

PALOMAR COLLEGE ADMIN. PROCEDURES

Chapter 6 – Finance and Administrative Services

Table of Contents

AP 6100	Delegation of Authority
AP 6150	Designation of Authorized Signatures
AP 6200	Budget Preparation
AP 6250	Budget Management
AP 6275	Incentive Cost-Savings Program
AP 6300	Fiscal Management
AP 6305	Reserves
AP 6310	Accounting
AP 6315	Warrants
AP 6320	Investments
AP 6322	Employee Indemnity Bonds
AP 6325	Payroll
AP 6330	Purchasing
AP 6340	Bids and Contracts
AP 6350	Contracts – Construction
AP 6360	Contracts – Electronic Systems and Materials
AP 6365	Contracts -- Accessibility of Information Technology
AP 6370	Contracts – Personal Services
AP 6400	Audits
AP 6500	Management of Real Property
AP 6520	Security for District Property
AP 6530	District Vehicles
AP 6535	Use of District Equipment
AP 6536	Equipment Replacement
AP 6540	Insurance
AP 6545	Student Accident Insurance
AP 6550	Disposal of District Personal (Listed) Property
AP 6600	Capital Construction
AP 6700	Other Facilities Use (Civic Center Act)
AP 6740	Citizens' Bond Oversight Committee
AP 6750	Parking
AP 6800	Occupational Health and Safety
AP 6925	Expenditures for Meetings, Events, and Activities

AP 6975 Bookstore and Food Services

As of 2/22/08

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6100 DELEGATION OF AUTHORITY

References:

Education Code Sections 70902(d), 81644, 81655, and 81656;

Public Contract Code Sections 20651, 20658, and 20659

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

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

Office of Primary Responsibility: Finance and Administrative Services

NOTE: *The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. This procedure is **legally advised**. The language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting. This procedure was also reviewed at the October 19, 2007 Policy and Procedure Task Force Meeting.*

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

References:

Education Code Sections 85232 and 85233

The Chief Business Officer is hereby designated as the District officer authorized to sign warrants on behalf of the District. In addition, an authorized list of signatures is presented to the Governing Board on an annual basis for its approval.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. This procedure is **legally advised**. This procedure was reviewed at the November 17, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services
DRAFT as of 2/22/08

AP 6200 BUDGET PREPARATION

References:

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

The Chief Business Officer is responsible for the budget preparation process which includes establishing guidelines and timelines for the preparation of budgets. The budget preparation process at Palomar College includes, but is not limited to, the following:

- A statement of philosophy that includes that budget planning supports institutional goals and is linked to other institutional planning efforts.
- A budget calendar that includes presentation of the tentative and adopted budgets. The tentative budget shall be presented no later than July 1 (Title 5 Section 58305(a)), and the adopted budget no later than September 15 (Title 5 Section 58305(c)). A public hearing on the adopted budget shall be held on or before September 15 (Title 5 Section 58301).
- Submission of one copy of the adopted budget to the California Community Colleges Chancellor's Office on or before September 30 (Title 5 Section 58305(d)).
- Budget development processes, including consultation with appropriate groups
- Criteria and institutional guidelines for the financial planning and budgeting.

The above deadline dates must be met unless an extension is granted by the California Community Colleges Chancellor's Office under the authority of Title 5 Sections 58305 and 58306.

❖ **From current Palomar College AP 521.2 titled Budget Timetable**

Budget Timetable

~~December — Distribute budget request forms for preparation of new budget requests following certain restrictive guidelines; i.e., e.g. zero growth due to declining FTEs~~

~~March — Budget request forms to the Vice Presidents for review~~

~~April — Budget requests to the Vice President for Finance and Administrative Services for compilation of division totals~~

May ——— First review of expenditures for comparison to revenues available
June ——— Presentation of tentative budget to Governing Board for approval
August ——— Publish date and time of public hearing on budget and announce dates of
public inspection
September — Public hearing on the budget and final adoption

[Office of Primary Responsibility: Finance and Administrative Services](#)

NOTE: The language in **red ink** is **legally recommended** by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The information in **black ink** is current Palomar College AP 521.2 titled Budget Timetable with no date. The language in **green ink** reflects suggested revisions from the Palomar College Vice President of Finance and Administrative Services' Office. This procedure is **legally required**. Additional language in **green ink** reflects revisions/additions made at the November 17, 2006 Policy and Procedure Task Force Meeting. This procedure was also reviewed at the October 19, 2007 and February 22, 2008 Policy and Procedure Task Force Meetings.

Date Approved:

*(Replaces current Palomar College Procedure
521.2)*

Finance and Administrative Services
DRAFT as of 2/22/08

AP 6250 BUDGET MANAGEMENT

References:

Title 5 Sections 58305, 58307, and 58308

The Chief Business Officer is responsible for ensuring the budget management process conforms to the Title 5 regulations. Title 5 requires that budget management conforms to the following minimum standards:

- Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the academic year, except as specifically authorized by the Governing Board
- Transfers may be made from the Governing Board Reserve to any expenditure classification by written resolution of the Governing Board and must be approved by a two-thirds vote of the members of the Governing Board
- Transfers may be made between expenditure classifications by written resolution of the Governing Board and may be approved by a majority of the members of the Governing Board
- Excess funds must be added to the general reserve of the District and are not available for appropriation except by resolution of the Governing Board setting forth the need according to major classification

Transfers may not be made from the Restricted Reserve to any other reserve.

Transfers from the Designated Reserve to the Unrestricted General Reserve or the Other Reserves require written resolution of the Governing Board and shall be approved by a majority of the members of the Governing Board.

In addition, the California Community Colleges Chancellor's Office requires budget and financial reporting which includes the submission of appropriate forms (e.g. CCFS 311) according to established deadlines.

❖ **From current Palomar College BP 520 titled Management of Funds**

~~All funds credited to the District are to be managed and expended in such a manner as to provide the best possible educational opportunities and facilities for those entitled to benefit from such a program.~~

❖ **From current Palomar College BP 521 titled Budget**

~~The adopted budget is a controlled spending plan for the fiscal year. The District Superintendent is authorized to make expenditures and commitments in accordance with Board policies and applicable local, state, and federal laws.~~

❖ **From current Palomar College BP 521.1 titled Budget Transfers**

~~All budget transfers between legal accounts of the budget will be approved by the Board on recommendation of the Superintendent. Such transfers shall be recorded in the minutes of the meeting at which the action took place. Adjustments between and among subaccounts within a particular legal account may be made by administrative action, as needed. EC 42600, 85200, 85201~~

❖ **From current Palomar College BP 523 titled State and Federal Financial Assistance**

~~State and federal financial assistance programs including matching or proportionate sharing programs shall receive the approval of the Superintendent.~~

[Office of Primary Responsibility: Finance and Administrative Services](#)

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The information in **black ink** is current Palomar College BP 520 titled Management of Funds with no date, Palomar College BP 521 titled Budget with no date, Palomar College BP 521.1 titled Budget Transfers with no date, Palomar College BP 522 General Reserve and Undistributed Reserve with no date, and Palomar College BP 523 titled State and Federal Financial Assistance with no date. The language in **green ink** reflects suggested revisions from the Palomar College Vice President of Finance and Administrative Services' Office. This procedure is **legally required**. This procedure was reviewed at the December 15, 2006, October 19, 2007, and February 22, 2008 Policy and Procedure Task Force Meetings.

Date Approved:

(Replaces current Palomar College Policies 520, 521, 521.1, and 523)

Finance and Administrative Services

DRAFT as of 12/15/06

AP 6275 INCENTIVE COST-SAVINGS PROGRAM

Reference:

Task Force Members recommended deletion of this procedure. (December 15, 2006)

❖ **From current Palomar College AP 513 titled Incentive Cost-Savings Program**

~~The purpose of the Incentive Cost-Savings Program is to acknowledge and reward employees who make significant contributions to the efficiency of Palomar Community College District operations and/or to foster employee morale.~~

Suggestion Committee

~~The committee will consist of the presidents of each employee group: Administrative Association, CCE/AFT, Faculty, the Vice Presidents, and the Superintendent of the District. The Committee will meet twice annually.~~

Eligibility

- ~~A. All probationary and permanent classified employees and faculty.~~
- ~~B. Employees who are designated as Managers, Directors, and Administrators are not eligible for this program.~~
- ~~C. Employees must be in a paid status at the time of the monetary award.~~

Procedure for Submitting Suggestions

- ~~A. The form for submitting ideas/suggestions is available from the Administrative Services office in Room A4-C, Ext. 2109.~~
- ~~B. Complete the form and submit it to the President's Office for distribution to the Suggestion Committee.~~
- ~~C. The Suggestion Committee will send a receipt to the employee when the form is received.~~
- ~~D. The Suggestion Committee will consider the ideas/suggestions, consult with appropriate Managers, Directors, or Administrators on the feasibility of the suggestions, and notify the employee(s) or team of the Committee's decision.~~
- ~~E. The Suggestion Committee will notify the Public Information Office of all ideas/suggestions submitted so that acknowledgments can be published in the Campus Communiqué.~~

- F. ~~Employees who submit viable cost savings ideas or suggestions will receive a certificate of recognition signed by the Superintendent/President and the President of the Governing Board.~~
- G. ~~If by chance there is a duplicate submission, in order to give absolute credit to an employee, the submission with the earliest date stamp received by the President's Office will be the one considered by the Suggestion Committee.~~

Procedure for Evaluation of the Submitted Cost-Saving Initiatives

- A. ~~Twice annually, the Committee will evaluate submissions and validate projected cost savings.~~
- B. ~~Prior to the granting of the cash award, proof of the actual cost and long-term saving to the College must be furnished to the Committee.~~
- C. ~~Award(s) may not be granted if the Committee determines that the submitted initiatives lack proof of being above and beyond normal and expected duties and procedures. Rev. PAC 11-17-98~~

NOTE: *The information in **black ink** is current Palomar College AP 513 titled Incentive Cost-Savings Program dated 11-17-98. This procedure was reviewed at the December 15, 2006 Policy and Procedure Task Force Meeting.*

Date Approved:

(This is current Palomar College Procedure 513)

Finance and Administrative Services

DRAFT as of 2/14/08

AP 6300 FISCAL MANAGEMENT

References:

Education Code Section 84040(c);

Title 5 Section 58311;

Accreditation Standard III.D.2;

California Community Colleges Budget and Accounting Manual (BAM)

The Chief Business Officer is responsible for ensuring that the District complies with sound fiscal management procedures which include:

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

The Chief Business Officer is responsible for creating, maintaining, and communicating the contents of the Finance and Administrative Services Handbook(s).

❖ **From current Palomar College BP 526 titled Revolving Cash Fund (82-9620)**

~~The Governing Board establishes a revolving cash fund in the amount of twenty-five thousand dollars (\$25,000), to be controlled by the Director of Fiscal Services.
EC 85400; GB 6-28-83~~

❖ **From current Palomar College BP 529 titled Cash Receipts and Deposits**

~~Fiscal Services shall collect/receive all fees, revenues and abatements and deposit same in the appropriate account in the County Treasury or Board-approved financial institution.~~

❖ **From current Palomar College AP 507.5 titled Reports to the Governing Board**

~~Fiscal Services will submit reports to the Governing Board as requested detailing the travel reimbursements. Travel reimbursements are made on commercial warrants utilizing PeopleSoft Accounts Payable.~~

[Office of Primary Responsibility: Finance and Administrative Services](#)

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The information in **black ink** is from current Palomar College BP 526 titled Revolving Cash Fund (82-9620) dated 6-28-83 and current Palomar College BP 529 titled Cash Receipts and Deposits with no date as well as current Palomar College AP 507.5 titled Reports to the Governing Board with no date. The **green ink** reflects revisions suggested by the Palomar Vice President of Finance and Administrative Services' Office. This procedure is **legally required**. This procedure was reviewed at the December 15, 2006, October 19, 2007, and February 22, 2008 Policy and Procedure Task Force Meetings.

Date Approved:

(Replaces current Palomar College Policies 526 and 529 as well as Procedure 507.5)

Finance and Administrative Services

DRAFT as of 2/22/08

AP 6305 RESERVES

Reference:

Budget and Accounting Manual, Chapter 5

On 2/14/08, the Finance and Administrative Services Office recommended deletion of AP 6305 because it is addressed in BP/AP 6200 and BP/AP 6250.

❖ **From current Palomar College BP 522 titled General Reserve and Undistributed Reserve**

~~It shall be the policy of the Governing Board that a small amount of the unrestricted budget will be carried in the General Reserve as required by the Education Code, and that the Undistributed Reserve shall carry the major amount of money necessary to: (1) take care of emergencies of the current year; and (2) provide the fund which becomes part of the beginning balance of the following fiscal year, enabling the District to conduct its business until such time as revenues of the following fiscal year shall become available.~~

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar College BP 522 General Reserve and Undistributed Reserve with no date. This procedure is **suggested** as **good practice**. This policy was reviewed at the December 15, 2006, October 19, 2007, and February 22, 2008 Policy and Procedure Task Force Meetings.

Date Approved:

(Replaces current Palomar College Policy 522)

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6310 ACCOUNTING

References:

❖ **From current Palomar College BP 524 titled Fiscal Accounting**

~~The accounting system used to record financial affairs of the District shall be in accordance with the definitions, instructions and procedures published in the California Community Colleges Budget and Accounting Manual, as approved by the Board of Governors of the California Community College system.~~

~~EC 72413, 84030~~

NOTE: *The language in **black ink** is from current Palomar College BP 524 titled Fiscal Accounting with no date. The Palomar Vice President of Finance and Administrative Services' Office recommended the policy be placed in this procedure. This procedure was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings.*

Date Approved:

(This is current Palomar College Policy 524)

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6315 WARRANTS

References:

Education Code Sections 85230 et seq.

Task Force Members recommended deletion of this procedure. (October 19, 2007)

- ❖ From current Palomar College AP 528 titled Payroll

Payroll Process

Salaried Employees

~~Warrants – Payroll warrants are prepared for salaried employees from resolutions previously approved by the Governing Board and are issued and distributed on the last working day of each month by Fiscal Services.~~

~~Payroll warrants are placed in faculty mailboxes on the last working day of each month. Each employee must pick up his/her own payroll warrant. If the employee wishes the check to be mailed, the employee must so advise Fiscal Services. Automatic payroll depositing is available if an employee wishes to have all of his/her payroll warrants deposited to a financial institution of choice. See Fiscal Services for additional information and forms. If it is decided that Fiscal Services mail only one warrant to a bank for deposit, it is necessary to have this request in writing, signed by the employee, with completed "Deposit by Mail" slip obtainable from the employees bank.~~

~~Monthly absence reports for all salaried employees are placed in the paycheck envelope on the last day of the month and are to be completed, signed by the employee, and submitted to Fiscal Services by the first of the month.~~

Salary Advancement

~~In March of each year, Human Resource Services distributes to all academic contract staff a memorandum and form regarding salary advancement. An academic staff member who anticipates advancing horizontally on the salary schedule for the following year due to completion of additional course work must return the completed form to Human Resource Services by June 30. There will be no exceptions. The form will apply to the following year only; it cannot apply to subsequent years. Course work must be completed prior to the first day of employment of the following year, and transcripts must be submitted to Human Resource Services by September 1 of the following year.~~

Adjunct Faculty Employees

A separate manual is available for adjunct faculty. This manual is available through the Office of the Dean of Media, Business, and Community Services. All other faculty teaching hourly should review the Adjunct Faculty Manual.

Supporting Documentation for Salaries and Related Costs on Federal and State Categorical Programs

Office of Management and Budget (OMB) Circular A-87 provides a list of basic guidelines or cost principles for determining whether a cost is allowable and allocable to a federal categorical program. Palomar College is required to follow these guidelines relating to compensation for personal services—salaries and benefits. The circular requires that employees prepare monthly activity reports if their positions are funded by more than one federal award or by a federal and non-federal award. Semiannual certification for employees whose positions are funded entirely from a single federal program are required. This documentation is in addition to the payroll records currently maintained to support salary and fringe benefit costs.

Palomar College will follow these OMB guidelines for state categorical programs also.

Each employee whose position falls within the requirements of OMB Circular A-87 will be notified of the appropriate papers to be filed, the correct way to complete the paperwork, and where to return the paperwork.

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar College AP 528 titled Payroll with no date. This procedure is **suggested** as **good practice**. This procedure was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

(Replaces current Palomar College Procedure 528)

Finance and Administrative Services
DRAFT as of 10/19/07

AP 6320 INVESTMENTS

References:

Government Code Sections 16429.1 - 16429.3, 16430, and 53600 et seq.

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

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

Office of Primary Responsibility: Finance and Administrative Services

NOTE: *The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The **green ink** reflects revisions suggested by the Palomar Vice President of Finance and Administrative Services' Office. This procedure is **legally required**. This procedure was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings.*

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6325 PAYROLL

Task Force Members recommended deletion of this procedure. (December 15, 2006)

❖ From current Palomar College AP 528 titled Payroll

Payroll Process

Salaried Employees

~~Warrants - Payroll warrants are prepared for salaried employees from resolutions previously approved by the Governing Board and are issued and distributed on the last working day of each month by Fiscal Services.~~

~~Payroll warrants are placed in faculty mailboxes on the last working day of each month. Each employee must pick up his/her own payroll warrant. If the employee wishes the check to be mailed, the employee must so advise Fiscal Services. Automatic payroll depositing is available if an employee wishes to have all of his/her payroll warrants deposited to a financial institution of choice. See Fiscal Services for additional information and forms. If it is decided that Fiscal Services mail only one warrant to a bank for deposit, it is necessary to have this request in writing, signed by the employee, with completed "Deposit by Mail" slip obtainable from the employees bank.~~

~~Monthly absence reports for all salaried employees are placed in the paycheck envelope on the last day of the month and are to be completed, signed by the employee, and submitted to Fiscal Services by the first of the month.~~

Salary Advancement

~~In March of each year, Human Resource Services distributes to all academic contract staff a memorandum and form regarding salary advancement. An academic staff member who anticipates advancing horizontally on the salary schedule for the following year due to completion of additional course work must return the completed form to Human Resource Services by June 30. There will be no exceptions. The form will apply to the following year only; it cannot apply to subsequent years. Course work must be completed prior to the first day of employment of the following year, and transcripts must be submitted to Human Resource Services by September 1 of the following year.~~

Adjunct Faculty Employees

~~A separate manual is available for adjunct faculty. This manual is available through the Office of the Dean of Media, Business, and Community Services. All other faculty teaching hourly should review the Adjunct Faculty Manual.~~

~~Supporting Documentation for Salaries and Related Costs on Federal and State Categorical Programs~~

~~Office of Management and Budget (OMB) Circular A-87 provides a list of basic guidelines or cost principles for determining whether a cost is allowable and allocable to a federal categorical program. Palomar College is required to follow these guidelines relating to compensation for personal services—salaries and benefits. The circular requires that employees prepare monthly activity reports if their positions are funded by more than one federal award or by a federal and non-federal award. Semiannual certification for employees whose positions are funded entirely from a single federal program are required. This documentation is in addition to the payroll records currently maintained to support salary and fringe benefit costs.~~

~~Palomar College will follow these OMB guidelines for state categorical programs also.~~

~~Each employee whose position falls within the requirements of OMB Circular A-87 will be notified of the appropriate papers to be filed, the correct way to complete the paperwork, and where to return the paperwork.~~

NOTE: *The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar College AP 528 titled Payroll with no date. This procedure is **suggested** as **good practice**. This procedure was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings.*

Date Approved:

(Replaces current Palomar College Procedure 528)

Finance and Administrative Services

DRAFT as of 10/19/07

AP 6330 PURCHASING

Task Force Members recommended deletion of this procedure. (October 19, 2007)

❖ **From current Palomar College AP 541.1 titled Requisitions**

~~Requisitions for materials, supplies, equipment, services, and travel originate with department personnel and must bear the endorsement of the appropriate administrator. These requisitions should be priced as accurately as possible. A suggested source of the order may be indicated on the requisition. The selection of the vendor will be made by Purchasing Services, in consultation with the person placing the order. All requisitions should be sent to Purchasing Services for approval and order. Funds to cover all requisitions must be available in the department's budget. All requisitions are to be completed in accordance with the Purchasing Handbook.~~

~~All vendors have been informed that the college will honor purchases only if proposed purchases have had prior approval by a purchase order. The following personnel are authorized to sign purchase orders: the Director of Business Services and the Vice President for Finance and Administrative Services.~~

~~The usual route of requisitions for even the smallest purchase is the only route approved. This applies to the purchase of all office and bookstore supplies as well as instructional supplies.~~

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar College AP 541.1 titled Requisitions with no date. This procedure is **suggested** as **good practice**. This procedure was reviewed at the December 15, 2006 and October 19, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

(Replaces current District Procedure 541.1)

Finance and Administrative Services
DRAFT as of 11/9/07

AP 6340 BIDS AND CONTRACTS

References:

Education Code Sections 81641 et seq.;

Public Contract Code Sections 20112, 22000 et seq., and 20650 et seq.

The Chief Business Officer is responsible for Bids and Contracts.

Limits

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

- Purchase of goods or services up to the limit set out in the Public Contract Code will require documented quotes
- Purchase of goods or services in excess of the limit set out in the Public Contract Code will require formal advertised bids

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

The current bid minimum can be found on the Palomar College Business Services web page.

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 circulated within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the District's web site or through an electronic portal, a notice calling for bids or proposals, stating the materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by Business Services. All applicable statutory provisions and Board Policies shall be observed in preparation of the forms.

Business Services shall be responsible for ensuring 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.

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

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

Awarding of Bids and Contracts Awards

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

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

Purchase without Advertising for Bids

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

The Chief Business Officer may, without advertising for bids within the same county, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Chief Business Officer 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

Continuing contracts for work or services furnished to the District are not to exceed five years.

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 Business 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 Governing 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.

Office of Primary Responsibility: Business Services

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. This procedure is **legally required**. This procedure was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services

DRAFT as of 11/9/07

AP 6350 CONTRACTS – CONSTRUCTION

References:

Education Code Section 81800;

Public Contract Code Sections 20650 et seq. and 22000 et seq.

The Facilities Office shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of District-initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Facilities Office shall be responsible for preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of buildings and grounds together with estimates of costs.

The preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, shall be submitted to the Governing Board for approval and authorization to proceed with the working drawings and specifications. Upon completion, the working drawings, specifications, and revised cost estimates, if any, will be submitted for approval to the California Community Colleges Chancellor's Office and the State Department of General Services as required by statute in the name of the Governing Board.

The final working drawings and specifications, approved by the State Department of General Services and the California Community Colleges Chancellor's Office, together with revised estimates, if any, shall then be submitted to the Governing Board for adoption.

The letting of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding. (See AP 6340 titled Bids and Contracts)

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this

procedure. This procedure is **legally advised**. This procedure was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

*(This is a new procedure recommended by the
CC League and the League's legal counsel)*

Finance and Administrative Services

DRAFT as of 11/9/07

AP 6360 CONTRACTS – ELECTRONIC SYSTEMS AND MATERIALS

References:

Education Code Sections 81641 et seq. and 81651;

Public Contract Code Sections 20651 et seq.

The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods, and services.

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with AP 6340 titled Bids and Contracts.

Criteria to determine what constitutes a responsive bid shall be established by [Business Services](#).

Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

Sale and leaseback of data-processing equipment or another major item of equipment is permissible if the purchaser agrees to lease the item back to the District for use by the District following the sale. The Governing Board shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

[Office of Primary Responsibility: Finance and Administrative Services](#)

NOTE: *The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. This procedure is **legally advised**. This procedure was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings.*

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services

DRAFT as of 11/9/07

AP 6365 CONTRACTS -- ACCESSIBILITY OF INFORMATION TECHNOLOGY

References:

Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794d);

36 CFR Sections 1194.1 et seq.;

Government Code Section 11135;

Title 5 Sections 59300 et seq.

Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

Each contract with such a vendor shall contain the following provision:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

Office of Primary Responsibility: Finance and Administrative Services

NOTE: *The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. This procedure is **legally required**. This procedure was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings.*

Date Approved:

*(This is a new procedure recommended by the
CC League and the League's legal counsel)*

Finance and Administrative Services

DRAFT as of 11/9/07

AP 6370 CONTRACTS – PERSONAL SERVICES (PROFESSIONAL EXPERTS, INDEPENDENT CONTRACTORS, AND CONSULTANTS)

References:

Education Code Section 88003.1;
Government Code Section 53060

Personal services contracts are permissible when any one of the following conditions is met:

- The contract is for new functions mandated or authorized by the Legislature to be performed by independent contractors
- The services are not available within the District or cannot be satisfactorily performed by District employees
- The services are incidental to a purchase or lease contract
- The policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process
- The work meets the criteria for emergency appointment
- Equipment, materials, facilities, or support services could not feasibly be provided by the District
- The services are of an urgent, temporary, or occasional nature

The District may enter into personal services contracts to achieve cost savings when each of the following conditions is met:

- It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District
- The contractor's wages are at the industry's level and do not undercut District pay rates
- The contract does not cause the displacement of District employees
- The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period
- The amount of savings clearly justifies the size and duration of the contracting agreement
- The contract is awarded through a publicized, competitive bidding process
- The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards

- The potential for future economic risk to the District from potential contractor rate increases is minimal
- The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the District

The following represent types of personal services contracts the District may enter into:

Professional Experts

Contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide services and advise in financial, economic, accounting, engineering, legal, or administrative matters. They must be specially trained, experienced, and competent to perform the services required. Compensation for special services and advice from professional experts may be paid from available funds in the amounts deemed proper for the services rendered.

Independent Contractors

To be an independent contractor, substantial conformance with the following conditions must exist:

- The contractor controls the way in which work is performed
- The contractor sets his or her own hours
- The contractor is not restricted from taking jobs from other businesses at the same time that they are doing work for the District
- No District employees have duties similar to the independent contractor
- The District does not provide assistants to the contractor
- The duration of employment is for a specific job, not for a specified period of time
- The District does not furnish tools, training, or equipment to the contractor. Contractors should be able to perform their services without the District's facilities (e.g., equipment, office furniture, machinery)
- The contractor's investment in his or her trade must be real, essential, and adequate
- The contractor has employer identification numbers with the Internal Revenue Service for reporting
- The individual is not presently employed by the District to do the same type of work
- Contractors are hired to provide a result and usually have the right to hire others to do the actual work
- Contractors are hired for the final result, and therefore should not be asked for progress or interim reports
- Contractors are generally responsible for their incidental expenses
- Contractors should be able to make a profit or a loss. Five circumstances show that a profit or loss is possible:
 - If the contractor hires and pays assistants
 - If the contractor has his own office, equipment, materials, or facilities
 - If the contractor has continuing and reoccurring liabilities

- If the contractor has agreed to perform specific jobs for prices agreed upon in advance and
- If the contractor's services affect his own business reputation
- Contractors can't be fired so long as they produce a result that meets the contract specifications
- Contractors are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the hiring firm for failure to complete

Consultants

Consulting services contracts refer to all services that:

- are of an advisory nature
- provide a recommended course of action or personal expertise
- have an end product which is basically a transmittal of information either written or verbal
- are obtained by awarding a procurement-type contract, a grant, or any other payment of funds for services of the above type

The product may include anything from answers to specific questions to design of a system or plan, and includes workshops, seminars, retreats, and conferences for which paid expertise is retained by contract.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. This procedure is **legally required**. This procedure was reviewed at the December 15, 2006 November 9, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services

DRAFT as of 11/9/07

AP 6400 AUDITS

References:

Education Code Sections 84040(b) and 81644

The Chief Business Officer shall be responsible for the selection of auditors who shall be certified public accountants licensed by the California State Board of Accountancy.

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

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

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

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. This procedure is **legally required**. This procedure was reviewed at the December 15, 2006 and November 9, 2007 Policy and Procedure Task Force Meetings.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6500 MANAGEMENT OF REAL PROPERTY

References:

Education Code Sections 70902 and 81300 et seq.

The Chief Business Officer shall be responsible for supervising acquisitions of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting, and other special assessments; and the condemnation of real property.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. This procedure is **suggested** as **good practice**.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6520 SECURITY FOR DISTRICT PROPERTY

Reference:

Accreditation Standard III.B.1

The Chief Business Officer shall be responsible for creating, maintaining, and communicating the contents of Finance and Administrative Services Handbook(s).

❖ **From current Palomar College AP 552 titled Fixed Asset Inventory**

~~Inventory Control maintains fixed asset inventory records to ensure accurate records for administrative controls, insurance valuation, adequate safeguards against loss, damage or theft, and proper disposition of equipment. Facilities Inventory Control shall schedule and perform a physical re-inventory of equipment for each department/division and reconcile results with the property records at least once a year. Differences determined by physical inspection shall be investigated to determine the cause of difference.~~

~~Equipment and furniture are listed in the District inventory. DO NOT REMOVE, TRANSFER, OR DISPOSE of equipment or furniture for any reason without properly executing and submitting an Inventory Transfer/Surplus/Disposal Request Form. The District Governing Board in accordance with federal regulations, state laws, and District policies and procedures must approve sale, donation, or disposal of equipment. In all cases where equipment is removed from the campus to accomplish tasks arising from job responsibilities or College approved activities, prior approval must be secured from the administrator accountable for the equipment and a Removal of District-Owned Property Request shall be properly executed and forwarded to Facilities Inventory Control. Report stolen or missing property to Campus Police.~~

~~Inventory questions or concerns should be directed to Facilities Planning Office.~~

❖ **From current Palomar College AP 552.1 titled Work Order Requests for Maintenance and Custodial Work**

To request repair of existing building and non-instructional equipment:

Call Facilities to report the problem. No further action is required. Facilities will fund the repairs.

To request repair of instructional equipment:

~~Call Facilities Department Secretary to report the problem. Maintenance will repair, if possible. If the item needs to be sent out, the Instruction Office will fund the repair.~~

To request function set-up:

~~Submit work request form a minimum of ten working days before the event. If overtime is required to set-up, the requesting department must provide funding to cover all expenses.~~

To request building modifications, any new work, or items to be installed:

- ~~A. Submit work request form (available through Facilities Office, x2629) with a detailed description of the work to be done.~~
- ~~B. Please provide the location, the name of the requestor, extension number, an account number, and proper signatures. All new work must be funded by the requesting department. If you need an estimate, please contact the Director of Facilities.~~
- ~~C. If the work has to be completed within 10 to 30 days, the requesting department must fund any overtime expenses required to complete the job on time.~~
- ~~D. Submit the completed form and three copies to the Director of Facilities. Any forms that are not completely filled out will be returned to the requesting department.~~

To request Building Remodels or Renovations:

- ~~A. Submit Facilities Capital Improvement Plan Packet, available from the Facilities Planning Office (x2772).~~
- ~~B. Please provide all of the data requested on the forms. Funding sources must be provided by the requesting department. The requesting department must take the request through the appropriate committees, i.e., Facilities, Safety and Security, Environmental Impact Review.~~
- ~~C. If request includes a request for estimated project cost, please allow 30 days for estimate.~~
- ~~D. If project is over \$10,000, an architect or engineer will be required for design purposes. If the project is over \$20,000, an architect will be required to design the renovation and take it to the Office of the State Architect for approval. All of the above costs must be covered by the requesting department.~~

❖ From current Palomar College AP 553 titled Keys

~~Keys must be obtained from the Mail Center. Submit Key Request Form to the Facilities Department indicating to whom the key will be issued. Form must have proper signatures. Keys must be returned to the Mail Center when no longer needed or employment is terminated. All keys are District property; however, each individual is responsible for keys issued to him/her. DO NOT DUPLICATE KEYS OR TRANSFER KEYS.~~

Office of Primary Responsibility: Facilities Office

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The information in **black ink** is from the first half of current Palomar College AP 552 titled Fixed Asset Inventory with no date, AP 552.1 titled Work Order Requests for Maintenance and Custodial Work with no date, and AP 553 titled Keys with no date. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office. This procedure is **suggested as good practice**.

Date Approved:

*(Replaces current Palomar College
Procedures 552, 552.1, and 553)*

Finance and Administrative Services
DRAFT as of 12/14/07

AP 6530 DISTRICT VEHICLES

Reference:

Title 13 California Code of Regulations, Division 1, Chapter 1

❖ **From current Palomar College Policy #554.1 titled Responsibility**

The Superintendent/President shall delegate the authority and the Administrative Services shall have complete authority in the supervision of the use of College District vehicles to the Chief Business Officer. Any violations concerning the use of College District vehicles shall be handled by the Chief Business Officer Vice President for Finance and Administrative Services.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information in the Finance and Administrative Services Handbook(s) regarding use of District Vehicles.

❖ **From current Palomar College AP 507.22 titled Use of College Vehicles**

~~College vehicles are available to help fulfill the transportation needs of institutional, professional, and instructional off-campus travel, subject to the following stipulations:~~

- ~~A. Prior to requesting use of a College vehicle, an employee must fill out the Request for Authorization to Drive College Vehicle form and have his/her driving record from the Department of Motor Vehicles on file in Facilities. There are two ways to submit your driving record:~~
- ~~1. Complete the authorization form, and submit it to the Facilities Department. Palomar College fills out a Government Agency Request for Driver Record Information and sends same to Sacramento. The driver's record is sent to Palomar College. This procedure takes two weeks.~~
 - ~~2. Employee requesting clearance may go to a Department of Motor Vehicles office and receive a printout of his/her driving record by paying a fee. The printout received may be submitted to the Facilities Department.~~

~~The following criteria are used to determine eligibility for clearance to drive a College vehicle:~~

- ~~a. no more than two major violations within a three-year period are allowed. A major violation is considered to be an at-fault accident~~

- ~~(one in which a citation is issued to the employee), speeding, reckless driving, and/or speed competition.~~
- ~~b. no D.U.I.'s within a five-year period allowed. D.U.I. is driving while intoxicated or under the influence of a narcotic substance.~~
- ~~B. Requests for use of College vehicles must be approved by the appropriate administrator. Use form entitled Request for Use of a College Vehicle. It is essential that the dates and exact times of departure and return to campus be indicated on the request before it is submitted for approval.~~
- ~~C. All drivers of College vehicles must be at least 18 years of age and must have a valid California driver's license appropriate to the vehicle being driven.~~
- ~~D. A driver is charged with the responsibility of operating an assigned vehicle in strict compliance with all laws applicable in the area of operation. Prohibitions include, but are not limited to:~~
- ~~1. driving while intoxicated or under the influence of alcohol or drugs~~
 - ~~2. failure to stop and report an accident~~
 - ~~3. driving during a period while license is suspended or revoked~~
 - ~~4. reckless driving~~
 - ~~5. possession of open container of alcoholic beverage.~~

[Also see BP/AP 7400 titled Travel for further details regarding off-campus travel.](#)

❖ **From current Palomar College AP 554 titled Vehicles**

Request for Use of Vehicle(s)

~~On trips which involve any school-owned vehicles, the faculty sponsor must submit a Request for Use of College Vehicle form to the Facilities Department for scheduling. The Request for Use of College Vehicles form must be completed and signed by the Department Chair/Director and Division Administrator. Administrative Services shall have complete authority in the supervision of College vehicles. The Facilities Department is responsible for scheduling College vehicles. A vehicle request form must be on file in the Facilities Office before a vehicle will be assigned. The Director of Facilities will determine the priority for use of College vehicles and shall be responsible for all maintenance and safety factors.~~

Authorization to Drive

~~The Facilities Department must have a print-out of all drivers' records before they are authorized to drive College vehicles. The form Request for Authorization to Drive can be obtained from the Facilities Department and returned signed by the Department Supervisor. The driver's information is sent to Sacramento, and it takes two weeks to obtain a copy of a driver's records. The requesting driver can obtain a copy of their record at the local DMV office for a \$5.00 fee. Staff and Faculty DMV records are updated every two years by the Facilities Department Secretary. A list of Authorized Drivers, including student drivers, is sent out at the beginning of each semester to each Department. The Request to Drive must be approved by the Facilities Department seven (7) days prior to the trip.~~

Student Drivers

~~Vehicles shall be used for College-related business only. Only students 18 years of age or older may drive College vehicles and must have approval from a faculty member directly related to the activity or faculty advisor. An instructor or approved staff member must be present in the vehicle on all trips outside of San Diego County. If more than one vehicle is used for an out-of-county trip and a student is driving the second vehicle, the vehicles must travel the same route and stay as close together as is consistent with safety. The student has some protection through the College insurance program on such trips but only when acting within the instructions given the student as an agent of the College. If the student acts outside these instructions, it is probable that the College insurance program will lend him/her no protection. It is the responsibility of the faculty sponsor on excursions involving situations as listed above to follow the procedures as outlined.~~

Vehicle Check-Out

~~Vehicles shall be picked up in the maintenance area and must be returned to the same area upon completion of the trip. The Vehicle Check-Out Office is open 7:30 a.m. to 4:30 p.m., Monday through Friday. Private vehicles cannot be parked in the maintenance area while using College vehicles.~~

~~If the driver finds any malfunction of College vehicles or needs immediate repair, the Facilities Department should be notified without delay. (Ext. 2629, 2655, 2131, or 2132)~~

~~Credit cards will be issued only when the length of trip warrants same. College-owned vehicles should be operated, whenever possible, with gasoline supplied from the campus tanks. Minimum use should be made of credit cards. All credit card receipts must be submitted to the Facilities Department as soon as possible.~~

~~Keys, trip tickets, and credit cards must be returned to the Facilities Department upon completion of the trip. When returning after office hours, these may be deposited in the slot provided next to the door of the Facilities Department offices, RS building.~~

Office of Primary Responsibility: [Facilities Office](#)

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The information in **black ink** is from current Palomar College BP 554.1 titled Responsibility with no date, AP 507.22 titled Use of College Vehicles with no date, and AP 554 titled Vehicles with no date. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office. This procedure is **legally advised**.

Date Approved:

(Replaces current Palomar College Policy 554.1 and Procedures 507.22 and 554)

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6535 USE OF DISTRICT EQUIPMENT

Reference:

Education Code Section 70902

The Superintendent/President shall delegate the authority and the supervision of the use of equipment to the Chief Business Officer.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information in the Finance and Administrative Services Handbook(s) regarding use of equipment.

Office of Primary Responsibility: Facilities Office

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office. This procedure is **suggested** as **good practice**.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6536 EQUIPMENT REPLACEMENT

Reference:

Accreditation Standard III.B.1

The Superintendent/President shall delegate the authority and the supervision of equipment replacement to the Chief Business Officer.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information in the Finance and Administrative Services Handbook(s) regarding equipment replacement.

❖ From current Palomar College AP 6536 titled Equipment Replacement

- ~~1. In general, capital equipment replacement will be consistent with the District financial depreciation schedule. Replacement of technology equipment will be on a three-year cycle, and other equipment will be on an eight-year cycle. Note: This procedure does not apply to equipment donated to the College or purchased with Categorical funds.~~
- ~~2. Final decisions on equipment replacement under this procedure will be based upon considerations of eligibility, priority, and critical needs.
 - ~~a. Replacement decisions will reflect the critical need for equipment to maintain College operation.~~
 - ~~b. Eligibility for initial consideration will be given in order of priority to:
 - ~~(1) Equipment that is no longer functional (inventoried);~~
 - ~~(2) Equipment that is three or eight years old, respectively (inventoried);~~~~
 - ~~c. Replacement priority will be given in the following order:
 - ~~(1) Equipment necessary for health/safety or in the management of institutional risk.~~
 - ~~(2) Equipment used in instruction.~~
 - ~~(3) Equipment used in administrative and academic support.~~~~~~
- ~~3. Process
 - ~~a. There will be a non-prioritized assignment of capital equipment replacement funds as follows:
 - ~~(1) President's Office~~
 - ~~(2) Instruction~~
 - ~~(3) Student Services~~~~~~

~~(4) Finance and Administrative Services~~

~~(5) Human Resource Services~~

- ~~b. Administrators, in conjunction with planning councils, will be assigned initial responsibility to identify equipment for replacement based upon the criteria of eligibility, priority, and need as indicated above.~~
- ~~c. Recommendations are directed to the Strategic Planning Council through the appropriate planning council and Vice President. The Strategic Planning Council may seek additional information and clarification prior to approvals.~~
- ~~d. Strategic Planning Council may determine an appropriate retention of available replacement funds for emergency purposes.~~

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The information in **black ink** is current Palomar College AP 6536 titled Equipment Replacement with no date. The wording in **blue ink** is additional language to consider including in this procedure.

Date Approved:

(This is current Palomar College Procedure 6536)

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6540 INSURANCE

References:

Education Code Sections 70902, 72502, 72506, and 81601 et seq.

The Chief Business Officer is responsible for securing the appropriate insurance in accordance with law and the District's Risk Management Program.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. This procedure is **legally required**.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services
DRAFT as of 12/14/07

AP 6545 STUDENT ACCIDENT INSURANCE

Reference:

Education Code Section 72506

Business Services is responsible for ensuring that all officially enrolled students and children who are enrolled in a District childcare facility will be covered by District student accident insurance.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: *The language in **green ink** is recommended by Student Services. The wording in **blue ink** is additional language to consider including in this procedure.*

Date Approved:

(This is a new procedure recommended by Palomar Health Services)

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6550 DISPOSAL OF DISTRICT PERSONAL (LISTED) PROPERTY

References:

Education Code Section 70902(b)(6), 81383, 81384, and 81450 et seq.

The Superintendent/President shall delegate the authority and the supervision of disposal of District personal (listed) property to the Chief Business Officer.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information in the Finance and Administrative Services Handbook(s) regarding disposal of District personal (listed) property.

❖ From current Palomar College AP 552 titled Fixed Asset Inventory

Surplus Property

~~Surplus property, according to California Education Code CEC 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use.~~

~~District personal property shall not be sold, given away, destroyed, or disposed of in any manner except as described herein. The Governing Board must approve the sale of all surplus personal property.~~

~~All surplus property, if transportable, must be sent to the District Warehouse.~~

~~Declaring Surplus Property Procedures:~~

- ~~1. Obtain a Surplus/Transfer/Disposal Request Form from the Web. You can find it under Administration — Facilities Forms.~~
- ~~2. Completely fill out all appropriate sections of the form.~~
- ~~3. Obtain Department Chairperson approval signature.~~
- ~~4. Send the completed, signed form to Facilities Planning for processing.~~
- ~~5. Facilities Planning will notify the warehouse to pick up surplus property.~~

~~The Warehouse will not pick up equipment containing hazardous material (e.g., asbestos, chemicals). Contact Environmental Health & Safety @ 2266 to dispose of equipment containing hazardous materials.~~

Three Types of Surplus Property

- ~~1. Reusable and authorized for re-issue on campus.~~
- ~~2. Reusable but NOT authorized for re-issue on campus. (i.e., equipment that is no longer supported by the District or cannot be repaired.)~~
- ~~3. Not reusable because it is hazardous, unsafe, or non-repairable.~~

~~Reusable property authorized for re-issue within the District is stored in the Warehouse and can be viewed Monday through Friday from 8 a.m. to 3:30 p.m. Departments may select property and arrange an appropriate delivery time with the Warehouse staff.~~

~~Reusable but not re-issuable property is stored in the District surplus lot for eventual sale by auction.~~

Procedures for Declaring Property Surplus

~~Identify surplus property on an INVENTORY TRANSFER/SURPLUS/DISPOSAL REQUEST FORM. The accountable department disposing of the property is responsible for the completion of the form must be SIGNED by the department chair/director.~~

Transfer of Property to Other Departments

~~Complete that portion of the form titled INVENTORY TRANSFER. Transferring District-owned property to programs/departments that receive their operating funds from other sources, i.e., ROP, the property being transferred will remain property of the District.~~

~~When the INVENTORY TRANSFER/SURPLUS/DISPOSAL REQUEST FORM is completed, contact the Custodial Department at Extension 2134 to arrange for pickup. The completed paper work must accompany the property. Forward the completed paperwork to the FACILITIES PLANNING OFFICE.~~

Procedures for Sale or Auction of Surplus Property

~~The Warehouse Supervisor shall submit a list of surplus property for disposal sale to the District Governing Board prior to transporting the items for sale. The Warehouse Supervisor shall arrange for the sale of surplus property through either local auction or County auction. The Warehouse Supervisor shall ensure that all paperwork is processed through the proper channels, i.e., District Governing Board approval, County auction forms, District fixed-asset inventory notification, income and expense forms, etc.~~

~~Local Auction: If a local auction is held within the District, a list of surplus property on hand is presented to the District Governing Board with a recommendation that it be sold at auction. Upon approval, the District will place a notice in a newspaper within the District to be published no less than once a week for two weeks prior to the sale.~~

~~County Auction: The District Governing Board may, with the consent of a County Purchasing Agent, utilize County services for the sale of District property (CEC 81451). The responsibility for notification of such sale rests with the County Purchasing Agent.~~

~~The District Governing Board or its representative shall declare that the listed District property is surplus and authorize the sale of said property.~~

~~Private Sale: If the District Governing Board by a unanimous vote of those members present finds the property, whether one or more items, valued at less than two thousand five hundred dollars (\$2,500), the property may be sold at private sale without advertising by an employee of the District empowered for that purpose by the District Governing Board (CEC 81452). The money received from the sale shall be credited to the fund from which it was purchased, i.e., general fund, VATEA, etc. The Director of Fiscal Services shall determine the appropriate disbursement of those monies.~~

~~Criteria for Donation or Destruction of Surplus Property~~

- ~~1. Property has no sale dollar value to the District~~
- ~~2. Property is unsafe for use~~
- ~~3. Property is or contains a hazardous material or waste, which must be disposed of in District compliance with the regulations for hazardous material disposal.~~

~~Donation of Surplus Property: If the District Governing Board, by unanimous vote of those members present, finds the property of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the District Governing Board, or it may be disposed of in the local public dump on order of an employee of the District empowered for that purpose by the District Governing Board (CEC 81452).~~

~~Local Public Dump Disposal: The Warehouse Supervisor shall determine whether the property meets the guidelines for local disposal. If so, both representatives shall sign an Inventory Disposal form, and the property will be disposed of in accordance with the required State and local guidelines. (If surplus property has been declared unsafe or hazardous, the District Environmental Health and Safety Officer must inspect and sign the Inventory Disposal form and arrange for disposal, if applicable.~~

~~Cannibalization Disposal of Personal Property: Aged and inoperable equipment may be cannibalized and used for parts. Prior authorization is required before personal property that is no longer required for instructional purposes or suitable for District use may be cannibalized as parts. Equipment obtained for a period of less than three years or equipment obtained by federal funds for a period of less than five years will not be authorized for cannibalization.~~

~~Office of Primary Responsibility: [Facilities Office](#)~~

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office. The information in **black ink** is from the second half of current Palomar College AP 552 titled Fixed Asset Inventory with no date. This procedure is **legally advised**.

Date Approved:

*(Replaces current Palomar College Procedure
552)*

Finance and Administrative Services

DRAFT as of 11/9/07

AP 6555 SALE OF PERSONAL PROPERTY FABRICATED BY STUDENTS

Reference:

No reference

THE FINANCE AND ADMINISTRATIVE SERVICES OFFICE RECOMMENDS DELETION OF THIS CURRENT PALOMAR PROCEDURE

❖ **From current Palomar College AP 510 titled Sale of Personal Property Fabricated by Students**

- ~~A. Instructors involved must request pre-numbered receipt forms in triplicate from the Cashier in Fiscal Services.~~
- ~~B. After an item has been fabricated, the instructor will determine the cost of the District property used in fabrication. Education Code 81457 states that this amount must not exceed the actual cost to the District. The instructor will prepare the receipt in triplicate, retain the third copy for department files and direct the student to take the original, second copy, and payment to the Cashier at Fiscal Services.~~
- ~~C. The Cashier will receive payment and indicate this on both copies of the receipt.~~
- ~~D. The student will then take the receipted copy to the instructor, who will replace the department file copy with the original. The fabricated item will then become the property of the student.~~

NOTE: *This is current Palomar College AP 510 titled Sale of Personal Property Fabricated by Students with no date Task Force Meeting. This procedure was reviewed at the November 9, 2007 Task Force Meeting.*

Date Approved:

(This is current Palomar College Procedure 510)

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6600 CAPITAL CONSTRUCTION

References:

Education Code Section 81820;

Title 5 Sections 57150 et seq.

The Chief Business Officer shall ensure that the Five-Year Capital Outlay Program is filed with the California Community Colleges Chancellor's Office. The program will consist of the plans of the District concerning its future academic and student service programs, and the effects of such programs on construction needs as required by the California Community Colleges Chancellor's Office.

Construction contracts will be awarded in accordance with AP 6350 titled Contracts – Construction and will comply with applicable laws relating to public works.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. This procedure is **legally required**.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services

DRAFT as of 12/14/07

AP 6700 OTHER FACILITIES USE (CIVIC CENTER ACT)

References:

Education Code Sections 82537 and 82542;

Public Resources Code Section 42648.3

General Provisions

District facilities are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Chief Business Officer. Except as provided in these regulations, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Chief Business Officer is responsible for the coordination and implementation of these procedures. The Chief Business Officer shall determine all applicable fees to be charged.

All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers

Eligible persons or groups may use District buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to these rules and regulations.

The groups identified in Education Code Section 82542(a) will be permitted to use District facilities upon payment of the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
- the cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties;
- the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and

- the cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, janitorial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
- Entertainments or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affect the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services mutually deemed necessary to meet the needs of the community.

Rules for Facilities Use

Requests for use of District facilities must be made at least thirty (30) days in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the **Chief Business Officer**.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

All charges for the use of District facilities **will be billed accordingly after the conclusion of the event.**

Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he or she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities.

Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances, or tobacco in any forms shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Chief Business Officer.

Recycling (Education Code Section 82542(a))

The Palomar Community College District provides its own campus recycling services through the Facilities Office. Contact that office for further details.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office. This procedure is **legally required** except where otherwise noted.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services

DRAFT as of 2/22/08

AP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE

References:

Education Code Sections 15264 et seq., 15278, 15280, and 15282

A Citizens' Bond Oversight Committee (the "Committee") must be established pursuant to the requirements in Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000 (the "Act") (Education Code Sections 15264 et seq.).

The Committee shall operate pursuant to the Bylaws approved by the Governing Board. The Committee shall have only those responsibilities granted to them in the Act and in the Bylaws as established by the Governing Board.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. This procedure is **legally required** if the District has passed a local bond measure under the Proposition 39 requirements.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services
DRAFT as of 2/22/07

AP 6750 PARKING

References:

Education Code Section 76360;
Vehicle Code Section 21113

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles is limited to specially designated areas. Parking permits are required and must be properly displayed. Vehicles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on District property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

❖ **From current Palomar College BP 30 titled Parking Policy**

~~Any individual or group utilizing District parking facilities must properly display a valid parking permit or have received approval by completing a Facilities Use Form and submitting it to Campus Police as per established procedures.~~

~~Visitor and vendor parking permits shall be issued only by Campus Police.~~

❖ ~~**From current Palomar College AP 30 titled Parking Procedure (#00-20425)**~~

- ~~1. Free visitor parking will be provided in lot 15. Visitor parking signage and an entry will be established into lot 15 from Mission Road. Registering students will be allowed to park in lot 15 one week before and two weeks into the Fall and Spring semesters. After that time, all vehicles parked in visitor lots will be required to display a valid visitor parking permit. Visitor parking is first come, first served.~~
- ~~2. Use of visitor parking lots will require sponsors to request specific lots on the revised Facilities Request Form (11/19/00). The form must be submitted to Campus Police no later than three weeks prior to the event. This is necessary~~

~~due to the number of multiple events and the need to prioritize usage, based on the date of request. Campus Police will make arrangements for the sponsor to pick up parking permits two weeks prior to the event. Sponsors will be responsible for notifying attendees of the approved parking lot. All sponsors not complying with the policy will be responsible for advising their attendees that they will be required to purchase a daily parking pass from parking machines located in lots 3, 5, 9, and 12 on the day of the event.~~

- ~~3. Non-student seasonal and short-term employees will be allowed to park in Faculty/Staff parking lots. Permits will be issued from the Campus Police Office (San Marcos Campus).~~
- ~~4. All event daily fees from the previous policy have been eliminated.~~
- ~~5. The general fund will contribute 20% of the revenue from semester and daily parking permits per year. Contributions will be used exclusively for construction, maintenance, landscaping, repair, parking/safety improvements, supply/equipment expenses, off-site security, and utility costs for parking lots and access roads.~~

[Office of Primary Responsibility: Finance and Administrative Services](#)

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The information in **black ink** is from current Palomar College AP 30 titled Parking Procedure (#00-20425) with no date. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office. This procedure is **legally required** except where otherwise noted.

Date Approved:

*(Replaces current Palomar College Procedure
30)*

Finance and Administrative Services

DRAFT as of 2/22/07

AP 6800 OCCUPATIONAL HEALTH AND SAFETY

References:

Cal/OSHA; Labor Code Sections 6300 et seq.;

Title 8 Sections 340 et seq. and 3203;

Code of Civil Procedure Section 527.8;

Penal Code Sections 273.6, 626.9, 626.10, and 12021

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information and procedures related to occupational health and safety issues in the Finance and Administrative Services Handbook(s).

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The language in **green ink** indicates suggested revisions/updates from the Palomar Facilities Office. This procedure is **legally required**. Safety conditions of employment are a mandatory subject of bargaining and may be more specific than the procedure language cited above, which are minimum standards to cover students and unrepresented employees. AP 3510 titled Workplace Violence Plan covers many of the same requirements and some districts prefer to not include a similar procedure here.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Finance and Administrative Services

DRAFT as of 2/22/08

AP 6975 BOOKSTORE AND FOOD SERVICES

Reference:

[Education Code Section 81676](#)

If qualified vendors are to provide bookstore and food services, the Director of Business Services is responsible to act as liaison between the vendors and the student, faculty, and staff constituencies represented on the Bookstore Advisory Committee and the Food Services Advisory Committee. The committees will review the quality of services and make recommendations to the vendor for changes and improvement in services to students, faculty, and staff. A quarterly report shall be provided to the Chief Business Officer on service and quality of operations.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information and procedures related to bookstore and food services issues in the Finance and Administrative Services Handbook(s).

❖ **From current Palomar Procedure 560 titled Palomar College Bookstore**

~~Selection and Ordering of Textbooks~~

~~Textbooks and related supplies will be available on the main campus or various education centers for students to purchase approximately one or two weeks before the start of the semester. The Bookstore may not keep stock on hand of required or recommended textbooks during the remainder of the semester due to publishers' return policies. Instructors should encourage students to buy their books early in the semester.~~

~~Please contact your department chairperson, director, or secretary for ordering, discontinuance, or adoption of textbooks. Book orders are placed by the department approximately four months before the semester begins. Please contact the academic department assistant for any changes/deletions to book orders already placed by the department before contacting the Bookstore.~~

~~It is suggested that instructors requesting texts or other printed material which may be of a controversial nature specifically inform the department chairperson/director, the appropriate division dean, and the Assistant Superintendent/Vice President for Instruction.~~

New Adoptions

~~New adoptions for newly established courses and replacement adoptions of discontinued textbooks shall be approved through the usual channels, and orders for books should reach the Bookstore prior to the following dates:~~

~~April 19 – for Fall Semester~~

~~October 10 – for Spring Semester~~

~~March 10 – for Summer Session~~

~~In deciding quantity, please quote sound enrollment estimates disregarding quantities on hand in the Bookstore.~~

Miscellaneous Policies Concerning Textbooks

- ~~A. It is inappropriate for a teacher to accept cash from students for the sale of textbooks and supplies or deposits to cover special orders for such items.~~
- ~~B. Instructors should encourage students to buy their textbooks early in the semester because the Bookstore returns any allowable overstock within sixty days of the beginning of the semester.~~
- ~~C. Examination copies for instructors should be ordered directly by the instructor, not by the Bookstore or District. A desk copy of your textbook may be obtained from the department secretary or by writing to the publisher (depending upon your department's policy). Desk-copy request forms and publisher's address are available from the department secretary or the Bookstore Customer Service desk. Adjunct faculty may purchase a textbook from the Bookstore if they are unable to obtain a desk copy in time for the upcoming semester. You must return the book(s) purchased in new condition, without publisher's "Complimentary Instructor Copy" stamp or any other such markings within SIXTY DAYS of the purchase date along with your cash register receipt to obtain a refund. It is the responsibility of the instructor to obtain a desk copy from the publisher within sixty days. **NO REFUNDS WILL BE ALLOWED AFTER 60 DAYS.** Contract and regular instructors may charge a text to the Bookstore for a period of sixty days. If at the end of the eight-week period the instructor has not returned a clean copy to the Bookstore for credit against the account, the instructor will be expected to pay for the book. Desk copies should be ordered promptly.~~
- ~~D. As soon as an instructor is aware that the text is sold out at the Bookstore and more books are needed, the Bookstore should be notified immediately if additional copies are needed.~~
- ~~E. After final approval of a textbook has been given by the department chair, the title will be put on computer printout sheets by class. Each semester these printout sheets will be sent to the department chairpersons/directors for the number of books to be ordered. These computer sheets are to be signed by the instructor and the department chairperson/director. They then should be returned directly to the Bookstore.~~
- ~~F. Education Center Bookstores are generally open the first two weeks of each semester, with the exception of the Escondido Center Bookstore which is open~~

~~throughout the semester. Please consult the class schedule on the page entitled "Palomar College Bookstore, Book Sale Hours" for the exact dates and times of the Bookstore operation at your Education Center. Please advise students to take advantage of the Education Center Bookstore during these dates; otherwise, they may have to travel to the San Marcos Campus Bookstore for textbooks.~~

~~Please contact the Textbook Department at 744-1150 X2223 or X2225 for any of the following:~~

- ~~1. current selling price,~~
- ~~2. expected arrival from the publisher date,~~
- ~~3. inventory,~~
- ~~4. titles sold out and reorder quantities,~~
- ~~5. reorder due dates,~~
- ~~6. or any questions pertaining to textbooks.~~

~~Please contact the Supply Department at 744-1150 X2222 or X2264 for any non-textbook course-material questions.~~

~~The Bookstore requests that faculty refrain from quoting prices to students due to constant price fluctuation. Please instruct students to call the Bookstore Customer Service at 744-1150 X2682 for current approximate price and stock availability information.~~

~~Other Services and Supplies~~

~~Duplicating Services~~

~~Duplicating Services may be obtained from any one of the duplication centers. Locations are in A-23, F-6, GJ-1 and the Escondido Center, please call extension 2452 for hours of operation.~~

~~Duplication services requested may be submitted to the Comet Copy Center as electronic files or hard copy. Electronic files can be submitted in various forms; as a network file, a floppy disk, CD Rom file or as an E-mail attachment (MS Word files). The person requesting the duplicating service must fill out the appropriate work request form for an electronic file as well as hard copy. Work request forms are available at all locations.~~

~~It is the job of the technician in the Duplicating Center to duplicate documents for faculty and staff. A completed work order form must be submitted for each duplication service requested. An account code is required for duplication services and must be on work orders. If you do not know your account code, please ask your Academic Department Assistant. No work will be produced without a properly filled out work order.~~

~~Every effort is made to complete each request within 24 hours; However if possible, please allow 48 hours for the Comet Copy Center to complete the work requested. Walk up service will be available in the A-23 and Escondido locations~~

Mail

Each department has a mailbox in the Duplication/Mail Center in the Administrative Services Building. There is a mailbox for outgoing mail in the Center for the convenience of staff.

Payroll Forms

The following payroll forms are available in the offices indicated in the parentheses: W-4 Withholding Exemption Certificate (Fiscal Services), Tuberculosis Test (Human Resource Services), Voluntary Deductions Forms (Fiscal Services), Health & Medical Benefits Insurance (Human Resource Services), Dental Insurance (Human Resource Services), Life Insurance (Human Resource Services), Vision Plan (Human Resource Services)

Parking

Faculty are entitled to free parking. One hanging staff parking permit which can be transferred to the car being driven will be issued to each staff member. Parking permits are issued to individual faculty and staff members. Therefore, sharing of a parking permit by anyone, including family members, relatives, or friends, other than the registered owner of the permit, is not permitted. There is a \$25 charge to replace a lost decal. Parking decals are available at Fiscal Services, Cashier's window

ID Cards

Optional staff ID cards are available from the PIC counter in the Student Services Building. Call the Student Affairs Office for information on dates and times to have pictures taken. Each employee is entitled to a staff ID card once yearly. If duplicates are desired for any reason other than reclassification (loss of card, poor picture, etc.), the employee will pay a fee of \$1.00.

Office of Primary Responsibility: [Finance and Administrative Services](#)

NOTE: The language in **red ink** is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **blue ink** is additional language to consider including in this procedure. The information in **black ink** is from current Palomar AP 560 titled Palomar College Bookstore with no date. The language in **green ink** indicates suggested revisions/updates from Student Services. This procedure is **suggested** as **good practice**. This procedure was reviewed at the September 14, 2007 Policy and Procedure Task Force Meeting.

Date Approved:

(Replaces current Palomar College Procedure 560)