The Board delegates to the Superintendent/President or designee 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.

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

Reference: Education Code Sections 70902(d); 81655, 81656

Adopted: September 10, 2007
Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code. Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

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

- Superintendent/President’s Office
  Cabrillo College
  6500 Soquel Drive
  Aptos, CA 95003

Reference: Education Code Section 72502; Government Code Sections 900 et seq.; 910

Adopted: June 15, 2009
Note: BP 4011 consolidated into BP 4010 by the Board June 15, 2009
The Governing Board recognizes the need for representation at conferences and activities which relate to the mission and objectives of the college. Therefore, the Superintendent/President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District.

The Superintendent/President shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds and reimbursement.

Legal Reference: Education Code Section 87032.

Adopted: May 2, 1988
Revision Adopted: June 15, 2009
Each year, the Superintendent/President or designee 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 Budget Calendar is provided to the Board by the first Board meeting in January of each year that includes dates for presentation of the tentative budget, required public hearing(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 the minimum prudent reserve level established by the State Chancellor’s Office.
- 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.

Adopted: May 2, 1988
Revised: December 3, 2007
Revised: February 4, 2008
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 approval of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

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

Reference: Title 5 Sections 58307, 58308

Adopted: November 3, 2008
The Superintendent/President or designee 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.

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

Adopted: November 3, 2008
A fee shall be charged each student whose legal residence is outside the state of California except for those who are in the military service.

Non-immigrant students attending under provision of a student visa are considered nonresident students and shall be charged the fee.

Authority to Determine Residence

The Registrar is charged with evaluating information presented by an applicant and making determinations of residence in accordance with Board rules and regulations for the purpose of charging the nonresident student fee.

Amount and Payment of Fees

1. The amount of the fee is set yearly as prescribed by the Chancellor of the Community Colleges. A full-time program is 30 or more semester units per year.

2. The amount of the fee for less than a full-time program to be paid each semester shall be the per unit rate as established. For summer session, the per unit rate shall be that established for the fiscal year in which the summer session ends.

3. The fee shall be paid by each nonresident student, other than those excepted, prior to registration.

4. Nonresident students, who have been admitted in error to a class or classes without payment of the fee, shall be excluded from such class or classes until payment is made once notification that it is due has been given. This notification must be given to the student prior to the end of the fourth week of the semester.

5. Nonresident students withdrawing from enrollment or reducing their programs may claim a full or partial fee refund. The petition for a refund must be made in writing to the Dean of Student Services prior to the end of the fifth full week of the semester.

*Legal Reference: Education Code Section 76140*

Adopted: May 2, 1988
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 or designee shall assure that an annual outside audit is completed. The Superintendent/President or designee shall recommend a certified public accounting firm to the Board with which to contract for the annual audit.

The Cabrillo College Foundation audit shall be placed on the agenda of the Governing Board at a regularly scheduled public meeting and shall be reviewed by the Governing Board in accordance with California Education Code Section 84040.3.

Reference: Education Code Sections 84040(b), and 84040.3.

Adopted: May 2, 1988
Revised: September 10, 2007
The Superintendent/President or designee 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 or designee 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.

Reference: Education Code Sections 81300, et. seq.

Adopted: September 10, 2007
The Governing Board shall, on request of the Superintendent/President, authorize one or more officers or employees of the District to sign orders in the name of the Governing Board, and directs the Superintendent/President to file or cause to be filed with the County Superintendent of Schools the verified signature of each person, including members of the Governing Board, who is so authorized. No order on the funds of the District shall be approved by the County Superintendent of Schools unless the signatures are on file in his/her office and he/she is satisfied that the signatures on the order are those of the persons authorized to sign the order.

Any person authorized by the Governing Board to sign orders in the name of the Board may, after filing with the Secretary of State his/her manual signature certified under oath, use a facsimile signature in lieu of his/her manual signature on any such order.

**Custody of District Accounts**

Pursuant to California Education Code Sections 85232 and 85233, the Governing Board shall from time to time as deemed necessary, designate employees of the District to exercise custody of the accounts of the District. Such employee(s) shall be responsible for receipt of all monies required to be paid into the accounts, and for all expenditures therefrom. In all cases, not less than two signatures shall be required on all accounts.

*Reference: Education Code Sections 85232 and 85233.*

Adopted: May 2, 1988
Revised: September 10, 2007
EMPLOYEE BONDS

All District employees who handle funds shall be covered for $100,000.00 under a blanket fidelity bond purchased by the District and authorized by the Governing Board.

*Legal Reference: Education Code Section 84041.*

Adopted: May 2, 1988
The Superintendent/President or designee 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 or designee 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.

Reference: Education Code Sections 72506.

Adopted: May 2, 1988
Revised September 10, 2007
It is the policy of the Cabrillo Community college District that anyone driving District vehicles or personal vehicles on District business shall obtain prior authorization from the appropriate administrator and must meet minimum standards as established by the District.

**District Vehicles:**
Only District employees, students, or volunteers, who have been approved by the appropriate administrator and by the District Transportation Department may drive a District vehicle. District vehicles may include, but are not limited to, vehicles owned, leased, or rented by the District.

**Personal Vehicles:**
Only employees and volunteers having a valid driver’s license, automobile liability insurance, and a driving record that meets the minimum standards established by the District shall be authorized to drive a personal vehicle on District business.

Adopted: October 13, 2003
Revised: September 10, 2007
This administrative regulation sets forth the minimum standards and procedures for employees, students, and volunteers to drive their personal vehicles on District business.

Minimum Standards
Individuals driving personal vehicles on District business must meet minimum standards prior to authorization to drive on District business or claim mileage reimbursement.
1. Driver must be at least 18 years of age;
2. Driver must have a valid California driver’s license in good standing;
   a. The driver’s license must not have been in a status of suspension or revocation for the past 12 months
   b. The driving record cannot exceed the allowable “points” as listed below
3. Driver must have liability insurance coverage for at least the minimum amount required by the California Vehicle Code.

Screening and Approval Process
1. Those who find it necessary to drive their personal vehicle while conducting District business and meet the minimum standards outlined above should complete the Personal Vehicle Use Form and forward it to their administrator or the Cabrillo administrator sponsoring their activity, together with a photocopy of their driver’s license and automobile ‘proof of insurance’ card
2. The administrator should approve or deny the request as appropriate and retain in a file at the supervisor’s administrators location. The administrator should ensure that this information is updated annually.

Verification and Enforcement
The District does not verify DMV records for individuals authorized to drive their personal vehicles on District business. It is the responsibility of the driver to insure that he/she meets the standards listed below.

It is the driver’s supervisor’s responsibility to insure that a copy of the driver’s license and proof of insurance are retained by the District.

Driving Record Points Standards
Individuals will not be approved to drive personal vehicles on college business if the driving record exceeds the following point count:
- 2 points in the most recent 12 month period;
- 3 points in the most recent 24 month period;
- 4 points in the most recent 36 month period

One point is charged for the following:
- unsafe operation of a vehicle;
- moving violation;
c. “at fault” accident. If the driver disputes the fault of an accident it is his or her responsibility to obtain a copy of the traffic accident report or insurance company report for District review and consideration

Two points are charged for any of the following and any violations in this category during the previous five years will prevent the individual from being approved to drive personal vehicles on district business:

a. reckless driving;

b. hit and run driving (no injury);

c. driving on the wrong side of the highway;

d. speed contest or exhibition of speed;

e. driving under the influence of alcohol and/or any drug

Two points are charged for any of the following and any violations in this category will forever prevent the individual from being approved to drive District vehicles:

f. hit and run driving (with injury)

g. vehicular manslaughter;

h. evading a peace officer or resisting citation/arrest (vehicular related)

Adopted: October 13, 2003
Revised: August 6, 2007
USE OF DISTRICT VEHICLES

This administrative regulation sets forth the minimum standards and procedures for employees to be screened and evaluated for approval to drive District vehicles. District vehicles may include but are not limited to; vehicles owned, leased, or rented by the District. Meeting these minimum standards does not automatically deem an individual as an approved driver.

Minimum Standards

4. Driver must be a current employee of the District;
5. Driver must be at least 18 years of age;
6. Driver must have a valid California driver’s license in good standing and of a class consistent with that required for the vehicle that will be driven.
   a. The driver’s license must not have been in a status of suspension or revocation for the past 12 months.
   b. The driving record cannot exceed the allowable “points” as listed below.
7. Driver must agree to follow the driving rules set forth by the District.
8. Driver must submit to random drug testing if required by the Federal Department of Transportation for the type of vehicle he/she is driving.

Screening and Approval Process

3. Each employee who has a need to drive District vehicles shall complete the Driver Information Form (available from the District Transportation Department), obtain his or her administrator’s approval, and submit the form to Santa Cruz County Sheriff’s Office, Cabrillo College Division;
   a. The Sheriff’s office will obtain a summary of the applicant’s driving record.
   b. The Sheriff’s office will fax the applicant’s Driver Information Form to the District Transportation Department with the DMV points information.
   c. The District Transportation Department will insure that the applicants’ points and driving history are within the standards outlined in the schedule below.
   d. The District Transportation Department will notify the applicant that he/she has been approved or the applicant’s supervisor if the application is denied.

4. License information for approved drivers who will be driving on other than a one time basis will be entered into the DMV Pull Notice Program by the District Transportation Department to insure that the District is informed of changes to the employee’s driving record.

5. The District Transportation Department will send the driver a copy of the District Driving Rules;
   a. The driver must read and sign the District Driving Rules acknowledgement and return it to the District Transportation Department prior to final approval which will enable him/her to drive a District vehicle.

6. Driving records (pull notices) will be updated annually. If a driver has been previously approved but no longer meets all of the above minimum standards, the District Transportation Department shall notify the employee’s administrator immediately and the
driver will be removed from the approved driver list and shall be prohibited from driving District vehicles until his or her driving record again meets the minimum requirements.

**Driving Record Points Standards**
Driver’s DMV records will be evaluated and “points” assessed as shown below. Employees will not be approved to drive District vehicles if the driving record meets or exceeds the following point count:

- 2 points in the most recent 12 month period;
- 3 points in the most recent 24 month period;
- 4 points in the most recent 36 month period

**One point** is charged for the following:

d. unsafe operation of a vehicle;

e. moving violation;

f. “at fault” accident. If the driver disputes the fault of an accident it is his or her responsibility to obtain a copy of the traffic accident report or insurance company report for District review and consideration

**Two points** are charged for any of the following and any violations in this category during the previous five years will prevent the employee from being approved to drive District vehicles:

- reckless driving;
- hit and run driving (no injury);
- driving on the wrong side of the highway;
- speed contest or exhibition of speed;
- driving under the influence of alcohol and/or any drug

Two points are charged for any of the following and any violations in this category will forever prevent the employee from being approved to drive District vehicles

- hit and run driving (with injury)
- vehicular manslaughter;
- evading a peace officer or resisting citation/arrest (vehicular related)

Adopted: October 13, 2003
Revised: August 6, 2007
The Superintendent/President or designee 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 60 days.

Reference: Education Code Section 82656
Public Contracts Code Section 20650

Adopted: November 5, 2007
The inventory system shall be under the supervision of the Vice President, Business Services.

Adopted:  May 2, 1988
Revised:  November 5, 2007
The equipment inventory shall serve both the functions of control and conservation. The inventory shall include items with a current value of $500 or more and the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

Revised October 1, 2007
The Superintendent/President or designee 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 or designee. The Vice President, 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, 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 or designee 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.

Legal Reference:  CA Education Code Sections 81005, 81820; CA Code of Regulations (C.C.R.) Title 5, Section 57150 et seq.

Adopted: March 1, 2010
CONTRACTS

All District procurements and contracts for goods and services shall be conducted in accordance with applicable laws, rules, regulations and policies of the District.

Delegation of Authority to Contract on Behalf of the District
Pursuant to Education Code §81655, the Board delegates to the Superintendent/President or designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for award of contracts on behalf of the District without prior Board of Trustees actions:

- Contracts entered into on behalf of the District by the Superintendent/President or designee(s) are not enforceable obligations until they are approved or ratified by the Board.
- When bids are required pursuant to Public Contract Code Sections 20650 and 20651, the contracts resulting from such bids shall be awarded to the responsible bidder who submits the lowest priced responsive Bid Proposal. The Superintendent/President or designee shall have the authority to reject all bids.

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

“Piggyback” Purchases
If the best interests of the District will be served by a contract, lease, requisition or purchase order for goods or services through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Superintendent/President or designee or his/her designee is authorized to proceed with such a contract, lease, requisition or purchase order.

Uniform Construction Cost Accounting Alternative Bidding Procedures; Informal Bidding Procedures
Contracts for a “public project” or “maintenance work” (as those terms are defined in Public Contract Code §22002) may be bid and awarded under the Alternative Bidding Procedures set forth in Public Contract Code §§22030 et seq. and in accordance with the procedures set forth in the District’s Resolution No. 050-05 which adopted the Uniform Construction Cost Accounting Procedures and established the District’s Informal Bidding procedures under the Uniform Construction Cost Accounting Procedures.

Specialty Projects and Goods
Where authorized by applicable law, rule or regulation, the procurement of specialty items may, at the discretion of the Superintendent/President or designee, in accordance with alternative procedures authorized by law, rule or regulation. The foregoing shall include, without limitation: (i) award of contracts for acquisition, procurement or maintenance of electronic data processing
systems and equipment, electronic telecommunications equipment, supporting software, and related materials, goods and services to one of the bidders submitting one of the three lowest priced responsive Bid Proposals; (ii) contracts for energy management systems taking into account “net costs or savings;” (iii) energy conservation contracts; and (iv) contracts for supplementary textbooks, library books, and educational films, audio-visual materials, test materials, workbooks, instructional software packages, or periodicals may be awarded without taking estimates or advertising for bids.

Contracts Without Competitive Bidding/Proposal Process
When authorized by applicable law, rule or regulation, the Superintendent/President or designee may contract for goods or services without engaging in a proposal or bidding process. Except where the nature of the goods or services are unique or where impractical, prior to the award of a contract for goods or services without engaging in a competitive proposal or bidding process, every effort should be made to obtain two or more quotes from qualified vendor(s)/contractor(s). Award of such a contract shall be based upon the best interests of the District, taking into account as appropriate the price(s) proposed by qualified vendor(s)/contractor(s) and other factors.

Professional Services
Pursuant to Government Code §53060, the Superintendent/President or designee are authorized to enter into contracts for special or professional services on behalf of the District without engaging in a competitive bidding or proposal process. The award of such contracts shall be based upon the qualifications and capacity of the vendor/contractor and the completion of necessary services at a fair and reasonable price to the District. Professional services subject to the foregoing shall include without limitation the following professional services: accounting, architectural/engineering, legal, real estate brokerage, project/construction management, and consulting.

Emergencies
If the Board of Trustees by unanimous vote determines pursuant to Public Contract Code §20654 that emergency circumstances exist, subject to approval of the Superintendent of the Santa Cruz County Office of Education, the Superintendent/President or designee are authorized to enter into contract(s) on behalf of the District for the performance of labor or the furnishing of goods and materials without advertising or engaging in a competitive bidding or proposal process. Alternatively, the Superintendent/President or designee are authorized under Public Contract Code §22050 to take any directly related and immediate action required by the emergency and to procure necessary equipment, services or supplies for those purposes without advertising or engaging in a competitive bidding/proposal process. If action is taken pursuant to the preceding sentence, the Board of Trustees shall review the actions of the Superintendent/President or designee as required by Public Contract Code §22050.

Legal References:
- Education Code Sections 81641, et seq.
- Public Contracts Code Sections 20650, et seq.
- Public Contract Code Sections 22000 et seq. and 22030 et seq.
- Government Code §53060
Government Code §42173.10 et seq.

Adopted: May 2, 1988
Revised: December 3, 2007
Bids and Contracts

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

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

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

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

Notice Calling for Formal Advertised Bids
The District shall publish at least once a week for two 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 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. District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by (insert designated office or position). All applicable statutory provisions and Board policies shall be observed in preparation of the forms.

The (insert designated position) shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

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

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

**Award 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 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 Superintendent/President or designee is authorized to make purchases from firms holding county contracts without calling for bids where it appears advantageous to do so.

The Superintendent/President or designee may, without advertising for bids within the same (county, city town or District) purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Superintendent/President or designee may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

**Duration of Continuing Contracts for Services and Supplies**
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 (designee position) may make a contract in behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.

Unlawful to Split Bids
It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.
Kindergarten-University Public Education Bond Act Projects
For projects funded by 2002, 2004 or 2006 Bond funds, the designee of the Superintendent/President will initiate and enforce, or contract with a third party to initiate and enforce, a labor compliance program for that project under Labor Code 1771.7. The program will include:

- Appropriate language concerning the wage requirements of Labor Code 1720 et seq. in all bid invitations and public works contracts.
- A pre-job conference with the contractor and subcontractors to discuss applicable federal and state labor law requirements.
- Project contractors and subcontractors shall be required to maintain and, at designated times, furnish certified copies of weekly payroll containing a statement of compliance signed under penalty of perjury.
- The District shall review and, if appropriate, audit the payroll records of the employees of the contractor and/or subcontractor. The review and audit shall be conducted by (designate position) or an independent third party, but not the third party with whom the District contracts to initiate and enforce a labor compliance program under Labor Code section 1771.7.
- If an investigation establishes that an underpayment or wages has occurred, the District shall withhold any contract payments, equal to the amount of underpayment and any applicable penalties.
- The designee of the Superintendent/President shall transmit a written finding that the District has initiated and enforced, or has contracted with a third party to initiate and enforce, the required labor compliance program, to the Director of the Department of Industrial Relations, or any successor agency that is responsible for the oversight of employee wage and work hour laws.

Reference
Education Code Section 81641 et seq.;
Public Contracts Code Sections 20112 and 20650 et seq., 22000 et seq.;
Labor Code 1770 et seq.

Adopted: August 6, 2007
CONSTRUCTION CHANGE ORDERS

The Superintendent/President or designee is authorized to issue and execute change orders on behalf of the District which increase the cost of a construction project and contract subject to the following conditions:

- Individual change orders shall not exceed the amount specified in the applicable Public Contract Code Section 20651 or 20655, or ten percent (10%) of the original contract price, whichever is less.

The Superintendent/President or authorized designee is authorized to direct the performance by the contractor/vendor under a Change Order, subject to the Board subsequent review of a change order.

The Superintendent/President or designee is authorized to issue and execute change orders on behalf of the District which decrease the cost of a construction project.

Change orders which exceed $25,000 and which do not meet the foregoing conditions, shall be ratified by the Board.

Legal Reference:
Public Contract Code 20651, 20655, 20659

Adopted: December 3, 2007
The Superintendent/President or designee 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.

Reference: Education Code Sections 81450, 81452 and 814535

Adopted: May 2, 1988
Revised: September 10, 2007
1. The Superintendent/President shall identify to the Board all property not needed by the District, together with an estimated value of all such items.

2. Sale of personal property may not be made until after posting in at least three (3) public places for not less than two (2) weeks, or by publication for at least once a week for a period of not less than two (2) weeks, in a newspaper published in the county with a general circulation in the District. The Board shall sell the property to the highest bidder or shall reject all bids. (Education Code Section 81450)

3. The Governing Board may choose to conduct any sale of personal property by means of public auction and transfer the personal property to the highest responsible bidder. If the Governing Board determines the value of the property does not exceed $5,000 (by unanimous vote of members present), the Superintendent/President will be directed to dispose of the property either by private sale or by competitive bid as specified by the Board.

4. If the Board finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization or it may be disposed of according to the appropriate method, including disposal in the local public dump (Education Code Section 81452).

5. Any money received by the Governing Board from the sale of personal property shall be placed to the credit of the fund from which the original purchase was made. (Education Code Section 81453)

Reference: Education Code Sections 81450, 81452 and 814535

Adopted: August 6, 2007
The Cabrillo College Bookstore shall be established and operated by the District.

Operational costs of such service shall be paid from revenue earned from the operation of the Bookstore.

Fiscal management of the Bookstore shall be in accordance with the California Community Colleges Budget and Accounting Manual. Annual audits of records and accounts of the College Bookstore shall be provided by the Governing Board as prescribed by law.

Legal Reference:  CA Education Code Section 81676

Adopted:  May 2, 1988
Revised:  March 1, 2010
The Governing Board of Cabrillo College shall annually establish Transportation Service Fees in accordance with Education Code 72248.

*Legal Reference: Education Code Section 72248.*

Adopted: May 2, 1988
Based on a student referendum, the Governing Board authorizes the collection of a transportation fee from all students. The fee for part-time students shall be one-half the fee for full-time students.

Fee Exemptions:
A. Students qualifying for financial aid shall be exempt from this fee consistent with the Board of Governor’s grant waiver criteria.

B. Students taking classes only off-campus.

C. Students taking classes only on weekends.

D. Students meeting a single session on-campus.

The student election shall be held during the spring semester of each even numbered year.

Legal Reference: Education Code Section 72248
In March 2004, Measure D was authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution. The Superintendent/President shall establish a Citizens’ Oversight Committee in accordance with the applicable law and necessary regulations.

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

Adopted: June 15, 2009
Citizens’ Oversight Committee

Purposes:
- To inform the public concerning the District’s expenditure of bond proceeds.
- To review expenditure reports produced by the District to ensure that bond proceeds have been expended only for the purposes set forth in Measure D.
- To present to the Board, in public session, an annual written report which shall include the following:
  - A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
  - A summary of the committee’s proceedings and activities for the preceding year.

Activities:
- Receive and review copies of the annual, independent performance audit;
- Receive and review copies of the annual, independent financial audit;
- Inspect school facilities and grounds to ensure that bond revenues are expended properly.

Members: The committee shall consist of at least seven (7) members to serve for a term of two (2) years and for no more than two (2) consecutive terms. Members shall serve without compensation.

The committee shall be comprised of at least:
- One member active in a business organization representing the business community located within the District.
- One member active in a senior citizen’s organization.
- One member active in a bona fide taxpayer’s organization.
- One member of a student both currently enrolled in the District and active in a campus group.
- One member active in the support and organization of the District.

No employee, official, vendor, contractor, or consultant of the District shall be appointed to the committee.

Assistance: The District shall provide the committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

Public Meetings: Meetings shall be open to the public and notice provided in accordance with the provisions of open meetings laws.

Reports: At least once a year the committee shall issue a report on the results of its activities. Minutes from its proceedings, all documents received, and reports issued are a matter of public record and shall be made available on an internet website maintained by the District.

Reference: Education Code Sections 15278, 15280, 15282.
Board review: May 11, 2009
Law enforcement services, including traffic and parking control, shall be provided by the Cabrillo College Police Department. The Cabrillo College Police Department is established by the Governing Board pursuant to California Education Code Section 72330 and California Penal Code Section 830.31.

Legal Reference: Education Code Section 72330; and Penal Code Section 830.31(c).

Adopted: May 2, 1988
Section 1. Section 21113(a) California Vehicle Code. “No person shall drive any vehicle or animal, nor shall any person stop, park or leave standing any vehicle or animal, whether attended or unattended, upon the driveways, paths, or the grounds of any public school..., except with the permission of, and upon and subject to such conditions and regulations as may be imposed by the governing board or officer of the public school.”

Section 2. Vehicle Code Applicable. All persons entering the campus are required to comply with the California Vehicle Code and with these regulations and are subject to the penalties prescribed therein. Copies of these regulations will be available in the Business Office and the Campus Police Office.

Section 3. Definitions. For the purpose of these regulations, the following words or phrases shall have the same meaning as defined in the California Vehicle Code: sidewalk, vehicle, traffic, right-of-way, park, official warning and directional signs and signals, stopping and standing, emergency vehicle, highway, bicycle, motorcycle, motorized bicycle and motor driven cycle.

Section 4. “Service Roads” are those portions of the roadways not opened for general vehicles used by public or students or staff but which are necessary for carrying out of maintenance, custodial, instructional or public safety activities of the campus.

Section 5. “Paths and Building Perimeter Walkways.” Paths are those areas specifically designated as to route and construction, provided for pedestrian traffic throughout the campus area, which are not “sidewalks” under the California Vehicle Code. Building Perimeter Walkways are those areas surrounding most campus buildings, covered by eaves, designed as pedestrian walkways. The same regulations concerning traffic upon such paths and building perimeter walkways as are made concerning traffic upon sidewalks shall apply.

Section 6. “Loading Zones” shall mean an area designated for the loading or unloading of passengers or freight.

Section 7. “Pedestrian” shall mean any person on foot, even though such person is pushing a bicycle.

Section 8. “Signs and Signals.” The Cabrillo College Board of Trustees, or the Chief of Police as their designated representative, shall determine and designate all official warning and directional and speed signs and signals except those used for temporary emergencies. All such signs shall comply with the specifications of the California Vehicle Code.

Section 9. “Utility Company and Contractor Signs.” All utility company and contractor permanent signs to control movement of vehicles and pedestrians shall be approved by the Chief of Police.
Section 10. Safety, Barricades, etc. Bollards, barriers, posts or other barricades, deemed necessary for safety or convenience, may be placed at any location at the discretion of the district superintendent/president or Chief of Police as his/her designate.

Section 11. Emergency Vehicles. The provisions of these regulations regulating the move, parking and standing of vehicles shall not apply to emergency vehicles while the drive or operator is engaged in the necessary performance of public duties.

Section 12. Pedestrian Right of Way. On all campus roadways vehicles shall yield right of way to pedestrians.

Section 13. Restrictions of Coaster, Roller-skates, etc. No person shall go upon any roadway, path, service road or sidewalk upon a coaster, roller-skates, skateboard, toy vehicles or other similar device.

Section 14. Obstruction of Highway, etc. No person other than a duly authorized officer or employee of the college acting in the interest of the college shall obstruct, block or blockade any highway, roadway, path or sidewalk on the campus.

Section 15. Removal of Safety Barricades. No unauthorized person shall remove a bollard, barrier, post or other barricade which has been placed for safety and/or convenience at a location deemed necessary by the college.

Section 16. Replacing of Safety Barricades. Any authorized person removing any barricade from its designated position for his/her own convenience, must replace same immediately after passing through.

Section 17. Driving on Landscaped or Naturally Landscaped Area. No vehicle shall be driven on or across any natural or landscaped area.

Section 18. Direction of Traffic. No person other than a peace officer, or a person authorized to do so by a peace officer, shall direct traffic by voice or other signal except in an emergency.

Section 19. Restricted Areas. No unauthorized person shall drive a vehicle into an area prohibited from use by that vehicle by signs, barricades or by design.

Section 20. Restricted Areas (Motorcycles). Motorcycles and motor driven cycles shall be permitted only in the areas of campus open to vehicles.

Section 21. Fire Hazards. Motor vehicles deemed by a Campus Police Office or the Central Fire Department to be fire hazards in or near a building shall be removed at the owner’s expense.

Section 22. Parking Permit Required. Business Services is responsible for issuing parking permits through the College Bank and the Campus Police Office. For persons invited to the campus, temporary permits are available through the Business Office or the Campus Police. For other visitors, temporary permits may be purchased in the student and visitor parking lots. Every vehicle
parking on college property, not exempt, must display a valid parking permit.

**A. Exempted Vehicles**
1. College owned vehicles may park in any marked space except handicapped space or in any area of campus where it is necessary and safe.

2. Commercial delivery vehicles in the act of picking up or making deliveries.

3. Cars bearing California Department of Motor Vehicle’s “Disabled Persons” or “Disabled Veterans” license plates or dashboard plaques.

**B. Valid Permit Defined**
1. An unexpired Cabrillo College Parking Permit mounted properly.

2. An unexpired temporary Cabrillo College Parking Permit issued in the Business Office or the Campus Police Office.

3. An unexpired Special Dental Clinic Permit.

4. Unexpired other Special Cabrillo Temporary Parking Permits that, from time to time, may be approved by the Chief of Police.

5. An unexpired permit sold from District owned vending machines located in the parking lots.

Section 23. Issuance and Revocation of Permits. The college reserves the right to refuse issuance of a parking permit. Permits are property of the college and may be recalled. Repeated violations of parking regulations will be considered sufficient cause for repossession of parking permits.

Section 24. Parking Lot Use. The type of permit shall indicate the type of parking space to be used by the vehicle. Vehicles shall park only in the type of space indicated on the permit (student or staff). Student parking spaces are designated by white lined stalls and staff spaces are designated by yellow lined stalls and parking spaces reserved for the handicapped are designated by blue lined stalls. Signs may be special time limits or other special conditions.

Section 25. Parking in Lots.

A. Vehicles shall be parked only in parking lots or other areas designated for parking by the painting of parking spaces or other means.

B. Where parking spaces are designated by painted lines or other means, vehicles shall be parked only within the limits prescribed and shall not cross such lines.

Section 26. Loading Zone Use. Loading zones are not for general parking. They may be used for loading and unloading for the amount of time needed for that activity, then the vehicle must be moved.
Section 27. Special Parking Zones. Specially marked parking spaces such as “Reserved,” “Vendor Only,” “Medical Emergency Vehicle” but not restricted to these examples, are not be used except as posted.

Section 28. Sleeping in Vehicles. Between the hours of 10 p.m. and 8 a.m. and all day Saturday and Sunday or whenever regular college classes are not in session, no person shall sleep in any vehicle when said vehicle is parked on campus. Special exceptions may be made by the Chief of Police.

Section 29. Restrictions on Bicycles. Bicycles shall not be ridden on paths or building perimeter walkways.

Revised: November 14, 1991
September 15, 1993

* Fee mandated in C.V.C.
Staff, student and visitor safety is a primary concern of the Governing Board and administration of Cabrillo College. The District’s obligation is to provide and maintain safe working and learning conditions and equipment at all times, and to comply with standards prescribed by applicable state and local laws and regulations. Prevention of accidents to staff, students and visitors is the responsibility of all levels of administration, including division chairpersons, department heads and supervisors. Their leadership and participation is expected in all safety and health related activities. Safety must always be an integral part of any function or work performed. To meet this obligation, a Safety and Health Program shall be established and maintained.

*Legal Reference: None*

Adopted: May 2, 1988
I. **Goals**
   A. Develop and enforce specific safety and health rules. Ensure that safety and health rules meet all legal and regulatory requirements.
   B. Train all staff in good safety and health practices, and encourage personal responsibility for safety.
   C. Conduct a program of safety and health inspections to
      1. Identify and eliminate unsafe working conditions or practices.
      2. Control safety and health hazards.
   D. Provide necessary personal protective equipment and instruction for its use and care; providing mechanical and physical safeguards as required.
   E. Investigate, promptly and thoroughly, every accident to determine the cause, and to attempt to prevent recurrence.
   F. Develop and utilize procedures for prompt attention to injuries, and medical controls to insure that no injured employee returns to work unless he/she is physically able to perform assigned duties.

II. **Assigned Responsibilities**
   A. District Superintendent/President: General responsibility for safety of staff, students and visitors.
   
   B. Vice President, Business Services
      1. Designate District Safety Coordinator.
      2. Coordinate the maintenance of all accident records in order to meet OSHA, Injury and Illness Prevention Program (IIPP), and Bloodborne Pathogen standards.
      3. Direct the accomplishment of safety inspections when there is a report of a serious safety hazard that cannot wait for district safety council review.
      4. Coordinate and expedite corrections of identified safety problems.
   
   C. District Safety Coordinator
      2. Coordinate the total district-wide safety program.
      3. Coordinate IIPP training program and ensure that appropriate records are maintained.
      4. Analyze accident investigation reports and make recommendations to the Vice President, Business Services pursuant to subsequent findings.
      5. Investigate reports of serious safety hazards and take any necessary immediate action to protect the safety and health of staff, students and visitors.
      6. Provide the District Safety Committee with all pertinent federal, state and county laws, rules and regulations.
   
   D. Human Resource Department
      1. File training documents in employee files as necessary.
      2. Maintain training summary records and present summary reports to the Safety Committee at regular meetings.
3. Follow-up with individual departments when missing documentation to ensure that training is completed.

E. District Safety Committee
1. Shall consist of the following members, District Safety Coordinator, Director of Maintenance and Operations, Director of Purchasing, and a representative from each of the following areas: Faculty Senate, Faculty Union, Classified Staff Union, Associated Students, Health Services, Student Insurance, and Workers Compensation Insurance. In addition, other members may be appointed by the District Safety Coordinator as necessary.
2. Shall meet bi-monthly, and in addition, special meetings may be called at any time by the District Safety Coordinator.
3. Duties
   a. To recommend safety policies and regulations.
   b. Provide direction to District Safety Coordinator.
   c. Assist District Safety Coordinator with review and analysis of accident reports.
   d. Arrange periodic on-site safety inspections and make written recommendations to the Vice President, Business Services and to the responsible administrator.
   e. Recommend in-service safety training programs, and review, select and distribute safety related material and literature to all staff.
   f. Receive and evaluate safety recommendations from all staff and students.

F. Division Deans, Department Heads and Supervisors
1. Maintain safe work areas and equipment.
2. Train existing and new employees to work safely. Ensure that training includes the General Safe Work Practices of the IIPP as well as any Department Specific Work Practices which exist.
3. Report accidents, make accident investigations and file written accident reports.
4. Make regular monthly safety inspections of work areas and equipment.
5. Document all safety related training, inspections, accidents and accident investigations. Ensure that documentation is retained in the supervisor’s office and is sent to the Human Resources Department.

G. Classified and Certificated Staff
1. Work in compliance with safe practices.
2. Report unsafe working conditions and practices to immediate supervisor.
3. Support district safety policy and administrative regulations.
4. May serve on safety committee.
5. May teach other employees safe practices as part of regular duties.

Adopted May 1988
Revised February 2002
A. **General Provisions**
   1. The California Hazardous Substances Information and Training Act requires employers to satisfy the right and need of employers and employees to know of the properties and potential hazards of substances to which they may be exposed. Such knowledge is essential for reducing the incidence and consequences of occupational disease.

   2. Hazardous substances in the work place may pose potential acute and chronic health hazards to employees who are exposed to them.

   3. Adequate data on contents and properties of specific hazardous substances shall be made available through information and training to assure a safe and healthful work place.

B. The Director of Health, Safety, and Protective Services, under the supervision of the Vice President, Business Services is designated as the Hazardous Substances Control Officer.

C. **Responsibilities**
   Safety related to hazardous materials is the responsibility of all college employees and compliance with all applicable local, state, and federal regulations shall be the policy of the District.

*Legal Reference: None*

Adopted: May 2, 1988
I. In accordance with the Cabrillo College Hazardous Substances Policy and the California Hazardous Substances Training and Information Act, the hazard communication program will be implemented. The program shall provide:
   A. A Hazardous Substances Inventory
   B. Employee Training
   C. Container Labeling
   D. Procedures for Hazardous Substances Acquisition
   E. Hazardous Materials Disposal
   F. Contractors Adherence to CalOSHA Standards

II. Employees who do not comply with the procedures and precautions outlined in this program may be subject to disciplinary action.

III. Hazardous Substances Inventory:
   A: An inventory of the hazardous substances on the CalOSHA Director’s List of Hazardous Substances will be maintained by the Hazardous Substances Control Officer or designee.
   B. Hazardous substances will be inventoried by name, location and quantity.
   C. Unstable hazardous substances and other hazardous materials identified as requiring special disposal will be packaged and removed to the hazardous materials storage container by the Hazardous Substances Control Officer or designee.
   D. Newly acquired substances will be identified by the Hazardous Substances Control Officer or designee, and those listed on the CalOSHA Director’s List will be added to the inventory within 30 days.

IV. Employee Training Program
   A. Training seminars will be conducted by the Hazardous Substances Control Officer or designee with the job site supervisor present.
      Employees will be provided with:
      1. A list of hazardous substances they are exposed to under normal job conditions or reasonably may be exposed to;
      2. A sample Materials Safety Data Sheet (MSDS) and will be instructed to read, interpret and understand the MSDS;
      3. The location of MSDS in their workplace;
      4. Individual employee rights under the law:
         a. To personally receive information regarding hazardous substances to which they may have been exposed;
         b. For their physician or collective bargaining agent to receive information regarding hazardous substances to which the employee may be exposed;
c. Against discharge or discrimination due to their exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Training and Information Act.

B. If new information becomes available about a substance, employees will be retrained by the Hazardous Substances Control Officer or designee using the new information.

C. Supervisors will review this information with employees at regular intervals.

D. All training will be documented by the trainer and copies of documentation will be kept by the Hazardous Substances Control Officer.

E. New employees will be trained within 30 days of being hired.

V. **Container Labeling**

A. The Hazardous Substances Control Officer or designee will assure that hazardous chemical containers will have a National Fire Protection Association (NFPA) label and any other information deemed pertinent.

B. If an unlabelled and unidentifiable container is found, a sample of the contents shall be sent to a laboratory for analysis and a determination of its composition will be made.

VI. **Procedure for Hazardous Substance Acquisition**

A. The Hazardous Substances Control Officer or designee will help the division chairs or department managers find less toxic substitutes for hazardous materials whenever possible.

B. Purchasing procedures will be instituted to:

1. Obtain Material Safety Data Sheets (MSDS) for each order prior to payment to the supplier;
2. Purchase only enough materials for each school year so supply is exhausted each year to help avoid storage, age and label problems;
3. Open purchase orders or donations will only be allowed for those hazardous substances for which either:
   a. An MSDA is on file, or
   b. An MSDS is obtained.

C. The Hazardous Substances Control Officer may recommend to an appropriate administrator:

1. The use of personal protection for eyes, hands, and respiratory systems when necessary.
2. The discontinuance of the use of hazardous substances if a severe hazard exists and no method of alleviating the hazard can be found by the Hazardous Substances Control Officer and the user.

D. The Hazardous Substances Control Officer or designee will file three copies of the MSDS for each hazardous substance, with one copy at each of the following locations:

1. In a central file;
2. At each department/division
3. At specific workplaces where the hazardous substance is used.

E. The Hazardous Substances Control Officer or designee will post revised MSDS’s at
each workplace affected by new acquisitions.

F. Hazardous substances will not be transferred from one location to another without notification of the Hazardous Substances Control Officer.

VII. Hazardous Materials Disposal

A. Substances will be identified, segregated by classification, quantified, labelled and packed in approved containers (examples of classifications):
   1. Flammables - Ignitables
   2. Corrosives - Acids and Bases
   3. Toxics - Poisons
   4. Reactives - Oxidizers
   5. Miscellaneous - Inert Powders

B. The Hazardous Substances Control Officer or designee will:
   1. Obtain necessary permits for storage and removal of hazardous substances;
   2. Remove hazardous substances from the workplace to the hazardous materials storage container for temporary storage;
   3. Prepare hazardous substances for removal by a licensed disposal firm.

C. Licensed disposal firm will remove hazardous substances from campus to proper disposal site.

VIII. Contractors Adherence to CalOSHA Standards

A. The Hazardous Substances Control Officer will assure that independent contractors with employees working at Cabrillo College will:
   1. Inform their employees of the hazardous substances their employees may be exposed to while performing their work at Cabrillo College;
   2. Ensure that their employees take appropriate protective measures;
   3. Provide the Cabrillo College Hazardous Substance Control Officer with Material Safety Data Sheets for all hazardous substances to be used on campus.

B. Contractors will agree to the following in their bids:

Everyone employed to work on the Cabrillo College Campus shall comply with CalOSHA regulations and the Hazardous Substances Training and Information Act.

Legal Reference: California Administrative Code, Title 8, Section 5194
Firearms or other weapons are prohibited on any college or district center or in any facility of the District except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.

*Legal reference: Penal Code Section 626.9 through 626.10*

Adopted: August 6, 2007
Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus or at any District center, or in any facility of the District.

Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the Sheriff’s Office, Cabrillo College before taking place.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the Sheriff’s Office, Cabrillo College.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2-1/2 inches, folding knife with a blade that locks into place, or weapon as described in but not limited to Penal Code 626.10 upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his or her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his or her duties.

*Legal reference: Penal Code Section 626.9 through 626.10*

Adopted: June 2007
A. Statement
It shall be the policy of the Cabrillo Community College District to provide a safe environment for the students and staff of the District. In order to fulfill this responsibility, the Governing Board shall establish disaster preparedness procedures, which comply with Section 17.1 of Article 3 of Title 5 of the California Administrative Code.

B. Emergency
It shall be the policy of the Cabrillo Community College District that it will declare as an emergency the existence of conditions of disaster or extreme peril to the safety staff members, students and or District property which are or are likely to be beyond the control of the District services, personnel, equipment, and facilities and may require the combined forces of other political subdivisions to combat. This shall include such conditions as fire, flood, storm, epidemic, riot, earthquake, hazardous materials incident, or other like occurrences other than conditions resulting from a labor controversy. (Government Code 8558)

C. Disaster Service Workers
All public school employees are disaster service workers and are subject to such activities as may be assigned to them by their superiors or by law. (Government Code 3100)

D. Cooperation With Other Agencies
In the event of a disaster, the Cabrillo Community College District shall support and expect support from the emergency organizations of the cities, the military, and unincorporated areas lying within the boundaries of the Cabrillo Community College District and from the County of Santa Cruz and the State of California emergency organizations, and from federal emergency organizations. Realizing that in the event of a major disaster, Cabrillo College could be isolated for up to 72 hours, the District shall comply with any mutual aid agreements approved by the Governing Board.

*Legal Reference: Title 5, Article 3, Section 17.1 of the California Administrative Code; Government Code Sections 8558 and 3100.*

Adopted: September 11, 1989
I. Command Post

During a disaster, a command post will be established at the 950 Building. If the building is structurally unsafe, an alternate location will be selected and information will be disseminated as necessary.

As soon as a disaster is declared or apparent, the Incident Commander, the Director of Public Information, the Liaison Officer and the Section Leaders should report to the Command Post.

II. Cabrillo Incident Command System

The Command Post, after the declaration of a campus disaster by the Superintendent/President or other authorized District official, shall be the center for the Cabrillo Incident Command System (CICS). The CICS is a reorganization of District resources to best deal with an emergency situation, distinguishing its function and initiated actions from that organization which manages normal, routine, non-emergency District operations and business. The CICS is a temporary, short-term grouping of personnel, facilities, and functions which is necessary to control a specific emergency. At the conclusion of the emergency for which the CICS was formed, all personnel, facilities, and functions will be returned to their normal, routine, non-emergency duties. The CICS organization shall consist of all District employees as well as any volunteers who are properly registered with the District as Disaster Service Volunteer.

There are five major functional areas in the Cabrillo Incident Command System:

- Command
- Planning
- Operations
- Logistics
- Finance

*Command* denotes the responsibility for the direction and control of all resources employed in the management of the emergency events. It also provides legal authority to act and make decisions regarding all aspects of the emergency operation which are consistent with state law and District policy. Operational strategy will be decided by the Incident Commander as the sole person in charge. The Incident Commander has the responsibility and the authority to deploy emergency response efforts to effect control over the emergency event, and further responsibility for all District resources and the overall direction of activities.

*Command Staff*

First on scene is in charge until relieved.

A. Incident Commander (in order of succession)
   1. Superintendent/President or in his/her absence;
2. Vice President, Business or in his/her absence;
3. Vice President, Instruction or in his/her absence;
4. Vice President, Student Services or in his/her absence;
5. The senior administrator/manager available or the Director of Protective Services, Santa Cruz County Sheriff’s Office Cabrillo College Division.

B. Public Information Officer
   1. Director of Marketing and Communications

C. Liaison Officer
   1. Vice President, Student Services

D. Safety Officer
   1. Risk Manager

E. Managers as assigned by Incident Commander to act as staff

Planning is a pro-active function that provides information to the Incident Commander. All reports regarding damage, injuries, deaths, and the nature and scope of the emergency will be compiled by the Planning Section. Maps, weather information, and situation status reports will be supplied to the Incident Commander by Planning. Briefings and debriefings will also be the responsibility of the Planning Section.

Planning Staff

A. Section Leader
   1. Vice President, Instruction or in his/her absence;
   2. A Dean of Instruction

B. Situation Assessment Unit
   1. Assigned Dean of Instruction or in his/her absence;
   2. Santa Cruz County Sheriff’s Office, Cabrillo Division representative or in his/her absence;
   3. Available faculty or instructional support staff as assigned.

C. Technical Assessment Unit
   1. Assigned Dean of Instruction or in his/her absence;
   2. Hazardous Materials Coordinator or in his/her absence;
   3. Available faculty or instructional support staff as assigned.

D. Briefing/Debriefing Unit
   1. Available faculty or instructional support staff as assigned
**Operations** will implement the strategic and tactical decisions of the Incident Commander. Minute to minute decisions must be made by the Operations Section without diluting the authority of the Incident Commander, but simply facilitating the conduct of strategy and tactics within the command's guidelines and policies.

**Operations Staff**

A. **Section Leader**
   1. Vice President, Business Services or in his/her absence;
   2. Director of Maintenance and Operations

B. **Law Enforcement Unit Leader**
   1. Director of Protective Services, Santa Cruz County Sheriff’s Office, Cabrillo College Division, or in his/her absence;
   2. Santa Cruz County Sheriff’s Deputy on duty

C. **Maintenance & Operations Unit Leader**
   1. Director of Maintenance & Operations or in his/her absence;
   2. Custodial Supervisor / Maintenance Lead Tech or designee

**Logistics** is responsible for all supplies and material support necessary to conduct the emergency operations, including calling out needed personnel, obtaining necessary equipment, providing personal services, such as meals, sleeping arrangements, hygiene stations, etc. Lodging, transportation, fuel, medical support and temporary communications support are also the responsibility of the Logistics Section. The Logistics Section Leader shall assure that appropriate administrative approval is obtained for all contracts and financial obligations.

**Logistics Staff**

A. **Section Leader**
   1. Director of Human Resources or in his/her absence;
   2. An Assistant Director of Human Resources

B. **Purchasing Agent**
   1. Director of Purchasing or in his/her absence;
   2. Purchasing Specialist

C. **Assigned Business Services staff or assigned faculty.**

**Finance** has responsibility for expenditure, damage and cost documentation. This includes the documentation of the following: expenditures, purchasing authorizations, damage to property, personnel time and attendance, equipment usage, injury claims and compensation, vendor
contracting, properly approved financial agreements with other agencies and all other matters that show an expenditure of funds.

Finance Staff

A. Section Leader
   1. Director of Business Services or in his/her absence;
   2. A Budget Analyst or Accountant

B. Assigned Business Services staff and assigned faculty

III. CICS Responsibilities of Specific Personnel

A. Superintendent/President
   1. Proclaim campus disaster.
   2. Act as Incident Commander.

B. Vice President, Business Services
   1. May proclaim campus disaster in absence of Superintendent/President.
   2. Serve as Incident Commander in absence of Superintendent/President.
   3. Serve as Operations Section Leader.
   4. Provide for rationing and allocation of water and other scarce commodities.
   5. Provide general supervision.

C. Vice President, Instruction
   1. Declare campus disaster in absence of Superintendent/President and Vice President, Business Services.
   2. Act as Incident Commander in absence of Superintendent/President, Vice President, Business Services.
   3. Act as Planning Section Leader.
   4. Assign or direct the assignment of faculty and instructional staff to CICS responsibilities.

D. Vice President, Student Services
   1. Declare campus disaster in absence of Superintendent/President and Vice Presidents, Business Services and Instruction.
   2. Act as Incident Commander in absence of Superintendent/President and Vice Presidents, Business Services and Instruction.
   3. Assist Incident Commander as Liaison Officer. Maintain contact with all necessary outside agencies.

E. Deans
   1. Serve on the Planning team as directed by Vice President, Instruction or the Incident Commander.
F. Director of Protective Services, Santa Cruz County Sheriff’s Office, Cabrillo College Division
   1. May proclaim campus disaster in absence of Superintendent/President and Vice Presidents.
   2. Act as Incident Commander in absence of Superintendent/President and Vice Presidents.
   3. Maintain security of campus.
   4. If necessary direct evacuation of campus.

G. Managers
   1. Take immediate responsibility for welfare and safety of staff and students in area.
   2. Communicate with command post via phone, walkie-talkie, or appoint and send runners to command post, if necessary. Await instructions from command post.

H. Marketing and Communications
   1. Prepare and disseminate information.

I. Director of Maintenance and Operations
   1. Serve as Operations Section Leader in absence of Vice President, Business Services.
   2. Restore, operate and maintain water, gas and electric systems.
   3. Maintain an inventory of sources and provide for procurement and allocation of transportation resources.
   4. Assist in search and rescue.
   5. Restore, maintain and operate essential facilities, clear debris, provide technical supervision for all emergency construction.
   6. Maintain communication systems.

J. Director of Human Resources
   1. Act as Logistics Section Leader.

K. Assistant Directors of Human Resources
   1. Act as Logistic Section Leader in the absence of the Director of Human Resources.

L. Risk Manager
   1. Act as Safety Officer.

M. Director of Admissions and Records
   1. Provide records security and other assistance as directed.

N. Director of Business Services
   1. Act as Finance Section Leader.

O. Director of Disabled Student Services
   1. Maintain current class schedules of disabled students.
   2. Maintain current list and location of resources for the disabled.
   3. Train Disabled Student Services staff in evacuation techniques for the disabled.
   4. Maintain contact with the command post.
P. Director of Early Childhood Education Center
   1. Provide for the safety and welfare of children, students and staff in area.
   2. Release children only to authorized persons and keep written records of all releases.
   3. Maintain contact with command post.

Q. Cafeteria Manager
   1. Secure food service area.
   2. Prepare food as available and needed.

R. Director of Student Health Service
   1. Maintain an inventory of health resources and provide for their emergency allocation.
   2. Establish liaison with County Health Agency/Public Health Officer.
   3. Direct the triage and treatment of sick and injured.
   4. Manage medical services, activities and facilities.
   5. Provide first aid in support of search and rescue.
   6. Provide technical guidance and supervise activities to control public health hazards.
   7. Maintain communication with the command post.

S. Other Staff Trained in First Aid and CPR.
   1. Assist in treatment of sick and injured as directed by the Director of Student Health Services.

T. Budget Analyst /Accountant
   1. Act as Finance Section leader in the absence of the Director of Business Services.

U. Faculty
   1. Maintain order and provide for welfare and safety of those in their charge.
   2. Assist as directed by department chair or instructional administrators or command post.
   3. Recruit student volunteers to assist disaster workers.

V. Santa Cruz County Sheriff’s Office, Cabrillo College Division
   1. Enforce laws, rules and regulations.
   2. Provide security for resources and facilities.
   3. Assist in evacuation as directed.
   4. Assist in transportation of casualties.
   5. Cooperate with local disaster agencies.
   6. If off duty, report to campus as soon as possible.

X. Staff
   1. Assist as directed by immediate supervisor or command post.

IV. Types of Alerts and Actions Required
Note: When a campus disaster is declared or apparent, assume regular disaster responsibilities. Until instructed otherwise, employees shall assume responsibility for the welfare and safety of persons and property in their area.

A. Explosion or Threat of Explosion
   1. Warning will be given when possible.
   2. Take any available cover.
   3. Assume regular disaster responsibilities.

B. Earthquake, Explosion, Fallen Aircraft or Disasters That Occur Without Warning
   1. Employees shall direct those in their area to take appropriate cover.
   2. Employees shall direct immediate evacuation of their area as necessary.
   3. Assume regular disaster responsibilities.

C. Fire
   1. Pull fire alarm.
   2. Assure the evacuation of the building or buildings involved or threatened.
   3. Call 9-1-1.

D. Bomb Threat (Peacetime)
   1. Person receiving the threat shall contact Santa Cruz County Sheriff’s Office, Cabrillo College Division with as much information as can be gathered from the caller.
      a. Location of bomb
      b. Time of detonation.
      c. Reason bomb was planted.
      d. Description of caller's voice.
      e. Background noises.
      f. If possible, transcribe the conversation verbatim.
   2. Avoid publicizing "scare". Most bomb threats are hoaxes or pranks. Nevertheless, bomb threats must be handled quickly and efficiently.
   3. Notify Director, Marketing and Communications of outcome.

E. Hazardous Materials Incident
   1. Evacuate contaminated area, cordon off, and do not re-enter area.
   2. Call 9-1-1.
   3. Assume regular disaster responsibilities.
   4. Prepare to evacuate campus as directed.

F. Riot
   1. Call 9-1-1.
   2. Assume regular disaster responsibilities if directed.

G. Flood, Mudslide, Tsunami, Windstorm, Epidemic
   1. Assume regular disaster responsibilities.

Adopted July 1990
Revised February 2002
It is the policy of the Cabrillo Community College District that use of computing and networking resources at Cabrillo College is primarily for purposes related to the institution's mission of education and public service. All users of the network and computer resources have a responsibility not to compromise computer and network function and to respect the rights of others.

Users of College information resources must respect copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, respect the rights of other computer users, and respect existing laws regarding the use of college resources for political, personal and commercial use.

The confidentiality of electronic resources cannot be assured, but the College recognizes that employees have a substantial interest in privacy. Such confidentiality may be compromised by applicability of law or administrative regulation supporting this policy, by unintended redistribution, or because of inadequacy of current technologies to protect against unauthorized access. Computer and network use policies at this institution supplement but do not replace existing state and federal laws and regulations regarding use of electronic resources.

*Legal Reference: None*

Adopted: May 3, 2010
The Cabrillo College Governing Board authorizes the following fees:

**MANDATORY FEES**

**Enrollment Fee (Education Code Section 76300):**
Each student shall be charged a fee for enrolling in credit courses as required by law.

**Health Fee (Education Code 76355):**
The District charges the full fee allowable by Education Code Section 76355 to all students (full or part-time) for health supervision and services.

**Auditing Fees (Education Code 76370):**
Persons auditing a course shall be charged a fee. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

**NONRESIDENT STUDENT FEES (Education Code 76140, 76141)**
A fee shall be charged each student whose legal residence is outside the state of California except for those who are in the military service.

Non-immigrant students attending under provision of a student visa are considered nonresident students and shall be charged the fee.

In addition to the nonresident tuition fee established pursuant to Section 76140, a community college district may charge to nonresident students who are both citizens and residents of a foreign country an amount not to exceed the amount that was expended by the district for capital outlay.

*The college charges other mandatory and optional fees, which are listed in the college catalog and schedule of classes.*

Adopted: December 5, 2005
The Cabrillo College Governing Board authorizes certain fees. The Superintendent/President may establish procedures for collection, deposit, waiver, refund, and accounting. The procedures also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts and refund or waiver of fees processes are published in the college catalog and schedule of classes. The following fees are authorized:

**MANDATORY FEES**

**Enrollment Fee (Education Code Section 76300 and Title 5, Section 58508):**
The enrollment fee is established by the State legislature.

**Auditing Fees (Education Code 76370):**
Persons auditing a course shall be charged a per unit per semester fee as established by Ed. Code. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

**Health Fee (Education Code 76355):**
The District charges the fees allowable by Ed. Code Section 76355 to all students (full or part-time) for health supervision and services.

Education Code Section 76355 allows exemption from this fee for the following students:
1. Those students who depend upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination of organization;
2. Students attending Cabrillo College under an approved apprenticeship training program.

**REFUNDS OF FEES:**

Refunds of enrollment fees or reversal of charges are authorized for:
- Classes cancelled by Cabrillo College
- A reduced unit load upon request for program changes made during the first two weeks of instruction for full-term length courses or by the 10% point of the course meetings for a short-term course
- Fees collected in error

The college shall not refund any fee paid by a student, or reverse charges for program changes made after the first two weeks of instruction for primary term length courses, or by the 10% point of the course meetings for a short-term course.

**NONRESIDENT STUDENT FEES (Education Code 76140)**
A fee shall be charged each student whose legal residence is outside the state of California except for those who are in the military service.

Non-immigrant students attending under provision of a student visa are considered nonresident students and shall be charged the fee.
In addition to the nonresident tuition fee established pursuant to Section 76140, a community college district may charge to nonresident students who are both citizens and residents of a foreign country an amount not to exceed the amount that was expended by the district for capital outlay.

Any student who can demonstrate economic hardship or who is a victim of persecution or discrimination in the country in which the student is a citizen and resident is exempt from the capital outlay fee.

Economic hardship encompasses students who demonstrate financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid and students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations.

**Authority to Determine Residence**
The Registrar is charged with evaluating information presented by an applicant and making determinations of residence in accordance with Board rules and regulations for the purpose of charging the non-resident student fee.

**Amount and Payment of Fees**
1. The amount of the fees is set yearly by the Governing Board as prescribed by the Chancellor of the Community Colleges. A full-time program is 30 or more semester units per year.
2. The fee shall be paid by each nonresident student, other than those exempted prior to registration.
3. The amount of the fee for less than a full-time program to be paid each semester shall be the per unit rate as established. For summer session, the per unit rate shall be that established for the fiscal year in which the summer session ends.
4. Nonresident students, who have been admitted in error to a class or classes without payment of the fee, shall be excluded from such class or classes until payment is made once notification that it is due has been given. This notification must be given to the student prior to the end of the fourth week of the semester.
5. Nonresident students withdrawing from enrollment or reducing their programs may claim a full or partial refund. The petition for a refund must be made in writing to the Dean of Student Services prior to the end of the fifth full week of the semester.

Adopted: December 5, 2005
The Superintendent President or designee shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

Legal Reference: CA Government Code Sections 6250, et seq.

Adopted: March 1, 2010
The Superintendent President or designee shall establish administrative procedures to assure the retention and destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure—in compliance with Title 5. Such records shall include but not be limited to student records, employment records and financial records.


Adopted: March 1, 2010
The Superintendent President or designee shall assure that, as required by law, reports are prepared of all occurrences reported to campus police of arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President or designee shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

*Legal Reference: CA Education Code Section 67380.*

Adopted: March 1, 2010
The Superintendent President or designee shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

Legal reference

CA Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, 11164-11174.3; CA Welfare and Institutions Code Sections 300, 318, 600; CA Family Code Sections 7802, 7807, 7820-7829, 7890, 7892.

Adopted: March 1, 2010
The District shall enter into a written agreement with a local law enforcement agency. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location operated by the District.

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

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

Legal reference: CA Education Code Section 67831.

Adopted: March 1, 2010
Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on district property, is a violation of district policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual or other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President or designee shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual or other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in EC 67385, 67385.7 and 34 C.F.R. § 668.46.

**Legal reference:** CA Education Code Sections 67382, 67385; 20 United States Code § 1092(f); 34 Code of Federal Regulations (C.F.R.) § 668.46(b)(11).

**Adopted:** March 1, 2010
The Superintendent/President or designee is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fundraising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

Legal reference: CA Business and Professions Code Section 25608.

Adopted: March 1, 2010
The Superintendent/President or designee 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.


Adopted: March 1, 2010
The Superintendent President or designee 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.

Legal reference:  CA Education Code Section 76360 and CA Vehicle Code Section 21113.

Adopted: March 1, 2010
The Superintendent/President or designee shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings.


Adopted: March 1, 2010