proper **vendor codes**. (Please note that many vendors have the same vendor codes with numerical variations to accommodate "same name" vendors.)
 5. **Follow these steps to OBTAIN VENDOR INFORMATION:**
 - a) Vendors not in BANNER--use the on-line Vendor Form to submit the information to the LSC Purchasing Department (Web address: <http://intranet.kccd.cc.ca.us/business/forms/vendor.html>).
 - b) List both Billing and Mailing/Ordering address on your request for vendors, if not the same.
 - c) Telephone and Fax numbers with area codes are required for store location and billing department.
 - d) Social Security ID--vendors that are DBA ("Doing Business As") using a company name, but file income taxes under their name, by law, must submit their full name, social security number, and address.
 - e) Federal ID--all other vendors are required to submit a Federal ID#.
 - f) List contact people for billing and ordering.
 - g) It is required that the Requestor's telephone number/extension and department be listed in the appropriate box.
 - h) Please notify the LSC Purchasing Department of company buy outs/merges; address changes etc., at (661) 336-5151.
 6. All Purchase Requests must be approved and signed by authorized campus business office personnel before submitting to the LSC Accounting Department.
 7. Please call the LSC Accounting Department at (661) 336-5110 for payment request questions.
 8. Incomplete Purchase Request forms will cause a delay in payment processing.
 9. Special Instructions--(e.g., provide information for holding check for pickup or desire to send check to another person/address not listed, etc.)
-

Purchase Orders

Supplies and Equipment--All requests concerning physical condition of rooms, routine, classroom office supplies and similar supplies or equipment may be requested from the College President or designee on forms provided for those various purposes.

Requests for supplies or equipment which concern instruction should be prepared on a Purchase order by the head of the department and approved by the College President or designee on a **Purchase Request** form. The approximate costs must be listed on all **Purchase Request** forms.

Approved by the Chancellor's Cabinet
September 13, 1979
Revised by Chancellor's Executive Council
October 21, 2003

Use of CAL-Cards Issued by Kern Community College District

A. DEFINITION

A State of California Purchasing Card Program, CAL-Card I.M.P.A.C. VISA, is a unique business card intended to simplify purchasing and payment for services, to reduce total processing costs, and to provide greater flexibility for its users.

B. GENERAL

1. The CAL-Card is to be used in accordance with these and all purchasing procedures found in the Kern Community College District Board Policy Manual. The Chief Financial Officer and the Director, Accounting Services have the authority to determine the issuance or continuance of cards. Proper accounting procedures must be followed. It is the responsibility of all Kern Community College District employees involved to utilize a CAL-Card in a responsible and accountable manner.
2. CAL-Cards will display both the cardholder's name and the Kern Community College District. This card is to be used only by the cardholder. No other employee, member of the cardholder's family, or anyone else may use this card. It is especially designed to avoid confusion with the cardholder's personal credit cards. **THE CAL-CARD IS TO BE USED FOR OFFICIAL KERN COMMUNITY COLLEGE DISTRICT BUSINESS AND MAY NOT BE USED FOR PERSONAL PURCHASES.**
3. The issuance of a CAL-Card in the cardholder's name does not allow the credit card company to check the cardholder's personal credit. The credit card company will not request any personal information from the cardholder, nor should any personal information be furnished.
4. Each single purchase may comprise multiple items, but the total cannot exceed the single purchase dollar limit on the cardholder's CAL-Card. Purchases may not be made to circumvent purchasing regulations per the Government Code or District Policy. When purchases exceed the limits established, normal purchasing procedures must be followed.
5. Use of the CAL-Card is not intended to replace effective procurement planning that enables volume discounts. Cardholders should always look for the lowest priced item that will meet specific needs.
6. Cardholders must be able to explain the nature of all purchases. If the cardholder cannot substantiate that the purchase was necessary and for official use, the cardholder's supervisor will address the situation in accordance with established policies. These policies include, but are not limited to, seeking reimbursement, appropriate disciplinary action, and

revocation of the cardholder's CAL-Card. Unauthorized or unsubstantiated purchases will result in a small claims filing to permit the District to recover the costs.

7. Every CAL-Cardholder will be assigned an Approving Official. The Approving Official, or designee, is responsible for receiving completed statements from all assigned cardholders; reviewing the statements; resolving questions that cardholders may have about the purchases; approving the statements; and delivering the completed statements with all attachments to the appropriate Business Office.

C. CARD RESTRICTIONS

1. The Purchase CAL-Card can be used for travel and to purchase supplies, materials, and equipment that do not exceed the single transaction limit. Each card will have its own unique restrictions based on the need of the cardholder. Other restrictions may apply as determined by the Approving Official, College Approving Authority and the Chief Financial Officer.
2. Maximum dollar amounts will be established for each single purchase made and for total purchases made with the cardholder's CAL-Card in a given month. Generally, the Kern Community College District limit is \$500 per transaction and \$3,000 per month. In special cases, the Approving Official, College Approving Authority, and the Chief Financial Officer may establish a higher limit.

D. PROHIBITED PURCHASES

1. Rental or lease of land or buildings
2. Purchase of telephone services except approved travel business- related telephone calls
3. Gambling, Betting
4. Securities, Insurance
5. Tax Payments (exclusive of sales or occupancy taxes).
6. Court Costs, Fines, Bail, and Bond Payments
7. Alcohol

E. PURCHASE PROCEDURES

1. CAL-Cards generally will only be issued to District and College Educational Administrators and Classified Managers when their job duties require the regular use of a credit card. CAL-Cards will be issued to non-managers only in cases where there is a compelling business reason and is approved by the College President or Chancellor, and will be limited to travel, supplies, or equipment. (See Policy 3A4G of this Manual)

CAL-Card applications will be completed prior to issuance by:

- completing the Request for Purchase Card form [See Appendix 3A4G(b)].
 - obtaining approval from the CAL-Card applicant's supervisor.
 - forwarding the completed form to the applicant's College Director of Administrative Services where it will be reviewed and forwarded to the applicant's College President or designee for approval and assignment of an Approving Official. The applicant's request will then be forwarded to the District Business Services Office for processing.
2. The District Business Services Office will notify the applicant when the CAL-Card is received. The CAL-Card will be issued when the applicant completes and signs a Receipt Acknowledgment form.
 3. To activate the CAL-Card account, the cardholder must phone Card Services at 1-800-344-5696. The cardholder must know the dollar limits assigned to the CAL-Card to complete the activation process.
 4. Use of the CAL-Card is subject to the limitations of the cardholder's particular card at any merchant that accepts VISA for payment of purchases.
 5. The cardholder must verify that budgeted funds are available prior to making any purchases.
 6. Over-the Counter Transactions

Once items have been selected for purchase, present the items and the CAL-Card to the merchant. The merchant will complete a credit card transaction receipt that includes the following information:

- a. Imprint of the CAL-Card, including card number, expiration date, and cardholder's name
 - b. Date and amount of purchase
 - c. Brief description of item(s) purchased
 - d. Imprint of merchant name and identification number
7. The merchant will obtain authorization for the transaction via telephone or direct telecommunication link to the VISA authorization network. The merchant will obtain an authorization number, which will also be included on the credit card transaction receipt.

8. Occasionally, a transaction may be declined at the merchant location. The merchant is not provided a reason via the terminal display. When this happens the cardholder should consider the following to resolve the denial.
 - a. Is the transaction amount within the cardholder's single purchase limit?
 - b. Will the transaction amount exceed the cardholder's 30-day limit or the Office limit of the Approving Official?
 - c. Has the cardholder been authorized to make purchases at this type of supplier?
9. The merchant will request that the cardholder sign the credit card transaction receipt. Before doing so, the cardholder must verify that the information, especially the dollar amount, is correct.
10. The cardholder will be provided one copy of the signed credit card transaction receipt. Retain this copy as verification and back-up of the monthly Statement of Account; attach to the signed Statement of Account; forward to the Approving Official, or designee.

11. Mail or Telephone Order Purchases

When placing a telephone or mail order, the cardholder will be asked to provide name, card number, account expiration date, and billing address. The billing address is the cardholder's statement mailing address.

F. PAYMENT PROCEDURES

At the close of each billing cycle, the cardholder will receive a Statement of Account from Card Services. The Statement of Account will itemize each transaction that was posted to the CAL-Card account during the billing cycle. The Statement of Account prints at the close of business on the 22nd of every month. Upon receipt, the cardholder will complete each of the actions listed below within five (5) working days. If the cardholder is unable to complete the following actions within five (5) working days, the cardholder will forward all receipts to the Approving Official, or designee, for completion.

1. Review the Statement of Account for accuracy.
2. Provide a complete description of each item purchased on the Description line.
3. Indicate the FOAPAL for each transaction on the Accounting Code line. If charging to more than one FOAPAL per transaction, indicate the dollar amount to be applied to each FOAPAL.
4. Attach sales receipts, order blanks, packing slips/receipts, and copies of approved Absence/Travel Request/Reimbursement Claim forms [**See Procedure 3C3A(a)**] to the Statement of Account.
5. Verify any credit vouchers received for returned items and attach to the Statement of Account on which the credit appears, and indicate the FOAPAL to receive the credit.

6. If the cardholder is incorrectly charged for an item, the cardholder will contact the vendor first in an effort to resolve the problem. If the merchant agrees to process a credit voucher, the cardholder will indicate the FOAPAL for the charge on the current statement and will use the same FOAPAL for the credit voucher on the next statement. If the merchant refuses to issue a credit voucher, the cardholder must attach a complete explanation of the error to the Transaction Dispute form. Transaction Dispute forms can be obtained from District Accounting.
7. Sign the Statement of Account.
8. Retain copies of all statements and receipts in an appropriate file.
9. Promptly submit the completed Statement of Account to the Approving Official(s) or designee, for written approval of each item purchased.

G. PROCESSING STATEMENT OF ACCOUNT

Prompt receipt of the cardholder's Statement of Account within five (5) working days is an essential part of the CAL-Card process.

1. If the District Accounting Office does not receive the cardholder's Statement of Account within five (5) working days, the cardholder's name and the dollar amount outstanding will be forwarded to the appropriate College President and Business Manager. District Office names will be forwarded to the Chancellor and the Chief Financial Officer.
2. After ten (10) working days, the total outstanding charges from any Statement of Account will be applied to a FOAPAL maintained by the cardholder's College President or the Chancellor, and the District Accounting Office will make payment to CAL-Card.
3. To remove these charges from the College President's or Chancellor's FOAPAL, forward the CAL-Card Statement of Account, together with Expenditure Transfers for each item, through the College Business Office to the District Accounting Office for processing.
4. The CAL-Card may be suspended or revoked at the discretion of the cardholder's College President or the Chancellor for failure to forward the Statement of Account within five (5) working days to the District Accounting Office.

H. LOST OR STOLEN CARDS

1. The cardholder will immediately notify Customer Service at 1-800-344-5696 and the District Accounting Office in the event a CAL-Card has been lost or stolen, or if the cardholder believes the account number has been compromised in a fraudulent manner. A new card will be mailed to the cardholder within two (2) business days from the time it is reported as lost or

stolen to Customer Service. A new account number will be assigned to the cardholder's new CAL-Card.

2. The cardholder must contact the District Accounting Office and be prepared to provide the following information: cardholder's complete name, the card number, the date the loss or theft occurred, the date Customer Service was notified, and any purchase(s) made on the day the card was lost or stolen.

I. CHANGE TO CARDHOLDER INFORMATION

Changes to a cardholder's name, address, organization, 30-day or single purchase limit, and type of merchant or supplier should be reported to the College Business Office by completing the Request for Changes to Cardholder Information form. [See Appendix 3A4G(d)]

J. CLOSURE OF ACCOUNT

1. If the cardholder transfers to another department, the cardholder must complete the Request to Close Account form. [See Appendix 3A4G(c)] and return the CAL-Card to the appropriate College Business Office. If the cardholder's new assignment requires a CAL-Card, a new Request for Purchasing Card form will be required.
2. On termination of employment, the cardholder must return the CAL-Card to the appropriate College Business Office before the cardholder's final check will be released.

Reviewed and recommended
by the Chancellor's Cabinet
August 17, 2010

Reviewed and recommended
by District Consultation Council
October 26, 2010

Kern Community College District
Board Policy Manual
Section Three – Business Services

Governance Process: ***Share as Information Only***

Reason for Addition: ***To Establish Criteria and Guidelines***

[Appendix 3A4G\(b\)](#)

See following page.

Reviewed and recommended
by the Chancellor's Cabinet
August 17, 2010

Reviewed and recommended
by District Consultation Council
October 26, 2010

Request for CAL-Card

Date: _____

Print Applicant's Full Name: _____

Sample Signature: _____

Employee ID #: _____

Applicant Title: _____

Department/Office Name: _____

Department/Office Mailing Address: _____

Department Phone Number: _____

Single Purchase Limit: _____
Generally not to exceed \$500 per transaction

30-Day Purchase Limit: _____
Generally not to exceed \$3,000 per month

Check below the type of purchases requested to be made with this card:

_____ <u>Office Supplies</u>	_____ <u>Printing/Duplicating</u>
_____ <u>Computer Supplies</u>	_____ <u>Equipment</u>
_____ <u>Hardware</u>	_____ <u>Sporting Goods</u>
_____ <u>Travel</u>	_____

Other
Specify:

Approving Official's Name
(Manager's Name)

Director, Administrative
Services' or Chief Financial
Officer's Name

President's/Chancellor's Name

Approving Official's
Signature
(Manager's Signature)

Director, Administrative
Services' or Chief Financial
Officer's Signature

President's/Chancellor's Signature

District Business Services Office Signature:
(Chief Financial Officer or Director, Accounting Services)

Proposed Addition to
Kern Community College District
Board Policy Manual
Section Three – Business Services

Governance Process: Share as Information Only

Reason for Addition: To Establish Criteria and Guidelines

[Appendix 3A4G\(c\)](#)

See following page.

Reviewed and recommended
by the Chancellor's Cabinet
August 17, 2010

Reviewed and recommended
by District Consultation Council
October 26, 2010



Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099
(661) 336-5100

- Bakersfield College
- Cerro Coso Community College
- District Office
- Porterville College

Request to Close CAL-Card Account

RETURN CAL-CARD(S) CUT IN HALF WITH THIS FORM

TO: DISTRICT BUSINESS SERVICES

Date: _____

Employee ID Number: _____

CAL-Cardholder's Name: _____

Department/Office Name: _____

Reason for Request:

_____ Transfer

_____ Resignation/Retirement

_____ Other:

CAL-Card Number: _____

Approving Official's Name
(Manager's Name)

Director of Administrative Services'/Chief Financial Officer's Name

Approving Official's Signature
(Manager's Signature)

Director of Administrative Services'/Chief Financial Officer's Signature

District Business Services Office Signature:
(Chief Financial Officer or Director, Accounting Services)

Kern Community College District
Office of Business Services
August 9, 2010

Proposed Addition to
Kern Community College District
Board Policy Manual
Section Three – Business Services

Governance Process: ***Share as Information Only***

Reason for Addition: ***To Establish Criteria and Guidelines***

[Appendix 3A4G\(d\)](#)

See following page.

Reviewed and recommended
by the Chancellor's Cabinet
August 17, 2010

Reviewed and recommended
by District Consultation Council
October 26, 2010



Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099
(661) 336-5100

- Bakersfield College
- Cerro Coso Community College
- District Office
- Porterville College

Request for Changes to CAL-Cardholder Information

Name: _____ CAL-Card Number: _____

Date: _____

Cardholder Name: _____

Cardholder Title: _____

Department/Office Name: _____

Department/Office Mailing Address: _____

Department Phone Number: _____

Single Purchase Limit: _____

Generally not to exceed \$500 per transaction

30-Day Purchase Limit: _____

Generally not to exceed \$3,000 per month

Additional types of transactions requested to be made with this CAL-Card: _____

Approving Official's Name
(Manager's Name)

Dir., Administrative Services' or
Chief Financial Officer's Name

President's/Chancellor's Name

Approving Official's
Signature
(Manager's Signature)

Dir., Administrative Services' or
Chief Financial Officer's
Signature

President's/Chancellor's Signature

District Business Services Office Signature: _____
(Chief Financial Officer or Director, Accounting Services)

Distribution: Original to District Office/Chief Financial Officer or College/Director, Accounting Services – DO Bus Svcs 6/2009

Procedure 3A3E(c)

Purchase Order
Page 1

Kern Community College District
2100 Chester Avenue
Bakersfield, California 93301
Telephone: (661)336-5151
Fax: (661)336-5178

Order No.
THIS NUMBER MUST APPEAR ON ALL PACKAGES, BILLS OF LADING, INVOICES AND PACKING SLIPS.

TO:

SHIP PREPAID TO:

Date: _____ Deliver By: _____

Contact: _____ Phone: _____

Authorized By: *Walter J Packard*

IMPORTANT INSTRUCTIONS

1. Accept no order as valid except on this form.
2. All labor, equipment and materials shall be in accordance with the latest Federal, State and Local codes, rules and regulations. Nothing in this purchase order is to be construed to permit work, furnish equipment or materials, not conforming to these laws.
3. All materials must comply fully with safety regulations of CAL-OSHA. **Material Safety Data Sheets are required.**
4. Transportation charges must be prepaid and shown on the invoice. If quoted FOB shipping point, enclose original receipted freight bill with invoice. **SHIPMENTS ARE TO BE MADE TO THE "SHIP PREPAID TO" ADDRESS ABOVE.**
5. DELIVERY SLIP MUST ACCOMPANY EACH DELIVERY
6. INVOICE TO:

(There must be a separate invoice for each order)

KERN COMMUNITY COLLEGE DISTRICT
ATTN: ACCOUNTING DEPARTMENT
2100 CHESTER AVENUE
BAKERSFIELD, CA 93301

Invoices for merchandise must be itemized, stating quantity, price and amounts of each item. Invoices for repairs must be itemized as to material and time and rate of labor.

INVOICES WILL NOT BE PAID UNTIL ALL ABOVE CONDITIONS ARE MET !!!

Item	Description	Quantity	Units	Unit Cost	Extended Cost
------	-------------	----------	-------	-----------	---------------

SALE PRICE

Definition and Allocation of Net Proceeds

- 1) Net proceeds derived from the operation of the College bookstores is defined as follows:
 - Total gross revenue less all direct bookstore costs. Direct bookstore costs consist of all personnel costs for employees working for the bookstore; costs of goods sold; and all operating costs such as supplies, repairs, and advertising.
 - Indirect costs which are not similarly allocated to other campus operations shall not be included as a deduction from gross revenues for purposes of determining net proceeds.
- 2) The College President or designee shall annually establish and maintain a reserve for the bookstore. This reserve shall be funded by net proceeds derived from the operation of the bookstore and will be restricted for use for bookstore operations.
- 3) Net proceeds remaining after the established bookstore reserve has been funded for the year shall be reserved for the benefit of student development programs. Budgets for the use of these funds shall be submitted as part of the annual College budget. Any unused funds shall be carried over and made available for the same purpose in ensuing years.

Associated student bodies may recommended expenditure priorities which are approved by the College President or designee.

Approved by the Chancellor's Cabinet
July 13, 1995

Selection of Library Materials

Responsibility for Selection--The basic responsibility for the selection of library materials rests with the professional staff of the Colleges. The head librarian at each College has the primary responsibility for maintaining and augmenting the library collection. Recommendations for purchases shall be made directly to the librarian.

Approved by the Chancellor's Cabinet
September 13, 1979

Bids and Contracts

Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

1. Purchase of goods or services up to the limits set out in the Public Contracts Code will require documented quotes.
2. Purchase of goods or services in excess of the limits set out in the Public Contracts Code will require formal advertised bids.
3. Construction services shall be limited to the bid limits outlined in the Cost Accounting Policies Manual of the California Uniform Public Construction Cost Accounting Mission.

Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Formal Advertised Bids

The District shall publish at least once a week for two (2) weeks in a newspaper of general circulation circulated within the District, or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on Kern Community College District website or through an electronic portal, a notice calling for bids or proposals, stating the materials or supplies to be furnished and the time and place when bids will be opened. The Kern Community College District may accept a bid that was submitted either electronically or on paper.

Notice Calling for Formal Advertised Bids (continued)

Bid and contract forms shall be prepared and maintained by the Chief Financial Officer. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Chief Financial Officer shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with California Labor Code Sections 1775 and 1776 governing payment of prevailing wages and California Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

The Chief Financial Officer shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

A deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts Awards

The awarding of bids and contracts shall be subject to the following conditions:

1. Any and all bids and contract proposals may be rejected by the District for good and sufficient reason.
2. All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
3. Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
4. Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. the District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

Purchase without Advertising for Bids

The Chief Financial Officer or designee is authorized to make purchases from firms holding county contracts without calling for bids where it appears advantageous to do so.

The Chief Financial Officer or designee may, without advertising for bids within all California counties, cities, towns or districts, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Chief Financial Officer or designee] may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

Duration of Continuing Contracts for Services and Supplies

1. Continuing contracts for work or services furnished to the District are not to exceed five (5) years.
2. Contracts for materials and supplies are not to exceed three (3) years.

Emergency Repair Contracts without Bid

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Chief Financial Officer may make a contract in behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the board.

Unlawful to Split Bids

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

Approved by Chancellor's Executive Council and Cabinet
September 13, 2005

**KERN COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES**

Independent Contractor Checklist

A. Required documentation for contractors operating as corporation, non-profit entity, partnership, association or Doing Business as (DBA). If the contractor provided a product or supplies, rather than services, complete Item 3 only.

- 1. KCCD’s Agreement with Independent Contractor or a specially negotiated agreement. Either must be signed by the Assistant Chancellor, Business Services and Director of Human Resources.**
- 2. Business license, if required, fictitious business name statement, business card and/or business letterhead. Provide any of the above.**
- 3. Brief description of services provided.**

IF THE RESPONSES/DOCUMENTATION FOR NUMBERS 1-3 OBVIOUSLY SUPPORT THE CATEGORIZATION OF AN INDEPENDENT CONTRACTOR, YOU MAY STOP. YOU DO NOT NEED TO RESPOND TO OR DOCUMENT ANY OF THE FOLLOWING COMMON LAW QUESTIONS.

B. “Common Law Questionnaire” Please complete the following IRS 20 Common Law Questions. Also, Educational Administrators carefully read the “Who are Employees” document before completing the questionnaire, and refer to Page 10 of “Who Are Employees” for factors that indicate the right to direct and control. Where your answer is ‘yes’, please provide a detailed rationale.

IF THE ANSWERS ARE 'NO' FOR ALL QUESTIONS EXCEPT 15 & 16, THE POSITIONS SHOULD BE AN INDEPENDENT CONTRACTOR.

1. If a contractor is required to comply with instructions concerning when, where, and how he/she is to complete the work, that individual is generally an employee. Does the District require the contractor providing services to comply with instructions concerning when, where, and how the work is done? NO _____ YES _____ (If yes, please explain)

2. Training workers indicates that the workers are expected to perform their work in a specific manner or method. Dose the District require the contractor to receive training? NO _____ YES _____ (If yes, please explain)

3. If the contractor's services are integrated into the business operations of the District, this generally shows that he/she is subject to direction and control. Are the services performed integrated into the KCCD business operations? NO _____ YES _____ (If yes, please explain)

4. If the services must be performed personally, it generally means that the employer will exercise control over the methods. Is the contractor required to personally perform services? NO _____ YES _____ (If yes, please explain)

5. Contractors may hire, supervise and pay other workers. This is indicative of an independent contractor status. Is the District responsible for supervising and paying any of the contractor's assistants? NO _____ YES _____ (If yes, please explain)

6. A continuing relationship between a contractor and the District is a factor indicating control. Is the relationship between contractor and KCCD a continuing relationship (year-to-year)? NO _____ YES _____ (If yes, please explain)

7. Does KCCD dictate the hours of work? NO _____ YES _____ (If yes, please explain)

8. If a contractor is compelled to devote full attention and time to the performance of District business and is not free to attend to any of his/her other gainful work, then essentially full-time hours are required. Is contractor required to work full-time to provide services to KCCD? NO _____ YES _____ (If yes, please explain)

9. Is the majority of work performed at a designated location at KCCD? NO _____ YES _____ (If yes, please explain)

10. An employee/employer relationship is indicated when the worker is not free to follow his/her own pattern of work. Does the District determine the steps or sequence in which the work is completed? NO _____ YES _____ (If yes, please explain)

11. If a worker is required to submit oral or written reports, this indicates a desire to control by the District. Is contractor required to provide oral or written reports? NO _____ YES _____ (If yes, please explain)

12. Is contractor paid by the hour, week, month, or agreed contract amount, using installment payments? Please explain:

13. When business and traveling expenses are directly paid by the District rather than reimbursed according to the contract, then the contractor is generally considered to be an employee. Is business or traveling expenses directly paid by KCCD? NO _____ YES _____
(If yes, please explain)

14. When the District furnishes the significant tools, materials and other equipment, and employer/employee relationship exists. Does contractor require significant use of KCCD equipment, supplies, and/or tools to complete work? NO _____ YES _____ (If yes, please explain)

15. Does contractor have a significant investment in his/her own facilities and equipment? NO _____ YES _____ (If no, please explain)

16. The person who can realize a profit or suffer a loss as a result of his/her services is generally an independent contractor. Is contractor capable of gaining a profit or suffering a loss from the contract with KCCD? NO _____ YES _____ (If no, please explain)

17. Persons who work for a number of individuals or firms at the same time are generally independent contractors. Does the contractor work solely for the District during the calendar year? NO _____ YES _____ (If yes, please explain)

18. The fact that a person makes his/her services available to the general public on a regular basis usually indicates an independent contractor relationship. Does the District structure the work in such a manner as to require full-time hours for the calendar year or during the contract period? NO _____ YES _____ (If yes, please explain)

19. An independent contractor cannot be discharged so long as he/she produces a result that meets contract specifications. Does KCCD have the right to terminate contractor for reasons not based on contract specifications? NO _____ YES _____ (If yes, please explain)

20. To be able to terminate a working relationship without incurring a liability is a factor indicating that an employee/employer relationship exists. Does KCCD have the right to terminate without liability? NO _____ YES _____ (If yes, please explain)

IRS SECTION 530-SAFE HARBOR RULE

The “Safe Harbor” rules apply where past practice in an industry recognizes a trade, profession, or service provider as being an independent contractor. If the decision to categorize this individual is based on known industry practice, please provide the required documentation/information to justify this decision. Below is a list of the information required to apply the Safe Harbor rule:

1. List other California Community Colleges that categorizes individuals working in a similar capacity as independent contractors. Please list names and current title of the contact person. Establish and document when the practice began. Collect any written procedures or policies that the school may have.
2. Describe any personal experience and knowledge with this practice within the trade or profession gained from interviews, industry tax literature, seminars, legal readings, etc. that would substantiate this categorization. (Please attach documentation)

My signature below indicates my agreement that this individual is appropriately categorized as an Independent Contractor.

Educational Administrator

(Signature & Date)

Director of Human Resources

(Signature & Date)

I have read the Independent Contractor Checklist and agree with the categorization of Independent Contractor for the services that I will be providing Kern Community College District.

Independent Contractor

(Signature & Date)

Fiscal Accountability Implementation

B-Warrant Audit Procedure

- 1) Back-up documentation will be reviewed on all payments exceeding \$5,000.
- 2) Back-up documentation will be reviewed for any service contract of \$15,000 or more or for any purchase of materials of \$21,000 or more.
- 3) There shall be spot-check audits involving review of documentation on any payment(s) deemed appropriate by the Internal Auditor.

Payroll-Retirement Audit Procedure

- 1) Back-up documentation will be reviewed for:
 - a. Appointment of employees and setting of salaries
 - b. Changing employment status
 - c. Review and approval of personnel actions by the governing board
 - d. Certification status
 - e. Overtime pay
- 2) Monthly tapes for the State Teachers' Retirement System (STRS) and the Public Employees' Retirement System (PERS) reports will continue to be provided to the Office of the County Superintendent of Schools for merger with tapes from that office.

Warrants

Warrants shall be stored in a secured compound within the District Information Technology Services (ITS) office. Accessibility is limited to the Director, ITS and his/her staff. An inventory of warrants, a log of warrants used and a transmittal sheet of warrants prepared are kept under his/her custody.

Signature Plates

Signature plates will be placed in the custody of the Internal Auditor.

Log

A log of all warrants issued and all warrants signed shall be maintained by the Internal Auditor. Voided warrants shall be accounted for and forwarded to the Director, Accounting Services.

Budget Limitations

The Business Manager at each College controls the budget for his/her respective campus and reviews the monthly budget/expenditure reports. Each department receives a copy of the appropriate budget/expenditure report for information purposes. The District Assistant Chancellor, Business Services, and the Director, Accounting Services, shall review the District's financial statement for budget control on a monthly basis prior to submission to the Board of Trustees for information at regularly scheduled Board meetings. The financial statements are prepared by major object code levels. The budget/expenditure reports by department, object code sequence, or funded projects option contain individual account numbers.

Public Accessibility of Records

Hours... Normal Business hours--8:00 a.m. to 5:00 p.m.
Monday through Friday

Copies. A nominal fee shall be charged for copies provided
to interested parties.

Records Retention

Records shall be maintained according to Title 5 of the California Administrative Code.

Bank Reconciliation and Warrants

The District accounting office shall prepare Bank Reconciliations. In conjunction with the Bank Reconciliations, the outlawing of warrants, issuance of duplicate warrants and forgery review shall be done by the District under the direction of the Assistant Chancellor, Business Services.

Garnishments

The administration of these legal orders may vary according to the type of initiating agency:

- 1) Some orders are one-time only and must be renewed prior to each payday.
- 2) Some orders are indefinite until terminated, paid, or amended by Court order (i.e., Child Support).
- 3) Most orders include instructions for notification of employee of amounts to be withheld, as well as formulas for computing the deduction amount based on earnings, exemptions, minimums, etc. These computations are sometimes required of the employee on forms provided. The withholding period begins ten (10) calendar days after receipt of the order and continues until the total amount is collected. It may end sooner if written notice specifying an earlier termination date and signed by the levying officer is received.
- 4) The District Payroll Department shall receive all notices of garnishment or lien against employees and shall implement the necessary payroll deductions in accordance with the specific instructions provided with each type of notice. The administration of these legal orders will vary according to the type of initiating agency.

Using deduction codes already set into the District's computer system, payroll deduction warrants will be created each month payable to various agencies such as the District Attorney (Family Support), Sheriff, Internal Revenue Service, etc.

Stop Notices, Levies, Liens and Assignments

When a subcontractor is seeking a lien against a general contractor, preliminary notice of the lien shall be filed by the subcontractor with the District within twenty (20) days after first furnishing material or labor.

If the subcontractor files a Stop Notice before the District's final ten percent (10%) payment and has complied with the above preliminary notice, the District shall notify the contractor of such notice and hold payment until material release and waiver of lien is obtained.

When a formal levy is filed against one (1) of the District's vendors by the Internal Revenue Service, Court Order, etc., the District Business Department shall administer such levy by complying with the specific instructions contained therein. This will entail withholding payment from the vendor, and remitting the amount required to be withheld to the levying agency, with a copy of the transaction going to the vendor. If there is no time limit specified in the levy, a *Release of Levy* is required before the District can resume payments to the vendor.

Lost and Forged Warrant Investigations

If the original warrant is not available due to being lost, destroyed, or stolen, the District shall obtain from the payee a notarized *Affidavit to Obtain Duplicate of Lost or Destroyed Warrant*. If the missing warrant has been cashed with a forged signature, there is no *Request for Cancellation*. The Affidavit above, augmented with a statement in the payee's handwriting stating, *Under penalty of perjury, the signature on the warrant is not my signature*, is all that is required.

Duplicate Warrant Issuance

Before a duplicate or replacement warrant is issued, disposition of the original warrant must be processed as follows:

If the original warrant is still available, it will be sent with a completed form, *Request for Cancellation of Warrant*, to the County Auditor-Controller and to the District Accounting Office. This form specifies the District, Fund, Payee, Warrant Number, Amount, Account Number, Reason for Cancellation and Signature of the County Auditor-Controller. This provision is also applicable to outlawed warrant issuance.

Upon completion of the appropriate disposition of the original warrant, per above, a replacement warrant can be prepared using the usual issuance process.

Credential Verification

The Personnel office shall verify credentials or minimum qualifications in conjunction with payroll issuances.

Coordination with County Auditor/Controller

The County Auditor/Controller shall determine written procedures for:

- 1) Cash receipts to identify deposits
- 2) Requests for blank warrants
- 3) Verification of the cash balance in the County Treasury
- 4) Stop payments on warrants

Continuity of Disbursing Officer

The Chancellor shall act as the Internal Auditor in his/her absence. In the event of an extended absence of the Internal Auditor, an acting Internal Auditor may be appointed by the Board of Trustees.

Approved by the Chancellor's Cabinet
February 6, 1990

Revised March 21, 1995
Revised May 9, 1995

**Guidelines for Use of
District/College Property/Facilities**

Priorities

- 1) First priority for property/facilities use is reserved for the College instructional programs.
- 2) Second priority for use of property/facilities will be given to College student organizations.
- 3) Third priority will be given to public agencies, schools and colleges, youth groups, civic and service organizations, and other applicants organized for cultural, educational or recreational activities.
- 4) Applications for use by commercial, for-profit entities and other applicants not covered by the law will be considered on an applicant basis as provided by law, Board Policy, and the effect upon the District's operations.
- 5) In-District applicants will have priority over non-District applicants.
- 6) No applicant will be allowed to monopolize a facility, equipment, or services. The use of a District/College facility will not be granted for a period exceeding one (1) semester.
- 7) Once the District/College approves a request for use and enters into an agreement to furnish facilities, equipment or services, that request shall have priority over any other requests except where need of the property for District/College purposes has subsequently developed, or in the case of an emergency as determined by the appropriate administrator.

Application and Agreement for Use of College Property/Facilities

- 1) Application for use of District/College facilities, equipment or services may be obtained from the appropriate office on the District/College site. On-line applications may be used where available.
- 2) Application for use of District/College property must be fully completed and filed with the facilities coordinator at least thirty (30) working days in advance of planned use. Normally the District/College will not schedule use of facilities more than three (3) months in advance or until the class schedule for the academic term covering the period of requested use has been published. When on-line applications are used, a signed Application and Agreement for Use of District Property form must be completed. The applicant is not to assume that the application is approved until notification is received from the District/College facilities coordinator. Upon approval, the District/College facilities coordinator will tentatively reserve the dates. If additional information stipulated by the District/College facilities coordinator is not received by the due date, the Chancellor, College President, or designee will release the dates without notice. All required information/documentation such as a signed application, deposit, insurance coverage, security arrangements, crowd control, and necessary agreements must be received no later than ten (10) working days prior to an event.
- 3) The applicant must include a description of all requested property. Applications shall be approved for specified hours and dates. The applicant shall not arrive before the time authorized and shall leave the District/College premises at the agreement expiration time. Facilities will not be accessible later than midnight, except by special permission granted prior to the use date.
- 4) An estimate of charges will be available prior to approval of any agreement. Appropriate administrative staff will determine when District/College personnel must be present and will assess appropriate charges. The estimated expenses will be based on the information provided by the applicant. Estimate subject to change if additional services, not part of original agreement, are made available.
- 5) If another applicant should request the dates in question or a portion thereof; the initial applicant will be required to execute a contractual agreement and submit the required deposit within seventy-two (72) hours of notification.

Application and Agreement for Use of College Property/Facilities (continued)

- 6) Prior outstanding event charges to the District/College must be paid in full before any subsequent requests by the liable applicant for use of facilities will be approved.
- 7) A damage deposit may be required by an applicant that carries equipment, brings a stage crew for purposes of staging a show or presentation or activity, or other cases determined by the District/College. This guarantee deposit, in an amount to be determined by the District/College and depending upon the facility used, shall be held by the College. Damage to District/College equipment and/or property, which occurs during the event and by reason of the use and/or occupancy of the premises, shall be paid from this damage deposit. The balance, if any, shall be returned to the organization. If the guarantee deposit is not sufficient to cover damage, the applicant shall be liable for the difference.

The applicant utilizing District/College facilities will be liable for any damage to or destruction of District property beyond that is caused by ordinary wear and tear as determined by the District. In addition future consideration for use of facilities may be denied.

The applicant is responsible for all expenditures necessary for the removal of all waste and debris and for the restoration of the property to the condition that existed prior to its use.

An initial facility(ies) inspection will be conducted within twenty-four (24) hours after the event has vacated the facility to determine the extent of damage, if any. A secondary inspection may be required if event equipment or structure required additional time to be removed from District premises. [This inspection will be completed within twenty-four (24) hours of equipment/structure removal.] The refund of this deposit will be assessed after the event and will be released once all parties are satisfied with the condition of the facility.

The District/College will charge the applicant at the time of settlement for any damages, and it will be the responsibility of the applicant to recover such charges from the applicant's insurance carrier.

The use of a District/College property may not take place during the facilities peak season or if damage based on wear and tear might be caused to the facility or property as a result of its use. The event may not interfere with normal operation of the District/College activities or instruction including the activities in the facilities adjacent to the venue.

- 8) The use of District/College facilities may not take place on Thanksgiving, Christmas, New Year's, or any other holiday or scheduled District/College closures when the Chancellor/College President or designee has determined that necessary personnel are not available for supervision.

Application and Agreement for Use of College Property/Facilities (continued)

- 9) The use of District/College facilities may not take place during vacation periods if the use conflicts with cleaning, renovating activities, and if necessary personnel are not available for supervision.
- 10) Proof of insurance is required for authorized public agencies, schools and colleges, youth groups, civic and service organizations, and other applicants organized for cultural, educational or recreational activities. Proof of insurance shall require such applicants to provide the Kern Community College District with a Certificate of Insurance evidencing liability coverage with limits of not less than one million dollars (\$1,000,000). The certificate must identify Kern Community College District as additional insured and be accompanied by an endorsement.

Government agencies which have self-insured programs must provide a hold harmless statement along with proof of self-insurance for all events.

- 11) The District/College will assume no obligation in the event that a change of day or time is requested once an application has been approved. The District/College reserves the right to cancel prior to the event as a result of extenuating circumstances.
- 12) Applications shall originate with the established and responsible organizations. An officer or official representative of the organization must sign the agreement.
- 13) Application for use of District property by applicants not covered by the law will be considered on an applicant basis as provided by law, Board Policy, and the effect upon the District's operations.

Classification of Groups for Fee Assessment

Instructional Use: Facility uses for (or in conjunction with) requirements of classes, approved by the appropriate supervisor, are not to be charged.

- 1) **Group I** (College Program--excess costs only) authorized District/College staff, students, and foundations which support the mission of the District, will be afforded the highest priority and shall be granted use of District/College property without charge, except if any use requires excess costs. A charge for such services may be made. A request from a District/College staff member or student organization may be charged for services when the use of facility is for events or functions which are not part of a class or instructional program.

Excess costs may include opening and closing a facility if no District/College employee is available to perform that function as a part of his/her normal duties; supervision if that employee would not normally be present as part of his/her normal duties; custodial services that would not have otherwise been performed as part of the normal custodial work cycle; outside normal operating hours; and cost of utilities directly attributed to the organizations use of the facilities.

If an event is co-sponsored by a group not associated with the Kern Community College District, proof of insurance shall be require by such applicants providing the Kern Community College District with a Certificate of Insurance. This

Certificate of Insurance will provide liability coverage with limits of not less than one million dollars (\$1,000,000). The certificate must list the Kern Community College District as additional insured and be accompanied by an endorsement.

- 2) **Group II** (Rental charge, actual costs, plus excess costs) applicants for authorized public agencies and nonprofit organizations organized for cultural, educational or recreational activities. (Proof of nonprofit status may be required.) Proof of insurance shall require such applicants to provide the Kern Community College District with a Certificate of Insurance provide liability coverage with limits of not less than one million dollars (\$1,000,000). The certificate must list the Kern Community College District as additional insured and be accompanied by an endorsement.

Facility rental includes opening and closing of facility, light custodial work and supervision. The custodial and grounds department will determine charges for extraordinary custodial set-up or clean-up.

Events for non-profit organizations whose purposes are to improve the general welfare of the local community, and charge no fees or admission for such events will fall under the Group I category.

- 3) **Group III** Commercial, for-profit entities and other applicants not covered by the law, will be charged Group II rates (rental charge, and actual costs, plus excess costs). College and District business officers are also authorized to negotiate with these applicants agreements which have Group II rates as a minimum and allow for a percentage of gross revenue. Proof of insurance shall require such applicants to provide the Kern Community College District with a Certificate of Insurance provide liability coverage with limits of not less than one million dollars (\$1,000,000). The certificate must list the Kern Community College District as additional insured and be accompanied by an endorsement.

Facility rental includes opening and closing of facility, light custodial work and supervision. The custodial and grounds department will determine charges for extraordinary custodial set-up or clean-up.

Events for non-profit organizations whose purposes are to improve the general welfare of the local community, and charge no fees or admission for such events will fall under the Group I category.

Fees for commercial photography and motion picture filming are not limited to the above fee schedule and may include overall campus use fees as negotiated with the applicant based upon overall impact on the District/College.

Regulations Pertaining to Use of District/College-Managed Property

- 1) The official representative must be an officer of the group I or II or present written authority from the organization making application for use of District/College property and shall be responsible for all damage or loss of District/College property.

- 2) All applicants are expected to observe District/College regulations, policies, and procedures.
- 3) All applicants shall provide supervision sufficient to assure compliance with law and District/College regulations. These applicants are also responsible for providing law enforcement officers when required to ensure crowd, parking, and traffic control. When required, an applicant must submit two (2) copies of a proposed facility plan to the facilities coordinator at least thirty (30) working days prior to the scheduled event date. Upon receipt of the floor plan, the District/College and the Fire Marshal will review it and make necessary recommendations if necessary. All proposed floor plans must be to scale. Applicants are not to assume that the facility plan is acceptable until they have received an approved copy of the plan.

All events that expect more than fifty (50) in attendance must be reviewed by the security office for security arrangement recommendations. The applicant may be required to submit a security plan for approval at least twenty (20) days prior to the date scheduled for the activity, and may be required to furnish and/or pay for security personnel, depending on the type of event and number of attendees. All security-staffing requirements are subject to the approval of the security office and will be set in a manner, which is fair and reasonable to the applicant but protects the interests of District/College.

These applicants are also required to provide ticket takers & ushers to properly staff each event. The applicant shall provide all badges for all personnel. Any sporting event, concert, or large gathering may require ambulatory services.

If management determines that a search is necessary for the given event, the applicant of that event will be required to pay for additional staffing. The security office will determine the exact number of staff that will be used as well as the costs.

Applicants are responsible for payment of all parking fees and must observe all parking regulation.

Any vehicles that are not designated campus vehicles are required to have a security issued permit to drive on campus.

The District/College is not responsible for articles left on District/College property. The applicant should secure valuable items, or the applicant should provide additional twenty-four-(24)-hour security. All security arrangements must be approved by the security office.

Regulations Pertaining to Use of District/College-Managed Property

(Continued)

Immediately call 911 for all medical emergencies and, along with any damages to facilities and property, must be reported to the security office.

- 4) A District/College employee shall be on duty on campus whenever a facility is being used and shall have full charge of the property being used.
- 5) All organizations, on-campus or off-campus, must have a responsible adult sponsor/advisor sign as the official representative, and this representative must be present during the use to provide supervision. This regulation applies to student applicants.
- 6) Any request by a non-District/College applicant, or any event generating revenue for a non-District/College purpose will be categorized as a non-District Use (Group II). In the case of co-sponsored events the following applies: all applicants generating revenue for non-District/College programs: Group II fees apply:

For co-sponsored events where all revenues go directly to District/College programs then Group I fees apply.

No facility rental fee will be charged when college programs are fund-raising for college operations, and will be considered as a Group I. The details of such arrangements; including handling of cash; must be communicated in writing prior to the event and approved by the Chancellor, College President, or designee. An additional requirement of this classification is that all gross revenues are deposited in the college or foundation accounts.

Stadium user maintenance fees; including excess costs still apply for these Group I activities such as the cost of utilities and additional labor for such events. [see [Appendix 3B1\(b\)](#)] of this Manual for the Facility, Equipment, and Service Fee Schedule.

No facility rental fee will be charged, when reciprocal arrangements for facility use have been worked out with other applicants. The details of such arrangements must be communicated in writing and approved by the Chancellor, College President, or designee.

- 7) The use of tobacco products is prohibited in all District/College buildings and only in designated outside areas. Possession of alcohol, drugs, firearms, fireworks, and other weapons are not permitted in or on District/College property. It is the agreement holder's responsibility to enforce this provision. No person, while in or on District/College facilities or property shall possess, consume, give, or deliver to any other person any alcoholic beverage, other intoxicants or narcotics. Alcoholic beverages may be served if approved by the District/College or its authorized representative.

Applicants requesting to serve alcoholic beverages on campus must submit an Alcohol Serving Event form to the Facilities Scheduling Office at least thirty (30) days prior to the scheduled event. [See [Procedure 3B1\(b\)](#) of this Manual for this form.] District/College policies on serving alcoholic beverages on site must be adhered to at all times.

- 8) District/College recognizes that its image and reputation are part of what makes renting the Kern Community College District's facilities desirable to community

organizations and others. To protect that image and reputation, the Kern Community College District or its designee reserves the right to approve the content of all events or programs and any publications, signage and advertising related to those events or programs held in the District/College facilities or on its property. Likewise, any use of the District/College logo in conjunction with an event or program requires the consent and approval of District/College Public Relations office. Promotional and advertising materials used on campus must be removed immediately after the event by the person sponsoring the event or by the District/College at the sponsoring organization's expense.

No advertisement, printing, or sale of tickets is permitted prior to approval of the application and receipt of deposit for the facility.

- 9) No alterations or physical changes shall be permitted in any building or on any landscaped areas. Decorations must meet fire safety regulations and shall be erected and removed in a manner not destructive to the property. Fire Department regulations prohibit the use of lighted candles, torches with open flame or fire of any type on District/College premises. A California State Fire Marshal flame-retardant certificate will be required for any questionable materials.

When determined by the Fire Marshal, stand-by personal may be required and the District/College will invoice the cost for stand-by personal to the applicant.

All electrical cords must be hung or displayed in a safe manner. Electrical wiring must be grounded and UL listed. Extension cords may be used provided they are plugged directly into an outlet or an approved power strip. Extension cords shall not be plugged into another extension cord. Cords shall be taped down to prevent them from becoming a trip hazard. No extension cords will be provided.

No structures may be erected, attached to or assembled on District/College premises or may any electrical mechanical or other equipment be brought thereon unless authorized by the Chancellor, College President, or designee. Equipment used for events is subject to inspection and approval by District/College personal. Safe working conditions must be observed.

Decorations are not permitted on ceilings, painted surfaces, columns, fabrics, portable folding partitions, decorative walls, or fire sprinklers.

Regulations Pertaining to Use of District/College-Managed Property

(Continued)

All physical arrangements and set-up information must be presented to the facilities coordinator when the application is submitted. Any changes or additions must be approved and submitted no later than a minimum of ten (10) working days prior to the event. The applicant is encouraged to provide this information as far in advance as possible in order to help ensure maximum efficiency and economy.

The facilities coordinator will determine if additional equipment will require ordering from an outside company: such as tables/chairs, etc.

No goods or services may be sold on the District/College sites without prior approval.

Keys to facilities shall be assigned only to employees of the District/College and only such employees shall open a building and facilities. Within a building, authorization is only given for entrance to specific areas and use of specific facilities.

Performance material content is subject to review. Applications may be denied based on information gathered from other sources regarding performers on-stage and back-stage practices.

All persons using District/College facilities must comply with local ordinance code on amplified sound. The person signing the agreement for the sponsoring organization is responsible for controlling sound to those standards. Amplified sound must cease between the hours of 10:00 p.m. through 9:00 a.m.

Amplified sound on campus during normal instructional hours should not exceed eighty (80) decibels. The level of amplified/or sound must be limited to reach only the immediate audiences. Sound checks must be conducted only during the hours amplified/or sound is allowed and approved for.

Speakers must be positioned carefully in order to prevent sound from disturbing persons not in the immediate area. Atmospheric conditions, buildings and the surrounding terrain can greatly influence the effect of amplification. The set-up should be carefully checked before each event and monitored occasionally during the event by the applicant.

- 10) All events at the field level of the College Stadium will provide a portable accessible toilet and lavatory accommodations per code for nondisabled persons and individuals with disabilities. This accommodation will be provided at **your** expense.

Minimum levels of heat, air conditioning, and lighting following prevailing safety codes will be in effect in all common areas during set-up, event and clean-up.

Regulations Pertaining to Use of District/College-Managed Property

(Continued)

All applicants are financially responsible to the District/College for all electrical and utility services provided to the applicant.

- 11) The District/College will provide all on-site food and beverage services on an exclusive basis for all scheduled activities. Catering services can also be provided for exhibitors, staff, etc.

The Food Services Director reserves the right to utilize reasonable available space for the sale of concession items. The Food Services Director reserves the right to

determine the number of food or alcohol concession stands/booths that will be operating.

Food and beverage may not be brought onto the premises of the District/College for the purpose of distribution to patrons without the expressed written permission of the Food Services Director. Applicants bringing food to a facility shall be responsible for compliance with all health and safety regulations.

Coolers and or similar containers are prohibited.

- 12) The College reserves the right to deny any application or revoke any agreement at any time if actions resulting from such application or permission may be harmful to the best interest of the District/College or if there is a conflict with any previously scheduled event. The District/College, at its discretion, has the right to cancel and terminate an agreement immediately and without notice upon its discovery of a violation of any term, condition, or provision of the agreement on the part of the applicant. Should any such violation occur, the District/College, at its discretion, shall have the right to deny any future requests by the applicant for the use of any other District/College property or facilities.

The Chancellor, College President, or designee reserves the right to deny use if, in its judgment, such use would cause disturbance in or annoyance to the surrounding neighborhood.

- 13) Clearance for the use of District/College property must be obtained from the Chancellor/College President or designee.
- 14) All references to the "appropriate District/College administrator" in the use of property policy and procedures shall mean the Chancellor/College President or his/her designee.

Approved April 26, 2011

Procedure 3B1(b)



Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099

- Bakersfield College
- Cerro Coso College
- District Office
- Porterville College

Permit for Event Use of Alcohol on District Property

The Alcohol Event form must be submitted to the event scheduling office no later than thirty (30) working days prior to the event date. The ABC requires a \$25.00 license application processing fee. The BC Foundation will initially fund the cost of the permit with the understanding the entity requesting the permit will reimburse the Foundation once invoiced.

Applicant's Name	Date
Entity	
Categories	Please respond accordingly.
Application for use of facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diagram of facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance	<input type="checkbox"/> SISC <input type="checkbox"/> Other
Security [minimum one (1) to two (2) officers required] See Procedure 3B1(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food Services	<input type="checkbox"/> Yes <input type="checkbox"/> No
List type of alcohol serving or selling at the event	
List required marketing plans or special arrangements needed.	
Approvals	
Authorized Event Applicant Representative	Date
Authorized Security/Safety Representative <i>(If appropriate, provide badge number.)</i>	Date
Authorized College/District Administrator	Date
Authorized Event Scheduling Office Representative	Date

Procedure 3B1(c)

Security Matrix

See following page.

Approved by the Chancellor's Executive Council
February 21, 2006

Approved by the Chancellor's Cabinet
March 13, 2007

Security Matrix

Groups	Hours	Attendance	Security
Group I—Instructional and Co-curricular event	Within or outside normal operating hours	Open to public	No security required (except Stadium events). If needed, security will be notified.
Group I—Event	Within normal operating hours	Open to public and not open to public	No security required. If needed, security will be notified.
Group I—Event	Outside normal operating hours	Open to public with fifty-(50)-plus attendance	Event reviewed by security designee.
Groups II and III--Event	Within normal operating hours	Open to public with fifty-(50)-plus attendance	Event reviewed by security designee.
Groups II and III--Event	Outside normal operating hours	Open to public with fifty-(50)-plus attendance	Minimum of two (2) security officers. If needed, security designee will be notified.
Groups I, II, and III—Events in Stadium	Within or outside normal operating hours	Open to public (Football game, Track meet, etc.)	Minimum of two (2) security officers for each side of Stadium. If needed, security designee will be notified.
Groups I, II, and III—Events with Alcohol	Within or outside normal operating hours	Open to public and not open to the public	Minimum of two (2) security officers. If needed, security designee will be notified.

1. The security designee will be notified of all events serving alcohol.
2. Security designee has option to increase or decrease officers as per the requirements outlined in the matrix.
3. School districts may provide their own security staff. The site security office must be notified and approved by security designee.
4. Complex managers are considered supervisors of an event, but have various duties that do not include security, crowd control, ushering, etc., which is the reason for requiring the presence of an officer.
5. If outside security companies are used, the following must be provided to District/College representative:
 - Company license from Bureau of Security and Investigative Services (BSIS)
 - Company liability insurance coverage
 - Officer(s) name(s) and guard card(s)
 - If officer(s) is carrying a gun--officer weapons permit(s)
6. For a large event, a minimum of two (2) officers are required for every one thousand (1,000) attendees (day or evening).

**Naming District/College
Properties, Facilities, and Programs
Procedure**

Procedures will include the following:

1. Colleges within the Kern Community College District will develop guidelines for nominating names for properties, facilities, or programs, to be approved by the College President, and in accordance with Kern Community College District Board **Policy 3B4**.
2. Properties, facilities, and programs named in accordance with the Kern Community College District Board **Policy 3B4**, shall carry prominent exterior signage as deemed appropriate by the Chancellor or designee.
3. The Kern Community College District Naming Properties, Facilities, and Programs Matrix will be utilized in the consideration of naming of District/College properties, facilities, and programs.

**Kern Community College District Naming
Properties, Facilities, and Programs Matrix**

<u>Funding Type</u>	<u>Minimum Donation</u>	<u>Remarks</u>
<u>Buildings and Related Facilities</u>		
College	\$25,000,000	
College Center	\$10,000,000	
Building Small	\$1,000,000	10,000 sf and smaller
Building Large	\$5,000,000	10,001 sf and larger
Floor of Building	\$500,000	Buildings 2 or more stories
Wing of Building	\$500,000	5,000 sf and larger
Classroom/Laboratory Rooms	\$100,000	
Conference/Seminar Rooms	\$100,000	
Auditoriums/Gymnasiums	\$1,000,000	
Atriums	\$75,000	
Foyers	\$75,000	
Hallways	\$50,000	
<u>Site Items and Related Facilities</u>		
Sports Facilities Small	\$1,000,000	1 acre and smaller
Sports Facilities Large	\$2,000,000 or more	Larger than 1 acre
Campus Roadways	\$500,000	
Monuments	\$250,000	
Plazas	\$250,000	5,000 sf and smaller
Courtyards	\$500,000	5,001 sf and larger
Grounds	\$500,000	Larger than 1 acre
<u>Educational Program Items</u>		
Department	\$1,500,000	
Program	\$1,000,000	
Endowed Chair	\$1,500,000	
Endowed Visiting Chair	\$1,500,000	
Endowed Research Funds	\$100,000	
Endowed Lecture Series	\$50,000	
Endowed Scholarships	\$25,000	

4. A photograph and biography of the benefactor(s) may be mounted in a place of honor in the interior of the building as deemed appropriate by the Chancellor or designee.
5. The cost of materials for benefactor recognition of major gifts including, but not limited to, building signage and tree plantings will be paid from the gift.
6. In the case of benefactor recognition that requires landscaping and grounds maintenance, an amount of money equal to two (2) times the cost for the initial improvements will be utilized from the gift. One-half (1/2) of the additional amount will then be used for the initial cost and the other half (1/2) will be used for the perpetual care of the specified landscaped area.
7. The Chancellor or designee reserves the right to make certain decisions related to signage and markers including, but not limited to, color, design, and size of any physical signage or markers that provide information about the benefactor(s).
8. The Chancellor or designee reserves the right and responsibility to determine and carry out the exact nature of any ongoing care and maintenance of any recognition.

Reviewed and Recommended by
Chancellor's Cabinet
October 28, 2008

Reviewed and Recommended by
District Consultation Council
September 29, 2009

Reviewed and Recommended by
Board Finance and Audit Committee
October 21, 2009

Meals and In-State Travel Allowance for Students

Meals

1. Meals will be funded for the approved travel party only (e.g., students and athletes eligible for competition).

2. Meals will be funded at the per diem rate noted below. Meal allowances may be adjusted up to the employee rates for travel to high-cost cities with prior approval by the appropriate Vice President. High-cost cities will be determined by the rates published by the Federal Internal Revenue Service.
 - ◆ Breakfast.....\$ 5.00
 - ◆ Lunch.....\$ 7.00
 - ◆ Dinner\$10.00

3. Travel must begin prior to 6:30 a.m. to receive funding for breakfast.

4. To receive funding for lunch, travel coverage is required for the entire period between 11:00 a.m. and 2:00 p.m.

5. Travel must conclude after 6:00 p.m. to receive funding for dinner.

6. A District Student Travel Authorization form must be signed by the approved traveling party and returned within ten (10) days to the College Business Services Office. [See **Procedure 3C1(b)** of this Manual for the District Student Travel Authorization form.]

7. The approved traveling employee must complete the District Student Travel Authorization form if meals or food goods are purchased on a group basis. The District Student Travel Authorization form must be returned within ten (10) days to the College Business Services Office. All receipts must accompany form.

8. Prepayment dollars for meals not spent must be returned to the College Business Services Office for deposit to the appropriate fund.

Lodging

1. Lodging will be funded for the approved travel party only, (e.g. students and athletes eligible for competition).
2. Lodging will be funded at cost.

Revised and Recommended by
District Vice Presidents
November 4, 2009

Reviewed and Revised by
Chancellor's Cabinet
November 10, 2009; December 8, 2009
Reviewed and Recommended
January 12, 2010

Reviewed and Recommended by
District Consultation Council
January 26, 2010

Procedure 3C1(b)

See following pages.

Approved by
Chancellor's Executive Council
January 23, 2007

Approved by
Chancellor's Cabinet
March 13, 2007

Revised March 31, 2009

Student Travel Authorization

03/2009
DO/BusServs

Original to: College Business Services Office

Student Travel Authorization—Page two

Instructions

1. The Student Travel Authorization form must be completed in its entirety.
2. Within ten (10) days of the conclusion of the event the completed Student Travel Authorization form, and excess funds, are to be received by the College Business Services Office. Any failure to comply with this requirement may cause denial of future requests for advances.
3. Meals will be funded for the approved travel party only (e.g., athletes eligible for competition, students).
4. Meals will be funded at the per diem rate of:
 - Breakfast.....\$ 5.00
 - Lunch.....\$ 7.00
 - Dinner.....\$10.00
5. Travel must begin prior to 6:30 a.m. to receive funding for breakfast.
6. To receive funding for lunch, travel coverage is required for the entire period between 11:00 a.m. and 2:00 p.m.
7. Travel must conclude after 6:00 p.m. to receive funding for dinner.

ABSENCE/TRAVEL REQUEST/REIMBURSEMENT CLAIM FORM INSTRUCTIONS

1. Please complete the top portion with date, name, event, destination, dates of event, times of departure and return, and classes to be missed, if applicable.
2. Indicate the budget number or numbers to be charged and identify the amount each source will be paying for the trip. The signature of the appropriate budget supervisor for each budget number to be charged is required.
3. Complete only the *estimated cost* portion when the request is initiated. Indicate type of transportation, information on lodging, registration fees, amount of meals, and miscellaneous charges. Prepayment for transportation, lodging, food and registration fees may be requested. Cash advances are available for up to ninety percent (90%) of the total estimated costs.
4. Please sign the form and have the immediate supervisor approve the request.
5. To request reimbursement complete the *Actual Expenses Claimed* section of the form. List all expenses, total the actual cost column, then deduct all prepayments. The balance will equal the amount to be reimbursed. The claim should be made within five (5) working days after the trip is completed.
6. Meals will only be reimbursed at the per diem reimbursement rate of \$55.00 per day: Breakfast, \$12.00; Lunch, \$15.00; and Dinner, \$28.00. The Chancellor and/or College President must approve actual reimbursement for meal costs that deviate from the per diem reimbursement rate.

Meal reimbursements will be prorated as follows:

Breakfast.....If travel is begun prior to 7:00 a.m.

Lunch....If travel covers entire period between 11:00 a.m. and 2:00 p.m.

DinnerIf travel is concluded after 6:00 p.m.

Travel--The most economical mode of transportation should be used. Travel by personal automobile will be reimbursed at the Board authorized rate per mile, and the employee must have an *Agreement For Use of Automobile* form on file with his/her Campus/District Business Services to receive reimbursement. A mileage chart will be provided for commonly visited areas. If destination is not listed, odometer readings will be required.

Non-reimbursable—Personal telephone calls, entertainment, or alcoholic beverages will not be reimbursed. Meals included as part of the meeting/conference registration will not be reimbursed.

Incidental Expenses—These include conference fees, portering services, business related telephone calls (use cell phone if District-provided and is available), faxes and internet, and tips.

Other Expenses--Receipts must be provided for all expenditures except meals including any prepayments. Baggage handling charges may be reimbursed up to \$5.00 per day without receipt. A receipt is required for extra baggage handling; use CalCard if you have one. If there are no expenses to be claimed, indicate so and return the form to College or District Business Services. This will return funds back to the proper budget account. **All claims must be submitted within thirty (30) days of the travel claim. For June travel, claims must be submitted no later than the July cut-off date for processing prior year invoices.**

Claim for Absence/Travel Reimbursement **General Guidelines**

General Reimbursement Policy

It is District policy that authorized travel expenditures will be reimbursed for lodging, meals, transportation and other incidental expenses (Board Policy Manual, **Policy 3C3**). Out of country travel requires District Chancellor's Office approval.

An Absence/Travel Request/Reimbursement Claim form must be processed for authorization to be absent, request for pre-payment, or reimbursement of travel expenses.

All claims must be submitted within thirty (30) days of the last day of travel. In June, claims must be submitted no later than twenty (20) days after fiscal year end.

Steps to Activate the Travel Process

- 1) Initiator will complete the travel request form and present it to immediate/approving supervisor. The initiator should complete all portions indicating preference for pre-payment of conference fees, lodging, and transportation or the use of a credit card to cover these expenditures. It will also be necessary to attach all pertinent backup documents.
- 2) The supervisor will approve the request and forward all copies to College or District Business Services.
- 3) College Business Services will issue requested pre-payments.
- 4) District Business Services will issue requested pre-payments or credit cards, retain one (1) copy for files and return the remaining copies to the initiator.

Guidelines

- 1) Within ten (10) working days after the trip is completed, the travel form requesting reimbursement for meals and miscellaneous expenses shall be submitted to the College or District Business Services. Receipts for all expenditures including any pre-payments shall be attached. Reasonable baggage handling charges may be reimbursed up to five dollars (\$5.00) per trip. No reimbursements for prior year claims will be processed after July 30 of the succeeding year.

Guidelines— (continued)

- 2) The most economical mode of transportation shall be used.
 - a. When travel is by personal automobile, between points having air service, the amount of travel reimbursement shall be no more than air fare (coach, unless that is not available) and will be reimbursed at the Board approved mileage reimbursement rate. The claim should include parking. Also, a current *Agreement For Use of Private Automobile* must be on file with the College or District Business Services office. A mileage chart will be provided for commonly visited areas. If the destination is not listed, odometer readings will be required.
 - b. When two (2) or more persons can conveniently travel together by car, they are urged to do so. The maximum transportation and living expenses allowance shall not exceed the sum of air coach travel costs that would have been incurred had the person traveled separately.
 - c. When travel is by public carrier, the claim shall not exceed cost of air coach fare plus necessary parking and/or limousine service. Receipt shall be submitted with claim.
 - d. When special considerations require use of an automobile (e.g., a trip having several successive destinations), these are to be explained on the travel claim. When a rental car is used, this should also be explained.
 - e. Charges for parking, tolls, taxi, and airport limousine shall be specified and receipt included.
- 3) Personal telephone calls, entertainment expenses, or alcoholic beverages will not be reimbursed.
- 4) If total reimbursement exceeds estimated costs by more than twenty-five dollars (\$25.00), the Budget Supervisor must approve (initial) overage amount before being submitted for payment.
- 5) If there are no expenses to be claimed, this shall be so indicated, and the form should be returned to the College or District Business Services so funds will be released back to the proper budget account.
- 6) If prepayments are made for lodging, commercial transportation, or conference registration, and travel is subsequently canceled, it is the initiator's responsibility to immediately notify the College or District Business Services.

Living Expenses

- 1) Lodging—The receipted lodging bill is to be submitted with the claim. All personal hotel charges, including telephone calls, will be deducted from the lodging bill.

Living Expenses (continued)

- 2) Meals—Reimbursed at the per diem rate of fifty-five (\$55.00) per day--breakfast, twelve dollars (\$12.00); lunch, fifteen dollars (\$15.00); dinner, twenty-eight dollars (\$28.00). Meal reimbursements will be prorated as follows: leave before 7:00 a.m. entitled to breakfast; away from regular work site for the entire period of 11:00 a.m.-2:00 p.m. entitled to lunch; return to regular work site after 6:00 p.m. entitled to dinner.

Reviewed and Recommended by
Chancellor's Executive Council
January 23, 2007

Reviewed and Recommended by
Chancellor's Cabinet
March 13, 2007

Revised 03/2009

Procedures for Cash Advances

Request for cash advances are limited to group travel involving students. A request for cash advances must be submitted on a requisition form.

Cash advances can be used for group travel involving students such as athletics, student government, class field trips, etc. An itemization of estimated expenses, a list of people participating in the trip, dates of trip, and purpose of travel should accompany the request for cash advance. The request for cash advance must have the appropriate approval. The responsible employee supervising the group travel will ensure all receipts are turned into the College Business Office. Any portion of the cash advance that is unsubstantiated is required to be returned to the College Business Office.

Approved by Chancellor's Cabinet

July 13, 1995



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099

**Procedure
 3C3B**

- Bakersfield College
- Cerro Coso College
- District Office
- Porterville College

Agreement for Use of Automobile on School Business

(This Form Must be Renewed Each Fiscal Year)

Fiscal Year

I hereby certify that I am licensed and have public liability, property damage, and medical insurance with coverage in the amounts required by the State of California to operate an automobile. I agree and understand that if approved by my supervisor for use of my private automobile while performing required duties, that the Board-approved mileage rate shall be deemed to be the actual expense of operating the automobile including gasoline, oil, and depreciation. This rate is determined by the Board of Trustees to be the actual travel expenses incurred by me in performing my duties. I understand that my private automobile insurance will be the primary insurance coverage in the event of an accident.

(Please attach copies of your Driver's License and Insurance certificate)

Signature of Employee/Student	Employee/Student ID Number @	Date
Type/Print Name	Position/Title	
Insurance Carrier	Policy Number	Driver's License Number

Signature of Supervisor	Date

Board Policy Manual

- 3C3 Staff Conferences and Meetings
 - 3C3A Employees who are authorized and directed by the Chancellor or designee to attend educational conferences or meetings may be reimbursed for expenses incurred. Out-of-country travel requires Chancellor or designee approval. See Procedure 3C3A(a) of this Manual for forms and procedures for attendance of conferences and meetings and for expense reimbursement.
 - 3C3B The most economical mode of transportation should be used. When a school car is not available and travel by private automobile is authorized, mileage shall be paid to the owner of the vehicle at the Board approved rate, mileage will be based upon most direct route. Receipt for commercial transportation shall be submitted with claim.

The Board approved rates for mileage reimbursements shall be the same as the guidelines used by the federal government (IRS). See Procedure 3C3B of this manual for the Agreement for Use of Automobile on School Business form.
- 3C4 Staff Transportation
 - 3C4A Employees whose duties necessitate in-district travel shall be paid for meals in accordance with the guidelines in Procedure 3C4A and for the use of their cars at the Board approved mileage rate described in Policy 3C3B. Itemized claim statements must be presented to ensure payment of claims. (See Procedure 3C4A of this Manual for the In-District Travel Expense Claim form and General Guidelines and Procedure 3C3B of this Manual for the Agreement for Use of Automobile on School Business form.)
 - 3C4B Private vehicles used for District business must be properly insured, currently registered, in safe and reliable working condition and appropriate for intended use. The employee shall certify that his/her automobile has public liability, property damage, and medical insurance, with coverage amounts at least in accordance with the minimum requirements of the State of California.
 - 3C4C Employees or students using either District or private vehicles for District business must be properly insurance and licensed. (See Policy 4B7 for student transportation policies.)

Procedure 3C4A

See Following Pages.

Reviewed and Recommended by
Chancellor's Executive Council
January 23, 2007

Reviewed and Recommended by
Chancellor's Cabinet
February 27, 2007

This form is to be utilized for In-District travel that does not involve an overnight stay and is part of the employee's regular job assignment.

General Guidelines

Submit completed form to College or District Business Services requesting reimbursement for meals and transportation expenses.

1. Meals—Reimbursement of meal cost will not exceed \$55.00 per day: Breakfast, \$12.00; Lunch, \$15.00; and Dinner, \$28.00. **The Chancellor and/or College President must approve actual reimbursement for meal costs that deviate from the per diem reimbursement rate.**

Meal reimbursements will be prorated as follows:

Breakfast... If travel is begun prior to 7:00 a.m.

Lunch If travel covers entire period between 11:00 a.m. and 2:00 p.m.

Dinner..... If travel is concluded after 6:00 p.m.

2. Travel--The most economical mode of transportation should be used. Travel by personal automobile will be reimbursed at the Board authorized rate per mile, and the employee must have an *Agreement For Use of Automobile* form on file with his/her Campus/District Business Services to receive reimbursement. A mileage chart will be provided for commonly visited areas. If destination is not listed, odometer readings will be required.
3. Non-reimbursable--Personal telephone calls, entertainment, or alcoholic beverages will not be reimbursed. Meals included as part of the meeting/conference registration will not be reimbursed.

All claims must be submitted within thirty (30) days of the last day of travel. In June, claims must be submitted no later than twenty (20) days after fiscal year end.

Classification Of Records

Class 1—Permanent Records

Definition according to Title 5, Section 59023

The original of each of the records listed below, or one (1) exact copy thereof when the original is required by law to be filed with another agency, is a Class 1—Permanent Record and shall be retained indefinitely, unless microfilmed in accordance with California Code of Regulations.

Board of Trustees/Chancellor

Report	Responsibility
District Organization/Reorganization Documents	Learning Services Center (LSC) Chancellor's Office
Elections Records	LSC Chancellor's Office
LSC Organization Documents	LSC Chancellor's Office
Minutes of all Board of Trustees Meetings	LSC Chancellor's Office
Property Records (titles, origination documents, etc.)	LSC Chancellor's Office

Finance

Report	Responsibility
Annual Accounts Receivable Report	Learning Services Center (LSC) Business Services
Appraisals of Land and Buildings	LSC Business Services
Auditors Report of District and Foundations	LSC Business Services
Bid Conditions (Advertised)	LSC Business Services
District Budget (Official)	LSC Business Services
Current Liability Report	LSC Business Services
Commercial Warrant Report	LSC Business Services
Deferred Maintenance Five-Year Plan	LSC Business Services
Earnings Reports (Quarterly)	LSC Business Services
Employee's Withholding Allowance Certificate	LSC Business Services
Enterprise and Student Annual Fund Reports	LSC Business Services
Facilities Inventory	LSC Business Services
Federal Withholding Tax Reports	LSC Business Services
Financial Annual Reports of all Funds	LSC Business Services
Fixed Assets (detail or summary records)	LSC Business Services
General Ledger and all Fund Ledgers	LSC Business Services
Lease Agreements	LSC Business Services
OASDI Reports	LSC Business Services
Payroll Adjustment Orders	LSC Business Services
Payroll Listing for CalPERS/CalSTRS	LSC Business Services
Payroll Summary (Annual)	LSC Business Services
Payroll Warrants Registers	LSC Business Services
Payroll and Salary Records	LSC Business Services
Payroll Officer Records	LSC Business Services

Finance (continued)

Report	Responsibility
Quarterly Wage and Withholding Report	LSC Business Services
Tax Records	LSC Business Services
Time Records (accrued vacation, sick leave, etc.)	LSC Business Services
W-2 Wage and Tax Statement	LSC Business Services

Human Resources

Report	Responsibility
<u>Official Personnel File (Regular Staff)</u> ➤ Original Application ➤ Letters of Recommendation ➤ Transcripts ➤ Verification of Experience ➤ Affirmative Action Survey ➤ Fingerprint History ➤ Original Interview Notes ➤ Notice of Employment ➤ Personnel Actions ➤ Requests for Board Action ➤ Employment Contracts ➤ Evaluations ➤ Leave History ➤ Salary Progression	LSC Human Resources
Benefit Enrollment Forms (health, dental, vision, tax shelter, life insurance, flex plan, optional insurances)	LSC Human Resources
Board Actions	LSC Human Resources
Collective Bargaining Agreements	LSC Human Resources
Employee Complaints	LSC Human Resources
Employee Grievances Files—Inactive	LSC Human Resources
Employee Permanent Records Cards	LSC Human Resources

Human Resources (continued)

Report	Responsibility
Faculty Obligation Report (1725)	LSC Human Resources
Pay Authorizations	LSC Human Resources
Staff Development Report	LSC Human Resources
Staff Diversity Report	LSC Human Resources
Student Complaints Against Personnel	LSC Human Resources
Workers' Compensation Accident or Injury Reports	LSC Human Resources
Workers' Compensation Quarterly Payroll Report	LSC Human Resources
EDD Benefit Audit—DE-1296B	LSC Human Resources
EDD Quarterly Contribution Return and Report of School Employees Wages Under the Unemployment Insurance Code (DE-9423)	LSC Human Resources
Employee Income Protection Insurance Records	LSC Human Resources
Employee Income Protection Insurance Records	LSC Human Resources
Safety Inspection Reports	LSC Human Resources
Department of Transportation Random Drug Testing Records	LSC Human Resources

Student

Report	Responsibility
Student Permanent Record (before 1987)	College Admissions and Records Office
<p>The following Student Data Elements Beginning 1987:</p> <ul style="list-style-type: none"> • Name of student • Date of birth • Student identifier (i.e., Social Security number) • Entering and leaving dates for each semester including summer session • Courses taken during each semester including summer session • Grades and credits given during each semester including summer session • Grades and credits accepted from other institutions • Degrees and certificates earned and dates awarded • Cumulative grade point averages • Average Daily Attendance (ADA)/Full-time Equivalent Students (FTES) including Period 1, Period 2, and Final reports (CCAF-320) • FTES attendance detail reports* 	LSC Information Technology

* *Changed to Class 3 after microfilming*

Student (continued)

Report	Responsibility
Faculty Contact Hours Adjustment (CCAF-320F)	LSC Information Technology
Apprenticeship Attendance Report (CCAF-321)	LSC Information Technology
Estimated Enrollment Fee Revenue	LSC Information Technology
Board of Governors Fee Waiver Program (BFAP 1-C)	LSC Information Technology
Request for Student Formal Hearings	College
Student Discipline Records	College

Approved by the Chancellor's Cabinet
April 21, 1994
Effective May 19, 1994

Revised October 22, 2002

Classification of Records

Class 2--Optional Records

Definition according to Title 5 Section 59024: Any record worthy of further preservation but not classified as Class 1--Permanent may be classified as Class 2-Optional and shall then be retained until reclassified as Class 3--Disposable.

Human Resources

Report	Responsibility
Workers' Compensation Log and Summary of Occupational Injuries and Illnesses—CAL/OSHA 200 [five (5) years]	Learning Services Center (LSC) Human Resources
Independent Contractor Checklist [three (3) years]	LSC Human Resources
Billings—Optional Insurances [two (2) years]	LSC Human Resources
Billings—SISC (health, dental, life insurance, behavioral health, vision) [two (2) years]	LSC Human Resources
Billings—Tax Shelters [two (2) years]	LSC Human Resources
LSC Warrant Requests (benefit billings) [three (3) years]	LSC Human Resources

Approved by the Chancellor's Cabinet
 April 21, 1994
 Effective May 19, 1994

Revised October 22, 2002

Classification of Records

Class 3--Disposable Records

Title 5, Section 59026 states that generally, a Class 3--Disposable record, unless otherwise specified, should be destroyed during the third (3rd) College year after the College year in which it originated. Section 59026 further states that Federal programs, including various student aid programs, may require longer retention. These longer retention periods are noted below.

Finance

Report	Responsibility
Accounts Payable Reconciliation [four (4) years]	Learning Services Center (LSC) Business Services
Accounts Receivable Reconciliation [four (4)]	LSC Business Services
Air Travel Reservations [four (4) years]	LSC Business Services
Applications of Special Project funds [six (6) years]	LSC Business Services/College Business Office
Bank Deposit Slips [seven (7) years]	LSC Business Services/College Business Office
Bank Reconciliation and Cancelled Checks [four (4) years]	LSC Business Services
Bank Statements [seven (7) years]	LSC Business Services
Bids [four (4) years]	LSC Business Services
Budget Worksheet [four (4) years]	LSC Business Services

Finance (continued)

Report	Responsibility
Cancelled Checks and Bank Reconciliation Student Body Records [seven (7) years]	LSC Business Services
Cash Collection Reports/Student Body Records [four (4) years]	LSC Business Services
Contracts [five (5) years]	LSC Business Services
<i>Enterprise Fund Detail Records</i>	LSC Business Services/College Business Office
Investment Records [four (4) years]	LSC Business Services
Invoices, LSC (outgoing) [four (4) years]	LSC Business Services
Invoices, Vendor's [four (4) years]	LSC Business Services
Journals (all funds) [four (4) years]	LSC Business Services
Membership Data forms (CalPERS/CalSTRS)	LSC Business Services
Other Financial Detail Records [five (5) years]	LSC Business Services
Petty Cash Payments Memo [four (4) years]	LSC Business Services/College Business Office
Purchase Orders (computer records) [four (4) years]	LSC Business Services
Timesheets/Cards [four (4) years]	LSC Business Services
Vendor's Files [five (5) years]	LSC Business Services/College Business Office
Warrants/Checks [four (4) years]	LSC Business Services/College Business Office

Human Resources

Report	Responsibility
Affirmative Action Recruitment Records [four (4) years]	LSC Human Resources
Employee Eligibility Verification (I-9) [three (3) years]	LSC Human Resources/College Human Resources Office
Employee Pre-Placement Drug Screens	LSC Human Resources
Employee Pre-Placement Physicals	LSC Human Resources
Recruitment Records (Applicant Pools) [three (3) years]	LSC Human Resources/College Human Resources Office
Report of New Employees (DE 34) [four (4) years]	LSC Human Resources
Report of Independent Contractors (DE 542) [four (4) years]	LSC Human Resources
Deceased/Terminated Retiree Files	LSC Human Resources
HCFA Data Match Project (MSPC-1)	LSC Human Resources

Student

Report	Responsibility
Permanent class record (roll sheet)	College
Grade Change form	College
Veterans Certification form [five (5) years]	College
Athletic Eligibility form [five (5) years]	College
Foreign student forms/documents [five (5) years]	College
Financial Aid Forms [five (5) years]	College

Approved by the Chancellor's Cabinet
 April 21, 1994
 Effective May 19, 1994

Revised October 22, 2002

Classification of Records

Class 4--Disposable Records (After the Current Semester)

Student

Report	Responsibility
Credit/No Credit Petition and Delete Grade Petition (student)	College
Petition to Audit	College
College Level Exam Program (CLEP) form	College
Add/Drop Course form	College
Advanced Placement form	College
Concurrent Enrollment form	College
Petition for Readmission	College
Posted Transcript	College
Residence classification support documentation	College
Petition for Graduation	College
Request for Transcript form	College
Refund Request form	College
Credit by Examination form	College
Diplomas and certificates [one (1) year past date of award]	College

Student (continued)

Report	Responsibility
Assignment of Incomplete ("I") Grade form [one (1) year]	College
Student Application form	College
Student Update form	College
General Person Update form	College
Verification forms (all)	College
Social Security Number (SSN) Changes	College
Subpoena Requests	College

Approved by the Chancellor's Cabinet
April 21, 1994
Effective May 19, 1994

Revised October 22, 2002

Classification of Records

Continuing Records

*According to Title 5, Section 59022, records of a continuing nature, i.e., **active** and **useful** for administrative, legal, fiscal, or other purposes over a period of years, shall not be classified until such usefulness has ceased. [An example of this is the **Student Education Plan**, which is a continuing record as long as it is active, then it becomes a Class 4—Disposable Record (after the current semester).]*

Approved by the Chancellor's Cabinet
April 21, 1994
Effective May 19, 1994

Computing and Network Use Prohibitions

Improper uses of Colleges/District computing and network resources are prohibited as follows:

- (1) The use of computing and network resources for cheating, plagiarism, furnishing false information, other acts of academic dishonesty, or malicious behavior that interferes with meeting the College/District educational mission is prohibited.
- (2) The use of computing and network resources shall not interfere with the work of employees or students nor disrupt the normal operation of the Colleges/District.
- (3) Computing and network use that monopolizes resources; network use that creates unnecessary network traffic; broadcast of inappropriate electronic mail and messages; transmission of electronic chain letters or other requests for money; and distribution or circulation of media known or suspected to contain computer viruses are prohibited.
- (4) Copying, distributing (either free or for monetary gain), or receiving copyrighted software or electronic information without paying the specified royalty (U.S. copyright laws) are prohibited.
- (5) Unauthorized computing and network account sharing is prohibited.
- (6) Attempts to gain unauthorized access to any computing or network resource are prohibited.
- (7) Unauthorized commercial or business use of Colleges/District computing and network resources for individual or private gain is prohibited.
- (8) Use of Colleges/District computing and network resources to intentionally transmit, receive, display or copy obscene, pornographic, discriminatory or harassing materials not related to coursework or research is prohibited.
- (9) Use of Colleges/District computing and network resources to access or attempt to access student or employee information for any purpose not specifically job-related violates state and federal laws and District policy and is prohibited.
- (10) The Electronic Communications Privacy Act (federal law) includes electronic mail and messages in the same category as U.S. mail and telephone calls, and defines unauthorized attempts to access another user's information as unlawful behavior. Such behavior is prohibited.

Reviewed and Recommended by
Chancellor's Cabinet, September 16, 2008
District Consultation Council, May 18, 2009

Computer Software Use Procedures

- (1) Only software which falls into one of the following categories may be used on equipment which is under the jurisdiction of the Kern Community College District:
 - (a) The software has been purchased by the District in sufficient quantities to account for one purchase for each machine on which the software is used, and a written record of the purchase is available in District files.
 - (b) The software is covered by a licensing agreement with the software author, vendor, or developer, as applicable; no tenets of the agreement have been violated by the user; and a written copy of the agreement is available in District files.
 - (c) The software has been donated to the District in accordance with the software license, and a written record of the donation or its acceptance is available in District files.
 - (d) The software has been developed or written by a District employee for use on District equipment, and full credit has been given to the developer by other users.
 - (e) The software is in the public domain, and documentation exists to substantiate its public domain status.
 - (f) The software is being reviewed or demonstrated as part of a purchasing or licensing decision, and arrangements for such review or demonstration have been satisfactorily reached between the District and the appropriate vendor or representative.
 - (g) The software is the personal property of the user, and these procedures and software license requirements are followed.

- (2) According to law, all copies are illegal unless they fall into one of the following categories:
 - (a) The copy is created as an essential step in the utilization of the computer program in conjunction with a machine, and it is used in no other manner.
 - (b) The copy is for archival purposes only, and all archival copies are destroyed when continued possession of the computer program ceases to be rightful.
 - (c) The copy is in compliance with the license agreement.
- (3) In order to certify the District's right-to-use software installed on District-owned computers, copies of all software licenses shall be on file at a designated location. When installing software on a District-owned computer, the person completing the installation is responsible for the following:
 - (a) Installation of the software according to instructions provided by the software author/distributor.
 - (b) Completion of a Software Registration Form. (See **Appendix 3E3**)
 - (c) Forwarding the Software Registration Form, the Software License Agreement received with the software, and a copy of the software purchase order to the designated location. These documents constitute an archival record.
- (4) If a software audit is performed either by District staff, law enforcement officers, or regulatory agencies, the archival records will be used to prove ownership of specific software products. If an archival record does not exist for a specific copy of software and the user is unable to provide proof of legal use as stated in these Procedures, the software will be deleted from the computer's storage media, and all backup copies will be destroyed.

Approved by the Chancellor's Cabinet
May 23, 1993

Renumbered 4/21/94, 2/11/97, and 10/11/00

College Computing and Network Use Procedures

The Colleges of the Kern Community College District may develop, adopt, and implement written computing and network use procedures that are consistent with the District's Computing and Network Use Policy, including, but not limited to references to:

- A. The District Computing and Network Use Policy including its ten (10) prohibitions.
- B. The legal aspects of computing and network use procedures such as:
 - (1) The rights of users to freely examine issues.
 - (2) Sexual harassment and creating a hostile environment
 - (3) Freedom from intimidation, embarrassment, or fear
 - (4) Rules related to behavior
- C. The development of priorities that emphasize computing and network use that is related to the mission of the College/District.
- D. Sanctions that range from a warning, to restriction of use, to disciplinary action, to legal action.
- E. College Computing and Network Use Procedures will have the approval of the President, will be given wide dissemination to users, and will be forwarded to the District Director, Information Technology.

Reviewed and Recommended by
Chancellor's Cabinet
September 16, 2008

Reviewed and Recommended by
District Consultation Council
May 18, 2009

Attaching Outside Agencies to the District Wide Area Network (WAN)

1. A written proposal to attach outside agencies to the District WAN is required, and must meet the following stipulations:
 - a) Cite and explain the mutual benefit to the District and the outside agency of the proposed attachment.
 - b) Identify the costs required to establish and maintain the proposed attachment with the assistance of the District Information Technology staff. Cost considerations should include, but not be limited to, the following:
 - Hardware costs
 - Support costs
 - Bandwidth costs
 - Personnel costs
 - Other costs
 - c) Propose the method for either recovering the related costs, and/or demonstrating the quantifiable off-setting financial benefits to the KCCD.
 - d) Specify the proposed terms and conditions, which include the following:
 - Duration of the agreement and means for evaluating whether it should be extended, renewed, or terminated
 - Services to be provided
 - Costs to the District and method of cost recovery and/or reimbursement
 - Disclaimers related to the interruptions outside the control of KCCD
 - Mutually agreed upon security provisions
 - Method of distribution of resources and obligations upon dissolution of agreement

- 2) A proposal following the stipulations set forth in the Procedures noted in #1, above, will be presented to the District-wide Information Technology Committee (DWITC) for consideration, with action following at a subsequent meeting.
- 3) The DWITC recommendation will be taken to the Chancellor's Cabinet for consideration.
- 4) The agreement or contract for attaching the outside agency to the District WAN will be taken to the Board of Trustees for action upon the recommendation of the Chancellor's Cabinet.
- 5) Once the proposal to attach an outside agency to the District WAN is approved, the Assistant Chancellor, Information Technology will implement the agreement and proceed with the project.

Approved by the Chancellor's Cabinet
February 8, 2000

Electronic Mail Procedure

PART ONE--INTRODUCTION

The purpose of this Procedure is to assure that:

1. The Kern Community College District (KCCD) community is informed about the applicability of policies and laws to electronic mail;
2. Electronic mail services are used in compliance with those policies and laws;
3. E-mail users are informed about how concepts of privacy and security apply to electronic mail; and
4. Disruptions to KCCD electronic mail and other services and activities are minimized.

PART TWO--DEFINITIONS

Any readers unfamiliar with the terminology used in this Procedure can refer to a set of definitions in Appendix 3E3, Part C.

PART THREE--GENERAL INFORMATION

General information regarding electronic mail has been included in [Appendix 3E3](#), Part D.

PART FOUR--SCOPE

This Procedure applies to:

1. All electronic mail systems and services provided or owned by the KCCD.
2. All users, holders, and uses of KCCD E-mail services.
3. All KCCD E-mail records in the possession of KCCD employees or other E-mail users of electronic mail services provided by the KCCD.

This Procedure applies only to electronic mail in its electronic form. The Procedure does not apply to printed copies of electronic mail.

PART FIVE--GENERAL PROVISIONS

1. **Purpose**--In support of its mission of instruction and public service, the KCCD encourages the use of KCCD electronic mail services to share information, to improve communication, and to exchange ideas.
2. **KCCD Property**--KCCD electronic mail systems and services are KCCD facilities as that term is used in other policies and guidelines. Any electronic mail address or account associated with KCCD, or any sub-unit of the KCCD, assigned by the KCCD to individuals, sub-units, or functions of the KCCD, is the property of the KCCD.
3. **Service Restrictions**--Those who use KCCD electronic mail services are expected to do so responsibly, that is, to comply with state and federal laws, with this and other policies and procedures of KCCD, and with normal standards of professional and personal courtesy and conduct. Access to KCCD electronic mail services is a privilege that may be wholly or partially restricted by KCCD without prior notice and without the consent of the E-mail user when required by and consistent with law, when there is substantiated reason (as defined in **Appendix 3E3**, Part C, Definitions) to believe that violations of policy or law have taken place, or, in exceptional cases, when required to meet time-dependent, critical operational needs.

Part Five (continued)

4. **Consent and Compliance**--An E-mail holder's consent shall be sought by KCCD prior to any inspection, monitoring, or disclosure of KCCD E-mail records in the holder's possession, except as provided for in Part Five, Number 5. KCCD employees are, however, expected to comply with KCCD requests for copies of E-mail records in their possession that pertain to the administrative business of KCCD, or whose disclosure is required to comply with applicable laws, regardless of whether such records reside on a computer housed or owned by KCCD. Failure to comply with such requests can lead to the conditions of Part Five, Number 5.

5. **Restrictions on Access Without Consent**--KCCD shall only permit the inspection, monitoring, or disclosure of electronic mail without the consent of the holder of such E-mail (a) when required by and consistent with law; (b) when there is substantiated reason (as defined in **Appendix 3E3**, Part C, Definitions) to believe that violations of law or KCCD policies listed in **Appendix 3E3**, Part B have taken place; (c) when there are compelling circumstances as defined in Part Three; or (d) under time-dependent, critical operational circumstances as defined in Appendix 3E3, Part C, Definitions.

When the contents of E-mail must be inspected, monitored, or disclosed without the holder's consent, the following shall apply:

- (A) **Authorization**--Except in emergency circumstances as defined in **Appendix 3E3**, Part C, Definitions, and pursuant to Part Five, Number 5b, such actions must be authorized in advance and in writing by KCCD Assistant Chancellor for Information Technology Services (IT). Authorization shall be limited to the least perusal of contents and the least action necessary to resolve the situation.

- (B) **Emergency Circumstances**--In emergency circumstances as defined in **Appendix 3E3**, Part C, Definitions, the least perusal of contents and the least action necessary to resolve the emergency may be taken immediately without authorization, but appropriate authorization must then be sought without delay following the procedures described in Part Five, Number 5A, above.

Part Five, Number 5 (continued)

- (C) **Notification**--In either case, the responsible authority or designee shall, at the earliest possible opportunity that is lawful and consistent with other KCCD policies and procedures, notify the affected individual of the action(s) taken and the reasons for the action(s) taken.
 - (D) **Compliance with Law**--Actions taken under Part Five, Numbers 1 and 2 shall be in full compliance with the law and other applicable KCCD policy and procedure, including laws and policies listed in **Appendix 3E3**, Part A.
- 6. **Recourse**--Individuals who believe that actions taken by employees or agents of KCCD were in violation of this Procedure should file a complaint with the Assistant Chancellor for IT.
 - 7. **Misuse**--In general, both law and KCCD policy prohibit the theft or other abuse of computing resources. Such prohibitions apply to electronic mail services and include (but are not limited to) unauthorized entry, use, transfer, and tampering with the accounts and files of others, and interference with the work of others and with other computing facilities. Under certain circumstances, the law contains provisions for felony offenses. Users of electronic mail are encouraged to familiarize themselves with these laws and policies (see **Appendix 3E3**, Part A, References).

PART SIX--SPECIFIC PROVISIONS

- 1. **Allowable Use**--In general, use of KCCD electronic mail services is governed by policies that apply to the use of all KCCD facilities. In particular, use of KCCD electronic mail services is encouraged and is allowable subject to the following conditions:
 - (A) **Purpose**--Electronic mail services are to be provided by KCCD organizational units in support of the teaching, research, and public service mission of KCCD, and the administrative functions that support this mission.

Part Six, Number 1 (continued)

- (B) Users--Users of KCCD electronic mail services are to be limited primarily to KCCD students, faculty, staff, and community users for purposes that conform to the requirements of this Section.
- (C) Non-Competition--KCCD electronic mail services shall not be provided in competition with commercial services to individuals or organizations outside the KCCD.
- (D) Restrictions--KCCD electronic mail services may not be used for: unlawful activities; commercial purposes not under the auspices of KCCD; personal financial gain (see applicable academic personnel policies); personal use inconsistent with Part Six, Number 1H; or uses that violate other KCCD policies or guidelines. The latter include, but are not limited to, policies and guidelines (see **Appendix 3E3**, Part A, References) regarding intellectual property, or regarding sexual or other forms of harassment.
- (E) Representation--Electronic mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of KCCD or any unit of KCCD unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing KCCD. (e.g., "These opinions are my own, not those of KCCD.")
- (F) False Identity--KCCD E-mail users shall not employ a false identity. E-mail may, however, be sent anonymously, provided this does not violate any law or any KCCD policy, and does not unreasonably interfere with the administrative business of KCCD.

Part Six, Number 1 (continued)

- (G) Interference--KCCD E-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference with others' use of E-mail or E-mail systems. Such uses include, but are not limited to, the use of E-mail services to: (a) send or forward E-mail chain letters; (b) "spam," that is, to exploit listservers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited E-mail; and (c) "letter-bomb," that is, to resend the same E-mail repeatedly to one or more recipients to interfere with the recipient's use of E-mail.
- (H) Personal Use--KCCD electronic mail services may be used for incidental personal purposes provided that, in addition to the foregoing constraints and conditions, such use does not: (i) directly or indirectly interfere with the KCCD operation of computing facilities or electronic mail services; (ii) burden the KCCD with noticeable incremental cost; or (iii) interfere with the E-mail user's employment or other obligations to the KCCD.

2. Security and Confidentiality

- (A) The confidentiality of electronic mail cannot be assured. Such confidentiality may be compromised by applicability of law or policy, including this Procedure, by unintended redistribution, or because of inadequacy of current technologies to protect against unauthorized access. Users, therefore, should exercise extreme caution in using E-mail to communicate confidential or sensitive matters.
- (B) Users should be aware that, during the performance of their duties, network and computer operations personnel and system administrators need from time to time to observe certain transactional addressing information to ensure proper functioning of KCCD E-mail services, and on these and other occasions may inadvertently see the contents of E-mail messages. Except as provided elsewhere in this Procedure, they are not permitted to see or read the contents intentionally; to read transactional information where not germane to the foregoing purpose; or disclose or otherwise

Part Six, Number 2B (continued)

use what they have seen. One exception, however, is that of systems personnel (such as "postmasters") who may need to inspect E-mail when re-routing or disposing of otherwise undeliverable E-mail. This exception is limited to the least invasive level of inspection required to perform such duties. Furthermore, this exception does not exempt postmasters from the prohibition against disclosure of personal and confidential information of the previous paragraph, except insofar as such disclosure equates with good faith attempts to route the otherwise undeliverable E-mail to the intended recipient. Re-routed mail normally should be accompanied by notification to the recipient that the E-mail has been inspected for such purposes.

- (C) The KCCD attempts to provide secure and reliable E-mail services. Operators of KCCD electronic mail services are expected to follow sound professional practices in providing for the security of electronic mail records, data, application programs, and system programs under their jurisdiction. Since such professional practices and protections are not foolproof, however, the security and confidentiality of electronic mail cannot be guaranteed. Furthermore, operators of E-mail services have no control over the security of E-mail that has been downloaded to a user's computer. As a deterrent to potential intruders and to misuse of E-mail, E-mail users should employ whatever protections (such as passwords) are available to them.

- (D) Users of electronic mail services should be aware that even though the sender and recipient have discarded their copies of an electronic mail record, there may be back-up copies that can be retrieved. Systems may be "backed-up" on a routine or occasional basis to protect system reliability and integrity, and to prevent potential loss of data. The back-up process copies data onto storage media that may be retained for periods of time and in locations unknown to the originator or recipient of electronic mail.

Part Six (continued)

3. Archiving and Retention

- (A) KCCD does not maintain central or distributed electronic mail archives of all electronic mail sent or received. Electronic mail is normally backed up only to assure system integrity and reliability, not to provide for future retrieval. Operators of KCCD electronic mail services are not required by this Procedure to retrieve E-mail from such back-up facilities upon the holder's request, although on occasion they may do so as a courtesy.
- (B) E-mail users should be aware that generally it is not possible to assure the longevity of electronic mail records for record-keeping purposes, in part because of the difficulty of guaranteeing that electronic mail can continue to be read in the face of changing formats and technologies and in part because of the changing nature of electronic mail systems. This becomes increasingly difficult as electronic mail encompasses more digital forms, such as compound documents composed of digital voice, music, image, and video in addition to text. Furthermore, in the absence of the use of authentication systems (see Part One, Number 4), it is difficult to guarantee that E-mail documents have not been altered, intentionally or inadvertently.
- (C) E-mail users and those in possession of KCCD records in the form of electronic mail are cautioned, therefore, to be prudent in their reliance on electronic mail for purposes of maintaining a lasting record. Sound business practice suggests that consideration be given to transferring (if possible) electronic mail to a more lasting medium/format, such as acid-free paper or microfilm, where long-term accessibility is an issue.

PART SEVEN--PROCEDURE VIOLATIONS

Violations of KCCD procedures governing the use of KCCD electronic mail services may result in restriction of access to KCCD information technology resources. In addition, disciplinary action, up to and including dismissal, may be applicable under other KCCD policies, guidelines, implementing procedures, or collective bargaining agreements.

PART EIGHT--RESPONSIBILITY FOR PROCEDURE

The Assistant Chancellor for IT is responsible for development and maintenance of this Procedure, with the concurrence of the District-Wide IT Committee (DWITC).

Approved by Chancellor's Cabinet
March 28, 2000

Wireless Communication Devices

1. All employees who require the use of a wireless communication device to conduct District business must complete and submit the Kern Community College District Wireless Communication Device Authorization Request form. (See [Appendix 3E5](#))

Reviewed and Recommended by
Chancellor's Cabinet
November 18, 2008

Reviewed and Recommended by
District Consultation Council
October 27, 2009

Appendix

Appendix 3A1B

**KERN COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR
Fiscal Year 2006-2007**

<i>DATE</i>	<i>TASK</i>	<i>RESPONSIBILITY</i>
To be determined by each location	College Business Offices issues FY 2006-07 budget preparation instructions to the colleges including changes to the Accounting Matrix (Chart of Accounts).	District CFO, Business Directors & Presidents
Jan-Feb. 2006	Review of all labor, FTE's, FOAPAL distributions for FY 2006-07	District CFO & Business Directors
01-Feb-06	Sabbatical Leave Applications submitted	HR Department
28-Feb-06	Budget ID's and Phases established in Banner for FY 2006-07	District CFO
15-Mar-06	Tentative 2006-07 Unrestricted Budget Allocation distributed	District CFO
31-Mar-06	Finalize FY 2006-07 Labor	District CFO & Business Directors
15-Apr-06	Publish Notice in a newspaper of general circulation of dates and locations for public inspection of FY 2006-07 Tentative	DO Business Services
28-Apr-06	Finalize FY 2006-07 non-labor expenses and income	District CFO & Business Directors
05-May-06	Final Cut off for Changes to FY 2006-07 Tentative Budget	District CFO & Business Directors
5/8-19/2006	Finalization of FY 2006-07 Tentative Budget	District CFO & Business Directors
13-May-06	Cut-off date for ALL budget changes (Campuses & DO), for FY 2006-07 Tentative Budget	All staff
16-May-06	Assemble Tentative Budget	District CFO, Business Directors & Presidents
01-Jun-06	Tentative Budget available for public perusal	Staff
08-Jun-06	Tentative FY 2006-07 Budget presented to Governing Board in work session for adoption.	District CFO & Business Mgrs
10-Jul-06	Upload FY 2006-07 Tentative Budget in Banner Production	District CFO
01-Aug-06	Publish Notice in a newspaper of general circulation of dates and locations for public inspection of Final Budget.	DO Business Services
01-Aug-06	Cutoff date for ALL budget changes to proposed for Adopted Budget	
01-Sep-06	Final Budget available for public perusal	Staff
07-Sep-06	Public hearing and adoption of Final Budget by Board of Trustees	District CFO, Business Directors & Presidents
08-Jul-06	Enter Final Adopted Budget in Banner	District CFO, Business Directors & Presidents



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099
 (661) 336-5100

Grant Notification Intent to Apply Form

- Bakersfield College
- Cerro Coso Community College
- Porterville College
- District Office

Appendix 3A2E (1)

Date	Primary Contact	Telephone Numbers(s)		
Funding Source		Amount	Period (dates)	
Grant Title				
Type:	<input type="checkbox"/> Grant <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Contract <input type="checkbox"/> New <input type="checkbox"/> Renewal	Estimated Submittal Date: _____ Submittal Deadline: _____		
Required Approvals				
Initiator's Signature	Date	Area Administrator's Signature	Date	
	Date	Campus Business Manager's Signature	Date	
College President's/Designee's Signature	Date	Vice-Chancellor, Educational Services'/Designee Signature (will share with appropriate District Managers)	Date Received	Date
	Date			
Executive Summary of the Grant Opportunity (attach additional sheets as necessary)				

11/10/10

Distribution: Duplicate as needed



Grant Approval to Subm Routing Sheet

- Bakersfield College
- Cerro Coso Community College
- Porterville College
- District Office

Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099
(661) 336-5100

Appendix 3A2E (2)

Date	Primary Contact	Telephone Numbers(s)		
Funding Source		Amount	Period (dates)	
Grant Title				
Type:	<input type="checkbox"/> Grant <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Contract <input type="checkbox"/> New <input type="checkbox"/> Renewal	Estimated Submittal Date: _____	Submittal Deadline: _____	
Match Requirements				
Cash Match Amount _____		Match Amount Required _____		
In-kind Match Amount _____		Match Source _____		
Other (explain) _____				
Operational Impact on Campus/District		Operational Impact Summary		
Indirect Cost Recovery \$ _____ %				
Please check if applicable				
	Yes			No
Accounting/Auditing				
Facilities				
Personnel				
Information/Instructional Technology				
Maintenance and Operations				
Required Approvals				
<i>Note: All grant applications must arrive at the College President's Office at least twenty-four hours prior to submission, or earlier. All levels of college signatures must be acquired before submittal to the College President granting agency-and the Office of Educational Services.</i>				
Initiator's Signature	Date	Area Administrator's Signature	Date	
Vice-President's Signature	Date	Campus Business Manager's Signature	Date	
College President's/Designee's Signature	Date	Vice-Chancellor, Educational Services' Signature	Date	
Director, Information Technology (if applicable)	Date	District Chief Financial Officer's Signature	Date	
Chancellor's/Designee's Signature			Date	
Please attach executive summary or abstract.				

Definition of Terms

Section—Matching Requirements

Cash Match Amount—Amount of cash funding required to be matched with grant funding.

In-kind Match Amount—Amount of currently budgeted resources (i.e., salary, equipment, etc.) required to be matched with grant funding. Could also be partner's contribution of time, equipment or services.

Match Amount Required—Amount of funding/resources required as matching funds by the grant authority.

Match Source—Match sources could be 10% of payroll supervisor's cost (In-kind match) or purchase \$10,000 in computer equipment (cash match).

Section—Operational Impact Upon Campus

Maintenance and Operations—New operational requirements of Maintenance and Operations

Indirect Cost Recovery—Recovery of Indirect costs associated with running a grant (i.e., cost of Administration, Human Resources, Finance, etc.)

Percentage—Percentage of Indirect cost recovery _____(?) (i.e., 4%, 8%, 27%).
Note: District has an approved specific federal indirect cost rate of 32%.)

Section—Other Operation Impact

Executive Summary—Summary of grant/contract purpose and how it fits with College Educational Master Plan and Strategic Plan.

Reviewed by
Chancellor's Cabinet
June 22, 2010

Reviewed by
Chancellor's Cabinet
Nov. 9, 2010



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099
 (661) 336-5100

Notification of Award Form

- Bakersfield College
- Cerro Coso Community College
- Porterville College
- District Office

Date	Primary Contact	Telephone Numbers(s)	
		Telephone Number(s)	
Funding Source	Amount	Period (dates)	
Grant Title			
Type:	<input type="checkbox"/> Grant <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Contract <input type="checkbox"/> New <input type="checkbox"/> Renewal		
Match Requirements			
Cash Match Amount _____	Match Amount Required _____		
In-kind Match Amount _____	Match Source _____		
Other (explain) _____			
Operational Impact on Campus/District			
		Operational Impact Summary	
Indirect Cost Recovery			
\$ _____ %			
<i>Please check if applicable</i>			
	Yes		No
Accounting/Auditing			
Facilities			
Personnel			
Information/Instructional Technology HR			
Maintenance and Operations			
Award Notification			
<p><i>Note: When you are notified of grant approval/renewal with an Award Letter with dollar amounts, a Request for Board Action form must be submitted to the Vice Chancellor, Educational Services. Once the Board of Trustees has approved the Grant, a fund code can be issued for budgetary expenditure purposes.</i></p> <p>Date Grant was awarded: _____</p> <p>Notification received by: <input type="checkbox"/> email <input type="checkbox"/> correspondence <input type="checkbox"/> other</p> <p>Please attach the following documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notification information <input type="checkbox"/> Board of Trustees Request for Board Action <input type="checkbox"/> KCCD Budget Form <p>Please mark applicable boxes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Need RP Number <input type="checkbox"/> Need an Org Code 			
11/10/10	Distribution: Duplicate as needed	See Back for Definitions of Terms	

Application and Agreement for Use of District Property

See following pages.

Approved by
Chancellor's Executive Council
February 21, 2006

Approved by
Chancellor's Cabinet
April 26, 2011



Request due thirty (30) working days prior to the event.

- Bakersfield College
- Cerro Coso College
- District Office
- Porterville College

Application and Agreement for Use of District Property

Name of Organization					Date			
Type of Organization								
Name of Event								
Attendance Expected			Description of Activity: <input type="checkbox"/> Meeting <input type="checkbox"/> Lecturer/Speaker <input type="checkbox"/> Dinner <input type="checkbox"/> Dance <input type="checkbox"/> Performance <input type="checkbox"/> Concert <input type="checkbox"/> Sport Event <input type="checkbox"/> Alcohol <input type="checkbox"/> Other					
Authorized Supervisor/Representative								
Amount Charged (if any) \$			Is the activity open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No Will anything be offered for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No Will there be any paid participants? <input type="checkbox"/> Yes <input type="checkbox"/> No					
How will proceeds be used?								
Date of Event	Day of Week	Access Time	Start Time	Vacate Time	Room Requested			
Request is hereby made for use of the following facility (ies) (See Appendix 3B1(b) for facility information by site. (Please Check and, if applicable, identify location under checked location.)								
<input type="checkbox"/> Baseball/Softball Field Field		<input type="checkbox"/> Indoor Theater		<input type="checkbox"/> Soccer		<input type="checkbox"/> Classroom		
<input type="checkbox"/> Cafeteria/Food Service Swimming Pool		<input type="checkbox"/> Outdoor Theater		<input type="checkbox"/>		<input type="checkbox"/> Conference Room		
<input type="checkbox"/> Campus/Student Center Only		<input type="checkbox"/> Locker Rooms		<input type="checkbox"/> Stadium		<input type="checkbox"/> Forum		
<input type="checkbox"/> Gymnasium		<input type="checkbox"/> Tennis Courts		<input type="checkbox"/> Track		<input type="checkbox"/> Other		
Special Requests					<input type="checkbox"/> Lawn Area			
Staff Services Requested/Required								
Custodial Staff			Food Service Staff		Please Check Meals and Time Needed			
Number Needed	Time Needed		Number Needed	Time Needed		Meals	From	To
	From	To		From	To			
						<input type="checkbox"/> Breakfast		
						<input type="checkbox"/> Lunch		
						<input type="checkbox"/> Dinner		
<p>Responsible party entering into agreement: I have read and understand the rules, regulations and policies of the Kern Community College District and assume responsibility for adherence. I hereby certify that I shall be personally responsible, on behalf of my organization, for any damage sustained by the District premises, furniture, or equipment because of the occupancy of said premises by my organization. I agree to hold the College and the Kern Community College District, its Governing Board, the individual members thereof, and all District officers, agents and employees free and harmless from any loss, liability, cost, or expense that may arise during, or be caused in any way by, such use or occupancy of District property.</p>								

Certificate of Insurance: One million (\$1,000,000) minimum liability. The certificate must identify Kern Community College District as additional insured and be accompanied by an endorsement.			
<input type="checkbox"/> Copy Received	<input type="checkbox"/> Pending Receipt	Name of Insurance Agency	
<i>Cancellations require 72-hour notification. All expenses incurred by the Kern Community College District prior to cancellation are non-refundable. Payment of total amount due must be received in the Business Office ten (10) working days prior to use.</i>			
Deposit Due Date		TOTAL COSTS To Be Billed \$	
Responsible Party/Organization			
Address		City	Zip Code
Contact Person	Title	Telephone Number	Fax Number
Signature			Date

ONLY For Office Use

Confirmation Number:	Nonprofit, Tax ID Number:	Purchase Order Number:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Addendum attached <input type="checkbox"/> Group I <input type="checkbox"/> Other <input type="checkbox"/> Group II <input type="checkbox"/> Group III	<input type="checkbox"/> Facilities <input type="checkbox"/> Maintenance <input type="checkbox"/> Food Services <input type="checkbox"/> Information Services <input type="checkbox"/> Student Activities <input type="checkbox"/> District Office <input type="checkbox"/> Custodial <input type="checkbox"/> Public Safety <input type="checkbox"/> Media Services <input type="checkbox"/> Business Services <input type="checkbox"/> Foundation/PIO <input type="checkbox"/> Other:	

Kern Community College District COST FACTORS

Services	Number of Employees	Number of Days	Total Hours	Cost	Total
Facility Rental				\$	\$
Utilities				\$	\$
HVAC				\$	\$
Lights				\$	\$
Custodial				\$	\$
Technician				\$	\$
Security				\$	\$
Equipment				\$	\$
Other				\$	\$
TOTAL					\$

Rules, Regulations, and Policies of the Kern Community College Regarding the Use of District Property

Financial/Legal Arrangements:

The official representative must be an officer of the group or submit written authority from the organization making the application for use of District/College property and shall be responsible for all damage or loss of District/College property. If a rental charge is required, it shall be paid ten (10) working days in advance to the College Business Office unless other specific arrangements are made, such as a deposit based upon the contract agreement. Any additional set-up, clean-up, or requirement for use of District/College personnel per Group I, II, and III charges will be billed to the organization after the event. In order to receive a refund of the deposit, events requiring major set-up, use of District/College personnel, Food Services, and other District/College resources require a two-week notice for cancellation. Exceptions to the two-week notice of cancellation deadline are at the discretion of the College's Business Director or President. Expenses incurred by the College or Kern Community College District prior to cancellation may be charged.

Fire and Safety Regulations:

1. At no time shall there be more persons admitted to the auditorium or other assembly room than the legal seating capacity will accommodate.
2. Flammable decorations including stage scenery shall be fire resistant or flame proofed in accordance with requirements of the State Health and Safety Code.
3. No device, which produces flame, sparks, smoke, or explosions, shall be used in the auditorium or other assembly room without the approval of the Fire Chief.
4. Large facilities such as auditoriums require ushers to the-exists. The applicant shall contact the person in charge at least ten (10) working days and ascertain the number of ushers required.

General Rules:

1. All users are expected to observe District/College regulations, policies, and procedures. Statutes in Education Code Sections 82537, 82542, 82544, and 82548 are policy as set forth herein.
2. Use and occupancy of District/College property shall be primarily for the educational programs of the District. Any authorized use or occupancy of the property for other than District/College purposes shall be secondary and subordinate to this primary purpose. Final approval for use of District/College facilities shall not be granted more than three (3) months in advance. The Chancellor or College President may deny the use of District/College facilities if the meeting or event is deemed to be an interference with the educational functions of the District/College. Chancellor, College President or Designee will approve the Application for Use of Facilities. The District/College will assume no obligation in the event that a change of day or time is requested once an application has been approved. The District/College reserves the right to cancel, as a result of extenuating circumstances.
3. Any permit may be revoked without previous notice where conflicting days have resulted or where need of the property for District/College purposes has subsequently developed. Permits may be revoked for other causes at any time upon reasonable notice. Permits are not transferable.

General Rules (continued):

4. District/College furniture or apparatus may not be removed or displaced by any permit-tee without permission from and under the supervision of the District employee in charge. No alterations or physical changes shall be permitted in any buildings or landscape. Decorations must meet fire safety regulations and shall be erected and removed in a manner so as not to disturb or destroy the property.
5. When a facility is used, full details of services and equipment must be furnished in advance. A District/College supervisor will be required. Personnel may be furnished by the District/College, and in some circumstances, District/College personnel will be required. All other personnel used by the organization in staging its event are to be employed and paid by the organization.
6. There shall be no smoking in the District/College buildings, nor shall intoxicants or narcotics be used, nor shall profane language, quarreling, or gambling be permitted. Violations of this policy or any other regulation of this type during occupancy shall be sufficient cause for:
 - Immediate revocation of permit;
 - Immediate suspension of the activity;
 - Removal of all participants from the facility;
 - The denial of further use of District/College premises to the organization.
7. Programs and events presented on District/College property shall at no time contain matter which tends to cause a breach of the peace, or which constitutes subversive doctrine or seditious utterances, or which agitates for changes in our form of government or social order by violence or unlawful methods.
8. Facility use applicant must provide proof of adequate supervision for any event. The Chancellor or College President or designee shall judge adequacy. Applicants are also responsible for providing law enforcement officers when required by District/College representative to ensure crowd, parking, and traffic control.
9. If free use of the facilities is granted to the applicant, the event shall be non-exclusive and shall be open to the public.
10. The District employee in charge of facilities is to preserve order, protect the District/College property, and carry out the provisions, intents and purposes of this policy.
11. The Chancellor, College President or designee must approve the use of a campus stadium, gymnasium, or auditorium used for fund raising by a community group or special promoter.
12. District-managed equipment may be removed from District/College property by students or staff members only when such equipment is necessary to accomplish tasks arising from their District/College-approved activities or job responsibilities. In all cases where equipment is removed from the campus, prior approval must be secured from the appropriate administrator. Use of District/College equipment, both on and off site, for personal use is prohibited.

**Kern Community College District
Facility, Equipment, and Service Fees Schedule**

If a facility is being used during other than normal operating hours, there may be added charges for air conditioning, heating, or site lighting. Equipment costs may also be added.

STANDARD DISTRICT-WIDE FEES

(APPROVED APRIL 26, 2011)

See the following.

Standard District-wide Fees

Facility/Equipment/Service	Group I	Group II
<u>CENTER/CLASSROOM/CONFERENCE ROOM/FORUM</u>		
Rental	-0-	See below
Areas not noted below (Lawns/Parking Lots)	-0-	\$15.00 hr.
Heat/Air Conditioning	\$30.00/hr.	\$30.00/hr.
Lights/Supplies	\$5.00/hr.	\$5.00/hr.
Supervision/Custodial	\$38.00/hr.	\$38.00/hr.
Security	\$45.00/hr.	\$45.00/hr.
Maintenance/Set-up/Clean-up	+Actual Cost	+Actual Cost
Site Lights(Walkways & parking lots)	\$6.00/hr.	\$6.00/hr.

Facilities by Site

Bakersfield College (BC):

- ◆ Campus Center/Cafeteria—488 capacity
- ◆ Collins Conference Center—45 capacity
- ◆ Delano Colabotory Center/Science and Technology (Timmons) classrooms—32-50 capacity
- ◆ Executive Board Room— 25 capacity
- ◆ Fireside Room—125 capacity
- ◆ Forums East and West—285 capacity each (FA 30—173; SE 51—110; SE 53—110; SE 56—156)
- ◆ Levan Center for Humanities---120 capacity
- ◆ Renegade Room—50 capacity
- ◆ Weill Institute classrooms—15-48 capacity
- ◆ Weill Institute Forums A and B each—24 capacity (combined room = 60 capacity)
- ◆ Weill Institute (District Office) Conference Rooms—Bakersfield (14 capacity); California (40 capacity); Inyo (18 capacity); Kern (20 capacity); Mono (14 capacity); San Bernardino (8 capacity); Tulare (18 capacity)

Cerro Coso College (CC):

- ◆ Aerobics Dance Studio—60 capacity
- ◆ Auditorium/Lecture Center—216 capacity
- ◆ Business Office Careers Laboratory—21 capacity
- ◆ Computer Laboratory—24 to 30 capacity
- ◆ Conference Room—12 to 20 capacity
- ◆ Learning Assistance Center—50 capacity
- ◆ Lobby Area (ESCC)—180 capacity
- ◆ Student Center—150 capacity
- ◆ Wellness Laboratory—33 capacity

Porterville College (PC):

- ◆ Classroom Standard—20 to 40 capacity
- ◆ Conference Room [two-hour (2-hour) minimum]—15 capacity
- ◆ Forum—110 capacity
- ◆ Student Center—294 capacity

Rental Fee based on room seating capacity

0-50 = \$30.00

51-100 = \$50.00

101 and above = \$75.00

*All events that expect more than fifty (50) in attendance or plan to serve/sell alcohol must be reviewed by the security office for security arrangement recommendations. **See [Procedure 3B1\(c\)](#)** for Security Matrix.

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Standard District-wide Fees (continued)

Facility/Equipment/Service	Group I	Group II
BASEBALL/SOFTBALL FIELD		
Rental	-0-	\$25.00/game
Chalk Lines	\$50.00/game	\$50.00/game
Clay	\$200.00/day	\$200.00/day
Lights (if needed)	\$25.00/hr. of use	\$25.00/hr. of use
Supervision/Complex Manager	\$40.00/hr.	\$40.00/hr.
Security	\$45.00/hr.	\$45.00/hr.
Maintenance/Set-up/Preparation/Clean-up	+Actual Cost	+Actual Cost
Site Lights(Walkways & parking lots)	\$6.00/hr.	\$6.00/hr.

Facilities by Site

BC:

- ◆ Baseball Bleacher capacity— 740
- ◆ Softball Bleacher capacity— 370

CC:

- ◆ Baseball fields are not available
- ◆ Softball bleachers capacity--60

PC:

- ◆ Baseball and softball Fields are not available to rent to off-campus groups

GYMNASIUM

Rental {Main Gym minimum (two) 2 hours}	-0-	\$100.00/hr.
Dance Room 202	-0-	\$30.00/hr.
Huddle	-0-	\$30.00/hr.
Heat/Lights/Supplies	\$34.00/hr.	\$34.00/hr.
Blowers only/Supplies	\$18.00/hr.	\$18.00/hr.
Scoreboard	-0-	\$24.00
Scoreboard Technician*	+Actual Cost	+Actual Cost
Locker Rooms	-0-	\$44.00
Lavatory Supplies (flat rate)	\$12.00	\$12.00
Supervision/Custodial/Sound	-0-	-0-
System Operator	\$38.00/hr.	\$38.00/hr.
Complex Manager	\$40.00/hr.	\$40.00/hr.
Security	\$45.00/hr.	\$45.00/hr.
Maintenance/Set-up/Clean-up	+Actual Cost	+Actual Cost
Site Lights(Walkways & parking lots)	\$6.00/hr.	\$6.00/hr.

Facilities by Site

BC:

- ◆ Gym Bleacher capacity—1,800
- ◆ Gym Dance Room capacity-50
- ◆ Gym Huddle capacity-150

CC capacity—1,500

PC capacity—1,200

Revised 4/2011

Standard District-wide Fees (continued)

Facility/Equipment/Service	Group I	Group II
<u>SOCCER FIELD</u>		
Rental	-0-	\$75.00/day
Lining (flat fee)		\$50.00
Supervision/Custodial/Grounds	\$50.00	\$38.00/hr.
Security	\$38.00/hr.	\$45.00/hr.
Maintenance/Set-up/Clean-up	\$45.00/hr	+Actual Cost
Site Lights(Walkways & parking lots)	+Actual Cost	\$6.00/hr.
Note: No lights on soccer field	\$6.00/hr.	
<u>TENNIS COURTS</u>		
Rental [minimum two (2) Courts]	-0-	\$ 10.00/hr./ct.
Supervision/Custodial/Grounds		
Maintenance/Set-up/Clean-up	\$38.00/hr	\$38.00/hr
Tennis Court Lights	+Actual Cost	+Actual Cost
Site Lights(Walkways & parking lots)	\$2.00/hr.	\$2.00/hr.
	\$6.00/hr.	\$6.00/hr.
<u>THEATRE--INDOOR</u>		
Rental [minimum two (2) hours]	-0-	\$34.00/hr.
Heat/Air Conditioning	\$30.00/hr.	\$30.00/hr.
Lights/Supplies	\$17.00/hr.	\$17.00/hr.
Theater Technician*	\$35.00/hr.	\$35.00/hr.
Lavatory Supplies (flat fee)	\$12.00	\$12.00
Supervisor/Custodial	\$38.00/hr.	\$38.00/hr.
Security	\$45.00/hr.	\$45.00/hr.
Maintenance/Set-up/Clean-up	+Actual Cost	+Actual Cost
Site Lights(Walkways & parking lots)	\$6.00/hr.	\$6.00/hr.
Note: Special equipment with extra charge is often required.		
Facilities by Site		
BC seating capacity—502 480 plus 8 wheelchair spaces		
PC seating capacity--140		
*Technician may be required at the discretion of administration and will be assigned by same. Overtime rate will be charged for a minimum of two (2) hours. Weekends/holidays will be charged for a minimum of four (4) hours.		

Revised 4/2011

Standard District-wide Fees (continued)

Facility/Equipment/Service	Group I	Group II
<u>VENDORS, BUSINESS REPRESENTATIVES</u>		
Up to three (3) tables, five (5) chairs in approved locations	N/A	\$50.00/day

EQUIPMENT RENTAL AND SERVICE FEES

Equipment	Rate	Equipment	Rate
Video/Data Projectors and Monitors		<u>Miscellaneous</u>	
Slide Projector	\$25.00	Media Specialist	\$47.00/hr.*
Overhead Projector	\$15.00	Extension Cord.....	\$25.00
TV VHS/DVD Setup	\$50.00		
Screens		<u>Music Related</u>	
Built-in	No Charge	Choral Risers (each).....	\$10.00
Portable Screen (7'x70")	\$40.00	Music stand with light.....	\$15.00
Audio		Acoustical Shells (each)	\$10.00
Microphones (each)	\$10.00	Piano and Tuning (may vary with tuning costs)	Actual costs
P.A. System Built-in [Technician required for P.A. (3-hr minimum)].....	\$22.00	Trouperette Spotlights.....	\$50.00
	\$30.00		
Lecternette	\$50.00	Cerro Coso College Service (Make arrangements with Food Service vendor)	
(30 watt P.A. with microphone, amplifier and speaker)		Cost of all food items and disposable tableware.....	Actual Cost
Accessories		Custodian [one (1) hour Minimum]	\$38.00/hr.
Roll Stand Projection Cart	\$5.00		
Table, 8 ft. (Portable).....	\$5.00		
Chair (folding).....	\$.50		
Easels.....	\$25.00		

NOTES:

1. Equipment is rented on an "if available" basis and only in connection with facility use.
2. All equipment rates above are daily with one (1) day minimum.
3. All damage or loss of equipment will be repaired or replaced by renter with arrangements made and/or approved by the College.
4. Expendables such as audio or video and transparency file must be purchased by the renter.
5. Extension cords are the responsibility of the renter.
6. Portable equipment or equipment used outside of normal operating hours requires staff supervision.

Revised 4/2011

Standard District-wide Fees (continued)

Cost Schedule for Non-Instructional Use of Computer Labs

Type Organization	Computer Use Fees	Labor (Technician, Custodial, etc.)	Room Use Fees
Academic Organization	None	Actual Costs beyond normal operational hours	None during normal hours of operation. Actual costs for hours beyond normal hours of operation for building/laboratory
Non-Profit Organization	\$2.00/Computer/Hour	Actual Costs	Costs, rental per KCCD Board Policy
Profit Organization	\$4.00/Computer/Hour	Actual Costs	Costs, rental per KCCD Board Policy
<p>Note: In all cases and estimate of costs for expendables (paper, cartridges, etc.) will be made and added to invoice unless printing is done using networked printers with debit care devices.</p>			

Revised 4/2011

UNIQUE FEES BY SITE

Bakersfield College

Facility/Equipment/Service	Group I	Group II
<u>THEATRE--OUTDOOR</u> (capacity 1,968)		
Rental	-0-	\$34.00/hr.
Heat/Air Conditioning	\$30.00/hr.	\$30.00/hr.
Lights/Supplies	\$17.00/hr.	\$17.00/hr.
Theatre Technician	\$35.00/hr.	\$35.00/hr.
	\$38.00/hr.	\$38.00/hr.
Supervision/Custodial/Grounds	\$45.00/hr.	\$45.00/hr.
Security	+Actual Cost	+Actual Cost
Maintenance/Set-up/Clean-up	\$6.00/hr.	\$6.00/hr.
Site Lights(Walkways & parking lots)		

Note: Special equipment with extra charge is often required.

STADIUM (capacity 19,468)

Track Only	-0-	\$80.00/hr.
Rental {minimum three (3) hours}	-0-	\$20.00/hr.
Track Only	-0-	\$75.00/day
Football Practice Field	\$15.00/hr.	\$15.00/hr.
Water/Supplies		
User Maintenance Fee	\$1.00/ticket	\$1.00/ticket
(per occupant in stands)	\$72.00/hr. of use	\$72.00/hr. of use
Stadium Lights	+Actual Cost	+ Actual Cost
Scoreboard	+Actual Cost	+Actual Cost
Scoreboard Technician*		

Note: Crew size varies—Typical minimum crew might include three (3) groundworkers, complex manager, electronics technician

Groundworkers (3)	\$114.00/hr.	\$114.00/hr.
Supervision/Complex Manager	\$40.00/hr.	\$40.00/hr.
Stadium Manager	\$55.00/hr.	\$55.00/hr.
Senior Electronics Technician*	\$50.00/hr.	\$50.00/hr.
Painter Technician*	\$47.00/hr.	\$47.00/hr.
Public Safety Officer	\$45.00/hr.	\$45.00/hr.
Maintenance/Set-up/Clean-up	+Actual Cost	+Actual Cost
Site Lights(Walkways & parking lots)	\$6.00/hr	\$6.00/hr

Note: Special equipment with extra charge is often required.

*Technician may be required at the discretion of administration and will be assigned by same. Overtime rate will be charged for a minimum of two (2) hours. Weekends/holidays will be charged for a minimum of four (4) hours.

Revised 4/2011

Unique Fees By Site--BC (continued)

Facility/Equipment/Service	Group I	Group II
<u>SWIMMING POOL</u> (CAPACITY: POOL DECK-1,200, POOL (TOWNSEND) T=90, POOL (WHEELER) W=255)		
Rental Supervision/Custodial Faculty Supervisor Lifeguard Pool Technician* Security Daily Parking Permit Fee Semester Parking Permit Fee Timing System Excess Chemical Fee Pool Complex Lighting Maintenance/Set-up/Clean-up Site Lights (Walkways & parking lots)	-0- \$38.00/hr \$40.00/hr. \$9.00/hr. \$30.00/hr. \$45.00/hr. \$1.00 \$30.00 \$150.00/day \$100.00/day -0- +Actual Cost \$6.00/hr.	\$6.00/lane \$38.00/hr \$40.00/hr. \$9.00/hr. \$30.00/hr. \$45.00/hr. \$1.00 \$30.00 \$150.00/day \$100.00/day -0- +Actual Cost \$6.00/hr.

RENEGADE PARK

Rental Supervision/Custodial/Grounds Security Maintenance/Set-up/Clean-up Site Lights(Walkways & parking lots) Limited Restroom Facilities Limited Lighting Weather	-0- \$38.00/hr. \$45.00/hr. +Actual Cost \$6.00/hr.	\$75.00/day \$38.00/hr. \$45.00/hr. +Actual Cost \$6.00/hr.
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Revised 4/2011

Unique Fees By Site--BC (continued)

Facility/Equipment/Service	Group I	Group II
<u>PLANETARIUM</u>		
Rental for Day	-0-	\$120.00/day show
Rental for Night	-0-	\$400.00/night show
Rental	\$38.00/hr.	\$38.00/hr.
Supervision/Custodial	+Actual Costs	+Actual Costs
Planetarium Technician*	\$45.00/hr.	\$45.00.hr.
Security	+Actual Costs	+Actual Costs
Maintenance/Set-up/Clean-up	\$6.00/hr.	\$6.00hr.
Site Lights (Walkways & parking lights)		
<u>COMMERCIAL PHOTOGRAPHY & MOTION PICTURE FILMING</u>		
Approved Locations	N/A	\$250.00/hr.minimum

*See [Procedure 3B1\(a\)](#), Classification of Groups for Fee Assessment—rates are minimum charges.

**\$250/hr based on worst case scenario with highest priced facility (Stadium) ex: Rental \$95.00/hr plus lights, plus complex manager @ \$40/hr, plus security @ 45/hr = \$252/hr.

Unique Fees By Site--BC (continued)

POOL LANE FEES SCHEDULE				
William A. Wheeler Aquatic Center				
Number of Lanes	Cost per Lane Minimum 2 hours	Hourly Rate	Minimum 4 hrs. 10% Discount	Contract Rate 20 % Discount
9	\$6.00	\$54.00	\$48.60	\$43.20
18	\$6.00	\$108.00	\$97.20	\$86.40
Jeffrey Townsend Pool				
4	\$6.00	\$24.00	\$21.60	\$19.20
8	\$6.00	\$48.00	\$43.20	\$38.40
Rental for long course usage in the Wheeler pool requires rental of all 18 lanes				

POOL PUBLIC USAGE FEE		
	DAILY	MONTHLY
Children (14 years & under)	\$1.00	N/A
Adults	\$2.00	\$20.00*
*Monthly pool passes sold in BC Ticket Office		

Revised 4/2011

Unique Fees By Site--BC (continued)

Media, Production, and Studio Services Rates

Item	Hourly Rate	Daily Rate
Camcorder	\$150.00	\$300.00 camera fee (operator cost not included)
Digital Camera	\$50.00	\$100.00 camera fee (operator cost not included)
Half-Day Shoot (four hours)	Based on Request	
Project Creation Storyboard/Scripting/Consult	\$50.00	
Studio Production	Based on Request	
Studio Usage: Non-Production	\$100.00 (plus operator) \$50.00 (plus operator)	
Audio Production		
Non-Linear Editing with staff	Based on Request	
Crew Travel To/From Shoot	\$75.00 (based on location and travel time)	
Closed Caption of Materials and Hourly Rate	Based on Request	
Resource Projection (slides and transparencies)	\$50.00 (minimum one hour)	
DVD Production/CD creation (max 12 copies for instruction)	\$10.00 per tape/DVD/CD	

Tape Duplication	Tape is Provided	Includes Tape Cost
Standard	\$25.00	\$25.00
VHS 30	\$25.00	\$15.00
VHS 120	\$25.00	\$25.00
Mini-DV	\$25.00	\$30.00
DVD	\$25.00	\$30.00
CD-Rom	\$10.00	\$15.00

Expendables/Other

- Lavalier Microphones--\$10.00

Notes: Cameras, studio, and editing are based on "if available." Bakersfield College (BC) projects are given priority for use of equipment and services. Operation of the cameras, equipment, and studio will be performed **only** by BC staff.

Revised 4/2011

Cerro Coso College

Unique Fees By Site

<u>Facility/Equipment/Service</u>	<u>Group I</u>	<u>Group II</u>
<u>OUTDOOR AREAS</u>		
Sculpture Garden Custodial {minimum one (1) hour}	\$38.00/hr.	\$25.00/hr.
Outdoor Court Yard/Fountain Area Custodial {minimum one (1) hour}	-0- \$38.00/hr.	\$25.00/hr. \$38.00/hr.
<u>RACQUETBALL COURT (Indoor Court)</u>		
Weight Conditioning Room Custodial {minimum ½ hour}	-0- \$38.00/hr.	\$7.50/hr. \$100/hr. \$38.00/hr.
<u>OUTDOOR PHYSICAL EDUCATION FACILITIES</u>		
Track Facilities {minimum three (3) hours}	-0- \$50.00/hr.	\$100.00/hr. \$50.00/hr.
Facility Lights Lining Grounds {minimum one (1) hour}	\$50.00 flat fee \$38.00/hr.	\$50.00 flat fee \$38.00/hr.
Sand Volleyball Court (each) Groundworker (½ hour minimum) Grounds {minimum one (1) hour}	-0- \$38.00/hr.	\$4.00/hr./ct. \$38.00/hr.
Racquetball Court (Outdoor Court)	-0-	\$4.00/hr.

Revised 4/2011

Porterville College

Unique Fees By Site

Facility/Equipment/Service	Group I	Group II
<u>STADIUM: TRACK</u> (seating capacity 6,000)		
Rental minimum four (4) hours}	-0-	\$75.00/hr.
Stadium Lights/Utilities {minimum four (4) hours}	\$75.00/hr.	\$75.00/hr.
Equipment	\$35.00/meet	\$50.00/meet
P.A. System	\$20.00/meet	\$25.00/meet
P.A. System Technician*	\$24.00/hr.	\$26.00/hr.
Materials/Equipment to mark field	\$30.00/meet	\$30.00/meet
Supervision/Custodial	\$38.00/hr.	\$38.00/hr.
Lavatory Supplies	\$30.00/hr.	\$30.00/hr.
Maintenance/Set-up/Clean-up	+Actual Cost	
<u>STADIUM: FOOTBALL</u> (seating capacity 6,000)		
Rental {minimum one (1) hour}	-0-	\$75.00/hr.
Stadium Lights/Utilities {minimum four (4) hours}	\$75.00/hr.	\$75.00/hr.
P.A. System	\$20.00/game	\$25.00/game
P.A. System Technician*	\$24.00/hr.	\$26.00/hr.
Materials/Equipment to mark field	\$50.00/game	\$50.00/game
Scoreboard	\$25.00/hr	\$30.00/hr.
Scoreboard Technician*	\$24.00/hr.	\$26.00/hr.
Supervision/Custodial/Grounds	\$38.00/hr.	\$38.00/hr.
Lavatory Supplies	\$30.00/flat fee	\$30.00/flat fee
Shower/Locker Room (flat fee)	+Actual Cost	+Actual Cost
Maintenance/Set-up/Clean-up	+Actual Cost	+Actual Cost
Shower/Locker Rooms/Supplies	\$30.00/flat fee	\$30.00/flat fee

Revised 4/2011

CONCESSIONS

All concessions sales in College facilities and adjacent parking lots are operated solely by Porterville College. The College reserves the right to refuse to provide concessions services to any group if a proposed event is unlikely to meet the fiscal responsibilities of providing such service.

* Technician may be required at the discretion of administration and will be assigned by same. Overtime rate will be charged for a minimum of two (2) hours. Weekends/holidays will be charged for a minimum of four (4) hours.

** Equipment included: Starting blocks, hurdles, standards, and pits only.

Note: Kern Community College District reserves the right to contract with other agencies for a long-term contract.

Approved and revised 4/2011

Appendix 3E1C

Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099

- Bakersfield College
- Cerro Coso College
- Porterville College
- District Office

SOFTWARE REGISTRATION FORM

(Attach to Software License Agreement and Software Purchase Order)

Name		Position	
Department		Telephone Number ()	
Software		Software Serial Number	
Date Purchased		Place Purchased	

3/93
MIS
300

References and Definitions Pertaining to Electronic Mail

PART A--REFERENCES

The following list identifies significant sources used as background in the preparation of this Appendix, whether or not they are directly referenced by this Appendix:

State of California Statutes

1. State of California Education Code, Section 67100 et. seq.
2. State of California Information Practices Act of 1977 (Civil Code Section 1798 et. seq.)
3. State of California Public Records Act (Gov. Code Section 6250 et seq.)
4. State of California Penal Codes, Section 502

Federal Statutes

1. Federal Family Educational Rights and Privacy Act of 1974
2. Federal Privacy Act of 1974
3. Electronic Communications Privacy Act of 1986

PART B—POLICIES RELATING TO NON-CONSENSUAL ACCESS

This Kern Community College District (KCCD) Electronic Mail Appendix references circumstances where access to electronic mail may occur without the prior consent of the holder (see **Procedure 3E3**, Part One—Introduction and Part Five, Number 5). Following is the list of KCCD policies that may trigger such non-consensual access following procedures defined in **Procedure 3E3**, Part Five, Number 5B.

Part B (continued)

1. Personnel policies
2. Policies related to malfeasance
3. Policies governing sexual or other forms of harassment
4. All collective bargaining agreements and memoranda of understanding
5. Policies governing student conduct
6. **Procedure 3E3**, Parts Five and Six

Violations of other policies can normally be detected and investigated without requiring non-consensual access to electronic mail. However, on occasion attention to possible policy violations is brought about because of the receipt by others of electronic mail. Electronic mail, however, can be forged; the true identity of the sender can be masked; and the apparent sender may deny authorship of the electronic mail. In such circumstances and provided there is substantiated reason (as defined in Part C, Definitions) that points to the identity of the sender, non-consensual access to the purported sender's electronic mail may be authorized following the procedures defined in **Procedure 3E3**, Part Five, Number 5, but only to the least extent necessary to unambiguously identify the sender, and only for major violations of policy or law.

PART C--DEFINITIONS

The terms "electronic mail" and "E-mail" are used interchangeably throughout this Appendix.

Knowledge of the following definitions is important to an understanding of this Appendix.

Computing Facility(ies)--Computing resources, services, and network systems such as computers and computer time, data processing or storage functions, computer systems and services, servers, networks, input/output and connecting devices, and related computer records, programs, software, and documentation.

Part C (continued)

Electronic Mail Systems or Services--Any messaging system that uses computing facilities to create, send, forward, reply to, transmit, store, hold, copy, view, read, or print computer records for purposes of asynchronous communication across computer network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic mail or is implicitly used for such purposes, including services such as electronic bulletin boards, listservers, and newsgroups.

KCCD E-mail Systems or Services--Electronic mail systems or services owned or operated by the KCCD or any of its sub-units.

E-mail Record or E-mail--Any or several electronic computer records or messages created, sent, forwarded, replied to, transmitted, stored, held, copied, viewed, read, or printed by one (1) or several E-mail systems or services. This definition of E-mail records applies equally to the contents of such records and to transactional information associated with such records, such as headers, summaries, addresses, and addressees. This Appendix applies only to electronic mail in its electronic form. The Appendix does not apply to printed copies of electronic mail.

KCCD Record--"Public records" include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained (by the KCCD) regardless of physical form or characteristics. [California Government Code Section 6252(d)]. With certain defined exceptions, such KCCD records are subject to disclosure under the California Public Records Act. Records held by students, including E-mail, are not KCCD records unless such records are pursuant to an employment or agent relationship the student has or has had with the KCCD; this exemption does not exclude student E-mail from other aspects of this Appendix, regardless of whether such E-mail is a KCCD record.

Part C (continued)

KCCD E-mail Record--A KCCD Record in the form of an E-mail record regardless of whether any of the computing facilities utilized to create, send, forward, reply to, transmit, store, hold, copy, view, read, or print the E-mail record are owned by KCCD. This implies that the location of the record, or the location of its creation or use, does not change its nature as: (a) a KCCD E-mail record for purposes of this or other KCCD policy (see, however, **Procedure 3E3**, Part Five, Number 5D), and (b) having potential for disclosure under the California Public Records Act. Until determined otherwise or unless it is clear from the context, any E-mail record residing on KCCD-owned computing facilities may be deemed to be a KCCD E-mail record for purposes of this Appendix. This includes, for example, personal E-mail (see **Procedure 3E3**, Part Six, Number 1H). Consistent, however, with the principles asserted in **Procedure 3E3**, Part Five, Number 5 of least perusal and least action necessary and of legal compliance, KCCD must make a good faith effort to distinguish KCCD E-mail records from personal and other E-mail where relevant to disclosures under the California Public Records Act and other laws, or for other applicable purposes of this Appendix.

Use of KCCD or Other E-mail Services--To create, send, forward, reply to, transmit, store, hold, copy, view, read, or print E-mail (with the aid of KCCD E-mail services). A KCCD E-mail User is an individual who makes use of KCCD E-mail services. Receipt of E-mail prior to actual viewing is excluded from this definition of "use" to the extent that the recipient does not have advance knowledge of the contents of the E-mail record.

Possession of E-mail--An individual is in "possession" of an E-mail record, whether the original record or a copy or modification of the original record, when that individual has effective control over the location of its storage. Thus, an E-mail record that resides on a computer server awaiting download to an addressee is deemed, for purposes of this Appendix, to be in the possession of that addressee. Systems administrators and other operators of KCCD E-mail services are excluded from this definition of possession with regard to E-mail not specifically created by or addressed to them. E-mail users are not responsible for E-mail in their possession when they have no knowledge of its existence or contents.

Holder of an E-mail Record or E-mail Holder--An E-mail user who is in possession of a particular E-mail record, regardless of whether that E-mail user is the original creator or a recipient of the content of the record.

PART D--GENERAL INFORMATION

Substantiated Reason--Reliable evidence indicating that violation of law or of policies listed in Part B probably has occurred, as distinguished from rumor, gossip, or other unreliable evidence.

Compelling Circumstances--Circumstances where failure to act may result in significant bodily harm, significant property loss or damage, loss of significant evidence of one (1) or more violations of law or of KCCD policies listed in Part B, or significant liability to KCCD or to members of the KCCD community.

Emergency Circumstances--Circumstances where time is of the essence and where there is a high probability that delaying action would almost certainly result in compelling circumstances.

Time-dependent and Critical Operational Circumstances--Circumstances where failure to act could seriously hamper the ability of KCCD to function administratively or to meet its teaching obligations, but excluding circumstances pertaining to personal or professional activities, or to faculty research or matters of shared governance.

Users should be aware of the following:

1. Both the nature of electronic mail and the public character of KCCD's business (see Number 2 below) make electronic mail less private than users may anticipate. For example, electronic mail intended for one (1) person sometimes may be widely distributed because of the ease with which recipients can forward it to others. A reply to an electronic mail message posted on an electronic bulletin board or "listserver" intended only for the originator of the message may be distributed to all subscribers to the listserver. Furthermore, even after a user deletes an electronic mail record from a computer or electronic mail account it may persist on backup facilities, and thus be subject to disclosure under the provisions of **Procedure 3E3**, Part Five. KCCD cannot routinely protect users against such possibilities.

Part D (continued)

2. Electronic mail, whether or not created or stored on KCCD equipment, may constitute a KCCD record (see Part C--Definitions) subject to disclosure under the California Public Records Act or other laws, or as a result of litigation. However, KCCD does not automatically comply with all requests for disclosure, but evaluates all such requests against the precise provisions of the Act, other laws concerning disclosure and privacy, or other applicable law. Users of KCCD electronic mail services also should be aware that the California Public Records Act and other similar laws preclude complete protection of personal electronic mail resident on KCCD facilities. The California Public Records Act does not, in general, apply to students except in their capacity, if any, as employees or agents of KCCD. This exemption does not, however, exclude student E-mail from other aspects of this Appendix.
3. KCCD, in general, cannot and does not wish to be the arbiter of the contents of electronic mail. Neither can KCCD, in general, protect users from receiving electronic mail they may find offensive. Members of the KCCD community, however, are strongly encouraged to use the same personal and professional courtesies and considerations in electronic mail as they would in other forms of communication.
4. There is no guarantee, unless "authenticated" mail systems are in use, that electronic mail received was in fact sent by the purported sender, since it is relatively straightforward, although a violation of this Appendix, for senders to disguise their identity. Furthermore, electronic mail that is forwarded may also be modified. As with print documents, in case of doubt, receivers of electronic mail messages should check with the purported sender to validate authorship or authenticity.

See Following Page.

Wireless Communication Devices

Reviewed and Recommended by
Chancellor's Cabinet
November 18, 2008

Reviewed and Recommended by
District Consultation Council
October 27, 2009

**Kern Community College District
Wireless Communication Device Authorization Request**

Kern Community College District recognizes the need for certain personnel to use wireless communication devices to perform their job.

Application Form/Agreement -- Must be completed and signed. Please allow 10 working days for completion of this process.

Chancellor/President Signoff -- This application must be completed and submitted to your immediate supervisor/administrator for recommendation to the College President or Chancellor.

Justification -- How is this device a business necessity?

I have read and agree to abide by the Kern Community College District Wireless Communication Device Policy and had the opportunity to discuss any usage questions with my supervisor/administrator.

Employee Signature _____

_____ Date

For District Issued Devices, Check Appropriate Device:

- District issued Push-to-Talk device
- District issued Push-to-Talk/Cell device
- District issued pager

For an Allowance In Lieu of a District Issued Device, Check Appropriate Allowance:

- Pager = \$15.00
- Push-to-Talk = \$27.00
- Cell Phone = \$35.00
- Push-to-Talk with Cell Service = \$40.00
- SmartPhone = \$75.00

Name (please print) _____

_____ Type of device (Smartphone, Cell Phone, PTT, PTT/Cell, Pager)

Department _____

_____ Wireless Communication Device Number (include area code)

Supervisor Signature _____

_____ Date

Chancellor/President Signature _____

_____ Date

Retain a copy of this form, and route to the Human Resources Office, Attention: Payroll Manager

For Office Use Only

Start Date of Wireless Communication Device Use _____

_____ Human Resources Signature and Date

For District issued devices, Payroll Manager to retain original form, and route copy to District Office IT, Attention: Telecommunications Manager.