Section Three

Business Services
Section Three
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07/19
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: 3A1 (re: Budget Development)
3A1A6 (re: Budget Development)

Procedures: None
Appendices: None
Policy
3A Fiscal

3A1 Budget Development

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 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 or any item in the proposed budget.

District-wide unrestricted general fund reserves shall be no less than fifteen percent (15%) and should not exceed twenty percent (20%) of the total unrestricted district-wide expenditures.

College budgeted reserves will not be considered as part of District-wide reserves. Each of the colleges shall maintain a minimum unrestricted general fund reserve of five percent (5%) of the total unrestricted college expenditure. These reserves will be established as unrestricted reserves for obligations and contingencies.
3A1A7 Purpose of Reserves - The District-wide 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, or the Board authorizes a deviation at no time should District-wide reserves fall below the minimum levels contained in Policy 3A1A6. Reserves in excess of these needs may be used for the following purposes:

a) Provide resources to maintain mission critical educational programs. Provide resources for the expansion, reduction, or restructuring of College/District programs and services.

b) 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.

c) Excess reserves to be used as directed by the Board.

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, the allocations to each College and to the District Office shall be based upon the Board approved allocation model. The Chancellor or designee shall work with representatives of the College Academic Senates and other District-wide constituent groups represented on the Chancellor’s staff in designing the process for development of the District budget.

3A1B College 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 Each of the Colleges' will establish unrestricted reserves for obligations and contingencies.

3A1D Budget Management - The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the District or Colleges in excess of amounts budgeted shall be added to the District or Colleges reserve for contingencies. They are available for appropriation only upon approval of the Board that sets forth the need according to major budget classifications in accordance with applicable law.
Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

These expenditures transfers will be presented to the Board for approval in February and July of each year.
3A2 Fiscal Management

The Chancellor or designee(s) shall establish procedures to assure that the District’s fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.
- The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.
- As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.
- As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

3A2A Income

3A2A1 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)

3A2A2 The Chief Financial Officer 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.

3A2A3 All money received by and/or collected by any member College or its auxiliary organizations for any purpose whatsoever must be deposited with the College’s Business Services Office.

3A2A4 All income received for activities and events will be deposited in the same funding sources as the expenses for such activities and events.
3A2A5 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)

3A2A6 Gifts – The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.
3A3 Expenditures

3A3A The approved budget is the District-wide plan for expenditures during the fiscal year.

3A3B The college Chief Business Officers 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.
BP 3A4 Purchasing Bids and Contracts

3A4A The Board of Trustees delegates to the District Chancellor or Chief Financial Officer 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:

3A4B Contracts are not enforceable obligations until they are approved or ratified by the Board, or allowable by statute.

3A4C 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 Contract Code Section 20651 or 22000 et seq., shall require prior approval by the Board.

3A4D When bids are required according to Public Contract Code Section 20651 or 22000 et seq, 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 reject all bids.

3A4E If the District Chancellor, or Chief Financial Officer or designee concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract 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.

3A4F 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 Contract Code Section 20652, the District Chancellor, or Chief Financial Officer or designee is authorized to proceed with a contract. (PCC §20118)

3A4G 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.

[See Procedures 3A4(a) and 3A4(b)]
3A5  **Use of Credit Cards Issued by the Kern Community College District**

3A5A  CAL-Cards

3A5A1  CAL-Cards will only be issued to District and College Educational Administrators and Classified Managers if 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.

3A5A2  CAL-Card applications will be completed prior to issuance. [See Appendix 3A5G(b), 3A5G(c)] Transactions will be limited to, supplies, or equipment.

3A5A3  Bank of America Cards

3A5A3A  Will only be checked out to District and College staff authorized to initiate transactions by the District Chief Financial Officer. Will be administered by Departments designated by the College Administrative Directors or District Chief Financial Officer.
Kern Community College District
Board Policy
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3A6  Gas Credit Cards

3A6A Individual gas cards will be assigned to employees assigned a District vehicle as part of their employment contract.

3A6B Individual pool vehicles will be assigned specific cards and checked out when vehicles are approved for specific District or College use.
3A7 Audits

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Chancellor shall assure that an annual outside audit is completed. The Chief Financial Officer shall recommend a certified accountancy firm to the Board with which to contract for the annual audit.
3A8 Investments

3A8A Excess funds of the District shall be invested by the Chancellor or designee and overseen by Board Finance and Audit Committee.

3A8B 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:

3A8C 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

3A8D The Chancellor or designee shall render periodic reports 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.

3A8E 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.
3A9 **Subsidiary Services**

Subsidiary services are those auxiliary operations which are provided to support the instructional function of the Colleges.

3A9A **Bookstores**

If a qualified vendor is to provide bookstore services: Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students. Student organizations shall be encouraged to submit bids and given preference.

3A9A1 Bookstores shall be under the supervision of the College Presidents. Operational responsibilities may be delegated to appropriate officers of the respective Colleges.

3A9A2 No books, materials, or supplies are to be sold directly or indirectly to students by College staff.
3A10 College-Sponsored Events

3A10A 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.

3A10B 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.

3A10C Net proceeds generated from College-sponsored events, including College-operated and gate receipts, shall be used to fund the 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.

3A10D Every effort shall be made to make student body or other extra-curricular activities self-supporting.

3A10D1 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 College may make up the deficit. Such requests must be estimated in advance and must be included in the budget. (see Board Policy 3A2C1 for information on recording income and expenses).
3A11 Library

See Procedure 3A7 of this Manual for procedures on the selection of library materials.

3A11A The responsibility for the acquisition or withdrawal of library materials rests with the College President or designee. The head librarian at each College has the primary responsibility for the withdrawal of obsolete and/or damaged materials from the library.

3A11B Materials shall be disposed of in a manner which may be economically feasible and may be beneficial to groups, institutions, and individuals.
3A12 **Auxiliary Organizations**

3A12A Auxiliary organizations are entities whose purpose is to provide 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:

3A12A1 That a recommendation is submitted to the Board of Trustees by the Chancellor when the organization serve the District; or by the Chancellor on behalf of a College President when the organization will primarily serve a particular College;

3A12A2 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;

3A12A3 The approval of the establishment of the Auxiliary Organization by 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

3A12A4 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.

3A12B Each Auxiliary Organization may occupy, operate and use District facilities and property at its respective College site separately or jointly with the District.

3A12C 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.

3A12D 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.
3A12E An independent certified public accounting firm will be retained and approved by District Chief Financial Officer to audit the Auxiliary Organizations. The costs of the additional services will be paid by the Auxiliary Organizations.

3A12F 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.

3A12G The Auxiliary Organizations shall not enter into any transaction concerning real property without the prior approval of the Board of Trustees.

3A12H 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 or designee without written approval.
3A13 Insurance

3A13A The Chancellor or designee(s) shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities describing Education Code Section as follows:

Liability for damages for death, injury to person, or damage or loss of property; Personal liability of members of the Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment. The Chancellor designee may authorize coverage for persons who perform volunteer services for the District. Worker’s compensation insurance.

Insurance may also include fire insurance and insurance against other perils. The District may join in a Joint Powers Agreement pursuant to Education Code Section 81603 for the purposes of this policy.
3A14 Fiscal Accountability

3A14A The Chancellor, Chief Financial Officer, 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. Procedures for implementing this policy are detailed in Procedure 3A14A of this Manual.


3A15 **Claims Against the Kern Community College District**

3A15A 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.

3A15B 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:

- Claims by public entities
- Claims by the state department or agency
- Claims by any other public entity
- Claims for fees, salaries, wages, mileage, damages or other expenses
- Subpoenas (along with a check made payable to the Kern Community College District – KCCD, the amount appropriate for the specific subpoena)
- Requests for documents pursuant to the California Public Records Act – CPRA
- Signed Authorization and Release of Information documents submitted by third parties

3A15C The designated place for service of claims, lawsuits or other types of legal process upon the District is:

The Office of the General Counsel
2100 Chester Avenue
Bakersfield, California 93301
(661) 336-5040
Facilities and Equipment

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.

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.

These purposes include use by associations “formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts” in order to “engage in supervised recreational activities” or “meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside”. In granting permission to use the property, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

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 No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

3B1E 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.

3B1F 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.

3B1G 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 are to be employed and paid by the applicant.

3B1H There shall be no intoxicants or narcotics used, including tobacco and non-tobacco vapor products, in the District/College buildings or District vehicles, nor shall profane language or gambling be permitted. Alcoholic beverages are prohibited except as provided for in the law, state regulations, and sections within this policy.

3B1H1 There shall be no smoking, including use of tobacco and non-tobacco vapor products, in the District/College buildings. Colleges that decide to have a tobacco or smoke free campus, or designated areas for tobacco use or smoking, may do so. The restrictions on tobacco or smoking at each college shall be found in AP 3B1H1.

3B1H2 Violations of 3B1H, 3B1H1, 3B1H2, 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.

3B1I Programs offered on District/College premises shall at no time contain matter, which might tend to cause a breach of the peace.
3B1J Proof of adequate supervision for any event must be provided by facility use applicant. The Chancellor, College President, or designee shall judge adequacy.

3B1K 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.

3B1L If free use is granted the meeting shall be non-exclusive and shall be open to the public.

3B1M 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.

3B1N 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.

3B1O 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 and Property Management - 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.

3B2C The Chancellor or Chief Financial Officer has the authority to act as the Board’s negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board.

3B2D The Chancellor or Chief Financial Officer is authorized by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.
3B3 Capital Construction - The purpose of providing facilities is to promote planned instructional programs and services.

3B3A The Chancellor and College Presidents are responsible for the planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the Chief Financial Officer. The Chief Financial Officer, or designee, shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Director of Facilities shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board shall approve and submit to the Board of Governors a five-year capital construction plan as required by law. The Chief Financial Officer shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

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 Chancellor or Chief Financial Officer.

3B3E Notices of Completion - The Chancellor or CFO are authorized to file Notice of Completion for construction projects with a total cost of less than $50,000.
3B3F Reduce Retention - The Chancellor or CFO are authorized to reduce retention held from contractor after mid-point of construction to an amount they deem adequate and sufficient to protect the ongoing interests of the District.
3B4 **Naming District/College Properties, Facilities, and Programs**

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.

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 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.
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.

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

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.
3B6 Parking

The College President shall establish administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures. Limited parking permits may be issued to individuals or groups for a specific special event only. These permits will expire at the conclusion of the specific special event.
3B7  **Speech: Time, Place and Manner**

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The Colleges of the District are non-public forums, except for those areas that are designated public forums available for the exercise of expression by students, employees, and members of the public. The Chancellor or designee shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures promulgated by the Chancellor or designee shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected, members of the public may be asked to leave the campus pursuant to current law. (See Administrative Procedure 3B1).
3C  Travel and Transportation

3C1  Student Transportation

See Policy 4B9, 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 emancipated minors, parents or guardians of students, and adults taking 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.

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(b) of this Manual for forms and procedures for attendance of conferences and meetings and for expense reimbursement.

3C3B  The most economical mode of transportation shall 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 4B9 for student transportation policies.)
Emergency Procedures: Each College and the District Office shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Chancellor and College Presidents shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines

Training requirements vary based on job titles or assigned roles within the emergency plan.

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Chancellor and College Presidents should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.
The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The Colleges and District Office must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.
3D2 Publications

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.
3D3 Retention and Destruction of Records

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 shall periodically, at a minimum, once every three years, review and classify records of the District. See Procedure 3D3a of this Manual for Classification of Records.
BP 3D4 LOCAL LAW ENFORCEMENT

References:
Education Code Section 67381;
34 Code of Federal Regulations Section 668.46(b)(4)

The District, on behalf of each campus or center, shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each District location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency’s operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request through the public records request process outlined in BP 3A15.

The District encourages accurate and prompt reporting of all crimes to the campus safety office and/or the appropriate police agencies. The District Chancellor shall establish procedures that encourage professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

** Added to BPM July 11, 2019.**
3E  Information Technology

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 Mail.

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.
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3E4 **Security Policy**

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)

A framework for identifying location, type, sensitivity, and access requirements for all data residing anywhere within the Kern Community College District

Documentation of Information Technology Security Program roles, responsibilities, processes, and architecture

A plan for identifying, prioritizing, and addressing applicable Federal, State, and other legal compliance requirements

Appropriate Information Technology Security policies, procedures, and guidelines

An Information Technology Security Awareness and Information Dissemination plan

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 Policy 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.
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3E5 Wireless Communication Devices

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.
Definition

Wireless communication devices include:

Pager
Push-to-Talk
Cell Phone
Push-to-Talk with Cell Service
SmartPhone
3F DEBT ISSUANCE AND MANAGEMENT POLICY

This Debt Management Policy (the “Policy”) provides written guidelines for the issuance of indebtedness by the Kern Community College District (the “District”) in satisfaction of the requirements of S.B. 1029, codified as part of Government Code Section 8855.

Article I
Purpose and Goals

This Policy provides a framework for debt management and capital planning by the District.

This Policy has been developed to meet the following goals:

- Identifying the purposes for which the debt proceeds may be used.
- Identifying the types of debt that may be issued.
- Describing the relationship of the debt to, and integration with, the District’s capital improvement program.
- Establishing policy goals related to the District’s planning goals and objectives.
- Implementing internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use upon completion of the issuance.

Article II
Purposes for Which Debt Proceeds May be Used

Section 2.01. Authority and Purposes of the Issuance of Debt

The laws of the State of California (the “State”) authorize the District to incur debt to make lease payments, contract debt, borrow money, and issue bonds for school improvement projects. The District is authorized to contract debt to acquire, construct, reconstruct, rehabilitate, replace, improve, extend, enlarge, and equip such projects; to refund existing debt; or to provide for cash flow needs.
Section 2.02. State Law

Section 18 of Article XVI of the State Constitution contains the “debt limitation” formula applicable to the District.

There are a number of State laws that govern the issuance of general obligation bonds (“GO Bonds”) by community college districts. Sections 1(b)(2) (Proposition 46) and 1(b)(3) of Article XIII A (Proposition 39) of the State Constitution allow the District to issue GO Bonds. The statutory authority for issuing GO Bonds is contained in Education Code Section 15000 et seq. Additional provisions applicable only to Proposition 39 GO Bonds are contained in Education Code Section 15264 et seq. An alternative procedure for issuing GO Bonds is also available in Government Code Section 53506 et seq.

The statutory authority for issuing Tax and Revenue Anticipation Notes (“TRANs”) is contained in Government Code Section 53850 et seq. Authority for lease financings is found in Education Code Section 17455 et seq. and additional authority is contained in Education Code Sections 17400 et seq., 17430 et seq. and 17450 et seq. The District may also issue Mello-Roos bonds pursuant to Government Code Section 53311 et seq.

Section 2.03. Debt Issued to Finance Operating Costs

The District may deem it necessary to finance cash flow requirements under certain conditions. Such cash flow borrowing must be payable from taxes, income, revenue, cash receipts and other monies attributable to the fiscal year in which the debt is issued.

General operating costs include, but are not limited to, those items normally funded in the District’s annual operating budget.

The District’s Chancellor, or Chief Financial Officer (“CFO”), will review potential financing methods to determine which method is most prudent for the District. Potential financing sources include tax and revenue anticipation notes, temporary borrowing from the Kern County Treasurer and Tax Collector, and internal temporary inter-fund borrowing.

Article III
Types of Debt That May be Issued

Section 3.01. Types of Debt Authorized to be Issued

A. Short-Term: The District may issue fixed-rate and/or variable rate short-term debt, which may include TRANs, when such instruments allow the District to meet its cash flow requirements. The District may also issue bond anticipation notes (“BANs”) to provide interim financing for bond projects that will ultimately be paid from GO Bonds.

B. Long-Term: Debt issues may be used to finance essential capital facilities, projects and certain equipment where it is appropriate to spread the cost of the projects over more than one budget year. Long-term debt should not be used to fund District operations.
Long term debt in the form of GO Bonds may be issued under Article XIII A of the State Constitution, either under Proposition 46, which requires approval by at least a two-thirds (66.67%) majority of voters, or Proposition 39, which requires approval by at least 55% of voters, subject to certain accountability requirements and additional restrictions.

The District may also enter into long-term leases and/or COPs for public facilities, property, and equipment.

C. Lease Financing: Lease-purchase obligations are a routine and appropriate means of financing capital equipment and certain capital facilities. However, lease obligations may impact on budget flexibility.

D. Use of General Obligation Bonds: A significant portion of the District’s capital projects are projected to be funded by GO Bond proceeds. Projects financed by the GO Bonds will be determined by the constraints of applicable law and the project list approved by voters.

Article IV
Relationship of Debt to and Integration with District’s Capital Improvement Program or Budget

Section 4.01. Impact on Operating Budget and District Debt Burden

In evaluating financing options for capital projects, both short and long-term debt amortization will be evaluated when considering a debt issuance, along with the potential impact of debt service, and additional costs associated with new projects on the operating budget of the District. The cost of debt issued for major capital repairs or replacements may be judged against the potential cost of delaying such repairs.

Section 4.02. Capital Improvement Program

The Associate Vice Chancellor of Facilities staff have responsibility for the planning and management of the District’s capital improvement program subject to review and approval by the Board of Trustees. Staff will, as appropriate, supplement and revise any applicable Facilities Master Plan in keeping with the District’s current needs for the acquisition, development and/or improvement of District’s real estate and facilities. Such plans may include a summary of the estimated cost of each project, schedules for the projects, the expected quarterly cash requirements, and annual appropriations, in order for the projects to be completed.

Section 4.03. Refunding and Restructuring Policy

A. Considerations for Refunding.

1. District’s Best Interest. Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility.
2. Net Present Value Analysis. The Chief Financial Officer shall review a net present value analysis of any proposed refunding in order to make a determination regarding the cost-effectiveness of the proposed refunding.

3. Maximization of Expected Net Savings. Another consideration in deciding which debt to refinance and the timing of the refinancing shall be maximization of the District’s expected net savings over the life of the bonds.

4. Comply with Existing Legal Requirements. The refunding of any existing debt shall comply with all applicable State and Federal laws governing such issuance.

Article V
Policy Goals Related to District’s Planning Goals and Objectives

In following this Policy, the District shall pursue the following goals:

1. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.

2. The District shall endeavor to attain the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.

3. The District shall take all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues.

4. The District shall, with respect to GO Bonds, remain mindful of its statutory debt limit in relation to assessed value growth within the school district and the tax burden needed to meet long-term capital requirements.

5. The District shall consider market conditions and District cash flows when timing the issuance of debt.

6. The District shall determine the amortization (maturity) schedule which will fit best within the overall debt structure of the District at the time the new debt is issued.

7. The District shall match the term of the issue to the useful lives of assets funded by that issue whenever practicable and economic, while considering repair and replacement costs of those assets to be incurred in future.

8. The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt of local, state and other governments that overlap with the District.

9. The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible, categorical grants, revolving loans or other State/federal aid, so as to minimize the encroachment on the District’s General Fund.

10. The District shall, when planning for the sizing and timing of debt issuance, consider its ability to expend the funds obtained in a timely, efficient and economical manner.
Article VI
Internal Control Procedures for Issuance of Debt to Ensure Intended Use of Proceeds

Section 6.01. Structure of Debt Issues

A. Maturity of Debt: The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement or asset that the issue is financing. Accordingly, the average life of the financing shall not exceed 120% of the average life of the assets being financed. In addition, the District shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

B. Debt Structure:

1. GO Bonds:
   
a. New Money Bond Issuances: For new money bond issuances, the District shall size the bond issuance consistent with the “spend-down” requirements of the Internal Revenue Code and within any limits approved by the District’s voters. To the extent possible, the District will also consider credit issues, market factors (e.g. bank qualification) and tax law when sizing the District’s bond issuance.
   
b. Refunding Bond Issuances: The sizing of refunding bonds will be determined by the amount of money that will be required to cover the principal of, accrued interest (if any) on, and redemption premium for the bonds to be defeased on the call date and to cover appropriate financing costs.
   
c. Maximum Maturity: All bonds issued by the District shall mature within the limits set forth in applicable provisions of the Education Code or the Government Code. The final maturity of bonds will also be limited to the average useful life of the assets financed or as otherwise required by tax law.

2. Lease-Purchase Obligations: The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed.

C. Debt Service Structure: The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and, as practical, to recapture or maximize its debt capacity for future use.

Section 6.02. Use of Proceeds

The District shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred. In furtherance of the policy, and in connection with the issuance of all GO Bonds:

1. As required by Government Code Section 53410, the District shall only use GO Bond proceeds for the purposes approved by the District’s voters; and

2. The Chief Financial Officer shall have the responsibility, no less often than annually, to provide to the District’s Board of Trustees a written report which shall contain at least the following information:
(i) The amount of the debt proceeds received and expended during the applicable reporting period; and

(ii) The status of the acquisition, construction or financing of the school facility projects, as identified in any applicable bond measure, with the proceeds of the debt.

These reports may be combined with other periodic reports which include the same information, including but not limited to, periodic reports made to the California Debt and Investment Advisory Commission, or continuing disclosure reports or other reports made in connection with the debt. These requirements shall apply only until the earliest of the following: (i) all the debt is redeemed or defeased, but if the debt is refunded, such provisions shall apply until all such refunding bonds are redeemed or defeased, or (ii) all proceeds of the debt, or any investment earnings thereon, are fully expended.

3. The District shall post on the District website the Annual Report of the District’s Independent Bond Oversight Committee which has been given the responsibility to review the expenditure of GO Bond proceeds to assure the community that all GO Bond funds have been used for the construction, renovation, repair, furnishing and equipping of school facilities, and not used for teacher or administrator salaries or other operating expenses.

4. The District shall hire an independent auditor to perform an annual independent financial and performance audit of the expenditure of GO Bond proceeds, and to post such audits on the District website.
Procedure
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.
AP 3A2E    Grant Preparation and Submission Procedure

1) Prior to the development (writing) of, or partnering on a grant application:
   a. Complete the Grant Notification Intent to Apply Form [Appendix 3A2E(1)];
   b. Obtain appropriate College signatures in the event it is a 10+1 matter; and
   c. Forward the Grant Notification of Intent to Apply Form to the District Vice
      Chancellor, Educational Services, the grants office, Vice Chancellor, Human
      Resources, Vice Chancellor, Operations, Chief Financial Officer, and
      Chancellor via email (pdf) for review followed up by a hardcopy for signature.

2) The intent of the Grant Notification Intent to Apply procedure is to inform all of
   the stakeholders as early in the process as possible, prior to contacting a grant
   writer but not later than 30-days prior to the grant submission date unless warranted
   by compelling justification.

3) Not less than one week (7 calendar days) prior to submission, or earlier, the Grant
   Approval to Submit Routing Sheet [Appendix 3A2E(2)] must have been signed by
   the College President, or designee, the Vice Chancellors, KCCD Chief Business
   Officer and arrive the Chancellor or designee’s office.

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. Approval to submit is conferred by the signature of the Chancellor or
   designee.

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. Grant Approval to Submit Routing Sheet, Appendix 3A2E(2)
   c. Grant Notification Intent to Apply form Appendix 3A2E(1)
   d. Grant application.
Kern Community College District
Administrative Procedure
Chapter 3 – Business Services

AP 3A3C  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 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.
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 signatories on a check, and a check limit of $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 and 30th of the month without further action.
# Kern Community College District
## Administrative Procedure
### Chapter 3 – Business Services

**Purchase Request**

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<th>Category</th>
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<td>Minority Owned Business</td>
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<td></td>
<td></td>
<td>Women Owned Business</td>
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**FOAPAL**

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<th>Actv</th>
<th>Locn</th>
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**Vendor Code:**

- Company's Name
- Owner's Full Name (DBA)

**Requestor**

- Contact Person(s) - Billing
- Contact Person(s) - Ordering/Mailing

**Telephone Number**

- City, State, Zip Code
- Telephone Number
- Fax Number

---

**APPROVED BY**

- Department Head
- President/Designee
- Business Manager/Designee

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**Special Instruction**

- Subtotal
- Discount
- Tax

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<tr>
<th>Total</th>
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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://intranel.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.)
AP 3A3E(b)  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.
AP 3A4(a)  Purchasing 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 Contract Code will require documented quotes.

2. Purchase of goods or services in excess of the limits set out in the Public Contract 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. [see AP 3A4(b)]

NOTE: The bid minimums are annually readjusted by the Board of Governors as required by Public Contract Code Section 20651(d); the 1/1/07 adjustment increased the minimum for materials or supplies to $69,000. The current bid minimum can be found at http://www.cde.ca.gov/fg/ac/co/

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 weeks in a newspaper of general circulation published 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 the District’s website or through an electronic portal, a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids
will be opened. The District may accept a bid that was submitted either electronically or on paper.

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.

Chief Financial Officer shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room.

**When permitted, 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. Non-Public works bid and contract awards shall be made to the lowest responsible
bidders 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.

5. For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the governing board in accordance with this section.

6. "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.

**Purchase without Advertising for Bids**

The Chief Financial Officer or designee is authorized to make purchases from firms holding public agency 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 years.

2. Contracts for materials and supplies are not to exceed three 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 on 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.
Informal and Formal Bidding Procedures under the Uniform Public Construction Cost Accounting Act, adopted by resolution by the Board of Trustees

Public Projects are defined in Public Contract Code (PCC) Section 22002(c) as construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, or painting or repainting of or involving any publicly owned, leased or operated facility. Public projects estimated to cost up to $200,000 shall be let to contract by procedures described below, or pursuant to current law.

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

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

Procedures Not Covered by this AP
When this procedure does not establish a process for bidding Public Projects, the procedures described in AP 3A4(a) titled Purchasing Bids and Contracts shall govern.

Contractors List
Lists of contractors shall be developed and maintained.

Award to Low Bidder; No Bids
All contracts must be awarded to the lowest responsible bidders. If two or more bids are the same and lowest, the District may accept the one it chooses. When no bids are received, the District may perform Public Projects with District employees or through a negotiated contract without further complying with this procedure.

Notice Inviting Informal Bids
When a Public Project anticipated to cost less than $200,000 is to be performed, the District shall prepare a notice of the opportunity to bid. The notice must describe the project in general terms, state the time and place for the submission of bids and describe
how to obtain more detailed information about the Project. The District shall mail the notice to all contractors for the category of work to be bid, as shown on the Contractors List. The District may also mail the notice to all construction trade journals. Other contractors and/or construction trade journals may also be notified at the discretion of the department soliciting bids. Mailing shall be completed at least ten days before bids are due.

**Award of Informally-Bid Contracts**
The District Chancellor or designee is authorized to award informal contracts (defined as contracts for less than $200,000.00), except those contracts described below.

**Bids Exceed Informal Bidding Limit**
If all informal bids received exceed $200,000, and the District determines that the cost estimate was reasonable, the District may award the contract at up to $212,500 to the lowest responsible bidder. The contract must be approved by Resolution receiving a four-fifths (4/5) vote of the Board of Trustees.

**Bid Documents for Formal Bids**
The District Chancellor or designee, will see that plans, specifications and working details for all Public Projects estimated to cost more than $200,000 are adopted.

**Notice Inviting Formal Bids**
When a Public Project, which is anticipated to cost in excess of $200,000 is to be performed, the District shall publish a notice inviting formal bids in a newspaper of general circulation. The notice shall be published at least 14 calendar days before the date of bid opening. The notice shall also be sent electronically, if available, by facsimile or electronic mail and mailed to all construction trade journals. The notice to construction trade journals shall be sent at least 15 calendar days before the date of bid opening. Other contractors and/or construction trade journals may also be notified, at the discretion of the department soliciting bids. Mailing shall be completed at least 30 days before the date of bid opening.

**When Contractors List Has Not Been Prepared: Proprietary Product or Service**
Notwithstanding the above:

- If the District has not prepared a list of contractors for the particular category of work to be performed, the notice inviting bids shall be sent to each of the construction trade journals.
- If the product or service is proprietary in nature, such that it can be legally obtained only from a certain contractor(s) pursuant to Public Contract Code Section 3400, the notice inviting informal bids may be sent exclusively to such contractors.

**Contracts for Maintenance Work**
Contracts for maintenance work may be bid pursuant to the Informal Bidding Procedures described above. Maintenance Work is routine, recurring work done for the preservation or protection of a public facility; minor repainting; landscape maintenance including mowing, watering, trimming, pruning, planting or replacement of plants, and servicing of irrigation systems; work performed to keep, operate, or maintain publicly owned water, power, or waste disposal systems.
Rejection of Bids; Re-solicitation; Use of District Employees
If the District intends to reject all bids, it must mail the apparent low bidder a written notice of the District’s intent to reject the bid at least two business days prior to the hearing at which the bids will be considered.

After rejecting all bids, the District may:

- abandon the project;
- re-advertise the project; or
- perform the work with District employees, after passing a resolution by a four-fifths (4/5) majority of the Board of Trustees declaring that the project can be performed more economically by District employees.

Emergency Procedures
When an emergency necessitates repair or replacement, contracts shall be awarded pursuant to the procedures described in AP 3A4(a) titled Purchasing Bids and Contracts.
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. Does 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:  

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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)
AP 3A5G  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 3A5G of this Manual)

2. Cal-Card applications will be completed prior to issuance by:
   - completing the Request for Purchase Card form [See Appendix 3A5G(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.

3. 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.

4. 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.

5. 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.

6. The cardholder must verify that budgeted funds are available prior to making any purchases.

7. 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:
   - Imprint of the CAL-Card, including card number, expiration date, and cardholder’s name
   - Date and amount of purchase
   - Brief description of item(s) purchased
   - Imprint of merchant name and identification number
8. 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.

9. 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?

10. 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.

11. 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.

12. 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 working days. If the cardholder is unable to complete the following actions within five 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 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 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 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 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 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 3A5G(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 3A5G(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.
AP 3A6A3 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.
AP 3A7 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.
AP 3A14A  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.
Kern Community College District  
Administrative Procedure  
Chapter 3 – Business Services

AP 3B1(a) 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 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 30 working days in advance of planned use.
Normally the District/College will not schedule use of facilities more than three 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 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 72 hours of notification.

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 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 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.

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 $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 $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 $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 $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 copies of a proposed facility plan to the facilities coordinator at least 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 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 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 regulations (see Parking Rules & Regulations pg). [Appendix 3B1(a)]

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 24-hour security. All security arrangements must be approved by the security office.

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. Fireworks may be used if coordinated, provided and discharged by licensed pyrotechnic entities and 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 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.

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 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.

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.

Daily Parking Fees

The parking fees for the Kern Community College District campuses are as follows:

- Bakersfield College - $5/day and $40/Semester and $20/Summer Intercession.
- Cerro Coso Community College - $1/Day and $20/Semester and $10/Summer Intercession
- Porterville - $1/Day and $20/Semester and $10/Summer Intercession
Kern Community College District
Administrative Procedure
Chapter 3 – Business Services

**AP 3B1(b) Permit for Event Use of Alcohol on District Property**

The Alcohol Event form must be submitted to the event scheduling office no later than 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.

<table>
<thead>
<tr>
<th>Entity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s Name</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Categories</th>
<th>Please respond accordingly.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for use of facilities</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Diagram of facilities</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Insurance</td>
<td>☐ SISC ☐ Other</td>
</tr>
<tr>
<td>Security [minimum one to two officers required]</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>[See Procedure 3B1(c)]</td>
<td></td>
</tr>
<tr>
<td>Food Services</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>List type of alcohol serving or selling at the event</td>
<td></td>
</tr>
<tr>
<td>List required marketing plans or special arrangements needed.</td>
<td></td>
</tr>
</tbody>
</table>

**Approvals**

<table>
<thead>
<tr>
<th>Authorized Event Applicant Representative</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Security/Safety Representative (If appropriate, provide badge number.)</td>
<td>Date</td>
</tr>
<tr>
<td>Authorized College/District Administrator</td>
<td>Date</td>
</tr>
<tr>
<td>Authorized Event Scheduling Office Representative</td>
<td>Date</td>
</tr>
</tbody>
</table>
Security Matrix

See following page.
## Security Matrix

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

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).
AP 3B1H1 Tobacco Free Campus

Introduction:

It is the commitment of Bakersfield College and Porterville College (hereinafter “the Colleges”) to provide and maintain an environment that is conducive to the health and safety of its students, employees, and visitors. In light of this and the findings of the U.S. Surgeon General that the use of tobacco and exposure to secondhand smoke pose significant health hazards, as provided in District Policy 3B1H1, the Colleges have established a smoke, vapor and tobacco-free environment to be initiated Fall 2019.

The use and/or sale of all tobacco products will be prohibited on all property and in all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by the Colleges, and in all District owned vehicles assigned to the Colleges. This prohibition includes smoking through the use of electronic smoking devices and hookahs.

Definitions:

a. “Tobacco Product” means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidi cigarettes, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but not include cessation products specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

b. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

c. “Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol
from the product. The term includes any device, whether manufactured, distributed, marketed, or sold as a 3-cigarette, e-cigar, e-pipe, e-hookah, vape pen, or under any other product name or descriptor.

d. “Hookah” means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

Implementation:

Implementation of the tobacco-free policy will be Fall semester 2019.

The following Restrictions regarding tobacco use will be effective starting Fall semester 2019:

a. All use of electronic smoking devices, hookahs and tobacco products is prohibited on all Bakersfield College or Porterville College property.

b. All use of electronic smoking devices, hookahs and tobacco products is prohibited in all District-owned vehicles assigned to the Colleges.

c. Tobacco products will not be sold on Bakersfield College or Porterville College property.

Responsibilities:

a. Each member of the College community, including, students, faculty, staff, and volunteers, is responsible for observing and adhering to the Tobacco-Free Environment Policy.

b. Vice Presidents, Deans, Directors and Department Chairs have the responsibility to ensure that students, faculty, staff and visitors within their area are informed of the Policy and Administrative Procedure; this includes:

i. Ensuring that the Policy and Administrative Procedure is prominently posted and noted in handbooks, websites, catalogs, and in student, staff, and faculty recruitment materials within their area of responsibility;

ii. Promulgating the Policy and Administrative Procedure to all employees and students within their respective areas, including incorporating the Procedure in appropriate student or employee recruitment or orientation programs; and

iii. Ensuring that visitors who may attend programs or events, or are retained to stage events sponsored by the department, are notified of the Tobacco-Free Policy and Administrative Procedure and the College's requirement that all such visitors comply with the Policy and Administrative Procedure.

c. Managers, supervisors and administrative officers are encouraged to answer questions and concerns by their employees and constituents regarding this Policy and Administrative Procedure. Concerns related to application of this Policy and
Administrative Procedure should be forwarded to the Tobacco Free Steering Committee.

d. Compliance with this Policy and Administrative Procedure is grounded in informing and educating members of the College community and visitors about the Policy and Administrative Procedure and encouraging those who use Tobacco Products to seek treatment for tobacco dependence. In order to maintain a tobacco-free environment, notifying others about the Policy and Administrative Procedure will be an ongoing effort to enhance awareness of and foster compliance with this Policy and Administrative Procedure. The Tobacco Free Steering Committee and College Student Health and Wellness Center are responsible for providing information and answering questions regarding smoking cessation resources.
AP 3B4    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, for recommendation to the Board for action in accordance with 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

<table>
<thead>
<tr>
<th>Funding Type</th>
<th>Minimum Donation</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Buildings and Related Facilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>$25,000,000</td>
<td></td>
</tr>
<tr>
<td>College Center</td>
<td>$10,000,000</td>
<td></td>
</tr>
<tr>
<td>Building small</td>
<td>$500,000</td>
<td>5000 sf and smaller</td>
</tr>
<tr>
<td>Building medium</td>
<td>$1,000,000</td>
<td>5001 to 10,000 sf</td>
</tr>
<tr>
<td>Building Large</td>
<td>$5,000,000</td>
<td>10,001 sf and larger</td>
</tr>
<tr>
<td>Floor of Building</td>
<td>$500,000</td>
<td>Buildings 2 or more stories</td>
</tr>
<tr>
<td>Wing of Building</td>
<td>$500,000</td>
<td>5,000 sf and larger</td>
</tr>
<tr>
<td>Classroom/Laboratory Rooms</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>Conference/Seminar Rooms</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>Auditoriums/Gymnasiums</td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td>Atriums</td>
<td>$75,000</td>
<td></td>
</tr>
<tr>
<td>Foyers</td>
<td>$75,000</td>
<td></td>
</tr>
<tr>
<td>Hallways</td>
<td>$50,000</td>
<td></td>
</tr>
<tr>
<td><strong>Site Items and Related Facilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Facilities Small</td>
<td>$1,000,000</td>
<td>1 acre and smaller</td>
</tr>
<tr>
<td>Sports Facilities Large</td>
<td>$2,000,000 or more</td>
<td>Larger than 1 acre</td>
</tr>
<tr>
<td>Campus Roadways</td>
<td>$500,000</td>
<td></td>
</tr>
<tr>
<td>Monuments</td>
<td>$250,000</td>
<td></td>
</tr>
<tr>
<td>Plazas</td>
<td>$250,000</td>
<td>5,000 sf and smaller</td>
</tr>
<tr>
<td>Courtyards</td>
<td>$500,000</td>
<td>5,001 sf and larger</td>
</tr>
<tr>
<td>Grounds</td>
<td>$500,000</td>
<td>Larger than 1 acre</td>
</tr>
<tr>
<td><strong>Educational Program Items</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>$1,500,000</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td>Endowed Chair</td>
<td>$1,500,000</td>
<td></td>
</tr>
<tr>
<td>Endowed Visiting Chair</td>
<td>$1,500,000</td>
<td></td>
</tr>
<tr>
<td>Endowed Research Funds</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>Endowed Lecture Series</td>
<td>$50,000</td>
<td></td>
</tr>
<tr>
<td>Endowed Scholarships</td>
<td>$25,000</td>
<td></td>
</tr>
</tbody>
</table>
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.
Kern Community College District  
Administrative Procedure  
Chapter 3 – Business Services

AP 3C1(a)  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  $7.00  
   • Lunch  $10.00  
   • Dinner  $14.00

3. Travel must begin prior to 6:00 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 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 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.
Kern Community College District
Administrative Procedure
Chapter 3 – Business Services

AP 3C1(b)  **Student Travel Authorization**

See Attached Form
# Student Travel Authorization

<table>
<thead>
<tr>
<th>Name of Approved Travel Employee</th>
<th>Contact Telephone Number</th>
<th>Date of Request</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Athletic Sport/Student Activity Purpose</th>
<th>Amount of Prepayment Required (should total amount per student x number of students)</th>
<th>Actual Expenses Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Categories</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Actual Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Audit (Office Use Only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departure Location (must be KCCD site; other location must be approved)</th>
<th>Categories</th>
<th>Actual Cost</th>
<th>Audit (Office Use Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure Date AM Time PM Time</td>
<td>Commercial Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return Date AM Time PM Time</td>
<td>Lodging Plus Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return Location (must be KCCD site; other location must be approved)</td>
<td>Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destination (be specific) (Note: Out-of-state trips require Board approval)</td>
<td>Meals Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Expenses Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount per student $</th>
<th>Number of students participating (Attach Student Trip Emergency Contact List; employee must retain copy.)</th>
<th>Total Expenses</th>
<th>Less Prepayment/Credit Card Charges</th>
<th>Balance Due</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Purchase Order Number</th>
<th>Invoice Number</th>
<th>Balance Due</th>
</tr>
</thead>
</table>

By signing below each student acknowledges receipt of amount specified above in “Amount per Student” box

<table>
<thead>
<tr>
<th>Printed Name of Athlete/Student</th>
<th>Signature of Athlete/Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Approved Travel Employee</th>
<th>Printed Name of Approved Travel Employee</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Vice President, Dean, or Athletic Director</th>
<th>Printed Name of Vice President, Dean or Athletic Director</th>
<th>Date</th>
</tr>
</thead>
</table>

- 119 -
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 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. Minimum meal allowance rates are as follows:
   - Breakfast.......................... $7.00
   - Lunch............................... $10.00
   - Dinner............................. $14.00

5. Travel must begin prior to 6:00 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.
AP 3C3A(a) Claim for Absence/Travel Reimbursement

See attached form
### Claim for Absence/Travel Reimbursement

#### FOAPAL Location
- Bakersfield College
- Cerro Coso Community College
- District Office
- Porterville College

#### Staff Development Fund
- Yes
- No

### Form Fields
- **Date of Request**
- **Contact Telephone Number**
- **Name**
- **Identification Number**
- **Department**
- **Event**
- **Date(s) of Event**
- **Destination**
- **Date and Time of Departure**
- **Date and Time of Return**
- **Classes/Hours to Be Missed**
- **Substitute Needed**
- **Yes**
- **No**

### Budget Number
<table>
<thead>
<tr>
<th>Est. Amount</th>
<th>Actual Amount</th>
<th>Budget Supervisor Signature/Approval</th>
</tr>
</thead>
</table>

#### Estimated Costs
- **Commercial Transportation**
- **Lodging+Tax**
- **Registration**
- **Mileage**
- **Meals**
- **Other Expenses (Itemized)**

#### Total Estimated Expenses

#### Actual Expenses Claimed
- **Prepayment**
- **Credit Card**
- **Actual Cost**
- **Audit**

#### Per Diem Meal Data

#### Signatures
- **Initiator**
- **Immediate Supervisor**

#### Business Services ONLY
- **Prepayment**
- **Date**
- **Check Number**
- **Amount**

#### Itemized Other Expenses
- **Description**
- **Actual Cost**
- **Audit**
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 $59.00 per day: Breakfast, $12.00; Lunch, $17.00; and Dinner, $30.00. 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 6:00 a.m.
- Lunch .... .......... If travel covers entire period between 11:00 a.m. and 2:00 p.m.
- Dinner ... .......... If travel is concluded after 7:00 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. If odometer readings are not available, a Google Map 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, 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 trip without receipt.

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.
Kern Community College District
Administrative Procedure
Chapter 3 – Business Services

AP 3C3A(b)  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 30 days of the last day of travel. In June, claims must be submitted no later than 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 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 $5.00 per trip. No reimbursements for prior year claims will be processed after July 30 of the succeeding year.

2) The most economical mode of transportation should 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 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 $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.
2) Meals - Reimbursed at the per diem rate of $57.00 per day - breakfast, $12.00; lunch, $17.00 dollars; dinner, $30.00 dollars. Meal reimbursements will be prorated as follows: leave before 6:00 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 7:00 p.m. entitled to dinner.
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.
Kern Community College District
Administrative Procedure
Chapter 3 – Business Services

AP 3C3B Agreement for Use of Automobile on School Business

See Attached Form
Agreement for Use of Automobile on School Business
(This Form Must be Renewed Each 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 when I drive a district vehicle or vehicle rented by the district for district business KCCD’s insurance will serve as primary coverage in the event of an accident. However, when I drive my private vehicle for district business, my personal automobile insurance will serve as primary coverage in the event of an accident.

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

<table>
<thead>
<tr>
<th>Signature of Employee/Student</th>
<th>Employee/Student ID Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type/Print Name</td>
<td>Position/Title</td>
<td></td>
</tr>
<tr>
<td>Insurance Carrier</td>
<td>Policy Number</td>
<td>Driver’s License Number</td>
</tr>
</tbody>
</table>

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 shall 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.)
In District Travel Expense Claim

See Following Pages.
In-District Travel Expense Claim

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tr>
<th>FOAPAL(s)</th>
<th>ID Number</th>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Telephone Number</th>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Destination</th>
<th>Odometer Reading</th>
<th>Total Miles</th>
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<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td>Start</td>
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</table>

Total Mileage _______ @ _______ cents = + Total Meals Costs = Total Claim

<table>
<thead>
<tr>
<th>Itemized Meal Data</th>
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<tbody>
<tr>
<td>Date</td>
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</table>

I certify that this is a true record of actual and necessary expenses incurred by me in the performance of duties as directed by the governing Board of the Kern Community College District.

Signature
Date

Signature of Immediate Supervisor
Date

Signature of Budget Supervisor
Date

Departure Time
Return time

For Business Office Use Only:
Date of Payment ____________ Reference No.

Original to: District Office Business Services
Copies to: College Business Services; Initiator
DO/BusServs
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 costs will not exceed $59.00 per day: Breakfast- $12.00; Lunch--$17.00; Dinner--$30.00. 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 6:00 a.m.
Lunch . . . . . . . . . If travel covers entire period between 11:00 a.m. to 2:00 p.m.
Dinner . . . . . . If travel is concluded after 7:00 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.

All claims must be submitted within 30 days of the travel claim. In June, claims must be submitted no later than 20 days after fiscal-year-end.
**AP 3D3(a) 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

<table>
<thead>
<tr>
<th>Report</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Organization/Reorganization Documents</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td>Elections Records</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td>Organization Documents</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td>Minutes of all Board of Trustees Meetings</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td>Property Records (titles, origination documents, etc.)</td>
<td>Chancellor’s Office</td>
</tr>
</tbody>
</table>

### Finance

<table>
<thead>
<tr>
<th>Report</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Accounts Receivable Report</td>
<td>District Operations</td>
</tr>
<tr>
<td>Appraisals of Land and Buildings</td>
<td>District Operations</td>
</tr>
<tr>
<td>Auditors Report of District and Foundations</td>
<td>District Operations</td>
</tr>
<tr>
<td>Bid Conditions (Advertised)</td>
<td>District Operations</td>
</tr>
<tr>
<td>District Budget (Official)</td>
<td>District Operations</td>
</tr>
<tr>
<td>Current Liability Report</td>
<td>District Operations</td>
</tr>
<tr>
<td>Commercial Warrant Report</td>
<td>District Operations</td>
</tr>
<tr>
<td>Deferred Maintenance Five-Year Plan</td>
<td>District Operations</td>
</tr>
<tr>
<td>Earnings Reports (Quarterly)</td>
<td>District Operations</td>
</tr>
<tr>
<td>Employee’s Withholding Allowance Certificate</td>
<td>District Operations</td>
</tr>
<tr>
<td>Enterprise and Student Annual Fund Reports</td>
<td>District Operations</td>
</tr>
<tr>
<td>Facilities Inventory</td>
<td>District Operations</td>
</tr>
<tr>
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</tr>
<tr>
<td>Federal Withholding Tax Reports</td>
<td>District Operations</td>
</tr>
<tr>
<td>Financial Annual Reports of all Funds</td>
<td>District Operations</td>
</tr>
<tr>
<td>Fixed Assets (detail or summary records)</td>
<td>District Operations</td>
</tr>
<tr>
<td>General Ledger and all Fund Ledgers</td>
<td>District Operations</td>
</tr>
<tr>
<td>Lease Agreements</td>
<td>District Operations</td>
</tr>
<tr>
<td>OASDI Reports</td>
<td>District Operations</td>
</tr>
<tr>
<td>Payroll Adjustment Orders</td>
<td>District Operations</td>
</tr>
<tr>
<td>Payroll Listing for CalPERS/CalSTRS</td>
<td>District Operations</td>
</tr>
<tr>
<td>Payroll Summary (Annual)</td>
<td>District Operations</td>
</tr>
<tr>
<td>Payroll Warrants Registers</td>
<td>District Operations</td>
</tr>
<tr>
<td>Payroll and Salary Records</td>
<td>District Operations</td>
</tr>
<tr>
<td>Payroll Officer Records</td>
<td>District Operations</td>
</tr>
<tr>
<td>Quarterly Wage and Withholding Report</td>
<td>District Operations</td>
</tr>
<tr>
<td>Tax Records</td>
<td>District Operations</td>
</tr>
<tr>
<td>Time Records (accrued vacation, sick leave, etc.)</td>
<td>District Operations</td>
</tr>
<tr>
<td>W-2 Wage and Tax Statement</td>
<td>District Operations</td>
</tr>
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</table>

**Human Resources**

<table>
<thead>
<tr>
<th>Report</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Personnel File (Regular Staff)</td>
<td>District Operations</td>
</tr>
<tr>
<td>) Original Application</td>
<td>District Operations</td>
</tr>
<tr>
<td>Letters of Recommendation</td>
<td>District Operations</td>
</tr>
<tr>
<td>Transcripts</td>
<td>District Operations</td>
</tr>
<tr>
<td>Verification of Experience</td>
<td>District Operations</td>
</tr>
<tr>
<td>Employment Recruitment Survey</td>
<td>District Operations</td>
</tr>
<tr>
<td>Fingerprint History</td>
<td>District Operations</td>
</tr>
<tr>
<td>Original Interview Notes</td>
<td>District Operations</td>
</tr>
<tr>
<td>Notice of Employment</td>
<td>District Operations</td>
</tr>
<tr>
<td>Personnel Actions</td>
<td>District Operations</td>
</tr>
<tr>
<td>Requests for Board Action</td>
<td>District Operations</td>
</tr>
<tr>
<td>Employment Contracts</td>
<td>District Operations</td>
</tr>
<tr>
<td>Evaluations</td>
<td>District Operations</td>
</tr>
<tr>
<td>Leave History</td>
<td>District Operations</td>
</tr>
<tr>
<td>Salary Progression</td>
<td>District Operations</td>
</tr>
<tr>
<td>Benefit Enrollment Forms (health, dental, vision, tax shelter, life insurance, flex plan, optional insurances)</td>
<td>District Operations</td>
</tr>
<tr>
<td>Board Actions</td>
<td>District Operations</td>
</tr>
<tr>
<td>Collective Bargaining Agreements</td>
<td>District Operations</td>
</tr>
<tr>
<td>Employee Complaints</td>
<td>District Operations</td>
</tr>
<tr>
<td>Employee Grievances Files—Inactive</td>
<td>District Operations</td>
</tr>
<tr>
<td>Employee Permanent Records Cards</td>
<td>District Operations</td>
</tr>
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</table>
### Human Resources (continued)

<table>
<thead>
<tr>
<th>Report</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Obligation Report (1725)</td>
<td>District Operations</td>
</tr>
<tr>
<td>Pay Authorizations</td>
<td>District Operations</td>
</tr>
<tr>
<td>Staff Development Report</td>
<td>District Operations</td>
</tr>
<tr>
<td>Staff Diversity Report</td>
<td>District Operations</td>
</tr>
<tr>
<td>Student Complaints Against Personnel</td>
<td>District Operations</td>
</tr>
<tr>
<td>Workers’ Compensation Accident or Injury Reports</td>
<td>District Operations</td>
</tr>
<tr>
<td>Workers’ Compensation Quarterly Payroll Report</td>
<td>District Operations</td>
</tr>
<tr>
<td>EDD Benefit Audit—DE-1296B</td>
<td>District Operations</td>
</tr>
<tr>
<td>Employee Income Protection Insurance Records</td>
<td>District Operations</td>
</tr>
<tr>
<td>Employee Income Protection Insurance Records</td>
<td>District Operations</td>
</tr>
<tr>
<td>Safety Inspection Reports</td>
<td>District Operations</td>
</tr>
<tr>
<td>Department of Transportation Random Drug Testing Records</td>
<td>District Operations</td>
</tr>
</tbody>
</table>
### Student

<table>
<thead>
<tr>
<th>Report</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Permanent Record (before 1987)</strong></td>
<td>College Admissions and Records Office</td>
</tr>
<tr>
<td>The following Student Data Elements Beginning 1987:</td>
<td>District Operations</td>
</tr>
<tr>
<td>• Name of student</td>
<td></td>
</tr>
<tr>
<td>• Date of birth</td>
<td></td>
</tr>
<tr>
<td>• Student identifier (i.e., Social Security number)</td>
<td></td>
</tr>
<tr>
<td>• Entering and leaving dates for each semester including summer session</td>
<td></td>
</tr>
<tr>
<td>• Courses taken during each semester including summer session</td>
<td></td>
</tr>
<tr>
<td>• Grades and credits given during each semester including summer session</td>
<td></td>
</tr>
<tr>
<td>• Grades and credits accepted from other institutions</td>
<td></td>
</tr>
<tr>
<td>• Degrees and certificates earned and dates awarded</td>
<td></td>
</tr>
<tr>
<td>• Cumulative grade point averages</td>
<td></td>
</tr>
<tr>
<td>• Average Daily Attendance (ADA)/Full-time Equivalent Students (FTES) including Period 1, Period 2, and Final reports (CCAF-320)</td>
<td></td>
</tr>
<tr>
<td>• FTES attendance detail reports*</td>
<td></td>
</tr>
</tbody>
</table>

*Changed to Class 3 after microfilming*
### Student (continued)

<table>
<thead>
<tr>
<th>Report</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Contact Hours Adjustment (CCAF-320F)</td>
<td>District Operations</td>
</tr>
<tr>
<td>Apprenticeship Attendance Report (CCAF-321)</td>
<td>District Operations</td>
</tr>
<tr>
<td>Estimated Enrollment Fee Revenue</td>
<td>District Operations</td>
</tr>
<tr>
<td>Board of Governors Fee Waiver Program (BFAP 1-C)</td>
<td>District Operations</td>
</tr>
<tr>
<td>Request for Student Formal Hearings</td>
<td>College</td>
</tr>
<tr>
<td>Student Discipline Records</td>
<td>College</td>
</tr>
</tbody>
</table>

### AP 3D3(b) 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

<table>
<thead>
<tr>
<th>Report</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers’ Compensation Log and Summary of Occupational Injuries and Illnesses—CAL/OSHA 200 [five (5) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Independent Contractor Checklist [three (3) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Billings—Optional Insurances [two (2) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Billings—SISC (health, dental, life insurance, behavioral health, vision) [two (2) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Billings—Tax Shelters [two (2) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>LSC Warrant Requests (benefit billings) [three (3) years]</td>
<td>District Operations</td>
</tr>
</tbody>
</table>
**AP 3D3(c) 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

<table>
<thead>
<tr>
<th>Report</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Reconciliation [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Accounts Receivable Reconciliation [four (4)]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Air Travel Reservations [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Applications of Special Project funds [six (6) years]</td>
<td>District Operations/College Business Office</td>
</tr>
<tr>
<td>Bank Deposit Slips [seven (7) years]</td>
<td>District Operations/College Business Office</td>
</tr>
<tr>
<td>Bank Reconciliation and Cancelled Checks [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Bank Statements [seven (7) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Bids [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Budget Worksheet [four (4) years]</td>
<td>District Operations</td>
</tr>
</tbody>
</table>
**Finance (continued)**

<table>
<thead>
<tr>
<th>Report</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancelled Checks and Bank Reconciliation Student Body Records [seven (7) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Cash Collection Reports/Student Body Records [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Contracts [five (5) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td><em>Enterprise Fund Detail Records</em></td>
<td>District Operations/College Business Office</td>
</tr>
<tr>
<td>Investment Records [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Invoices, LSC (outgoing) [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Invoices, Vendor’s [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Journals (all funds) [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Membership Data forms (CalPERS/CalSTRS)</td>
<td>District Operations</td>
</tr>
<tr>
<td>Other Financial Detail Records [five (5) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Petty Cash Payments Memo [four (4) years]</td>
<td>District Operations/College Business Office</td>
</tr>
<tr>
<td>Purchase Orders (computer records) [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Timesheets/Cards [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Vendor’s Files [five (5) years]</td>
<td>District Operations/College Business Office</td>
</tr>
<tr>
<td>Warrants/Checks [four (4) years]</td>
<td>District Operations/College Business Office</td>
</tr>
</tbody>
</table>
### Human Resources

<table>
<thead>
<tr>
<th>Report</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Recruitment Records [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Employee Eligibility Verification (I-9) [three (3) years]</td>
<td>District Operations/College Human Resources Office</td>
</tr>
<tr>
<td>Employee Pre-Placement Drug Screens</td>
<td>District Operations</td>
</tr>
<tr>
<td>Employee Pre-Placement Physicals</td>
<td>District Operations</td>
</tr>
<tr>
<td>Recruitment Records (Applicant Pools) [three (3) years]</td>
<td>District Operations/College Human Resources Office</td>
</tr>
<tr>
<td>Report of New Employees (DE 34) [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Report of Independent Contractors (DE 542) [four (4) years]</td>
<td>District Operations</td>
</tr>
<tr>
<td>Deceased/Terminated Retiree Files</td>
<td>District Operations</td>
</tr>
<tr>
<td>HCFA Data Match Project (MSPC-1)</td>
<td>District Operations</td>
</tr>
</tbody>
</table>

### Student

<table>
<thead>
<tr>
<th>Report</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent class record (roll sheet)</td>
<td>College</td>
</tr>
<tr>
<td>Grade Change form</td>
<td>College</td>
</tr>
<tr>
<td>Veterans Certification form [five (5) years]</td>
<td>College</td>
</tr>
<tr>
<td>Athletic Eligibility form [five (5) years]</td>
<td>College</td>
</tr>
<tr>
<td>Foreign student forms/documents [five (5) years]</td>
<td>College</td>
</tr>
<tr>
<td>Financial Aid Forms [five (5) years]</td>
<td>College</td>
</tr>
</tbody>
</table>
### AP 3D3(d) Class 4--Disposable Records (After the Current Semester)

#### Student

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

<table>
<thead>
<tr>
<th>Report</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment of Incomplete (&quot;I&quot;) Grade form</td>
<td>College</td>
</tr>
<tr>
<td>[one (1) year)]</td>
<td></td>
</tr>
<tr>
<td>Student Application form</td>
<td>College</td>
</tr>
<tr>
<td>Student Update form</td>
<td>College</td>
</tr>
<tr>
<td>General Person Update form</td>
<td>College</td>
</tr>
<tr>
<td>Verification forms (all)</td>
<td>College</td>
</tr>
<tr>
<td>Social Security Number (SSN) Changes</td>
<td>College</td>
</tr>
<tr>
<td>Subpoena Requests</td>
<td>College</td>
</tr>
</tbody>
</table>

**AP 3D3(e) 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).]
AP 3E1C(a) 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.
AP 3E1C(b) **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.
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.
AP 3E2E  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.
AP 3E3   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.

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.

(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.

   (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.

Part Six, (continued)

(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.

(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 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.

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).
AP 3E5  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)
Appendix
# Grant Routing Sheet Notice of Intent to Apply Form

## (1 of 2)

<table>
<thead>
<tr>
<th>Date</th>
<th>Primary Contact</th>
<th>Telephone Numbers(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
<th>Period (dates)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grant Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Contract □ New □ Renewal</td>
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## Required Approvals

<table>
<thead>
<tr>
<th>Initiator’s Signature</th>
<th>Date</th>
<th>Area Administrator’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Date</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>College President’s/Designee’s Signature</th>
<th>Date</th>
<th>Campus Business Manager’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vice Chancellor, Human Resources</th>
<th>Date</th>
<th>Vice-Chancellor, Educational Services/Designee Signature</th>
<th>Date Received</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vice Chancellor, Operations</th>
<th>Date</th>
<th>Chief Financial Officer</th>
<th>Date Received</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Chancellor</th>
<th>Date</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

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**Executive Summary of the Grant Opportunity** (attach additional sheets as necessary) Describe how the grant supports District and/or College strategic plan(s), Educational Master Plan(s).

---

Distribution: Duplicate as needed
## Grant Routing Sheet

**Approval to Submit Form**

(2 of 2)

<table>
<thead>
<tr>
<th>Date</th>
<th>Primary Contact</th>
<th>Telephone Numbers(s)</th>
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</table>

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
<th>Period (dates)</th>
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</table>

<table>
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<tr>
<th>Grant Title</th>
<th>Type:</th>
<th>Estimated Submittal Date:</th>
<th>Submittal Deadline:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>□   Grant</td>
<td>__________________________</td>
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<td></td>
<td>□ New</td>
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<td></td>
<td>□ Renewal</td>
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<td></td>
<td>□ Contract</td>
<td>__________________________</td>
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<tr>
<td></td>
<td>□ Renewal</td>
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</tbody>
</table>

### Match Requirements

- Cash Match Amount __________________________
- Match Amount Required __________________________
- In-kind Match Amount __________________________
- Match Source __________________________

### Operational Impact on Campus/District

**Operational Impact Summary** (include job descriptions and budget information resulting from grant award and supporting cost documentation)

### Indirect Cost Recovery

- $ __________
- % __________

**Please check all if applicable**

<table>
<thead>
<tr>
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<th>Yes</th>
<th>No</th>
<th>Costs</th>
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<td>Accounting/Auditing</td>
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<tr>
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<td>Equipment</td>
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<td>Facilities</td>
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<tr>
<td>Information/Instructional Technology</td>
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<tr>
<td>Maintenance and Operations</td>
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<tr>
<td>Personnel</td>
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<td></td>
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<tr>
<td>Research</td>
<td></td>
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</tbody>
</table>

### Required Approvals

*Note: All grant applications must arrive at the Chancellor’s Office at least one week prior to the grant submission. All levels of college signatures must be acquired before submittal to the College President, granting agency, and the Office of Educational Services.*

<table>
<thead>
<tr>
<th>Initiator’s Signature</th>
<th>Date</th>
<th>Area Administrator’s Signature</th>
<th>Date</th>
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<thead>
<tr>
<th>College President/Designee Signature</th>
<th>Date</th>
<th>Campus Business Manager’s Signature</th>
<th>Date</th>
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<tr>
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<th>Date</th>
<th>Vice-Chancellor, Educational Services’ Signature</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>Vice Chancellor, Operations</th>
<th>Date</th>
<th>District Chief Financial Officer’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Chancellor’s/Designee’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Please attach a full and complete copy of the grant application.**

---

**Distribution:** Duplicate as needed

See Back for Definitions of Terms
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 —Total amount of all match sources, cash or in kind, 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/District

Facilities – New or remodeled building construction requirements.

Maintenance and Operations — New operational requirements of custodial, trades or grounds.

Information Technology – One time and ongoing costs for hardware, software licensing, maintenance and materials, supplies, implementation, consulting, training services cost; ongoing IT FTE support required. Initiator shall consult with College or District IT Managers to accurately determine these costs.

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 currently has an approved specific federal indirect cost rate of 32%. Please contact the District Business Office for rate.

Section—Other Operation Impact

Executive Summary - Summary of grant/contract purpose and how it fits with College Educational Master Plan and Strategic Plan.
Appendix 3A5G(b) Request for Cal-Card

See following page.
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: ____________________________________________________________

30-Day Purchase Limit: ____________________________________________________________

Generally not to exceed $500 per transaction

Generally not to exceed $3,000 per month

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

[ ] Office Supplies

[ ] Computer Supplies

[ ] Hardware

[ ] Travel

[ ] Printing/Duplicating

[ ] Equipment

[ ] Sporting Goods

Other

Specify:

__________________________________________________

Applying Official’s Name
(Manager’s Name)

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

President’s/Chancellor’s Name

__________________________________________________

Applying 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)

Distribution: Original to District Office/Chief Financial Officer or College/Director, Accounting Services

DO Bus Svcs
Appendix 3A5G(c) Request to Close CAL-Card Account

See following page.
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) _______________________

Approving Official’s Signature
(Manager’s Signature) _______________________

Director of Administrative Services’/Chief Financial Officer’s Name _______________________

Director of Administrative Services’/Chief Financial Officer’s Signature _______________________

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

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Appendix 3A5G(d) Request for Changes to CAL-Cardholder Information

See following page.
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

_________________________________________________________________________

Approving Official’s Signature (Manager’s Signature)                     Dir., Administrative Services’ or Chief Financial Officer’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

Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099
(661) 336-5100
Kern Community College District
Appendix
Chapter 3 – Business Services

Appendix 3B1(a)  Application and Agreement for Use of District Property

See following pages.
# Application and Agreement for Use of District Property

**Name of Organization**: 

**Date**: 

**Type of Organization**: 

**Name of Event**: 

**Attendance Expected**: 

**Description of Activity**: 

- [ ] Meeting
- [ ] Lecturer/Speaker
- [ ] Dinner
- [ ] Dance
- [ ] Performance
- [ ] Concert
- [ ] Sport Event
- [ ] Alcohol
- [ ] Other

**Authorized Supervisor/Representative**: 

**Amount Charged (if any)** $  

**Is the activity open to the public?**  

- [ ] Yes
- [ ] No

**Will anything be offered for sale?**  

- [ ] Yes
- [ ] No

**Will there be any paid participants?**  

- [ ] Yes
- [ ] 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.)  

- [ ] Baseball/Softball Field
- [ ] Indoor Theater
- [ ] Classroom
- [ ] Practice Field
- [ ] Soccer Field
- [ ] Outdoor Theater
- [ ] Conference Room
- [ ] Special Room
- [ ] Cafeteria/Food Service
- [ ] Locker Rooms
- [ ] Forum
- [ ] Swimming Pool
- [ ] Tennis Courts
- [ ] Track
- [ ] Track
- [ ] Gymnasium
- [ ] Only
- [ ] Lawn Area
- [ ] Campsius/Student Center
- [ ] Forum
- [ ] Other
- [ ] Stadium

**Special Requests**: 

**Staff Services Requested/Required**  

**Custodial Staff**  

<table>
<thead>
<tr>
<th>Number Needed</th>
<th>Time Needed From</th>
<th>Time Needed To</th>
<th>Number Needed</th>
<th>Time Needed From</th>
<th>Time Needed To</th>
</tr>
</thead>
</table>

**Food Service Staff**  

<table>
<thead>
<tr>
<th>Meals</th>
<th>From To</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
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</tr>
<tr>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
</tr>
</tbody>
</table>

**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.

**Name of Insurance Agency**: 

---

*[Other relevant text and details from the form have been omitted for brevity]*
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.

<table>
<thead>
<tr>
<th>Deposit Due Date</th>
<th>TOTAL COSTS To Be Billed</th>
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</table>

**Responsible Party/Organization**

<table>
<thead>
<tr>
<th>Address</th>
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<th>Zip Code</th>
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</table>

<table>
<thead>
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<th>Title</th>
<th>Telephone Number</th>
<th>Fax Number</th>
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<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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**ONLY For Office Use**

<table>
<thead>
<tr>
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<th>Nonprofit, Tax ID Number:</th>
<th>Purchase Order Number:</th>
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<table>
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<th>□ Addendum attached</th>
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<td>□ Student Activities</td>
<td>□ District Office</td>
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<tr>
<td>□ Business Services</td>
<td>□ Foundation/PIO</td>
<td>□ Other:</td>
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**Kern Community College District COST FACTORS**

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<tr>
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<td></td>
<td></td>
<td></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

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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, all 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.
Appendix 3B1(b) 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

See the following.
## Standard District-wide Fees

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

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
- Well Institute classrooms—15-48 capacity
- Well Institute Forums A and B each—24 capacity (combined room = 60 capacity)
- Well 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

---

<table>
<thead>
<tr>
<th>Rental Fee based on room seating capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-50 = $30.00</td>
</tr>
<tr>
<td>51-100 = $50.00</td>
</tr>
<tr>
<td>101 and above = $75.00</td>
</tr>
</tbody>
</table>

*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.*
### Standard District-wide Fees (continued)

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

**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

<table>
<thead>
<tr>
<th>Facility/Equipment/Service</th>
<th>Group I</th>
<th>Group II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental (Main Gym minimum (two) 2 hours)</td>
<td>-0-</td>
<td>$100.00/hr.</td>
</tr>
<tr>
<td>Dance Room 202</td>
<td>-0-</td>
<td>$30.00/hr.</td>
</tr>
<tr>
<td>Huddle</td>
<td>-0-</td>
<td>$30.00/hr.</td>
</tr>
<tr>
<td>Heat/Lights/Supplies</td>
<td>$34.00/hr.</td>
<td>$34.00/hr.</td>
</tr>
<tr>
<td>Blowers only/Supplies</td>
<td>$18.00/hr.</td>
<td>$18.00/hr.</td>
</tr>
<tr>
<td>Scoreboard</td>
<td>-0-</td>
<td>$24.00</td>
</tr>
<tr>
<td>Scoreboard Technician*</td>
<td>+Actual Cost</td>
<td>+Actual Cost</td>
</tr>
<tr>
<td>Locker Rooms</td>
<td>-0-</td>
<td>$44.00</td>
</tr>
<tr>
<td>Lavatory Supplies (flat rate)</td>
<td>$12.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Supervision/Custodial/Sound System Operator</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>Complex Manager</td>
<td>$40.00/hr.</td>
<td>$40.00/hr.</td>
</tr>
<tr>
<td>Security</td>
<td>$45.00/hr.</td>
<td>$45.00/hr.</td>
</tr>
<tr>
<td>Maintenance/Set-up/Clean-up</td>
<td>+Actual Cost</td>
<td>+Actual Cost</td>
</tr>
<tr>
<td>Site Lights(Walkways &amp; parking lots)</td>
<td>$6.00/hr.</td>
<td>$6.00/hr.</td>
</tr>
</tbody>
</table>

**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
## Standard District-wide Fees (continued)

<table>
<thead>
<tr>
<th>Facility/Equipment/Service</th>
<th>Group I</th>
<th>Group II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOCCER FIELD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental</td>
<td>-0-</td>
<td>$75.00/day</td>
</tr>
<tr>
<td>Lining (flat fee)</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Supervision/Custodial/Grounds</td>
<td>$50.00</td>
<td>$38.00/hr.</td>
</tr>
<tr>
<td>Security</td>
<td>$38.00/hr.</td>
<td>$45.00/hr.</td>
</tr>
<tr>
<td>Maintenance/Set-up/Clean-up</td>
<td>$45.00/hr.</td>
<td>+Actual Cost</td>
</tr>
<tr>
<td>Site Lights(Walkways &amp; parking lots)</td>
<td>+Actual Cost</td>
<td>$6.00/hr.</td>
</tr>
<tr>
<td>Note: No lights on soccer field</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **TENNIS COURTS**                                |                          |                           |
| 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.                 |

| **THEATRE--INDOOR**                              |                          |                           |
| 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.
### Standard District-wide Fees (continued)

<table>
<thead>
<tr>
<th>Facility/Equipment/Service</th>
<th>Group I</th>
<th>Group II</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDORS, BUSINESS REPRESENTATIVES</td>
<td></td>
<td><strong>$50.00/day</strong></td>
</tr>
<tr>
<td>Up to three (3) tables, five (5) chairs in approved locations</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

### EQUIPMENT RENTAL AND SERVICE FEES

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

### 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.
### Cost Schedule for Non-Instructional Use of Computer Labs

<table>
<thead>
<tr>
<th>Type Organization</th>
<th>Computer Use Fees</th>
<th>Labor (Technician, Custodial, etc.)</th>
<th>Room Use Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Organization</td>
<td>None</td>
<td>Actual Costs beyond normal operational hours</td>
<td>None during normal hours of operation. Actual costs for hours beyond normal hours of operation for building/laboratory</td>
</tr>
<tr>
<td>Non-Profit Organization</td>
<td>$2.00/Computer/Hour</td>
<td>Actual Costs</td>
<td>Costs, rental per KCCD Board Policy</td>
</tr>
<tr>
<td>Profit Organization</td>
<td>$4.00/Computer/Hour</td>
<td>Actual Costs</td>
<td>Costs, rental per KCCD Board Policy</td>
</tr>
</tbody>
</table>

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.
## UNIQUE FEES BY SITE

### Bakersfield College

<table>
<thead>
<tr>
<th>Facility/Equipment/Service</th>
<th>Group I</th>
<th>Group II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THEATRE—OUTDOOR</strong> <em>(capacity 1,968)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental</td>
<td>-0-</td>
<td>$34.00/hr.</td>
</tr>
<tr>
<td>Heat/Air Conditioning</td>
<td>$30.00/hr.</td>
<td>$30.00/hr.</td>
</tr>
<tr>
<td>Lights/Supplies</td>
<td>$17.00/hr.</td>
<td>$17.00/hr.</td>
</tr>
<tr>
<td>Theatre Technician</td>
<td>$35.00/hr.</td>
<td>$35.00/hr.</td>
</tr>
<tr>
<td>Supervision/Custodial/Grounds</td>
<td>$38.00/hr.</td>
<td>$38.00/hr.</td>
</tr>
<tr>
<td>Security</td>
<td>+Actual Cost</td>
<td>+Actual Cost</td>
</tr>
<tr>
<td>Maintenance/Set-up/Clean-up</td>
<td>$6.00/hr.</td>
<td>$6.00/hr.</td>
</tr>
<tr>
<td>Site Lights(Walkways &amp; parking lots)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Special equipment with extra charge is often required.

<table>
<thead>
<tr>
<th><strong>STADIUM</strong> <em>(capacity 19,468)</em></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Track Only</td>
<td>-0-</td>
<td>$80.00/hr.</td>
</tr>
<tr>
<td>Rental (minimum three (3) hours)</td>
<td>-0-</td>
<td>$20.00/hr.</td>
</tr>
<tr>
<td>Track Only</td>
<td>-0-</td>
<td>$75.00/day</td>
</tr>
<tr>
<td>Football Practice Field</td>
<td>$15.00/hr.</td>
<td>$15.00/hr.</td>
</tr>
<tr>
<td>Water/Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Maintenance Fee (per occupant in stands)</td>
<td>$1.00/ticket</td>
<td>$1.00/ticket</td>
</tr>
<tr>
<td>Stadium Lights</td>
<td>+Actual Cost</td>
<td>+ Actual Cost</td>
</tr>
<tr>
<td>Scoreboard</td>
<td>+Actual Cost</td>
<td>+Actual Cost</td>
</tr>
<tr>
<td>Scoreboard Technician*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Crew size varies—Typical minimum crew might include three (3) groundsworkers, 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.
### Unique Fees By Site--BC (continued)

<table>
<thead>
<tr>
<th>Facility/Equipment/Service</th>
<th>Group I</th>
<th>Group II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SWIMMING POOL</strong> <em>(Capacity: Pool deck-1,200, Pool (Townsend) T=90, Pool (Wheeler) W=255)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental</td>
<td>-0-</td>
<td>$6.00/lane</td>
</tr>
<tr>
<td>Supervision/Custodial</td>
<td>$38.00/hr</td>
<td>$38.00/hr</td>
</tr>
<tr>
<td>Faculty Supervisor</td>
<td>$40.00/hr</td>
<td>$40.00/hr</td>
</tr>
<tr>
<td>Lifeguard</td>
<td>$9.00/hr</td>
<td>$9.00/hr</td>
</tr>
<tr>
<td>Pool Technician*</td>
<td>$30.00/hr</td>
<td>$30.00/hr</td>
</tr>
<tr>
<td>Security</td>
<td>$45.00/hr</td>
<td>$45.00/hr</td>
</tr>
<tr>
<td>Daily Parking Permit Fee</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Semester Parking Permit Fee</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Timing System</td>
<td>$150.00/day</td>
<td>$150.00/day</td>
</tr>
<tr>
<td>Excess Chemical Fee</td>
<td>$100.00/day</td>
<td>$100.00/day</td>
</tr>
<tr>
<td>Pool Complex Lighting</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>Maintenance/Set-up/Clean-up</td>
<td>+Actual Cost</td>
<td>+Actual Cost</td>
</tr>
<tr>
<td>Site Lights (Walkways &amp; parking lots)</td>
<td>$6.00/hr</td>
<td>$6.00/hr</td>
</tr>
</tbody>
</table>

### RENEGADE PARK

<table>
<thead>
<tr>
<th>Facility/Equipment/Service</th>
<th>Group I</th>
<th>Group II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental</td>
<td>-0-</td>
<td>$75.00/day</td>
</tr>
<tr>
<td>Supervision/Custodial/Grounds</td>
<td>$38.00/hr</td>
<td>$38.00/hr</td>
</tr>
<tr>
<td>Security</td>
<td>$45.00/hr</td>
<td>$45.00/hr</td>
</tr>
<tr>
<td>Maintenance/Set-up/Clean-up</td>
<td>+Actual Cost</td>
<td>+Actual Cost</td>
</tr>
<tr>
<td>Site Lights (Walkways &amp; parking lots)</td>
<td>$6.00/hr</td>
<td>$6.00/hr</td>
</tr>
<tr>
<td>Limited Restroom Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limited Lighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weather</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility/Equipment/Service</td>
<td>Group I</td>
<td>Group II</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>PLANETARIUM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental for Day</td>
<td>-0-</td>
<td>$120.00/day show</td>
</tr>
<tr>
<td>Rental for Night</td>
<td>-0-</td>
<td>$400.00/night show</td>
</tr>
<tr>
<td>Rental</td>
<td>$38.00/hr.</td>
<td>$38.00/hr.</td>
</tr>
<tr>
<td>Supervision/Custodial</td>
<td>+Actual Costs</td>
<td>+Actual Costs</td>
</tr>
<tr>
<td>Planetarium Technician*</td>
<td>$45.00/hr.</td>
<td>$45.00/hr.</td>
</tr>
<tr>
<td>Security</td>
<td>+Actual Costs</td>
<td>+Actual Costs</td>
</tr>
<tr>
<td>Maintenance/Set-up/Clean-up</td>
<td>$6.00/hr.</td>
<td>$6.00/hr.</td>
</tr>
<tr>
<td>Site Lights (Walkways &amp; parking lights)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **COMMERCIAL PHOTOGRAPHY & MOTION PICTURE FILMING** |         |         |
| 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)

<table>
<thead>
<tr>
<th>Number of Lanes</th>
<th>Cost per Lane Minimum 2 hours</th>
<th>Hourly Rate</th>
<th>Minimum 4 hrs. 10% Discount</th>
<th>Contract Rate 20 % Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>$6.00</td>
<td>$54.00</td>
<td>$48.60</td>
<td>$43.20</td>
</tr>
<tr>
<td>18</td>
<td>$6.00</td>
<td>$108.00</td>
<td>$97.20</td>
<td>$86.40</td>
</tr>
</tbody>
</table>

Jeffrey Townsend Pool

<table>
<thead>
<tr>
<th>Number of Lanes</th>
<th>Cost per Lane Minimum 2 hours</th>
<th>Hourly Rate</th>
<th>Minimum 4 hrs. 10% Discount</th>
<th>Contract Rate 20 % Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$6.00</td>
<td>$24.00</td>
<td>$21.60</td>
<td>$19.20</td>
</tr>
<tr>
<td>8</td>
<td>$6.00</td>
<td>$48.00</td>
<td>$43.20</td>
<td>$38.40</td>
</tr>
</tbody>
</table>

Rental for long course usage in the Wheeler pool requires rental of all 18 lanes

<table>
<thead>
<tr>
<th></th>
<th>DAILY</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children (14 years &amp; under)</td>
<td>$1.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Adults</td>
<td>$2.00</td>
<td>$20.00*</td>
</tr>
</tbody>
</table>

*Monthly pool passes sold in BC Ticket Office
Unique Fees By Site--BC (continued)

**Media, Production, and Studio Services Rates**

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

<table>
<thead>
<tr>
<th>Tape Duplication</th>
<th>Tape is Provided</th>
<th>Includes Tape Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>VHS 30</td>
<td>$25.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>VHS 120</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Mini-DV</td>
<td>$25.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>DVD</td>
<td>$25.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>CD-Rom</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

**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.
## Cerro Coso College

### Unique Fees By Site

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

<table>
<thead>
<tr>
<th>Facility/Equipment/Service</th>
<th>Group I</th>
<th>Group II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STADIUM: TRACK</strong> (seating capacity 6,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental minimum four (4) hours}</td>
<td>-0-</td>
<td>$75.00/hr.</td>
</tr>
<tr>
<td>Stadium Lights/Utilities {minimum four (4) hours}</td>
<td>$75.00/hr.</td>
<td>$75.00/hr.</td>
</tr>
<tr>
<td>Equipment</td>
<td>$35.00/meet</td>
<td>$50.00/meet</td>
</tr>
<tr>
<td>P.A. System</td>
<td>$20.00/meet</td>
<td>$25.00/meet</td>
</tr>
<tr>
<td>P.A. System Technician*</td>
<td>$24.00/hr.</td>
<td>$26.00/hr.</td>
</tr>
<tr>
<td>Materials/Equipment to mark field</td>
<td>$30.00/meet</td>
<td>$30.00/meet</td>
</tr>
<tr>
<td>Supervision/Custodial</td>
<td>$38.00/hr.</td>
<td>$38.00/hr.</td>
</tr>
<tr>
<td>Lavatory Supplies</td>
<td>$30.00/hr.</td>
<td>$30.00/hr.</td>
</tr>
<tr>
<td>Maintenance/Set-up/Clean-up</td>
<td>+Actual Cost</td>
<td></td>
</tr>
<tr>
<td><strong>STADIUM: FOOTBALL</strong> (seating capacity 6,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental {minimum one (1) hour}</td>
<td>-0-</td>
<td>$75.00/hr.</td>
</tr>
<tr>
<td>Stadium Lights/Utilities {minimum four (4) hours}</td>
<td>$75.00/hr.</td>
<td>$75.00/hr.</td>
</tr>
<tr>
<td>P.A. System</td>
<td>$20.00/game</td>
<td>$25.00/game</td>
</tr>
<tr>
<td>P.A. System Technician*</td>
<td>$24.00/hr.</td>
<td>$26.00/hr.</td>
</tr>
<tr>
<td>Materials/Equipment to mark field</td>
<td>$50.00/game</td>
<td>$50.00/game</td>
</tr>
<tr>
<td>Scoreboard</td>
<td>$25.00/hr.</td>
<td>$30.00/hr.</td>
</tr>
<tr>
<td>Scoreboard Technician*</td>
<td>$24.00/hr.</td>
<td>$26.00/hr.</td>
</tr>
<tr>
<td>Supervision/Custodial/Grounds</td>
<td>$38.00/hr.</td>
<td>$38.00/hr.</td>
</tr>
<tr>
<td>Lavatory Supplies</td>
<td>$30.00/flat fee</td>
<td>$30.00/flat fee</td>
</tr>
<tr>
<td>Shower/Locker Room (flat fee)</td>
<td>+Actual Cost</td>
<td>+Actual Cost</td>
</tr>
<tr>
<td>Maintenance/Set-up/Clean-up</td>
<td>+Actual Cost</td>
<td>+Actual Cost</td>
</tr>
<tr>
<td>Shower/Locker Rooms/Supplies</td>
<td>$30.00/flat fee</td>
<td>$30.00/flat fee</td>
</tr>
</tbody>
</table>
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.
Kern Community College District
Appendix
Chapter 3 – Business Services

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

SOFTWARE REGISTRATION FORM
(Attach to Software License Agreement and Software Purchase Order)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Telephone Number (  )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software</td>
<td>Software Serial Number</td>
</tr>
<tr>
<td>Date Purchased</td>
<td>Place Purchased</td>
</tr>
</tbody>
</table>

300
MB
300
Appendix 3E3 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.


4. State of California Penal Codes, Section 502

Federal Statutes


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.
Appendix 3E3 (continued)

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.
Appendix 3E3 (continued)

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.
Appendix 3E5

Wireless Communication Devices

See the following page
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.