<table>
<thead>
<tr>
<th>AP/BP #</th>
<th>Title</th>
<th>New</th>
<th>Revised</th>
<th>Legal Updates</th>
<th>Sug Delete</th>
<th>LR</th>
<th>LA</th>
<th>SUG</th>
<th>Cabrillo Unique</th>
<th>Administrator</th>
<th>Cabinet</th>
<th>PPTF Review</th>
<th>CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>4100 BP</td>
<td>Graduation Requirements for Degrees and Certificates</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Welch</td>
<td>12/9/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>4100 AP</td>
<td>Graduation Requirements for Degrees and Certificates</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Welch</td>
<td>12/9/2014</td>
<td>Spring</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4020 AP</td>
<td>Program &amp; Curriculum Development</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Welch</td>
<td>12/9/2014</td>
<td>Spring</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4107 AP</td>
<td>General Education</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Welch</td>
<td>12/9/2014</td>
<td>Spring</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4225 AP</td>
<td>Course Repetition</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Welch</td>
<td>12/9/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>4255 AP</td>
<td>Dismissal &amp; Readmission</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Welch</td>
<td>12/9/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>6532 AP</td>
<td>Use of Personal Vehicles on District Business</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Lewis</td>
<td>12/9/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>6530 AP</td>
<td>District Vehicles</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Lewis</td>
<td>12/9/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>6100 BP</td>
<td>Delegation of Authority</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Lewis</td>
<td>12/9/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>6100 AP</td>
<td>Delegation of Authority</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Lewis</td>
<td>12/9/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>6750 AP</td>
<td>Parking</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Lewis</td>
<td>12/9/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>7110 AP</td>
<td>Delegation of Authority</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Lewis</td>
<td>12/9/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>7110 BP</td>
<td>Delegation of Authority</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Lewis</td>
<td>12/9/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>2712 AP</td>
<td>Conflict of Interest Code</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Jones</td>
<td>12/9/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>6700 BP</td>
<td>Civic Center &amp; Other Facilities Use</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Lewis</td>
<td>12/16/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>6700 AP</td>
<td>Civic Center &amp; Other Facilities Use</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Lewis</td>
<td>12/16/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
<tr>
<td>6540 AP</td>
<td>Insurance</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Lewis</td>
<td>12/16/2014</td>
<td>N/A</td>
<td>12/17/2014</td>
<td></td>
</tr>
</tbody>
</table>
NOTE: This procedure is legally required. Local practice may be inserted. Procedures must address at least the following:

For the Associate in Arts, Associate in Science, and Associate Degrees for Transfer (ADTs), a student must demonstrate competence in mathematics, reading, in- and written expression, and in mathematics in English.

The student must satisfactorily complete at least 60 semester units of college work.

A definition of “college work” that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 48 semester units in general education and at least 18 semester units in a major listed in the Community Colleges “Taxonomy of Programs.”

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree. Petitions will be considered using a Credit by Exam process.

Ethnic studies must be offered.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor’s Office.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
Chapter Three: Instruction and Instructional Planning

Academic Affairs

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which State Chancellor’s Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

Legal References: Title 5 Sections 55060 et seq.

Adopted: June 1, 1992
Revised: May 2, 2011
Revised: December 5, 2013 (IC)
Revised: November 6, 2014 (IC)
Nothing in this policy shall conflict with Education Code section 76224 or Title 5 section 55025 that pertains to the finality of grades assigned by instructors or pertaining to the retention and destruction of student records.

**Definitions as provided under Title 5, Sections 55000 & 55045**

The following definitions shall apply:

1. “Active participatory courses” are those courses where individual study or group assignments are the basic means by which learning objectives are obtained. (T5, §55000)

2. “Course repetition” occurs when a student who has previously received an evaluative symbol in a credit course, as set forth in section 55023, re-enrolls in that course and receives an evaluative symbol. (T5, §55000)

3. “Courses that are determined to be legally mandated” are courses that are required by statute or regulation as a condition of paid or volunteer employment. (T5, §55000)

4. “Course that are related in content” are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation. (T5, §55000)

5. “Enrollment” occurs when a student receives an evaluative or non-evaluative symbol pursuant to section 55023 in a credit course. (T5, §55000)

6. “Extraordinary conditions” are those conditions meeting the requirements of section 58509(a), allowing a community college to provide full refund of enrollment fees to a student. (T5, §55000)

7. “Intercollegiate academic or vocational competition course” is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. (T5, §55000)

8. “Intercollegiate athletic course” is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport. (T5, §55000)

9. “Extenuating circumstances” are verified cases of accidents, illness or other circumstances beyond the control of the student. (T5, §55045)
1. Courses in which a substandard grade or “W” has been received are limited to three enrollments
   A student may repeat a course, which is not designated as a repeatable course, in which a grade lower than a “C” has been received. Once the student has received a satisfactory grade (A, B, C or P), within the allowable three enrollments, he or she may not repeat the class again. Up to two substandard grades will be disregarded in calculating grade point average. A student may qualify to repeat a course after receiving a satisfactory grade under separate regulations.

   An additional enrollment may be permitted on a petition basis for extenuating circumstances.

2. Additionally, courses may be repeated for credit after a student has received a satisfactory grade (A, B, C or P), if one of the following is true:

   a) Students may repeat a portion of a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record.

   b) There is an extenuating circumstance beyond the student’s control which has been verified by the division administrator. Student can only qualify under this provision once for each course. In addition, a student may petition under this provision regardless of the previous grade earned.

   c) Occupational work experience versus general work experience
      - General work experience – does not need to be related to student goals.
      - Occupational work experience – must be directly related to student goals.
      - Only occupational work experience can be repeated. A student receiving a satisfactory grade in a general work experience course cannot repeat that course (though the student could take a different general work experience course).
      - May re-enroll in occupational work experience if:
         i. There is only one course in a field.
         ii. The course is not variable unit open entry/open exit.
         iii. The course is not more than 8 semester units in one enrollment period.
         iv. A student cannot exceed 16 semester units (includes occupational and general work experience).

   d) Students with a disability may repeat an approved class for students with disabilities any number of times based on an individual determination that such repetition is required as a disability-related accommodation for that student. See Section 4 for more information.

   e) Students may repeat a course to meet legally mandated training requirements, after providing documentation of the said requirements. Such courses may be repeated for credit any number of times.

   f) Students may repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure (i.e. employment requires updated skills and/or knowledge). –Students must provide
documents certifying the significant change in industry or licensure standards necessitating course repetition (i.e., letter from employer or job announcement showing the new material is required).

When any course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible insuring a true and complete academic history. The first satisfactory grade shall be used in calculating grade point average, unless stated otherwise.

3. **Repealable Courses may only fall under one of three categories:**
   a) The repetition is necessary to meet major requirements of CSU or UC for completion of a bachelor’s degree. The district will retain supporting documentation as a Class 3 record.
   b) Intercollegiate athletics
   c) Intercollegiate academic or vocational competition.

Enrollment in repeatable courses is limited to no more than four times per course. All repeatable courses shall be published in the College Catalog each year. When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student’s grade point average.

Students enrolled in non-repeatable courses or re-enrolling in repeatable courses in excess of what is stated in the College Catalog will be officially (administratively) dropped from those courses.

4. **Section 504 and Title 5, Section 56029**
   Repetition is permitted to meet the requirements of Section 504 of the 1973 Rehabilitation Act, 29, USC Section 794.

   Course repetition will be permitted **in specific special classes created for and funded by DSPS—the Accessibility Support Center (ASC)** for students with disabilities as verified by DSPS-ASC under the following circumstances:
   
   a) When continuing success of the student in other general and/or special education classes is dependent on additional repetitions of a specific special class, or
   
   b) When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes, or
   
   c) When the student has a student educational contract that involves a goal other than completion of the special class in question and repetition of the course will further the achievement of the goal.

   a) When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class,
Chapter Four: Academic Standards

b) When additional repetitions of a specific special class are required for the student to meet the performance criteria of that class;

c) When additional repetitions of a specific special class are essential to completing a student’s preparation for enrollment into other courses which meet the requirements of a student’s educational objectives. Grades and units will count for repetitions when meeting the above conditions.

Repetitions of adaptive physical education are allowed, provided the student participates in at least one additional credit course that is not a physical education class and that is within the general offerings of the college, and if the student makes progress towards the stated education goal as documented in the Individual Educational Plan. Students may enroll in adaptive physical education for credit a total of four times. Subsequent repetitions must be offered as non-credit classes. Grades and units will count at most, four times.

Financial Aid:
Repeating courses may have consequences for financial aid. Students should see a financial aid advisor.

Public Safety employer-sponsored students on probation or dismissal will not be prohibited from enrolling in Public Safety Inservice courses.

Legal References:
Education Code Sections 66700, 70901, 70902 and 76224;
Title 5 Sections 55040, 55041, 55042, 55043, 55253, 58161 and 56029

Adopted: December 7, 1992
Revised: January 12, 2004
Revised: February 21, 2013
Revised: October 3, 2013 (IC)
Revised: September 4, 2014 (IC)
Revised: November 6, 2014
Standards for Dismissal: A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least three consecutive semesters (five consecutive quarters) reaches or exceeds fifty percent (50%).

Dismissal Letter: The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Appeal of Dismissal
The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal with Admissions and Records within the time frame stipulated in the dismissal letter. If the student fails to file a written petition within the stipulated time frame, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Assistant Director of Admissions and Records.

The student will be continued on probation until the Assistant Director of Admissions and Records decides on the student's appeal.

The decision of the Assistant Director of Admissions and Records will be communicated to the student in writing, notifying the student of the action taken within ten working days of receipt of the student's appeal. The student may appeal the decision of the Assistant Director of Admissions and Records in writing to the Director of Enrollment Services, chair of the Appeals Committee, within five working days of the date of notification of the decision of the Appeals Committee. The decision of the Appeals Committee is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student’s academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

Fall Dismissals: Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than January informing students that:
Chapter Four: Academic Standards

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals: Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the spring semester. The following conditions apply:

- Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

Standards for Evaluating Appeals: Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

Re-Admission after Dismissal: Consideration of whether or not students may be re-admitted after a dismissal and one semester of absence shall include but not be limited to the following criteria:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

References:
Title 5 Sections 55033 and 55034

Revised 8/06, 2/08, 10/13
Revised: September 4, 2014 (IC)
USE OF PERSONAL VEHICLES ON DISTRICT BUSINESS

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 College 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:

a. Unsafe operation of a vehicle;
b. 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
CABRILLO COMMUNITY COLLEGE DISTRICT
USE OF PERSONAL VEHICLE for DISTRICT BUSINESS
DRIVER INFORMATION FORM

Driver:________________________________________ DOB:____________________

Address:_________________________________________________________________

CA Driver’s Lic #: _______________________________ Class: _________________

Restrictions: _________________________________________ Exp Date: ___________

Department:  ________________________________________________________________

List Driving Citations/Violations in the Past 36 months: _______________________
___________________________________________________________________________
___________________________________________________________________________

I declare or certify under penalty of perjury under the laws of California that the foregoing information is complete and correct to the best of my knowledge. I understand that it is my responsibility to insure that my driving record meets the District’s requirements for driving my personal vehicle on District business.

Signed: ______________________________________ Date: _____________________

Cabrillo College Administrator Approval

Administrator: ________________ Signature: ________________ Date: __________

This form should be retained at the administrator’s location.

Please attach a copy of your driver’s license and proof of insurance.
All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.

All drivers of District-owned or leased vehicles that carry fifteen or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.

All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every 13 months.

All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

Reference:
Title 13, California Code of Regulations, Division 1, Chapter 1

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

1. Driver must be a current employee of the District;
2. Driver must be at least 18 years of age;
3. 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.
4. Driver must agree to follow the driving rules set forth by the District.
5. 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
1. 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 applicant’s “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.

2. 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.

3. 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.

4. 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:
   a. unsafe operation of a vehicle;
   b. 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 employee from being approved to drive District vehicles:

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 employee 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
CABRILLO COMMUNITY COLLEGE DISTRICT
DRIVER INFORMATION FORM for DISTRICT VEHICLES

Employee: _________________________________ DOB: __________________

Address: ____________________________________________

CA Driver’s Lic #: __________________ Class: ______________

Restrictions: ____________________________________ Exp Date: __________

Department: __________________________________________________________________

List Driving Citations/Violations in the Past 36 months: ________________________________

________________________________________________________________________

I declare or certify under penalty of perjury under the laws of the State of California that the foregoing information is complete and correct to the best of my knowledge. I understand the District will obtain and review my driving record from the Department of Motor Vehicles.

Signed: _________________________________ Date: __________________

Administrator Approval

It is appropriate for this employee to drive the following types of District vehicles:

________________________________________________________________________

Administrator: ________________ Signature: ________________ Date: __________

********************************************************************
District Transportation Office Use Only

DMV printout review date: ________________ “Points”: __________

Megan’s Law records checked: ______

The employee’s application to drive District vehicles is:

_______ Approved pending return of signed District Driving Rules

_______ District Driving Rules Date Received: ________________________________

_______ Denied, applicant’s supervisor notified: _______________________________

Signed: _________________________________ Date: __________________

District Transportation Department
DELEGATION OF AUTHORITY

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
AP 6100
DELEGATION OF AUTHORITY

Chapter Six: Business and Fiscal Affairs

Note: This administrative procedure is legally advised.

The Chief Business Officer is delegated authority from the Superintendent/President to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Chief Business Officer. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.

When transactions do not exceed the dollar limits established in the Public Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Chief Business Officer may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Chief Business Officer may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

Legal References:

- Education Code Sections 70902(d), 81644, 81655, and 81656;
- Public Contract Code Sections 20651, 20658, and 20659

ASM Council review: 10/16/14
VL review:
Cabinet review:
PPTF review:
Approved:
These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions. *(Below is Cabrillo Unique Language)*

- Automobile fee permits are required. All vehicles parked on any Cabrillo College site must display a valid parking permit. Vehicles or bicycles parked in violation of the provisions of this code are subject to the penalties for violations of such provisions. A parking permit is required to park in a student and/or staff parking lot 24 hours a day, seven days a week.

- The operation of a motor vehicle or bicycle on Cabrillo College property is a privilege granted by California Vehicle Code 21113a and 22507.8. For the purpose of enforcing parking regulations, all student and staff vehicles parked at the Aptos, Watsonville or Scotts Valley campus must be registered with campus police. Parking provisions of the California Vehicle Code (such as parking at red curbs, loading zones, fire lanes, and handicapped parking violations) will be enforced 24 hours a day, seven days a week.

- Fines shall be imposed for violation of regulations. Amounts shall be established based on severity of offense, type and cost recovery for mandates and enforcement. Reference amounts shall be established and subject to periodic adjustment.

- The District accepts no responsibility for damage to vehicles parked on District property or for their contents.

- Staff parking permits must be displayed on the left of the rear window or on a displayer that is affixed to the rear view mirror in order to be clearly visible from the rear of the vehicle. Failure to properly display the parking permit will result in the issuance of a parking citation. There will be a definite date of compliance issued, a grace period during which an old permit will be honored after checking to
determine it if belongs to a current employee, and a warning will be given to a current employee using an expired permit.

- **Campus Seminars and Workshops:** College departments hosting seminars and other special or grant-funded events where outside participants pay a registration fee and/or receive a benefit from the college will be required to charge a parking fee for attendees to park on campus. Payment of this fee can be charged to the event holder.

- **Rental/Use of College Facilities:** Groups that rent college facilities will be charged a parking fee for the event. This fee is determined through coordination between the event holder and designated District Official(s) and may include a flat usage fee or a daily use fee that is handled by issuance of a special permit.

- **Appeal Information:** See back of ticket.
  
  - Parking citations shall **not** be voided for faculty and staff who park in expired metered parking spaces, red curbed zones, outside of marked parking spaces or for non-handicapped faculty and staff members who park in designated handicapped parking spaces.
  
  - Citations for “No Valid Permit Displayed” issued to permit-eligible employees shall be void.

In accordance with California Vehicle Code Section 21113a, it shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in these procedures.

---

**References:**

- *Education Code Section 76360;*
- *Vehicle Code Section 21113 and 22507.8*

---

ASM: 6/5/14, 10/16/14
Parking Task Force 7/14/14
VPAS:
Cabinet:
PPTF:
CPC:
Approved:
Cabrillo College Traffic and Parking Regulations

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.

AR-4300
Cabrillo College Traffic and Parking Regulations
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.
The Board delegates authority to the CEO to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed.

**Note:** While Education Code Section 70902 authorizes the Board to delegate this authority to the CEO, it is legally advised that the following language be placed at the end of this policy.

“. . . subject to confirmation by the Board.”

See Administrative Procedures 7110.

*Reference:  
Education Code Section 70902(d)*
Note: This administrative regulation is legally advised. The following language will satisfy requirements.

The Chief Human Resources Officer is delegated responsibility from the Superintendent/President to recommend employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board Policies, and Administrative Procedures are followed.

Legal Reference Education Code Section 70902(d)

EDUCATION CODE SECTION 70902(d)

70902. (d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate; provided, however, that the governing board shall not delegate any power that is expressly made non-delegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.
The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Cabrillo Community College District (District).

Individuals holding designated positions shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction (Government Code Section 81008). All statements will be retained by the District.


APPENDIX A
DESIGNATED POSITIONS

<table>
<thead>
<tr>
<th>Designated Positions</th>
<th>Disclosure Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Presidents (All, except Administrative Services)</td>
<td>2, 3</td>
</tr>
<tr>
<td>Directors (All, except Business Services, Facilities &amp; Maintenance and Purchasing)</td>
<td>3</td>
</tr>
<tr>
<td>Director of Business Services</td>
<td>2</td>
</tr>
<tr>
<td>Director of Facilities &amp; Maintenance</td>
<td>1, 2</td>
</tr>
<tr>
<td>Director of Purchasing</td>
<td>2</td>
</tr>
<tr>
<td>Assistant Directors (All)</td>
<td>3</td>
</tr>
<tr>
<td>Deans (All)</td>
<td>3</td>
</tr>
<tr>
<td>Consultants/New Positions</td>
<td>*</td>
</tr>
</tbody>
</table>

*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Superintendent may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Gov. Code § 81008).

Officials Who Manage Public Investments
The following positions are not covered by the conflict-of-interest code because they must file under Government Code Section 87200 and therefore, are listed for informational purposes only:

Governing Board Members
Chief Executive Officer
Chief Business Officer

An individual holding the above listed position may contact the Fair Political Practices Commission for assistance or written advice regarding his or her filing obligations if the individual believes that his or her position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Section 87200.
APPENDIX B
DISCLOSURE CATEGORIES

Category 1
Designated positions assigned to this category must report:

All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

Category 2
Designated positions assigned to this category must report:

All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 3
Designated positions assigned to this category must report:

All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee’s Department.

References:
Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503;
Title 2 Section 18730

Adopted: XXXXXXXXX, 2014
Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in Section 13 below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1. Definitions
The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees
The persons holding positions listed in Section 13 are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories
This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and
(C) The filing officer is the same for both agencies. Such persons are covered by this code for disqualification purposes only. With respect to all other designated

---

4 Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.
employees, the disclosure categories set forth in Section 13 specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those economic interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in Section 13. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he/she foreseeably can affect materially through the conduct of his/her office.

Section 4. Statements of Economic Interests
Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.2

Section 5. Statements of Economic Interests
Time of Filing
(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
(C) Annual Statements. All designated employees shall file statements no later than April 1.
(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office
Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she did not make or participate in the making of, or use his/her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
1. File a written resignation with the appointing power; and
2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she did not make,

---

2 See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.
participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 6. Contents of and Period Covered by Statements of Economic Interests

(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure. When an investment or an interest in real property is required to be reported, the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars ($2,000), exceeds ten thousand dollars ($10,000), exceeds one hundred thousand dollars ($100,000), or exceeds one million dollars ($1,000,000).

3. For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

4. Investments and interests in real property which have a fair market value of less than $2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.
(B) Personal Income Disclosure. When personal income is required to be reported, the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars ($500) or more in value, or fifty dollars ($50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), greater than ten thousand dollars ($10,000), or greater than one hundred thousand dollars ($100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she is a director, officer, partner, trustee, employee, or in which he/she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8. Prohibition on Receipt of Honoraria

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the

---

6A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

6Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.
Chapter Two: Board of Trustees

member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

(B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of $420

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than $420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 8.2. Loans to Public Officials

(A) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any person who has a contract...
with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:
1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars ($500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her election to office through the date he/she vacates office, receive a personal loan of five hundred dollars ($500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:
1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his/her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.
Section 8.4. Personal Loans

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
   a. The date the loan was made.
   b. The date the last payment of one hundred dollars ($100) or more was made on the loan.
   c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars ($250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9. Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more;
(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($2,000) or more;
(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value.
Chapter Two: Board of Trustees

provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $420 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation
No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees
In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars ($1,000) or more.

Section 10. Disclosure of Disqualifying Interest
When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel
Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations
This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000–91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section
Section 13. Designated Positions and Disclosure Requirements

1. The persons occupying following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.:
   - Governing Board Members
   - Chief Executive Officer
   - Chief Business Officer

2. Disclosure Categories: The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclosure for each disclosure category to which he/she is assigned.

   Category 1: All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

   Category 2: All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

   Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

   Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

   Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

   Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee’s Department.
Designated Positions, and the Disclosure Categories assigned to them, are as follows:

<table>
<thead>
<tr>
<th>Designated Employees</th>
<th>Disclosure Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members of the Governing Board</td>
<td>1, 2, 3, 4, 5, 6</td>
</tr>
<tr>
<td>Superintendent/President</td>
<td>1, 2, 3, 4, 5, 6</td>
</tr>
<tr>
<td>Vice President, Administrative Services</td>
<td>1, 2, 3, 4, 5, 6</td>
</tr>
<tr>
<td>Vice Presidents</td>
<td>5, 6</td>
</tr>
<tr>
<td>Directors</td>
<td>6</td>
</tr>
<tr>
<td>Assistant Directors</td>
<td>6</td>
</tr>
<tr>
<td>Director, Business Services</td>
<td>4, 5</td>
</tr>
<tr>
<td>Deans</td>
<td></td>
</tr>
<tr>
<td>Director of Facilities &amp; Maintenance</td>
<td>1, 2, 3, 4, 6</td>
</tr>
<tr>
<td>Director of Purchasing</td>
<td>1, 4, 5</td>
</tr>
<tr>
<td>Consultants*</td>
<td>1, 2, 3, 4, 5, 6</td>
</tr>
</tbody>
</table>

*Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The CEO may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant’s duties and, based on that description, a statement of the extent of disclosure requirements. The CEO’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

References:
- Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503;
- Title 2 Section 18730

Adopted: September 3, 2014
CIVIC CENTER AND OTHER FACILITIES USE

There is a Civic Center at Cabrillo College. The Civic Center includes the Crocker Theater and the Samper Music Recital Hall. Use of the Civic Center shall be granted as provided by law. The Superintendent/President shall establish procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.

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

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

Use of the District’s Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations “formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts” in order to “engage in supervised recreational activities” or “meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside” (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

See Administrative Procedure 6700.

Legal References: Education Code Sections 82537 and 82542

The Cabrillo College Governing Board authorizes the use of college buildings and grounds and other properties for appropriate use by clubs, nonprofit groups, associations, and public agencies. Authorized activities may include recreational, educational, political, economic, and/or activities of an artistic nature.
Chapter Six: Business and Fiscal Affairs

The Governing Board reserves the right to deny facility use to any applicant when, in the judgment of college officials, the request involves facility use which is not appropriate for a college environment, or which may have a detrimental effect on college facilities.

Churches or religious organizations may use college facilities under conditions as authorized in the California Education Code, established by the Governing Board and determined by the Vice President/Assistant Superintendent, Instruction upon recommendation by the Community and Contract Education Director. Churches and religious groups are charged a facility use fee that is at least equal to the fair rental value of facilities and grounds, plus all direct costs incurred.

Commercial organizations not affiliated with the college and which on a continuous basis charge either a fee or tuition for a product or service are generally prohibited from using college facilities. Exceptions to this may be made at the discretion of the Vice President/Assistant Superintendent, Instruction.

Private parties are generally prohibited from using college facilities, except in accordance with regulations established specifically for the use of the Sesnon House. Exceptions may also be made at the discretion of the Vice President/Assistant Superintendent/Instruction. The user fee charged to private parties will be the market rate for similar facilities including all direct costs incurred.

The Governing Board sets a Schedule of Fees for facility use on an annual basis. Fee schedules are presented by the Vice President/Assistant Superintendent, Business upon recommendation by the Community and Contract Education Director.

User fees may be waived if, in the judgment of the Vice President/Assistant Superintendent, Business, the college and/or the community benefit by doing so.

Legal Reference: Education Code Sections 78300 through 78305 and 82530 through 82550; and Ca. Adm. Code, Title 5, Section 55001.

Adopted: June 6, 1988
Revised: May 1, 1989
Revised: May 1, 1995
Revised: November 4, 1996
Revised: insert date

ASM Council: 9/11/14
VPAS: 12/1/14
Cabinet:
CPC:
PPTF:
NOTE: This procedure is legally required. Most of the language in current Cabrillo AR 7090 is consistent with the language recommended by the Policy and Procedure Service.

From current Cabrillo AR 7090 titled Use of College Facilities by Non-college Users

General Provisions
District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified in the Facilities & Fee Schedule, but shall be sufficiently frequent and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Director of Community and Contract Education is responsible for the coordination and implementation of these procedures. The Superintendent/President shall determine all applicable fees to be charged, and for proposing fees and revisions of fees to the President/Supersintendent/President who has ultimate authority for setting fees.

Outside the designated public forum areas, the following shall apply:
- All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities.
- All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers
Eligible persons or groups may use District buildings or grounds designated as the Civic Center for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code Section 82542(a) will be permitted, “when an alternative location is not available,” as described in the statute, to use District facilities upon payment only of the following:
- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
- the cost of a District employee’s presence during the organization’s use of the facilities if it
is determined that the supervision is needed, and if that employee would not otherwise be present as part of his/her normal duties;

- the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian’s normal duties; and

- the cost of utilities directly attributable to the organization’s use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, custodial services, services of any other District employees, and salaries paid District employees necessitated by the organization’s use of District facilities.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.

- Entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community.

**NOTE: The new language in the following section is legally advised.**

Rules for Facilities Use

Requests for use of the District’s Civic Center must be made at least 30 days in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the **[designate positions and approvals]** Superintendent/President.

**Note: Italicized is Cabrillo unique language**

All college facilities are held exclusively for reservations by college users for classroom instruction until the schedule for the upcoming term is set. After that time, other applications for facility use will be considered. No non-college use of facilities will be scheduled further in advance than one term (except under regulations established for the use of the Sesnon House). No person or organization may be granted a monopoly on any facility. Scheduled use of facilities may be cancelled if facilities are needed for a college program. Exceptions to the restrictions on scheduling may be made by the Vice President/Assistant Superintendent, Instruction, upon recommendation by the Director of Community and Contract Education.

Requests for use of the District’s Civic Center must be made at least 3 weeks in advance of the first date of use being requested. Requests for other facilities will have different lead times depending on the type of facility. Requests for facilities shall be on forms provided by the District. Permission to use facilities shall be granted by the Director of Community and Contract Education or other administrators as determined by the President/Superintendent/President.
NOTE: This request requirement does not apply to groups intending to use available designated public forums for expressive activities. In those circumstances, only three business days’ notice is required, as described in the procedure for Speech: Time, Place, and Manner.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

NOTE: The following paragraph is optional. The District may include the following provision to prevent overnight use, including demonstrations, so long as the District’s purpose is unrelated to the content of any expected speech or other expression.

Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person or organization may use any District facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.

All charges for the use of District facilities are payable [insert number] hours 5 business days in advance.

Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District’s best interests.

No person applying for use of District property shall be issued a key to District facilities.

Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

Except as provided in BP 7100 3560, Use of Alcoholic Beverages and Illegal Drugs Forbidden on Campus, no alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Director of Facilities, Planning and Plant Operations.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall/Superintendent/President or designee.

NOTE: The following section is legally advised. Public Resources Code Section 42648.3 applies only “upon request by the local agency,” but does not specifically require the local agency to so request.
Recycling: Large Venues and Events

“Large venue” means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the District per day of operation of the venue facility.

"Large event" means an event that charges an admission price or is operated by a local agency and serves an average of more than 2,000 individuals per day of operation of the event.

A District with a large venue or large event shall, on or before July 1, 2005, and on or before July 1, biennially thereafter, meet with recyclers and with the solid waste enterprise that provides solid waste handling services to the large venue or large event to determine the solid waste reduction, reuse, and recycling programs that are appropriate for the large venue or large event. In determining feasible solid waste reduction, reuse, and recycling programs, the operator may do any of the following:

- Develop solid waste reduction, reuse, and recycling rates and a solid waste reduction, reuse, and recycling plan that would achieve those solid waste reduction, reuse, and recycling rates.
- Determine a timeline for implementation of the solid waste reduction, reuse, and recycling plan and solid waste reduction, reuse, and recycling rates.

**NOTE:** Additional priorities, reflected in local practice, should be inserted here as good practice.

Priority for the Use of District Facilities

Priority for the use of District Civic Center facilities will be as follows:

1. Student clubs and organizations
2. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
3. Parent-teachers' associations
4. School-community advisory councils

**Priorities for Use of Facilities**

The following priorities have been established to provide maximum use of college facilities with minimal potential for conflict.

1. First priority for use is reserved for the college instructional program and other related college activities.
2. Second priority shall be given to public agencies, schools, and colleges when the purpose of the use is educational, when no other space is available, and when no admission fees are charged or other solicitations for contributions made unless the net proceeds directly benefit the college and its instructional programs.
3. Third priority shall be assigned to non-profit and other groups organized for cultural, educational, or recreational activities when an admission fee is charged.
4. Groups that are not generally classified as “non-profit” will receive the lowest priority when requesting facility use.

In general, in district organizations will have priority over those from outside the district and priorities shall be maintained in such a way that no group will monopolize a facility.
Once the college has approved a request for use and enters into an agreement to provide facilities, equipment, or services, that request shall have priority over any other requests except when a need of the property for college purposes has subsequently developed, or in an emergency.

Priority for the use of District Civic Center facilities will be as follows:

1. Student clubs and organizations
2. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District.
3. Parent-teachers’ associations
4. School-community advisory councils

**From current-Cabrillo AR 7092 titled Administrative Regulation Sesnon House Use (Move Cabrillo unique language to Sesnon House Desk Manual/Marketing Director)**

**General Use of the Sesnon House**

The Sesnon House provides a facility for college and non-profit community group use. The facility may also be used by private parties in accordance with established regulations and procedures to provide a learning laboratory and financial support for the Culinary Arts Program, and to generate funds for maintenance, operation and upkeep of the facility.

Use of the Sesnon House by private parties will be given priority during the period from Friday afternoon through Sunday evening. The Culinary Arts Program will have first right of refusal for providing catering services.

**Distribution of Usage Fees for Private Party Events in the Sesnon House**

Fees collected for the use of the facility by non-profit organizations and private parties will be distributed as follows:

1. A portion of the rental fees, initially 15%, will go to the General Fund in the form of standard overhead rate to be determined and periodically updated by Business Administrative Services.
2. Any portion of the fees charged to cover direct additional costs incurred by a college unit will be deposited in the account of the college unit (for example, requested additional security custodial services).
3. The remaining fees will go into an account earmarked for the Sesnon House to supplement the maintenance of the buildings and grounds, to fund the staffing cost of scheduling and monitoring private party events, and to provide a reserve fund for furnishings replacement and deferred maintenance. Expenditures of reserve funds must be authorized by the Assistant Superintendent/Vice President, of Administrative Services.

**Catering Fees for the Sesnon House**

Culinary Arts Program Chair and other caterers will set the fees for food service and negotiate with the users directly. Fees collected by Culinary Arts for food service will go into the Culinary Arts Program for items such as maintenance of the kitchen area, catering staff and to be determined related costs to keep the house and grounds suitable for catered events. The terms and conditions of the agreement with caterers are separate from the rental agreement with the facility. Use of Culinary Arts kitchen facilities and equipment by other caterers will be determined by the Culinary Arts Program Chair.

**Additional Procedures for Using the Sesnon House**

Detailed written procedures for the use of the facility will be developed and updated as required by
the Sesnon House Coordinator in the Marketing and Communications Department. Procedures and updates require review and approval by the Director of Marketing and Communications, the Vice President of Instruction, the Vice President of Administrative Services, and the Superintendent/President. The procedures will address such issues as fees, refunds, security deposits, reservation requirements, parking, use of alcohol, music amplification restrictions, insurance requirements, and any other user restriction or requirements.

**Sesnon House Advisory Committee**

A standing advisory committee provides a forum for communication and discussion among the constituencies most involved with the use, operation and funding of the Sesnon House.

The committee meets periodically and provides input on operating policy and procedures, budgetary issues, and the upgrading and replacement of equipment and furniture.

The committee is made up of faculty and staff representing Sesnon House Management, Culinary Arts, Contract and Community Education, Facilities Planning and Plant Operations, the Foundation, and other appropriate college representatives.

**References:**

*Education Code Sections 82537 and 82542;*

*Public Resources Code Section 42648.3*


**Cabrillo AR 7090:**

Revised: March 29, 1995
Revised: November 4, 1996
Revised: May 9, 2013
Revised:

**Cabrillo AR 7092:**

Adopted: October 7, 1996
Revised: May 9, 2013

ASM Council review: 9/11/14
VPAS: 12/1/14
Cabinet:
CPC:
PPTF:
NOTE: A procedure on insurance is legally required. Local practice may be inserted, but must provide for the forms of insurance listed below.

The requirement to provide for insurance coverage may be met by the District joining in a joint powers agreement pursuant to Education Code Section 81603. If it does so, the regulations required by the JPA would be adopted.

The Superintendent/President or designee (or the Director of Risk Management) shall secure and maintain the following lines of District insurance:

- Liability insurance for damages for death, injury to person, or damage or loss of property.
- Liability insurance for the personal liability of the members of the Board and of the officers and employees of the District for damages 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/her office or employment.
- Fire insurance
- Real property damage
- Personal property loss or damage
- Insurance for District vehicles
- Insurance against “other perils” (Education Code Section 81601)
- Workers compensation insurance
- Actuarial evaluation of the future annual costs of health and welfare benefits

NOTE: Education Code Section 81602 specifically authorizes the District to contract for investigative, administrative and claims adjustment services. The contract may provide that the contracting firm may reject, settle, compromise and approve claims within limits and for amounts specified by the Board, including execution and issuing of checks in payment of such claims. The contract may also provide that the contracting firm may employ counsel.

References:

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

ASM Council: 10/16/14
VPAS:
Cabinet:
PPTF:
CPC:
Approved: