

BP 3280 Grants

Reference: ***Education Code Section 70902***

Adoption Date: August 21, 2001

Updated: ~~September 8, 2015~~

The Chancellor shall be informed of all grant applications made and the Board will be informed about all grants received by the District.

The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

AP 3280 Grants

Reference: ***Education Code Section 70902***

Adoption Date September 8, 2015

~~Issued:~~

Updated:

Grant applications shall adhere to the following guidelines:

- 1) Projects must be consistent with the objectives and priorities of the educational master plan. The value of the project, not the availability of state, federal, or private funds, shall be the prime criterion in applying for funds.
- 2) The Chancellor or Chancellor's designee must approve all projects for which outside funds are sought.
- 3) If the District/College intends to institutionalize a program deemed successful at the conclusion of the grant, there must be reasonable assurance that it can be continued with District/College funds.
 - a) The District/College will recommend discontinuance of the program if an evaluation indicates that it is not successful, regardless of available funding.
- 4) When matching funds are required, the District/College will evaluate the effect of the proposed commitment on other District/College needs.
- 5) Any such funds acquired shall accrue for District/College purposes and not to any individual.
- 6) The District/College will assure that all grants include provision for the maximum allowable indirect rate. Whenever a grant fails to provide for appropriate indirect costs, the District/College will participate in the grant only when the educational value of the proposed project justifies the waiver of these legitimate charges.
- 7) All grants shall be routed through the GCCCD's Grant Development process (any exceptions must be approved by the Chancellor), which is available on the GCCCD website.
- 8) All grants shall have final approval by Chancellor's Cabinet.

AP 6200 Budget Preparation

Reference: ***Education Code Section 70902(b)(5); Title 5, Section 58300, et. seq.; Accreditation Standard III.D***

Date Issued: December 3, 2008 Updated: ~~October 16, 2018~~

Budget planning supports institutional goals and is linked to strategic plans and other institutional planning efforts.

A budget calendar that includes presentation of the tentative and final budgets shall be developed within the District collegial consultation process. The tentative budget shall be presented no later than July 1 [Title 5, Section 58305 [subdivision \(a\)](#)], and the final budget no later than September 15 [Title 5, Section 58305 [subdivision \(c\)](#)]. A public hearing on the budget shall be held on or before September 15 [Title 5, Section 58301]. All dates are subject to change if directed by the California Community Colleges Chancellor's Office.

[A copy the adopted annual financial and budget report to be submitted to the California Community College Chancellor's Office on or before October 10 \[Title 5 Section 58305 subdivision \(d\)\].](#)

The budget development processes, which initially takes place in the Districtwide ~~Strategic Planning and~~ Budget Council, includes consultation with appropriate groups and ultimately will be recommended to the Chancellor. The Chancellor will make a recommendation to the Governing Board.

The State annual 311 Report, including the official year-end fiscal data and approved new year Adoption Budget, will be submitted to the California Community Colleges Chancellor's Office in accordance with State deadlines.

BP 6300 Fiscal Management

Reference: ***Education Code Section 84040(c); Title 5 Section 58311; 2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.***

Adoption Date: August 21, 2001

Updated: ~~February 21, 2017~~

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

- Adequate internal controls exist;
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees;
- Adjustments to the budget are made in a timely manner, when necessary;
- The management information system provides timely, accurate, and reliable fiscal information; and
- Responsibility and accountability for fiscal management are clearly delineated.

The chancellor shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

~~The books, records, and internal controls of the District shall be compliant with Generally Accepted Government Auditing Standards and/or Generally Accepted Accounting Principles and Governmental Accounting Standards Board, as applicable.~~

~~The Board shall be presented with a quarterly financial status report.~~

AP 6300 Fiscal Management

Reference: ***Education Code Section 84040(c); Title 5 Section 58311; Accreditation Standards; 2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.***

Date Issued: December 3, 2008

Updated: ~~February 21, 2017~~

The Chancellor shall ensure that operational infrastructure and processes are in place, as follows:

- Provide for responsible stewardship of available resources.
- Provide 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.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives, and constraints to the Governing Board, staff, and students.
- Provide for an adequate financial management information system that gives timely, accurate, and reliable fiscal information for planning, decision making, and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial, and educational adjustments.
- Provide both short term and long-term goals and objectives, with broad based input coordinated with District educational planning.
- Procedures for determining allowability of costs in accordance with EDGAR Second Edition Subpart E Cost Principles.
- Procedures to implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments.

BP 6350

Contract—Construction

Reference: ***Education Code Section 81800; Public Contract Code Sections 20118.2 and 22000 et seq; 3400; Government Code Sections 4525, et seq – 4529, et seq. and 53060; Facilities Planning Manual for the California Community Colleges; ACCJC Accreditation Standard III.D.16***

Adoption Date: June 18, 2019

Updated: October 29, 2024

The Grossmont-Cuyamaca Community College District (District) Chancellor shall establish administrative procedures for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval.

AP 6350

Contracts—Construction

Reference: ***Education Code Section 81800; Public Contract Code Section; 20118.2, and 22000 et seq; 3400,; Government Code Sections 4525, et seq – 4529, et seq. and 53060; Facilities Planning Manual for the California Community Colleges; ACCJC Accreditation Standard III.D.16;***

Date Issued: February 12, 2007

Updated: October 29, 2024

The Board of Governors of the California Community Colleges shall assemble statewide data on facility and construction costs, and on the basis thereof formulate cost standards and construction standards. The formulation of standards shall include also the formulation of average ratios of equipment cost to total project costs, unit equipment costs per faculty or other staff measure, and unit costs related to floor areas.

The Vice Chancellor-Business Services or designee 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 college-initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Vice Chancellor-Business Services or designee 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.

For expenditures^[KLR1] within [Public Contract Code 22032\(b\)](#), the preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, shall be submitted to the Vice Chancellor-Business Services for approval and authorization to proceed with the working drawings and specifications. For expenditures^[KLR2] exceeding [Public Contract Code 22032\(b\)](#), 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.

As allowed under Public Contract Code Section [3400](#), when issuing bids for equipment and systems that will be installed into District buildings, if the District makes a finding that a particular material, product, thing, or service is designated by specific brand or trade name for the purpose of matching other products or systems in use on a particular public improvement either completed or in the course of completion or if the necessary material, product, thing, or service is only available from one source, the District is not required to use the words “or equal” in the bid specifications when calling out for said brand or trade name.

If certain products, brands, and services have been determined by the District to have standards for which no equal would be allowed due to standardization and compatibility with existing District systems, then the District will adopt resolutions specifying such

products, brands, and services that can be called out in bid specifications by specific brand or trade name without using the words “or equal”. Such resolutions will be effective until a revision is made and then will be evaluated by a District committee and a recommendation will be made to the Governing Board to either re-adopt or discontinue the use of the designated products/brands.

As allowed under Public Contracts Code Section [20118.2](#), due to the highly specialized and unique nature of technology, telecommunications, related equipment, software, and services, and factors such as standardization and compatibility of existing systems, the District may procure computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus through competitive negotiation rather than the formal bid process.

Competitive negotiation requires that a request for proposals shall be prepared and submitted to an adequate number of qualified sources, as determined by the District, to permit reasonable competition consistent with the nature and requirement of the procurement. The notice of request for proposals shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.

The Governing Board of the District shall identify specific individuals with signatory authority for construction contracts and only those specific individuals can bind the District contractually.

The Governing Board of the District shall identify specific individuals with signatory authority for change orders to construction contracts and only those specific individuals can bind the District contractually.

All construction contracts and change orders regarding construction contracts must be presented to the Governing Board. The District will present new projects at the formal bid limit to the Governing Board for permission to award and approval prior to signing of contracts; however, award of construction contracts and change orders will be presented to the Governing Board as ratification items.

The District may require each prospective bidder for construction contracts to complete and submit to the District a standardized questionnaire and financial statement in a form specified by the District, including a complete statement of the prospective bidder's financial ability and experience in performing public works contracts.

If the District requires prospective bidders to complete and submit questionnaires and financial statements as referenced above, the District shall adopt and apply a uniform system of rating bidders on the basis of the completed questionnaires and financial statements, in order to determine the size of the contracts upon which each bidder shall be deemed financially qualified to bid.

Professional services or advice related to construction contracts is exempt from the competitive bidding requirements as outlined in the Government Codes.

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 6345 Bids and Contracts - UPCCAA).

**BP 6360 Contracts—Electronic Systems and
Materials (Computers)**

Reference: ***Education Code Section 81651; Public Contract Code
Sections 3400, and 20118.2; State Board of
Equalization Regulations 1502 and 1546; ACCJC
Accreditation Standard III.D.16***

Adoption Date: June 18, 2019 Updated:

The Grossmont-Cuyamaca Community College District (District) Chancellor shall establish administrative procedures to assure electronic systems and materials (computers) have distinct criteria to determine what constitutes a responsive bid for electronic data processing equipment.

~~6-year review~~

AP 6360 Contracts—Electronic Systems and Materials (Computers)

Reference: ***Education Code Section ~~81641 and 81651 et seq.~~; Public Contract Code Sections, ~~3400, and 20118.2~~ [PG1] ~~20651 et seq.~~; State Board of Equalization Regulations 1502 and 1546; ACCJC Accreditation Standard III.D.16***

Date Issued: February 12, 2007

Updated: ~~June 18, 2019~~

The District may contract with any vendor who has submitted one of the three lowest responsive, responsible competitive proposals or bids, for the acquisition, procurement, or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related materials, 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.~~

The Vice Chancellor-Business Services or designee shall establish criteria to determine what constitutes a responsive bid for electronic data processing equipment.

Instructional software and supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

The District may, by direct sale or otherwise, sell to a purchaser any electronic data-processing equipment or other major items of equipment owned by, or to be owned by, the District, if the purchaser agrees to lease the equipment back to the District for use by the District following the sale. The approval by the Governing Board of the sale and leaseback shall be given only if the Governing Board finds, by resolution, that the equipment is data-processing equipment or another major item of equipment and that the sale and leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

As allowed under Public Contract Code Section 3400, when issuing bids for equipment and systems that will be installed into District buildings, if the District makes a finding that a particular material, product, thing, or service is designated by specific brand or trade name for the purpose of matching other products or systems in use on a particular public improvement either completed or in the course of completion or if the necessary material, product, thing, or service is only available from one source, the District is not

required to use the words “or equal” in the bid specifications when calling out for said brand or trade name.

If certain products, brands, and services have been determined by the District to have standards for which no equal would be allowed due to standardization and compatibility with existing District systems, then the District will adopt resolutions specifying such products, brands, and services that can be called out in bid specifications by specific brand or trade name without using the words “or equal”. Such resolutions will be effective until a revision is made and then will be evaluated by a District committee and a recommendation will be made to the Governing Board to either re-adopt or discontinue the use of the designated products/brands.

As allowed under Public Contract Code Section 20118.2, due to the highly specialized and unique nature of technology, telecommunications, related equipment, software, and services, and factors such as standardization and compatibility of existing systems, the District may procure computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus through competitive negotiation rather than the formal bid process.

Competitive negotiation requires that a request for proposals shall be prepared and submitted to an adequate number of qualified sources, as determined by the District, to permit reasonable competition consistent with the nature and requirement of the procurement. The notice of request for proposals shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.

If computer equipment purchased by the District has an “optional maintenance contract” purchased for the equipment, and the fee charged for such maintenance contract indicates an optional lump sum payment providing for the furnishing of parts, materials, and labor necessary to maintain the property, the repairer is regarded as the consumer of the parts and materials furnished and therefore is responsible for the payment of sales tax to the State Board of Equalization.

For software purchases commencing on or after January 1, 2003, if the purchase of the maintenance contract is optional with the purchaser, and there is a single lump sum charge for the maintenance contract, 50 percent of the lump sum charge for the maintenance contract is for the sale of tangible personal property and tax applies to that amount; the remaining 50 percent of the lump sum charge is nontaxable charges for repair.

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

6-year review

BP 6370 Contracts—Personal Services

Reference: ***Government Code Section 53060;
Education Code Section 88003.1***

Adoption Date: December 9, 2008

Updated: October 29, 2024~~April 19,~~
~~2016~~

The District may enter into contracts for personal services when appropriate conditions are met. Personal services include professional experts, independent contractors, and consultants.

The Chancellor shall establish administrative procedures to ensure compliance with related regulations and standard business practices.

AP 6370 Contracts—Personal Services

Reference: **Government Code Section 53060 and 20000-22970.89,
Education Code Section 88003.1; Labor Code Sections
2775 et seq. and 3353; Public Contract Code Section
10335.5; Assembly Bill 5**

Date Issued: December 3, 2008 Updated: Pending Post Date
April 19, 2016

The District may enter into personal services contracts to achieve cost savings when each of the following conditions are 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 they 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 contract is with a corporation, limited liability company, partnership, nonprofit organization, or sole proprietorship; and
- The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the District.

Personal service contracts are also 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, as set forth in Education Code Section 88003.1(b)(5);
- Equipment, materials, facilities, or support services could not feasibly be provided by the District; or
- The services are of ~~such~~ an urgent, temporary, or occasional nature. Following the -that the delay incumbent in their implementation under the- District's standardregular hiring process would significantly hinder the effectiveness and negatefrustrate their very purpose.
- Contract abides by Government Code Title 2, Division 5, Parts 3 through 8, Sections 20000 through 2970.89.

Definitions of Types of Personal Services Contracts

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 advice 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 all 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 and the California Employment Development Department for reporting employer payroll taxes and employee wages.~~
- ~~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 or her 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~~
 - ~~◆ If the contractor's services affect his or her own business reputation~~
- The contractor is free from the control and direction of the District in connection with the performance of the work, both under the contract for the performance of the work and in fact;
- The contractor performs work that is outside the usual course of the District's business; and
- The contractor is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.
- Contractors cannot 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 District for failure to complete.
- AB 5 codified the "ABC" test [KLR1] shall be used in determining independent contractor status.

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 that is basically a transmittal of information either written or verbal; and
- 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.

BP 6500 Real Property Management

Reference: ***Education Code Sections 81300, et seq.***

Adoption Date: August 21, 2001

Updated: ~~November 19, 2019~~

The Chancellor is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use, or exchange of real property by the District shall be enforceable until acted on by the Board itself.

The Chancellor shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use, or exchange of real property by the District.

AP 6500 Real Property Management

Reference: ***Education Code Sections 70902; 81300, et seq.***

Date Issued: December 3, 2008

Updated: ~~November 19, 2019~~

The Vice Chancellor Business Services 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.

BP 6520 Security for District Property

Reference: ***Education Code Section 81600 et seq.; and
ACCJC Accreditation Standard 3.8***

Adoption Date: August 21, 2001 Updated: ~~November 19, 2019~~

The Chancellor shall establish procedures necessary to manage, control, and protect the assets of the District, including, but not limited to, securing all entrances and exits on both campuses (Grossmont and Cuyamaca) and ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

AP 6520 Security for District Property

Reference: ***Education Code Section 81600, et seq.; and
ACCJC Accreditation Standard 3.8***

Date Issued: December 3, 2008

Updated: ~~November 19, 2019~~

The Chancellor shall assign to the Vice Chancellor-Business Services responsibility to manage, control, and protect the assets of the District and secure all District facilities, including all entrances and exits. The securing of campuses shall be done in a timely fashion in accordance with currently scheduled activities. This responsibility shall include the periodic monitoring of all entrances and exits to be sure they are appropriately locked, open, or closed at all appropriate times, as well as:

- Allocation of responsibilities for patrolling District property;
- Allocation of responsibilities for coordinating with Facilities departments regarding maintenance issues impacting security (e.g., lighting, pruning, locks);
- ~~Distribution of keys.~~
- Responsibility for publication of warnings about unsafe areas of campus;
- Emergency notification procedures;
- Fire alarms.
- Locking software for computers

CCLC Update #40: The Service updated this policy to delete a reference to workers' compensation insurance and reflect Education Code Section 72506.

Six-Year Review

BP 6540 Insurance

References~~s~~: ***Education Code Sections 70902; 72502; 72506~~i~~; and 81601 et seq. Labor Code Sections 3700-3709.5***

Adoption Date: August 21, 2001

Updated: ~~November 19, 2019~~

The Chancellor shall be responsible for securing insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 and Labor Code Sections 3700-3709.5 as follows:

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

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

CCLC Update #38: The Service updated this procedure to add a use note to clarify that an actuarial evaluation is required if a District establishes a fund for losses and payments for health and welfare benefits for its employees for the purpose of covering the deductible amount under deductible types of insurance policies, losses or payments arising from self-insurance programs, or losses or payments due to noninsured perils.

Six-Year Review

AP 6540 Insurance

References: ***Education Code Sections 70902; 72502; 72506; and, 81601 et seq. Labor Code Sections 3700-3709.5***

Adoption Date December 3, 2008 Updated: ~~November 19, 2019~~
Issued:

The Chancellor shall be responsible for securing insurance for the District, which shall include, but is not limited to, the following:

- Liability insurance for damages for death, injury to person, or damage or loss of property.
- Liability insurance for the personal liability of the members of the Board and of the officers and employees of the District for damages related to death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment.
- Fire insurance
- Real property damage
- Personal property loss or damage
- Insurance for District vehicles
- Insurance against "other perils" (Education Code Section 81601)
- Workers compensation insurance
- Actuarial evaluation of the future annual costs of health and welfare benefits
- Performance and fidelity bonds

NOTE: If a District establishes a fund for losses and payments for health and welfare benefits for its employees for the purpose of covering the deductible amount under deductible types of insurance policies, losses or payments arising from self-insurance programs, or losses or payments due to noninsured perils, the District must secure the services of an actuarial to provide an actuarial evaluation of the future annual costs of such benefits.

BP 6550 Disposal of Property

Reference: ***Education Code Sections 70902(b)(6), 81360 et seq.,
and 81450 et seq.***

Adoption Date: August 21, 2001

Updated: ~~November 19, 2019~~

The Grossmont-Cuyamaca Community College District (District) Chancellor is delegated to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Governing Board on a periodic basis.

This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

AP 6550 Disposal of Property

Reference: ***Education Code Sections 70902(b)(6), 81360 et seq. and 81450 et seq.***

Date Issued: October 8, 2012

Updated: ~~November 19, 2019~~

The Grossmont-Cuyamaca Community College District (District) may sell for cash any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the District for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the District and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the District; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated.

The Chancellor or his/her designee shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

- (a) The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
- (b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.
- (c) The receipt of the property by a school district or community college district will not be inconsistent with any applicable District-wide or school site technology plan of the recipient District.

If the Governing Board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$5,000.00, the property may be sold by the Chancellor or his/her designee at private sale without advertising.

Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by the Chancellor or his/her designee at private sale without advertising.

In addition, the Governing Board may sell or lease real property belonging to the District under the following conditions:

- If the District has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the lease of its real property established by a majority vote of the Governing Board, the Governing Board may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the District, of any real property of the District.
- Generally, the funds derived from the sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the District if, prior to the sale or lease, the Governing Board has determined that the District has no anticipated need for additional sites or building construction for the five-year period following the sale or lease.
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- Delegation by the Chancellor's Office to appropriate administrator(s) of authority to dispose of property to highest bidder after payment has been received by the District
- Schedule for disposal of personal property (e.g., library books, theatre props)
- Schedule for disposal of equipment (e.g., computers, copiers, vehicles)
- Authority to dispose of property in lots
- Requirement for posting in at least three public places in the district for not less than two weeks, or publication at least once a week for a period of not less than two weeks in a district newspaper
- Provision that staff may dispense with posting/publication and sale to the highest bidder if:
 - the surplus property is exchanged with, sold, or donated to a school district, community college district, or other public entity; or
 - the proceeds from sale or lease are expended for capital outlay purposes related to qualified community college facilities and the District complies with specified conditions
- Schedule for reporting to board (e.g., annually, quarterly)
- Provision, if district chooses to include it, that District employees may not buy property declared to be surplus (this is an element of conflict of interest)
- Provision for board action for disposal of property under \$5,000.

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BP 6620 Naming of Facilities

Reference:

Adoption Date: August 21, 2001

Updated: ~~February 20, 2018~~

Facilities, grounds, programs and positions offer the Grossmont-Cuyamaca Community College District (District) the opportunity to recognize philanthropic gifts and exceptional service. Such contributions enrich and strengthen the College and its sense of heritage, and are significant events in the history of the institution. Therefore, it is the policy of the Governing Board to approve names for buildings, facilities, grounds, programs and positions that recognize a significant contribution to the District through gifts and/or extraordinary service. Recommendations for naming, based upon philanthropic giving, shall be made by the Board of Directors of the Foundation for Grossmont and Cuyamaca Colleges (FGCC) according to its policies and procedures, and shall be submitted to the Chancellor for review and action. All recommendations for any naming, removing of names from, and renaming of buildings, facilities, or grounds shall be submitted to the Governing Board by the Chancellor for action.

This policy encompasses opportunities for the naming of:

- Buildings and definable portions of buildings, facilities including but not limited to foyers, wings, classrooms, conference rooms, labs, offices, studios, auditoria, theaters and dining commons;
- Grounds or landscaping improvements, including but not limited to plazas, courtyards, quads or gardens; architectural features such as fountains, bell or clock towers, gates and art work; athletic fields and facilities; overlooks and other natural landmarks; campus entries; and roads; and
- Schools, centers, institutes and departments.

Facilities may be named in recognition of individuals living or deceased, organizations, or businesses who have made an appropriate philanthropic gift or given exceptional service to the institution.

The Chancellor shall develop the procedures for presenting proposed names for facilities to the Governing Board for consideration. The procedures will also provide a guideline for appropriate gift levels, and reflect criteria for facility de-naming, demolition, and/or replacement.

The District's naming, removal, and renaming practices will reflect its commitment to fostering an environment supporting diversity, equity, and inclusion principles and practices.

NOTE: ~~This section has been left blank to permit Districts to incorporate criteria appropriate to their own communities. It may include who may submit proposals (e.g., anyone); criteria for proposals (e.g., no living person, people who have supported the college); limits on removing and renaming buildings, facilities, grounds, or other spaces; discretion of the CEO.~~

~~In recent years, many colleges and universities have established committees to review removing and renaming proposals. Depending on the circumstances in which a building was first named, e.g. historical name versus philanthropic name, additional legal obligations may exist before a name may be removed.~~

~~It is recommended that a District's naming, removal, and renaming practices reflect its commitment to fostering an environment supporting diversity, equity, and inclusion principles and practices.~~

AP 6620 Naming of Facilities

Reference: ***Education Code Sections 70902***

Date Issued: June 18, 2008

Updated: ~~February 20, 2018~~

Purpose of Procedure

This administrative procedure provides guidelines, criteria, and the process for naming Grossmont-Cuyamaca Community College District (District) facilities. The Chancellor shall provide recommendations to the Governing Board, which retains final authority for the naming of any building or facility of the District. Consistent with board policy BP 6620, this administrative procedure also sets forth the criteria and process for de-naming, facility demolition, and/or replacement.

Definition of “Facility”

As used in this procedure, “facility” includes any building or other structure, pathway, road or sidewalk; indoor or outdoor areas such as classrooms, labs, theaters, lobbies or other gathering areas; athletic fields or other property owned by the District.

Process to Name a Facility

- College or Site Recommendation: The process may be initiated by a college, the District services site, the Chancellor, the Board of Directors of the Foundation for Grossmont and Cuyamaca Colleges (FGCC) or the Governing Board. Each college and the District services site will develop its own procedure, consistent with the criteria in BP and AP 6620, which results in a recommendation from the appropriate college president, vice chancellor, or site, to the Chancellor.

All recommendations for naming based on philanthropic gifts shall be based upon the policies of the FGCC, and must be made by the Board of Directors of the FGCC.

All requests shall include the following:

- ♦ The rationale for requesting the naming of a facility, including evidence of a broad base of support for such action.
 - ♦ A biography of the person for whom the facility is to be named.
 - ♦ A description of the business or organization, if the recommendation is to name a facility for a business or organization, including the names of members of the board of directors and senior management.
 - ♦ Recommendation from the College President, Vice Chancellor, District Services site, FGCC or referral from the Governing Board.
- Chancellor’s Initial Review: The Chancellor reviews all proposals for information and consistency with existing District board policies and administrative procedures.

- Chancellor's Cabinet Review: Upon Chancellor recommendation, Chancellor's Cabinet reviews the proposal and recommends further action. Chancellor's Cabinet may recommend that the Chancellor forward the proposal to Districtwide Executive Council (DEC) electronically.
- DEC Review and Recommendation. DEC representatives consult with constituencies as necessary, and provide comments and recommendations to the Chancellor.
- Chancellor's Action: The Chancellor prepares a docket item for Governing Board action or returns the proposal to the recommending site.
- Governing Board Action: The Governing Board approves, rejects, or delays action on the proposal. The Board's action will be reported to all affected parties.
- Chancellor's Action: After a facility name is approved by the Board, the Chancellor authorizes staff to proceed with necessary administrative steps.

This process shall also apply to proposals to de-name a facility, and to address naming considerations when a facility is demolished and/or replaced.

Naming of a Facility in Recognition of a Significant Financial Gift to the District through the Foundation for Grossmont and Cuyamaca Colleges.

- Facilities may be named for a benefactor or an individual nominated by a benefactor.
- Such requests must come from the Board of Directors of the FGCC according to that organization's policies on naming.
- To name an entire building, the benefactor's gift must be deemed significant relative to that facility (as determined by the FGCC Board of Directors) and generally would be no less than \$1M.
- For naming other tangible assets, benefactors must have given **unrestricted** gifts at a level approved by Chancellor's Cabinet in collaboration with the Board of Directors of the Foundation for Grossmont and Cuyamaca Colleges (FGCC).
- Facilities will generally not be named in return for deferred gifts and will not be named for persons making gifts of property (real or personal) until such time as the gift is converted to liquid assets or is otherwise utilized by the District. The Chancellor, in his or her discretion and on a case by case basis, may recommend to the Governing Board that circumstances warrant a facility being named in return for a deferred gift.
- Facilities will not be named until multi-year pledges have been completed and certified by the FGCC.
- If the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning.

Other Provisions

- Any legal or ethical improprieties on the part of the benefactor may cause the removal of the naming of any facility.

The naming of facilities shall be in existence as until the structure is demolished or significantly altered and repurposed by the District or College. In such cases, the College or District may place a recognition plaque in any new structure to recognize past gifts, however, the naming shall not transfer to any new facility.

Signage

- Named buildings should bear the name of the person and the building name in a typeface and style consistent with District and college signage requirements.
- Buildings may also bear an architecturally suitable plaque permanently affixed to the outside of the wall nearest to the main entrance of the building. The plaque should list the name of the person for whom the building is named and, if the building is newly constructed, the architect, Governing Board members, Chancellor, college president, and date the building was dedicated. Relevant information about the donor shall be prominently displayed.
- Classrooms, labs, theaters, and indoor or outdoor gathering areas to be named should be identified with architecturally suitable signage on the wall directly outside the main entrance or with other appropriate acknowledgement consistent with District and college signage requirements.
- Whenever possible, the District or college will seek outside funding for signage.

Removal of Names from Donor-Names Buildings, Facilities, and Grounds

- The District may, in its sole discretion, change a name, or remove a name from a donor-named building, facility, ground or other space if the building, facility, grounds, or other space is destroyed or razed, or must be substantially remodeled or rebuilt for any reason. In that situation, the District will acknowledge the donor's contribution with a plaque in a prominent location in a replacement building, facility, grounds, or elsewhere on the District's campus.
- The District has the absolute right and authority to remove a name from a donor-named building, facility, ground, or other space and rename it as it sees fit, if the donor fails to make the promised donation or gift for any reason. The District also has the absolute right and authority to remove a name from a donor-named building, facility, ground or other space and rename it as it sees fit, if the District determines, in its sole discretion, that the District's continued association with the name, the donor, or the donor's family or business, will damage the District's reputation or goodwill in the community.

CCLC Update 43 (Fall 2023) - The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.

Review Summary: Revisions consist solely of technical and legal updates required for compliance with state and federal statutes. As these changes do not alter the intent or context of the procedure, the standard council/committee review cycle was not required.

BP 7400 Employee Travel

Reference: ***Education Code 87032;
~~Government Code Section 11139.8; and~~
~~2 Code of Federal Regulations Part 200.474~~***

Adoption Date: August 21, 2001 Updated: ~~November 15, 2016~~

The Chancellor is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District.

The Chancellor or designee shall establish procedures regarding the attendance of other employees at conferences, meetings, and other activities. The procedures shall include authorized expenses, student travel advance of funds, and reimbursement.

The Governing Board delegates to the Chancellor authority to approve employee travel within the United States, ~~Mexico, and Canada~~ to attend educational conferences or meetings.

~~With the exception of Mexico and Canada, all travel outside the United States must be approved in advance by the Governing Board.~~ All travel outside the United States must be approved in advance by the Board.

CCLC Update 47 (Fall 2025) - The Service updated this procedure to change a legal citation to the Code of Federal Regulations and add three legal citations, including citations to federal law and guidance from the Internal Revenue Service (IRS).

Review Summary: Revisions consist solely of technical and legal updates required for compliance with state and federal statutes. As these changes do not alter the intent or context of the procedure, the standard council/committee review cycle was not required.

AP 7400 Employee Travel

Reference: ***Education Code Section 87032; ~~and~~***
 26 U.S. Code Section 62 subdivision (c);
 2 Code of Federal Regulations Part 200.474⁵;
 IRS Publication 463;
 IRS Publication 15-B

Adoption Date ~~Issued~~: September 9, 2014

Updated: ~~November 15, 2016~~

Members of faculty, administration, classified staff, governing board, and selected student representatives are encouraged to participate in off-campus activities for institutional, professional, and educational purposes that enhance the programs and services of the Grossmont-Cuyamaca Community College District.

The Governing Board has delegated to the Chancellor, Vice Chancellors, and President's authority to approve employee travel off campus within the United States, ~~Mexico, and Canada~~ to attend educational conferences and meetings. All other international employee travel requests must be approved in advance by the Governing Board. All out-of-state or international student travel must be approved by the Governing Board.

Authorized travel may be reimbursed for actual and necessary expenses, provided the costs to the College or District are within budget appropriations. Reimbursable expenses are designated in District Operating Procedures.

~~Travel advance prepayments and Travel meal~~ advances are available for co-curricular and athletic programs where employees are escorting a group of students with approved advance request form.

Travel prepayments are available for direct payment to hotel, conference registration, air and other travel arrangements only with approved travel request form.