

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6150 Designation of Authorized Signatures

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References: Education Code Sections 85232, 85233

The Superintendent/President, Chief Business Officer and Controller-Executive Director of Fiscal and Auxiliary Services are hereby designated as District officers authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools. The Chief Business Officer will withhold approval of District warrants when:

- ~~Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.~~
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

See Board Policy 6150

Approved by the Superintendent/President: April 29, 2014

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6200 Budget Preparation

Reference: ACCJC Accreditation Standard 3, Education Code 70902(b)(5), Title 5, Sections 58300 et seq.

The budget shall be designed to reflect Hartnell Community College District's mission, the Education Master Plan, the Facilities Master Plan, strategic plans, and annual goals and objectives. This necessitates a long range, continuous view of District financial requirements.

- The tentative budget shall be presented no later than July 1 [Title 5, section 58305(a)]
- The final budget shall be presented no later than September 15 [Title 5, section 58305(c)]
- A public hearing on the budget shall be held on or before September 15 [Title 5, section 58301]
- Two (2) copies of the adopted budget shall be submitted to the California Community College Chancellor's Office on or before September 30 [Title 5, section 58305(d)]
- One (1) copy of adopted budget to be submitted to Monterey County Office of Education on or before September 30.

A budget development calendar is attached as "Exhibit A."

The budget must note the relationship between the ending balance of the prior year and the beginning balance of the current year budget, as well as the appropriation for contingency. The purpose of the requirement is to assure awareness on the part of the Board of Trustees of any deficit financing.

Any unusual budget items must be noted with the impact explained to the Board of Trustees. This includes, but is not limited to, contingencies for reductions, property purchases or sales, audit procedure changes, or capital loss or gain.

Revenues and expenditures provided by borrowed funds or long-term debt must be noted and explained to the Board of Trustees.

Budget management shall be the responsibility of every cost center manager who shall adhere to sound, prudent, business practices. It shall be the responsibility of the Vice President, Chief Business Officer to keep Cost Center Managers informed of fiscal matters in a timely fashion.

The budget shall contain:

1. The anticipated expenditure in each financial category for the current school year.
2. An estimate of the student population for the coming school year.
3. An estimate of the staff composition by numbers for the coming school year.

4. The anticipated revenue showing sources and amounts of each.
5. The amount of reserves anticipated at the end of the current year.

A monthly financial report shall be presented to the Board of Trustees reporting the following:

1. The fiscal status of the Hartnell Community College District including income, expenditures, and balances.
2. A projection of the year-end income, expenditures, and balances.
3. A report of all budget transfers among the major accounts for Board approval.

The appropriate forms (311's) shall be submitted to the California Community College Chancellor's Office.

A complete list of all expenditures for the reporting period shall be available for inspection in the Business Office.

See Board Policy 6200

EXHIBIT A
AP 6200 Budget Preparation
BUDGET DEVELOPMENT CALENDAR

DATE	ITEM	RESPONSIBILITY
January (18 months prior to fiscal year)	Lead overall program review process for all areas within their division through which new requests and requests for augmentations are made	Vice Presidents (VPs)
February/March	Coordinate program review process with faculty and staff	Area deans and department heads
April/May	Collect program review documents and coordinate input from area deans and department heads in establishing priorities across requests	VPs
June/July	Prepare documents summarizing program review results and budget requests; consult with Chief Business Officer (CBO) and <u>Controller Executive Director of Fiscal and Auxiliary Services</u>	VPs
September /October	Lead discussion of program review results and budget requests with appropriate corresponding governance councils Bring forward recommendations for new Full Time Faculty (FTF) positions to FTF Hiring Committee	VPs Vice President of Academic Affairs (VPAA)/Vice President of Student Affairs (VPSA)
November/December	Review program review budget requests forwarded from lower level councils and recommendations for FTF positions forwarded from FTF Hiring Committee; submit budget recommendations and prioritized recommendations for FTF positions to Superintendent/President (S/P)	College Planning Council (CPC)
January (6 months prior to fiscal year)	Review and approve, in whole or in part, recommendations from CPC for inclusion in draft Tentative Budget Provide Budget Development Calendar to Board of Trustees (BOT)	Superintendent/President (S/P) CBO
January/February/March	Distribute budget worksheet forms to VPs Distribute forms to deans and department heads	CBO VPs

	Hold meetings with VPs, area deans and department heads	Controller <u>Executive Director of Fiscal and Auxiliary Services</u>
April	Submit proposed budget worksheets and priority lists to CBO	Controller <u>Executive Director of Fiscal and Auxiliary Services</u>
	Submit district's proposed Tentative Budget and priority lists to S/P	CBO
	Review proposed Tentative Budget	
End of April	Bring forward proposed Tentative Budget to CPC	Executive Cabinet
	Notify S/P of newspaper publication, date, location and time of public display of proposed Tentative Budget document	CBO
May Board meeting	Present proposed Tentative Budget to BOT	CBO
June	Hold public hearing; review and approve proposed Tentative Budget	BOT
July (fiscal year begins July 1st)	Submit recommendations to adjust Tentative Budget to CBO	VPs
August	Review draft Final Budget and forward recommendations to S/P	CPC
	Review draft Final Budget and approve, in whole or in part, recommendations from CPC	S/P
Seven days prior to the September Board meeting	Publish Public Notice for review of proposed Final Budget document	CBO
	Place copies of proposed Final Budget in District office, library, Alisal Campus, King City Education Center and VPAS office for public view	CBO
September Board meeting (no later than September 15th)	Hold public hearing; review and approve proposed Final Budget	BOT
Immediately after September Board meeting	Deliver copies of BOT approved Final Budget to Superintendent of Schools - Monterey County Office of Education and the California Community Colleges Chancellor's office	CBO

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6300 Fiscal Management

References: Education Code Section 84040(c), Title 5 Section 58311, ACCJC Accreditation Standard 3, 2 Code of Federal Regulations Parts 200.302 subdivision (b)(6)-(7), 200.305, and 200.400 et seq.

Hartnell Community College District is committed to principles of sound fiscal management to provide responsible stewardship of available resources as outlined in AP 6200 Budget Preparation and AP 6250 Budget Management. The District adheres to commonly accepted auditing standards as criteria for its fiscal management procedures.

In addition, the ~~Vice-President of Administrative Services~~ Chief Business Officer shall:

Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.

Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.

Provide that the Board of Trustees is kept current on the fiscal condition of the District as an integral part of policy and decision-making.

Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.

Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.

Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.

Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.

Provide both short term and long term goals and objectives, and broad based input coordinated with District educational planning.

See Board Policy 6300

Approved by Superintendent/President: February 25, 2014

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6340 Bids and Contracts - Goods and Services

References: Education Code Section 81641 et seq.; Public Contracts Code Sections 20103.7, 20111, 20112, 20650 et seq., 22000 et seq. Labor Code 1720 et seq., 1770 et seq.

Limits

Bids or quotations for goods or services 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 (PCC) Section 20651 shall not require bids or quotations.
- Purchase of goods or services in excess of the limits set out in the PCC Section 20651 will require formal advertised bids.
- When bids are required according to PCC Section 20651, 20111(a) and 22002(c), shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award. No contracts or purchase orders for goods or services that exceed the bid limits set forth in PCC Section 20651 will be issued without competitive bids and required notifications unless an emergency, as defined in PCC Section 20654, has been declared by the Board of Trustees.

California Community Colleges Chancellor's Office link to the Annual Change in Contract Bid Threshold for Inflation Memo:

<http://extranet.cccco.edu/Divisions/FinanceFacilities/FacilitiesPlanning/FPUMemorandums.aspx>

Bid Specifications

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

Notice Calling for Formal Advertised Bids

The District shall publish at least once a week for two weeks in a newspaper of general circulation published within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the Hartnell Community College District website 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.

Request for Proposal advertisement notices must meet the information required in the California Code of regulations (CCR) Title 17 Section 58532. Hartnell Community College District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by the Chief Business Officer or designee. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Chief Business Officer or designee shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

Compliance with Prevailing Wage Law

If a contract calls for labor requiring the payment of prevailing wages, then bid notices shall contain an affirmative statement requiring compliance with Labor Code (LC) Sections 1775 and 1776 governing payment of prevailing wages and LC Section 1777.5 governing employment of apprentices. The bid notice shall also provide that such work is subject to compliance monitoring and that pursuant to LC Section 1725.5, contractors must be registered and qualified to perform public work. All bid submissions shall contain all documents necessary to assure compliance with these Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

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

The Chief Business Officer or designee 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 material personnel may examine the specifications and drawings. ~~When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.~~

Pre-Qualification

- (a) The governing board of Hartnell Community College District, in its discretion, may require each prospective bidder for a contract, as described under PCC Section 20651, to complete and submit to the district a standardized questionnaire and financial statement in a form specified by the District, including a complete statement of the prospective bidder's financial ability and experience in performing public works. The questionnaire and financial statement shall be verified under oath by the bidder in the manner in which civil pleadings in civil actions are verified. The questionnaire responses of prospective bidders and their financial statements shall not be deemed public records and shall not be open to public inspection.

- (b) Should Hartnell Community College District require prospective bidders to complete and submit questionnaires and financial statements, as described in subdivision (a), District shall adopt and apply a uniform system of rating bidders on the basis of the completed questionnaires and financial statements, in order to determine the size of the contracts upon which each bidder shall be deemed financially qualified to bid. The prequalification of a prospective bidder shall neither limit nor preclude the District's subsequent consideration of a prequalified bidder's responsibility on factors other than the prospective bidder's financial qualifications.
- (c) The District shall furnish each prospective bidder on any contract described under PCC Section 20651 that is subject to this section shall be furnished, by the Hartnell Community College District letting the contract, with a standardized proposal form that, when completed and executed, shall be submitted as his or her bid. Bids not presented on the forms so furnished shall be deemed non responsive and shall be rejected. A proposal form shall not be accepted from any person who, or other entity which, is required to submit a completed questionnaire and financial statement for prequalification pursuant to subdivision (a), but who or which has not done so at least five days prior to the date fixed for the public opening of sealed bids and has not been prequalified, pursuant to subdivision (b), at least one day prior to that date.

Awarding of Bids and Contracts

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.
- 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 of Trustees 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.
- For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the Board of Trustees in accordance with PCC Section 20651.
- "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board of Trustees, achieved through methods in accordance with PCC Section 20651 and determined by objective performance criteria that may include price features, long-term functionality, life-cycle costs, overall sustainability, and required services.

Purchase without Advertising for Bids

In accordance with the provisions of PCC Section 20652, the Chief Business Officer is authorized to make purchases from firms holding county contracts without calling for bids where it appears advantageous to do so.

The Chief Business Officer may, without advertising for bids within the same county, city, town or district, purchase or lease from other public agencies materials or services by authorization of contract or purchase order in accordance with the provisions set forth in PCC Section 20652.

Alternatively, when there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of public property, the Chief Business Officer may authorize the lease or purchase of the personal property directly from the vendor by contract, lease, requisition or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the existing contract.

The Chief Business Officer may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

Continuing contracts for work to be done, services to be performed, or for apparatus or equipment to be furnished, sold, built, installed, or repaired for the District, or for materials or supplies to be furnished or sold to the District may be made with an accepted vendor as follows: for work or services, or for apparatus or equipment, not to exceed five years; for materials or supplies, not to exceed three years.

Emergency Repair Contracts without Bid

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Chief Business Officer may make a contract on behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board of Trustees.

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.

Note: The following sections apply if funds from the Kindergarten-University Public Education Facilities Bond Acts of 2002, 2004 or 2006 are used for a public works project.

Kindergarten-University Public Education Bond Act Projects

For projects funded by ~~2002, 2004 or 2006~~ November 2024 Bond Funds, the Chief Business Officer 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 the Chief Business Officer or designee, ~~or an independent third party, but not the third party with whom the Districts contracts to initiate and enforce a labor compliance program under Labor Code section 1771.7.~~
- If an investigation establishes that an underpayment of wages has occurred, the District shall withhold any contract payments, equal to the amount of underpayment and any applicable penalties.
- The Chief Business Officer 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.

See Board Policies 6300, 6340 and Administrative Procedures 6300, 6341

Approved by Superintendent/President: November 25, 2014

Revised: March 17, 2015

HARTNELL COMMUNITY COLLEGE DISTRICT

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- 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 the Chief Business Officer or designee or an independent third party, but not the third party with whom the Districts contracts to initiate and enforce a labor compliance program under Labor Code section 1771.7.
- If an investigation establishes that an underpayment of wages has occurred, the District shall withhold any contract payments, equal to the amount of underpayment and any applicable penalties.
- The Chief Business Officer 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.

See Board Policies 6300, 6340 and Administrative Procedures 6300, 6341

Approved by Superintendent/President: November 25, 2014

Revised: March 17, 2015

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6345

Change Order Procedures

Definition

A change order is a procedure that is defined in the contract to provide for modifications of the contract scope of work. Change orders can increase the cost of the work, reduce the cost of the work, or have no cost impact. Along with the cost factor is an amount of time that the project schedule may change due to the change order.

The need for a change order usually arises from one of the following reasons:

1. Error in or omission from the contract documents;
2. Unforeseeable job site conditions such as rock, expansive soil, unrecorded utility lines or similar circumstances;
3. Change in the requirements of a regulatory agency, such as revisions in building codes, fire, safety or health regulations;
4. A change originated by the Campus;
5. Changes in specified work due to the unavailability of specified materials, availability of better materials and/or less expensive materials.

Pre-Construction

- Board Approves project budget (annual capital plan)
- Project is designed to meet the approved project budget
- Project bid specifications are developed.
- Project bid requests (RFQ, RFP, and/or RFB) are advertised in local paper of general circulation in compliance with Public Contract Code
- The project is bid per the requirements set forth by Public Contract Code
- The bids are opened by the Architect of record, at the designated time, and reviewed by the administration, project manager and, when applicable, the user group
- The project bid amount is approved by the Board of Trustees with a 10% owners allowance included in the approved amount. The contractor has access to the owner's allowance only if direction and prior approval are given by the administration and/or project manager.

Construction

- The Superintendent/President and/or the designated District administrator will review all change orders with the project manager prior to approval.
- ~~• If approved, the District will receive five copies of the change order on an AIA-G701 or District approved change order form for signature by the District, the architect, the project manager and the contractor~~
- The change order shall include the change order description, change order amount, change order amount to date, amount of project allowance used to date and any additional days added to the project completion date. Change Order proposals (unsigned COs) should also include back up documentation supporting the new cost. Amount to date and allowance balance is not typically found on the CO as it is in the CO log reviewed at weekly OAC meetings. Also included are any subcontractor materials and labor estimates and reference to any Request For

Information (RFI) that the new or additional work is the result of. Photos of current condition described in work and/or blue print sheets or close ups where work will be done is also requested if applicable.

- The cover for all change orders shall be an updated change order log. Change Order logs are presented and reviewed at the Owner Architect Contractor meetings. As long as the change orders are within the board approved budget they do not need to be presented to board. Only when the contingency is expended before project completed does a change order go to the board.
- Each change order shall be tracked and presented to the Board quarterly as an information item
- If the project exceeds the previously approved 10% owner's allowance then the board shall approve the increase in the contract prior to the work being performed
- If a project change in excess of this above amount is considered an emergency, or an immediate action is needed to prevent loss, or to avoid extensive delays, increases in cost due to dismantling or set ups, or interruption to instructional programs, the Superintendent/President shall either call an emergency meeting of the Board to gain approval or authorize the change and inform the Board and take it to the Board for ratification at their next meeting.

February 15, 2011

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6346 Contract Review and Monitoring

References: Education Code Section 81656

The District generates many different types of contracts. The Chief Business Officer has been designated as the Contracts Administrator and will provide general oversight over the creation, monitoring, and updating of these contracts. The Chief Business Officer will review all new contracts and those with changes and is also responsible for reviewing documents and determining if legal review is needed.

The Dean/Manager/Supervisor/ Principal Investigator over an area that needs to develop and negotiate a contract is responsible for working in collaboration with program/area faculty and/or staff and with the contracting agency. The Dean/Manager/Supervisor/ Principal Investigator should draft new contracts and track existing contract(s) in their areas of supervision to ensure that they are current. In the event of the creation of a new contract or the revision of a contract requiring significant changes, it is the responsibility of the Dean/Manager/Supervisor/Principal Investigator to present the draft(s) of such contracts to the Chief Business Officer for review and determination of the need for legal review.

If the Dean/Manager/Supervisor/Principal Investigator believes that she/he is not the appropriate District official to be involved in the creation, negotiation, and/or monitoring of a particular contract, such as those with a business, construction, or facilities leasing focus, such concern should be brought to the attention of the Chief Business Officer who will make the determination as to the appropriate administrator/manager to provide oversight for the contract process in question.

The contract review process is outlined below:

1. It is recommended that the creation of a new contract or the review of an existing contract begin at least three (3) months prior to the implementation of the new contract or the termination date of an existing contract. Such initiation or review shall be conducted by the Dean/Manager/Supervisor/Principal Investigator of the particular program or area working in collaboration with program/area faculty and/or staff.
2. At the College level, the President or designee, Vice President of Academic Affairs or Vice President of Student Affairs, and immediate supervisor should be informed of the contract activity being undertaken. At the District level, the Superintendent/President, Chief Business Officer, and immediate supervisor should be informed of the contract activity being undertaken.
3. The contracting agency should be contacted about agency-initiated changes or to inform the agency of District-requested changes.

4. After the appropriate information is received from the contracted agency, a new or revised contract is drafted.
5. New contracts and those with significant changes are reviewed by the Chief Business Officer to determine the need for legal review.
6. If you are uncertain as to whether or not the changes are significant, it is best that the Chief Business Officer review the contract.
7. After all needed input is received, including legal when required; a revised contract is drafted and shared with contracted agency.
8. After agency review, consideration is given to suggested agency changes. Where appropriate, Chief Business Officer and legal review may be necessary before finalizing the contract.
9. Prior to securing the Superintendent/President's approval to move the contract to the Board, the Superintendent/President of the District has the authority to sign contracts up to \$~~1050~~0,000, or the Chief Business Officer at the District level has the authority to sign contracts up to \$~~1050~~0,000, relative to their areas of service.
10. The Superintendent/President has the authority to sign contracts up to \$100,000 and all contracts exceeding \$~~1050~~0,000 must secure the Superintendent/President's signature.
11. The contract is to be placed on the Board of Trustees meeting agenda, with the recommendation for approval. All contract renewals shall be placed on the agenda as a consent (ratification) item. All new contracts shall be placed on the agenda as an action item. Colleges and District Services are responsible for submitting Board agenda items pertaining to their particular areas of service within sixty days per Education Code section 81656.
12. After Board approval, all required signatures are obtained on two sets of the contract, with one sent to the contracted agency and the other retained in the Chief Business Officer's office. A file copy should be kept in the Dean/Manager/Supervisor/Principal Investigator's office for tracking purposes. The Chief Business Officer will create and maintain a master list database of all District contracts.

Attached is the Contract Tracking Sheet Template to be used for reviewing and monitoring the creation or revision of a contract. A copy of the completed template should be kept with the contract in the Dean/Manager/Supervisor/ Principal Investigator's office and also attached to the original contract filed in the Chief Business Officer's office. Bond contracts are kept with bond files. chrome-extension://efaidnbnmnibpcapjpcgclefindmkaj/https://www.hartnell.edu/about/administrative-services/tracking_sheet_template_fillable_2025.pdf

See Board Policy 6300, 6340 and Administrative Procedures 6300, 6340, 6341, 6350, 6360, 6365, and 6370

Approved by Superintendent/President: November 25, 2014

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6350 Contracts - Construction

REFERENCES: Education Code Section 81800; Public Contracts Code Sections 20650 et seq., 22000 et seq.

The Superintendent/President or designee shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of college initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Superintendent/President or designee shall be responsible ~~for preparation of coordinating~~ the drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of buildings and grounds together with estimates of costs.

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

The final working drawings and specifications, approved by the State Department of General Services and the CCC Chancellor's Office, together with revised estimates, if any, shall then be submitted to the Board of Trustees for adoption. The letting of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding (see AP 6340 titled Bids and Contracts).

Adoption of Uniform Public Construction Cost Accounting Act

The District has adopted the Uniform Public Construction Cost Accounting Act (the "Act") as set forth in Public Contract Code Section 22000 *et seq.*. The Act provides for the development of cost accounting standards and an alternative method for the bidding of public projects, as defined in Public Contract Code (PCC) Section 22002, subdivision (c), by public entities, including community college districts. A public entity that has adopted the Act may also utilize the bidding procedures set out in PCC Section 22030 *et seq.* when contracting for maintenance work, as defined in PCC Section 22002, or when contracting for any other work which does not fall within the definition of "public project" as defined in PCC Section 22002.

District staff shall implement the provisions of the Act, as amended from time to time.

Bids and Contracts Not Covered by this Administrative Procedure

Procedures governing bids and contracts for goods and services not subject to the Act are set forth in Administrative Procedure (AP) 6340.

Informal and Formal Bidding Procedures under the Act

"Public projects" are defined in PCC Section 22002(c) as construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, or painting or repainting of or involving any publicly owned, leased or operated facility. "Public project" does not include "maintenance work" as defined in PCC Section 22002.

Limits

Public Contract Code Section 22032 authorizes public projects of \$475,000 or less to be performed by District employees by force account, by negotiated contract, or by purchase order.

Public projects estimated to cost ~~\$75,001 to \$220,000 is informal bidding and up to-~~ ~~\$175,000~~ shall be let to contract by procedures described below.

Public projects in excess of ~~\$175,000, \$220,000 or larger is formal bidding~~ with limited exceptions, shall be let to contract by formal bidding procedures described below.

The above bid limits shall be adjusted as amended by the State Controller.

Compliance with Prevailing Wage Law

If a contract calls for labor requiring the payment of prevailing wages, then bid notices shall contain an affirmative statement requiring compliance with Labor Code (LC) Sections 1775 and 1776 governing payment of prevailing wages and LC Section 1777.5 governing employment of apprentices. The bid notice shall also provide that such work is subject to compliance monitoring and that pursuant to LC Section 1725.5, contractors must be registered and qualified to perform public work. All bid submissions shall contain all documents necessary to assure compliance with these Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

Contractors List

A list of contractors identified by according to categories of work shall be developed and maintained by the District's ~~FILL~~ Facilities, Planning, & Construction Management or Measure T Department in consultation with the District's Chief Business Officer. Criteria for development and maintenance of the contractors list shall comply with requirements established by the California Uniform Construction Accounting Commission (Commission.)

Bidder Questionnaire and Financial Statement: Pre-Qualification: Proposal Form

The District may, in its discretion, require each prospective bidder for a contract, as described under the Act, to complete and submit to the District a standardized questionnaire and

financial statement in a form specified by the District, including a complete statement of the prospective bidder's financial ability and experience in performing public works. The questionnaire and financial statement shall be verified under oath by the bidder in the manner in which civil pleadings in civil actions are verified. The questionnaire responses of prospective bidders and their financial statements shall not be deemed public records and shall not be open to public inspection.

Should the Board require prospective bidders to complete and submit questionnaires and financial statements, as described above, the District shall adopt and apply a uniform system of rating bidders on the basis of the completed questionnaires and financial statements, in order to determine the size of the contracts upon which each bidder shall be deemed financially qualified to bid. The prequalification of a prospective bidder shall neither limit nor preclude the District's subsequent consideration of a prequalified bidder's responsibility on factors other than the prospective bidder's financial qualifications.

The District shall furnish each prospective bidder on any contract described under the Act that is subject to this section, with a standardized proposal form that, when completed and executed, shall be submitted as his or her bid. Bids not presented on the forms so furnished shall be deemed non-responsive and shall be rejected. A proposal form shall not be accepted from any person who, or other entity which, is required to submit a completed questionnaire and financial statement for prequalification as described above, but who or which has not done so at least five days prior to the date fixed for the public opening of sealed bids and has not been prequalified, pursuant to subdivision (b), at least one day prior to that date.

Notice Inviting Informal Bids

When a public project is anticipated to cost between \$4575,000 and \$475,220,000, the District's Facilities, Planning, & Construction Management or Measure T (FILL) shall prepare a notice of the opportunity to bid. The notice shall describe the project in general terms, state the time and place for submission of bids and describe how to obtain more detailed information about the project. The District shall mail, or send by email, the notice to all contractors for the category of work to be bid, as shown on the contractors list developed in accordance with this Procedure, unless the product or service is proprietary, as defined below. The District may also publish at the builders exchange or mail the notice to all construction trade journals as determined by the Commission pursuant to PCC Section 22036. Other contractors and/or construction trade journals may also be notified at the discretion of the District department soliciting bids. Mailing shall be completed at least ten (10) days before bids are due.

Award of Informally-Bid Contracts

The Chief Business Officer or designee is authorized to award informal contracts (defined as contracts for less than \$475,000 1,000), except those contracts described below.

Bids Exceed Informal Bidding Limit

If all informal bids received exceed \$175,75,0001 but do not exceed \$220,000487,500, and the

District determines that the cost estimate was reasonable, the District may award the contract at up to ~~\$187,500,220.00~~, to the lowest responsible bidder. In such case, the contract must be approved by Resolution receiving a four-fifths (4/5) vote of the Board.

Bid Documents for Formal Bids

The Chief Business Officer or designee, shall be responsible for ensuring that plans, specifications and working details for all public projects estimated to cost more than \$175,000 are ~~adepted~~ approved by Board and pertinent jurisdictions (DSA, city, county etc.).

Notice Inviting Formal Bids: Publication

When a public project is anticipated to cost in excess of \$175,000, the District shall publish a notice inviting formal bids that states the time and place for the receiving and opening of sealed bids and distinctly describes the project. The notice shall be published in a newspaper printed and published within the jurisdiction of the District, or if there is no such newspaper, in a newspaper of general circulation which is circulated within the District's jurisdiction at least fourteen (14) calendar days before the date of bid opening. If there is no newspaper of general circulation that is circulated within the District's jurisdiction, the notice shall be posted in three places within the District that have been designated for such posting by District ordinance or policy.

The notice shall also be sent electronically, if available, by facsimile or electronic mail and mailed to all construction trade journals as determined by the Commission pursuant to PCC Section 22036. The notice to construction trade journals shall be sent at least fifteen (15) calendar days before the date of bid opening. Other contractors and/or construction trade journals may also be notified, at the discretion of the District department soliciting bids.

~~Mailing shall be completed at least thirty (30) days before bids are due.~~

Award to Low Bidder: No Bids

All contracts must be awarded to the lowest responsible bidders. If two (2) or more bids are the same and lowest, the District may accept the one it chooses. When no bids are received through the informal or formal procedure, the District may perform public projects with District employees or through a negotiated contract without further compliance with the Act.

Rejection of Bids: Re-solicitation; Use of District Employees

In its discretion, the District may reject any bids presented and declare that a project can be more economically performed by District employees, if, prior to rejecting all bids and making such a declaration, the District mails the apparent low bidder a written notice of the District's intent to reject the bid at least two (2) business days prior to the hearing at which the bids will be considered.

After rejecting all bids, the District may: (1) abandon the project; (2) re-advertise the project; or (3) perform the work with District employees (force account), after passing a resolution by a

four-fifths (4/5) majority of the Board declaring that the project can be performed more economically by District employees.

Unlawful to Split Bids

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

Contracts for Maintenance Work

Contracts for maintenance work may be bid pursuant to the Informal Bidding Procedures described above. "Maintenance work" is routine, recurring work done for the preservation or protection of a public facility; minor repainting; landscape maintenance including mowing, watering, trimming, pruning, planting or replacement of plants, and servicing of irrigation systems; or work performed to keep, operate, or maintain publicly owned water, power, or waste disposal systems.

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.

Continuing contracts for work to be done, services to be performed, or for apparatus or equipment to be furnished, sold, built, installed, or repaired for the District, or for materials or supplies to be furnished or sold to the District may be made with an accepted vendor as follows: for work or services, or for apparatus or equipment, not to exceed five years; for materials or supplies, not to exceed three years.

Emergency Repair Contracts without Bid

Consistent with PCC Section 22035, in cases of emergency when repair or replacements are necessary, the Board may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board, by contractor, or by any combination of the two. In case of an emergency, if notice for bids to let contracts will not be given, the District shall comply with PCC Section 22050.

Contractor Registration

In accordance with the provisions of Labor Code Section 1725.5, a contractor shall be registered as a licensed contractor with the contractor's state licence board and registered for prevailing wage projects with the department of industrial relations in order to be listed in a bid proposal or engage in the performance of any public works project subject to the requirements of Labor Code Section 1720 et seq..

Note: The following sections apply if funds from the Kindergarten-University Public Education Facilities Bond Acts of ~~2002, 2004 or 2006~~ 2024 are used for a public works project.

Kindergarten-University Public Education Bond Act Projects

In accordance with Labor Code Section 1771.7, for projects funded ~~by 2002, 2004 or 2006~~ 2024 Bond Funds, the Chief Business Officer will initiate and enforce, or contract with a third party to initiate and enforce, a labor compliance program for that project under Labor Code 1771.5.

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 the Chief Business Officer or designee or an independent third party, but not the third party with whom the Districts contracts to initiate and enforce a labor compliance program under Labor Code section 1771.7.
- If an investigation establishes that an underpayment of wages has occurred, the District shall withhold any contract payments, equal to the amount of underpayment and any applicable penalties.
- The District shall comply with any other prevailing wage monitoring and enforcement activities that are required to be conducted by labor compliance programs by the Department of Industrial Relations.

The Chief Business Officer 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.

See Board Policy 6300

See Administrative Procedures 6300, 6340

Approved by Superintendent/President: November 25, 2014

Revised: March 17, 2015

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6520 Security for District Property

References: Accreditation Standard 3.8

1. Responsibility

- 1.1 It is the responsibility of all staff members to help protect District buildings, grounds, and equipment.
- 1.2 Any person who willfully damages, destroys, or steals any property belonging to the District will be liable for the replacement or repair of such property and subject to legal prosecution.
- 1.3 The staff person to whom a room is assigned is responsible for turning off the lights, closing windows, turning off equipment, and locking doors at the end of the day or whenever the room is not scheduled for use within the next hour. Supply rooms and cabinets will be kept locked at all times.

2. Report of Equipment Damage, Loss, or Theft

- 2.1 Any unexplained loss or theft of District property is to be reported to the College Director of Facilities, Operations, and Asset Management or President and Campus Safety who will immediately notify the local police. The campus administrator notifies the Vice President of Administrative Services by memorandum. The memorandum is to include a complete and precise description of the equipment or property damaged, lost, or stolen; the district inventory number, if available; equipment make, model, and/or serial number; when the equipment was last seen; description of property condition; and events that occurred at the time. The memorandum is to include the officer's name if the local police were called. The Director of Facilities, Operations, and Asset Management will take digital photographs if appropriate. This written report and photographs are then submitted to the district's insurance claims handling administrator.
- 2.2 Any loss, theft, or accident involving a District motor vehicle with damage of \$500 or more must be reported to the local police or highway patrol. An accident report must be completed and photographs taken and submitted to the Vice President of Administrative Services immediately for any accident involving a district vehicle regardless of fault or damage. The accident report and photographs are then submitted to the District's insurance claims handling administrator.
- 2.3 The Office of the Vice President of Administrative Services interacts on behalf of the District with outside parties concerning claims reporting, claims investigation, and claims management.

3. Use of District Property/Equipment

- 3.1 There shall be no unauthorized use of District equipment.
- 3.2 Use of District equipment for private or personal purposes is prohibited.
- 3.3 Staff assigned to use District equipment for District business on or off campus must sign a receipt and agreement for use of the equipment which describes the condition of and lists all the equipment assigned. Staff are financially responsible in the event of theft, loss, or damage to any District property or equipment assigned to them.
- 3.4 Use of District facilities, equipment, and supplies by community groups and other outside contractors shall be granted as provide by law including Education Code Section 82537 and as outlined in Board Policy and Administrative Procedure 6700, Facilities Use.
- 3.5 Use of District motor vehicles is restricted to District staff only.

4. Allocation of Responsibilities for Maintenance

The District's maintenance department has personnel to manage, control, and protect the buildings and grounds of the District. On-going maintenance service is scheduled by the maintenance department. If a specific problem occurs, a work order should be submitted to the maintenance department for dispatching a maintenance or grounds technician. Additional concerns on the District's building and grounds should be directed to the Director of Facilities, Operations, and Asset Management.

5. Fire Alarms

The District's maintenance department and information and technology resources department are responsible for maintaining the fire alarm system. The fire alarm system is remotely monitored by a private company. If a fire alarm is activated, the monitoring company will dispatch the local fire department. The facilities manager of each campus is responsible for silencing any activated fire alarms.

6. Distribution of Keys and Fobs

~~The District's administrative services department is responsible for issuing keys to faculty and staff as needed.~~ The District's ~~human resources department~~ Administrative Services and Information Technology departments are is-responsible for issuing fobs to faculty and staff as needed. All keys ~~and fobs~~ must be picked up at the mailroom. ~~Fobs must be picked up at the human resources office.~~ A "Key Control Identification Card" must be completed and signed prior to distribution of keys.

See Board Policy 6520

Approved by Superintendent/President: November 25, 2014

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6620

Naming of Facilities and Properties

Naming in Recognition of Financial Support

Donors may be individuals, families, organizations, foundations or corporations.

For naming in recognition of financial gifts, the donor will be expected to provide all or a substantial part of the cost of the building, creating an endowment for programs or providing seed funding for operations. "Substantial" is deemed to mean either a significant majority of the cost (51%) or a contribution which, while not being a significant majority, would not have been available from another source or was in some way integral to project completion, including furnishings, equipment, technology or operations. A guide for naming may be based on cost of area per square foot with appropriate adjustments based on visibility of space to be named and other considerations. Cost of area per square foot will be the primary guide used in instances where private or corporate philanthropy significantly supports the completion or seeds the operations of a project initially and substantially launched by public funding, including those resulting from bond measures.

The following proposed conventions for naming opportunities based on square footage will be consistently applied in all facilities where bond funding is used to pay for building construction or renovation, and private philanthropy gifts are leveraged to seed programs and services inside those buildings.

Naming of an Entire Building based on square footage

<u>Square Footage</u>	<u>Naming Gift</u>
10,000-14,999 Square Feet <u>\$1,300,000</u>	\$ 1,000,000
14,999-19,999 Square Feet <u>\$2,000,000</u>	\$ 1,500,000
20,000-24,999 Square Feet <u>\$2,600,000</u>	\$ 2,000,000
25,000-29,999 Square Feet <u>\$3,200,000</u>	\$ 2,500,000
30,000-34,999 Square Feet <u>\$3,900,000</u>	\$ 3,000,000
35,000-39,999 Square Feet <u>\$4,500,000</u>	\$ 3,500,000
40,000-44,999 Square Feet <u>\$5,200,000</u>	\$ 4,000,000
45,000-49,999 Square Feet <u>\$5,800,000</u>	\$ 4,500,000
50,000-54,999 Square Feet <u>\$6,400,000</u>	\$ 5,000,000
55,000-59,999 Square Feet <u>\$7,100,000</u>	\$ 5,500,000
60,000-64,999 Square Feet <u>\$7,700,000</u>	\$ 6,000,000
65,000-69,999 Square Feet <u>\$8,400,000</u>	\$ 6,500,000
70,000-74,999 Square Feet <u>\$9,000,000</u>	\$ 7,000,000
75,000-79,999 Square Feet <u>\$9,700,000</u>	\$ 7,500,000
80,000-84,999 Square Feet <u>\$10,300,000</u>	\$ 8,000,000
85,000-89,999 Square Feet <u>\$11,000,000</u>	\$ 8,500,000
90,000-94,999 Square Feet <u>\$11,600,000</u>	\$ 9,000,000
95,000-99,999 Square Feet <u>\$12,200,000</u>	\$ 9,500,000

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100,000 Square Feet \$10,000,000

Naming of an Entire Wing or Floor based on square footage

5,000-15,000 \$500,000-\$1,500,000_
\$640,000 to
\$1,900,000

Other key areas based on square footage

Classrooms

500-1500 Square Feet \$50,000-\$150,000_
Lecture Halls \$64,000 to \$190,000

Labs

1,000-2,500 Square Feet \$100,000-\$250,000_
\$130,000 to \$320,000

Community Rooms

\$100,000-\$250,000_
\$130,000 to \$320,000

1,000-2,500 Square Feet

Lobbies

500-2,000 Square Feet \$50,000-\$200,000_
\$64,000 to \$260,000

Administrative Offices

\$10,000-\$30,000_
\$13,000 to \$39,000

100-300 Square Feet

Student Success Areas

\$50,000-\$200,000_
\$64,000 to \$260,000

500-2,000 Square Feet

In establishing objectives for a fundraising campaign, the VP of Advancement, in consultation with the district superintendent/president and the Hartnell Community College Foundation, will establish a schedule of naming opportunities and the level of donation required for each.

General Provisions

1. No naming will be approved or (once approved) sustained that will call into serious question the public respect of the District.
2. Names of facilities or areas should honor the reputation of the college, staff, students and community. The credentials, character and reputation of each individual, organization or corporation for whom the naming of a building is being considered shall be carefully scrutinized and evaluated. Nominations submitted for consideration must be accompanied by supporting documentation.
3. It is the responsibility of individuals negotiating on behalf of the District to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions consistent with this policy.

Approvals

1. All proposals for naming will be forwarded to the superintendent/president, who shall make a determination whether the proposed naming conforms to this policy, is otherwise appropriate, and is of sufficient merit.
2. The Hartnell Community College Board of Trustees will consider for approval the naming of buildings, substantial areas or significant landscape features. The Board will also approve the schedule of naming opportunities and the level of donation required for each upon the launching of a capital campaign on campus.

Naming Conventions

1. Campus, satellite campuses, extension, or educational centers shall retain the name of the community where they are located (i.e. King City, Soledad, Alisal, North County/Castroville).
2. The Following conventions apply to buildings, classrooms, spaces and other areas of the college with the exception of the campus themselves, which shall retain the name of the community where they are located as mentioned above.
3. A uniform system of signage should be adopted by location.
4. Buildings and areas should have names that include their primary function:
 - a. Special use buildings or areas such as an auditorium, physical education center, health center, or such, may bear the functional name separately or in combination with the person's name (e.g. "Gunderson Health Center," "Rivera Gallery")
 - b. Outdoor areas shall bear the name of the individual and a functional description (e.g. "Parnell Drive")
5. Plaques and signage should be tasteful, discreet and consistent with other campus signage.
6. The naming of a building to honor an individual should use the first and last name without any prefix or suffix; in the case of a family, it shall use the surname only, as in "Martinez Hall" and "Rodda Hall." In the case of corporations or businesses, the District should use a shortened name sufficient to recognize the business (as in "Hynix Hall"). The reason for this convention is to ensure that the use of the new name becomes commonplace within the lexicon of the College and minimize exterior lettering, listings in directories, mailing addresses and the like.

Duration of Names

1. When a building or significant area has been named, the District will continue to use the name so long as the building or area remains in use and serves its original function. When the use has changed such that it must be demolished, substantially renovated or rebuilt, the District may retain the use of the name, name another comparable room or facility or discontinue the use of the name.
2. **Facilities.** In the event of demolition or renovation of major facilities (intentionally, through accident or act of nature), existing names will not automatically be transferred to a new or renovated facility. In such cases the District reserves the right to assign a name to the new or renovated facility by:
 - a. Transferring the existing name to the new or renovated facility (usually a prominent or historically significant name that the District wishes to continue to honor).

- b. Asking the previous donor to make a new naming gift. If the donor declines, the District may offer the naming opportunity to a new donor. It may be appropriate to name part of the new building for the previous donor or to include a plaque to indicate that the new facility occupies the site of a building previously known by another name.

3. **Academic Unit or Other Program.** If a department, center, institute, program, or other unit is discontinued, the District will consider alternative recognition, especially where the naming is supported by an endowment gift. Appropriate recognition will be determined by the redesigned use of the endowment fund.

Name Changes

In matters of corporate names, the District will work with the corporation to ensure that any change to the corporation's name is considered by the District. Similarly, for individual name changes, the District will work with the individual to appropriately address changes in name in a manner that is appropriate for the donor and the District.

Removal of Names

In unusual or unforeseen circumstances, the District reserves the right to remove a previously approved name. The superintendent/president will bring forth the recommendation for approval by the Board of Trustees. Examples of such situations include, but are not limited to:

1. Donor does not fulfill a commitment upon which the naming was approved.
2. Continuation of the name may compromise the public trust or reputation of the District.

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6910

Housing

References: Education Code Section 76010; Health and Safety Code Section 53580

~~The superintendent/president must verify the need for housing and financing assistance from a nonprofit entity and must monitor the project on an annual basis to ensure it meets all regulatory requirements.~~

~~The project must be owned by the participating nonprofit entity and located on real property owned or leased by that entity. The project must include a 40-year restriction that gives the community college the right, but not the obligation, to purchase the property at fair market value.~~

~~Students, faculty, or staff must have the right of first refusal to all available units.~~

~~At least 50 percent of student residents must meet the criteria for need-based financial assistance, as determined by the superintendent/president or designee.~~

~~All contractors must comply with California Public Contract Code Section 10128.~~

The project must be located within a five-mile radius of the campus or satellite center. ~~The nonprofit entity may request approval from Projects beyond the five-mile radius are required to meet the following criteria in order to be considered for approval by the superintendent/president and the board the superintendent/president for a project outside the five-mile radius if:~~

- There are no feasible sites within the five-mile radius.
- The project is near a mass-transit destination.
- The commute from the project to the campus is estimated by the superintendent/president to be less than 30 minutes.

Note: Currently not applicable.

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See Board Policy 6910

Approved by Superintendent/President: December 14, 2021