

CONTRA COSTA COMMUNITY COLLEGES DISTRICT
DISTRICT GOVERNANCE COUNCIL
Tuesday, May 19, 2015
1:00 p.m., District Office, Board Room

Erich Holtmann, Presiding

I. Standing Items

- A. Call to Order
Identification of speakers
- B. Adoption of the Agenda
- C. Approval of Minutes (April 14, 2015)
- D. Public Comment
(This time is reserved for members of the public to address the Council.)
- E. Reports from Constituent Groups (2 minutes each) (1:00 p.m.)
 - i. DGC membership and chair for July 2015 through June 2016
 - ii. Obstacles in the student registration process
- F. DGC Chair report
Introduction of new members
- G. Chancellor's Report
- H. Review of Wednesday, May 27, 2015 Governing Board Agenda by Chancellor or Designee

II. Carried-Over and New Items

- A. DGC Calendar for July 2015 to June 2016
Erich Holtmann — 2nd Read

B. Business Procedures Review
Jonah Nicholas – 1st Read

Number	Title	Action Requested
Appendix A	Account Code Dictionary	Delete
Bus. 11.03	Types of Purchases	Revise
Bus. 11.24	Equipment Purchase Orders	New, move from Bus. 22.22
Bus. 17.01	Account Code Structure	Revise
Bus. 17.04	Instructions for Use of Expenditure Activity Codes	Revise
Bus. 17.05	Instructions for Use of Expenditure Object Codes	Revise
Bus. 22.07	Year-end Adjustment to Equipment Fixed Capital Assets and Depreciation Accounts	Revise
Bus. 22.22	Equipment Purchase Orders	Delete, move to Bus. 11.24

C. New Business Policy and Procedure
Ray Pyle – 1st Read

Number	Title	Action Requested
BP 5037	Security Camera Operating Policy	New
Bus. 10.57	Security Camera Operating Procedure	New

D. DGC Bylaws and AP1900.03
Erich Holtmann – 1st Read

III. Adjournment

IV. Next Meeting (Tuesday, June 16, 1:00 p.m.)

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT
District Governance Council
Regular Meeting on April 14, 2015
1:00 p.m.
District Office, Board Room**

Erich Holtmann, Presiding

In Attendance

Classified: Scott Heiden, Linda Kohler, Georgette Stewart, Greg Evilsizer (Speaker)
Faculty: Silvester Henderson (Substitute Speaker)(Co-Chair), Erich Holtmann (Co-Chair), Laurie Lema (Speaker) (arrived at 2:00pm)
Managers: Donna Floyd, Bill Foster (Speaker), Russ Holt, Eva Jennings, John Wade, David Wahl
Students: Selina Mendoza (arrived at 2:55pm)(no speaker)

Guests

District Office: Gene Huff, Sally Montemayor Lenz, Jonah Nicholas, Ray Pyle

Absent

Classified: Erika Greene, Mike West
Faculty: Glenn Appell, Sun Kim Hui, Tedmund Munoz
Managers: Stephanie Alves
Students: Crystal Bedford (Speaker), Antone Agnitsch, Sherrie Anderson, Franco Hui, Brianna Klipp

Note Taker

Erin Davis

<p>DGC Minutes Regular Meeting on Tuesday, April 14, 2015</p>
--

Agenda Item	Discussion and Outcome
I. Standing Items	
• Call to Order	Called to order at 1:00pm
• Adoption of the Agenda	<ul style="list-style-type: none"> • Two items were pulled from the agenda: <ul style="list-style-type: none"> ○ HR2030.13 ○ HR3080.05 • Motion to approve agenda as amended was passed unanimously: <ul style="list-style-type: none"> ○ Greg Evilsizer, Classified Speaker: yea ○ Silvester Henderson, Substitute Faculty Speaker: yea ○ Bill Foster, Management Speaker: yea ○ No student speaker present
• Approval of Minutes— March 17, 2015	<ul style="list-style-type: none"> • The following changes were proposed: <ul style="list-style-type: none"> ○ Classified would to make a correction to the minutes to show that HR3040.03 passed with recommended changes. • Motion to approve March 17, 2015 minutes with amendments passed unanimously: <ul style="list-style-type: none"> ○ Greg Evilsizer, Classified Speaker: yea ○ Silvester Henderson, Substitute Faculty Speaker: yea ○ Bill Foster, Management Speaker: yea ○ No student speaker present
• Public	No public comments

Comments	
-----------------	--

Reports	
Agenda Item	Discussion and Outcome
<ul style="list-style-type: none"> • Reports from Constituency Groups (2 minutes each) 	<ul style="list-style-type: none"> • Classified: <ul style="list-style-type: none"> ○ Classified highlighted the Chancellor Chat scheduled to take place at CCCSIG on May 15th. The theme for Job Links, which will take place at DVC on June 4th, is innovation. The Classified Leadership Institute will take place in Lake Tahoe, June 4-6th. • Faculty: <ul style="list-style-type: none"> ○ The Academic Senate Plenary session recently occurred in San Francisco and was well attended. Senate President David Morse and Dr. Tyrone Howard were guest speakers and shared comparisons of student vs. faculty demographics. Results showed that the student population is far more diverse than faculty. The recommendation was made to encourage greater diversity among faculty. • Managers: <ul style="list-style-type: none"> ○ No report • Students: <ul style="list-style-type: none"> ○ None present
<ul style="list-style-type: none"> • DGC Chair's Report 	<ul style="list-style-type: none"> • Introduction of new members <ul style="list-style-type: none"> ○ No new members. • Identification of speakers: <ul style="list-style-type: none"> ○ Greg Evilsizer, Classified Speaker: yea ○ Silvester Henderson, Substitute Faculty Speaker: yea ○ Bill Foster, Management Speaker: yea ○ No student speaker present • DGC Chair's Report: <ul style="list-style-type: none"> ○ DGC Bylaws will be reviewed in May. ○ DGC members' new terms begin July 1st. The DGC Chair will also be selected in May. Students are next in the rotation. If they are not present, Classified are next in line to hold the DGC Chair position. ○ A Districtwide DGC Evaluation survey was sent out two years ago. The next evaluation will take place next year.
<ul style="list-style-type: none"> • Chancellor's Report 	<ul style="list-style-type: none"> • Chancellor's Report: <ul style="list-style-type: none"> ○ Gene acted as substitute for Chancellor Benjamin and shared that budget forums have been scheduled and announced. • Review of Wednesday, April 22, 2014, Governing Board Agenda: <ul style="list-style-type: none"> ○ The following items were highlighted: the Board meeting will be budget-focused; 2015-16 fall meeting dates are up for discussion; 74B is the renewal of Los Medanos College President, Bob Kratochvil's contract for another year and Contra Costa College President, Denise Noldon for an additional seven months; 74C refers to the close of 2014-15 United Faculty negotiations; 76B is the completion of the DVC commons project; and General Agenda Item D. is an update on workforce development. ○ The budget study session report was briefly reviewed: Board goals, District strategic goals, and updates on the current and future fiscal years were highlighted.
Additional Reports	
II. Carried-Over and New Items	

Agenda Item	Discussion and Outcome		
A. Human Resources Procedures – 2014 - 2015 Review, Series 2000 and 3000, 3rd Reading	Discussion and Outcome: Executive Vice Chancellor Gene Huff reviewed the following Human Resources Procedures. Comments by DGC members are recorded below.		
Presenter	Item	Topic	Discussion and Outcome
Huff	HR2030.09	Divisional College Division/Department Organization	<ul style="list-style-type: none"> DGC reviewed and discussed FSCC's recommendations. Under Item I., b., faculty recommended substituting "discussion" for "consultation" due to the legal ramifications associated with consultation. The new language will read: <i>Affected departments, divisions and United Faculty shall be notified by management for consultation, and Faculty/Academic Senates shall be notified for discussion...</i> Motion to approve the FSCC proposed revisions to HR2030.09, with recommended changes, passed unanimously: <ul style="list-style-type: none"> Greg Evilsizer, Classified Speaker: yea Laurie Lema, Faculty Speaker: yea Bill Foster, Management Speaker: yea No student speaker present

Agenda Item	Discussion and Outcome		
B. Human Resources Policies and Procedures – CCLC 24, 3rd Reading	Discussion and Outcome: Executive Vice Chancellor Gene Huff reviewed the following Human Resources Procedures. Comments by DGC members are recorded below.		
Presenter	Item	Topic	Discussion and Outcome
Huff	BP2002	Unlawful Discrimination and Unlawful Harassment	<ul style="list-style-type: none"> LMC additional recommendations were highlighted in teal. DGC discussed the highlighted changes, but decided to keep the former version of the policy. Motion to approve former version (Huff, 3rd Read) of BP2002 passed unanimously: <ul style="list-style-type: none"> Greg Evilsizer, Classified Speaker: yea Laurie Lema, Faculty Speaker: yea Bill Foster, Management Speaker: yea No student speaker present

Agenda Item	Discussion and Outcome		
C. Human Resource Procedure – 1st Reading	Discussion and Outcome: This item was pulled from the agenda and will come back to the May DGC agenda.		
Presenter	Item	Topic	Discussion and Outcome

Agenda Item	Discussion and Outcome		
Benjamin	HR2030.13	Evaluation of Academic Contract Administrators	<ul style="list-style-type: none"> A typo (misspelling of responsibility) was found on page 21 (page 3 of the procedure) and page 24 (page 6 of the procedure).

Agenda Item	Discussion and Outcome		
D. Human Resource Procedure – 1st Reading	Discussion and Outcome: This item was pulled from the agenda and will come back to the May DGC agenda.		
Presenter	Item	Topic	Discussion and Outcome
Benjamin	HR3080.05	Evaluation of Classified Contract Administrators	<ul style="list-style-type: none"> A typo (misspelling of responsibility) was found on page 28 (page 3 of the procedure) and page 31 (page 6 of the procedure).

Agenda Item	Discussion and Outcome	
<ul style="list-style-type: none"> 2015-16 Budget Forum 	<ul style="list-style-type: none"> Jonah Nichols reviewed the 2015-16 Budget Forum presentation: District enrollment, current fiscal standing, and future projections were highlighted. 	
<ul style="list-style-type: none"> DGC Calendar for July 2015 to June 2016 	<ul style="list-style-type: none"> DGC reviewed the proposed DGC calendar. The calendar reflects Governing Board meeting dates that have tentatively been scheduled, but may change. A second draft of the DGC calendar will return once the Governing Board dates are confirmed. 	
<ul style="list-style-type: none"> Review of DGC Bylaws and of AP1900.03 	<ul style="list-style-type: none"> AP1900.03 states that DGC Bylaws are to be reviewed in March. A first read of the bylaws will take place at the next DGC meeting. DGC members should be prepared to discuss the following items: Quorum & Consensus on page four of the Bylaws and AP1900.03, 3A. 	
III. Adjournment	Meeting adjourned at 3:31pm	
IV. Next Meeting	Tuesday, May 19, 2015	

District Governance Council Deadlines and Meeting Dates 2015 - 2016

Agenda Items due to Chairperson	DGC Steering Cmte Review agenda & minutes from prior meeting	Agenda & draft minutes from prior meeting sent to DGC. Agenda publicly posted.	DGC meeting date	Governing Board Meeting Date
Wed, Jun 24, 2015	Thu, Jul 2, 2015	Tue, Jul 7, 2015	Tue, Jul 14, 2015	Wed, Jul 22, 2015
Wed, Aug 12, 2015	Thu, Aug 20, 2015	Tue, Aug 25, 2015	Tue, Sep 1, 2015	Wed, Sep 9, 2015
Wed, Sep 16, 2015	Thu, Sep 17, 2015	Tue, Sep 22, 2015	Tue, Sep 29, 2015	Wed, Oct 7, 2015
Wed, Oct 21, 2015	Thu, Oct 22, 2015	Tue, Oct 27, 2015	Tue, Nov 3, 2015	Wed, Nov 11, 2015
Wed, Nov 18, 2015	Thu, Nov 19, 2015	Tue, Nov 24, 2015	Tue, Dec 1, 2015	Wed, Dec 9, 2015
Wed, Jan 6, 2016	Thu, Jan 7, 2016	Tue, Jan 12, 2016	Tue, Jan 19, 2016	Wed, Jan 27, 2016
Wed, Feb 3, 2016	Thu, Feb 4, 2016	Tue, Feb 9, 2016	Tue, Feb 16, 2016	Wed, Feb 24, 2016
Wed, Mar 2, 2016	Thu, Mar 3, 2016	Tue, Mar 8, 2016	Tue, Mar 15, 2016	Wed, Mar 23, 2016
Wed, Apr 6, 2016	Thu, Apr 7, 2016	Tue, Apr 12, 2016	Tue, Apr 19, 2016	Wed, Apr 27, 2016
Wed, May 4, 2016	Thu, May 5, 2016	Tue, May 10, 2016	Tue, May 17, 2016	Wed, May 25, 2016
Wed, May 25, 2016	Thu, Jun 2, 2016	Tue, Jun 7, 2016	Tue, Jun 14, 2016	Wed, Jun 22, 2016

Flex

Spring Break

Number of Days Before Board Meeting				
28	20	15	8	Wed, Jul 22, 2015
28	20	15	8	Wed, Sep 9, 2015
21	20	15	8	Wed, Oct 7, 2015
21	20	15	8	Wed, Nov 11, 2015
21	20	15	8	Wed, Dec 9, 2015
21	20	15	8	Wed, Jan 27, 2016
21	20	15	8	Wed, Feb 24, 2016
21	20	15	8	Wed, Mar 23, 2016
21	20	15	8	Wed, Apr 27, 2016
21	20	15	8	Wed, May 25, 2016
28	20	15	8	Wed, Jun 22, 2016

Contra Costa CCD 2015-16 Academic/Classified Calendar

3 Independence Day Holiday (Observed)

JULY 2015						
S	M	T	W	Th	F	S
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2016						
S	M	T	W	Th	F	S
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Winter Recess / Holidays
 18 Dr. M.L. King, Jr. Day Holiday
 19-20 Non-Instructional / Improvement Days (Optional)
 21 Mandatory Faculty Srvc Day
 22 Spring Classes Begin
 23-24 Spring S/S Classes Begin

12-13 Non-Instructional / Improvement Days (Optional)
 14 Mandatory Faculty Srvc Day
 15-16 Fall S/S Classes Begin
 17 Fall Classes Begin

AUGUST 2015						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	H	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

8 Census Date
 12 Lincoln Day Holiday
 13-14 No S/S Classes
 15 Washington Day Holiday

5-6 No S/S Classes
 7 Labor Day Holiday
 8 Census Date
 25 Native American Day Holiday

SEPTEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	H	26
27	28	29	30			

MARCH 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-27 Spring Recess

OCTOBER 2015						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9 Veterans Day Holiday
 26-27 Thanksgiving Day and Day After Holidays
 28-29 No S/S Classes

NOVEMBER 2015						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	H	H	28
29	30					

MAY 2016						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	H	31				

21- 22 Spring S/S Classes End
 27 Spring Classes End
 30 Memorial Day Holiday

12-13 Fall S/S Classes End
 18 Fall Classes End
 22-31 Winter Recess / Holidays

DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	H	H	H	H	26
27	H	H	H	H		

JUNE 2016						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days:	Fall Semester	Instruction	Mandatory Faculty Service	Total	C&AC Flex: Sun, Sat C&AC Flex: Sun, Mon, Tue, Wed, Thur, Sat Flex Days (Max 2 Variable) Total Service Days
	Spring Semester	85	1	86	
		84	1	85	
		169		4	
				175	

Business Procedures Review

Jonah Nicholas – 1st Read

Number	Title	Action Requested
Appendix A	Account Code Dictionary	Delete
Bus. 11.03	Types of Purchases	Revise
Bus. 11.25	Equipment Purchase Orders	New, move from Bus. 22.22
Bus. 17.01	Account Code Structure	Revise
Bus. 17.04	Instructions for Use of Expenditure Activity Codes	Revise
Bus. 17.05	Instructions for Use of Expenditure Object Codes	Revise
Bus. 22.07	Year-end Adjustment to Equipment Fixed Capital Assets and Depreciation Accounts	Revise
Bus. 22.22	Equipment Purchase Orders	Delete, move to Bus. 11.24

DELETE APPENDIX A

ACCOUNT CODE DICTIONARY	
FUND	DESCRIPTION
11	General Fund – Unrestricted
12	General Fund – Restricted
18	TRAN Fund
21	2002 Bond Redemption Fund
22	2006 Bond Redemption Fund
29	Debt Service Fund
35	69 Revenue Fund
39	Special Revenue Fund
41	Capital Projects Fund
42	2002 Bond Construction Fund
43	2006 Bond Construction Fund
51	Bookstore Fund
52	Cafeteria Fund
59	Data Center Fund
61	Self Insurance Fund
66	Payroll
67	Warrant Payable Fund
68	Payroll Trust Fund Clearing
69	Retiree Health Benefits Fund
71	Student Organization Fund
73	Student Body Center Fund
74	Financial Aid Fund
75	Loan & Scholarship Fund
77	OPEB Irrevocable Trust
79	Other Trusts Fund
84	JPA Fund
91	Fixed Asset
92	Long Term Debt

TYPES OF PURCHASES

The following “types of purchases” represent the typical purchases that can be procured during the fiscal year. See Business Procedure 11.01 for the overview of formal, informal and purchasing bidding requirements.

Supplies and Services

Supply items, small equipment, services for repair and/or maintenance are the most common type of purchases the District makes. Such purchases range from individualized items purchased on an as-needed basis to large consolidated one-time purchases.

Blanket Purchase Order

Blanket Purchase Orders are established for annual periods for commonly used items or repetitive orders. One way to avoid emergency purchase situations and expedite rapid delivery of goods is to request a Blanket Purchase Order. A Blanket Purchase Order authorizes purchases of specific goods or services from specific vendors, up to a specific dollar amount, and over a defined time frame (typically one fiscal year). Blanket Purchase Orders permit immediate purchase and delivery of goods and services when needs cannot easily be anticipated. Capital equipment (fixed assets) cannot be purchased under a Blanket Purchase Order. See Business Procedure 11.10 for additional information on Blanket Purchase Orders.

Computer Equipment

Computer equipment purchasing is handled in the same manner as any equipment purchase. Standards for computer equipment have been established to maintain levels of quality, functionality, and serviceability throughout the District.

The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods and services. Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self contained closed products, such as copiers and desktop and portable computers.

Each contract with such a vendor shall contain the following provision:

“The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the Contra Costa Community College District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement.”

Emergency Purchases

Emergency purchases, like regular Purchase Requisitions, can only be approved by authorized personnel. If the need for an emergency purchase arises, the authorized representative must contact District Office Purchasing Department to make the necessary arrangements. Emergencies can only be construed as those which arise due to circumstances external to, or beyond the control of, the staff members. Those situations which arise from failure to plan adequately will not be considered emergencies.

The repair of a defective or unsafe condition costing in excess of the stated maximum **for a confirming on the** requisition is authorized for correction in the case of extreme urgency. In such cases, the Chief Administrative Services Officer or Chief Facilities Planner, as appropriate, shall call the Purchasing Department concerning the emergency repairs, and immediate purchase orders will be issued. If the emergency occurs after normal business hours, the Chief Administrative Services Officer or Chief Facilities Planner, as appropriate, shall have the work completed and submit a Purchase Requisition to the Purchasing Department the following day with an explanation of the situation requiring immediate correction. Formal bid procedures are applicable to emergency work to be done if the cost is over \$15,000, unless prior approval of the County Superintendent of Schools is obtained, Public Contract Code (PCC) 20654.

Per PCC 22050, on November 29, 2010, the Governing Board approved Board Report No. 29-E, Resolution to Delegate Authority to Take Emergency Action. The approved resolution allows for the Chancellor, or designee, in the case of an emergency, to take immediate action required to procure the necessary equipment, services and supplies as needed without giving notice for bids.

“Emergency,” as defined in Public Contract Code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

Equipment Purchases - Fixed Assets

All equipment items with a value **greater than of \$5,000.00 or greater** are capitalized. Equipment is defined as tangible property which can be used for a year or more without material change in form or appreciable deterioration of physical condition. The District maintains **a** historical inventory which contains **s** description, brand, model, serial number, original cost, date of purchase, location and asset number on all capital equipment. A fixed asset tag is generated and affixed to each piece of equipment. The label contains a barcode which is used for tracking the item. Occasionally an item will cost more than \$5,000.00, but it is not feasible to label the item. In this instance, a label is not generated, but an inventory record is created. One example of this situation would be an internal computer drive.

Lease Purchase

Lease purchase of goods or services are handled by the Purchasing Department. The bidding requirements are the same for lease purchase or equipment/services as they are for regular purchases. Once the selection of equipment/service has been completed the Purchasing Department will be responsible for establishing the financing vendor and acquiring Board approval.

Sale and leaseback of data-processing equipment or another major item of equipment is permissible if the purchaser agrees to lease the item back to the District for use by the District following the sale. The Governing Board shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

Sole Source

It may be necessary to procure equipment, supplies or services from a sole vendor source. This means that there is only one source of supply for your purchase requirement. This should be the exception rather than the normal rule. Examples of sole source procurement are:

- items which must be compatible with existing equipment or systems and are available only from the original manufacturer;
- an item that has specific features essential for the completion of the task or projects at hand that is available from only one source of supply; or
- items deemed college or District standards for integrated mechanical and structural systems, which provide cost efficiencies relative to continuity of maintenance or staff training.

Justification will include features requested which are essential for the intended use that other manufacturers of like products do not have. Exterior size will only be used, space available is critical.

Preference for one vendor, product or service following any market studies, quotation, acquisition or demonstration/testing by a department does not constitute a sole source. These preferences must be determined through a competitive RFQ/RFP process issued by the Purchasing Department.

Submission of sole source justification, brand name and other essential data, even though accepted by Purchasing, does not negate the requirement to obtain pricing confirmation from the specified vendor which may be in the form of a written bid.

Information as to why the item is needed pertains to budget justification and is not acceptable for a sole source determination. Remember that if the requirement is available from more than one source, it is not considered a sole source.

MOVED AND REVISED FROM BUSINESS PROCEDURE 22.22

EQUIPMENT PURCHASE ORDERS

The following procedures will be implemented by the Purchasing Department for ~~all accounts for capital outlay equipment purchases.~~

1. Purchase orders will be written for equipment expenditures ~~that are \$1,000 or greater.~~
2. Each item ~~which costs more than \$5,000, excluding sales tax with a value of \$5,000 or greater (including accessories, installation, sales tax and shipping), will be separately identified on the Purchase Order in and inventoried through the Fixed Asset Module of the ERP (Enterprise Resource Planning) system.~~

~~For internal reporting and tracking purposes, small equipment purchases with a value of less than \$5,000 will be recorded in separate general ledger accounts. The account numbers listed below have been established for this purpose and shall be used accordingly:~~

56410	Additional/New Equipment over \$5,000
56420	Replacement Equipment over \$5,000
56450	Small Equipment under \$5,000
56424	Small Replacement Equipment Under \$5,000

~~All technology purchases must be cleared with District and/or college IT departments.~~

- ~~3. Equipment by District definition must cost \$5,000 or more per item less sales tax.~~
- ~~4. Non-equipment items will not be coded to equipment General Ledger (GL) accounts. The only exception to this rule is that items under \$5,000, approved by the state on a state-funded project, may be coded to the equipment GL. All such GLs will be in the Capital Outlay Projects Fund. All purchase requisitions with allowable exceptions shall be approved by the Director of District Financial Services or Chief Facilities Planner.~~

Historical Annotation:
Business Procedure 11.62, 11/30/76, Rev. 1/1/85
Business Procedure 22.22, 11/19/90, Rev. 8/15/00, 10/23/12
00/00/15

ACCOUNT CODE STRUCTURE

The Contra Costa Community College District maintains its chart of accounts consistent with the state’s Budget and Accounting Manual (BAM). A current electronic version of the chart of accounts is kept on the District Office Accounting Department’s intranet folder Insite Portal team site.

<u>Component</u>	<u>Digits</u>	<u>Description</u>
1	2	Fund
2	2	Sub-Fund
3	6	Cost Center
4	6	Activity Code
5	5	Object Code
	21	Total Digits

Fund Basic recording entity used to report sources and uses of resources available for, or restricted to, essentially the same purpose. The two-digit fund structure is used by California community colleges for accounting, preparation of budgets, and preparation of financial reports.

Sub-Fund Further breakdown of funds into parts to account separately for truly discretionary resources from restricted resources, while maintaining a complete accounting of the fund. The two-digit sub-fund is used by Contra Costa Community College District (CCCCD) to further delineate funds.

Cost Center Institutionally defined academic or administrative department or equivalent unit having administrative responsibility for an activity or several activities. The six-digit cost center consists of the following sub-components:

- one-digit Location code
- one-digit Sub-location code
- two-digit Division code
- two-digit Department code

The first two digits indicate location, and the next four digits identify the specific cost center.

Activity Indicates the functional or program area following the state BAM classifications. An activity code indicates the type of service or instruction being provided. For instructional programs, activity codes are also consistent with the state-issued TOPS (Taxonomy of Programs) codes. The six-digit activity code is further broken down into the Major activity code (first digit), the Intermediate activity code (first two digits), and the Minor activity code (first four digits).

Object

~~Classification of expenditures according to the nature of the cost incurred~~ Indicates the classification of the transaction that is being recorded. The five-digit object code consists of the General Ledger (GL) class code (first digit), the Major object code (first two digits), the Intermediate object code (first three digits), and the Minor object code (first four digits). Object class code (first digit) definitions are as follows:

- 1#### Assets
- 2#### Liabilities
- 3#### Fund Balance
- 4#### Revenues
- 5#### Expenditures

INSTRUCTIONS FOR USE OF EXPENDITURE ACTIVITY CODES

1. Classification of Expenditures by Activity

The classification of expenditures by activity reflects the purpose of the expenditures; it shows the aspect of college-District operations benefited by the expenditure. Generally, all activities are classified as either instructional or administrative and support. Some expenditures may directly benefit more than one activity and are properly allocable to more than one activity. Expenditures allocable to one or more activities may include any combination of objects of expenditure, such as salaries, fringe benefits, supplies, other operating expenses, and capital outlay. Activity code classifications are consistent statewide and are taken from the California Community College's Budget and Accounting Manual.

2. Instructional Activities

<u>Major Activity Code</u>	<u>Activity Classification</u>
010000	Agriculture and Natural Resources
020000	Architecture and Environmental Design
040000	Biological Sciences
050000	Business and Management
060000	Communications
070000	Computer and Information Science
080000	Education
090000	Engineering and Related Technologies (Industrial Technologies)
100000	Fine and Applied Arts
110000	Foreign Language
120000	Health
130000	Consumer Education and Home Economics
140000	Law
150000	Humanities (Letters)
160000	Library Science
170000	Mathematics
180000	Military Studies
190000	Physical Sciences
200000	Psychology
210000	Public Affairs and Services
220000	Social Sciences
300000	Commercial Services
490000	Interdisciplinary Studies
590000	Instructional Staff--Retirees' Benefits and Retirement Incentives

Expenditures incurred for instructional activities are classified by controlling accounts 0100 through 5900 as shown above. The direct costs of classroom instruction are recorded by discipline within activities 0100 through 4900. Costs of instruction include expenses incurred in offering credit and noncredit courses approved either individually or as a part of some larger program by the Chancellor's Office. Also included are the operating and support costs of those coordinators, supervisors, and departmental chairpersons whose duties are directly related to specific instructional activities.

Activity 5900, Instructional Staff-Retirees' Benefits and Retirement Incentives, includes expenditures on behalf of retired faculty and prepayments for retirement incentives and benefits that cannot be identified to specific disciplines. Examples of these payments could be to a state retirement system, to a self-insurance fund, joint powers authority or private insurer. Activity 5900 is to be used only to record amounts expended for a district's share of retirees' health and other post-employment benefits (OPEB) costs and for retirement incentive pay for instructors, and instructional aides whose salaries qualified for inclusion as salaries of classroom instructors (CCR §59204).

3. **Administrative and Support (Non-instructional) Activities**

The District is required to record expenditures incurred for Administrative and Instructional Support Activities within major activity classifications 600000 through 790000 are listed below. Recorded costs must include the expenses of providing various non-instructional services to students, faculty, and the community necessary to achieve the function of the institution. The District's budgeting and accounting system maintains expenditure detail by major, intermediate and minor reporting categories.

<u>Major Activity Code</u>	<u>Activity Classification</u>
60000	Instructional Administration and Instructional Governance
61000	Instructional Support Services
62000	Admissions and Records
63000	Student Counseling and Guidance
64000	Other Student Services
65000	Operation and Maintenance of Plant
66000	Planning, Policymaking, and Coordination
67000	General Institutional Support Services
68000	Community Services and Economic Development
69000	Ancillary Services
70000	Auxiliary Operations
71000	Physical Property and Related Acquisitions
72000	Long-Term Debt and Other Financing
73000	Transfers, Student Aid, and Other Outgo
79000	Appropriation for Contingencies

Details on the District's activities codes can be found on the Chart of Accounts on the District Office Accounting Office Department Intranet Insite Portal team site.

INSTRUCTIONS FOR USE OF EXPENDITURE OBJECT CODES

Expenditure classification by object is the accounting segregation of expenditures into seven major categories:

- 1000. Academic Salaries
- 2000. Classified Salaries and Other Nonacademic Salaries
- 3000. Employee Benefits
- 4000. Supplies and Materials
- 5000. Other Operating Expenses and Services
- 6000. Capital Outlay
- 7000. Other Outgo

Costs may be incurred for expenditures that include more than one object. Such costs are prorated on an equitable basis to the objects for services received. For example, if a faculty employee provides classroom instruction half time and acts as a student counselor half time, that individual's salary must be prorated one-half to Object 1100, Instructional Salaries, Contract or Regular Status, and one-half to Object 1200, Noninstructional Salaries, Contract or Regular Status. Object code major classifications are consistent statewide and are taken from the California Community College's Budget and Accounting Manual.

Details on the District's object codes can be found on the Chart of Accounts on the District [Office Accounting Office Department Intranet Insite Portal team](#) site.

YEAR-END ADJUSTMENT TO EQUIPMENT FIXED CAPITAL ASSETS AND DEPRECIATION ACCOUNTS

Capital assets are long-term assets of the District and include land, land improvements, construction-in-progress, buildings, and equipment.

The total value of equipment capital assets on the Fixed Asset Module Enterprise Resource Planning (ERP) system will be adjusted and reconciled with the additions and deductions for the year to make the year-end capital asset and depreciation entry to the equipment fixed assets account general ledger.

The District maintains a capitalization threshold of \$250,000.00 for building and land improvements. Improvements to buildings and land that significantly increase the value or extend the useful life of the asset are capitalized; the costs of routine maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are charged as an operating expense in the year in which the expense was incurred. Major outlays for capital improvements are capitalized as construction-in-progress as the projects are constructed.

The District's threshold for determining capitalization of equipment is \$5,000.00, per Governmental Accounting Standards Board Statements 34 and 35 and the California Community Colleges Budget and Accounting Manual. Equipment purchases with a value of \$5,000.00 or more are inventoried and tracked using the Fixed Asset Module of the ERP system. Disposition of capital assets must follow Business Procedure 10.01, Disposal of Personal Property, and will be removed from the Fixed Asset Module when fully disposed.

Depreciation of capital assets is computed and recorded utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows: buildings 25 to 50 years; land improvements 15 years; equipment 5 to 15 years, and vehicles 8 years.

The District Office Purchasing Department shall be responsible for overseeing annual inventory review and will provide information necessary for the District Accounting Office to assign and adjust fixed asset values for financial statement presentation.

DELETE THIS PROCEDURE MOVE AND REVISE TO NEW BUSINESS PROCEDURE 11.24

EQUIPMENT PURCHASE ORDERS

The following procedures will be implemented by the Purchasing Department for all accounts for capital outlay equipment.

1. Purchase orders will be written for equipment expenditures.
2. Each item which costs more than \$5,000, excluding sales tax will be identified on the Purchase Order in the ERP (Enterprise Resource Planning) system.
3. Equipment by District definition must cost \$5,000 or more per item less sales tax.
4. Non-equipment items will not be coded to equipment General Ledger (GL) accounts. The only exception to this rule is that items under \$5,000, approved by the state on a state-funded project, may be coded to the equipment GL. All such GLs will be in the Capital Outlay Projects Fund. All purchase requisitions with allowable exceptions shall be approved by the Director of District Financial Services or Chief Facilities Planner.

New Business Policy and Procedure

Ray Pyle – 1st Read

Number	Title	Action Requested
BP 5037	Security Camera Operating Policy	New
Bus. 10.57	Security Camera Operating Procedure	New

SECURITY CAMERA OPERATING POLICY

The Contra Costa Community College District (CCCCD) and its colleges are committed to enhancing the quality of life of the community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a security and safety camera system. In order to enhance security, deter crime, and protect property and the safety of members of the campus community and public, it has been determined that the use of video monitoring, video recording, or other visual digital recording equipment may prevent losses and aid in the law enforcement activities of the District Police Department.

SECURITY CAMERA OPERATING PROCEDURE

The District and its colleges are committed to enhancing the quality of life of the community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a security and safety camera system. The monitoring of public areas is intended to deter crime and assist in protecting the safety and property. In order to enhance security and protect the safety of members of the public and community it has been determined that the use of video monitoring, video recording, or other visual digital recording equipment may prevent losses and aid in the law enforcement activities of the Police Department. This procedure addresses safety and security needs while respecting and preserving individual privacy.

1.1 PURPOSE

- A. The District Police Department is authorized to use still cameras or video equipment to record events where there are likely to be violations of District rules, regulations, policies, or violations of law. Cameras may be operated either overtly or covertly depending on the circumstances. In the case of demonstrations, protests, and similar situations, use of cameras will be generally overt, partly as a means of deterring illegal acts. Cameras may be permanently mounted or operated from either remote locations or by automated devices. An exception to this recommendation would be if announcing the use of video monitoring would undermine its purpose.
- B. To ensure the protection of individual privacy rights in accordance with the District's core values and state and federal laws, this procedure is adopted to formalize processes related to the installation of security equipment and the handling, viewing, retention, dissemination, and destruction of security records. The purpose of this procedure is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security.
- C. The existence of this procedure or video security equipment does not imply or guarantee that cameras will be monitored in real time at any time.
- D. All public space electronic video security equipment used will be in accordance with state, local, and federal law. Under no circumstances shall the contents of any video media be exploited for purposes of profit or commercial publication, nor shall recordings be distributed to third parties except as may be required by law. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure. All appropriate measures must be taken to protect an individual's right to privacy and hold District information securely through its creation, storage, transmission, use, and deletion.
- E. The primary use of security cameras will be to record images for future identification of individuals in the event of legal or policy violations. Legitimate safety and security purposes include, but are not limited to, the following:
 - 1. Protection of buildings and property
 - 2. Monitoring of Access Control systems
 - 3. Verification of security alarms
 - 4. Video patrol of public areas
 - 5. Criminal investigation

- F. Security cameras may be strategically placed to meet the specific needs of the District and college departments, and for the purpose of assisting the District Police Department to deter crime, manage emergency response situations, and investigate suspected criminal behavior.

1.2 DEFINITIONS

These definitions apply to terms as they are used in this procedure.

- A. Centralized security system: Core infrastructure maintained by the Information Technology Department for purposes of storing and retrieving images from all security cameras deployed across the District. Infrastructure could include storage resources, such as disk drive arrays, as well as dedicated servers. Servers could perform activities such as storing images for later retrieval, retrieving images for investigation purposes, and maintaining logs of all access to stored security camera data.
- B. Security camera: Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network, for the purpose of gathering, monitoring, recording or storing an image or images of District facilities and/or people in District facilities for the purposes of enhancing public safety, monitoring restricted areas or equipment, to discourage theft and other criminal activities, and for preventing, investigating, and resolving incidents. Such devices may include, but are not limited to: analog and digital security cameras, close circuit television (CCTV), web cameras, and computerized visual monitoring.
- C. Security camera data: Digital or analog Images captured or recorded by security cameras, which may be real-time or preserved for review at a later date.
- D. Security camera systems: any electronic service, software, or hardware directly supporting or deploying a security camera.
- E. Video Security Application: Any device or component that captures images for the purpose of deterring unlawful behavior or identifying the perpetrators of unlawful behavior. Images may be viewed immediately and/or kept on a storage device. Examples of video security applications include closed-circuit television (CCTV), video cameras, web cameras, and still cameras.
- F. Web Camera – Camera utilizing TCP/IP (transmission control protocol/internet protocol) technology

1.3 POLICY

- A. The purpose of security cameras in public areas is to deter crime and to assist the police and security personnel in protecting the safety and property of the District community. Any diversion of security technologies and personnel for other purposes (e.g., monitoring of political or religious activities, or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this procedure.
- B. Use of cameras in public areas for security purposes will be conducted in a manner consistent with all existing District policies, including the Unlawful Discrimination Policy and Unlawful Harassment Policy. This procedure prohibits monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, sexual

- orientation, national origin, disability, etc.). Camera control operators will monitor based on suspicious behavior, not individual characteristics.
- C. Security cameras will be used in a professional, ethical and legal manner, consistent with all existing District policies and local, state and federal laws and regulations.
 - D. Security cameras may be installed in situations and places where the security of either property or people would be enhanced. When appropriate, cameras may be placed campus-wide, inside and outside of buildings.
 - E. Unless the camera is being used for criminal investigations or for approved academic purposes, security cameras will not be used in areas where there is a reasonable expectation of privacy. Private areas include, bathrooms, shower areas, locker and changing rooms, areas where a reasonable person might change clothes, and private offices.
 - F. Any diversion of security technologies and personnel for other purposes (e.g., monitoring of political or religious activities, or employee and/or student evaluations) undermines the acceptability of these resources for critical safety goals and is therefore prohibited.
 - G. Information obtained through security recordings will only be released when authorized by the Chief of Police according to the procedures established in this procedure.
 - H. Departments currently managing their own system need to come into compliance with the administrative requirements of this procedure within six months.
 - I. The District Police Department reserves the right to review and approve any proposed or existing installation of video security applications on properties owned, leased, or controlled by the campus. All video security applications must conform to federal and state law in addition to District policy and procedure. All departments using security cameras are responsible for implementing and complying with this procedure in their respective operations. Video security applications must conform to standards established by the District so recorded data are easily retrievable. Nothing in this procedure prevents the use of video monitoring or observation in connection with an active criminal investigation or specific court order.

1.4 SCOPE

- A. This procedure applies to all personnel, departments, and colleges of the District and the use of security cameras and their video monitoring and recording systems. Security cameras may be installed in situations and places where the security and safety of either property or persons would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Although the physical cameras may be identical, the functions of these cameras fall into two main categories:
 - 1. **Property Protection:** Where the main intent is to capture video and store it on a remote device so that if property is reported stolen or damaged, the video may show the perpetrator. Examples: an unstaffed computer lab, an unstaffed science lab, or a parking lot.

2. **Personal Safety:** Where the main intent is to capture video and store it on a remote device so that if a person is assaulted, the video may show the perpetrator. Examples: a public walkway, or a parking lot.
3. **Extended Responsibility:** Where the main intent is to have the live video stream in one area monitored by a staff member in close proximity. In this case video may or may not be recorded. Example: a computer lab with multiple rooms and only one staff.

1.5 MONITORING AND ACCESS TO DATA

A. MONITORING

1. Under no circumstance will the District use camera technology to monitor specific staff, faculty, other academic personnel, students, vendors, contractors or other visitors work behavior unless there is a legitimate investigation pertaining to conduct contrary to the law or District policy. Any such monitoring or review must be accompanied by a written complaint, report, memo, email or any correspondence as to the nature, scope and level of action to be taken. The District will seek guidance from the District Police Department, Executive Vice Chancellor of Administrative Services, and, in all instances, legal counsel, to ensure legal and policy compliance.
2. Information obtained through video security applications will be used primarily for security and law enforcement purposes. However, the District may also use it in support of disciplinary proceedings against faculty, staff, or student(s), or in a civil suit against person(s) whose activities are shown on the recording and are the basis for the suit.
3. For property protection and personal safety cameras, access to live video or recorded video from cameras shall be limited to authorized personnel of the District Police Department and other persons authorized by the Chief of Police or designee. The copying, duplicating and/or retransmission of live or recorded video for extended responsibility cameras shall be limited to persons authorized by the Chief of Police or designee when the system was installed, or as updated in writing by the responsible department and accepted by the Chief of Police and college president.

B. ACCESS

1. District Facilities Planning and District Police Department staff will monitor system design to ensure systems are configured to reasonably prevent camera operators from tampering with or duplicating recorded information.
2. Video footage will be stored in a secure location and/or on servers accorded appropriate computer security with access by authorized personnel only.
3. Only the District Police Department may release data produced by video security applications. A list of people who can be contacted about the video security application during business hours and after hours, will be determined by the District Police Department.
4. When an incident is suspected to have occurred, designated personnel may review the images from security camera data.

5. Personnel are prohibited from using or disseminating information acquired from District security cameras, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official District and law enforcement purposes.
6. Only authorized members of the District Police Department or the District's Internal Audit Department may review the results of the use of recording equipment. Other individuals who may have a legitimate need (in accordance with the law) to review the recorded material may be permitted to do so, but only with the prior approval of the Executive Vice Chancellor of Administrative Services.
 - a. If it is determined that a crime or accident has occurred in an area where video recording may have taken place, then the recorded media shall be reviewed by authorized members of the District Police Department to determine if the incident has actually been recorded. If it is determined that the media does contain evidence of a crime, then that portion of the media will be maintained according to police procedures.

C. PUBLIC AND OTHER AGENCY REQUESTS

1. Any requests for recorded video images that come from non-CCCCD employees will be promptly submitted to the Executive Vice Chancellor of Administrative Services. Every reasonable effort should be made to preserve the data requested until the request has been finally processed by the District.
2. Public and media requests for video images captured by security cameras will be made available only to the extent required by law. In many cases, especially where a student is identifiable, a subpoena will be required.
3. Requests from District entities to release information obtained through security cameras must be submitted to the Executive Vice Chancellor of Administrative Services.

D. USE OF CAMERAS FOR CRIMINAL INVESTIGATIONS

1. The use of mobile or hidden video equipment may be used in criminal investigations by the District Police Department. Covert video equipment may also be used for non-criminal investigations of specific instances which may be a significant risk to public safety, security and property as authorized by the Chief of Police.

1.6 DATA RETENTION

- A. Recorded images will be stored in a secure location with access by authorized personnel only. Designated police personnel from the District Police Department, and patrol officers conducting preliminary criminal investigations will have access to the video tapes/digital recordings.
- B. In most cases, recorded video media will be stored for a period of not less than 30 days and will not exceed 60 days. This is based on configuration settings in the recording device. At that point, stored images to a hard drive will be re-written and unavailable. An exception to this procedure is video retained as part of a criminal investigation or court proceeding (criminal or

- civil), or other bona fide use as approved by the Executive Vice Chancellor of Administrative Services. Images saved for such purposes may be recorded to a DVD or other multimedia storage device in accordance with applicable evidentiary law. For each approved recording system, a clear retention schedule shall be established as part of the approval process and must be adhered to very strictly. All recorded media must be stored in a secure location, the nature of which must be identified as part of the approval process.
- C. Security records shall not be stored by individual departments.
 - D. No attempt shall be made to alter any part of any security recording. Security centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

1.7 CAMERA REQUESTS AND INSTALLATION PROCEDURES

- A. Camera Placement and Equipment Type
 1. The decision to deploy security cameras and the specific placement of those cameras falls under the authority of the Chief of Police. The Chief of Police will base decisions on mitigating risks, vulnerabilities and historical acts of criminal behavior. When developing strategies for camera installation and placement, the Chief of Police will refer to the Districtwide Security and Access Control Standard.
 2. This information is also critical in determining the types of equipment most appropriate for each situation. These factors might determine such outcomes as; Pan, Tilt Zoom (PTZ) cameras, fixed cameras, color, night, day/night cameras, etc.
- B. Installation of video security applications and equipment are the financial responsibility of the requesting department. This responsibility includes the cost of IP addresses, service, and maintenance. **(Fees are subject to approval by each individual campus budget office)** Departments wishing to install or use security cameras are responsible for the purchase of all necessary equipment including cameras, wiring, servers, and software. The departments are responsible for the upkeep of the security cameras and recording systems they purchase. Departments purchasing security cameras and recording systems shall designate at least one "Departmental Contact Person" as the main contact for technical and day-to-day operations of the security cameras purchased. When technical problems are observed by the Police Department, they shall report them to District IT.
- C. Any video recording software purchases made after January 1, 2015, must be approved by the District IT Department to meet a specific software standard. The software standard can be obtained through the IT Department or the Facilities Planning Department.
- D. No audio shall be recorded except in areas where no one is routinely permitted. Requests to utilize audio surveillance that does not comply with this requirement will be evaluated on a case by case basis by the District Chancellor's Cabinet and legal counsel.
- E. Individual colleges, departments, programs, or campus organizations installing video security equipment shall submit a written request to their appropriate dean or manager describing the proposed location of security devices, justifying the proposed installation, and identifying the funding source or sources for purchase and ongoing maintenance.

- F. The vice president, dean or designee will review the request and recommend it to the Chief of Police or designee, if appropriate.
- G. The Chief of Police will review all proposals from deans and vice presidents and will forward the proposal to the District Chancellor's Cabinet with a recommendation.
- H. The District Chancellor's Cabinet will be responsible for reviewing and approving or denying all proposals for security camera equipment recommended by the Chief of Police
- I. The IT Department shall oversee the installation of all approved security camera systems with the assistance of the District Police Department, and Facilities, as required.
- J. At least five business days notice must be provided to District Information Technology Department prior to changing an IP address for a video system.
- K. All existing security cameras that are not connected to the District's centralized security system must submit a Security Camera Location Document (*another document to create*) to the Chief of Police.
- L. The District Police Department may establish temporary or permanent security cameras in public areas of the campus.

1.8 NOTIFICATION REQUIREMENTS (SIGNAGE)

- A. All locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras. At a minimum this must include primary building entrances. All proposals for the deployment of security cameras will include proposed sites for the placement of notifying signs. The placement of the signs and the text on the signs will be subject to the review and approval of the Chief of Police.
- B. Conspicuous public signage must be displayed at all camera locations or the entrance to a single facility, except at emergency or investigative locations. Security installations may or may not be monitored continuously. Therefore, departments with active security camera installations must post signage stating, "This area is subject to video monitoring for security purposes and may or may not be monitored."

1.9 TEMPORARY SECURITY CAMERAS

- A. From time to time and for various reasons, it may be appropriate to temporarily install video devices on campus (for example, in the course of police investigations in areas of the campus where thefts or breaches have been noted). To ensure individual privacy rights are protected in accordance with the law during the temporary installation of recording equipment for monitoring or for observation purposes, the following procedures must be followed before such devices may be temporarily installed anywhere on campus:
1. To the extent possible, the District Police Department will coordinate the use of portable video recording devices with the designated users of the space involved (for example, dean, department chair, or other District administrator). This procedure acknowledges, however, that this may not always be possible, given the nature of investigations that may be undertaken by the District Police Department.
- B. Mobile or portable video equipment may be used in criminal investigations, however, this equipment will only be used in non-criminal investigations where there is significant risk to public safety, security and properly authorized by the Chief of Police.

**DISTRICT GOVERNANCE COUNCIL
BYLAWS**

I. PURPOSE

- A. To provide a forum for strengthening the participation of representative groups to meet, discuss and debate issues of Districtwide concern while acknowledging the autonomy of the individual Colleges and respecting the role that training, education, and experience play in individual influence and participation.
- B. To influence Districtwide policies and procedures by making well-informed decisions and forwarding them as recommendations to the Chancellor and/or Governing Board in accordance with operational procedures.
- C. To regularly evaluate the District's governance and decision-making structures and processes in order to assure their integrity and effectiveness, communicating the results of the evaluation and using it as a basis for improvement.
- D. To serve as the District Budget Committee.
- E. When expanded with other participants, provide input on Districtwide issues, including strategic planning and other topics.

II. SCOPE

- A. Collective Bargaining issues will be excluded.
- B. The Academic Senate, Classified Senate, management and/or student representatives may, at their discretion, utilize Title 5 regulations and submit their recommendations directly to the administration of the Contra Costa Community College District (CCCCD) and/or the Governing Board, rather than follow the District Governance Process.
- C. The DGC may:
 - 1. Recommend a process for determining fiscal and personnel allocations and procedures.
 - 2. Participate in developing and promoting Districtwide goals, priorities, and long-term planning.
 - 3. Participate in making recommendations regarding proposed program development for which there are Districtwide fiscal implications.
 - 4. Review and make recommendations regarding Board Policies, Administrative Procedures, and all other formal Districtwide procedures.
 - 5. Discuss any topic in which equity or uniformity among the locations/Colleges is an issue.
 - 6. Discuss any other Districtwide matters as deemed appropriate by the

- group except as excluded by defined scope.
7. The DGC may not delegate its responsibility of making final recommendations, arrived at through consensus, to any other group or subcommittee.
 8. Request and receive reports from Districtwide standing committees.

III. REPRESENTATION AND MEMBERSHIP

A. MEMBERSHIP

1. The District Governance Council (DGC) shall have thirty- two (32) members.
2. The following four constituencies will be represented by eight persons each:
 - Faculty
 - Classified Staff
 - Managers/Supervisors
 - Students
3. Any state-approved Center will have one representative from amongst the 32 total members.

B. SELECTION OF DGC MEMBERS

1. Representatives will be selected by their constituencies according to their own procedures.
2. Contra Costa College, Diablo Valley College, Los Medanos College, and the District Office will be represented.
3. The representative from the state-approved Center(s) shall be selected from any one of the four constituencies at the state-approved Center and is to be selected by the four constituencies of the college to which it is an extension.

C. LENGTH OF TERMS: MEMBERS, STEERING COMMITTEE, AND CHAIRPERSON

1. New DGC members of the four groups will be selected and announced during the month of May, and they will begin their term of office July 1.
 - Membership is valid for at least one year.
 - Up to two designees are allowed.
 - To preserve stability of the DGC membership, at least four (4) members of a constituent group should serve a minimum of two years continuously.
 - Members are expected to attend meetings on a regular basis. Constituencies will be requested to replace members who are absent for three (3) consecutive meetings or in excess of four (4) meetings per calendar year. Interim replacement of members on

approved leave will be permitted by written notification to the DGC Chair.

- Annually in September, the Chancellor or designee shall conduct an orientation for new DGC members on participatory governance and its application in the CCCC.
- 2. The DGC Chair position, selected and announced during the month of May by the appropriate constituency group, rotates among the four groups of faculty, classified staff, management, and students. The order of rotation has been determined by lottery: classified staff (beginning 1992-93), management, faculty, students, and so on. Due to the time and energy involved, students have the option to decline serving as DGC chair. If students exercise this option, the District will provide appropriate support and training. The term of office for the chair begins July 1.
- 3. The Steering Committee consisting of one representative member from each group will plan the agenda. Steering Committee Members are selected by the constituent groups during the month of May. The term of office for the speaker begins July 1. The DGC Chair also chairs the Steering Committee. The members of the Steering Committee are the speakers for their groups. (The Speaker of a constituent group is chosen as its representative to present the majority view of the constituent group at the DGC meetings. The Speaker's vote is the one counted for consensus purposes of the DGC. In the Speaker's absence, an alternate speaker may be designated as determined by the constituent group. The alternate must be a member of the DGC.)
 - Annually in September, the Chancellor or designee shall meet with the DGC Steering Committee to orient its members to their responsibilities.

IV. RELATIONSHIP OF THE DGC TO COLLEGES AND THE DISTRICT OFFICE

- A. Representatives of constituent groups are responsible for informing their constituencies.
- B. The DGC will in no way impose or restrict college/location governance models.
- C. It is expected that constituency groups' representatives will bring accurate feedback from their constituencies to the District Governance Council.

V. COMMITTEE OPERATION

A. AGENDA AND MINUTES, GENERAL OPERATION

- 1. The DGC Chair will coordinate the development of the initial agenda and prepare the minutes of the previous meeting. All members of DGC and any constituent member with relevant District business can provide agenda topics to the DGC Chair within the guidelines of the DGC

Calendar. The agenda will be adopted or amended by consensus of the DGC immediately after the meeting has been called to order by the chairperson. Agendas, minutes, and backup materials will be prepared, distributed, and posted to the web site at least one week prior to the DGC meeting by the DGC Chair in cooperation with the rest of the Steering Committee.

2. The DGC Chairperson will be responsible to ensure the minutes are recorded. Minutes will be adopted or amended by consensus and, once approved, will become official records. The DGC Chair will post the approved minutes on the DGC web site.
 - a) The Chancellor's Office will provide personnel for the recording of minutes of the meetings.
3. To the extent possible and as appropriate, each constituency group shall be available to DGC as a resource.
4. Regular agenda items:
 - Approval of the DGC agenda.
 - Approval of minutes.
 - Presentation and discussion of the agenda items for the next Governing Board meeting.
5. Any member of the DGC can contact the Speaker of his/her constituent group before the meeting day of the Steering Committee to request that a particular item be included on the preliminary agenda.
6. All meetings are open.
7. The DGC shall, every three years, conduct a Districtwide evaluation to ensure its effectiveness.

B. MEETING FREQUENCY

1. The DGC will meet on Tuesday within two weeks prior to the Governing Board meeting, from 1 p.m. to 4 p.m. at the District Office. Additional meetings and/or extensions of the meetings will require consensus.
 - a) The Chancellor's Office will make the necessary meeting room reservations and technology arrangements, in addition to the set-up of member name cards. Further, the Chancellor's Office will maintain the DGC e-mail distribution list.
2. The Steering Committee will meet as needed.
3. The DGC Chair will prepare and present at the April meeting (1st reading) and May meeting (2nd reading) a draft DGC Calendar for the following fiscal year.

C. QUORUM AND CONSENSUS (Board Report No. 39-A, Approved 11/17/04)

1. Consensus means agreement by a quorum of constituent groups. The presence of a Speaker or alternate of at least three constituent groups at a regularly scheduled meeting constitutes a quorum. Consensus is determined in accordance with a), b), and c):

- a) Agreement within the constituent groups is arrived at by the individual groups according to their own procedures.
 - b) During the process of reaching consensus at the DGC on a particular issue the Speaker (or designee) presents the majority view of his/her constituent group.
 - c) Consensus within the DGC on a proposed issue will have been established if no constituent group objects to the motion through its Speaker.
2. When the DGC cannot reach consensus on an issue ~~six~~ **three** months after its first reading, then a vote will be taken using the “majority rule” standard and the vote forwarded will contain the majority and minority positions. Majority rule will mean: three of four speakers when four speakers are present; two of three speakers when three speakers are present. When there is a split vote (two votes for and two votes against), the motion is not carried and is returned to the DGC agenda for further discussion until a majority decision or consensus is achieved.
 3. On the basis of consensus, the DGC will develop recommendations and forward them in writing within five working days from the decision to the Chancellor for review and response. If the chancellor does not agree with the recommendation of the Council, s/he will meet with the Steering Committee. If the issue cannot be resolved s/he will communicate the reasons for his/her disagreement in writing in a timely fashion, to be available for the subsequent meeting of the DGC. After further consultation with the Chancellor, and if s/he decides not to forward the recommendation of the DGC to the Board, the DGC may decide to do so and may charge its Steering Committee and/or its chairperson to communicate its recommendation to the members of the Governing Board directly.

D. COMMITTEES

1. All (sub)- committees and taskforces with the charge of developing and forwarding recommended Board policies and procedures of Districtwide impact to the Chancellor or the Board are constituted by members of DGC, with the exception of policies/procedures of an academic and professional matter as noted in Administrative Procedure 1009.01. All recommendations developed by said (sub) – committees and taskforces will be forwarded first to DGC proper, and DGC will determine which recommendations, if any, are to be forwarded to the Chancellor or the Board. Policies and procedures will be developed by DGC members with the following considerations:
 - a) The DGC reviews or determines the purpose or charge of the committee and its composition in terms of numbers of members from the constituent groups. The DGC decides further which constituent group should convene an initial committee or taskforce meeting.

- b) The constituent groups use their own processes in selecting the membership of the sub-committees.
 - c) Once a committee has been constituted, the DGC will make changes only in close consultation with that committee.
 - d) Committees and taskforces report their recommendations/findings back to DGC.
 - e) It will be the responsibility of each constituency group and the DGC to keep each other informed on issues that may be of mutual concern.
 - f) The provisions under D-1 do not preclude the functions of advisory committees.
2. DGC sub-committees will be created as needed. All four constituencies will have the opportunity to be fairly represented on each subcommittee, consistent with the nature of the issue under discussion.
- a) Representation on each sub-committee will be determined by the DGC.
 - b) Outside experts may be invited to participate on a sub-committee.
 - c) Sub-committee issues will be consistent with the scope of the DGC.

VI. ARCHIVES

An archive for the DGC will be established and maintained at the District Office and will contain all agendas, minutes, and formal correspondence pertaining to DGC business.

VII. BYLAW CHANGE PROCESS

A. ANNUAL REVIEW

The annual review process of the DGC Bylaws for additional amendments will begin with discussions by the DGC in March. The first reading of amendments will take place in April. Action on the DGC Bylaw changes will occur in May, and final amendments will be recommended to the Governing Board for approval at the June Board meeting.

B. AMENDMENTS/WAIVER

If the case should arise that the DGC Bylaws must be amended out of cycle, or a waiver be granted, the DGC must reach consensus regarding the recommended change or waiver. Resulting amendments will be recommended to the Governing Board for approval.

Historical Annotation:

3/25/92: Bylaws presented to the Board (this document was approved on 2/25/92 by faculty, classified, management, and students)

8/24/93: Bylaws ratified at DGC meeting

Board Action:

10/27/93; 01/26/94; 10/25/95; 11/17/04; 06/29/05; 07/26/06; 11/19/08; 07/24/13; 7/23/14

APPENDIX

TITLE 5 DEFINITION OF ACADEMIC AND PROFESSIONAL MATTERS

- 53200(c) (1) Curriculum, including establishing prerequisites and placing courses with disciplines.
- 53200(c) (2) Degree and certificate requirements
- 53200(c) (3) Grading policies
- 53200(c) (4) Educational program development
- 53200(c) (5) Standards or policies regarding student preparation and success
- 53200(c) (6) District and college governance structures, as related to faculty roles
- 53200(c) (7) Faculty roles and involvement in accreditation processes, including self study and annual reports
- 53200(c) (8) Policies for faculty professional development activities
- 53200(c) (9) Processes for program review
- 53200(c) (10) Processes for institutional planning and budget development
- 53200(c) (11) Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

**ADMINISTRATIVE, BUSINESS, CURRICULUM AND INSTRUCTION, HUMAN RESOURCES,
PAYROLL, AND STUDENT SERVICES PROCEDURES**

1. An administrative, business, curriculum and instruction, human resources, payroll, or student services procedure may be recommended to the Chancellor by any member of the staff, any organization representing employees of the District, District committees, or management personnel.

Procedures which address academic and professional matters shall be considered and acted upon in accordance with Administrative Procedure 1009.02.

2. Administrative, business, curriculum and instruction, human resources, payroll, or student services procedures establish the manner of proceeding to carry out Governing Board policies, the laws of the State of California applicable to the operation of the District, or collective agreements with employee bargaining units. Procedures further serve as working tools and direction for the management of the District in areas not covered by Governing Board policy, statute or collective agreements. Procedures set forth a systematic series of actions directed to a particular end, or they interpret laws, policies or collective agreements for District management.
3. Recommendations to introduce new or modify/rescind existing administrative, business, curriculum and instruction, human resources, payroll, and student services procedures within an area of shared governance shall be forwarded for review and/or recommendation of the District Governance Council (which includes representatives of the Academic Senate, Classified Senate, management and students), United Faculty, Public Employees Union, Local One, and Management Council Executive Board and approval of the Cabinet and Chancellor.
 - a. Each of the groups referred to in this section shall have for the review and/or recommendation period ~~twenty (20) workdays one month~~ for the first reading, ~~and twenty (20) workdays one month~~ for the second reading, and one month for the third reading to submit their input to the Chancellor. The Chancellor may extend this time limit upon a showing of good cause by the group requesting the extension. Such requests shall not be unreasonably refused.
4. After the Chancellor takes into consideration comments from the groups identified in Section 3, the Chancellor will finalize the procedure and forward the procedure to Cabinet for approval.
 - a. Upon Cabinet approval, the procedure shall be printed and distributed as required, with a title, approval date and procedure number.

Historical Annotation:
Adopted 6/15/90
Revised 5/18/97
Second Revision 5/25/99
Third Revision 7/6/99
Fourth Revision 12/03/02
Fifth Revision 5/12/09
Sixth Revision 9/27/11

Related Procedures:
Administrative Procedure 1009.02