

Antelope Valley Community College District
Board Policy
Chapter 6
Business and Fiscal Affairs

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BP 6100 Delegation of Authority

Reference:

Education Code Sections 70902(d); 81655, 81656

The Board delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See Board Policy 6340).

The Superintendent/President shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

Adopted: 5/8/06

BP 6150 Designation of Authorized Signatures

Reference:

Education Code Section 85232, 85233

Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President and other officers appointed by the Superintendent/President.

The authorized signatures shall be filed with the Los Angeles County Office of Education.

See Administrative Procedure #6150

Adopted: 5/8/06

BP 6200 Budget Preparation

Reference:

Education Code Section 70902(b)(5); Title 5, 58300 et seq.

Each year, the Superintendent/President shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general reserves shall be no less than 5 % (prudent reserve is defined by the Chancellors Office of the California Community Colleges as 5%).
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long-term goals and commitments.

See Administrative Procedure #6200

Adopted: 5/8/06

BP 6250 Budget Management

Reference:

Title 5 Sections 58307, 58308.

The budget shall be managed in accordance with Title 5 and the CCC Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See Administrative Procedure # 6250

Adopted: 5/8/06

BP 6300 Fiscal Management

Reference:

Education Code Section 84040(c); Title 5 Section 58311

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

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

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

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

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

See Administrative Procedures #6300

Adopted: 5/8/06

BP 6320 Investments

Reference:

Government Code Section 53600 et seq.

The Superintendent/President is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law, including California Government Code Sections 53600, *et seq.*

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

See Administrative Procedure # 6320

Adopted: 5/8/06

BP 6330 Purchasing

Reference:

Education Code Section 81656; Public Contracts Code Section 20650

The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board every 30 days.

All purchase orders shall be approved or ratified by the Board and recorded in the official Board minutes. Purchases which meet one or more of the following criteria may be submitted for ratification.

- a. Items which, in the judgment of the Vice President Business Services, are required for immediate use in the instructional program or for the immediate repair of buildings or equipment.
- b. Items on a standard list for which bids/quotations have been secured and approved by the Board.
- c. Equipment items which have prior approval of the Board.
- d. Expenditures from the Revolving Cash Fund.
- e. Purchase orders of \$25,000 or less

See Administrative Procedures # 6330

Adopted: 5/8/06

Revised: 11/13/06

BP 6340 Bids and Contracts

Reference:

Education Code Sections 81641, et seq.; Public Contracts Code Sections 20650, et seq.

The Board delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

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

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

See Administrative Procedures #6340

Adopted: 5/8/06

BP 6400 Audits

Reference:

Education Code Section 84040(b)

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President shall assure that an annual outside audit is completed. The Superintendent/President shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

See Administrative Procedure #6400

Adopted: 5/8/06

BP 6500 Property Management

Reference:

Education Code Sections 81300, et seq.

The Superintendent/President 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 Superintendent/President 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.

See Administrative Procedures # 6500

Adopted: 5/8/06

BP 6520 Security for District Property

Reference:

Education Code Section 81600 et seq.

The Superintendent/President shall establish procedures necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

See Administrative Procedures #6520

Adopted: 5/8/06

BP 6540 Insurance

Reference:

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

The Superintendent/President shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 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 or employment. The Superintendent/President may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation 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.

See Administrative Procedure #6540

Adopted: 5/8/06

BP 6550 Disposal of Property

References:

Education Code Sections 70902(b)(6), 81384, and 81452

The Superintendent/President is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

See Administrative Procedures #6550

Adopted: 11/14/11

BP 6600 Capital Construction

Reference:

Education Code Section 81005, 81820; Title 5, Section 57150 et seq.

The Superintendent/President is responsible for planning and administrative management of the District's capital outlay and construction program.

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

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

See Administrative Procedure #6600

Adopted: 5/8/06

Revised: 9/10/07

BP 6620 Naming Opportunities

The Board of Trustees shall have the final responsibility and authority for the naming of buildings, facilities or grounds within the Antelope Valley Community College District. It is the policy of the Board to approve names for college and district buildings and facilities and to commemorate such action with a standardized plaque or sign. The design and location of commemorative plaques and signs shall be subject to Board approval.

- A. The name of buildings, facilities or grounds shall include the function of the building or facility in relation to the following criteria:
 - 1. To honor a living person who has made a unique, extraordinary or significant personal contribution to the college. That person may not be an employee or a trustee at the time of consideration.
 - 2. To honor a deceased person who has made a unique, extraordinary or significant personal contribution. Such proposals shall be submitted no earlier than one year following the death of the individual to be memorialized.
 - 3. To honor a group, business or organization that has made a unique, extraordinary, or significant contribution to the college.
 - 4. To reflect natural and geographical features.
 - 5. To reflect a traditional theme of the college or the district.
 - 6. To recognize a person, group or business that has donated significant resources through the AVC Foundation. (AVC Foundation Policies and Procedures– Section VI – Naming Opportunities.)
- B. The Board of Trustees, in its discretion, may consider the following special circumstances to honor individuals or groups:
 - 1. To honor an individual or group by dedication of trees or other plantings on the campus. The Board of Trustees shall informally direct the Superintendent/President to recommend an appropriate tree, planting and location.
 - 2. To honor an individual or group contribution by dedicating an endowment, facility or equipment, center or event. The Board of Trustees shall informally direct the Superintendent/President to recommend an appropriate form of dedication.
- C. The naming of a temporary district facility does not transfer to a replacement permanent structure.

See Administrative Procedure #6620

Adopted: 4/9/07

Revised: 8/29/11

BP 6700 Civic Center and Other Facilities Use

Reference:

Education Code Sections 82537; 82542

There is a Civic Center at Antelope Valley College. Use of the Civic Center shall be granted as provided by law. The Superintendent/President shall establish procedures regarding the use of college property, including but not limited to facilities, equipment and supplies, by community groups and other outside contractors.

These administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities.

No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender), or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

See Administrative Procedures #6700

Adopted: 5/8/06

BP 6740 Citizens' Oversight Committee

Reference:

Education Code Sections 15278, 15280, 15282; California Constitution Article XIII A Section 1(b), Article XVI Section 18 (b)

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Board of Trustees shall establish a Citizens Oversight Committee in accordance with the applicable law and necessary regulations.

See Administrative Procedure #6740

Adopted: 5/8/06

BP 6750 Parking

Reference:

Education Code Section 76360; Vehicle Code Section 21113

The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with these board policies. (See Board Policy 5030.)

See Administrative Procedures #6750

Adopted: 5/8/06

BP 6800 Safety

Reference:

Education Code Sections 72023.5, 72103

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District sites. The District shall provide safe working conditions for all employees. Determination of safe working conditions shall be made by the District and shall be in compliance with all applicable health, safety, fire and sanitation requirements imposed by OSHA, State, Federal, City and/or County laws or regulations.

The District shall not discriminate against any employee as a result of reporting an accident or any unsafe condition.

Tobacco smoking shall be prohibited in all buildings on campus as well as within 25 feet of the entrance to buildings or structures on campus and chewing tobacco shall be prohibited any place on campus.

Smoking and chewing of tobacco shall be prohibited when riding or driving a college owned vehicle.

See Administrative Procedure #6800

Adopted: 5/8/06

Revised: 1/8/07

BP 6900 Bookstores

Reference:

Education Code Section 81676

College bookstore[s] shall be established and operated by the District or qualified vendor.

Operational costs of the college bookstore[s] shall be paid from revenue earned from the bookstore.

Fiscal management of the bookstore[s] shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be provided to the Board

Adopted: 5/8/06

Revised: 1/8/07