

**Proposed Addition to**  
**Kern Community College District Board Policy Manual**  
**Section Three – Business Services**

Governance Process: Share as Information Only

Reason for Revision: To Correct/Amend District Policy

**3A** Fiscal

3A1 Budget Development (~~revised April 8, 2010~~)

3A1A Each year, the Chancellor shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study. See Procedure 3A1 of this Manual for Budget Preparation Guidelines.

The budget development shall meet the following criteria:

3A1A1 The annual budget shall support the District-wide master and educational plans.

3A1A2 Budget projections shall address long-term goals and commitments.

3A1A3 The annual Budget shall not exceed estimated revenues for the Budget year excluding District-wide or College reserves.

3A1A4 The Budget may include a separate request to use District-wide reserves.

3A1A5 Assumptions upon which the budget is based are presented to Board for review.

3A1A6 A schedule is provided to the Board by December of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed or any item in the proposed budget.

Unallocated District-wide unrestricted general fund reserves shall be no less than ~~five~~ seventeen percent (~~17%~~) (~~5%~~). The

budgeted unrestricted general fund reserves calculation will be based upon the projected unrestricted expenditures multiplied by ~~seventeen five~~ percent ~~(17%) (5%)~~. College budgeted reserves will not be considered as part of District-wide reserves.

- 3A1A7 Purpose of Reserves - The District-wide ~~and College~~ unrestricted general fund reserves are intended to provide resources for cash flow management, unfunded liabilities, risk mitigation, significant emergencies, and a buffer against future budget reductions. The Colleges unrestricted general fund reserves are intended to provide for long term obligations and contingencies. The District may incorporate into the annual budget an appropriate level of reserves to provide resources for these purposes. Unless the District is confronted with catastrophic issues, or the Board authorizes a deviation at no time should District-wide reserves fall below the minimum levels contained in 3A1A6. Reserves in excess of these needs may be used for the following purposes:
- ~~a) Provide resources to maintain mission critical educational programs. Provide resources for the expansion, reduction, or restructuring of College/District programs and services.~~
  - ~~(General Education/Transfer, Developmental Education, and Career Technical Education) and support services.~~
  - a) Excess reserves to be used as directed by the Board.
  - ~~b) Provide resources for the expansion, reduction, or restructuring of College/District programs and services.~~
  - ~~c) Provide capital funds to invest in infrastructure that will lower operational costs, improve efficiencies, improve safety/security, and/or enhance the delivery of educational and/or support services.~~
- 3A1A8 Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- 3A1A9 Budget allocations of funds will be made to the Colleges and District Office and will be reviewed by the Board of Trustees and Chancellor's Cabinet. Generally, the allocations to each College and to the District Office shall be based upon the Board approved allocation model. The Chancellor or designee shall work with representatives of the College Academic Senates and other District-wide constituent groups represented on the Chancellor's staff in designing the process for development of the District budget.
- 3A1B College ~~expenditure~~ budgets are prepared under the supervision of the College President or designee. The College President or designee shall work with the College Academic Senate in designing the processes for development of the College budget.

3A1C ~~Each of the~~ The Colleges' and the District Office budgets Operations Office/Central Services will each establish unrestricted reserves for obligations and contingencies.

3A1D ~~If District-wide, College, or District~~ Operations Office/Central Services reserves decline below the level adopted by the Board in the final budget, then Board approval is required.

~~Board approval is required for any expenditure or anticipated expenditure that will result in a decline in unrestricted reserves below the level approved by the Board in the final adopted budget for either of the Colleges, District Office, and/or District-wide Operations.~~

**3A1E** Budget Management - The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

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

~~Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board. Transfers will be reviewed and approved by the Board in January and July of each year.~~

**3A2** Budget Income (revised February 10, 2011) Fiscal Management –

~~The Chancellor or designee(s) shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:~~

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

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

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

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

### 3A2A     **Income**

3A2A1     All money received by the District, regardless of the source, will be deposited according to Education Code and County requirements. (Education Code Sections 41001-41002)

3A2A2     The administration will establish a procedure for clearly identifying all sources of income. Such delineation with amounts received will be shown on the budget and all income financial reports.

3A2A3     All money received by or collected at any member College or its auxiliary organizations for any purpose whatsoever must be deposited with the College's Business Services Office. ~~turned over to the person in charge of College finance and recorded on the books.~~

3A2A4     All income received for activities and events will be deposited in the same funding sources as the expenses for the such activities and events.

~~3A2D~~     ~~All money collected for lost or damaged school property and for project supplies, which become property of the student shall be carried on the books of the school treasurer as District funds. All money so collected shall be turned in to the District Business Services Office. District or student body receipts must be issued as a means of auditing such funds. Sub receipts need not be issued for library fines.~~

3A2A5     The administration is authorized to prepare and submit federal, state, local governmental and/or local private foundation grant applications that further the Kern Community College District's strategic mission. (See Procedure 3A2E and Appendices 3A2E (1 & 2) of this Manual for Grant Preparation and Submission Procedures and Guidelines.)

~~3A2F~~     ~~Gifts in serviceable condition and useful to the District, upon recommendation of the administration, may be accepted by the~~

~~Board of Trustees. Gifts to the Colleges or District valued at \$1,000 (one-thousand dollars) or more shall be presented to the Board of Trustees for approval.~~

~~3A2G Gifts to the District Foundation or College Foundations valued at \$1,000 (one-thousand dollars) or more shall be presented to the Board of Trustees for information and acknowledgement.~~

**3A2A6** *Gifts – The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.*

*The District shall assume no responsibility for appraising the value of gifts made to the District.*

*Acceptance of a gift shall not be considered endorsement by the District of a product enterprise or entity.*

*In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.*

**3A3** Budget Expenditures ~~(Revised January 8, 2004)~~

3A3A The approved budget is the District-wide plan for expenditures during the fiscal year.

~~3A3B The adoption of the budget by the Board indicates that approval is given for the purchase of or contracting for goods — services — as indicated in the budget. The administration may — proceed — to procure such items or services as they are — needed — without further referral to the Board. (Exceptions will be those items requiring formal bids, those specifically mentioned in Policy 3A9, and employment of personnel.) The warrant lists as approved by the Board will ratify such — transactions.~~

3A3C~~B~~ The administration will ascertain that all goods, services, and leases are obtained at the lowest possible competitive prices into consideration desired quality and services. This will entail the consideration of all qualified vendors. Standardization of equipment may be required for efficient maintainability and reliability. ~~Procedure 3A3C of Manual.~~

~~3A3D The Chancellor or designee is empowered to act for the board in making purchases or letting contracts for services, supplies, or~~

~~leases which under the Education Code do not publishing a notice calling for bids.~~

~~3A3D1 Purchases, services, or leases under published notice calling for bids shall be awarded by the Board. Other transactions shall be submitted for Board ratification through approval of the warrant list. **moved to 3A4**~~

~~3A3D2 To accommodate routine transactions such as minor and/or emergency purchases, postage, freight charges, and purchases from governmental agencies, a revolving cash fund is provided. This fund will be maintained under normal audit procedures and controlled by a fund custodian approved by the Board of Trustees. (see AP 3A3D2 of this Manual) **moved to 3A4**~~

**3A4** *Purchasing- The Chancellor or designee(s) is delegated the authority to approve purchase orders and enter into contracts. On behalf of the District and to administer procedures for issuing purchase orders and awarding contracts. No purchase orders or contracts shall exceed the amounts specified by Public Contract Code Section 20641 as amended from time to time.*

*All such transactions shall be reviewed by the Board every 60 days.*

~~3A9A~~ **3A4A** The Board delegates to the Chancellor or CFO the authority to enter into contracts on behalf of the District and to administrative procedures for contract awards and management, subject to the following:

~~3A9A1~~ **3A4B** Contracts are not enforceable obligations until they are approved or ratified by the Board.

~~3A9A2~~ **3A4C** Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.

~~3A9A3~~ **3A4D** When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the responsible bidder who the specifications published by the District and who shall give such security as the Board requires, or rejects all bids.

~~3A9A4~~ ~~For Public Works projects less than \$1,000,000 delegation to approve cumulative change orders and amendments to contract is given to the CFO of up to 5% of the contract sum. For Public Works projects greater than \$1,000,000 a similar sum of 5% but with a tiered level of authority granted to the (up to 3%), the Chancellor up to (5%). **To be moved to Section 3B**~~

~~3A9B~~ **3A4E** If the Chancellor or designee concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-

qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

~~3A9C~~3A4F If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Chancellor or designee is authorized to proceed with a contract.

~~3A3D1~~3A4G Purchases, services, or leases under published notice calling for bids shall be awarded by the Board. Other transactions shall be submitted for Board ratification through approval of the warrant list.

~~3A3D2~~3A4H To accommodate ~~routine transactions such as minor~~ and/or emergency purchases, ~~postage, freight charges, and purchases from governmental agencies,~~ a revolving cash fund is provided. This fund will be maintained by College and District Accounting Managers or Chief Financial Officer and according to ~~under~~ normal audit procedures, and controlled by a fund custodian approved by ~~the Board of Trustees. (see AP 3A3D2 of this Manual)~~

~~3A3G~~3A4I The ~~College President or designee~~ Chief Financial Officer shall approve all purchase orders which are prepared within the line-staff organization of the College, or District operations including reasonable expenditures of District funds to (1) purchase food and beverages as refreshments for attendees at District-events which further the legitimate purposes of the District, (2) purchase commemorative awards and gifts in recognition of service to the District by non-employees when the purpose is to promote services to the District and (3) purchase awards for students.

**3A4I1 Gift cards are not allowed to be used for gifts.**

~~3A3E~~3A4J Materials may not be purchased nor District-wide obligations be incurred without an approved purchase order. The District reserves the right to refuse payment of any invoices covering materials not listed on a District purchase order. Such invoices then become the personal obligation of the requisitioner. Under no circumstances should may an item be added to a purchase order after it has been issued unless approved by the Chancellor or designee. Goods must be ordered exactly as the items appear on the order unless an item is to be cancelled, in which case ~~the District~~ Business Services Office should be immediately notified. The requisitioner is responsible for the exact order, certification, and receipts of goods. Shipping and receiving or designated departments should electronically approve receipt of goods. This will certify that the invoice covering the order is ready for payment by ~~the District~~ Business Services Office. ~~Request for~~ Purchase Request forms and related procedures are included in Procedure ~~3A3C~~ 3A4J of this Manual.

~~3A4H~~3A4K All postage stamps and envelopes shall be used for official College business only. Such materials shall be under the supervision of the College administration.

~~3A9~~3A4L Bids and Contracts. [See Procedure ~~3A9~~4L (a-b) of this Manual for the procedures for bids and contracts and the Independent Contractor Checklist.] (~~Revised February 2, 2006~~)

~~3A3F~~ Copies of all correspondence with a firm in regard to purchase orders must be filed in the District Business Office.

~~3A3G~~ The College President or designee shall approve all purchase orders which are prepared within the line staff organization of the College, including reasonable expenditures of District funds to (1) purchase food and beverages as refreshments for attendees at District sponsored events which further the legitimate purposes of the District, (2) purchase commemorative awards and gifts in recognition of service to the District by non-employees when the purpose is to promote services to the District and (3) purchase awards for students. **Moved to 4A4I**

~~3A4G~~ 3A5 Use of Credit Cards Issued by the Kern Community College District.

~~3A4G1~~3A5A CAL-Cards

~~3A4G1A~~3A5A1 CAL-Cards generally will only be issued to District and College Educational Administrators and Classified Managers if their job duties require the regular use of a credit card. CAL-Cards will be issued to non-managers only in cases where there is a compelling business reason and issuance is approved by the District Chief Financial Officer and College President or District Chancellor. (See Procedure 3A5A1)

~~3A4G1B~~3A5A2 CAL-Card applications will be completed prior to issuance. [See Appendix 3A4G(b)] ~~3A4G1C~~ Transactions will be limited to travel, supplies, or equipment.

~~3A4G1C~~ Transactions will be limited to travel, supplies or equipment. **Moved to procedures**

~~3A4G1D~~ Credit card purchasing limits will be no greater than those authorized for the cardholder. **Moved to procedures**

~~3A4G1E~~ District Office Accounting will issue monthly utilization reports to the District Chief Financial Officer and the College Directors of Administrative Services. Cards should only be used for emergencies or unusual circumstances in which the normal purchase order process cannot be utilized.

**Moved to procedures**



~~3A4G2~~3A5A3 Bank of America Cards

~~3A4G2A~~3A5A3A **Generally** Will only be checked out to District and College staff authorized to initiate transactions by the District Chief Financial Officer. The cards will be administered by Departments designated by the College Administrative Directors or District Chief Financial Officer.

~~3A4G2B~~3A5A3B Will be administered by Departments designated by  
~~the College Administrative Directors or District Chief~~  
~~Financial Officer.~~

~~3A4G2C~~ Cards will be checked out on an as-needed basis.

**Moved to procedures**

~~3A4G2D~~ Verification of written, approved purchase requisition will be made prior to checking out the card. **Moved to procedures**

~~3A4G2E~~ After card use the card and all original itemized receipts will be returned to the designated Department.

~~3A4G2F~~ Transactions will be limited to travel, supplies, or equipment.

~~3A4G2G~~ Cards should only be used for emergencies or unusual circumstances in which the normal purchase order process cannot be utilized.

~~3A4G2H~~ Credit card purchasing limits will be no greater than those authorized for the cardholder.

~~3A4G2I~~ District Office Accounting will issue monthly utilization reports

**Paragraphs C through I will be moved to Procedures**

~~3A4G3~~3A6 Gas Credit Cards

~~3A4G3A~~3A6A Individual gas cards will be assigned to employees assigned a District vehicle as part of their employment contract.

~~3A4G3B~~3A6B Individual pool vehicles will be assigned specific cards and checked out when vehicles are approved for specific District or College use.

~~3A4G3C~~ Cards will be maintained by the College administrative Director or Chief Financial Officer for check-out only.

- ~~3A4G3D~~ Checked out cards will be returned after each trip with all receipts.
- ~~3A4G3E~~ District Office Accounting will issue monthly utilization reports to the District Chief Financial Officer and the College Directors of Administrative Services.
- ~~3A4G3F~~ Gas credit cards will only be used for fuel in District owned vehicles.
- ~~3A463G~~ Incidentals cannot be purchased with gas credit cards.

**Paragraphs C-G shall be moved to Procedures**

**3A7 Audits** – There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Chancellor shall assure that an annual outside audit is completed. The Chief Financial Officer shall recommend a certified accountancy firm to the Board with which to contract for the annual audit.

~~3A4 Budget Control~~

~~3A4A~~ The administration will maintain a system of fiscal accounts which will afford an accurate and current analysis of expenditures, encumbrances, and balances for each significant item within the annual budget.

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

~~3A4B~~ The system will use as its base the requirements of the California Community Colleges Accounting Manual to assure that reports prepared for county, state and federal agencies are meaningful for comparative purposes.

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

~~3A4C~~ The Board of Trustees shall be given regular budget control reports.

~~3A4D~~ The Chancellor and/or designees the Assistant Chancellors are authorized agents to sign trustee orders drawn on the funds of the District and these agents shall be bonded.

~~3A4E~~ Two (2) types of trustee orders shall be prepared; namely, payroll orders including employees on both salary and wage basis and orders in payment of invoices. A schedule of trustee orders should show the trustee order number, main budget

~~classification, payee, and the amount of each order and is to be presented for Board approval at each regular meeting.~~

~~3A4F All income and expenditures are subject to annual audit by a private firm selected by the Board of Trustees.~~

~~3A4G Use of Credit Cards Issued by the Kern Community College District.~~

~~3A4G1 CAL-Cards~~

~~3A4G1A CAL-Cards generally will only be issued to District and College Educational Administrators and Classified Managers their job duties require the regular use of a credit card. CAL-Cards will be issued to non-managers only in cases where there is a compelling business reason and issuance is approved by the District Chief Financial Officer and College President or District Chancellor. (See Procedure 3A4G)~~

~~3A4G1B CAL-Card applications will be completed prior to issuance. [See Appendix 3A4G(b)] 3A4G1C Transactions will be limited to travel, supplies, or equipment.~~

~~3A4G1D Credit card purchasing limits will be no greater than those authorized for the cardholder.~~

~~3A4G1E District Office Accounting will issue monthly utilization reports to the District Chief Financial Officer and the College Directors of Administrative Services. Cards should only be used for emergencies or unusual circumstances in which the normal purchase order process cannot be utilized.~~

~~3A4G2C Cards will be checked out on an as-needed basis.~~

~~3A4G2D Verification of written, approved purchase requisition will be made prior to checking out the card.~~

~~3A4G2E After card use the card and all original itemized receipts will be returned to the designated Department.~~

~~3A4G2F Transactions will be limited to travel, supplies, or equipment.~~

~~3A4G2G Cards should only be used for emergencies or unusual circumstances in which the normal purchase order process cannot be utilized.~~

~~3A4G2H Credit card purchasing limits will be no greater than those authorized for the cardholder.~~

~~3A4G2I District Office Accounting will issue monthly utilization reports.~~

~~3A4G3 Gas Credit Cards~~

~~3A4G3A Individual gas cards will be assigned to employees assigned a vehicle as part of their employment contract.~~

~~3A4G3B Individual pool vehicles will be assigned specific cards and checked out when vehicles are approved for specific District or College use.~~

~~3A4G3C Cards will be maintained by the College Administrative Director or Chief Financial Officer for check-out only.~~

~~3A4G3D Checked out cards will be returned after each trip with all receipts.~~

~~3A4G3E District Office Accounting will issue monthly utilization reports to the District Chief Financial Officer and the College Directors of Administrative Services.~~

~~3A4G3F Gas credit cards will only be used for fuel in District owned vehicles.~~

~~3A4G3G Incidentals cannot be purchased with gas credit cards.~~

3A5~~3A8~~ Investments

3A5A~~3A8A~~ Excess funds of the District shall be invested by the Chancellor or her designee and overseen by Board Finance and Audit Committee. ~~as directed by the Investment Committee. The Investment Committee will consist of the Board of Trustees.~~

3A5B~~3A8B~~ All funds will be held in the name of the Kern Community College District and will be invested in accordance with California Government Code Section 53600 et seq. Permissible investments include the following:

- ~~• U.S. Treasury notes, bonds and bills~~
- ~~• Registered warrants, treasury notes and bonds of the State of California~~
- ~~• Bonds, notes, warrants, or other evidences of indebtedness of any local agency within the State of California~~
- ~~• Obligations issued by, or fully guaranteed as to principal and interest by the Federal National Mortgage Association or instruments issued by a federal agency~~
- ~~• Bankers acceptances which are eligible for purchase by the Federal Reserve System~~
- ~~• Rated commercial paper (A1 or P1)~~
- ~~• Negotiable certificates of deposit~~
- ~~• Repurchase agreements and reverse repurchase agreements with Master Agreement under California law~~
- ~~• Medium-term notes with a maximum of five (5) years maturity issued by U.S. Corporations and rated A or better~~

- ~~• Money market mutual funds meeting criteria prescribed in California Government Code Section 53601 (k)~~
- ~~• Local Agency Investment Fund (State Pool)~~
- ~~• Passbook Savings Account Demand Deposits~~
- ~~• Interest-bearing demand deposits with the County of Kern Auditor-Controller~~

3A58C Investments will be selected based on the criteria which is prioritized as follows:

- Safety--The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The primary objective is to protect, preserve and maintain intact amounts invested under this policy.
- Liquidity--Liquidity refers to the ability to dispose of investments at any moment in time with a minimal chance of losing some portion of principal or interest. An adequate percentage of the portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. No investment shall be for a term greater than five (5) years, unless specifically authorized by the Board of Trustees as provided in Section 53601 of the California Education Code.
- Yield--Yield is the potential dollar earnings an investment can provide

3A58D The Chancellor or ~~her~~ designee shall render ~~a monthly~~ **periodic** reports to the Board of Trustees of all outstanding investments and investment transactions for the month including the additional information specified by California Government Code Section 53646.

3A58E Securities purchased from brokers/dealers may be held by the broker/dealer provided that the total principal and interest of all securities held for the account of the Kern Community College District by each broker/dealer does not exceed the amount of the individual account insurance coverage carried by the broker/dealer. In the absence of adequate insurance coverage, securities shall be held in third party safekeeping by the trust department of a designated bank in the name of the Kern Community College District.

~~3A5F Security purchases and holdings shall be maintained within statutory limits imposed by the California Government Code. Current limits are: Bankers acceptances--forty percent (40%), Section 53601 (f); Commercial paper--thirty percent (30%), 53601 (g); Negotiable certificates of deposit-- thirty percent (30%), Section 53601 (h); Medium-term notes-- thirty percent (30%), Section 53601 (j); Money-market mutual funds-- fifteen percent (15%), Section 53601 (k).~~

### ~~3A6~~3A9

Subsidiary Services--Subsidiary services are those auxiliary operations which are provided to support the instructional function of the Colleges.

#### ~~3A6~~9A      ~~Bookstore~~ Bookstores

*If a qualified vendor is to provide bookstore services: Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students. Student organizations shall be encouraged to submit bids and given preference.*

~~3A6A1      Bookstores shall be under the supervision of the College Presidents. Operational responsibilities may be delegated to appropriate officers of the respective Colleges.~~

~~3A6A2      Books, materials, and supplies that students are required to buy as a part of the classroom instruction may be purchased at the College bookstore. No books, materials, or supplies are to be sold directly to students by staff. Off-site bookstore operations shall be conducted by the College bookstores as necessary.~~

~~3A6A3      Net proceeds derived from the operation of the College bookstores shall be used for the establishment and maintenance of adequate operating reserves for the bookstores and for the benefit of a student development program. See Procedure 3A6A3 of this Manual for the Definition and Allocation of Net Proceeds. (Added June 1, 1995)~~

#### ~~3A6B~~      Cafeteria: Printing Operations

~~3A6B1      Cafeterias and student printing operations shall be under the supervision of the College Presidents. Operational responsibilities may be delegated to appropriate officers of the respective Colleges.~~

#### ~~3A6C~~3A10      College-Sponsored Events (Added June 1, 1995)

~~3A6C1~~3A10A      College-sponsored events are those events which are funded in whole or in part by the College or are associated with the College name by permission of the College President. College-sponsored events, including athletic events, shall be under the supervision of the College Presidents. Operational responsibilities may be delegated to appropriate officers of the respective Colleges.

~~3A6C2~~3A10B      Extra-curricular activities are those activities which enhance but may not directly relate to the instructional

program. Extra-curricular activities determined by the College President or designee to not be a part of the regular College program shall be self-supporting.

~~3A6C3~~3A10C

Net proceeds generated from College-sponsored events, including College-operated and gate receipts, shall be used to fund the co-curricular programs. Co-curricular programs are those activities which occur outside of the classroom but which support the instructional program. Each College shall adopt procedures for allocating all College-sponsored event net proceeds to its co-curricular programs. The income and expense allocations shall be incorporated into the respective College budgets to be approved and adopted by the Board of Trustees.

~~3A3H~~3A10D

Every effort shall be made to make student body or other extra-curricular activities self-supporting.

~~3A3H1~~3A10D1

The ~~District~~Colleges may pay for all or part of the cost of uniforms and equipment for bands, orchestra, and athletic teams provided the activity is primarily educational in nature and is included as a course in the regular class schedule.

~~3A3H2~~3A10D2

If there is income from gate receipts or other sources sufficient to pay part but not all of the costs of any of the equipment as listed above, the College ~~District~~ may make up the deficit. Such requests must be estimated in advance and must be included in the budget. (see BP 3A2C1 for information on recording income and expenses.

~~3A7~~3A11 Library--See Procedure 3A7 of this Manual for procedures on the selection of library materials. (Revised June 1, 1995)

~~3A7A~~3A11A The basic responsibility for the acquisition or withdrawal of library materials rests with the College President or designee.

~~3A7B~~3A11B The head librarian at each College has the primary responsibility for the withdrawal of obsolete and/or damaged materials from the library collection.

~~3A7C3~~A11C Materials shall be disposed of in a manner which may be economically feasible and may be beneficial to groups, institutions, and individuals.

~~3A83~~3A12 Auxiliary Organizations (Revised June 1, 1995)

~~3A8A~~3A12A Auxiliary organizations are entities whose purpose is to provide services to the Colleges or District. They may be formed by the Board of Trustees pursuant to the Education Code, California

Administrative Code, Title 5, and Board of Trustees-approved implementing regulations and shall require:

~~3A8A1~~3A12A1 That a recommendation is submitted to the Board of Trustees by the Chancellor when the organization serve the District; or by the Chancellor on behalf of a College President when the organization will primarily serve a particular College;

~~3A8A2~~3A12A2 Prior to the recognition of an Auxiliary Organization, a public hearing on the recommendation will be held at a time, place, and in the manner determined by the Board of Trustees;

~~3A8A3~~3A12A3 The approval of the establishment of the Auxiliary Organization by Board of Trustees. Approval by the Board of Trustees shall include a designation of the recognized services, programs, and functions and an identification of the number and category or categories of members of the Board of Directors of the Auxiliary Organization; and

~~3A8A4~~3A12A4 The approval of a written agreement between the District and the auxiliary organization under which one (1) or more of the services, programs, or functions are to be performed.

~~3A8B~~3A12B Each Auxiliary Organization may occupy, operate and use District facilities and property at its respective College site separately or jointly with the District.

~~3A8C~~3A12C The Auxiliary Organizations shall use the facilities and property only for those services and functions which are consistent with the policies, rules, and regulations, which have been or may be adopted by the Board of Trustees of the Kern Community College District.

~~3A8D~~3A12D The right to use any of the District facilities or equipment shall cease upon written notice by the District Chancellor that the facilities are needed for the exclusive use of the District.

~~3A8E~~3A12E ~~An The~~ independent certified public accounting firm will be retained to ~~audit the District will also~~ audit the Auxiliary Organizations. The costs of the additional services may be paid by the Auxiliary Organizations.

~~3A8F~~3A12F The Auxiliary Organizations shall be included in the District's insurance policies for all regular functions. When special events are sponsored by an Auxiliary Organization, separate insurance coverage may be required by the District.



~~3A8G~~3A12G The Auxiliary Organizations shall not enter into any transaction concerning real property without the prior approval of the Board of Trustees.

~~3A8H~~3A12H The Auxiliary Organizations shall not permit anyone else to use the District facilities or any part thereof without written permission of the Board of Trustees.

3A1013 Insurance (~~Revised June 1, 1995~~)

3A13A The Chancellor or designee(s) shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities describing Education Code Section as follows:

- Liability for damages for death, injury to person, or damage or loss of property;
- Personal liability of members of the Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment. The Chancellor designee may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance may also include fire insurance and insurance against other perils

The District may join in a Joint Powers Agreement pursuant to Education Code Section 81603 for the purposes of this policy.

~~3A10A~~ ~~The District shall be a member of the Self-Insured Schools of California (SISC-II). Kern Property and Liability Program (SISK-II). SISK-II SISC-II provides policies of insurance against losses and perils for student accidents, property and fire damage, damage and liability cases.~~

~~3A10B~~ ~~A comprehensive crime policy covering employee dishonesty, depositors forgery and inside and outside crime shall be obtained through SISK-II SISC-II.~~

~~3A11~~3A14 Fiscal Accountability (~~Revised June 1, 1995~~)

~~3A11~~4A The Chancellor, ~~Assistant Chancellor, Business Services,~~ Chief Financial Officer, and Internal Auditor are delegated

the authority to implement the procedures required to properly administer technical duties relative to fiscal responsibility formerly performed by the County Superintendent or designee.

Procedures for implementing this policy are detailed in Procedure ~~3A11A~~ 3A14A of this Manual.

~~3A12~~ 3A15 Claims Against the Kern Community College District

~~(Added November 6, 2003)~~ (Amendment proposed June 2013)

~~3A12A~~ 3A15A Any claims against the District for money or damages, which are not governed by any other statutes or expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

~~3A12B~~ 3A15B Claims must be presented according to this policy as a prerequisite for filing suit against the District. Claims that are subject to the requirements of this policy include, but are not limited to, the following:

~~3A12B1~~ 3A15C Claims by public entities, claims by the state department or agency, or by another public entity.

~~3A12B2~~ 3A15D Claims for: fees, salaries or wages, mileage or other expenses and allowances

~~3A12C~~ 3A15E The designated place(s) for service of claims, lawsuits other types of legal process upon the District ~~is~~ are:

*The Office of the General Counsel*  
*2100 Chester Avenue*  
*Bakersfield, California 93301*  
*(661) 336-5040*

Claim	Learning Services Center	Bakersfield College	Porterville College	Cerro Coso College
Student Records	Front Receptionist	Enrollment Services Campus	Admissions and Records Campus	Admissions and Records Campus
Employees Records	Front Receptionist	Human Resources Campus	Human Resources Campus	Human Resources Campus

District/College	Front Receptionist	Learning Services Center	Learning Services Center	Learning Services Center
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Chancellor's Cabinet 10/15/13  
Admin Council 11/18/13  
Chancellor's Cabinet 11/26/13