

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
DISTRICT GOVERNANCE COUNCIL (DGC)
Tuesday, December 4, 2018, 1:00 p.m.
District Office, 6th Floor Board Room
Beth McBrien, Presiding

I. Standing Items

- A. Call to order – Identification of speakers
- B. Adoption of the agenda
- C. Approval of the minutes (November 6, 2018)
- D. Public comment
(This time is reserved for members of the public to address the DGC)
- E. Reports from constituent groups (two minutes each)
- F. DGC Chair report
- G. Chancellor’s report
- H. Review of Wednesday, December 12, 2018, Governing Board agenda –
Chancellor or designee

II. Carried-Over and New Items

**A. Districtwide Open Educational Resources Grant and Event
Joanna Miller – Discussion Only**

Number	Title	Action Requested
N/A	Districtwide Open Educational Resources Grant and Event	Review

B. Policies and Procedures Review

Jonah Nicholas -1st Read

Number	Title	Action Requested
BP 5039	Debt Issuance and Management	New
Bus. 3.43	Debt Issuance and Management	New
Bus. 6.05	Alcoholic Beverages	Revise
Bus. 11.15	Vouchers	Revise

Jonah Nicolas – 2nd Read

Number	Title	Action Requested
BP 20.01	Parking and Traffic Regulations	Revise

Dio Shipp – 1st Read

Number	Title	Action Requested
HR 1020.03	Employment of Relatives and Household Members	Revise
HR 1030.01	Service Awards	Revise
HR 4000.01	Governing Board Members' Compensation	Revise

**C. District Governance Spring 2019 Survey
Mojdeh Mehdizadeh – 2nd Read**

Number	Title	Action Requested
N/A	District Governance Spring 2019 Survey	Revise

III. Adjournment

IV. Next meeting (Tuesday, January 15, 2019, 1:00 p.m.)

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
District Governance Council (DGC) Minutes
Regular Meeting, November 6, 2018
1:00 p.m.
District Office, 6th Floor Board Room

John Freytag, Substitute Chair

In Attendance

Classified: Nicole Almassey, Deborah Baskin, Marisa Greenberg (Speaker),
 Jessica Martin, Kristy Myers, Marykate Rossi
Faculty: John Freytag (Substitute Chair and Speaker), Donna Wapner
Managers: Obed Vazquez (Speaker)
Student: Edward Rountree (Speaker)

Guests

Kathleen Halaszynski, Gene Huff, Mojdeh Mehdizadeh, Greg Stoup, Fred Wood

Absent

Classified: Erin Brooks
Faculty: Joshua Bearden, Beth McBrien (Chair), Beth Goehring
Managers: Todd Farr, Catherine Frost
Student: Lena Halloum

Note Taker

Melody Phillips

DGC Minutes Regular Meeting on Tuesday, November 6, 2018	
I. Standing Items	
Agenda Item	Discussion and Outcome
A. Call to Order	<ul style="list-style-type: none"> • Called to order at 1:04 p.m. • Identification of speakers: <ul style="list-style-type: none"> ○ Classified Speaker – Marisa Greenberg ○ Faculty Speaker – John Freytag ○ Management Speaker – Obed Vazquez ○ Student Speaker – Edward Rountree
B. Adoption of the Agenda	<ul style="list-style-type: none"> • Student motion to adopt the agenda, with a second by Classified, passed unanimously: <ul style="list-style-type: none"> ○ Marisa Greenberg, Classified Speaker: yea ○ John Freytag, Faculty Speaker: yea ○ Obed Vazquez, Management Speaker: yea ○ Edward Rountree, Student Speaker: yea
C. Approval of Minutes - October 2, 2018	<ul style="list-style-type: none"> • Classified motion to approve the October 2, 2018, minutes with a second by Management, passed unanimously: <ul style="list-style-type: none"> ○ Marisa Greenberg, Classified Speaker: yea ○ John Freytag, Faculty Speaker: yea ○ Obed Vazquez, Management Speaker: yea ○ Edward Rountree, Student Speaker: yea

<p>D. Public Comments</p>	<ul style="list-style-type: none"> • None
<p>Reports</p>	
<p>Agenda Item</p>	<p>Discussion and Outcome</p>
<p>E. Reports from Constituency Groups (2 minutes each)</p>	<ul style="list-style-type: none"> • Classified: <ul style="list-style-type: none"> ○ CCC elected Brandy Gibson for Senate Vice President. The Senate and CCCSIG will host a Wellness in the Workplace event on Friday, November 9, 2018 ○ LMC hosted 26 classified members from across the District for the Classified Senate Leadership Retreat. The Brown Act, budget and working on resolutions were some of the topics offered. The Senate hosted a fundraiser which raised \$778 for student scholarships. The Senate is also working to develop Nexus for classified and expanding professional development opportunities. ○ DVC is solidifying their accreditation writing groups. DVC also had a visiting team from Guided Pathways which included a lot of classified participation. • Faculty: <ul style="list-style-type: none"> ○ John Freytag and Beth Goering attended the ASCCC plenary session held last week. Several Vice Chancellors from the State Chancellor’s Office were there and spoke on the topic of the new funding formula. Beth Goering asked for suggestions on how to mitigate the reduction of approximately 9.4 million in funds due to the new funding formula. The response was for colleges to change the way they currently do business and actively recruit students who traditionally have not been seeking certificates or degrees. • Managers: <ul style="list-style-type: none"> ○ No report • Students: <ul style="list-style-type: none"> ○ ASDVC has a full Executive Board and can now allocate funds. The lack of a health center on campus has been brought up by a member of ASDVC.
<p>F. DGC Chair Report</p>	<ul style="list-style-type: none"> • No report
<p>G. Chancellor’s Report</p>	<ul style="list-style-type: none"> • Chancellor Wood responded to the comment relayed from the ASCCC plenary session. He rejects recruiting low-income students to use their Pell grants to help the District financially. • Chancellor Wood, Gene Huff, Mojdeh Mehdizadeh, and Governing Board members updated community members by holding State of the District meetings at all five campuses. The presentation included

	<p>various educational initiatives including the Promise Program. Gene Huff shared how the District invests in students by helping them obtain degrees and certificates, which in turn allows them to gain employment, pay taxes, and so forth, thus contributing to the County economically. He also shared the important role the District plays by employing 3,600 employees in the County. Mayor Taylor of Brentwood was grateful for the information. He shared that he values the economic impact, but he wanted to let the District know how critically important the Brentwood Center is to the City. He said to have a college in our community, and our area of the County far surpasses the economic impact you can measure, it makes a difference to the people who live here.</p> <ul style="list-style-type: none"> • Strategic Planning will hold their second meeting on Wednesday, November 7, 2018, in Pleasant Hill. • Discussions about academic freedom and free speech have begun within the District. The end goal is to be welcoming Districtwide even when the topic may be controversial. • Chancellor Wood is serving on the CEO Funding Committee, Workforce Development Board, and the Concord Naval Weapons Reuse, Blue Ribbon Committee. The Blue Ribbon Committee is working on ideas for the 120 acres that have been set aside to support academic success. The initial idea presented to the group is to build a four-year institution. However, there is concern that may not be sustainable. A conversation about a hybrid model that would connect K-12, CC, and four-year institutions is also under discussion. Chancellor Wood will continue to update DGC on the progress of these committees. • Governing Board elections are wrapping up, and preparations for an extensive orientation and tour of the District are underway.
<p>H. Review of Wednesday, November 14, 2018, Governing Board Agenda</p>	<ul style="list-style-type: none"> • Executive Vice Chancellor, Administrative Services Gene Huff reviewed the November 14, 2018, Governing Board agenda. The public session will begin at 4 p.m. with a study session on the Student Success Scorecard. There will also be a public hearing regarding an easement with PG&E.
<p>II. New Business</p>	
<p>A. District Governance Spring 2019 Survey and target timeframe – Mojdeh Mehdizadeh</p>	<ul style="list-style-type: none"> • Executive Vice Chancellor, Education, and Technology Mojdeh Mehdizadeh reviewed the survey instrument. Ms. Mehdizadeh asked for feedback on the questions and the timing for distribution. The planning deans have already reviewed the instrument. A discussion is underway about having a college level related survey; this is a District level survey. Ms. Mehdizadeh already received feedback to split SRC from DVC. Those in attendance provided the following feedback: <ul style="list-style-type: none"> ○ also split Brentwood from LMC; ○ clearly note that the survey is not a college-level survey

			<ul style="list-style-type: none"> ○ examples of district-level governance, so there is no confusion ○ move the “working well” question to the top ○ send the survey out after the spring 2019 semester is underway, thus allowing those on furlough to participate ● The survey will return to DGC next month for a second read with suggested changes.
B. Business Policy Review – Gene Huff – 1st Read			
Huff	Bus. 7.06	Enrollment Fee and Non-resident Tuition Refunds	<ul style="list-style-type: none"> ● Gene Huff gave a brief overview of the revisions which include changing the amount from \$1,000 to \$5,000 for a manual refund check. ● Classified motion to approve Bus. 7.06, with a second by Student, passed unanimously: <ul style="list-style-type: none"> ○ Marisa Greenberg, Classified Speaker: yea ○ John Freytag, Faculty Speaker: yea ○ Obed Vazquez, Management Speaker: yea ○ Edward Rountree, Student Speaker: yea <p>Bus. 7.06 passed on the 1st read.</p>
	Bus. 20.01	Parking and Traffic Regulations	<ul style="list-style-type: none"> ● Gene Huff gave an overview of the revision which will require parking permits 24-hours a day, 7 days a week throughout the District. ● Classified motion to bring back Bus. 20.01 for a second read, with a second by Student, passed unanimously: <ul style="list-style-type: none"> ○ Marisa Greenberg, Classified Speaker: yea ○ John Freytag, Faculty Speaker: yea ○ Obed Vazquez, Management Speaker: yea ○ Edward Rountree, Student Speaker: yea <p>Bus. 20.01 will return for a second read.</p>
III. Adjournment		Meeting adjourned at 2:05 p.m.	
IV. Next Meeting		Tuesday, December 4, 2018	

Jonah Nicholas – 1st Read

Number	Title	Action Requested
BP 5039	Debt Issuance and Management	New
Bus. 3.43	Debt Issuance and Management	New
Bus. 6.05	Alcoholic Beverages	Revise
Bus. 11.15	Vouchers	Revise

Jonah Nicholas – 2nd Read

Number	Title	Action Requested
Bus. 20.01	Parking and Traffic Regulations	Revise

DEBT ISSUANCE AND MANAGEMENT

The District Chancellor or designee shall establish procedures to ensure the District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

Government Code 8855

DEBT ISSUANCE AND MANAGEMENT

The following procedure provides written guidelines for the issuance and management of debt by the Contra Costa Community College District (District) in compliance with Government Code Section 8855.

All issuances of debt must be approved by the District Governing Board and have a relationship to and integration with the District's capital improvement plan or budget. In addition, debt issuance shall be consistent with the District's goals and objectives. The Chancellor, Chief Administrative Services Officer, and Chief Financial Officer are charged with oversight over all of the District's debt issuance and management activities.

1. Types of Debt Authorized

a. The Governing Board authorizes the District to issue the following debt instruments:

- (1) General Obligation Bonds;
- (2) Tax and Revenue Anticipation Notes;
- (3) Certificates of Participation; and
- (4) Other financing as allowed by law.

2. Purpose of Debt

- a. General Obligation Bonds shall be used for the purpose of financing the creation of capital infrastructure, including the planning, design and land acquisition and expenses necessary and proper in carrying out the capital infrastructure program of the District.
- b. Tax and Revenue Anticipation Notes shall be used to cover short term gaps in District funding created by temporary shortfalls in revenue or deferrals of revenue from the State. Tax and Revenue Anticipation Notes may also be issued to capitalize upon market conditions.
- c. Certificates of Participation shall be used for the same purpose as General Obligation Bonds but may also be issued to finance large, expensive pieces of equipment where accessing the capital markets is necessary.
- d. Other financing as allowed by law shall be used upon determination of its benefit to the District.

3. Internal Controls

- a. The District shall ensure that internal controls exist that ensure the proceeds of any proposed debt issuance shall be directed to the use intended for that debt.
- b. The District shall hire outside professionals, including, but not limited to, legal counsel, as necessary to assist in the issuance of debt, ensuring compliance with all disclosure and other legal obligations, and to ensure the proceeds from debt are properly expended and invested.

- c. The District's General Obligation Bond program is overseen by a Citizens' Bond Oversight Committee (Committee). The Committee composition shall meet the requirements of law and the Committees' bylaws. The Committee shall review the expenditure reports of the District and ensure that the bond proceeds are expended in accordance with the requirements of the ballot measure that authorized the bond and in accordance with law. The Committee shall issue an annual report regarding the results of its oversight, including whether the District is in compliance with the law and a summary of the Committee's proceedings and activities for the preceding year.
- d. The District's General Obligation Bond Program shall be reviewed annually as part of the District's annual audit with two separate audit reports.
- e. The District shall ensure that it complies with all other federal and state laws regarding the issuance of debt and the investment of debt obligations.

Government Code 8855
California Education Code 15278, 81961

ALCOHOLIC BEVERAGES

The possession, sale or the furnishing of alcohol on all campuses is governed by California state law and this procedure. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control and the enforcement of alcohol laws on-campus is the primary responsibility of District Police Services. The campuses have been designated "drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by District Police Services. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private area of the campuses without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- the alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the college President;
- a student at least 18 years of age tastes, but does not swallow or consume, beer or wine for educational purposes as part of the instruction in an enology or brewing degree program, and the beer or wine remains in the control of the instructor;
- the alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation;
- the alcoholic beverage is wine or beer produced by a bonded winery or brewery owned or operated as part of an instructional program in viticulture and enology or brewing;
- the alcoholic beverage is wine that is for use during an event sponsored by the District or an organization operated for the benefit of the District in connection with the District's instructional program in viticulture or the District's instructional program in enology or brewing;
- the alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events¹ held at the facilities of a public community college during the special event;
- the alcoholic beverage is acquired, possessed, or used during an event sponsored by the District or an organization operated for the benefit of the District at a District facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility; or

¹ "Special event" means events that are held with the permission of the District Governing Board of the District or designee that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the District and for which the principal attendees are members of the general public or invited guests and not students of the District.

- the alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.

Business and Professions Code Sections 24045.4, 24045.6, and 25608
34 Code of Federal Regulations Section 668.46(b)

VOUCHERS

College and District managers are authorized to proceed to call on outside services or to purchase or rent necessary materials for the following purposes, not to exceed the stated maximum total for materials and/or services for any one job, purchase or transaction:

Voucher Limits

Maximum Amount	Transaction Type	Area
\$5,000	Repair/Maintenance	Districtwide Facilities
\$2,500	Repair	Vehicles, computers, office, or other equipment
\$1,000	Purchase/Rentals/Pre payments	Book purchases
		Drama rentals and royalties
		Equipment rentals
		Film rentals
		Memberships
		Newspaper advertisements
		Security services
		Subscriptions
		Supplies or other miscellaneous expenses (includes minor equipment costing \$1000.00 or less)
		Transportation

Maximum Amount	Transaction Type
\$5,000.00	Repairs/Maintenance for Districtwide Facilities
\$3,000.00	Goods and Services

Payment of Invoices

The original invoice shall be verified for accuracy and signed and dated by the department manager. Invoices should be forwarded to the location Business Office for entry into the Enterprise Resource Planning system.

Vouchers should be batched and a VREG produced. Location Business Officers will review and approve the VREG along with the invoices. The VREG and all invoices are to be forwarded to District Accounting for audit and payment.

Prepayments

Prepayments, within the limits prescribed above, may be made when required by the vendor and can be processed in the same fashion as invoices. Submit appropriate supporting documentation such as a book order form or subscription order form instead of an invoice. Indicate on the form that the form must accompany the check.

Procurement/Credit Card Purchases

Purchases may be made via authorized procurement or credit cards within the prescribed limits above and individual cardholder limits. All purchases are to be in accordance with the District ~~Purchasing~~ Procurement Card Cardholder Agreement.

Orders may not be split to avoid the ~~\$1,000.00~~ \$3,000.00 limit for vouchers. Splitting of orders shall be considered an unauthorized purchase in accordance with Business Procedure 11.00.

Fixed Assets may not be purchased with procurement cards.

Failure to follow the above procedures is cause for disciplinary action which may include termination.

PARKING AND TRAFFIC REGULATIONS

The District provides facilities for vehicles for the sole purpose of conducting college business. The District assumes no liability for damage or loss to private vehicles, their occupants or contents while on college property. Parking and use of vehicles on campus in violation of regulations is prohibited. Drivers who require vehicles on campus in order to conduct business related to the college may obtain temporary permits from Campus Police. *(Any vehicle in violation of these regulations may be issued a parking citation.)*

a. General

Driver Responsibility

A motor vehicle possessed or maintained by a faculty or staff member may not be parked in reserved Faculty or Staff lots until the appropriate decal has been properly affixed. Faculty and staff must park in Faculty/Staff designated areas unless permission to park in other areas is obtained from College President. *(Students may **not** use parking lots reserved for Faculty/Staff.)*

Temporary Regulations/Instructions

Occasionally special short-term conditions arise that may require suspending a portion of these regulations, or may require additional temporary regulations and/or instructions. The Chief of District Police Services or Campus Lieutenant of Police Services is authorized to institute temporary changes as circumstances require. Citations will be issued to persons violating any temporary signs, barricades or markings.

b. Eligibility

Students

All students who have paid the required fee are eligible for first-come, first-served parking in general parking lots.

Staff

All full-time and part-time staff are eligible for parking in specific assigned areas. The term "staff" does not include tutors or student assistants, but applies only to contract employees of the Contra Costa Community College District. *(Current Staff decals will be honored on all District campuses and properties.)* This eligibility does not extend to family members and friends of faculty and staff.

Temporary Parking for Staff

In order for staff to park a vehicle on campus which does not have a parking decal, a temporary parking permit must be obtained at the Campus Police Services Office and placed on the dashboard of the car. In lieu of this procedure, staff must pay for a one-day permit, obtainable as they enter the campus.

One-Day Parking

If Management is inviting special guests on college business, visitor permits should be obtained, in advance, from Campus Police Services Office and mailed or otherwise provided to the guests. Except as provided above, visitors must pay a fee per day established by the Governing Board and published in the college catalogues to park on campus. Visitors must park in approved areas and comply with all parking regulations.

1. PROCEDURES**a. Fees****Who Must Pay**

All persons parking on campus must pay fees as prescribed by the Governing Board unless specifically exempt by Board order. The Board, as part of an agreement with employee organizations, has exempted faculty, staff and managers from parking fees. This agreement extends only to the individual employee and not to family members or friends. Abuse of this agreement could result in the loss of faculty/staff parking privileges.

Fee Schedule

The parking fee schedules are established by the Governing Board and published in the college catalogues.

Student Parking Permits (Decals)

Student parking permits (decals) are mailed when the fee is paid at the designated campus office or purchased online. Any decal obtained through misrepresentation or in violation of this regulation is void. Staff decals are issued at the office of Campus Police Services.

Placement of Parking Permit (Decals)

Decals will be placed on the lower front windshield, passenger's side or on the lower rear window, driver's side. Portable permits must be hung on rear view mirror, decal facing front of vehicle.

Portable Student Parking Permit

A portable carrier is available for a fee at designated campus office. This carrier with proper parking permit (decal) properly affixed may be transferred from vehicle to vehicle as needed. This carrier must be hung in designated place in accordance with District Parking Regulations.

Summer Session Parking

During the summer intercession the semester permit for the preceding spring or succeeding fall is not valid. A summer permit must be purchased.

b. Parking**Where to Park**

General parking areas are open to all students and visitors on a first-come, first-served basis. All motorcycles, mopeds and other motor-driven cycles must park in specially designated areas within the general parking lots.

Improper Parking

The assignment of a parking decal to a vehicle is not a guarantee of a parking space. It is the responsibility of the vehicle operator to find an approved space for his/her vehicle. All drivers are cautioned that the college, having marked approved spaces, is under no obligation to mark all areas where parking is prohibited.

2. ENFORCEMENT AND CONTROL

a. General

In accordance with the California Education Code, the Governing Board of the Contra Costa Community College District is authorized to promulgate rules and regulations for the safety and welfare of students, employees and property.

Summary of Parking Regulations

- (1) Illegal Parking
 - (a) Parking where prohibited by signs or markings.
 - (b) Parking in an area *not designated as a proper parking area* (sidewalks, grass, construction areas, traffic island, etc.).
 - (c) Blocking crosswalk, sidewalk, or wheelchair ramp.
 - (d) Failure to park within the lines of a designated space.
 - (e) Parking with parking decal improperly displayed or altered.
 - (f) Parking in a reserved zone.
 - (g) Blocking a driving lane.
 - (h) Parking in a lot without a current decal for that lot.
 - (i) Parking by a fire plug.
 - (j) Parking illegally in a wheelchair space.
 - (k) Parking illegally in an assigned space.
 - (l) Failure to park in areas designated for motorcycles, bicycles, mopeds or other motor-driven cycles.

- (2) Moving Violations
 - (a) Exceeding the posted speed limits on open campus roadways, or in excess of 10 mph within designated parking facilities.
 - (b) Failure to stop at arterial stop signs or observe "Yield" signs.
 - (c) Operating motor vehicle in a prohibited direction on a one-way street.
 - (d) Failure to yield right-of-way to pedestrians.
 - (e) Driving on sidewalks (except for authorized service vehicles or vehicles with specific authorization by Campus Police.).
 - (f) Unlawful driving as defined by the California Vehicle Code.
 - (g) Operating a motorcycle, motor-driven cycle, or motorized bicycle on a sidewalk without a permit, or in any area other than a regular roadway.

- (3) Additional Violations
 - (a) Altering, damaging, or moving college traffic signs, markings, or signal devices.
 - (b) Failure to obey proper traffic requests or directions of Campus Police Officers.
 - (c) Improper classification of one's vehicle as regulated in Section 2, Part B.
 - (d) Failure to observe temporary parking, or route and detour signs as approved by the Campus Police Chief.

b. Enforcement

Citations

All vehicles, operated or parked in violation of these regulations, shall be cited with a Municipal Court citation. Violators shall receive citations answerable in Municipal Court, under authority of Section 21113-a, California Vehicle Code. If mitigating circumstances exist regarding the citation, the recipient should contact the Campus Police Lieutenant

immediately and explain the circumstances. All citations are forwarded to the court within twenty-four (24) hours following date of issuance. All citations fall within the jurisdiction of the court after they are forwarded and are subject to appeal only through the court. A court appearance may be requested by contacting the Municipal Court indicated on the citation. The base citation rate is established by the Governing Board.

Impound of Vehicles, Towaway Zones, Overnight Parking

- (1) The District reserves the right to have impounded any vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic, or in violation of campus parking regulations. *The vehicle owner shall bear all costs involved in such vehicle removal and storage.* To determine if a vehicle has been towed, call Campus Police at the respective campus.
- (2) Parking a vehicle on campus overnight, or at any time for the purpose of storage or repairing such vehicle (except for emergency repairs) is prohibited, unless a permit is obtained, in advance, from Campus Police.
- (3) Parking of motor homes, trailers, boats, or any vehicle on campus for purpose of habitation or storage is prohibited. Vehicles in violation of these regulations will be towed and stored at the owner/operator's expense.

c. Parking Fee Refund

Refunds are made only to the person paying the fee and if the following conditions are met:

- (1) Applicants must show a valid Cashier's receipt for the parking fee.
- (2) All classes for which student was registered are canceled or dropped within the first 10 days of the semester, or the student was sold a permit which is not needed, such as for a Saturday class.
- (3) Remnants of parking sticker is returned.

d. Time Restrictions

A valid parking permit will be required 24 hours a day, **Monday through Thursday and from 12:00 midnight through 5:00 p.m. on Friday 7 days a week including holidays.** All other parking and traffic regulations will be enforced 24 hours a day, 7 days a week **including holidays.**

3. ROLLER/INLINE SKATES AND SKATEBOARDS

a. General

It shall be unlawful for any person upon roller skates, inline skates, skateboard, coaster, hoverboard, toy vehicle or similar device to go upon any roadway, or upon any sidewalk or paved surface or upon any facilities owned or operated by the Contra Costa Community College District.

- (1) UNLESS: The activity is a regularly conducted class supervised by a credentialed instructor.

b. Enforcement

Any person found to be coasting or riding roller skates, inline skates, skateboards, coasters, toy vehicle or similar device will be in violation of California Vehicle Code Section 21113(f) and shall/may be subject to a citation.

4. BICYCLES

a. Parking, Storage and Placement of Bicycles

- (1) Bicycles shall be parked or stored in bicycle racks located on each campus.
- (2) No person shall park, store, or leave a bicycle in such a manner as to cause said bicycle to block or otherwise impede any entrance or exit from any building on the District property.
 - (a) Bicycles shall not be parked, stored, or left within six (6) feet of any entrance or exit of a building unless a bike rack or parking device or marked bicycle spaces are provided within that distance.
 - (b) Bicycles shall not be parked, stored, or left on any building access or egress ramp.
- (3) No person shall store, park, or leave any bicycle inside the doors of any building. *Bicycles inside of buildings constitute a safety hazard and shall be removed and impounded by the District Police Department.*
- (4) Bicycles shall not be parked, stored, or left standing so as to block or impede the normal flow of traffic on any highway, roadway, street, alley, sidewalk, parking area, or pathway. They will not impede the normal movement of handicapped persons or pedestrians upon curb outs. They will not be adjacent to curbing or cement that is painted red.
- (5) Bicycles shall not be parked, stored, or left on any lawn or landscaped area except in those areas designated as a bicycle parking area by the presence of racks or other parking devices or signs indicating the area as a bicycle parking area.
- (6) Bicycles will not be locked or attached to any handrail, tree, shrubbery, door, sign post, telephone pole, lamp post, or other object not maintained or designed for the purpose of securing bicycles.

b. Riding of Bicycles

- (1) Bicycles shall not be ridden on any athletic field, tennis court, lawn or landscaped area.
- (2) Bicycles shall not be ridden on any pathway or walkway in violation of posted signs or markings.

c. Enforcement

Citations

Any person found to be riding a bicycle and is in violation of any California Vehicle Code section governing the operation of bicycles shall/may be subject to a citation.

Removal of Securing Mechanism and Impound of Bicycles

- (1) Whenever any bicycle is found in violation of this article, any District Police Officer or District Police employee authorized by the Chief of Police or his representative, may remove the securing mechanism using whatever reasonable measures are necessary to impound the bicycle. *Employees so authorized to remove a bicycle in this manner shall not be liable to the owner of the securing device or the owner of the bicycle for the cost of the repair or replacement of securing device.*

- (2) Any District Police Officer or District representative authorized by the Chief of Police or his representative, may remove, relocate, or impound any bicycle which:
 - (a) Blocks or otherwise impedes the normal entrance to or exit from any building or District property.
 - (b) Blocks or otherwise impedes traffic on any street, highway, roadway, path or sidewalk.
 - (c) Is parked in violation of any of the sections of this article, or appears to be abandoned.

EMPLOYMENT OF RELATIVES AND HOUSEHOLD MEMBERS

1. A member of a present employee's immediate family or household of the employee may be hired by the District only if the individuals concerned will not have a financial dependence or influence, an auditing or control relationship or a direct supervisor/subordinate relationship. Immediate family shall be defined as persons related by blood, marriage or legal procedure. Relatives may include parents, children, **step-children**, spouses, siblings, first cousins, and in-laws of any of the aforementioned, uncles, aunts, nieces, nephews, grandparents and grandchildren. Household members shall be defined as other adults residing within the employee's home who are not defined as relatives.
2. If a relationship described in paragraph one above exists or develops between two employees, the employee in the senior position must bring this to the attention of his/her manager.
3. If employees who marry do have a financial dependence or influence, an auditing or control relationship or a direct supervisor/subordinate relationship, the District will attempt to reassign one of the employees to another assignment for which he or she is qualified, if such a position is available. If no such position is available, then one of the employees will be required to leave the District. The decision as to which employee will leave is left solely to the employees.
4. Transfers, promotional opportunities, classification transfers and demotions shall be approved only when the new position will not involve a financial dependence or influence, an auditing or control relationship or a direct supervisor/subordinate relationship by a member of the employee's immediate family.
5. This procedure applies to all employment categories (permanent, temporary, hourly and student).

SERVICE AWARDS

All regular full-time and part-time monthly employees are eligible to receive a service award upon completion of five years of continuous service and at the end of every five years of continuous service after that.

1. Service awards to employees who have reached their fifth, tenth, ~~or fifteenth,~~ **twentieth, twenty-fifth, thirtieth, etc.**, anniversary during the year are presented ~~each spring~~ at appropriate ceremonies as determined by the College President or Chancellor, in the case of District administration staff members. ~~Employees celebrating completion of their twentieth, twenty-fifth, thirtieth, etc., years of service as of the first of the month are presented service awards by the members of the Governing Board at an annual reception.~~
2. Service awards will consist of a certificate of recognition and gift whose value will be determined by the number of years of service.
3. Time spent on leave of absence for sickness, extended illness, military duty, and industrial accident or illness; any leave of absence with pay (i.e., exchange leave); or sabbatical leave is considered a period of active employment for purposes of determining eligibility for service awards.

Except as indicated above, time spent on leave without pay is not counted as active District employment time. However, such time does bridge two periods of active employment for purposes of determining continuous District employment.
4. The District Human Resources Office is responsible for identifying those employees to be honored for service of twenty years or more. District Human Resources is also responsible for notifying those employees, having employees place their order for a gift of their choice **and** ordering the **certificate and gifts, and making all arrangements for the reception, including coordinating the publicizing of all awards.**

GOVERNING BOARD MEMBERS' COMPENSATION

Governing Board members are compensated at a rate in accordance with law. Payments will be processed on the payroll system.

Health and Welfare benefits shall be extended to those Governing Board members who are elected to a term of more than one year. Health and Welfare benefits shall also be extended to a Board member appointed to serve out the term of a Board member where the underlying term is more than one year. Board members are covered by the District's fringe benefit package, as if they were full-time active employees, **except that they are not eligible for cash-in-lieu of health benefits.** Current benefits include medical, dental, vision care, employee assistance program, and life insurance coverage. Regulations regarding coverage of dependents or a domestic partner would also apply to Board members. ~~In addition, Board members, like active employees, may opt for a monthly cash stipend in lieu of medical benefits if they have other health coverage.~~

Former members of the Board may continue to participate upon leaving the Board if the following criteria are met:

1. the member must have begun service on the Board after January 1, 1981
2. the member must have been first elected to the Board before January 1, 1995
3. the member must have served at least 12 years

All other former elected Governing Board members may continue to participate in the District's plans on a self-pay basis

Government Code Section 53201
Education Code 72024

District-Level Governance and Decision Making Assessment

This survey is being conducted as part of a formal assessment of the effectiveness of district-level participatory governance and decision making. Your responses to the questions--and your comments--will be used to improve the structure and processes of current district-level governance and decision making.

Please indicate your level of agreement on the following statements:

	Strongly Disagree	Disagree	Agree	Strongly Agree	No Opinion	Don't Know
Participation in District governance is meaningful and important to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>					
I feel I am adequately represented by district-level decision making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>					
I am well-informed about district-level decisions that affect me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>					
District-level decision making is effective in relation to budget development and resource allocation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>					
District-level decision making is effective in relation to enrollment management and FTES target setting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>					
District-level decision making is effective in relation to districtwide strategic planning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment:	<input type="text"/>					
District-level decision making is effective in relation to bond program, planning and oversight.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

District-Level Governance and Decision Making Assessment

Strongly Disagree Disagree Agree Strongly Agree No Opinion Don't Know

Comment:

Decisions made through participatory governance at the district level are based on research and data.

Comment:

Decisions made through participatory governance at the district level are communicated effectively to all affected stakeholders.

Comment:

Decisions made through participatory governance at the district level are acted on and carried out effectively.

Comment:

I am aware of the District's mission.

Comment:

The CCCCDD Governing Board supports participatory governance districtwide.

Comment:

Overall, I feel that districtwide decision making is effective in supporting the District's mission.

Comment:

District-Level Governance and Decision Making Assessment

My group's views are appropriately and adequately included in district-level decision making.

	Strongly Disagree	Disagree	Agree	Strongly Agree	No Opinion	Don't Know
District Academic Senate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
District Classified Senate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Associated Students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Managers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What areas of district-level participatory governance at CCCC are working well?

How can we improve district-level participatory governance and decision making?

Please indicate your primary location:

- Contra Costa College
- Diablo Valley College, Pleasant Hill Campus
- Diablo Valley College, San Ramon Campus
- Los Medanos College, Pittsburg Campus
- Los Medanos College, Brentwood Center
- District Office

Please indicate your primary constituency affiliation:

- Faculty
- Classified
- Management/Supervisor/Confidential
- Student

District-Level Governance and Decision Making Assessment

Is your position full time or part time?

- Full time
- Part time

Please indicate how many groups or committees you serve on that play a role in districtwide governance and decision making.

- 1-2
- 3-4
- 5 or more
- None