

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6250 Budget Management

Reference: Title 5, Sections 58307, 58308

The budget shall be managed in accordance with Title 5 and the CCC Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided bylaw. Unrestricted general reserves shall be no less than 20%.

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

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

The Board's first priority is to fund facilities for the District through local facilities bond measures rather than the use of operational dollars, thus preserving operational dollars to the extent possible for District operations.

See Administrative Procedure 6250

Adopted by Board of Trustees: April 8, 2014

Replaces BP 2260

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 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.

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

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

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

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

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

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

Adopted: Board of Trustees: April 8, 2014

Replaced: Board Policies 2205, 2210, 2215, 2250, 2265, 2270

See Administrative Procedure 6300

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6340 Bids and Contracts - Goods and Services

Reference: Education Code Sections 81641 et seq.; Public Contract Code Sections 20650 et seq.; Government Code Section 53060; Title 5 Sections 59130 et seq.; 2 Code of Federal Regulations Part 200.318

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

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, 20111 (a), 22002(c), the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.
- When the District determines that, according to Public Contract Code Section 20651.7, 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 select and award the contract based on best value in accordance with AP 6340. The bidder shall give such security as the Board requires and may reject all bids.
- When the Superintendent/President, in consultation with the Chief Business Officer or Chief Facilities Officer, determines that the District can obtain a contract for goods or services through the California Community Colleges Chancellor's Office CollegeBuys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the Chief Business Officer or Chief Facilities Officer may proceed with the contract without conducting a formal bidding process.

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

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

Adopted: Board of Trustees: January 13, 2015
Replaced BP 2230

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6341 Selection of Contractor Based Upon Best Value

References: Pub. Cont. Code § 20651.7; BP 6340

The Board has determined that for certain services and procurement of materials, equipment and supplies, 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 by selecting the lowest responsible bidder on the basis of best value.

Best value means the most ~~advantageous~~~~balance~~~~advantageous~~. Balance of price, quality, services, performance, and other elements and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.

Any contract award based on best value shall be awarded based upon criteria set forth in a request for proposal that objectively evaluates, as applicable, to the particular services or project.

The Board shall award the contract at an open public meeting, identifying the bidder to which the award is made, the price proposal of the contract awarded the contract, and the overall combined rating on the request for proposal evaluation factors. The announcement shall also include the ranking of the contractor awarded the contract in relation to all other responsive bidders and their respective price proposals and summary of the rationale for the contract award.

See Administrative Procedure 6341

Approved by Board of Trustees: August 5, 2014

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6910

Housing

References: Education Code Sections 94100 et seq.

The superintendent/president is delegated the authority to enter into agreements ~~with nonprofit entities~~ to finance the cost of constructing ~~Board-approved~~ student, faculty, and staff housing near the campus(es) of the District.

See Administrative Procedure 6910

Adopted by the Board of Trustees: January 11, 2022

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6800 Occupational Safety

References: Labor Code Sections 6300, et seq.; California Administrative Code, Title 8 Section 3203; Code of Civil Procedure Section 527.8; Penal Code Section 273.6

Responsibilities

The superintendent/president has the final authority and responsibility in all matters of safety.

All employees have the responsibility to follow safety rules, to report unsafe conditions, and to refrain from creating unsafe conditions.

The District shall operate and maintain a health and safety program which includes the identification, reporting, and mitigation of all District-wide safety concerns.

The District safety program shall include promulgation and implementation of procedures to:

1. Promote safe conditions in all District offices, classrooms, meetings spaces, and other facilities.
2. Remove obstructions to the safety and security of all personnel and of all District facilities.
3. Periodically review and update the District's Injury and Illness Prevention Program (IIPP) and Hazardous Materials Communication Plan (HMCP).
4. Coordinate with the District's Incident Command System emergency preparedness team.
5. Facilitate SWACC Property and Liability Inspection Reporting.

Definitions

Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of your work.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual or property.

Workplace includes off-campus locations as well as college-sponsored activities where faculty, staff, or student employees are engaged in college business or locations where incidents occur as a result of the person's relationship to the college community.

Serious Injury or Illness is defined in the Labor Code Section as "any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement." Serious injury or illness does not include any injury, illness, or death caused by commission of a Penal Code violation, except the violation of Penal Code Section 385 (which refers to the operation of heavy equipment adjacent to electrical wires), or an accident on a public street or highway.

Emergencies-Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel by first dialing 911 (8-911 from campus phones) and then notifying Campus Safety at 831-755-6800. (King City employees must dial 9-911 for fire, police, ambulance; 6888 for campus security)

Equipment and Sanitation-Should the duties of an employee require the use of equipment to ensure the safety of the employee, the District shall furnish such equipment. Complaints related to health safety, sanitation and working conditions shall be forwarded to vice president of administrative services for review and recommendation.

Crisis and Conflict Intervention-Any employee experiencing an unsafe work condition should immediately contact his/her supervisor. The supervisor shall immediately notify Campus Security about any acts or threats of violence. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence or any other behavior which deliberately hurts or harms another person at the college to their immediate supervisor and Campus Safety. Such reports will be promptly and thoroughly investigated.

Restraining Orders/Court Orders - An employee shall notify law enforcement of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order to the Chief Human Resources Officer. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the Chief Human Resources Officer to ensure they are aware of it, and that they have a copy of the restraining order on file.

Individual Responsibilities:

All employees shall support the total District Safety Program and shall follow all safety directives to make their work area safe and accident-free.

Employees are provided workspaces and/or offices for their use during their work tenure at Hartnell College.

- Offices, classrooms, and workspaces are to be used for conducting Hartnell College business and functions relating to the mission of the College.
- The use of these offices and workspaces shall be consistent with the District's Safety Policy and Procedures, and consistent with the college's mission.
- College officials may enter offices, classrooms, and work spaces as needed, and reserve the right to require individual employees to remove items from their offices for health and safety reasons.
- While employees may bring personal items and valuables to campus, these items remain the responsibility of the employee. For security, employees should lock all offices when not occupied, and keep valuables locked.
- For the safety of employees and students, offices, workspaces, and classrooms have doors with view windows. The glass should remain un-obscured by any blockage.
- Lighted candles, incense, or similar items should not be used in any office or work space. Area heaters must be approved in advance by the Director of Facilities and Operations.

Floors in offices, workspaces, classrooms, and hallways should be kept free from boxes and other debris.

Electrical plugs and cords should be orderly and maintained so as not to present tripping hazards or fire hazards.

See Board Policy 6800

Adopted by the Board of Trustees: April 30, 2013; Rev: December 15, 2020