



Contra Costa College

# Procedures Handbook

For Administration, Classified & Faculty

## **Contra Costa Community College District**

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# Contra Costa College Procedures Handbook

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*Buildings and Grounds Work Request  
CCC Facilities Request Form*

# CCC College Procedures Handbook

## Introduction

This "College Procedures Handbook" is designed to be a living document--one subject to change. As life at CCC changes constantly, so will this handbook need to be changed and updated.

To simplify that inevitable task, the handbook is divided into sections, each of which pertains to a general area of interest. The documents within each section are numbered *by document*, rather than by page number, to make it possible to add to, change, and reprint only portions of a section as necessary, rather than the entire section.

The plan is to print updates once or twice a year, depending on how many changes occur. When the changes are distributed, please remove the old pages and substitute the new pages. That should make it easier to keep everyone up to date, without the major expense of complete reprinting. Dates at the bottom of the pages are for your reference, to help you determine whether you have the latest information that has been distributed. For example, if your copy says "June 1996," and the master copy says "January 2002" for that particular page, you will know you need updated information. The master copy will be kept by the President's Office.

Hard copies of the handbook will be distributed to all permanent staff who request one. The handbook also will be posted on the website. Hard copies should be returned to the division office or the employee's supervisor upon termination of employment (resignation or retirement).

All policy and procedure changes must be adopted through the appropriate governance group (i.e. Operations Council, College Council, College Instruction Committee). Any questions, corrections, or suggestions for changes or additions to the handbook should be directed to the President's Office.

***If anything in this handbook inadvertently conflicts with the state Education Code, District policy, or the bargaining agreements with the United Faculty or Local 1, those documents always supersede this handbook.***

## **Contra Costa College History & Demographics**

### **History & Organizational Structure**

The Contra Costa Community College District was established by the Contra Costa County Board of Supervisors on December 27, 1948, and headquartered in Martinez, the county seat. The district covers almost all of Contra Costa County, approximately 700 square miles, with a current estimated population of 1,049,025 (based on 2010 census data).

Contra Costa College was the first of the district's three colleges, officially starting life as Contra Costa Junior College-West Campus. Its first president, or director, John H. Porterfield, was appointed by the district board on December 9, 1949, and the west campus opened for the spring 1950 semester with 500 students and 30 faculty and administrators. The first semester three students graduated with A.A. degrees.

The college, known locally then as "Shipyard Tech," first was located at the vacant World War II Kaiser Shipyard II (and an old Lucky store a mile away) in Point Richmond. In 1956, the college moved to its present 83-acre hillside site straddling the city limits of Richmond and San Pablo. The campus will soon be undergoing major construction, thanks to the passage of the CCCCDC Measure A Bonds of 2002 and 2006, to establish a new pathway that will redirect traffic to the heart of the campus that includes the new Student Services Center, completed in 2005, a new multi-level classroom building, and the highly anticipated new College Center.

### **Organization of the District and College**

The Contra Costa Community College District is composed of three colleges:  
Contra Costa College in San Pablo (west county)  
Diablo Valley College in Pleasant Hill (central county), which also operates the San Ramon Valley Center in San Ramon  
Los Medanos College in Pittsburg/Antioch (east county), which also operates the Brentwood Center

The district is governed by a five-member board of trustees, elected from local wards for four-year terms. The district chancellor recommends policy to the board and supervises the administration of policy as determined by the board. The chancellor's staff includes three vice chancellors, nine directors and a chief facilities planner.

District certificated and classified personnel are represented by collective bargaining units. The president of each college serves as chief administrative officer and represents that college in its own community and, through the chancellor, to the governing board.

Contra Costa College currently is organized into divisions under the management of division heads, who report to the vice president, who in turn reports to the president.

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Campus committees in the governance structure are composed of representatives from the Academic Senate, the Classified Senate, the Associated Students Union, and management.

## **The Community**

Contra Costa County is part of the San Francisco-Oakland metropolitan region and faces San Francisco and Marin County across the bay. Contra Costa College is situated geographically in the middle of its services area, the western-most part of Contra Costa County. The area, approximately 85 square miles, curves around the eastern end of San Francisco Bay and San Pablo Bay to the Carquinez Straits, where the Sacramento River flows into San Pablo Bay. The west county is a long, narrow corridor, paralleling Interstate 80 from Kensington in the south to Crockett in the north, and from the bay flats on the west to the hills on the east that separates this region from the rest of Contra Costa County.

Communities within this service area include:

Crockett	Pinole
El Cerrito	Rodeo
El Sobrante	Richmond
Hercules	San Pablo
Kensington	

Because of its proximity, the college also serves students from Albany, and portions of Berkeley to the south.

Secondary schools in the area are organized into two unified school districts and one parochial schools.

West Contra Costa Unified School District has seven high schools:

DeAnza	El Cerrito
Hercules	Kennedy
Pinole Valley	Richmond
Middle College High School at CCC	

One high school in this district, Harry Ells, closed in June of 1985. Salesian High School is a coed parochial school in Richmond. John Swett Unified School District has one high school (John Swett) in Crockett.

Higher education, both two- and four-year, is very accessible to west county residents. Besides the campuses of the Contra Costa Community College District, East Bay colleges include UC Berkeley, CSU-East Bay (with an additional satellite center in Pleasant Hill), Mills College in Oakland, St. Mary's College in Moraga, John F. Kennedy University in Pleasant Hill, the Oakland community colleges of the Peralta district, and Chabot Community College in Hayward.

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West Contra Costa County is a microcosm of the entire San Francisco Bay Area--diverse. The city of Richmond, largest in the West County area, extends from the upper middle class, basically-white Point Richmond area on the bay, through the lower income, primarily-black and Hispanic flatlands, into the high-income, mainly white El Cerrito, Kensington and the Berkeley hills. The growing communities to the north of the college tend to be more strictly middle-class and ethnically mixed.

The college is centrally located to most of the cities and towns within the radius of the western part of Contra Costa County. The total population of this part of the county has grown from the 1990 census of 182,980 to the 2000 census count of 201,842--an increase of 18,862, to the 2010 census count of 225,264 --an increase of 23,422.

The service area in which Contra Costa College is located represents a diverse mixture of 15.1% white, 26.8% Hispanic, 24.3% African American, 21.5% Asian/Filipino, 0.5% American Indian/Alaskan Native, and 0.9% Pacific Islander. Student enrollment demographics closely parallel these community percentages.

### **The College**

Attempting to describe the profile of the average Contra Costa College student is somewhat hard to do based on ethnicity, since no one group is significantly greater than the others represented. Based on other parts of a demographic analysis, the college is populated by more females (59.7%) than males (37.9%). Most of our students are in the 25 to 49 age group at 35.3% with the second largest population in the 20 to 24 age group at 27.5%, and the 19 or younger age group is at 26.9% which is more than likely attributed to the Middle College High School students on campus who enroll in college courses. The over 49 age group accounts for 10% of our student population.

Employees of the college are 34.4% white, 26.6% African American, 15.6% Hispanic, 12.5% Asian/Filipino, and 10.9% other.

The above stats of student ethnicity and enrollment were extracted from the 2012 ARCC Report (Accountability Reporting for the California Community Colleges).

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## **College Vision, Beliefs, Values, Mission & Goals**

### **Vision**

Contra Costa College is a leader in community college education and the higher education institution of choice for West County area residents, and all others seeking a quality education.

Contra Costa College is an inspiring haven of academic excellence noted for its passion for learning among students, staff and faculty. The college community enjoys spirited interaction as serious, motivated students seek the best from excellent, dedicated faculty and staff that are committed to empowering students by teaching a current and relevant curriculum using state-of-the art tools and resources.

The College is a leader in valuing diversity and promoting cultural awareness. Faculty members emphasize the importance of critical thinking ethics and interpersonal skills as they prepare students to succeed in the regional and global workplace and become informed and engaged citizens and leaders in the global community.

The College enjoys the collegiality of an institution where each individual is valued and respected, achievements are celebrated, planning is pro-active, and shared governance is a way of life. The college continually supports students to transition successfully into and out of the college and advocates for sufficient resources to maintain maximum accessibility and educational support for the community. As an integral part of the greater community, Contra Costa College serves as a model of excellence, providing education to help our students fulfill their dreams for themselves, their families and their communities.

### **Beliefs**

Contra Costa College believes that all individuals have inherent worth and dignity and are entitled to develop their full potential. Individuals will enjoy an improved quality of life; communities will prosper economically and socially; and families, neighborhoods, and businesses will be strengthened when residents share a commitment to lifelong learning. Further, we believe that a healthy and vigorous society benefits from the rich cultural, racial and socioeconomic variations of all people; that a democracy depends upon an informed and involved citizenry; and that the College therefore serves both the individual and society.

## College Vision, Beliefs, Values, Mission & Goals

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### Values

Contra Costa College's commitment to its mission derives strength and guidance from institutional values. As a community of educators, we value:

COMMITMENT to helping students learn and to improving the economic and social vitality of communities through education

RESPONSIVENESS to the varied and changing learning needs of those we serve

DIVERSITY of opinions, ideas and peoples

FREEDOM to pursue and fulfill educational goals in an environment that is safe and respectful for all students, all faculty, all classified, and all managers alike

INTEGRITY in all facets of our college interactions and operations

### Mission

Contra Costa College is a public community college serving the diverse communities of West Contra Costa County and all others seeking a quality education. The college equitably commits its resources using inclusive and integrated decision-making processes to foster a transformational educational experience and responsive student services that ensure institutional excellence and effective student learning.

### Goals

To fulfill its mission and to be consistent with its beliefs and values, Contra Costa College is committed to the following goals:

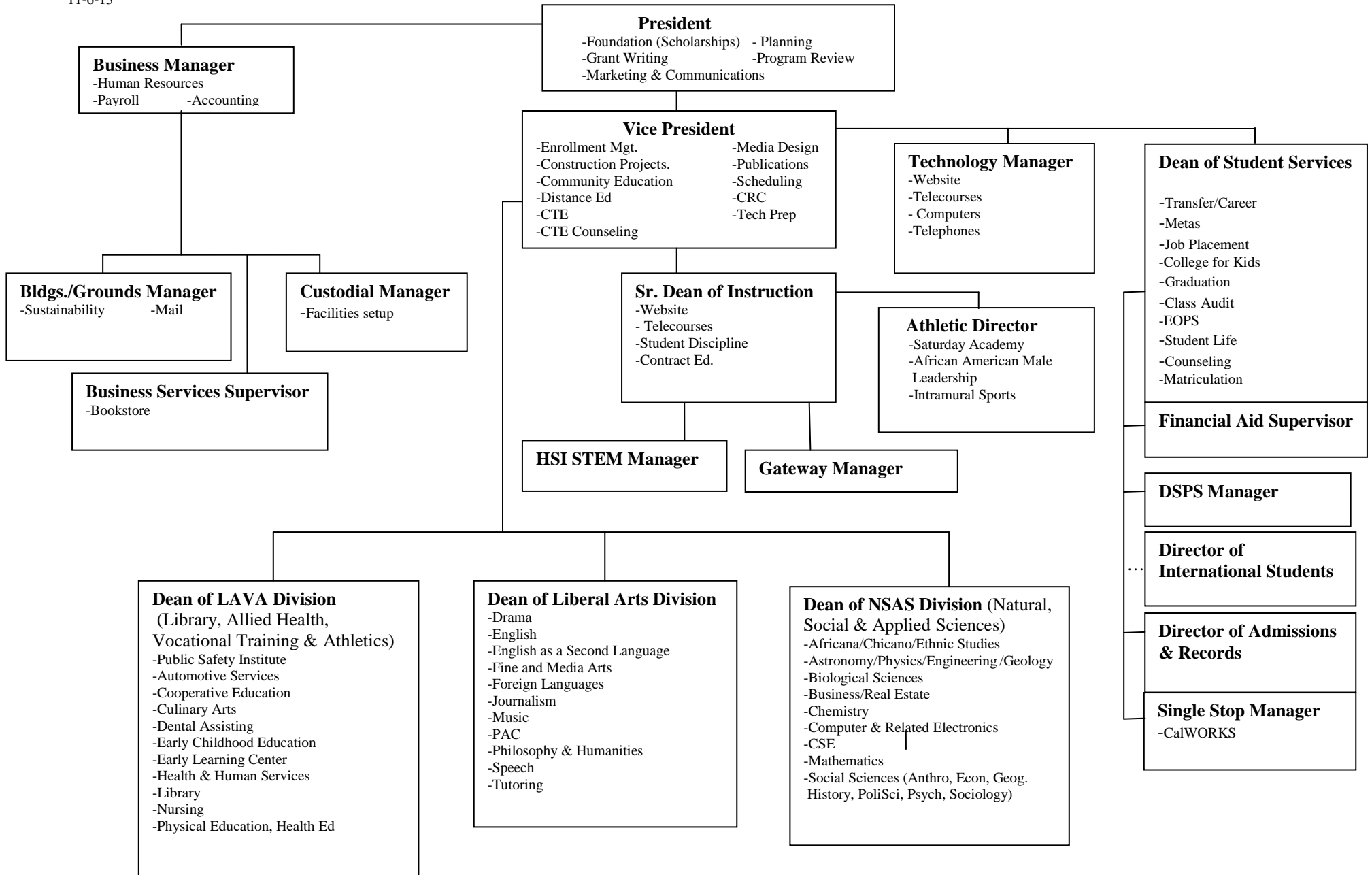
1. Improve student learning leading to: the successful achievement of educational goals through the completion of certificate, degree or transfer programs, mastery of basic skills; and the acquisition of knowledge and proficiencies pertinent to lifelong learning, effective citizenship, and career development in the changing regional and global economies.
2. Increase public awareness and understanding of the educational opportunities and benefits of Contra Costa College.
3. Increase total revenues and contributions for college operations
4. Enhance measurement of institutional effectiveness.
5. Ensure professional development is focused on student success.





11-6-13

# Contra Costa College Management Structure – Fall 2013



**Section  
A1000**

**ORGANIZATION**

**Administrator in Charge: Order of Assignment**

The college president is the manager "in charge" of the college when s/he is on campus. However, when the president is not on campus, there must be a person designated to be "in charge" to handle emergencies.

Below is a list of persons who will be "in charge" when the president is not on campus.

If designated as "in charge," the designated manager may be expected to make decisions about the welfare of the college in an emergency. They would have the authority of the president in his/her absence.

Whoever is "in charge" will be notified by the President's Office. Once that assignment is made, the manager "in charge" must not leave the campus during normal working hours without notifying the President's Office in advance.

Vice President	ext. 43806
Senior Dean of Instruction	ext. 43804
Business Director	ext. 43847
Dean of Library, Allied Health, Vocational Training & Athletics	ext. 44908
Dean of Natural, Social and Applied Sciences	ext. 44006
Dean of Liberal Arts Division	ext. 44131
Dean of Student Services	ext. 43921

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**Statement on Management's Role in Participatory Governance**

The CCC Management Council is the official organization that represents CCC managers, supervisors and confidential in participatory governance. For most issues, all academic and classified managers are voting members of the Management Council. The president does not participate in discussions or votes on management meet-and-confer issues.

Three members of Management Council – the president, vice-president and business director – are permanent members of College Council. Two additional representatives to College Council are selected by the Management Council each year. One of those two serves as chair of College Council when the position rotates to Management Council.

Management Council appoints representatives to district-wide committees, task forces and other governance bodies as described in Contra Costa Community College District Board Policy 1009. Management Council also appoints three representatives each year to the district-wide Management Council Executive Board which is the meet-and-confer body for managers, supervisors and confidential.

Unless prescribed to serve by virtue of their positions at CCC, representatives to committees either volunteer or are persuaded by Management Council as a whole, or are appointed by the president.

**Statement on Faculty's Role in Participatory Governance**

The Contra Costa College Academic Senate Council (ASC) is the official organization that represents Contra Costa College (CCC) faculty in participatory governance. In accordance with enabling provisions of the California Administrative Code, the faculty of CCC is organized and constructed as the Academic Senate. The ASC acts as the faculty body that will provide the most effective means for faculty representation and participation in furthering the purposes of the college.

The ASC members are appointed by their peers to represent the main divisions/programs of the college. The Senate shall elect a President, Vice-President, Faculty Senate Coordinating Council (FSCC) representative, Chair of Student Services, Chair of Faculty Development, and Chair of the Curriculum Instruction Committee to serve as the main officers of the ASC. The ASC President services on the college council, which is the main participatory governance committee for the college.

The Academic Senate President appoints representatives to district-wide committees, task forces, and other governance bodies. Most faculty serving on these various college committees voluntarily spend their time engaged in the participatory governance process, in addition to their classroom responsibilities.

### **Statement on Classified's Role in Participatory Governance**

The Classified Senate is the official organization that attends to non-negotiated (non-collective bargaining) issues as they pertain to the Contra Costa College classified staff. Its charge is to facilitate communication among the classified personnel and the other constituent groups (management, faculty and students) as well as the governing board. The Classified Senate participates in the development and formulation of policy and practices of the college, consistency with the college's philosophy, mission and goals.

The Classified Senate is comprised of eight members elected from among permanent part-time and full-time personnel. Representatives are elected to serve terms of two years with a limit of two consecutive two year terms.

The Classified Senate appoints classified members at-large to voice collective concerns and opinions of their constituency on various campus and district-wide committees including, but not limited to, President's Cabinet, College Council, Operations Council, Classified Senate Coordinating Council and District Governance Council. Participation of the classified staff on various campus and district wide governance committees is equal to that of management, faculty and students.

### **Statement on Students Role in Participatory Governance**

The Associated Students' Union (ASU) is the official organization that attends to all campus-wide policies and procedures that directly affect Contra Costa College students. The ASU offers opinions, makes recommendations, and participates effectively in formulating college policies and for making recommendations to the District Office.

The collective concerns of students in the ASU are given every reasonable consideration within the existing shared-governance framework. This ensures that recommendations and positions developed by CCC students are given every reasonable consideration; except in unforeseeable emergency situations, students must be provided with the opportunity to participate in the decision-making process. However, the college's consultation with the Associated Student Union on matters directly affecting students will not impinge upon the due process rights of faculty, nor detract from negotiated agreements with the United Faculty and Local One.

The appointment of student representatives to serve on college committees, task forces, or other governance groups will be made by the Associated Student Union Board in consultation with the ASU advisor or designee. Participation of ASU representatives on various campus and district wide governance committees is equal to that of management, faculty and classified staff.

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## Areas of Administrative Responsibility

### President

- General operation of the college
- The college's primary representative to the chancellor, the District Governing Board, and the State or other legal entities
- Public media relations, fiscal matters, personnel matters, and college efficiency and effectiveness
- Public information (Marketing and Communications)
- Supervises Vice President, Business Director, Sr. Executive Assistant and Marketing and Communications Coordinator
- Alumni program coordination, college foundation, grant writing
- College planning
- Community relations
- Acting Executive Director of the CCC Foundation – Scholarship Coordinator

### Vice President of Academic & Student Services

- Oversees all students services units and instructional areas, including curriculum, articulation, scheduling, new and improved learning approaches, budget and student problems with instructors (after they have seen the appropriate division dean)
- Oversees hiring of all full-time faculty tenure positions, and faculty evaluations
- Evening administrator and evening/Saturday program monitor
- Construction projects
- Enrollment management
- Academic project management
- Schedule development
- Course file maintenance; coordinate maintenance of assignment files
- Noncredit program
- College publications
- Media design (graphics)
- College Instruction Committee

### Deans

#### Dean of Student Services

- Student grievance process coordination
- Student disciplinary process coordination, including dismissal, probation
- Graduation coordination
- Metas and Pyramid coordination
- Scholarship coordination
- Middle College High School operations liaison
- Counseling, High Tech Specialist, Learning Disability Specialists, Faculty Coord.

- Admissions & Records
- Matriculation
- International Education
- Financial Aid
- EOPS/CARE
- DSPS
- Job Placement & Development
- Transfer Center
- CalWORKS
- Student Life
- Outreach
- College for Kids
- Gateway

**Dean of Economic & Workforce Development**

- Contract education
- Career Technical Education
- Vocational Grants (Bridges to the Future)
- Career & Technical Education
- Workforce development
- School to Career/Tech Prep

**Division Deans (General duties)**

- Departmental and division budgets, instructional equipment requests
- Course scheduling information
- Management of "C" contract budgets
- Complaints from students
- Strategic and operational planning

**Dean of Library, Allied Health, Vocational Training & Athletics**

- Public Safety Institute (Administration of Justice/EMS/EMT)
- Automotive Services
- Cooperative Education
- Culinary Arts
- Dental Assisting
- Early Child Education/Education
- Early Learning Center
- Health & Human Services, Medical Assisting & Office Technician
- Library
- Nursing
- Physical Education, Health Education & Athletics
- Distance Education

**Dean of Natural, Social & Applied Sciences**

- African/Chicana/Ethnic Studies
- Astronomy/Physics/Engineering
- Biological Sciences
- Business/Real Estate
- Chemistry
- Computer & Related Electronics
- Mathematics
- Social Sciences

**Dean of Liberal Arts**

- Fine and Media Arts
- Drama
- English
- English as a Second Language
- Foreign Language
- Journalism
- Music
- Philosophy & Humanities
- Speech
- College Wide-Tutoring

**Directors**

**Director of Business Services**

- College budget and financial matters
- Personnel & affirmative action
- Oversight of custodial services
- Oversight of central services - facilities, payroll, accounting
- Oversight of buildings and grounds

**Director of Admissions & Records**

- Evaluation of transcripts
- Certificate and degree evaluation
- Registration
- Persistence and retention



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**Athletic Director**

- Intercollegiate athletics
- Intramural sports

**Director of International Education**

- International Education

**Director of Financial Aid**

- Financial Aid

**Campus Managers**

**Custodial Services Manager**

- Custodial services

**Buildings & Grounds Manager**

- Building and facilities maintenance
- Grounds maintenance
- Mail/Shipping & Receiving

**Police Services Lieutenant**

- Police Services

**Technology Systems Manager**

- Computers
- Phones
- CCETV (Contra Costa Educational Television)
- Webpage

**DSPS Manager**

- DSPS

**EOPS Manager**

- EOPS

**Supervisors**

**Business Services Supervisor**

- Business services
- Foundation Records
- Bookstore

**Coordinators**

**Student Union Coordinator**

- Student Life
- Outreach
- First Year Experience
- Student Government
- Student Activities

**Planning Coordinator**

- College Strategic Planning
- Surveys
- Enrollment Statistics

**Early Learning Center Faculty Coordinator**

- Early Learning Center operations

**Basic Skills Initiative Faculty Coordinator**

- Basic Skills Committee and Budget

**Nursing Faculty Coordinator**

- Nursing Department
- Nursing Accreditation

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**Brown Act Committees**  
**The following committees are subject to the Ralph M. Brown Act.**

**College Committee Structure**

A list of the current members of these college committees is sent to "Everyone @ CCC" via e-mail at the beginning of each month.

**President's Cabinet**

- Status:** Participatory (Shared) governance advisory committee to the college president.
- Meeting Time:** Second and Fourth Fridays of the month, from 9:00 a.m. to 11:00 a.m. or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition:** President, vice-president, director of business services, academic senate president, classified senate president, and ASU president
- Chair:** President
- Records:** Minutes are recorded of issues and actions and are distributed to the President's Cabinet members via the College Website.
- Purpose:**
1. To solve or take action on non-routine operational matters; on proposal regarding planning and evaluation; on recommendations for College procedure development/codification; on College-wide budget issues.
  2. To recommend proposals to College Council as appropriate.
  3. To develop the College Council agenda.
  4. To provide input on College matters at District level.
  5. To develop a system for planning, implementing, maintaining and evaluating all programs and services.
  6. To provide final recommendations for all program review departments/units.

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## College Council

- Status: Participatory (Shared) governance advisory committee to the college president.
- Meeting Time: Second Thursday of the month from 2:00 p.m. to 4:00 p.m. or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: 5 managers to include the president, vice president and director of business services, 5 classified to include the classified senate president, 5 faculty to include the academic senate president, 5 students to include ASU president and inter-club council president.
- Chair: Rotates among constituency groups
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website.
- Purpose:
  1. To approve the annual college's plans, goals and objectives.
  2. To review the college philosophy/mission goals.
  3. To decide the process for resource allocation.
  4. To decide policies and procedures that impact all constituent groups.
  5. To ensure that accreditation standards and recommendations are addressed.
  6. To foster improved communication among constituent groups.
  7. To review the college's evaluation measures.

A quorum for the College Council is met when there is at least one representative from each constituent group present. If a member misses three meetings, a replacement will be sought for that member. The Council makes decisions by consensus rather than by votes. Consensus is by constituent group rather than by individual members.

## Budget Committee

(subcommittee of College Council)

- Status: Participatory (Shared) governance subcommittee of College Council.
- Meeting Time: Third Wednesday of the month from 2:00 p.m. to 3:00 p.m. or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Director of business services, academic senate president, vice president, 1 faculty representative, 2 classified representatives, 1 student representative
- Chair: Director of business services
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the College Council and Planning Committee.
- Purpose:
  1. To evaluate procedures for the allocation and use of revenue and to disseminate budget information to the college for the operating budget.

### **Grant Committee**

(subcommittee of Budget Committee)

- Status: Participatory (Shared) governance subcommittee of Budget Committee
- Meeting Time: or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: College grant writer, 2 managers, 2 faculty, 1 classified, 1 student, others as needed ex-officio
- Chair: College grant writer
- Records: Minutes are recorded on formation and action items, and are distributed to the members and public via the College website. All minutes are forwarded to the Budget Committee.
- Purpose:
1. To prioritize areas of focus for grant-writing.
  2. To review/approve grant opportunities and proposals.
  3. To report on grants activities annually to College Council, including recommendations for institutionalization.

### **Operations Committee**

(subcommittee of College Council)

- Status: Participatory (Shared) governance subcommittee of the College Council.
- Meeting Time: Second and fourth Mondays of the month from 9:00 a.m. to 10:30 a.m. or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Vice president, 1 classified representative, 1 division dean, 2 deans, academic senate president, manager of custodial services, police sergeant, director of admissions and records, manager of buildings and groups, manager of technology systems.
- Chair: Vice president of academic and student services
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the College Council.
- Purpose:
1. To raise issues and take immediate action on problems pertaining to the daily operations or routine operations of the college, its instructional and service programs/units.
  2. To recommend to President's Cabinet proposals regarding non-routine operational matters; proposals regarding planning and evaluation activities; or recommendations for procedure development/codification.
  3. To evaluate and improve instructional service operations.
  4. Makes recommendations for the prioritization of maintenance and upgrade of existing facilities.

**Sustainability Committee**  
(subcommittee of Operations Committee)

- Status: Participatory (Shared) governance subcommittee of the Operations Committee.
- Meeting Time: First Tuesday of the month from 7:00 a.m. to 8:00 a.m. or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: 6 Faculty, technology services manager, custodial manager, 1 dean classified, 2 students
- Chairperson: Manager of Buildings and Grounds
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the Operations Committee.
- Purpose: 1. To improve ways to reduce energy costs and to improve college use of Energy and resources.

**Safety/Security Committee**  
(subcommittee of Operations Committee)

- Status: Participatory (Shared) governance subcommittee of the Operations Committee.
- Meeting Time: First Friday of the month from 8:00 a.m. to 9:00 a.m. or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Director of business services, police lieutenant, custodial manager, buildings and grounds manager, 4 faculty representatives, 2 classified representatives, 1 student representative, 1 CCCSIG representative
- Chair: Director of business services
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the Operations Council.
- Purpose: 1. To address on-campus safety and security concerns  
2. To provide a safe and secure campus for the students and employees of Contra Costa College.

### **Technology/Instructional Technology Committee**

(subcommittee of Operations Committee)

- Status: Participatory (Shared) governance subcommittee of the Operations Committee.
- Meeting Time: Second & fourth Wednesday of the month from 3:00 p.m. to 5:00 p.m. or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Technology services manager, academic senate president, 2 managers, CIS faculty representative, 4 faculty, 2 classified, 1 student
- Chair: Computer and network services supervisor and CIS faculty representative are co-chairs
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the Operations Committee.
- Purpose:
1. To respond to proposals and requests for acquiring instructional software and hardware that are put forward by members of the college community.
  2. To deal with aspects of technology as it relates to the college as well as with links of technology outside of the realms of education. The College Council will then make final decisions concerning the advisability of purchasing instructional software and hardware.

### **Planning Committee**

(subcommittee of College Council)

- Status: Participatory (Shared) governance subcommittee of the College Council.
- Meeting Time: First Fridays of the month from 12:30 p.m. to 2:30 p.m. or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Strategic planning faculty coordinator, academic senate president, 3 managers, 2 faculty, 2 classified, 1 student representative (ex officio) vice president and president
- Chair: Strategic planning faculty coordinator
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the College Council and the Budget Committee.
- Purpose:
1. To lead the college's research and planning efforts to ensure quality instruction and student services.
  2. To support college and district-wide strategic initiatives based on quantitative and qualitative measures.
  3. To monitor the college's progress on meeting district's and college's strategic initiatives.

### **Enrollment Management Committee**

(subcommittee of Planning Committee)

- Status: Participatory (Shared) governance subcommittee of the Planning Committee.
- Meeting Time: Fourth Wednesday of the month from 2:00 p.m. to 4:00 p.m. or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Vice president, a division dean, admissions and records director, marketing and communication coordinator, 3 faculty representatives, 3 classified representatives, 3 student representatives
- Chair: vice-president
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the Planning Committee.
- Purpose: 1. To review, recommend and guide the College's enrollment management, outreach and marketing efforts.

### **Catalog & Schedule Committee**

(subcommittee of Planning Committee)

- Status: Participatory (Shared) governance subcommittee of the Planning Committee.
- Meeting Time: First Tuesday of the month from 3:00 to 4:30 p.m. or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Scheduler, admissions and records director, academic senate president, marketing and communications coordinator, graphics designer, 1 faculty representative, 1 student representative, coordinator of matriculation services, and (ex officio) vice-president
- Chair: Marketing and communications coordinator
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the Planning Committee.
- Purpose: 1. To oversee the production of the college catalog and schedule.  
2. To identify and provide solutions for problems.  
3. To ensure input from the faculty.



**Student Success Committee**  
(subcommittee of College Council)

- Status: Participatory (Shared) governance subcommittee of the College Council.
- Meeting Time: Third Wednesdays of the month from 2:00 p.m. to 4:00 p.m. or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: 2 faculty, 2 managers, 2 classified and 2 or more students
- Chair: Elected by membership.
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the College Council.
- Purpose:
1. To incorporate the ideas proposed from the district achievement gap committee.
  2. To brainstorm strategies to help close the achievement gap.
  3. To develop strategies for spending the budgeted \$40,000 given to CCC for this purpose.

**SLO/AUO Committee**  
(subcommittee of Student Success Committee)

- Status: Participatory (Shared) governance subcommittee of the Student Success Committee.
- Meeting Time: or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition:
- Chair:
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via and the College Website and forwarded to the Student Success Committee.
- Purpose:

### **Basic Skills Committee**

(subcommittee of Student Success Committee)

- Status: Participatory (Shared) governance subcommittee of the Student Success Committee.
- Meeting Time: Second Tuesday of the month 2:30 to 4:00 p.m. and Fourth Tuesday of the month if needed or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: 10 faculty members, 2 classified, 2 managers and 1 student
- Chair: Basic Skills coordinator
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the Student Success Committee.
- Purpose:
1. To review the college's current basic skills practices in terms of the State's "effective basic skills practices" and make recommendations about improving the college's basic skills efforts and basic skills integration into college-wide programs and services.
  2. To recommend the expenditure of funding to support these improvements.
  3. To complete and annual basic skills plan and report of actions and expenditures.

### **Professional Development Committee**

(subcommittee of Student Success Committee)

- Status: Mixed Constituency Committee
- Meeting Time: Twice a year - once a semester, more often if needed or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Staff development chair, 1 manager, 1 classified, 1 faculty
- Chair: Staff development chair
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the Student Success Committee.
- Purpose:
1. To coordinate of staff development activities and budget.
  2. To review special projects.

## **College Committee Structure**

### **Academic Senate Council**

- Status: Constituency Committee
- Meeting Time: First and third Mondays of the month from 2:15 p.m. to 4:30 p.m. or as posted on the College's website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Academic senate president, 9 faculty members, 1 student representative, 1 MCHS representative
- Chair: Academic senate president
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website.
- Purpose:
1. To represent faculty concerns to the college management.
  2. To promote faculty resources.
  3. To increase faculty professionalism.
  4. To provide a means for faculty participation in furthering the purposes of the college.

### **College Instruction Committee**

(subcommittee of Academic Senate Council)

- Status: Subcommittee of the Academic Senate Council
- Meeting Time: Second and fourth Mondays of the month from 2:15 p.m. to 5:00 p.m. or as posted on the College's website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: 7 faculty, 3 classified, 1 student representative, scheduler
- Chair: Faculty member
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the Academic Senate Council.
- Purpose:
1. To review new course proposals and make recommendations for adoption into the curriculum.
  2. To review all noncredit course proposals as well as topics-in courses and other curricular change forms.

### **Student Services Committee**

(subcommittee of Academic Senate Council)

- Status: Subcommittee of the Academic Senate Council
- Meeting Time: First Friday of the month from 12:00 to 1:00 p.m. or as posted on the College's website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Senior dean of student services, MCHS principal, 1 manager, 7 faculty, 1 classified 1 student
- Chair: Faculty member
- Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the Academic Senate Council.
- Purpose:
  1. To recommend policy of the Academic Senate and reports to the Academic Senate Council through its chair.
  2. To recommend policies and procedures to the vice president regarding existing and potential student service programs as charged by the Senate Council. The Committee will not concern itself with individual student programs, but rather with the procedure for handling such problems.

### **Classified Senate Council**

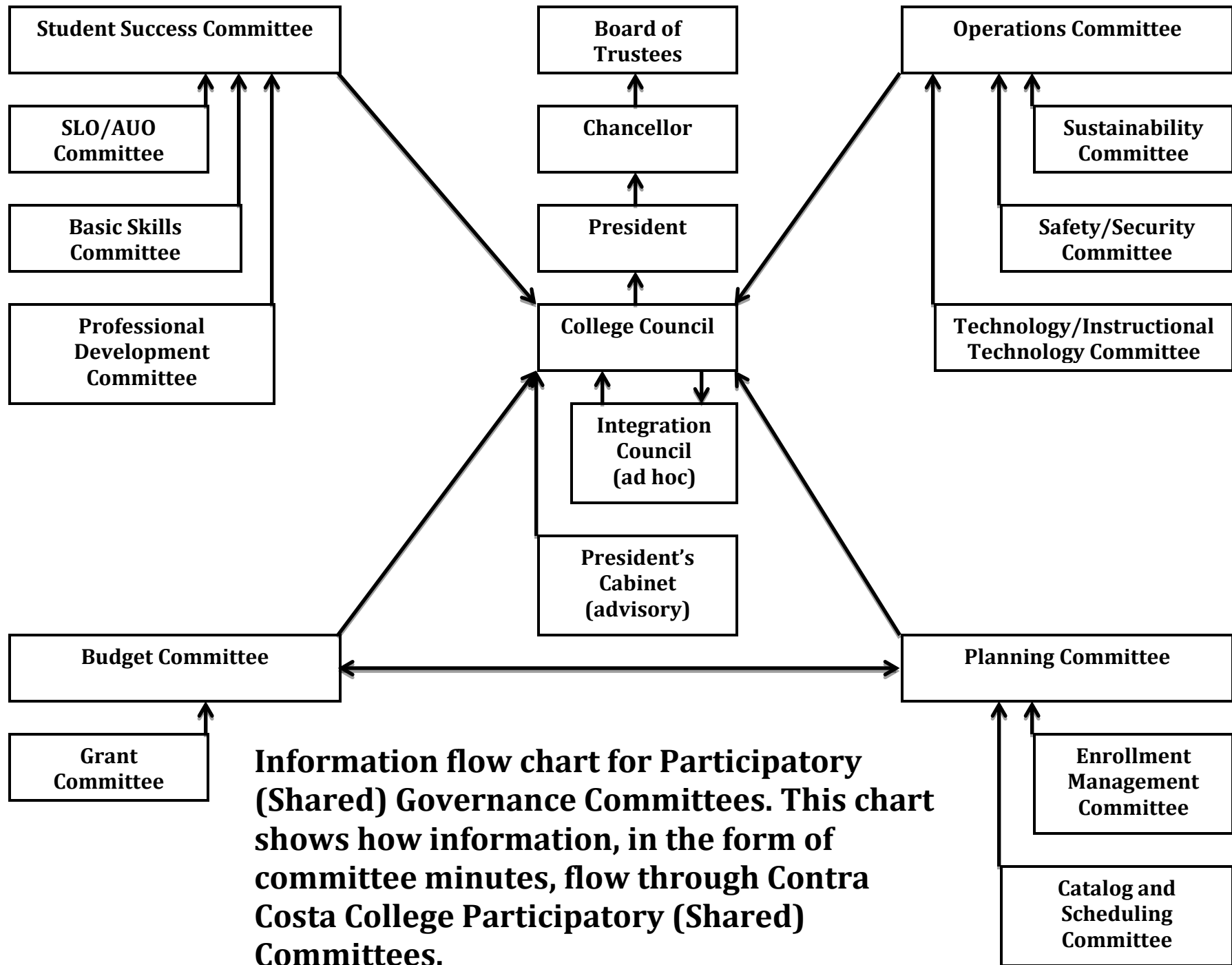
- Status: Constituency Committee
- Meeting Time: Second and fourth Thursdays of the month from 10:00 a.m. to 12:00 noon. or as posted on the College's website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Classified senate president, and 6 elected classified members
- Chair: Classified senate president
- Records: Minutes are recorded by secretary and distributed to committee members.
- Purpose:
  1. To provide a means of representation for the classified staff in the college governance process.

### **Associated Student Union**

- Status: Constituency Committee
- Meeting Time: Posted on the College's website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Associated Student Union president, and   ?   elected student members
- Chair: Associated Student Union President
- Records: Minutes are recorded by secretary and distributed to students.

Purpose: 1. To provide a means of representation for the students in the college governance process.

December 2013



### **Advisory Committees**

**The following committees are not subject to the Ralph M. Brown Act.**

#### **Executive Staff**

- Status: Advisory Committee
- Advises: College President
- Meeting Time: Monthly on Thursdays before Management Council from 9:00 a.m. to 10:30 a.m. or as posted on the College's website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: President, vice president, director of business services, and dean of student services, economic development and division deans  
Guest: manager of buildings and grounds
- Chair: College President
- Records: Minutes are recorded and distributed to the Executive Staff members and their assistants via the Portal.
- Purpose:
1. To discuss or take action on personnel issues or other confidential issues.
  2. To plan the Management Council agenda.
  3. To discuss problems that cannot be resolved through regular operational procedures.

### Management Council

- Status: Advisory Committee
- Advises: College President
- Meeting Time: Last Thursday of the month from 2:00 to 5:00 p.m. or as posted on the College's website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: All managers and supervisors
- Chair: President
- Records: Notes are taken and distributed to Management Council members, their secretaries and the chancellor and also posted on the College Website and Portal.
- Purpose:
1. To review and discuss all issues in the formal decision-making processes.
  2. To raise, discuss and decide issues of planning, budgeting, and evaluation of College operations.
  3. To promote teamwork and effective collaboration between and among managers.
  4. To improve the knowledge, skills and abilities of college administrators in an effort to promote excellence through appropriate training sessions.

### Dean's Meeting

- Status: Advisory Committee
- Advises: College Vice-President
- Meeting Time: First and Third Tuesday of the month from 10:00 a.m. to 12:00 noon or as posted on the College's website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Division deans, Vice President
- Chairperson: Vice President
- Records: Minutes are kept of decisions and referrals to other committees, and are distributed to members of the forum prior to subsequent meetings and to the President's Cabinet and College Council.
- Purpose:
1. To solve problems, troubleshoot and share information relevant to the college's instructional programs and services that support instruction.
  2. To refer problems and issues of greater concern to appropriate committees for decisions; to provide input to college governance process as appropriate.



### **Council of Chairs**

- Status: Advisory Committee
- Advises: College Vice President
- Meeting Time: First Wednesday of the month from 3:00 p.m. to 5:00 p.m. or as posted on the College's website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition: Vice president, all department chairs, all division deans, 2 managers, MCHS principal, athletic director, and marketing and communications coordinator
- Chair: Vice president
- Records: Minutes of decisions and referrals to other committees are kept, and are distributed to members of the forum prior to subsequent meeting, and to the President's Cabinet and College Council.
- Purpose:
1. To solve problems, troubleshoot and share information relevant to the college's instructional programs and services that support instruction.
  2. To refer problems and issues of greater concern to appropriate committees for decisions.
  3. To provide input to college governance process as appropriate.

### **CSE-MESA Advisory Committee**

- Status: Advisory Committee
- Advises: CSE Program Coordinator (Classified)
- Meeting Time: TBA
- Composition: NSAS dean, 1 manager, MESA Faculty Advisory, INDIS 095 Faculty and/or Mentor(s)
- Chair: CSE Program Coordinator
- Records: No minutes are taken
- Purpose: To advise the program coordinator on broad issues related to the programs.

### **Career Technical Education Committee**

- Status: Advisory Committee
- Advises: College Vice President
- Meeting Time: Every other month or as posted on the College's website:  
[www.contracosta.edu](http://www.contracosta.edu)
- Composition: All counselors, all CTE faculty, vice president, 1 student, dean of economic development
- Chair: 1 CTE faculty
- Records: Minutes are recorded and distributed to membership.
- Purpose:
1. To provide department instruction committee (DIC) instruction for all CTE in LAVA and others upon request.
  2. To assist with grant writing, certificate development and program review development.
  3. Assist with 2 + 2 development and articulation agreements at high schools.
  4. To sit as a faculty representative on the CTE grant committee.
  5. To assist with the strategic planning process for CTE programs and policy development.

### **Distance Education Committee**

- Status: Advisory Committee
- Advises: Academic Senate Council and its subcommittees
- Meeting Time: Third Thursday of the month at 3:00 p.m. or as posted on the College's website:  
[www.contracosta.edu](http://www.contracosta.edu)
- Composition: Faculty distance education coordinator, scheduler, technology services manager, 1 division dean, 4 faculty, 2 classified, 1 student representative
- Chair: Faculty distance education coordinator
- Records: Minutes are recorded and distributed to the membership.
- Purpose:
1. To assess Distance Learning at CCC and how it fits with Strategic Directions.
  2. To identify the potential for growth and develop an action plan.
  3. To provide resources for faculty and students who are engaged in Distance Learning.
  4. To provide faculty development in Distance Learning.

March 2014



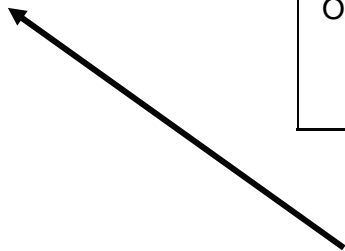
## Contra Costa College Governance and Decision-Making Process

Path of Problems or Issues Needing Routine Attention



Problem or Issue Regarding:

College Council	President's Cabinet	Operations Council	College Sector Committees* Or Organizational Unit**	<ul style="list-style-type: none"> <li>• College-wide Policy and Procedure Development</li> <li>• College Planning, Budgeting, Evaluation Processes</li> <li>• College Goal Development</li> <li>• Resource Allocation</li> </ul>
	President's Cabinet	Operations Council	College Sector Committees* Or Organizational Unit**	<ul style="list-style-type: none"> <li>• Assessment of College Budgeting, Evaluation and Planning Processes</li> <li>• Administration or Operational Procedure Development</li> <li>• Resource Development</li> <li>• Personnel; Collective Bargaining Issues</li> </ul>
		Operations Council	College Sector Committees* Or Organizational Unit**	<ul style="list-style-type: none"> <li>• Day to Day College or Unit Operations or Problems</li> </ul>
			College Sector Committees* Or Organizational Unit**	<ul style="list-style-type: none"> <li>• Special Interest or Narrow-Focus Problems and Operations</li> </ul>





## Contra Costa College Governance and Decision-Making Process

Protocol who or what is affected:	Who initiates Discussion; forwards Recommendations or Problems for consideration (forms must be used):	Group that makes the final decision on issue (has authority and is accountable):	Decision-making committee requests formal input from:	Distribution of decision:
College-wide Interest or Effect	Anyone or Any Group	College Council	General college community through e- mail all representative groups	Minutes are distributed college-wide
Day to Day Operations	Anyone or Any Group	Operations Council College Sector Committees Organizational Units	Whoever is appropriate, given the issue or problem	Minutes are distributed to Management Council and College Council
Administration; operational policies/procedures; personnel; resource development	College Council Operations Council Management Council Committees	President's Cabinet	College Council Operations Council Management Council	Minutes are distributed college-wide

August 1993

**A1005.0**

November 2007



**Proposal Format**

Please use this form when submitting a proposal within the College decision-making process. If necessary, you may expand on additional pages that you attach to this summary page.

Date: \_\_\_\_\_

To: (Individual or Group that should ultimately made the decision)\_\_\_\_\_

From: (Proposer)\_\_\_\_\_

Procedure/Policy/Plan being proposed: (In one sentence)\_\_\_\_\_

I. Problem being addressed:

II. Procedure, policy, or plan being recommended: (Provide details)

III. The following persons or groups were consulted regarding the above procedure, policy or plan recommendation:

IV. Reasons for forwarding the above procedure, policy or plan:  
(In other words, why this solution rather than another? What are the benefits of this solution?)

**Do not write below this line:**

---

Discussion Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

Decision Date: \_\_\_\_\_

Cc: Proposer

Signed: \_\_\_\_\_



Issue/Problem-Solving Backup

Date: Discussion Date: \_\_\_\_\_

TO:

FROM:

SUBJECT: Problem Backup:

I. Statement of the problem:  
(Include background if appropriate)

II. Possible solutions to problem:

III. Next step(s) in solving problem:

IV. Timeline:

V. Resources provided for study:

**Do not write below this line**

---

Follow up Needed:

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

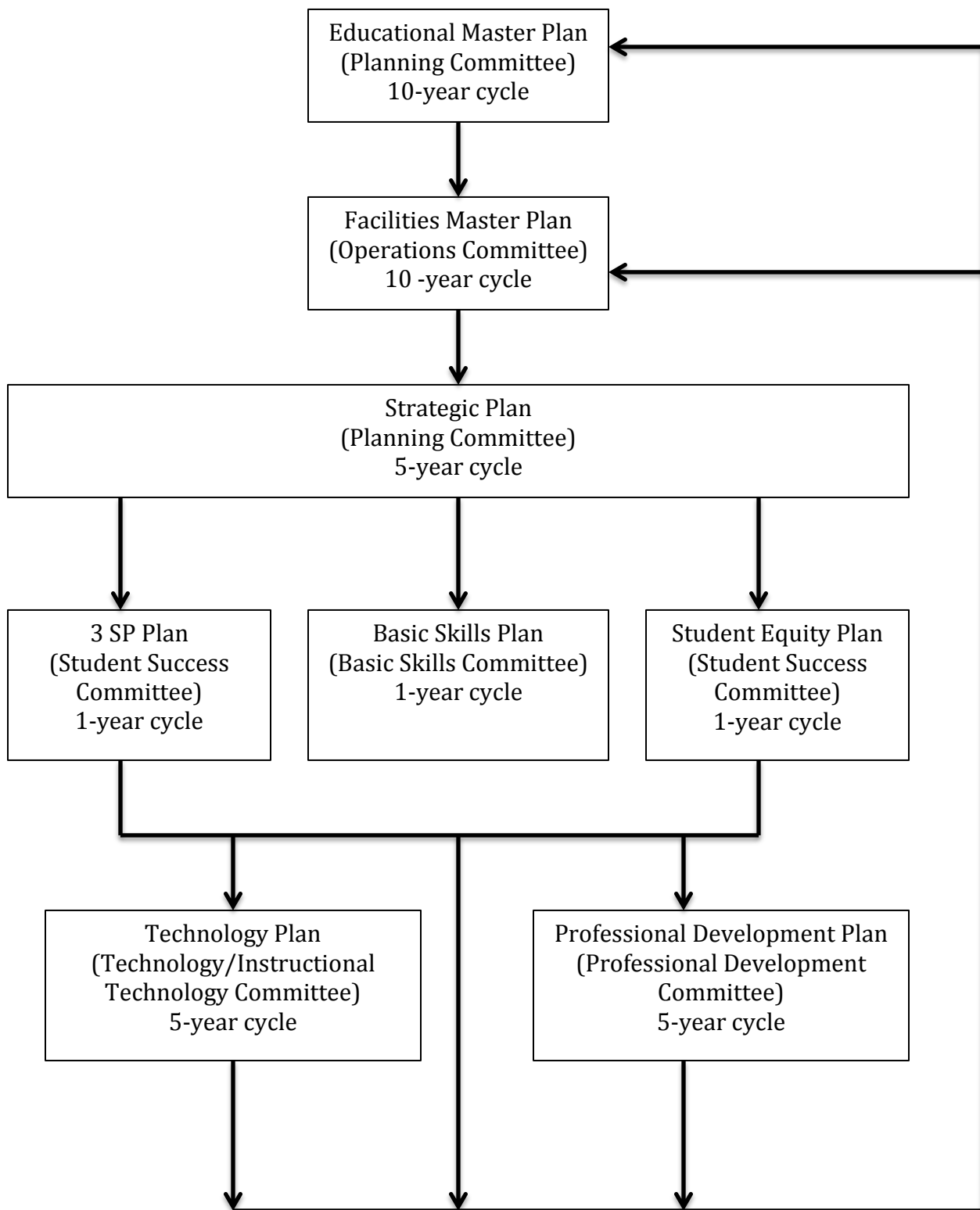
Reference: College Policy  
Adopted by College Council, March 20, 2009

### **Reviewing the Governance Process**

In accord with the standards of good practice promulgated by the WASC Commission, Contra Costa College is committed to regular review of its governance process. This review will include the input of all constituencies—students, classified, faculty and administration. Input will be used to modify, if necessary, the governance process to ensure that all are represented.

1. The governance process approved by the college will be described in the College Procedures Manual under Procedure A1000 section.
2. Every five years in the Spring term the Office of Planning will conduct a student and staff survey to ascertain input of constituency members regarding the governance process.
3. The results of this survey will be presented to the College Council in the fall. At that time, College Council will review the governance structure and make any modifications or addition that are needed.
4. Any change in governance process will require that College Council disseminate the proposed change to the college community for acceptance.
5. Changes in the governance process will occur the following semester.
6. Any member of one of the college constituencies also may propose a change to the governance process.
7. Proposals submitted by members of a constituency must have the support of that constituency.





**Contra Costa College Planning Cycles**

**Section  
B2000**

**PERSONNEL**

<b>CCC</b> <b>College Procedures Handbook</b>	<b>PERSONNEL</b>	<b>B2000.0</b>
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## All Personnel

Important Note: In all cases in this handbook, if any general information conflicts with the bargaining unit contracts, the contracts always prevail.

### I. Employment

All Contra Costa College employees are employed by the Governing Board of the Contra Costa Community College District to render service for Contra Costa College. CCC is one of the three community colleges in the Contra Costa Community College District.

***Nondiscrimination:*** Contra Costa Community College District is committed to equal opportunity in educational programs, employment and campus life. The District does not discriminate on the basis of age, ancestry, color, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation, or veteran status in any access to and treatment in college programs, activities, and application for employment.

The lack of English language skills is not a barrier to admission to and participation in vocational education programs and services.

Equal educational opportunity includes, but is not limited to: admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, employment, physical education, and athletics. Equal employment opportunity includes but is not limited to providing and safeguarding the opportunity for all persons to seek, obtain and hold employment and qualify for advancement in the District without discrimination.

#### ***Investigation and Resolution of Complaints of Unlawful Discrimination*** (Board Policy 2002)

The Contra Costa Community College District Governing Board has adopted regulations to insure that its programs and activities are available to all persons without regard to ethnic group identification, of alleged unlawful discrimination in its programs or activities. The District will seek to resolve any complaints in an expeditious manner and within 90 days. The District officer responsible for insuring compliance with these rules and regulations is the vice chancellor of human resources/chief negotiator. (For more specific information, please refer to "Handling Discrimination Complaints," Business Services, Procedure G7108.0, section G of this handbook.)

**BENEFITS**

The Contra Costa Community College District offers a comprehensive package of benefits. The benefits vary slightly for full-time versus part-time employees; please refer to your bargaining unit agreement for details.

Basically, the District offers medical insurance, a vision plan, dental insurance, life insurance, an employee assistance program, and retirement -- either PERS (public employees' retirement system) or STRS (state teachers' retirement system). Regular employees who work less than 50% time are not included in PERS or STRS.

*(Faculty: please see additional information under STRS in the "faculty" part of the section, B2200.)*

If you have questions, you may contact CCC human resources in the Business Services Office. If they are unable to help you, they may refer you to District human resources.

**LEAVE PROVISIONS**

The Contra Costa Community College District offers employees vacation, as well as other forms of leave from work, such as administrative leave to attend conferences and workshops, sick leave, and leave for bereavement, jury duty, and various others. See your bargaining unit contract for information. All leaves (except sick leave) must be approved in advance by your supervisor, with submission by the employee of a "Request for Leave" form, to be signed by the immediate supervisor.

**PAYROLL**

The Payroll Office is located in the Applied Arts Building, Room 201. Paychecks cannot be issued until the employee has been hired. In order to be hired, all hiring paperwork must be submitted to the College Human Resource Assistant or Senior Payroll Clerk (for student employees).

- Full-time instructors, regular classified employees and managers may pick up their paychecks at the Payroll Office on the last work day of the month, from 12:00 noon to 4:00 p.m.
- Checks for part-time instructors, "AC" contract for full-time instructors, certificated other, classified hourly and overtime, and students may be picked up on the 10th day of the month at the Payroll Office 12:00 noon to 4:00 p.m. If the 10th falls on a weekend, paychecks may be picked up on the Friday before the 10th. Employees must have picture identification and sign for their checks.

Direct deposit: All employees may elect to have their paycheck direct deposited into their bank account. Request the Direct Deposit Authorization Form, and submit the completed form to the Campus Payroll Office (AA-201).

**SUBMITTING TIME FOR PROPER PAYMENT****Monthly Absence Reports**

If you are a Monthly Classified employee (permanent full-time or permanent part-time), full-time faculty, or a manager, you must file a Form 7170 "Request for Leave." This form serves as a notice to the department secretary or manager responsible so that they may mark the correct absence information on a Departmental Weekly Absence Report. Once Campus Payroll receives this information it is transferred to each employee's Monthly Absence Report which is to be signed by the employee and supervisor for accuracy.

**Contra Costa College**

**REQUEST FOR LEAVE**

Employee: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Leaves must have one week advanced approval (except emergencies).**

*I request leave for the following (check one):*

- Sick Leave\*
- Personal Necessity Leave
- Vacation Leave
- Bereavement Leave\*
- Meeting/Conference Leave (attach documentation)\*
- Jury or Witness Leave (attach documentation)
- Other\*: \_\_\_\_\_

Date(s) leave is requested for: \_\_\_\_\_

If less than a full day, indicate hours: \_\_\_\_\_

\*Reason for leave: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If meeting/conference leave is requested and expense reimbursement is anticipated, complete the following:

Estimated cost: \$\_\_\_\_\_ GL#: \_\_\_\_\_

*If a substitute is needed, please complete the following:*

Course	Date/Time	Substitute	Dept. Chair Initials
_____	_____	_____	_____
_____	_____	_____	
_____	_____	_____	

*Notes:*

- To get a substitute, faculty need the approval of the Division Dean.
- All substitutes need to be processed CCC faculty.
- The first class missed is usually cancelled unless an exception is granted by the Division Dean.

\_\_\_\_\_

\_\_\_\_\_  
*Signature of Manager/Supervisor for Approval*

*Distribution:* (Forwarding this form indicates approval from the division dean.)  
Email should be sent in the following sequence—to division dean, to division secretary, to Business Office

Both forms may be requested from the Business Office, ext. 4571.

### Time Cards

Paychecks may be delayed if time cards are submitted incomplete, inaccurate, or late. To avoid any inconvenience, all employees are encouraged to follow the procedures and time lines posted at the Campus Payroll window.

### Types of time cards:

FORM TYPE	DESCRIPTION	USE
7128	<b>Classified Regular Employee Time Card</b>	Classified Monthly Overtime & Extra Hours at Straight Time
7277	<b>Classified Hourly Employee Time Card</b>	Classified Hourly Short Term & Substitute
7346	<b>Professional Expert/Recreation Program Time Card</b>	Classified Hourly Professional Expert & Recreation Program
7117	<b>Certificated Employee Variable Service Report - Teaching Services</b>	Annual & Hourly Faculty Hourly Substitute
7129	<b>Faculty Variable Service Report - Counseling/Other Academic Service</b>	Annual & hourly Faculty Hourly Counselors, Librarians, Other Academic Services (non-Teaching), and Special Program (see Special Programs Salary Schedules for details)
7372	<b>Student Employee Time Card</b>	Student Employees
7134	<b>Hourly Time Reports</b>	Short Term Course (see details below)
White Card (7-3/4" X 3-1/2")	<b>Instructor of Record Verification Card</b>	Pay by the Course (see details below)

### Short Term & Irregular Courses

All Short Term (less than 18 weeks) & Irregular Courses (more than 18 weeks or Division special requests) require an Hourly Time Report with "actual hours" to be submitted to Campus Payroll by close of business on the deadline date and the pay will be issued on the 10th of the following month. Deadline date schedules are available outside the Campus Payroll window. **Please note:** There is approximately two weeks of projection time at the end of each month. If Hourly Time Reports are not received by the deadline dates, the hours will not be paid until the following pay day.

Instructor of Record Verification Cards are necessary for all full-term courses 18 weeks in length.

**Full Term Courses**

The PAY BY THE COURSE system has been in effect since Fall 1996 and is designed to pay the instructors of full term courses (18 weeks) in five equal payments for the semester. The five equal payments are calculated from the 'Total pay Hours' from the course file. These payments will be issued on the 10th of each month. Payments begin with the 10th of the second month of the semester and ending with the 10th of the month following the end of the semester.

In order to initiate this payment process an "Instructor of Record Verification Card" must be completed with both the instructor's and Division Dean's signature. It is the responsibility of the division and the instructor to ensure that the Campus Payroll Office receives each verification card by the due date.

The division is responsible for generating the Instructor of Record Verification Card but it is the responsibility of the instructor to sign for accuracy. Once submitted, if there are any changes, a CORRECTED Verification Card must be submitted immediately. This especially includes cancelled classes. (Please ensure that the total pay hours for flex time performed and classes met are noted.) The total pay hours must be accurate because this is what is used to calculate the monthly pay hours.

**Exception:** There are some full term courses that per the division's request are paid through Hourly Time Reports, this usually occurs with courses that are split or team taught. If there are any questions or doubts regarding a specific situation, contact the division.

**NOTE:** During Summer intersession, all courses are submitted on the Hourly Time Report.

You may order additional time cards/forms by completing the "Forms Order Sheet" and faxing it to:

Diablo Valley College Warehouse  
Attention: Storekeeper  
Fax# (925) 691-9564

**PAYROLL REPORTING: FALL FLEX ACTIVITY BY PART-TIME FACULTY**

Refer to Faculty Union Contract, Article 10.4 and Appendix A "Flexible Calendar".

**STUDENT EMPLOYMENT PROCEDURES****New and Returning Students:****Hiring Regulations:**

Students must be enrolled in a minimum of 6 units, must have a cumulative GPA of 2.0. If student employees are to be charged to a College Work Study Program (CWSP) account there is a limit of 15 hours per week. If student employees are to be charged to District funds, there is no limit for the number of hours allowed weekly except for the budget limits in each department. Exceptions must be authorized by the President or the college or his/her designee.

Students are to obtain an employment card from their supervisor. The student is to complete the top half and the supervisor is to complete the bottom half. The semester in which the student is to work must be indicated on the top of the employment card. If the student is applying for the CWSP, their employment card must be processed by the financial aid office. (Allow 1 to 2 days for this process to be completed.)

Once the employment card is completed, it is to be brought to the Payroll Office. While at the Payroll Office, the student will be given a hiring packet. Included in this packet will be the I-9 Form. To complete this form, the student will need to provide originals of their identification; examples of acceptable identification are on the back of the I-9 Form. Copies of these documents will be made and retained by the Payroll Office. At the start of each semester, as well as the Summer intercession, both new and returning students will be required to complete a new Student Employment Card.

**Payroll Procedures:**

Students are paid on the 10th of each month, provided their time cards are submitted to the Payroll Office on or before the deadline date for the corresponding payday. Students and their supervisors share equal responsibility for making sure time cards are accurate and on time.

The student salary schedule is as follows:

Class I	Hourly pay rate = \$8.03
Class II	Hourly pay rate = \$9.74
Class III	Hourly pay rate = \$9.84

**PAYROLL REPORTING: FALL FLEX ACTIVITY BY PART-TIME FACULTY**

The District and United Faculty agree that all part-time faculty should participate in fall flex activities. Therefore, only when classes do not begin on Monday, part-time faculty who teach on Wednesday, Thursday and Friday will be scheduled to give their finals one week early. Their assignment for the fall term is 17 weeks of instruction and one week of flex activity. They are to be paid for flex activity on the actual date(s) of the activity.

**II. Other Information****COMPUTERS**

Computers are available in many offices on campus. However, not everyone is guaranteed a computer. If you do not have access to a computer, and you feel that your work efficiency would be enhanced if you did, you should speak to your supervisor to see about the possibility of getting one. Sometimes non-instructional equipment funds are available for such purchases.

Most administrative computers (non-instructional) are connected to the district network for e-mail and the Datatel system. This allows you, according to your security access, to perform operations such as to look up student records and schedules, check budget balances in different accounts, and conduct financial business, as well as many other functions. You need a password which, when authorized, can be obtained by calling the technology Help Desk at the District Office.



## **COPY MACHINES**

Copy machines are located in all of the division offices on campus and other locations. In most cases, you will need authorization for a key or code to enable you to use the machine, or you may ask the division secretary. Each division will have an allotment and any overage will be charged to the specific division or department at two cents per impression. Grants will not have an allotment and will be charged two cents per impression.

The copy machines are to be used only for normal office copying. (Overuse of the copy machines is the primary reason for the breakdowns.) Large volumes of copying, such as for flyers or for classroom use, should be done through outside sources, such as Unique Printing. The college has negotiated reasonable pricing with Unique Printing, located at 2934 Hilltop Mall Road. A PDF work order is available on the shared drive at <S:\Reprographics\CCC Workorder Form.pdf>. You should submit this work order to Unique with your job to the following e-mail address: [uniqueprinting007@yahoo.com](mailto:uniqueprinting007@yahoo.com).

## **DRUG-FREE WORKPLACE**

As used in this policy "drug" and "drugs" refers to controlled substances defined by State and Federal law.

It is the policy of the district to maintain a drug-free workplace, through implementation of the following policy. This district seeks to ensure that all employees are free from the effects of drug use during work hours, and that these controlled substances are not permitted on District premises. A drug-free workplace is essential to maintaining the safety and efficiency of college and district operations, and the health and safety of college and district operations, and the health and safety of employees, students, and the public.

In order to achieve the objective of a drug-free workplace, the governing board directs the chancellor or his/her designee to implement the following policy:

1. The chancellor or his/her designee shall post at each site and provide each employee with a notice that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace, this notice shall also:
  - a. Include a statement of possible disciplinary actions, up to and including discharge, for violation of the policy. The discipline shall be in accordance with board policies on discipline, the Education code, and applicable collective bargaining agreements;
  - b. Inform employees that as a condition of employment, each employee must abide by the terms of this policy and notify the district within five days of any criminal drug statute conviction for a violation occurring in the workplace.
  - c. Notify employees of the district's policy of maintaining a drug-free workplace.
  - d. Inform employees of the dangers of drug abuse in the workplace, including, but not limited to, threats to the health and safety of employees, students, and the public.

2. The chancellor or his/her designee shall notify federal agencies with whom contracts are held or from whom grants are received within 10 days of receiving notice that an employee has been convicted of a criminal drug statute for a violation occurring in the workplace.
3. The chancellor or his/her designee shall, within 30 days of notification of the conviction of an employee for a criminal drug statute violation occurring in the workplace, take appropriate disciplinary action against the employee.

### **EMPLOYEE ASSISTANCE PROGRAM**

The Contra Costa Community College District has entered into an agreement to provide professional confidential counseling assistance for full-time faculty, classified staff who work more than 50% time, confidential, supervisory and management employees.

The Employee Assistance Program provides a broad range of services, limited annually, to help employees with a variety of problems. Employees may receive counseling sessions for the issues: marriage, family and relationships; emotional, personal, and stress concerns; alcohol and drug abuse. The following issues may be handled only by phone: legal matters; financial and credit, child care, elder care, tax consultation, pre-retirement planning, organizing life's affairs.

The program is pre-paid by the district and is a self-referring system. It is also confidential, so that the district will not know who is using the services. The first step to obtaining help is to call the 24-hour phone service at 1-800-227-1060. This is the command center. Identify yourself as a CCCC employee, leave a phone number and time when you want to be called, and a counselor will get in touch with you.

For more information about this program, you may contact the college human resources assistant.

### **FAX MACHINE**

The college's facsimile machine is located in the business office in the AA Building. It may be used for college business. Fax cover sheets are available in the business office. The fax machine is locked at 5:00 p.m. when the business office closes for the day.

If you choose to use the college fax machine to send or receive personal information, you will be charged \$1 per page, which must be paid to the cashier prior to using the fax machine. (Please refer to college policy in Section C.)

### **FOOD SERVICE ON CAMPUS**

**Three Seasons Café:** The Culinary Arts program operates the Three Seasons Café in the AA Building, Room 239. It is open to all faculty, staff, students, and the public, from 11:00 a.m. to 1:15 p.m. Tuesday through Thursday. Reservations are not required, but are advised. The café usually opens about two weeks after the beginning of the term, and closes the Friday before final exam week. The regular menu includes gourmet entrees and sandwiches.

**Espresso Room:** The Espresso Room, located in the Three Seasons Café, AA-239, serves coffee, tea, hot chocolate, espresso drinks, soda, and fresh baked items created by our bakery. It is open Tuesday through Thursday, 8:30 a.m. to 1:15 p.m. To-go ready-made lunches consisting of soup, salad, and sandwiches are served from 11:00 a.m. to 1:15 p.m. Tuesday through Thursday.

**The Switch:** The Switch is located in the foyer in the Applied Arts/Administrative Building. The Switch serves juices and fresh baked items created by our bakery and to-go ready-made lunches consisting of soup, salad, and sandwiches. It is open Monday 10:00 a.m. to 6:00 p.m., Tuesday through Thursday 10:00 a.m. to 1:30 p.m. and 3:00 p.m. to 7:00 p.m. and Friday 9:00 a.m. to 1:30 p.m.

**Cafeteria:** During the construction period on campus for our new Campus Center, beginning summer 2013, food service will be provided by an outside food vendor, and will be housed in a portable venue located behind the Library.

**Bookstore:** During the construction period on campus for our new Campus Center, beginning summer 2013, the bookstore will be located in portables along the creek side of Lot 9. The bookstore will continue to offer all of the same services including sandwiches and other snack foods while housed in the portables during the construction period.

**Vending Machines** are located outside the Applied Arts, Liberal Arts, and Art Buildings. Machines include snacks, soda and water.

#### **FOUR-TEN SCHEDULE**

The "4-10 schedule" is the college's summer work schedule. From the first work-day after graduation through the first Friday in August, staff members work four 10-hour days, Monday through Thursday, and the campus is closed all day Fridays. Summer classes meet only Monday through Thursday.

#### **KEYS**

In most instances, Police Services will ensure your room is open before your class is scheduled to meet. In the event your room is not open and you do not have a key, call the campus police, ext. 4207.

If it is necessary for you to have a key or keys to any rooms on campus, the request should be made to your division dean or appropriate manager. The manager will submit a "Request for Key" form to Campus Police Services. You will be notified by Police Services when the key is ready. You may then pick up the key from Police Services, where you will have to sign for it.

Keys must be returned upon termination of employment, at the end of the semester for part-time instructors or employees, or when the need for the key no longer exists. (Please refer to the "Requests for Keys" procedure in the Business Services section G.)

Name (Please print or type):

--	--	--	--

Last

First

Initial

Phone Number or Extension:

--	--	--	--	--	--	--	--

To be Returned By:

--	--	--	--	--

Mo. Day Yr.



Date Received:

--	--	--	--	--

Mo. Day Yr.

Time

\_\_\_\_\_ hrs

Intls.

\_\_\_\_\_

Date Checked:

--	--	--	--	--

Mo. Day Yr.

Intls.

\_\_\_\_\_

Key requested for rooms(s): \_\_\_\_\_

Key requested for padlocks, desks, misc.: \_\_\_\_\_

Current department: \_\_\_\_\_

Area Manager (Dean): \_\_\_\_\_

Print Full Name

Signature

Key

--	--	--	--

Number(s):

--	--	--	--

Key Received By: \_\_\_\_\_

Issued Date: \_\_\_\_\_

Returned Date: \_\_\_\_\_

Keys is For (check one):

- 1.  Permanent Faculty/Staff
- 2.  Part-time Faculty/Staff
- 3.  Temporary (Hourly) Staff
- 4.  Replace Lost Key (\$5.00 fee per key)
- 5.  Contractor
- 6.  Other: \_\_\_\_\_

**Procedure for Requesting Keys**

1. The person desiring a key must fill out the "Request for Key" form completely. If the form is not completed correctly the form will be returned. Final approval for key issuance will come from Police Services.
2. The Area Manager responsible (Dean only, does not include division chair or secretary) for the building or area in which the key is requested must approve and sign the request.
3. The return date block shall be filled in and the key returned by that date.
4. Keys will be ready for pick up every Monday and Wednesday between 8:00 a.m. until 10:00 p.m. and Saturday between 9:00 a.m. until 2:00 p.m. only, no exceptions. See chart below for further information.

Day Received:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Ready By:	Saturday	Saturday	Monday	Monday	Wednesday	Wednesday

5. All keys will remain the property of Diablo Valley College. They must be returned to Police Services when no longer required by the individual to whom they are issued by the date assigned to be returned. Duplicated keys shall not be obtained from sources other than Police Services.
6. Transferring of keys is prohibited.
7. Any loss or damage to keys shall be reported to Police Services immediately.
8. There is a \$5.00 fee for each key lost or misplaced. All payments shall be made at the Cashiers Office. A receipt is required and will be submitted to Police Services prior to the issuance of any key.
9. Not all keys are in the possession of Police Services and copies may need to be ordered. In this case, a master key may need to be submitted along with the request and additional time may be required for processing.
10. No duplicate or grandmaster keys will be issued without prior authorization from the college president.

I, \_\_\_\_\_ have read the above procedure and agree to adhere to the polices set forth.

*Unauthorized making, duplicating or possession of key to public building: (SS469 California Penal Code)*

*Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**LIBRARY**

Faculty and staff may check materials out of the CCC library with their staff ID card. You may obtain your picture ID card at the Associated Student Union in the SA Building. (Please refer to section E, Instructional Information, for more information on library services.)

**LOST AND FOUND**

The Lost and Found department on campus is in the Police Services Office, located in the R Building by Buildings and Grounds. If you find anything on campus, please take it to the Police Services Office.

**LUNCH BREAKS**

Classified staff are entitled to one-hour lunch breaks, which are scheduled by or in consultation with their supervisor.

**MAIL SERVICE**

The mailbox and mailing system, along with e-mail, are the principal means of communication at Contra Costa College.

**Faculty:**

All full-time and part-time faculty on campus are provided one mailbox. Instructors are strongly encouraged to check their mailboxes before reporting to their classrooms. Please make every effort to respond to requests for information promptly and accurately.

Mailboxes for full-time and part-time day faculty are located in the appropriate division office. Mailboxes for evening and Saturday instructors are located in the Liberal Arts Building, Room LA-24. Instructors who teach both day and evening may have their mailboxes located in either the division office or LA-24, but no faculty member should have more than one mailbox.

**All Others:**

Mail for classified staff and managers generally distributed in an office area. If you are unsure where your mail will be distributed, check with your supervisor or with the Manager of Buildings and Grounds. (ext. 4578).

**Mail Delivery and Pickup:**

Mail delivery and pick up for the day occurs once in the morning and once in the afternoon. Mail trays for inter- and intra-campus mail and for outgoing mail are located in division office areas (PS, LA, Library and Student Services) and the AA Building. Division secretaries will be responsible for distributing the mail to their division.

A district courier picks up mail at about 11:00 a.m. every day for delivery to the district office and the other two campuses.

To avoid confusion with regular outgoing mail, it is desirable that intra- and inter-campus mail be addressed vertically (at the left end of the envelope or the top of a large manila envelope) rather than in the traditional horizontal manner, with the recipient's name and office number. These envelopes may be used repeatedly.

On regular out-going mail, please be sure that you have included a name, department or office number in the return address.

Large mailings (more than 50 pieces) should not be placed in the mail trays unless arrangements have been made with the mailclerk. Payment for postage for these mailings is expected.

### **PERSONAL MAIL**

If you place personal mail in the mail trays on campus, please be sure that you have affixed appropriate postage, and that you have included a return address. The College is not responsible for any personal mail that may be lost.

### **NAME/ADDRESS CHANGE**

Name and address change forms are available in the CCC payroll office, AA-201. All employees are requested to complete this form with any change in name or address. One copy of the form is kept in the payroll office. The form is then forwarded to the district payroll office, and the information is entered into the computer.

### **DESIGNATED SMOKING AREAS**

Contra Costa College has adopted a smoking policy that prohibits smoking in **any** building on campus at any time, and within 25 feet of the entrance to any building. Smoking is permitted outdoors only. (Please see the policy in Section C.)

### **OFFICE ASSIGNMENT**

Offices are assigned to faculty and staff by the president in consultation with other administrators. Office space on campus is extremely limited, and sharing an office is the rule, rather than the exception.

### **PARKING**

Parking regulations are enforced 24 hours a day, from 7:00 a.m., Monday through 5:00 p.m. Friday, except holidays. They are not enforced over the weekend. Any vehicle parked on campus without a valid parking permit, or parked in an inappropriate area, may be cited with a Municipal Court citation. Parking in restricted zones (such as fire lanes) is prohibited at any time.

Every employee is required to have a staff parking permit on their vehicle. Permits may be obtained from the Police Services Office, Building R, at no charge. Only one permit will be issued free to each employee. Faculty and staff must park only in the designated staff parking lots.

Name:

\_\_\_\_\_

(last, first & middle)

Employment Status:  Adjunct Faculty  Faculty  
 Hourly Classified  Monthly Classified  Student  
 Retiree

SS/ID #:

\_\_\_\_\_

**Name Change (documentation must be attached)**

Former Name:

\_\_\_\_\_

(last, first & middle)

Reason:

\_\_\_\_\_

**Address/Telephone/Emergency Contact Change**

Former Address:

\_\_\_\_\_

(number and street)

(city, state)

(zip code)

New Address:

\_\_\_\_\_

(number and street)

(city, state)

(zip code)

Former Telephone #:

( )

New Telephone #:

( )

Emergency Contact:

\_\_\_\_\_

(first and last name)

Telephone #:

( )

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Students are charged \$40 per semester for automobile/truck parking, and \$25 for motorcycles and mopeds. Parking permits purchased for the regular school year are valid for summer school. (Students who attend summer session only are required to purchase a regular parking permit, or they may purchase daily parking permits for \$3.00 each from machines in the student lots.) Students may purchase their parking permits online through *Credentials*, a third party vendor, and is accessible through WebAdvisor. Parking permits can also be purchased from the Admissions & Records Office in the Student Services Center, Room 115, when you pay your fees, from the Cashier in SSC-115 (for automobiles only). Students must park only in areas designated as student parking. Students who park in designated staff areas may be cited with a Municipal Court citation.

Warnings will be issued to students during the first week of classes each term, to allow them time to learn where they may and may not park.

**One-day parking permits** for guest speakers and others who have meetings or business on campus may be obtained from Police Services, or they may pay \$3.00 for a daily permit to park in student lots. Ticket machines are located in Lots 1, 2, 6, 10, and 14.

**Disabled persons parking permits:** Permits to park in a disabled person's space must be obtained from the State Department of Motor Vehicles. Unauthorized vehicles parked in spaces designated for disabled persons face higher than normal fines.

## **PUBLICATIONS**

***The Advocate:*** CCC's award-winning newspaper is published every other Wednesday during fall and spring terms (with exceptions during short weeks). It is available free at various spots on campus, or copies may be picked up in The Advocate Office in AA-215.

***To Date:*** To Date is the faculty/staff newsletter published at the beginning of each semester by the President's office. All faculty and staff are encouraged to submit news for inclusion. To Date is distributed via the campus e-mail as a PDF file.

***Highly Classified:*** This newsletter is published by the Classified Coordinating Council for the classified staff and others who are interested. It is distributed via the campus e-mail. Any classified member who would like news included may send it to one of the editors.

***College Catalog:*** The college catalog is published every year and should be available by May 1. A labeled copy is sent to each staff member for reference. New students who complete the matriculation process will be given a copy of the catalog at their advising appointment; all others must purchase a copy from the bookstore (current cost is \$6.00). All staff members are encouraged to become familiar with the catalog, as it contains a wealth of information about college policies, procedures and services, as well as information about courses and program requirements.



**Course schedule:** CCC publishes a fall schedule and summer schedule, both of which are available about May 1, and a spring term schedule, which is available by the end of November. The course schedule can be printed from the college website. The course listings will be available for \$2.00 in the College Bookstore.

## **RECYCLING**

The college, under the College District, participates in the state's integrated waste management plan.

There are four cardboard recycling receptacles on campus, located behind the Automotive Technology (AT) and Applied Arts (AA) Buildings, the Bookstore in the SA Building and the PS Building at Lot 12.

Middle College High School (MCHS) is in charge of the mixed waste recycling, which includes all disposable trash other than foodstuff and wet materials. MCHS students (ext. 4411) coordinate the program with individual blue recycling bins positioned throughout the campus. Large blue recycling bins are located behind the AA Building.

Contact the Business Services Office (AA-201, ext. 4571) for information or with suggestions for this program.

## **RESIGNATION/RETIREMENT**

Regular college employees who wish to resign or retire should submit a letter to that effect to the college president. Because certain information is required in the letter, a copy of a form letter is available from the president's office and is recommended for use.

## **STAFF LOUNGES**

Several staff lounges are available on campus.

- AA building, 2nd floor (AA-209), has a sink, refrigerator, table & chairs, and microwave oven, as well as a sofa.
- Library, upstairs has a sink, refrigerator, microwave oven, table and chairs and sofa.
- A faculty resource center is located in LA-29, and has a sink, refrigerator, microwave, and sofa.
- PS-110, has a microwave oven, refrigerator, sink, coffee maker, sofa and chairs.
- LA building - bottom floor, Women's Room Lounge, has sofas.
- SSC Building – two microwaves, a refrigerator, a sink and two tables, a couch and chair.

## **TELEPHONES**

(The following is general about telephone service on campus. For other telephone-related information, please see the "Telephone Access Policy" in the Policies section C, "Telephones" in the Central Services section F, and the campus phone directory for general instructions on using the phone.)

## Faculty Retirement

Current Date

President  
Contra Costa College  
2600 Mission Bell Drive  
San Pablo, CA 94806

Dear

I hereby submit my request for retirement as an academic employee in the \_\_\_\_\_ Department at Contra Costa College. My last day of service will be May 23, 2008 (or December 14, 2007) and my effective day of retirement will be May 24 2008 (or December 15, 2007).

Thank you.

Sincerely,

Instructor

Telephones on campus are intended to be used for business purposes. The administration reserves the right to restrict calling access at any time it deems necessary. Any staff member who finds it necessary to make personal long-distance calls from the college should use a pay telephone or a telephone credit card to do so.

- To reach an on-campus number, dial the five-digit extension number.
- To reach an off-campus number within the 510 area code, dial 9 first, then the number.

### **New employees**

- New employees are encouraged to request training on the phone system from the college technology services to be able to make full use of the phone system capabilities. Or, send an e-mail to the district help desk at [IT-help@4cd.edu](mailto:IT-help@4cd.edu).
- Every full-time employee will have an individual phone with their own phone number. It is up to the employee to publicize their own phone number. Part-time employees will be associated with a voicemail number.
- Employees are strongly encouraged to place a greeting on their phone using the ShoreTel Voicemail Quick Reference Guide.

From your new phone, press the voicemail button the phone and enter the PIN # (your default voicemail PIN #is 1234 until you change it in the set up process). From off-campus, you can dial CCC's main number (510 235-7800) and press the # key when promoted enter your 5-digit extension and your PIN #.

You may also set up the system so each voicemail comes to you as an attachment into your e-mail inbox. From your inbox you may click on the attachment and play the message on your computer/smart phone. (You will need to have speakers on your computer).

**Check your voicemail:** Faculty and staff are encouraged to check their voicemail during the summer or at other times if they are away from the campus for an extended period. A steady flashing light on your phone's right-most upper corner and stutter dial tone signifies that you have unheard messages. The number of unheard messages appears on the idle screen of your phone's display by the icon.

From your assigned phone on campus, log in to the main voice mail menu, by pressing the Voice Mail button, then dial your password followed by #. (Your default password is 1234.)

From an external phone off campus, dial the voicemail access number provided by your system administrator, press #, then your extension, then your password followed by #.

**VERIFICATION OF EMPLOYMENT**

At various times and for various reasons, someone may want verification of your employment at the college. Because you are employed by the District, this verification cannot be done by the CCC personnel office. All such requests for verification must be made in writing to the District Human Resources Office.

**WINTER BREAK: ALL REGULAR EMPLOYEES**

Contra Costa College is closed for a period of time over the winter recess. All regular classified and management employees receive some paid holidays, according to current contract with the District. Please refer to the academic calendar provided by the District for the exact days each year.

**WORKING AFTER NORMAL BUSINESS HOURS/WEEKENDS**

If it is necessary for you to be on campus late in the evening or at night, it is a good idea to call the Campus Police to let them know that you are working, and where. You may also request a police escort to your car.

If you will be working Friday evenings, you should call the Campus Police before 5:00 p.m., as no one will answer the phone after 5:00 p.m.

If there is an emergency and you have to reach the campus police after normal hours, call the Richmond Police Department at (510) 620-6933. Tell them who you are, where you are on campus, and your phone extension, and ask them to contact the Campus Police for you.

<b>CCC</b> <b>College Procedures Handbook</b>	<b>PERSONNEL</b>	<b>B2001.0</b>
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### **College Employees: Medical Treatment of Work-Related Injuries**

Reference: District Personnel Procedures

In an attempt to provide better service to employees who are injured at work and in attempts to control the high cost of work-related injuries, CCC is changing procedures for the treatment of injuries. Immediate treatment will now be available for our employees.

CCC is permitted by statute to control medical treatment of work-related injuries for the first 30 days from when the injury was reported, and has designated the nearest occupational medical facilities for the convenience of the employees.

However, employees who have notified the district in writing prior to the date of injury, of the desire to be treated by a personal physician may be immediately treated by their own physician and surgeon ... who has previously directed the medical treatment of the employee, and who retains the employee's medical records, including his or her medical history." If you wish to be treated by your own medical doctor, a signed "Statement of Personal Physician Designation and Pre-Designated Physician Form" must be in your campus personnel file. The form is available from your division office or from human resources in the Business Office, AA-201.

In the event of an ambulatory, non-life threatening, on-the-job injury or illness, CCC employees will be treated by:

Kaiser Richmond Medical Clinic 901 Nevin Avenue Richmond, CA 94801 Phone: (510) 307-1555	or	Doctors Hospital, San Pablo 2000 Vale Road San Pablo, CA 94806 Phone: (510) 970-5000
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Immediate care will be provided. If injuries occur at times other than normal office hours, the emergency room at this facility will be used. Doctors at this facility specialize in the treatment of industrial injuries.

**IMPORTANT:** Unless an employee has the Statement of Personal Physician Designation and Pre-Designated Physical Form on file, payment will not be made other than to the above-listed medical clinics.



**Contra Costa County Schools Insurance Group**

550 Ellinwood Way • Pleasant Hill, CA 94523  
Main Office: 1 (866) 922-2744 • Fax: (925) 692-1137

**STATEMENT OF PERSONAL PHYSICIAN DESIGNATION  
AND PRE-DESIGNATED PHYSICIAN FORM**

**TO:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_

**FROM:** \_\_\_\_\_  
Last Name, First Name, M.I. Social Security Number

\_\_\_\_\_ Work Site Position/Classification

**I hereby, request that I be treated by my personal physician (M.D.) or a doctor of osteopathy (D.O) in the event of any work related injury. I understand that this designation must be made prior to the date of injury and is valid only if my employer offers group health coverage. If the name of a chiropractor (D.C.) or acupuncturist (L.A.C.) is submitted in writing prior to an injury or illness, my employer will arrange treatment with another medical doctor.**

\_\_\_\_\_ Physician's Name ( ) Phone Number

\_\_\_\_\_ Name of Medical/Physician's Business Name and Address

\_\_\_\_\_ Employee's Signature Date

**TO BE COMPLETED BY PHYSICIAN:**

I have directed the medical treatment for \_\_\_\_\_  
**Employee's Name**  
in the past and retain the medical records and medical history for this individual.

**I am a licensed physician pursuant to Chapter 5 of Division 2 of the Business and Professions Code. I agree to treat this employee for any work related injury and have signed this agreement prior to the employee sustaining an industrial injury.**

**Furthermore, I understand my reporting requirements outlined by the Administrative Director's Rules and Regulations, Section 9785 - Duties of the employee designated physician. I am also aware and understand Rules and Regulations, Section 9791 as it pertains to the official medical fee schedule. I understand that per LC4604.5 and LC4610 that my treatment requests will be reviewed by a Utilization Review Department to determine medical necessity in accordance with the American College of Occupational and Environmental Medicine or any other evidence based medical guidelines adopted by the Administrative Director. Further this guideline can be utilized to approve, modify, delay or deny my medical treatment request.**

\_\_\_\_\_ Physician's Signature Physician's Name

**THIS FORM MUST BE ON FILE WITH THE DISTRICT WORKERS' COMPENSATION OFFICE PRIOR TO SEEING THE ABOVE LISTED PHYSICIAN FOR A WORK RELATED INJURY.**

**DISTRIBUTION:**

- WHITE - District Workers Compensation Office
- YELLOW - Work Site
- PINK - Physician
- GOLDENROD - Employee

### Drug-Free Workplace

Reference: District Policy (Board Policy 2046)  
Adopted July 26, 1989

Public Law 100-690, §§5151-5160

As used in this policy "drug" and drugs refers to controlled substances as defined by State and Federal Law.

It is the policy of the district to maintain a drug-free workplace, through implementation of the following policy. This district seeks to ensure that all employees are free from the effects of drug use during work hours, and that these controlled substances are not permitted on District premises. A drug-free workplace is essential to maintaining the safety and efficiency of the college and district operations, and the health and safety of college and district operations, and the health and safety of employees, students, and the public.

In order to achieve the objective of a drug-free workplace, the governing board directs the chancellor or his/her designee to implement the following policy:

1. The Chancellor or his/her designee shall post at each site and provide each employee with a notice that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace, this notice shall also:
  - a. Include a statement of possible disciplinary actions, up to and including discharge, for violation of the policy. The discipline shall be in accordance with board policies on discipline, the Education Code, and applicable collective bargaining agreements.
  - b. Inform employees that as a condition of employment, each employee must abide by the terms of this policy and notify the district within five days of any criminal drug statute conviction for a violation occurring in the workplace;
  - c. Notify employees of the district's policy of maintaining a drug-free workplace.
  - d. Inform employees of the dangers of drug abuse in the workplace, including, but not limited to, threats to the health and safety of employees, students, and the public.
2. The Chancellor or his/her designee shall notify federal agencies with whom contracts are held or from whom grants are received within 10 days of receiving notice that an employee has been convicted of a criminal drug statute for a violation occurring in the workplace.
3. The chancellor or his/her designee shall, within 30 days of notification of the conviction of an employee for a criminal drug statute violation occurring in the workplace, take appropriate disciplinary action against the employee.

### **Personnel File Access**

Reference: District Personnel Policy

Official personnel files are confidential, according to legally mandated rights of privacy. Based on an opinion provided by the district's legal council, the procedures listed below are necessary in order to satisfy contractual and legal considerations:

1. Review Teams are not to have access to a personnel file without permission from the employee for whom the file is mandated.
2. Review Teams may request specific information regarding academic employees:
  - a. Type of credential, expiration date and authorizations.
  - b. Information on transcripts regarding specified majors, minors or units completed in a discipline.
3. The college employee responsible to maintain personnel files will respond to such requests in writing, but in no case provide copies of any materials housed in personnel files.
4. Any questions or problems arising on these procedures will be referred to the district director of personnel for resolution.



### Written Evaluation of Employees for Prospective Employers

Reference: District Policy - Based on District legal opinion  
May 1, 1988

Inquiries frequently are received from prospective employers who are interested in hiring people who are currently employed at CCC. Sometimes, they will request written evaluations or responses to questionnaires about these employees. Many employers have been sued because of references sent to prospective employers.

Therefore, because of the exposure to liability, it is district policy that **no** written evaluations or responses to questionnaires about CCC or district employees should be completed and sent to prospective employers.

<b>CCC</b> <b>College Procedures Handbook</b>	<b>PERSONNEL</b>	<b>B2005.0</b>
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## **Sexual Harassment Policy**

Reference: District Policy - Adopted February 8, 1985  
California Fair Employment and Housing Act  
(Government Code Section 12900 et. seq.)  
Section 703 of Title VII of the Civil Rights Act of 1964, 42 U.S.C.

The California Fair Employment and Housing Act (Government Code Section 12900 et. seq.) and Section 703 of Title VII of the Civil Rights Act of 1964, 42 U.S.C., provide that an employee is liable for harassing acts of both its supervisory and non-supervisory employees. Legal culpability is established when the employer knows or should have known of harassing conduct and fails to take immediate and appropriate corrective action.

As a measure of prevention, the District will annually distribute the sexual harassment policy to all employees and direct all managers to discuss the policy in staff meetings, express strong disapproval, and explain sanctions for violations.

### **PURPOSE**

The purpose of this document is to establish a sexual harassment policy that results in a work environment that is free of any form of sexual harassment directed toward any employee, student, member of the public, or any other person while engaged in any business activities for or with the Contra Costa Community College District.

The California Fair Employment and Housing Act (Government Code Section 12900 et. seq.) and Title VII of the 1964 Civil Rights Act, as amended, provide that an employer is liable for the harassing acts of both its supervisory and non-supervisory personnel if the employer knows or should have know of this conduct and fails to take immediate and appropriate corrective action to alleviate said acts which are practiced upon co workers or subordinates.

In addition, staff should be award the courts have ruled that when a supervisor makes sexual advances, and bases an employment decision on the acceptance of these advances, the supervisor may be held personally liable for both actual, compensatory and punitive damages.

### **PERSONNEL POLICY STATEMENT**

Sexual harassment is a form of sex discrimination under Title VII of the U.S. Equal Employment Opportunity (EEO) Act of 1972, and the California Fair Employment and Housing Act.

Sexual harassment is a violation of the Federal Civil Rights Statues of 1964, Title VII of the Equal Employment Opportunity Act of 1972, as amended, Government Code Sections 12940 (i) and (j) of the California Fair Employment and Housing Act and Government Code Section 19702 of the State Civil Service Act.

## PERSONNEL POLICY STATEMENT

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Sexual harassment is a violation of the Federal Civil Rights Statutes of 1964, Title VII of the Equal Employment Opportunity Act of 1972, as amended, Government Code Sections 12940 (i) and (j) of the California Fair Employment and Housing Act and Government Code Section 19702 of the State Civil Service Act.

Any form of prohibited discrimination can decrease work productivity, undermine the integrity of employment relationships, decrease morale and cause emotional stress to the victims.

It is the policy of the District to provide a work environment free from any form of sexual harassment directed at any employee, student, public member, or other person while engaged in business activities for or with the District.

District employees are expected to adhere to a standard of professional conduct that is respectful and courteous to all other employees, and the public we serve.

Each person employed by the District is personally responsible for conscientiously avoiding behavior which could be perceived as sexual harassment.

Employees who violate this policy may be subject to immediate and appropriate disciplinary action, up to, including termination.

**Definition** (in accordance with California Education Code 212.5)

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of any individual's employment, academic status or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

## **EMPLOYEE RIGHTS**

The district has a discrimination complaint process. Protection under this process assures employees of:

- The right to a harassment/discrimination-free work environment.
- The right to an informal, confidential presentation of a complaint to a competent district representative.
- The right to a full, impartial, and prompt investigation by a trained investigator.
- The right to review all relevant information developed and discovered during the course of any investigation and inquiry into the matter.
- Where sexual harassment exists, the right to an immediate and effective remedy from a hostile work environment.
- The right to file a formal complaint even if no tangible loss has occurred.
- The right to a timely decision from the district chancellor or designated representative, after full consideration of all relevant facts and circumstances.

## **WHAT TO DO ABOUT COMPLAINTS**

The district has a responsibility to fully investigate and resolve complaints of sexual harassment.

The district will seek guidance and assistance from legal representatives in handling sexual harassment complaints.

Any person who feels he/she has been sexually harassed may file a discrimination complaint with the Vice Chancellor, Human Resources following the procedures outlined in Board Policy 2002 (Unlawful Discrimination and Sexual Harassment Complain Resolution Procedure). The district will initiate an investigation and respond to the allegations consistent within the timelines in Board Policy 2002.

Employees should also be aware that they may file discrimination charges with the California Department of Fair Employment and Housing within 365 days or with the Federal Equal Employment Opportunity Commission within 300 days of the alleged violation, regardless of the status of the internal complaint.

## Information for Faculty

### ACADEMIC FREEDOM

(Board Policy 2018)

The CCCCD affirms its belief in the academic freedom of faculty, management and students to teach, study, conduct research, write and challenge viewpoints without undue restriction.

Members of the college faculty are citizens, members of a learned profession and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations.

As persons of learning with institutional affiliations, they should remember that the public may judge their profession and institution by their statements. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others and make every effort to indicate that they are not expressing their institution's views.

### ACADEMIC SENATE

The Academic Senate of Contra Costa College is the faculty's formal voice in campus governance, and represents the faculty in regard to curriculum and other professional concerns. All members of the faculty, full- and part-time, except managers and supervisors, are members of the Academic Senate, and are welcome to serve on the Senate Council, its standing and ad hoc committees, and attend any and all meetings.

The Senate Office is AA-226, and the president of the Academic Senate or the Senate's secretary can be reached at extension 43875. Current information on Senate meeting times, agenda items, or minutes of these various groups are available from the Senate Office, and the Senate website.

The Senate meets as a whole at the beginning of each semester, but usually functions through its Council and committees between general meetings. The Senate Council is composed of two elected representatives from each division, and the Senate officers, who include the president, vice president, staff development chairperson, chairperson of student services, secretary, and one representative to the District's Faculty Senates Coordinating Council.

- The faculty has representatives on various committees as follows:
- The College Instruction Committee has two faculty representatives from each division. The Academic Senate president or designee chairs the committee.
- The Staff Development Committee is made up of the Senate, staff development chairperson, and two representatives from each division.
- The Student Services Committee is made up of the Senate, student services chairperson and two representatives from each division.

- The faculty representatives to the Local Planning Group (LPG) for FLEX activities include one person from the Senate Council, two of the division representatives to the Instruction Committee, and five members of the Staff Development Committee including the Senate, staff development chairperson.
- Two faculty members are chosen by the Academic Senate president, with the approval of the Senate Council, to represent the faculty on the District Sabbatical Leave Committee. Two other faculty members are chosen for the Committee on Faculty Selection for the Study Abroad Program.

For more information on campus governance, please see "College Organization" at the beginning of this handbook.

### **FACULTY EVALUATION**

All faculty are evaluated pursuant to Article 17 of the United Faculty Contract. An excerpt of this document entitled, Evaluation Procedures for Part-time Faculty and Faculty Emeritus Employees, July 15, 1994, also is available. Copies of these documents may be obtained from your division or the Vice President's Office.

All faculty are encouraged to use student evaluation forms as one measure of teaching effectiveness. Students may be provided an evaluation form at the end of the semester to record their perceptions of the class. The instructor is responsible for disseminating the evaluation forms and collecting them, and is encouraged to then review the evaluation forms with teaching colleagues and the division chairperson. The forms should be returned to the instruction office at the end of the last class period.

### **FLEX TIME**

The flexible calendar is part of the contractual agreement between the District and the United Faculty (see Article 10). It is designed to provide faculty with paid time to participate in professional development activities. The specific dates for Mandatory and Optional Flex activities are settled upon each year by the District in consultation with the United Faculty. These dates occur just before the start of instruction in August and January. Variable Flex activities may take place throughout the academic year.

Faculty have a contractual obligation to complete their Flex hours (i.e. Flex hours are "paid" hours). The number of hours required is based upon faculty load and contract type (adjunct, full-time regular faculty, or first or second year contract faculty). As per the contract, faculty members may earn a maximum of 8 flex credit hours per calendar day. Flex credit cannot be banked or "made up" from one academic year to the next.

**Full-Time Faculty:** Regular full-time faculty are required to complete a total of 30 hours of FLEX time. Full-time faculty who teach "AC" will have additional flex responsibility if semester length class days and holidays do not add up to 18 weeks.

**First-Year Contract Full-time Faculty:** The agreed number of FLEX hours for regular full-time faculty (30 hours) plus an additional 20 hours of orientation (for a total of 50 hours), as listed on the New Faculty checklist. The Professional Development Office will inform the faculty of their commitments.



On a scale 1 to 5, please evaluate your counselor:

5=Always/Excellent 4=Often/Above Average 3=Sometimes/Average 2=Rarely/Below Average 1=Never/Poor NA="Not Applicable" (I can't answer.)

Please add comments in the spaces provided.

My Counselor:	5	4	3	2	1	NA	COMMENTS
1. provided me with the information I needed.	0	0	0	0	0	0	
2. helped me clarify my goals.	0	0	0	0	0	0	
3. helped me identify the steps to reach my goals.	0	0	0	0	0	0	
4. listened to me and answered questions clearly.	0	0	0	0	0	0	
5. helped me develop and focus on my priorities.	0	0	0	0	0	0	
6. discussed different educational and/or career options that are available to me.	0	0	0	0	0	0	
7. referred me to other resources and services on or off campus.	0	0	0	0	0	0	
8. showed an interest in me personally.	0	0	0	0	0	0	
9. helped me with my individual needs.	0	0	0	0	0	0	
10. treated me with respect.	0	0	0	0	0	0	

## Student Evaluation Form for Counselors

This student evaluation is part of our regular effort to maintain quality services and instruction. We take your answers seriously, and we hope you will also take them seriously. If you have questions about this form or the evaluation procedure, please ask.

Your answers are anonymous; all comments are typed before being shown to faculty. Completing this survey will in no way affect your course grade. Thank you for participating in this evaluation.

Counselor: \_\_\_\_\_

YEAR																			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
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8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
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MARKING INSTRUCTIONS	
<ul style="list-style-type: none"> <li>• Use a No. 2 pencil only.</li> <li>• Do not use ink, ballpoint, or felt tip pens.</li> <li>• Make solid marks that fill the response completely.</li> <li>• Erase cleanly any marks you wish to change.</li> <li>• Make no stray marks on this form.</li> </ul>	<p>Correct Mark: ●      Incorrect Marks: ✗ ⊗ ⊙ ⊖</p>
<p>Semester:    <input type="radio"/> Fall                      <input type="radio"/> Spring                      <input type="radio"/> Summer</p>	



# STUDENT EVALUATION FORM FOR TEACHING FACULTY

On a scale 1 to 5, please evaluate your professor:

5=Always 4=Often 3=Sometimes 2=Rarely 1=Never NA="Not Applicable" (I can't answer)

Please add comments in the spaces provided.

MY PROFESSOR	5	4	3	2	1	NA	COMMENTS
1. begins and ends our class on time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. is well-prepared for class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. is organized and teaches clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. checks during class to see if students understand the material.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. encourages students to ask questions and participate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. answers questions clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. knows the subject matter of this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. shows interest in the material that we are studying.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. encourages me to think and explore new ideas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10. tells the class at each meeting what we are going to do and what we are expected to learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. treats all students respectfully.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12. returns my papers, tests, and other work within two weeks of collecting them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
13. responds to my work so I know how I'm doing and what to work on.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
14. responds to me when I need help outside of class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
15. follows the grading guidelines in our course syllabus and explains my grade if I ask.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
16. helps me meet the goals and learning objectives of the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

# STUDENT EVALUATION FORM FOR TEACHING FACULTY

This student evaluation is part of our regular effort to maintain quality instruction. Our faculty use your responses to these questions to become better teachers. We take your answers seriously, and we hope you will also take them seriously. Please write comments to explain your scores. If you have questions about this form or evaluation procedure, please ask the person giving this evaluation.

Your answers are anonymous; all comments are typed before being shown to faculty. Completing this survey will in no way affect your course grade. Thank you for participating in this evaluation.

Professor: \_\_\_\_\_

Class: \_\_\_\_\_

Section: \_\_\_\_\_

YEAR	MARKING INSTRUCTIONS
00000	<ul style="list-style-type: none"> <li>• Use a No. 2 pencil only.</li> <li>• Do not use ink, ballpoint, or felt tip pens.</li> <li>• Make solid marks that fill the response completely.</li> <li>• Erase cleanly any marks you wish to change.</li> <li>• Make no stray marks on this form.</li> </ul> <p>Correct Mark: ●      Incorrect Marks: ✕ ○ ◐ ◑</p> <p>Semester:    <input type="radio"/> Fall            <input type="radio"/> Spring            <input type="radio"/> Summer</p>
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Describe what you like best about the way the professor teaches this course.

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Give suggestions for improvement.

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On a scale 1 to 5, please evaluate your specialist:

5=Always/Excellent 4=Often/Above Average 3=Sometimes/Average 2=Rarely/Below Average 1=Never/Poor NA="Not Applicable" (I can't answer.)

Please add comments in the spaces provided.

The Specialist:	5	4	3	2	1	NA	COMMENTS
1. provided me with the information I needed.	0	0	0	0	0	0	
2. explained the results of my testing.	0	0	0	0	0	0	
3. understood my academic and personal needs.	0	0	0	0	0	0	
4. helped me develop an individual education plan and encouraged me to seek other sources of support on campus.	0	0	0	0	0	0	
5. suggested strategies I could use to improve my learning.	0	0	0	0	0	0	
6. encouraged me to be active in my classes and at the College.	0	0	0	0	0	0	
7. made me feel comfortable and was sensitive to my disability.	0	0	0	0	0	0	
8. showed an interest in me personally.	0	0	0	0	0	0	
9. helped me to understand my strengths.	0	0	0	0	0	0	
10. treated me with respect.	0	0	0	0	0	0	
11. encouraged me to ask questions.	0	0	0	0	0	0	
12. answered my questions clearly.	0	0	0	0	0	0	

# Student Evaluation Form for Learning Disabilities Specialists

This student evaluation is part of our regular effort to maintain quality services and instruction. We take your answers seriously, and we hope you will also take them seriously. If you have questions about this form or the evaluation procedure, please ask.

Your answers are anonymous; all comments are typed before being shown to faculty. Completing this survey will in no way affect your course grade. Thank you for participating in this evaluation.

Specialist: \_\_\_\_\_

Please mark the reason you came to see the learning disabilities specialist.

- Individual Education Plan (IEP) appointment (schedule planning)
- Problem with a class/instructor
- Problem with a support service
- Personal matter
- Other

How many times have you seen the specialist?

- One
- Two
- Three
- Four
- Five or more

YEAR	MARKING INSTRUCTIONS		
00000	<ul style="list-style-type: none"> <li>• Use a No. 2 pencil only.</li> <li>• Do not use ink, ballpoint, or felt tip pens.</li> <li>• Make solid marks that fill the response completely.</li> <li>• Erase cleanly any marks you wish to change.</li> <li>• Make no stray marks on this form.</li> </ul> <p>Correct Mark: ●      Incorrect Marks: <del>○</del> <del>○</del> <del>○</del></p> <p>Semester:    <input type="radio"/> Fall            <input type="radio"/> Spring            <input type="radio"/> Summer</p>		
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**Contra Costa College Professional Development**

**CALL TO FLEX Fall 2013**

**FLEX DATES:**     **August 13 and August 14, 2013 – Optional Flex Days**  
**August 15, is All College Day (Mandatory attendance)**

The skills and knowledge gained through professional development activities can improve individual & college effectiveness, thereby improving student learning experiences and educational goal fulfillment. As directed by the State Chancellor's Office, all flex activities should meet at least one of nine criteria listed on the attached Flex Proposal Form. Ideally, these activities will also fit within the Professional Development Committee's SLO's and strategic priorities.

Our local PDC has identified priority strands of professional development activities based on the most recent District-wide Professional Development survey results for CCC. While these strands are not mandatory, we strongly encourage activities that focus on at least one of our SLO areas (listed on the form), taking into account the most requested training as shown in the survey (see list below).

Technology	Teaching & Learning	Leadership & Job Skills	Health, Wellness & Safety
Datatel SharePoint InSite Portal MS Office: • Access (basic) • Outlook (adv) • Powerpoint (basic) • Publisher (basic) • Excel (basic) D2L (Desire2Learn)	Communication Skill Building Pedagogy for Online Learning Instructional Curriculum Design Crisis Intervention Effective Grading & Assessment Equity Issues Teaching Underprepared Students	Effective Management Skills Time Management Effective Leadership Skills Conflict Resolution Policies & Procedures	CPR/First Aid STRS/PERS Retirement Exercise Emergency Preparedness Stress Management

**Fall 2013 Flex Obligation:** Instructors teaching AC or C contract hour's on **Thursday** will have a variable Flex obligation equal to the hours they teach on that day.

**DUE DATE:** To submit an activity for the Fall 2013 Flex calendar, please return completed form to the Professional Development Office in the Library, **NO LATER April 22, 2013.**

**REMEMBER:** If you are a presenter, you get **DOUBLE FLEX CREDIT!**  
 (\*\*if you turn in 80% of participant evaluations)

**NOTE on PHYSICAL ACTIVITIES:** According to district guidelines, the following activities are considered **UNSAFE** and **CANNOT** be included as part of a group Staff Development activity: Running, jumping, climbing, hiking, biking, throwing, or any other inherently unsafe activity.

If your workshop or event requires some physical activity other than the ones described above, **please indicate the approximate distance in your description** (e.g. 3 miles on flat, paved surface).

Janie Franklin, Professional Development Secretary x4309  
 Ellen Geringer, Professional Development Coordinator x4457

**Deadline for Flex proposal is April 22, 2013. Proposals submitted after the deadline may not get published in the Fall Flex Book.**

**Presenter Name(s):**

**Extension:**

**Email Address:**

**Flex Activity Title:**

**Flex Activity Purpose/Goals**

- 1.
- 2.
- 3.
- 4.

**Description of Flex Activity:**

**Please choose a date by checking the box.**

**Tuesday, August 13**  
**Indicate time:**

**Wednesday, August 14**  
**Indicate time:**

**Thursday August 15**  
Must be after All College Day & Division meetings!

**Room Preference:** Please note if you need a Smart Classroom

Other media services must be arranged by the workshop presenter  
Contact Media Services ext. 4213  
or [fmowry@contracosta.edu](mailto:fmowry@contracosta.edu)

**Please circle the criteria (one or more) that your Flex activity meets:**

The State Education Code requires that all Flex Activities meet at least once of the following criteria:

1. Improvement in teaching.
2. Maintenance of current academic/technical knowledge.
3. In-service training for vocational education and employment preparation.
4. Retraining to meet changing institutional needs.
5. Intersegmental exchange programs.
6. Development of innovations in instructional and administrative techniques and program effectiveness.
7. Computer and technological proficiency programs.
8. Courses and training implementing affirmative action and upward mobility programs.
9. Other programs related to education and professional development (e.g., programs to enhance wellness and self-esteem as it relates to one's job assignment or work environment.)

**Please check the "strand" of your Flex activity:**

- |  |   |
|--|---|
| <input type="radio"/> Technology (including Distance Ed) | <input type="radio"/> Teaching & Learning       |
| <input type="radio"/> Leadership & Job Skills            | <input type="radio"/> Health, Wellness & Safety |

**Strategic Priorities (check at least one):**

- Managers, faculty and classified staff will be able to use technology effectively in the classroom and throughout the institution
- Faculty will be able to use instructional models that are research-based and grounded in sound theoretical frameworks and good practice
- Managers, faculty & classified staff will be able to create & sustain learning & working environments that are characterized by these qualities: inclusive, engaging, challenging, relevant, welcoming, purposeful, & responsive to diverse culture
- Managers, faculty and classified staff will be knowledgeable about the district and their own college including organizational structure, decision-making roles, and policies and procedures

**Second-Year Contract Full-time Faculty:** The agreed number of FLEX hours for regular full-time faculty (30 hours) plus an additional 10 hours of orientation (for a total of 40 hours), as listed on the New Faculty checklist. The Professional Development Office will inform the faculty of their commitments.

**Adjunct Faculty:** The Flex obligation of adjunct faculty is based on the number of paid hours per week during the semester, the day of the week assigned classes are held, and the academic calendar and its scheduled holidays. The flex obligation is one hour for each assigned class hour in semester-length classes. Adjunct faculty must complete any required flex hours during the semester for which they are employed.

Guidelines for activities to be pursued during FLEX time are set by the State Education Code. Under the aegis of these guidelines, the Professional Development Program plans, promotes and hosts workshops and other professional development activities with direction provided by their annual survey of needs. The majority of workshops are held during the Fall and Spring FLEX weeks, but also occur throughout the academic year. Examples of FLEX week activities include assessment and advising, curriculum development, department or division meetings, inter- or intra-college area meetings, discussion of system-wide issues and a variety of technology and pedagogical trainings.

### **INSTRUCTOR ABSENCE**

(Human Resources Procedure 2090.06)

Faculty who anticipate an absence must immediately advise an appropriate manager of the college. It is the responsibility of the manager to secure a substitute competent in the subject area. Absent faculty are expected to provide assignments for those class sessions to be missed.

If a substitute is not available, the class shall be met by a staff member, assignments made when applicable, and the class officially cancelled.

### **INSTRUCTOR TARDINESS**

Instructors should call their division office as soon as possible prior to scheduled class time if they anticipate being late for class. Students will then be apprised by the division office secretary of when the instructor is expected to be in class. Part-time evening instructors should call the evening supervisor (ext. 43597) as soon as possible prior to scheduled class time if they anticipate being late.

## **LEAVE PROVISIONS**

Administrative Leave: Administrative leave provisions are made for:

- Bereavement
- Personnel Necessity
- Jury Duty
- Sabbatical Leave
- Industrial Accident and Illness
- Educational Conference
- Sickness
- Military Service
- Parental Leave
- Family Leave
- Religious Days

For everything except sick leave, faculty are required to file a leave form, which may be Obtained from the division office and should be returned to the division dean.

Please see the "College Policies" section C of this handbook for the college's "Report on Administrative Leave" policy.

**Sick Leave:** Full-time faculty receive 12 sick days per year. Part-time instructors receive one hour of sick leave for every nine hours worked. Sick leave may be accumulated.

**Sabbatical Leave:** To be eligible for sabbatical leave, an applicant must have rendered full-time service in the district for at least six consecutive academic years immediately preceding the sabbatical leave. Not more than one such leave shall be granted in each six-year period. Sabbatical leave may be granted for a period of not less than one full semester nor for more than one year. Applications for sabbatical leaves for the following academic year must be filed with the college president by January 10. (Please see this section for a sample of the application.)

**Out-of-State Leave:** All requests for out-of-state leave (for field trips) must be approved in advance by the Governing Board, per board policy 4002 (Curriculum and Instruction Procedures).

Please refer to the "Agreement . . . Between Contra Costa Community College District and United Faculty of the Contra Costa Community College District," Article 12, for complete information on leaves, and Article 21 for a description of benefits for full-time faculty.

## **REACHING INSTRUCTORS IN AN EMERGENCY**

Full-time faculty may be reached by calling their direct phone number. (All full-time faculty should receive a campus phone directory.) Messages may be left on the instructor's voice mailbox. Messages for part-time day faculty may be left with the division secretaries.



Part-time instructors teaching on campus during the evening may be reached by calling the evening supervisor, (510) 215-6845, who will deliver the message to the instructor's classroom. Off-campus instructors will have to review the communications question with the person in charge of the facility. Generally it is good safety procedures to be able to receive incoming calls in the event of an emergency.

**REASSIGNED TIME**

In certain instances, faculty may have some of their normal load hours reassigned to other non-teaching duties. The number of resulting duty hours is determined according to formula. For a more complete description of reassigned time guidelines and procedures, please refer to the Agreement between the Contra Costa Community College District and the United Faculty of Contra Costa Community College District, Article 11, and to Human Resources Procedure 2900.07.

**STRS (STATE TEACHERS RETIREMENT SYSTEM)**

All regular faculty members are part of the STRS. Temporary employees are automatically added to STRS after completing 60 hours or 100 days of services (of teaching and any other work) for one employer within any one school year. When that happens, the district may deduct from one or two paychecks, all contributions required to that point in the year. However, the employee may voluntarily join the system and have deductions taken from each paycheck. Even if the number of hours of employment drops after that one pay period, employees cannot drop out of the system unless they resign. In that case, they must go through the entire hiring process again, with all of the paperwork, in order to teach again.

**UNITED FACULTY/BARGAINING RIGHTS**

The officially recognized bargaining agent for negotiations between Contra Costa Community College District and the faculty is the United Faculty. All regular, Contract 1, Contract II, Contract III, and regular part-time faculty members are required to join the union or to pay a service fee in lieu of membership. Part-time instructors may elect to become United Faculty members by paying dues. Any part-time faculty member who is interested in becoming a member of the United Faculty should contact Rudy Zeller, ext. 44794.

While the United Faculty plays an active role in a wide range of affairs within the district, the primary function is to deal with the conditions of employment for those within the unit.

The district's philosophy regarding collective bargaining relationships is that the process should be used as one of advocacy as opposed to adversary relationship. Legitimate problems or conflicts that arise in the workplace should be resolved to the mutual benefit of the parties to the process.

Each faculty member should receive a copy of the "Agreement ...Between Contra Costa Community College District and United Faculty of the Contra Costa Community College District." The local United Faculty representative forwards the names of any new faculty members to the United Faculty office at DVC, and the office staff sends out the agreement. Any faculty member who has not received a copy of the agreement should contact the campus United Faculty vice president.

## Information for Classified Staff

### CLASSIFIED SENATE

The Contra Costa College Classified Senate is the official shared governance organization for the CCC classified staff. It attends to the non-negotiated (non-collective bargaining) issues as they pertain to the classified staff.

Voting membership includes all regular classified personnel, full-time and part-time, except managers and supervisors; non-voting membership is open to all other classified hourly/contract employees.

The governing body of the Classified Senate is the Classified Senate Council.

If you do not have a copy of the Classified Senate Constitution, you may request a copy from the president of the Classified Senate Council.

### CLASSIFIED SENATE COUNCIL

The Classified Senate Council is made up of seven classified employees who serve as the governing body for the Classified Senate. Council members are elected by fellow classified employees to serve two-year terms. Meetings are held the first Tuesday of the month.

The Council represents the classified staff on non-union matters and provides leadership, makes recommendations, and takes action on behalf of the classified staff. Council officers are elected by the Council members.

The Council president sits on the College Council and the President's Cabinet, and the Classified Senate Council appoints other members of the classified staff to serve on the College Council and other college committees.

The Council publishes the classified staff newsletter, "Highly Classified;" is involved in planning some campus events, such as the Classified Holiday Party; has established a classified scholarship, which is given at the annual scholarship awards ceremony; and remembers employees who experience illness or death in the family.

### BARGAINING UNIT: LOCAL 1, PUBLIC EMPLOYEES UNION

CCC classified employees are represented in all negotiated contract matters by Local 1 of the Public Employees Union. All new employees are required to join the union or to pay a service fee in lieu of membership.

Each employee should have a copy of the contract, "Agreement Between Contra Costa Community College District and Public Employees Union, Local No. 1." A new copy of the agreement is sent to all members each time a new contract is accepted.

### **Local 1 Participation in Hiring**

Reference: District Procedure, Local 1 Contract

As part of the district's contract with Local 1, a classified staff member is to sit on the Screening Interview Committee for each classified job opening.

In order to implement this provision, the district and Local 1 have agreed to the following procedure:

The manager in charge of the hiring process will make a tentative selection of classified staff member to sit on the Screening Interview Committee (the person selected should have particular expertise regarding the position). The manager will then notify the college (or district office) Local 1 vice president of the selection and ask for union approval. Since time is usually of the essence in hiring, this notification can be done by phone, may include a follow-up e-mail. If the Local 1 vice president does not agree, another selection will be made. The same process will be followed until a mutually agreeable choice is found.

### **Requirements for Hiring Faculty and Educational Managers**

Reference: District Human Resources Procedure 2030.08

1. These instructions are applicable to all faculty (A and C) and educational managers. (Please see examples of the forms indicated in this section of the handbook.)
2. The Discipline/FSA verification, form 7342, should be completed by the new employee as part of the application/hiring process. Official transcripts are required as verification and shall be submitted prior to employment by the Board.
3. If the minimum qualifications are met with the equivalency process, the appropriate equivalency application with supporting documents must be attached to the form 7342. The application for a discipline requiring the master's degree is form 7343. The application for a discipline not requiring the master's degree is form 7344.
4. Faculty shall be required to meet the discipline requirements for the course(s) they will be scheduled to teach upon employment.
5. In addition to the above requirements, a tenure faculty member or educational manager must be assigned an FSA as part of the hiring process. The secretary to the vice president should obtain a completed form 7154, Faculty Service Area Assignment Documentation, from the College FSA Review Team and submit it to the District Personnel Office, when forwarding the 7342 form.
6. The District Human Resources Office will enter the discipline/FSA/credential information on-line. To initialize the file for a new employee the PSKT = (social security number) transaction will be used, followed by the PFSA transaction and PCRD transaction if appropriate.
7. The District Human Resources Office will verify minimum qualifications for the discipline of hire to ensure they have met the requirements and will change the PFSA screen to indicate such verification. A copy of the PFSA screen will be returned to the College along with all submitted forms and documents for filing in the employee's official personnel file.
8. Tenure track faculty and educational managers will be sent contracts after employment by the Board. Temporary part-time faculty will be sent a computer initiated form which advises them of the discipline in which they are authorized to teach and of their status as temporary employees hired for the year only.

9. Tenure track faculty and educational managers may apply to add an FSA at a specified date each year. The college FSA Review Team will complete form 7154 for approved additions. Then the District Human Resources Office will update the PFSA screen and take the following actions: submit to the Governing Board, send notice to the faculty member of PFSA screen verification, and print a copy of the screen for the employee's personnel file.
  
10. When an academic employee changes employment type, all prior information on the PFSA screen is to be retained with a code of inactive. Enter all data for new employment type with an active code. The PFSA screen must be cumulative for all employment as a faculty member and/or educational manager.

The following information is required in order to satisfy legal and procedural requirements regarding academic employees' qualifications to teach a discipline, and to be assigned a faculty service area if a tenure track faculty member or educational manager.

NAME \_\_\_\_\_ COLLEGE \_\_\_\_\_

I certify that I meet the minimum qualifications to teach in the following discipline:

\_\_\_\_\_

on the basis of one of the following:

- A valid credential authorizing instructional services in the discipline at a California Community College (copy attached).
- A Master's degree or its foreign equivalent in: \_\_\_\_\_ from an accredited university (official transcripts attached).
- A Bachelor's degree in: \_\_\_\_\_
- A Master's degree in: \_\_\_\_\_  
or their foreign equivalents from accredited colleges/universities (official transcripts attached).
- An Associate degree from an accredited college (official transcripts attached) plus six years of work experience in the discipline (documentation in the form of verification of work history by current and former employers attached).
- A Bachelor's degree or its foreign equivalent from an accredited institution (official transcripts attached) plus two years of work experience in the discipline (documentation in the form of verification of work history by current and former employers attached), and a certificate or license authorizing work in the discipline where required (copy attached).
- Qualifying via the discipline equivalency process. Application and supporting documents are attached.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COLLEGE PERSONNEL OFFICE USE**

PFSA Screen Update \_\_\_\_\_

PCRD Screen Update \_\_\_\_\_

Check if academic employee is a tenure track faculty member or educational manager and attach completed form 4cd-154, Faculty Service Area Assignment Documentation.

**DISTRICT USE ONLY**

Minimum Qualifications Verified

By \_\_\_\_\_ Date \_\_\_\_\_

Verified: PFSA \_\_\_\_\_ PCRD \_\_\_\_\_

**Contra Costa Community College District  
SUPPLEMENTAL ACADEMIC POSITION APPLICATION  
MASTER'S DEGREE DISCIPLINE EQUIVALENCIES**

SUBMIT THIS FORM ONLY WHEN APPLYING ON THE BASIS OF EQUIVALENCY

Applicant: \_\_\_\_\_ Discipline: \_\_\_\_\_

I believe that I possess the equivalency of a master's degree in the above discipline for the reasons checked:  
(1 plus either 2 or 3 required)

1.  I possess a BA/BS degree in: \_\_\_\_\_ (transcript(s) attached)
2.  Beyond the requirements for my BA/BS degree, I have completed at least 30 additional semester units of upper division or graduate coursework concentrated in the above, or closely related, discipline (transcript(s) attached)
3. a.  Beyond the requirements for my BA/BS degree, I have completed \_\_\_\_\_ semester units of upper division or graduate coursework in the above, or closely related, discipline, (transcript(s) attached) AND  
b.  I have demonstrated proficiency in the discipline through accomplishments considered by discipline practitioners to exemplify a professional knowledge of the discipline, through the following activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached is evidence of this proficiency in the form of letters of recommendation; verification of awards, performances, publications, research activities, life experience or other documentation.

- c.  I possess the license or certificate listed below, and the qualifications for this license or certificate are similar to completion of a master's degree in the discipline listed herein:

\_\_\_\_\_  
\_\_\_\_\_

In 19 \_\_\_\_ I applied for a position in the above discipline at:

- Contra Costa College       Los Medanos College       Diablo Valley College

**NOTE: The Contra Costa Community College District requires that applicants making claims of equivalent qualifications must submit conclusive evidence to support such claims. Although unofficial transcripts may be submitted for application purposes, official transcripts will be required at time of employment.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EQUIVALENCY POLICY FOR DISCIPLINES REQUIRING A MASTER'S DEGREE

For establishing the equivalent of the master's degree, possession of at least the equivalent in the level of achievement and breadth and depth of understanding is required. The candidate making the claim of equivalent qualifications must provide conclusive evidence in regard to:

### GENERAL EDUCATION REQUIREMENTS

BA/BS degree

### MAJOR REQUIREMENTS FOR DISCIPLINES REQUIRING THE MASTER'S

The equivalency process will recognize primary and related disciplines, i.e., before and after the first "OR," as identified on the Board of Governors list of disciplines, including subsequent revisions.

*Using a primary discipline* to be deemed equivalent (i.e., those before the first "OR" on the list of disciplines), the applicant must possess:

- A. Bachelor's degree from an accredited institution; **PLUS**
- B. 30 additional semester units of upper division or graduate course work in one or more of the primary disciplines, from an accredited institution; **OR**
- C. Some combination of additional course work or documented study, in the discipline or a related discipline, and verifiable experience of such accomplishment in the discipline that the combination of course work and experience *equals a master's degree in one of the primary or related disciplines* in breadth, depth and rigor. Appropriate licensure from professional, state or national boards, e.g., CPA, BRN, may be deemed equivalent to some course work.

*Using a related discipline to be deemed equivalent*, (i.e., those after the first "OR" on the list of disciplines), the applicant must possess:

- A. Bachelor's degree from an accredited institution in any of the primary disciplines listed on the Board of Governors list of disciplines, including subsequent revisions; **PLUS**
- B. 30 additional semester units of upper division or graduate course work in one of the primary disciplines or related disciplines, from an accredited institution; **OR**
- C. Some combination of additional course work or documented study, in the discipline or a related discipline, and verifiable experience of such accomplishment in the discipline that the combination of course work and experience *equals a master's degree in one of the primary or related disciplines* in breadth, depth and rigor. Appropriate licensure from professional, state or national boards, e.g., CPA, BRN, may be deemed equivalent to some course work.

### EVIDENCE

A candidate who does not present conclusive evidence in regard to minimum qualifications indicated above does not possess the equivalent of the experience in question. Conclusive evidence for general education, major or experience requirements shall be one or more of the following:

- A. an official transcript showing that appropriate courses were successfully completed at an accredited college\*\* or appropriate foreign institution\*\*\*;
- B. publications that show a command of the major in question;
- C. skills demonstration or verifiable evidence of professional performance, professional and/or public recognition, professional presentations, computer software or applications, or related training;
- D. verification of employment history.

\*\* College and university degrees and credits submitted for employment, including the equivalency process, or advancement must be from United States institutions accredited by one of the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of Education.

\*\*\* All degrees and credits not covered by the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of Education, including all foreign degrees and credits, are subject to verification through the equivalency process. The candidate bears the responsibility of documenting equivalency to accredited United States institutions.



**Contra Costa Community College District  
EQUIVALENCY POLICY  
FOR  
DISCIPLINES NOT REQUIRING THE MASTER' S DEGREE**

The minimum standards for these disciplines shall be the BA/BS from an accredited institution plus two years of documented experience in the subject matter area or an AA/AS degree from an accredited institution plus six years of documented experience in the subject matter area.

**FOR THE AA/AS DEGREE PLUS SIX YEARS OF EXPERIENCE**

The candidate making the claim of equivalent qualifications must provide conclusive evidence in regard to A AND B below (minimum qualifications include A1 AND B1, plus some combination of A2 AND B2):

**A. Degree Requirements**

**1. GE Requirements**

The general education requirements shall be those of a current AA/AS degree as adopted by any college in the Contra Costa Community College District.

**2. Additional Degree Requirements**

Additional education to include a combination of college semester units and/or industry training in the discipline or a related discipline, equivalent to 24 semester units [each unit of credit is equal to 54 hours of training].

**B. Occupational Proficiency**

1. Shall have occupational proficiency in the vocational subject assigned commensurate with the grade or difficulty level of instruction. Evidence of occupational proficiency will be based upon at least two years of recent work experience, calculated either consecutively or cumulatively, which is directly related to the occupation to be taught or upon evidence of equivalent proficiency.\*

2. The equivalent of four years of documented experience that demonstrates possession of thorough and broad skill and knowledge for each of the following as separate and distinct criteria:

a. mastery of the skills of the vocation thorough enough for the proposed specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline.

**PLUS**

b. extensive and diverse knowledge of the working environment of the vocation.

**EVIDENCE**

A candidate who does not present conclusive evidence in regard to minimum qualifications indicated above does not possess the equivalent of the experience in question.

Conclusive evidence for general education, major or experience requirements shall be one or more of the following:

- A. an official transcript showing that appropriate courses were successfully completed at an accredited college\*\* or appropriate foreign institution\*\*\*;
- B. publications that show a command of the major in question;
- C. skills demonstration or verifiable evidence of professional performance, professional and/or public recognition, professional presentations, computer software development or applications, or related training;
- D. verification of employment history.

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\* California State Plan for Vocational Education

\*\* Collège and university degrees and credits submitted for employment, including the equivalency process, or advancement must be from United States institutions accredited by one of the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of education.

\*\*\* All degrees and credits not covered by the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of Education, including all foreign degrees and credits, are subject to verification through the equivalency process. The candidate bears the responsibility of documenting equivalency to accredited United States institutions.

CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
SUPPLEMENTAL ACADEMIC POSITION APPLICATION  
NON-MASTER'S DEGREE DISCIPLINE EQUIVALENCIES

APPLICANT: \_\_\_\_\_

DISCIPLINE: \_\_\_\_\_

I believe that I possess equivalencies for the above discipline on the bases indicated below (1 plus 2 or 3 required)

1.  I have completed course work that satisfies the current general education requirements at:

Contra Costa College

Diablo Valley College

Los Medanos College

and

I have completed a minimum of two years of recent work experience which is directly related to the above discipline. (Transcripts and documentation of recent work experience in the form of verification by employers or tax preparers if self employed attached.)

2.  I have completed college coursework, and/or trade school, military or industry sponsored training equivalent to 24 semester units in the above discipline (for trade school, military or industry sponsored training, a semester unit of credit is equal to 54 hours of training). (Transcripts or other documentation attached)

3.  I have completed a minimum of four years of experience, possess a thorough and broad mastery of the vocation/discipline listed above to the extent that I can effectively teach the courses included in that discipline and my knowledge of the working environment of the vocation is extensive and diverse for the following reasons:

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(Evidence of my mastery of the vocation in the form of letters of recommendation; verification of awards, performances, publications, certificates of merit, masterpieces, licenses, life experience or other documentation attached.)

In 19 \_\_\_\_ I applied for a position in the discipline listed herein on the basis of equivalencies at:

Contra Costa College

Diablo Valley College

Los Medanos College

**NOTE:** The Contra Costa Community College District requires that applicants making claims of equivalent qualifications must submit conclusive evidence to support such claims. Although unofficial transcripts may be submitted for application purposes, official transcripts will be required at time of employment.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Name \_\_\_\_\_

Check One:  New Employee

College \_\_\_\_\_

Current Employee adding an FSA

**Bases for Determining FSA Assignment**

Minimum Qualifications For Full-Time Teaching in the Discipline Satisfied Via:

\_\_\_\_\_  
\_\_\_\_\_

Competency For Discipline Satisfied Via:

- Has taught at least one semester/quarter credit course during two different semesters/quarters at an accredited college/university in the discipline of the FSA; or has performed the duties at least 20% of the hours per week indicated for a full load in assignments described in Article 7 of the District/United Faculty Agreement.
- Has completed the equivalent of 15 semester units of upper division and/or graduate level course work in the discipline.
- Possesses a valid credential in a specific subject matter; i.e., is eligible to teach those subjects listed on the credential or in the "GUIDE TO SUBJECT MATTER AREAS FOR COMMUNITY COLLEGE CREDENTIALS," September 1974 (or subsequent revision), and any certificate or license required in the discipline.
- In a vocational area has the combination of degree and work experience as stipulated in the Disciplines List, and submits evidence of occupational proficiency based upon at least two years of recent work experience, calculated either consecutively or cumulatively, which is directly related to the occupation to be taught or upon evidence of equivalent proficiency.

FSA Assignment:

\_\_\_\_\_

College Review Team:

_____	Signature	_____	Date
_____	Signature	_____	Date
_____	Signature	_____	Date

**DISTRICT OFFICE USE**

- Governing Board Approval Date: \_\_\_\_\_
- Notification to faculty Date: \_\_\_\_\_
- PFSA Screen Verified Date: \_\_\_\_\_
- Copy of PFSA Screen and 4cd-154 form to Personnel File Date: \_\_\_\_\_

### **Property Assignment/Return Policy**

Reference:      Adopted by College Council, October 13, 2004  
                    New Forms Adopted by College Council, May 8, 2014

It is the policy of Contra Costa College that all property, including keys, assigned to employees shall be accounted for by the employee's manager, and shall be returned by the employee upon separation of employment from the college.

#### **Property Assignment/Return Procedure**

1. A "New Employee Checklist" should be completed for each employee upon hiring.
2. The form should be updated whenever changes are made due to additional property assignment, update in property, or return/disposal of property. Employee will initial and date where indicated on the form whenever additional/new property is assigned, to verify receipt of said property.
3. All information requested on the form must be completed.
4. The form will be filed in the employee's personnel file.
5. All property must be returned to the employee's manager and checked in on the "Employee Exit Checklist" and "Property/Equipment Checkout Log" as part of the exit interview process.
6. The "Property/Equipment Checkout Log" Form will not include the major work station components, such as desk, chair, desktop computer, printer, and telephone.
7. The "Property/Equipment Checkout Log Form" will be used for property including, but not limited to, keys, laptop computer, tools, camera, cell phone, walkie-talkie, procurement card, parking permit, library/media materials, etc.

#### **Key Distribution Policy & Procedure**

Keys will be issued to all permanent faculty and staff members appropriate to their needs, in consultation with the manager. For faculty members, the manager will be the division dean; for classified staff, this will be their immediate supervisor. Part-time faculty members will be issued keys to their office and classroom(s) by the division dean as necessary.

The employee will be responsible for the key(s) for the duration of his/her employment, or until the need for the key no longer exists and it is returned. Upon separation from employment, the key(s) must be returned to the employee's manager as part of the exit interview process.

1. Manager will submit a "Request for Keys" form to Police Services for a new employee upon hiring.
2. When the key(s) is ready, the manager will be notified by Police Services, and will pick up and sign for the key.
3. The manager will then assign the key(s) to the employee, according to the Property "New Employee Checklist."

4. Part-time faculty members who will not be returning the following semester will return the key(s) to the division dean at the end of the semester. This should be reported on the Property Assignment/Return Form.

### **Exit Interview Process**

#### **Instructions**

An employee exit interview should be conducted whenever a CCC employee separates from employment with Contra Costa College.

The process will originate with the college human resources assistant (AA-201) for any employee who is separating from employment with the college. Completed forms should be returned to the human resources assistant for filing in the employee's personnel file.

#### **Supervisor's Separation Checklist**

This section contains a number of tasks that must be completed when an employee separates from employment with Contra Costa College.

The supervisor should initial each task to verify that the task was completed.

- Letter of resignation/retirement/discharge/reduction in force submitted and attached for personnel file
- Employee Exit Interview conducted on \_\_\_\_\_
- Property Assignment Form completed and equipment collected
- Employee provided with Employee Benefits Information
- Leave Record completed and signed
- Computer access and passwords cancelled

#### **Property Assignment Form**

- The Property Assignment Form that was intended when the employee was hired and property was assigned, must be completed when the employee separates from employment.
- The supervisor will collect the property and the employee and the supervisor should sign both the Statement of Understanding and Exit Interview Collection Verification where indicated on the bottom of the form.
- Supervisor should submit the form to Human Resources to be placed into the employee's personnel file.

#### **Employee Benefits Information**

The handout on CCCCD's Employee Benefits Information contains vital information on some of the questions most commonly asked by employees at the time of separation. The supervisor should review this document with the employee separating from employment.

Questions related to the employee benefits can be directed to the Benefits Office at the District's Human Resources Office.

**CONTRA COSTA COLLEGE**  
**NEW EMPLOYEE CHECKLIST**

Upon the conclusion of recruiting, interviewing and selection, the employee is to be referred to the Human Resources Assistant to receive their new hire packet. This process is to be completed before the employee receives their date to report to work. Upon completion, the Human Resources Assistant will forward the checklist to the appropriate manager for completion. **Note:** All appropriate information MUST be discussed with each permanent employee.

<b>Employee Name/EmpID:</b>	<b>Report Date/Date Entered in System:</b>
<b>Job Classification:</b>	<b>Department:</b>

<b>Part A: To be completed by the campus Human Resources Assistant:</b>			
Item or Action	Done	Item or Action	Done
Completion of Hiring Forms		Performance Appraisal Schedule	
Parking Permit		Fiscal Year Calendar	
Explanation of Pay		Union Membership	
Explanation of Benefits		Union Contract	
Education Stipend		Personnel File and Records	
Probationary Period		Business Office Functions	
<i>I have received a copy of the appropriate materials listed above and/or have had explained to me the information outlined. I understand this information concerning my employment with the Contra Costa Community College District at Contra Costa College.</i>			
<b>Signature of Employee:</b>	<b>Signature of College HR Assistant</b>	<b>Date</b>	

<b>Part B: To be completed by hiring supervisor/manager prior to the employee's first day of work.</b>			
Item or Action	Done	Item or Action	Done
<b>Telephone Functions Established:</b> <input type="checkbox"/> Phone Number/Voice Mail established		<input type="checkbox"/> <b>Campus Mailbox Established</b>	
<b>Network Access(es) Established <sup>1</sup>:</b> <input type="checkbox"/> Network Log-In established <input type="checkbox"/> District E-mail established <input type="checkbox"/> Added to appropriate E-Mail Distribution Lists: 1) CCC <Department Name> 2) Other _____  <b>Link/Address to District Request form:</b> <a href="https://insite.4cd.edu/webapps/InsiteAccountRequestForm/Default.aspx">https://insite.4cd.edu/webapps/InsiteAccountRequestForm/Default.aspx</a>		<b>Manual(s) Discussed/Provided:</b> <input type="checkbox"/> Business Procedures Manual <input type="checkbox"/> College Procedures Handbook <input type="checkbox"/> Curriculum & Instruction Manual <input type="checkbox"/> Gov Board/Admin Procedures Manual <input type="checkbox"/> HR Procedures Manual <input type="checkbox"/> Payroll Procedures Manual <input type="checkbox"/> Student Services Manual <input type="checkbox"/> Management, Supervisory, and Confidential Employees Personnel Manual  <input type="checkbox"/> <b>Employee Picture ID Badge/#</b> <input type="checkbox"/> <b>Procurement Cards/Number</b> <input type="checkbox"/> <b>Company Issued Equipment:</b> Complete the Property/Equipment Checkout Log on the reverse side. For example laptop, cell phone, tools, camera, library/media materials, etc.	
<b>Datatel Colleague Access Established <sup>1</sup>:</b> <input type="checkbox"/> Student System (ST) <input type="checkbox"/> Colleague Financials (CF) <input type="checkbox"/> Human Resources (HR) <input type="checkbox"/> Not applicable		<b>Other:</b>	
<b>Keys Requested/Distributed <sup>1</sup></b> <input type="checkbox"/> Building Cardkey(s)/# <input type="checkbox"/> Office Key(s)/# <sup>2</sup> <input type="checkbox"/> Office File Cabinet Key(s)/# <sup>2</sup>			
<b>Signature of Manager:</b>			<b>Date:</b>

## Contra Costa College Property/Equipment Checkout Log

<b>Employee Name/EmpID:</b>	<b>Department:</b>
<b>Job Classification:</b>	<b>Report Date:</b>

Description of Property	Model # (if applicable)	Serial # (if applicable)	Date Assigned	Employee Signature	Manager Signature	Date Returned	Employee Signature	Manager Signature



# EMPLOYEE EXIT CHECKLIST

Employee Name (print):		Employee ID #:
Action Reason: <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Other: _____		Last Day of Service:
Employee Type: <input type="checkbox"/> Classified <input type="checkbox"/> Supervisor <input type="checkbox"/> Confidential <input type="checkbox"/> Faculty <input type="checkbox"/> Manager (Academic or Classified)		Department/Division:

**Manager Action:**

Item	Action	Information
Network Access	<input type="checkbox"/> Removed <input type="checkbox"/> N/A	E-mail address for action: <a href="https://insite.4cd.edu/webapps/InsiteAccountRequestForm/">https://insite.4cd.edu/webapps/InsiteAccountRequestForm/</a> Indicate expiration date, as applicable.
Datatel Colleague Access	<input type="checkbox"/> Removed <input type="checkbox"/> N/A	E-mail address for action: <a href="https://insite.4cd.edu/webapps/InsiteAccountRequestForm/">https://insite.4cd.edu/webapps/InsiteAccountRequestForm/</a> Indicate Student System (ST), Colleague Financials (CF) or Human Resources (HR).
E-mail Account (Exchange/Outlook)	<input type="checkbox"/> Removed <input type="checkbox"/> N/A	E-mail addresses for action: <a href="https://insite.4cd.edu/webapps/InsiteAccountRequestForm/">https://insite.4cd.edu/webapps/InsiteAccountRequestForm/</a> . Also e-mail your local Information Technology Manager.
Key(s)	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	Email Police Services regarding keys to building(s), offices and file cabinets, include Key # <sup>1</sup>
College-issued equipment	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	Applies to any college issued equipment, such as laptop, cell phone, etc. Review and complete Property/Equipment Checkout Log.
Expense Reimbursement	<input type="checkbox"/> Prepared <input type="checkbox"/> N/A	Any final request for expenses to be reimbursed by employer.
Staff ID Badge	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	
Procurement Card(s)	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	
Parking Permit	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	
Reset Password(s)	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	Email IT regarding clearing phone and/or e-mail messages.

**Other items to be noted:**

<b>Employee Signature:</b>	<b>Date:</b>
<b>Manager (print):</b>	
<b>Manager Signature:</b>	<b>Date:</b>

<sup>1</sup>Attach additional sheet, if necessary



**Employee Exit Checklist**

Page 2

**Human Resources Action:**

Item	Action	Information
Final Paycheck Information	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	Classified/Managers: Last workday of the month of exit. Faculty retirements: January 1 (fall) or June 30 (spring).
Final Absence Report	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	All known absences are communicated to District Payroll as soon as possible via a signed Absence Report.
Vacation Leave	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	Included in final paycheck.
Sick Leave	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	Can be converted to Credited Service if retiring. If leaving District, provide balance report.
Insurance benefits/COBRA	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	District Benefits Representative will be contacting exiting employee by letter. COBRA letter issued for employees not eligible for District-paid benefits.
Retirement information	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	Retirement letter issued by District Benefits Representative. Provide CalPERS or CalSTRS checklist and/or information.
Unemployment Compensation	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	

**Other items to be noted:**

**Forwarding Address for final paycheck/paystub and/or W-2 Statement:**

Street Address:
City, State, Zip Code:
Contact Phone number:

<b>Employee Signature:</b>	<b>Date:</b>
<b>College HR Representative (print):</b>	
<b>College HR Representative Signature:</b>	<b>Date:</b>

**Distribution:** College HR

Manager

Employee

**Section  
C3000**

**COLLEGE POLICIES**

<b>CCC College Procedures Handbook</b>	<b>COLLEGE POLICIES</b>	<b>C3000.0</b>
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### **Designated Smoking Areas**

Reference: College Policy

Adopted by the College Council, March 1, 1989  
CCCCD Governing Board Policy 2045  
College Policy Revised, April 12, 2000  
College Policy Revised, December 8, 2004  
College Policy Revised, May 10, 2006 (Effective July 1, 2006)  
Reviewed by College Council, September 9, 2009  
Revised by College Council, February 13, 2014

#### **Effective July 1, 2006:**

**Smoking and smoking substitutes, including but not limited to e-cigarettes, are a health hazard and only allowed in Contra Costa College parking areas that are located at least 25 feet from the building.**

<b>CCC</b> <b>College Procedures Handbook</b>	<b>COLLEGE</b> <b>POLICIES</b>	<b>C30010.0</b>
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### **Report on Administrative Leave**

Reference: College Policy  
Adopted by President's Cabinet  
April 1991

Any person who attends any professionally-related meeting, conference, workshop or staff development activity for which administrative leave was requested and for which the College is paying all or part of the expenses, must complete an "Administrative Leave Report" form (which is not the same as an "Administrative Leave" form).

This form may be obtained from your division office or the administrative offices. It should be completed, indicating how you profited from the leave, and submitted to your supervisor with your request for reimbursement (expense claim form).

If this form is not completed, your request for reimbursement may not be processed. (Please see the appendix for an example of this form.)



## Contra Costa College Administrative Leave Report

Upon returning from any professionally-related meeting, conference, workshop or staff development activity for which administrative leave was requested and for which the College is paying all or part of the expenses, please complete this form and include it with your reimbursement request and forward it to your supervisor. Unless this form is completed indicating how you profited from the leave, reimbursement requests may not be processed.

Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Benefit Rating: Outstanding \_\_\_\_\_ Beneficial \_\_\_\_\_ Unproductive \_\_\_\_\_

Highlights of what I observed or learned: \_\_\_\_\_

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I would be willing or interested in sharing what I learned with the following persons or groups:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. Community Groups (circle if willing to speak to such groups)

Supervisor's signature indicating report read: \_\_\_\_\_

Cc: Staff Development Coordinator

<b>CCC</b> <b>College Procedures Handbook</b>	<b>COLLEGE</b> <b>POLICIES</b>	<b>C3002.0</b>
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## FYI FLYERS

Reference: College Policy  
 Adopted by College Operations Council, September 1989  
 Revised version approved by College Council, January 1991  
 Revised by College Operations Council, December 1991

**Definition:** An FYI (For Your Information) is a Contra Costa College flyer, in a standardized graphics-designed format, which contains all the essential information about a given course as well as a brief promotional description.

**Purpose:** The purpose of the FYI is to call attention to a particular course, for the purpose of getting more students to enroll in the course. It is intended to be used on campus, but primarily in the service area communities, where prospective students may receive this information. In order to achieve this purpose, FYI's must be produced and distributed in a timely manner to be a planned target audience.

**Procedure:** FYI's are produced on templates provided by the Communication & Advancement Office. Department chairs and division deans sign off on the content before they are submitted to Reprographics for reproduction.

### A. APPROVAL

Department chairs and division deans approve FYI's using the following criteria:

1. If a course is not included in the current course schedule.
2. If the request concerns a new course, or a course that has not been offered for a long time.
3. If the class is held at an off-campus site.
4. If the request is for a course approved after the course schedule has been printed.

Lack of sufficient enrollment in a course is not considered a legitimate reason for requesting an FYI.

The production lab will be prohibited from printing any FYI that has not been properly approved.

### B. TIMELINES

It is important that FYI's be made available in a timely manner in order to be effective. Since all new terms are preceded by periods of vacation time, this must be taken into consideration.

1. Requests for FYI's will be accepted for limited periods of time only. For **spring term**, this time period will begin November 15 (or the closest work day to November 15) and will end December 1 (or the closest work day to December 1).

For fall term, this time period will begin April 25 (or the closest work day to April 25) and will end June 1 (or the closest work day to June 1).

Exception: If there is a special opportunity to advertise a course, program, or special event, and there is legitimate reason why the request does not fall within the above stated timeline, the marketing committee will consider the request.

2. Purpose of this time frame is to ensure that courses for which FYI's are requested have received final approval for inclusion in the next term's schedule; to give the media design department and production lab sufficient time to complete the work; and to require that some thought and planning go into the request for an FYI.

3. All information necessary to complete the FYI must be submitted to the media design department at the time the request is made. No partially complete FYI's will be accepted. The date of submission will be the date that complete information is available.

**C. DISTRIBUTION**

In all cases, the originator of the FYI will have a choice of the methods.

1. Standard distribution: This will involve printing no more than 25 copies, to be distributed by the person originating the FYI. West County libraries and community centers are suggested points of distribution. Any distribution on campus must adhere to College policy regarding posting on bulletin boards.

2. Other distribution: The instructor will be required to provide a detailed plan as to where he or she will distribute the number of flyers requested.

If a mailing is requested, the Instructor must explain the target audience of the mailing list he or she is working with, and further provide a signed budget transfer to the Central Services postage account to cover the cost of postage.

If services by the college's mail services vendor are required, a budget transfer to the Marketing supplies account to cover that cost will be required.

**D. USING OTHER SOURCES**

It is College policy that all printed materials which advertise the college, its courses or programs must be approved by the Senior Dean of Instruction. Purpose of this policy is to upgrade/maintain quality and maintain continuity in the college image.

Any printed information which does not conform to College standards will be removed from display wherever it is found.

<b>CCC College Procedures Handbook</b>	<b>COLLEGE POLICIES</b>	<b>C3003.0</b>
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### **Print Information**

Reference: College Policy  
Adopted by President's Cabinet, February 20, 1991

Contra Costa College has determined that its reputation and image in the community are affected by any print information that is distributed to the public from the College. Wrong dates, inaccurate information, misspellings, typographic errors, incorrect grammar and poor design all are mistakes that make us look unprofessional to the community.

Therefore, the College has determined that certain persons or groups on campus are responsible for the professional look, consistency, accuracy, and legal requirements of this information. It is for this reason information that is intended for public distribution should be reviewed by the Vice President for written content and for visual format pursuant to procedures.

This policy pertains to such publications as official college information to students: i.e., the catalog, course schedules, bulletins, student handbooks (excluding in-class handouts and syllabi), posters and brochures, as well as less obvious publications such as flyers, newspaper or magazine advertisements, newspaper articles, and letters or notices that will be distributed to students or the public.



<b>CCC College Procedures Handbook</b>	<b>COLLEGE POLICIES</b>	<b>C3004.0</b>
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## **Business Cards**

Reference: College Policy  
Adopted by College Operations Council, September 1989  
Revised by the College Council, September 9, 1992

**Availability & Style:** The College believes that, as part of its master marketing plan, the college must maintain continuity in the image it portrays to the community. Therefore, all printed materials representing the college must be the official format adopted by the college.

There is an official Contra Costa College business card that should be used by all college faculty and staff who deal with the public. Faculty and staff should not use any cards they have designed themselves or which have been produced for them off campus.

**Requests:** Requests for college business cards should be made on the proper form to the division dean or manager to whom the person requesting the card reports. That person, in turn, should forward the request to the Graphics Department.

**Cost:** The division or department requesting business cards should pay for them. Cost information is available from the Graphics Department.

Contra Costa College  
**BUSINESS CARD REQUEST**

Please print. This information will appear on your business card.

**CONTRA COSTA COLLEGE**



(Name) \_\_\_\_\_

(Job Title) \_\_\_\_\_

(Dept/Division) \_\_\_\_\_

E-MAIL: \_\_\_\_\_@contracosta.edu

VOICE: 510.235.7800 EXT. \_\_\_\_\_ • FAX: 510. \_\_\_\_\_  
2600 MISSION BELL DRIVE, SAN PABLO, CA 94806

Date submitted: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Manager Signature)

GL Number: \_\_\_\_\_

Quantity:      100            200            400            500 • \$12 per 100

The manager will receive an invoice after the job is completed.

Business card jobs will be run twice per month. They are not a high priority job.

Please submit this form to:

Tim Gleason  
Media Design Specialist, AA-219E (X4598)

- For Office Use Only -

Date approved by CAO: \_\_\_\_\_ Initials: \_\_\_\_\_

Date received by Media Design: \_\_\_\_\_

<b>CCC College Procedures Handbook</b>	<b>COLLEGE POLICIES</b>	<b>C3005.0</b>
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### **Use of Fax Machine**

Reference: College Procedures  
Adopted by Operations Council, 1992

College employees may use the fax machine for official college business without charge. If an employee chooses to send or receive personal information, there will be an assessment of \$1.00 per sheet for sending and receiving material.

This charge should be paid to the cashier at the time the fax is sent or received.

## Course Syllabi to be Sold to Students

Reference: College Policy

Adopted by Operations Council, August 26, 1991

The process for preparing a syllabus for sale in the college bookstore involves a number of steps, all of which are designed to ensure that the syllabus meets legal requirements and college standards for legibility, and that the number of copies produced is sufficient for the students in the course but not so many as to leave a large surplus.

For these reasons, the college has adopted the following procedure regarding the production of syllabi.

### 1. Notify the bookstore:

All faculty are asked to let the bookstore know, at the time they submit their book forms, whether there will be a syllabus for the course.

a. The bookstore then reserves shelf space for that syllabus.

### 2. Approval: Copyright check, typesetting:

The department will submit the syllabus to the media design department, where it will be prepared for printing.

a. The syllabus will be checked for adherence to copyright laws. Copyrighted materials will not be printed or sold on campus without the necessary prior approval, in writing. All copyright laws must be followed.

b. Where necessary, the syllabus will be typeset, and a cover will be designed. This requires that the syllabus be submitted with sufficient lead time to allow this work to be completed.

### 3. Printing:

a. When the graphics department has completed its work, the syllabus will be either reproduced by department or forwarded to the Bookstore for reproduction and sale.

b. Neither the department nor the Bookstore will pay for printing any syllabus, on or off campus, without prior approval.

4. Quantity:

- a. The number of copies to be printed will be determined by the Book Buyer, using past class enrollment experience, and current enrollment where possible. The bookstore will not accept for sale any more than that approved number.

### **Use of Electronic Marquees**

Reference: College Policy  
Adopted by the Operations Council, May 11, 1992

Requests for use of the electronic marquees to advertise college events should be made to the Public Information Officer. Use is subject to the following guidelines:

- A. Any campus event must be one that is sanctioned by the college (i.e. if a club is having an event it wants publicized, it must be a properly formed and recognized campus club).
- B. Notices are limited to space available and what is easy to read while driving. Final determination will be made by the President.
- C. Necessary information includes name of event, date, time, place, cost, phone number to call for tickets (if applicable), and the name and phone number of the person to call if there are questions.
- D. The Public Information Office will determine whether information is received soon enough to warrant posting on the marquees. In general, notices received prior to 72 hours before an event will be posted.

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## **Gift Solicitation**

Reference: College Policy  
Adopted by the President's Cabinet, August 19, 1985

In order to maximize resource and development and avoid duplication of effort, Contra Costa College establishes the following procedures for solicitation of money or gifts.

1. All contacts by any College staff with any individual, group or business concern for the purpose of solicitation of money or gifts for the College should be cleared in advance of the contact.
2. All such contacts should be reported to the Contra Costa College Foundation in writing one week in advance.
3. If one week's advance notice in writing is not possible, then a phone call to the Foundation Office will suffice.
4. If money or a gift is received by a department or program on campus from an outside donor, then the department/unit involved must complete a "CCC Donation Report Form" and mail it to the Foundation Office for inclusion in a required annual report to the Board.
5. A master file on contacts and gifts received will be kept by the Foundation Office and reported to the Board once a year.



## Contra Costa College Foundation In-Kind Donation Report

Gifts of tangible items such as equipment, supplies, vehicles, furnishings, etc. are known as in-kind donations. According to the Contra Costa College Gift Policy, such donations are accepted through the Foundation. The following procedures should be used in receiving in-kind contributions:

1. Determine whether the item offered is useful and desired by the College.
2. Arrange with the donor to get the item to campus.
3. Complete this form and forward it to the Foundation Office in AA-103 so that the donor can be thanked and the contribution reported.

Name of Donor: \_\_\_\_\_

Address of Donor: \_\_\_\_\_

\_\_\_\_\_

Description of Donation: \_\_\_\_\_

\_\_\_\_\_

Date donation was received on campus: \_\_\_\_\_

Value of the donation as declared by the donor: \$ \_\_\_\_\_

*Also attach any description or documentation of value provided by the donor.*

How will the donation be used? \_\_\_\_\_

\_\_\_\_\_

Where will the donation be located? \_\_\_\_\_

Name of CCC employee who accepted the donation: \_\_\_\_\_

Signature of employee who accepted the donation: \_\_\_\_\_

Did the employee solicit the donation?: \_\_\_\_\_

Name of the employee submitting form: \_\_\_\_\_

Date form was submitted to Foundation Office: \_\_\_\_\_

*For Foundation Use Only:*

Date donor was thanked for the gift: \_\_\_\_\_

### **College Fund Raising Events**

Reference: College Policy  
Adopted by College Council, November 11, 1992

Any college fundraising event or series of like events where revenues are projected to exceed \$5,000 must abide by the following College procedure.

1. Such events require review by the President's Cabinet and approval of the College Council.
2. All contracts for such events must be signed by the College President and the District Chancellor or his designee.
3. All net proceeds, with specific instructions on how revenues are to be distributed, will be placed in appropriate account(s). The appropriate account(s) will be specified by each party involved in the negotiation process. In the event that expenses exceed revenues collected, the College and the organization will repay the debt in the same ratio as they would have shared the net proceeds.
4. The split of net revenues for each event will be negotiated between the President's Cabinet and the organization, with a recommendation forwarded to the College Council for approval.

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## Use of Public Campus Bulletin Boards

Reference: Revised by Operations Council – October 26, 2009  
 Adopted by College Council - January 4, 1990  
 Revised by College Council - December 9, 2009

1. All items/services advertised must be legal and in good taste, and should be of interest to Contra Costa College students or staff.
2. Notices/flyers should only be posted on bulletin boards. Notices/flyers should not be posted on walls, windows, or doors, unless it is a college class cancellation notice and will be removed and discarded.
3. All items on bulletin boards must be posted with **thumb tacks** or **stick pins** only. Postings with staples or tape will be removed and discarded.
4. Only one copy of an item may be placed on a bulletin board. Duplicates will be removed and discarded. Reasonably-sized materials are encouraged.
5. All postings must be removed within one month of posting date. Exceptions will be made when appropriate.
6. Building volunteers and custodial staff will periodically check public bulletin boards and remove inappropriate or out-of- date postings.
7. All public bulletin boards are identified by the posting of these guidelines. Department bulletin boards are **not** public.

### Non-College Postings

8. The Student Life Center authorizes the posting of non-college notices on public bulletin boards. Any non-college posting that is not dated with the date of posting and a Student Life Center stamp will be removed and discarded.
9. CCC does not endorse, support or promote any non-college product or service advertised on a campus bulletin board.
10. As needed, services advertised on college public bulletin boards may be checked to determine if the advertiser has the appropriate licensing.
11. Any item posted on a public bulletin board and found additionally on any non-public bulletin board will be removed from **all** bulletin boards.

### College Postings

12. College course FYIs for the coming term may be posted until the third week of classes. College flyers advertising events may remain posted until the event is over.
13. College staff are expected to remove notices that they posted.

### **Campus Police Coverage for Dances**

Reference: College Policy  
Adopted by President's Cabinet

- A. Dances must be funded by the individual campus or Associated Students or Club.
- B. In the case of all dances, a pre-dance planning meeting will be held among the police supervisor, adviser or appropriate dean, and students.

At this meeting should be discussed:

1. Staffing of the dances by police and staff
2. Role of the adviser at the event
3. Role of the police at the event
4. Hours of operation

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### **Student Debt Repayment**

Reference: College Policy  
Adopted by President's Cabinet, February 20, 1991  
CCCCD Board Policy 5018  
Education Code Section 72237

In accordance with Contra Costa Community College Governing Board Policy 5018, and California Education Code Section 72237, Contra Costa College shall withhold transcripts, diplomas, and registration privileges from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the District or the College. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation. Problems or questions about this policy should be directed to the college Business Services Office.

#### **Operational Procedure:**

A mailing will go to the students who has an obligation before registration for the next term, stating the obligation and that the student will not be allowed to register. A current student also will be notified on his/her grade report at the end of the term of any financial obligation that has been incurred by the student.

### **Use of Contract Education Administrative Overhead Funds**

Reference: College Policy  
Adopted by President's Cabinet, 1992

Contra Costa College is committed to the development of a viable, active and visible contract education program. Funds generated from classes and training usually include administrative overhead. These overhead funds will be distributed in the following manner, unless modified by consent of all parties involved:

1. 40% To the department, if faculty or staff participated in the identification and/or development of a contract. If not, then these funds will be allocated to #2.
2. 30% To the Vocational Education Incentive Fund. These monies will be used to increase the quality and productivity of vocational programs. A committee of faculty, staff and administration will be developed to determine allocations.
3. 20% To the Vocational Education and Contract Services Offices. These funds will be used to support curriculum/program development, special projects, etc.
4. 05% To Business Services for processing, record keeping and accounting services.
5. 05% To President's Office to use for college community relations/hospitality.

## Academic Honesty Policy

References: College Policy  
Adopted by College Council, February 9, 1994  
Administrative Code of the State of California, Title V, Sections 41301, 41302, 41304  
Education Code of the State of California, Sections 66017, 76030, 76031, 76032, 76033, 76037.

Students at Contra Costa College are expected to perform honestly and ethnically in completing homework and class assignments. Students who are dishonest in the performance of class work will be subject to disciplinary action. Students accused of being dishonest have the right to request a hearing by contacting the College President's Office.

### DEFINITIONS:

To assist students to understand what behavior is considered dishonest and unethical, the following definitions are provided.

**Plagiarism:** Although difficult to define, plagiarism consists of taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take.

1. Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.
2. Failure to give credit in a footnote for ideas, statements of fact or conclusions derived by another.
3. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence or even a part thereof.
4. Close and extended paraphrasing of another.

**Cheating:** Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; and allowing another person to do one's work and to submit the work under one's own name.

**Fabrication:** Presenting data in a piece of work which were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

**Aiding and abetting dishonesty:** Providing material or information to another person with knowledge that these materials or information will be used improperly.

Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false or incomplete information to a campus: Altering documents affecting academic records; forging a signature of authorization or falsifying information on any official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

### **DISCIPLINARY ACTIONS**

If a student is found guilty of dishonest or unethical behavior in the completion of homework or class assignments, he or she is subject to disciplinary action. Disciplinary action may be mild or severe, ranging from verbal or written reprimand, to probation, a grade of "F" or not credit in a course, to suspension, expulsion or dismissal from a course or from the College.

### **HEARING PROCEDURES (DUE PROCESS)**

A student who is disciplined because of dishonest behavior may request a hearing with the President and/or designees for a review of the facts of the matter and to present his or her perspective. The student must call or write the Contra Costa College President requesting a hearing within 10 days of notification of discipline.



### **Class Audit Policy**

Reference: College Policy  
Adopted by College Operations Council, 1993  
Revised by College Council, February 13, 2014

The Governing board of the Contra Costa Community College District authorized auditing of classes. Auditors must secure approval of the instructor whose course you wish to audit, and from the division dean. The instructor and division dean reserve the right to approve or disapprove any audit according to their discretion, and their decision is final.

Auditors will not be counted in enrollment-based decisions about maintaining or canceling classes.

Auditors will not be allowed to remain in class unless the audit request form is processed by the Contra Costa College Dean of Student Services' Office.

A student may audit a class at Contra Costa College providing that the following conditions are met:

1. Enrollment for the purpose of auditing will be on a space-available basis, and requires the approval of the instructor. Classes with restricted enrollment due to regulations or station limitations cannot be audited. Participation in class activities by student auditors will be solely at the discretion of the instructor.
2. A non-refundable audit fee of \$15.00 per unit shall be payable at the time of enrollment as an auditor. Auditors shall not be charged the enrollment fee for auditing a class.
3. No credit or grades will be received for auditing a course. The college will not maintain any attendance or academic records.
4. Priority in class enrollment shall be given to students who desire to take the course for credit; therefore, enrollment for audit purposes will not be permitted until the Monday of the second week of instruction.
5. Once audit enrollment is completed, no student will be permitted to change his or her enrollment to receive credit. No student shall be permitted to change his or her enrollment from credit to audit.

### **Lethal Weapons on District Property**

Reference: District Policy  
Adopted by Governing Board, February 22, 1995  
State of California Penal Code, sections 626.9 and 626.10  
State of California Education Code, section 76030 et seq.

Lethal weapons of any kind, including but not limited to firearms, knives with blades exceeding 2.5 inches, and explosives shall not be permitted on District property at any time except when carried by law enforcement officials.

Any student who brings a lethal weapon on District property or to a District sponsored function, whether or not on District property, shall be subject to expulsion.

Any employee who brings a lethal weapon on District property, or to a District-sponsored function, whether or not on District property, shall be subject of disciplinary action up to and including termination in accordance with Board policies on discipline, the State of California Education Code, and applicable collective bargaining agreements.

Students may be authorized to carry lethal weapons in the course and scope of their studies in state mandated pre-employment law enforcement training or in the courses in which the tool used might also be considered a lethal weapon. This policy shall not prohibit an employee from possessing or using a tool (which may be considered a lethal weapon) that he or she is authorized to use in the course and scope of his or her employment.

## **Facilities and Properties Naming Guidelines**

Reference: College Policy  
Adopted by the College Council, March 8, 2000  
Revised by the College Council, December 10, 2008

We believe that naming of college buildings, facilities and real properties is a major decision that will be a permanent part of the college's history, and should be undertaken with great care. The following guidelines have been established.

### **FACILITIES AND PROPERTIES**

- I. Final approval for the naming of college buildings, facilities and real properties lies with the Governing Board of the Contra Costa Community College District.
- II. Individual or group requests for the naming of college buildings, facilities and real properties of Contra Costa College are to be submitted in writing to the Contra Costa College Council, the college's shared governance body, through the college president's office.
  - A. All requests should include:
    1. A rationale for the request to name the college building/facility/real property.
    2. If appropriate, a biography of the person or a history of the organization for whom the college building/facility/real property is to be named.
    3. The person's/organization's/cooperation's connection with the college or association with education.
    4. The approval of the nominee, organization, family or estate, if applicable.
- III. The name of a college building/facility/real property must meet at least one of the following:
  - A. It should designate the function of a property, program or facility.
  - B. It should reflect natural or geographic features.
  - C. It should honor an individual or an organization.

- IV. If a request is made to name a college building/facility/real property after a person or persons, an organization, or a corporation:
- A. Generally, a facility would be named for a person or persons, an organization, or a corporation only if:
1. The person or persons, organization, or corporation is widely respected and made the building/facility/real property possible, such as through a legislative act, by raising the funds for the building, by donating the funds, or by donating an existing building (applied to an off-campus center). Funded gifts should substantially cover the cost of the building, or provide funding for that portion of the total cost not available through public funds.

**OR**

2. The person or persons, organization, or corporation made an exceptional and unique commitment of service to the institution or a major in-kind contribution that is lasting and memorable. The person or entity for whom the college building/facility/real property would be named should enjoy (or should have enjoyed, if deceased) widespread respect.
- B. The Council will take into consideration the significance of the contribution, and/or the significance and amount of the proposed gift as either or both relate(d) to the realization or completion of a college building/facility/real property, or the enhancement of a building/facility/real property's usefulness to the college.

"Significant" in this context is deliberately not defined by specific standards or by a specific dollar amount, but Council has in mind donations of \$1 million or more. Interpretation is meant to be flexible so that each situation may be judged on its own merits, and may take into account significant contributions of personal services as well as monetary or in-kind gifts.

C. Restrictions on naming

1. If the request is to honor a deceased person, that request should be submitted only with written approval from the family. The College Council will not make a final decision about a request until at least six months of mourning have passed.
2. No college building/facility/real property will be named after currently-seated elected or appointed officials.
3. A request to name a college building/facility/real property after a college or district employee who has retired will not be considered until five years after his/her retirement. If the college or district employee is deceased, at least six months must pass before a request will be considered.

4. Requests will not be considered to name a college building/facility/real property after a person with a connection to the college whose name is submitted solely because the person died on campus.
- V. Naming shall be in perpetuity, except that functional designations within a name may be changed.  
(Example: The Kennedy Humanities Hall might become the Kennedy Student Center, to reflect the change in function of the building.)

### **ALTERNATIVE RECOGNITION**

Because there may be opportunities or requests to honor individuals or organizations for important but lesser contributions (\$100,000 - \$999,999), Contra Costa College may choose to recognize those individuals with permanent bronze plaques that will become a part of the college's history. The same process as listed above should be followed.

The plaque would include the person's/organization's name, any appropriate title, and a brief biographical sketch or explanation of the contribution made. The plaque would be permanently placed in a prominent position in a selected building.

**Procedure for Long-Term Use of College  
Space/Facilities by Outside Agencies**

Reference: College Police  
Adopted by College Council, April 12, 2000

The college has, from time to time, been asked to allow long-term use of college space and facilities by outside agencies. The purpose of this procedure is to prevent criteria and other considerations with which to address such requests. All such requests would be subject to the District's policy regarding use of college space by an outside agency.

Joint use of property is allowed under the State Education Code, Section 81378.1 and any action by the college or district would be subject to the same.

In order to be considered, the purpose of the requested outside agency must support the mission goals, and values of Contra Costa College and the Contra Costa Community College District.

**PROCEDURE**

1. Requests for use of college space and/or facilities on a long-term basis must be made in writing to the college president, who will forward the request to the College Council.
  - a. Requests will not be considered if there is the possibility that the outside agency's activities would have a negative impact on the college or the district (i.e. bad publicity, overwhelming traffic problems, encourage undesirable people to be on campus, induce the development of hazardous conditions on campus).
  - b. The outside agency shall be entirely independent, so as not to require the use of any college personnel, funds, or services.
2. Representatives of the outside agency will present in writing, and in person if desired, to the College Council a proposal for the requested use, describing specific needs and delineating how the agency meets the established criteria for use.
3. Using its shared governance process, the College Council will recommend to approve or deny the request, based on the college's established criteria.
4. If the College Council is in favor of the request, college management will:
  - a. Identify space to be used, working in conjunction with the requestor.

- b. Work with any affected existing programs, departments, and/or service units to ensure the least amount of disruption.
  - c. Submit the request to the District for approval by the governing board.
  - d. Work with all parties (including, but not limited to, the requestor, college management, the district vice chancellor for facilities and planning, the district vice chancellor for finance and administration, and district legal counsel) to develop a contract that clearly delineates the terms and conditions of the lease.
5. The college president will inform the requestor in writing of the governing board's decision.

#### **CRITERIA FOR USE**

Any outside agency requesting long-term use of college space and/or facilities must:

1. Provide a direct, clear, substantial benefit to the college through an increase in enrollment, payment of rent which would result in a reasonable profit.
2. Provide direct benefit to students through employment, scholarships, internships, and/or appropriate collaborative projects involving CCC personnel (e.g. professionally-relevant summer projects).
3. Have a direct link to on-going college programs and services.
4. Be financially solvent and reputable, and non-controversial.
5. Uphold moral, legal, and ethical standards in its business practices.
6. Uphold professional standards of good practice for the field in which it functions.
7. Meet or exceed environmental standards.

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### Destruction of District Records

Reference: District Administrative Policy 1900.01  
 Title 5, Chapter 2.5  
 Revised December 3, 1985  
 Second Revision: May 15, 1990  
 Third Revision: May 25, 1999  
 Fourth Revision: July 6, 1999  
 Fifth Revision: April 9, 2002  
 Sixth Revision: November 11, 2003

1. All District records shall be assigned by the Vice Chancellor of Technology Systems Planning and Support to one of the three following classes, in accordance with Title 5, Division 6, Chapter 10, Sub-chapter 2.5 of the California Code of Regulations.
  - Class 1      **PERMANENT RECORDS.** Permanent records are those required by law to be kept indefinitely (e.g. annual reports, official actions, personnel records, student records and property records). However, these records may be reclassified by the Governing Board to Class 3 provided an accurate copy is made in electronic format and kept in a secure but conveniently located file.
  - Class 2      **OPTIONAL RECORDS.** Optional records are those which are not legally required to be kept, but which are considered worthy of retention. These records may also be reclassified by the Governing Board to Class 3 if reproduced electronically.
  - CLASS 3      **DISPOSABLE RECORDS.** Disposal records are all other records not classified Class 1 or Class 2. These records are destroyed at the end of the retention period without storing an electronic copy.
2. Once each year, on or before May 1, the College Presidents and designated District Office personnel shall submit to the Vice Chancellor of Technology Systems Planning and Support a list of all records scheduled for destruction during the following school year in accordance with the District Retention Schedule. The list shall include Class 3 records and those Class 1 and Class 2 records requiring reclassification to the Class 3.
3. The Vice Chancellor of Technology Systems Planning and Support then submits to the Governing Board the list of Class 1 and Class 2 records recommended for reclassification to Class 3 and requests approval for the destruction of all Class 3 records and shall verify that no records are included in the list in conflict with this policy.
4. Upon approval of the Governing Board for the destruction of the specified records, such records shall be permanently destroyed by such foolproof methods as shredding, burning or pulping, and such destruction shall be supervised by the college president, vice chancellor or designee.



5. Whenever records are kept electronically, a certification copy for evidence shall be completed (form 4cd-137) and filmed preceding the referenced records. (Reference Section 59022 (e) of Title 5 and Section 1531, Evidence Code.)
6. The College Presidents and designated District Office personnel shall provide for the permanent and safe storage and electronic records during the retention period.
7. The retention and destruction of records related to Federal and State categorical programs are subject to the regulations covering the program if they are more restricted than District policy.
8. Records originating during a current academic year shall not be classified during that year.
9. The term electronic used in this policy includes photographed or microfilmed records whose production must be on a film type approved for permanent, photographic records by the United States Bureau of Standards.
10. The approved classification and retention period for all District records follows. Changes shall be made only with approval of the Vice Chancellor of Technology Systems Planning and Support.
11. a. College Records

Class	Records	Retention Period	Action
<b>STUDENT RECORDS</b>			
3	Admission, Registration and Enrollment Forms and Documents	3 years	Destroy
3	Grade Reports	3 years	Destroy
3	Personal Health File	5 years	Destroy
1	Permanent Record Cards	Indefinite	*
<b>STUDENT ORGANIZATION RECORDS</b>			
1	Constitution, By-Laws and Minutes	Indefinite	*
1	Report of Elections and Rosters of all Officers	Indefinite	*
<b>STUDENT LOAN AND SCHOLARSHIP FUNDS</b>			
1	Loan Repayments Receipts	3 years	Electronic Format & Destroy
1	Loan Applications	5 years	Electronic Format & Destroy
<b>STUDENT FEDERAL AND STATE FINANCIAL ASSISTANCE</b>			
3	Applications and Other Data Relating to Student Federal and State Financial Assistance	3 years	Destroy

\* After five years, may be reclassified by Governing Board to Class 3, put in electronic format and destroyed.

## b. District Administration Records

Class	Records	Retention Period	Action
	<b>CHANCELLOR</b>		
1	Governing Board Minutes (including Official Budget and Annual Financial Statements)	Permanent	N/A
2	Official Governing Board Reports	5 years	Electronic Format & Destroy
1	Election Records	Indefinite	*
	<b>ACCOUNTING</b>		
1	Accident or Injury--Students or Employees	5 years	Electronic Format & Destroy
3	Accounting Records Basic to Audit	7 years	Destroy
3	Annual Budget and Transaction Reports	7 years	Destroy
3	Attendance Detail Records	3 years	Destroy
1	State Apportionment and Enrollment Reports	5 years	Electronic Format & Destroy
1	Audit Reports (Mandated)	10 years	Electronic Format & Destroy
3	Budget Transfers	7 years	Destroy
3	Cash Collection/Transaction Reports	7 years	Destroy
1	Contracts, Leases and Agreements	5 years	Electronic Format & Destroy
1	Fixed Asset Property Records	Permanent	N/A
3	Force Account Work Reports	3 years	Destroy
1	Insurance File	3 years	Electronic Format & Destroy
3	Journal Entries	7 years	Destroy
3	Monthly Finance Reports	3 years	Destroy
3	Warrant File with Payment Support Data	7 years	Destroy
	Cafeteria, Bookstore, Student Organization, Trust, Student Loan and Scholarship Funds		
3	Canceled Checks and Bank Statements (including endorsement)	7 years	Destroy
1	Financial Statements, Annual	5 years	Electronic Format & Destroy
3	Accounting Records Basic to Audit	7 years	Destroy
	Applications and Reports for External Funds		
3	VEA (PL 88-210)	7 years	Destroy
3	Other Grants	7 years	Destroy
	<b>PAYROLL</b>		
2	Deduction Authorizations	3 years	Electronic Format & Destroy
2	Absence Reports, Time Tickets	3 years	Electronic Format & Destroy
2	Withholding Tax Authorization Forms	4 years	Electronic Format & Destroy

**C3020.3**

<b>Class</b>	<b>Records</b>	<b>Retention Period</b>	<b>Action</b>
<b>PERSONNEL</b>			
3 1	Applicant Selection Materials Personnel Record Folders	3 years 10 years	Destroy Electronic Format & Destroy
2	Hourly Personnel Requisitions	3 years	Electronic Format & Destroy
1 2	Unlawful Discrimination (Employees) Unlawful Discrimination (Students)	3 years 3 years	Electronic Format & Destroy
<b>FACILITIES PLANNING</b>			
1	Specification Books for Building Construction	10 years	Electronic Format & Destroy
2 3	As-Built Tracings for Constructed Buildings Blueprints of Working Drawings	Permanent 4 years	N/A Destroy
<b>EDUCATIONAL SERVICES</b>			
2	School Catalogues	Indefinite	Electronic Format & Destroy

c. Police Department Records

<b>Class</b>	<b>Records</b>	<b>Retention Period</b>	<b>Action</b>
<b>CRIMINAL OFFENSE RECORDS*</b>			
3	Possession of marijuana - Arrest or conviction after January 1, 1976 (Adult)	2 years	Destroy
3	Possession of marijuana - Arrest or conviction after January 1, 1976 (Juvenile)	Until offender attains age 18	Destroy
1	Criminal offense records for offenses punishable by death or life imprisonment	Indefinite	**
3	Criminal offense records for offenses punishable by imprisonment	6 years	Destroy
3	Criminal offense records for offenses not punishable by death or imprisonment	3 years	Destroy
<b>LOGS</b>			
3 3	Dispatcher logs Officer logs	3 years 3 years	Destroy Destroy
<b>MISCELLANEOUS POLICE RECORDS*</b>			
3	Visitor incident/accident reports	3 years	Destroy

\*Records shall not be destroyed under these provisions if the defendant or co-defendant has filed a civil action against the District and District peace officers or the District police department made the arrest or instituted the prosecution, if the District has received a certified copy of the civil action complaint. When the District has received a certified copy of the civil action, these records shall be destroyed immediately following the final resolution of the civil action, if more than three years have elapsed.

\*\*After five years, may be reclassified by Governing Board to Class 3, copied electronically and destroyed.

## **Telephone Access Policy**

Reference: College Policy  
Adopted by College Operations Council, September 11, 2000

There are three types of desk telephone assignments. These are:

1. Assignment to permanent employees.
2. Assignment to temporary employees.
3. Assignment to a general area.

All phone assignments are mapped to a cost center, whose manager is responsible for monitoring and controlling charges incurred by those telephones.

There are five levels of dialing access for telephones on campus:

1. Campus only
2. Contra Costa County (area codes 510 and 925)
3. California access
4. National access
5. Worldwide access

Currently, the access by the phone is:

- All area phones (those not on someone's desk, but are, for example, in a conference room) are limited to campus-only access.
- All office phones have access to both the 510 and 925 area codes.
- Other phones may have one of the other three levels of access, which is determined by the cost center manager.

In order to change a telephone's access:

- The cost center manager for that phone must submit in writing to the technology manager the level of access required and the reason that level is requested.
- The technology manager may approve or deny the request, or defer the decision to the Operations Council.
- If a request to change the level of access is denied, the cost center manager may appeal the decision to the Operations Council. The Operations Council has the final authority over telephone issues.

If an employee who does not have access beyond level 2 needs to make a business-related phone call outside the county, the employee should dial the switchboard and ask the operator to place the call for him/her.

## **Campus Advertising Policy**

Reference: College Policy

Adopted by Marketing & Community Relations Committee, March 23, 2005

Approved by College Council, May 16, 2005

Members of the constituency-based Marketing and Community Relations Committee offer the following recommendations for accepting advertisements on Contra Costa College property. It is further recommended that the Athletic Department be authorized to begin selling advertisement space immediately based upon these operating principles. A formal and more informed policy would be adopted after a few month of activity under these principles.

1. Advertising rates will be in line with market rates for similar media.
2. The college will control the production process, but since we have limited resources in our graphic design department, we are not able to produce the work internally. Therefore, the design and production costs will be included in the bill to the advertiser.
3. The Athletic Department in conjunction with Operations Council will determine locations and size limitations.
4. Ads will not be accepted for any product or service that has a negative health impact.
5. Ads will meet standards of public decency.
6. No political ads or religious ads will be accepted.

<b>CCC College Procedures Handbook</b>	<b>COLLEGE POLICY</b>	<b>C3023.0</b>
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### **Death of Employee: Campus Notification**

Reference: College Policy  
Adopted by College Council, January 25, 2006

The death of staff, faculty and students shall be announced as follows:

The president's office shall send out a communication (e-mail) to all faculty and staff upon the death of:

- a permanent member of the current faculty or staff;
- a retired member of the permanent faculty or staff;
- a long time standing part-time faculty or staff; or
- a currently enrolled student.

If possible, the announcement should include the date and location of any memorial or funeral services, the wishes of the family or appropriate friend in regards to memorial contributions and the person(s) and address of a family member, or appropriate friend, for cards and condolences.

The death notice of a permanent member of the current faculty and/or staff or currently enrolled student will also be reported to the chancellor's office for notification to the governing board.

The president's office shall send out a communication (e-mail) to all faculty and staff upon the death of a spouse/life partner, parent, or child of an employee of a permanent member of the current faculty or staff. If possible, the announcement should include the date and location of any memorial or funeral services, memorial contributions, and the wishes of the employee in regards to listing their home address in the notification for cards and condolences.

### **Campus Food Expenditures**

Reference: College Policy  
Adopted by College Council, December 12, 2007  
Refer to Business Procedure 9.09

The college president must approve all college food purchases, at least one week prior to the event, using the "Purchase of Food" form.

Once the "Purchase of Food" form is completed and approved by the college president, the originator will attach the form to the request for reimbursement, procurement card statement, voucher statement, or other document used to pay for the food purchase. The paperwork must be submitted to the business office.

Guidelines for campus food purchases are as follows:

- The food must **not** be for ongoing regularly scheduled meetings such as weekly or monthly staff and committee meetings.
- The department/unit has sufficient funds in its budget to cover the expenditure.
- If the food is purchased with grants/categorical funds, the function must be an approved grant activity.
- If "meals" are purchased, a list of the attendees must accompany the reimbursement form.

# Contra Costa College

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To: Denise F. Noldon, President

Re: PURCHASE OF FOOD  
(Refer to Business Procedure 9.09)

From:

Date:

---

Name of Event:

Date(s) of Event:

Purpose of Event:

Indicate Type (Check one): Refreshments \_\_\_\_\_  
Meal (attach list of participants):

Estimated # of Participants:

Estimated Cost:

Other Comments:

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Approved by: \_\_\_\_\_  
Denise F. Noldon, Ph.D.

Note: Approval needed a week prior to event

# Contra Costa College

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To: Denise F. Noldon, President

Re: PURCHASE OF FOOD  
(Refer to Business Procedure 9.09)

From:

Date:

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Name of Event:

Date(s) of Event:

Purpose of Event:

Indicate Type (Check one): Refreshments \_\_\_\_\_  
Meal (attach list of participants):

Estimated # of Participants:

Estimated Cost:

Other Comments:

---

Approved by: \_\_\_\_\_  
Denise F. Noldon, Ph.D.

Note: Approval needed a week prior to event



<b>CCC College Procedures Handbook</b>	<b>COLLEGE POLICY</b>	<b>C3025.0</b>
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### **FOOD AND DRINK IN CLASSROOMS POLICY**

Reference: President's Cabinet – April 10, 2009  
Adopted by College Council – September 9, 2009

Contra Costa College is one of the premier community colleges in the nation and it takes pride in the cleanliness and condition of its grounds and facilities. To ensure that the classroom atmosphere remains conducive to effective teaching and learning, the following should be observed:

1. It is the responsibility of the instructor to educate students on the integrity of the classroom, and to monitor the classroom to ensure compliance with this policy.
2. Food or drink, outside of a sealable water container, is not allowed in classrooms, except by permission of the professor.
3. If the professor determines the need to have food in the classroom, the immediate supervisor must be notified prior to the event. (If college funds are to be used, then permission must be granted by the college president pursuant to College Policy C3024.0.)
4. The professor must take responsibility for appropriately cleaning the classroom after any such event.
5. To ensure proper disposal of food waste, trash must be placed in disposal containers and transported to the nearest refuse container outside of the classroom building.
6. Abuse of the classroom food and drink policy will result in admonishment and/or loss of future privileges. Further action may be taken, if deemed necessary, by the area manager.

<b>CCC College Procedures Handbook</b>	<b>COLLEGE POLICY</b>	<b>C3026.0</b>
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### **GRAFFITI POLICY**

Reference: President's Cabinet – April 10, 2009  
Adopted by College Council – May 13, 2009

Contra Costa College wishes to protect the appearance of the college grounds and facilities. To maintain a pleasing and inviting atmosphere, the college has established a no tolerance policy for graffiti. Anyone caught placing graffiti or otherwise defacing or vandalizing college grounds, furniture, equipment or facilities will be subject to disciplinary action and/or prosecution to the full extent of the law.

May 2009

### **LOCKER POLICY**

Reference: Operations Council – September 14, 2009  
Adopted by College Council - October 14, 2009

1. All college lockers will be managed by a department or program.
2. Students should contact their department or program about locker availability. Students in programs with lockers have priority to use those lockers.
3. College lockers may only be used by enrolled students for one semester/term at a time. Students must clear out their locker at the end of each term.
4. Lockers in use after the end of the term will be emptied.
  - a. Notice will be posted at least one week before lockers are emptied.
  - b. When lockers are emptied, the locks will be removed and items remaining in the locker will be held one month and then discarded.
5. No person shall store in a locker weapons of any kind, prohibited drugs, illegal or illicit items or substances or other items deemed by the college to be harmful, offensive or inappropriate.
6. Lockers may be opened, checked, and emptied or contents confiscated at the discretion of the college.
7. The college is not responsible for the loss or damage to college locker contents.

## **CHILDREN IN THE WORKPLACE AND CLASSROOM**

Reference: Adopted by College Council - February 14, 2013

This policy addresses and outlines the circumstances under which it may be appropriate to bring non-student, minor children into the classroom or worksite. The term, “non-student, minor child” refers to a minor child under the age of 18, who is not enrolled in classes at any of the District colleges.

While this policy is to promote respect for the needs of all parties who are affected by the presence of non-student, minor children on our District colleges or worksites, it is also to address and mitigate the liability and risk associated with having non-student, minor children on our campuses or worksites. While we do not advocate minor non-student children in the classroom and/or office, we understand there are exceptions that may be allowed by the professor in a classroom or an administrator in an office.

Minor children are permitted to attend and participate in the District-sponsored programs such as Middle College High School, Gateway Programs, Early Learning Centers, as well as other special activities designed for children, where appropriate adult supervision is provided. However, outside of District sponsored activities, our college campuses and worksites are not appropriate places for minor children to be present on a frequent or long-term basis.

The following are guidelines that are to be followed when allowing non-student, minor children on District property:

- Children must be accompanied by an adult, parent or guardian at all times. There are no exceptions to this rule. Individuals who bring non-student, minor children on District property are responsible for the care and control of the child, are fully responsible for their safety, and are liable for any damage to property or injury to persons which is caused by the non-student, minor child.
- If the presence of a non-student, minor child in any public area, classroom, or office is disruptive to the learning or working environment, individuals should contact District Police Services and report the incident. Individuals and their child(ren) will be asked to leave District property or face citation and/or arrest.
- Concern and care is to be exercised if the presence of a non-student, minor child poses a potential danger to the child, or a breach of confidentiality with respect to information shared or created in the workplace. Non-student, minor children should always be in the presence and care of an adult, parent, or guardian and should not be unattended or allowed on sites that are under construction or renovation, or left unattended in confidential work areas.

The Chancellor, or their designee, may grant other exceptions when special circumstances or events provide an atmosphere where non-student, minor children may be allowed.

<b>CCC College Procedures Handbook</b>	<b>COLLEGE POLICY</b>	<b>C3029.0</b>
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### **BICYCLE LOCKER POLICY**

Reference: Adopted by Operations Council – March 23, 2013  
Adopted by President’s Cabinet – May 3, 2013  
Adopted by College Council – May 9, 2013

The college provides appropriate procedures for the rental of bicycle lockers on campus. Please refer to D4011.0 in the College Procedures Handbook for the procedures.

May 2013

**Section  
D4000**

**General Administration**

<b>CCC</b> <b>College Procedures Handbook</b>	<b>GENERAL</b> <b>ADMINISTRATION</b>	<b>D4000.0</b>
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**Answers . . .**  
to some of the most frequently asked questions

<b>Topic</b>	<b>Answer</b>
1. <b>Academic calendar</b> for CCC: where can I find one?	<p>1. There is an academic calendar for an entire year in the front of the college catalog. There is a semester calendar in the fall and spring course schedules. The calendar may also be found on the college website.</p> <p>An instructional calendar that includes the required faculty service days is also available online from on the district website.</p>
2. <b>Business cards:</b> where do I get them?	<p>2. CCC business cards are available to faculty and staff who work with vendors and meet with the public. College policy requires that all faculty and staff use the approved design. Payment for cards should be made by the department or division. Cards may be obtained from the Media Design office.</p>
3. <b>College letterhead:</b> where do I get it?	<p>3. College letterhead is available and should be used for all official college correspondence. You may order college letterhead from the Graphics Department or from the Business Services Supervisor.</p>
4. <b>Committee meetings:</b> where and when is my meeting?	<p>4. The President's Office sends out every month via e-mail an updated college committee roster to everyone at Contra Costa College. The college committee roster is also posted on the college website: <a href="http://www.contracosta.edu">www.contracosta.edu</a>.</p>
5. <b>Directions for getting to the college:</b> where are they?	<p>5. There are brief directions in the schedule, a Map of the campus, and information on bus lines to CCC. Directions from different bay area locations are available in this handbook. They should be used whenever giving out directions over the telephone or may be photocopied to mail out with information for meetings to be held on campus.</p>

6. **Final exam schedule:** where can I find a current term schedule?

6. The final exam schedule for the term is listed in the current course schedule.
7. **Forms:** where do I find forms that I need to fill out?

7. Academic/instruction forms may be obtained from the division office or the vice-president's office or on-line. Faculty evaluation forms may be obtained from the vice-president's office. Most forms are listed on-line via the college or district web site. A few forms may be found on the shared drive on Microsoft "Outlook".
8. **Information** about outsiders distributing flyers, posting or selling things on campus.

8. The student services manager is the on-campus contact for information about distributing flyers on campus, use of bulletin boards, or for selling things on campus. All bulletin boards which may be used by the public should have guidelines posted on them. Other bulletin boards are restricted.
9. **Map of the campus:**

9. Campus maps are available on line and may be found on the college website.
10. **Parking permits for visitors:** how do I get them?

10. Visitors who have business on campus may obtain a daily parking pass from campus police. Special parking passes are available from the Three Seasons Café for patrons of the dining room. These passes are valid from 11:00 to 1:00 p.m. on Tuesday, Wednesday and Thursday.
11. **Phone directory for the campus:**

11. Campus phone directories may be found on-line on the Contra Costa College web site. Everyone is expected to print their own if a hard copy is desired.
12. **Signs:** can someone make them for me?

12. Signs for college events may be requested from the media design department. Permanent signs, such as offices should be requested from the custodial services manager. Signs on the campus grounds should be requested from the buildings and grounds manager.



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| <p>13. <b>Office Depot catalogs:</b><br/>where do I get one and how do I order supplies?</p> | <p>14. Office Depot catalogs are available on-line. You may check with the Business Services Office (AA-201) for the college's account number. Ordering is done on-line. Remember, a GL number is required to order supplies. Your GL number may also be obtained from the business services office.</p> |
| <p>14. <b>Typing:</b> where may I get typing done?</p>                                       | <p>15. Generally, faculty members are expected to do their own typing. If you need assistance, please check with your division office.</p>   |

**Services**

<b>Problem</b>	<b>Possible Solution</b>
<p>1. <b>Mail:</b> I'm not getting mine . . . Whom do I call?</p>	<p>1. Mail is delivered twice a day in the morning and in the afternoon to all of the main buildings on campus. Division secretaries are responsible for distributing the mail to their division. If special mail pick-ups are required, prior arrangements should be made through the Buildings and Grounds Manager.</p>
<p>2. <b>Heating-Air Conditioning.</b> Whom do I call?</p>	<p>2. If you are having problems with the heating or air conditioning, call Buildings and Grounds, and give your name and office number and follow up with a completed facilities work request. These forms may be obtained from the Business Services Office.</p>
<p>3. <b>Telephone</b> is not working properly. How do I get it fixed?</p>	<p>3. If your telephone is not working, use another Phone and call Technology Support at 43891. Leave a message stating your name, telephone extension and office location, and the nature of the problem.</p>
<p>4. <b>Computer</b> is not working properly. How can I get it fixed?</p>	<p>4. If your computer is not working properly, call Technology Support at 43891. Leave a message with your name, office number where the computer is located, and a brief description of the problem.</p>
<p>5. <b>Need a new light bulb or tube?</b></p>	<p>5. If you need to have a light bulb changed, call custodial services, ext. 44810 or 44809.</p>

6. **Toilet** is plugged or overflowing.

6. If a toilet is plugged or has overflowed, during day time hours, call the custodian manager. At night, contact the evening supervisor at ext. 43597 and ask him/her to contact a custodian.
7. **If someone vomits** on the floor,

7. During the day, call the custodian manager. At night, contact the evening supervisor and ask him/her to call a custodian.
8. **I need to have some heavy furniture moved.** Who can help me?

8. If you need to have furniture or something else heavy moved, contact the facilities assistant and arrange a time for the work to be done. Complete a Facilities Request Form.
9. What can I do with **furniture or equipment I no longer need or want?**

9. If you have furniture or equipment that you no longer need, contact the custodial services manager to work out what will be done with it, and he/she can make arrangements to have it removed. Complete a Facilities Request Form.
10. **Whom do I call if outside lights are out?**

10. If outside lights are out, contact the evening supervisor at ext. 43957, and tell him/her the precise location or number of light(s). If it is during a time when classes are not in session, report the information to the buildings and grounds manager at ext. 44853. If it is an emergency (i.e. ALL or most of the lights are out) contact the campus police at ext. 44858.
11. **What do I do if I find water or something else on the floor that might be hazardous?**

11. If you find something on a floor that is slippery or hazardous in some other way, during the day contact the custodian manager. At night, if you cannot reach a custodian, contact the evening supervisor at ext. 43957.

<b>CCC College Procedures Handbook</b>	<b>GENERAL ADMINISTRATION</b>	<b>D4001.0</b>
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### **Employee Parking Permit Information**

Reference: College Procedure

Every regular employee of Contra Costa College is issued a staff-parking permit, which allows the employee to park in faculty/staff parking lots. These include Lots 3, 5, 8, 9, 11, 12, 13, 15 and part of Lot 10.

To obtain a permit, or to replace a permit, you must go to the Police Services Office. You must give the following information: the office where you work, the name of your supervisor, your job title, and your car license number.

The permit should be placed in the lower right corner of your windshield. However, you may purchase a carrier for \$1 that will allow you to move the permit from one car to another if you drive different cars. The permit and carrier may be hung from the rear view mirror.

### **Evening Administration**

Reference: College Procedures  
Adopted by President's Cabinet

The responsibility of evening administrative supervision will be rotated among all managers. The rotation assignments will be on a random basis. All attempts will be made to ensure that managers are assigned equal duty.

The evening administrator will be the administrator in charge during the time period that he or she is in that capacity. The administrator will handle any problems relating to the evening program and will be responsible for communicating to other managers all items that are in need of follow up.

The pertinent details of the assignment are as follows:

1. The location of the evening administrator will vary, depending on who is on duty. A calendar of the managers on duty for the semester will be sent out campus administrators by the vice president's office via e-mail and regular mail at the beginning of each semester.
2. You may call the manager at his/her extension, or you may call the evening/Saturday program monitor at ext. 43957 and ask him/her to contact the evening administrator.
3. The work schedule will be Monday through Thursday from 5:30 p.m. to 7:30 p.m. Rotation will occur on a daily basis.
4. Since all evening administrators are expected to work a "professional day" on the day they are scheduled for evening duty, the administrator may begin work on that day later than normal or may come in later the following day to compensate for the evening duty.
5. The evening program monitor will assist the evening administrator. Specific assignments should be given directly to the evening administrator or in writing.
6. An administrative binder with pertinent details about the college will be made available in AA-203. The binder should be checked each evening for any special instructions.
7. A master set of keys will be attached to the evening administrative binder. These keys should remain in the possession of the evening administrator during duty hours. At the end of the duty, the keys should be returned to the administrative binder and secured in AA-203.

8. Class cancellation should be done with the approval of the appropriate division dean. The evening administrator will act only as instructed by the immediate supervisor over the instructional discipline.

9. All emergencies requiring medical or police assistance should be secured by first calling on campus Police Services. The emergency number for campus police is ext. 46031.

If a manager is not available for duty due to illness or other reasons, it is their responsibility to find a replacement. The manager who missed his or her assignment will substitute for the manager who covered their assignment. It is the responsibility of the manager who is scheduled to be on duty to notify his/her replacement that he/she will not be able to cover the assignment and notify the vice-president's office with the replacement manager's name.

<b>CCC</b> <b>College Procedures Handbook</b>	<b>GENERAL</b> <b>ADMINISTRATION</b>	<b>D4003.0</b>
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### Requests for Keys

Reference: College Procedure  
 Adopted by Business Services and Campus Police, October 21, 1991  
 Updated at College Council, May 12, 2004

1. All requests for keys should be made through the division dean or appropriate manager. The manager will complete and sign the "Request for Key" form in triplicate and submit the original directly to Campus Police Services. The manager will keep a copy for his/her file and send a copy to the person who will receive the key. For faculty members, the manager will be the division dean; for classified staff; the manager will be their immediate supervisor; and part-time faculty will have keys issued to their office and classroom(s) as deemed necessary by the division dean.
  - Fill in the key return date whenever applicable.
  - For part-time faculty, the return date normally should be the end of the semester.
2. When the person requesting the key receives his/her copy of the completed form, the form will instruct him to wait until 8:00 a.m. the following Monday to pick up the key. At that time, Police Services will issue the key with the person receiving the key being required to sign the original key request form.
3. Keys must be returned as individuals terminate their employment or end their semester of part-time employment, or at any time the need for the key no longer exists. Key shall be returned to the supervising manager so the manager may initial the return on the "Property Assignment/Return Form" (refer to Personnel (B2301.0) of the College Procedures Binder.)
4. Restriction on key issuance:
  - Only the area manager or division dean is authorized to receive a master key.

Please note: Campus Police Services has collected a considerable number of keys over the years, many of which may fit desk drawers and/or filing cabinets.

Those who wish a key to secure desks and filing cabinets should record the number engraved in the lock and send a memo to the direct of business services citing that lock number and requesting a key for it. In those cases where keys cannot be located, the college will have the keys made.

### **Management Involvement in Altercations**

Reference: College Procedure  
Adopted by President's Cabinet, January 27, 1995

The following procedures should govern behavior of managers (and all staff) if/when an altercation occurs on campus:

1. When an altercation is observed, the police should be called immediately.
2. The rule is that staff persons, including managers, should NOT involve themselves. If the police need additional help, they will call for such backup themselves.
3. The police inform the appropriate managers of such occurrences in a timely manner so notification to the president or the vice president by college personnel is not necessary.
4. If at any time managers or other staff feel threatened by a student or some other individual, and the police are unable to respond to your request for assistance, then a phone call should be made to the administrator in charge (see Section A, Organization in the College Procedures Handbook) to request assistance.

<b>CCC College Procedures Handbook</b>	<b>GENERAL ADMINISTRATION</b>	<b>D4005.0</b>
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### **Accident Reporting**

Reference: College Procedure  
Adopted by President's Cabinet, September 8, 1994

All accidents that occur on campus must be reported to the police, no matter who is involved (students, athletes, staff, visitor, children in the Child Care Lab). There are different forms involved, depending on who is hurt, but Police Services is aware of the requirements.



## **Directions to Contra Costa College**

### **From the south (Oakland, Berkeley, Richmond):**

Follow **I-80 East toward Sacramento**, past Berkeley, Albany, El Cerrito and Richmond.

Take the **El Portal Drive exit**; it's the next exit after San Pablo Dam Road. At the end of the off-ramp, there is a signal light. **Turn left** and go under the freeway to another signal light.

Continue going straight on El Portal Drive through two signal lights. Proceed to the next signal light. At this stoplight, **turn right onto Fordham Drive**, into a residential area.

Continue to the second stop sign on Fordham Drive, which is a T-intersection. **Turn left onto Shane Drive**. At the first stop sign on Shane Drive, **turn left onto Mills Avenue**.

Parking Lot 10 is adjacent to Mills Avenue. You may purchase a daily parking permit for \$2.00 (quarters only).

Lot 10 will place you on the east side of campus. If you wish to go to the **swimming pool or gym facilities**, **stay on El Portal Drive for three more signal lights**. **Turn right onto Castro Road**. You may park on Castro Road or park in Lot 2, 4 or 6.

If you wish to arrive on the **upper campus**, **turn left at the bottom of Mills Avenue and continue going up campus drive**.

### **Quick Recap:**

- I-80 East toward Sacramento.
- El Portal Drive exit from I-80, and turn left onto El Portal Drive.
- Right onto Fordham Street.
- Left onto Shane Drive, to stop sign.
- Left onto Mills Avenue, and Left into Lot 10.

**From the North - Highway 4/I-80 (Sacramento, Vallejo, Martinez, Pinole)**

Take **Highway 4** west to **I-80** and get onto I-80 west toward Oakland.

Take the **Hilltop Drive exit** (not the Auto Plaza), the Courtyard by Marriott will be off to the right.

The exit forks left and right. **Bear right on the exit.** Once you are on **Hilltop Drive, immediately get into the left lane.** Proceed to the first signal light (Blume Drive). Continue to the next set of signal lights and get into the left hand signal light at this point (there will be an Oil Changers on your left). **Turn left onto Shane Drive from Hilltop Drive.**

Once on Shane Drive, proceed to the bottom of the hill to the second stop sign. At the second stop sign on Shane Drive, you will **turn right onto Mills Avenue.**

Parking Lot 10 is adjacent to Mills Avenue. You may purchase a daily parking permit for \$2.00 (quarters only).

Lot 10 will place you on the east side of campus. If you wish to go to the **swimming pool or gym facilities, stay on El Portal Drive for three more signal lights. Turn right onto Castro Road.** You may park on Castro Road or park in Lots 4 or 6

If you wish to arrive on the **upper campus, turn left at the bottom of Mills Avenue and continue going up campus drive.**

**Quick Recap:**

- Highway 4 to I-80 West.
- I-80 west toward Oakland/San Francisco.
- Exit at Hilltop Drive, get into the left lane.
- Turn left at Shane Drive (2nd signal light on Hilltop Drive).
- Follow Shane to bottom of the hill.
- Turn right onto Mills and left into parking Lot 10.

## **D4006.2**

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### **From the west (over the Richmond-San Rafael Bridge):**

After you have crossed the bridge, take the Castro Street exit from I-580 and follow the signs for the Richmond Parkway. Follow the Richmond Parkway all the way to San Pablo Avenue (a signal light intersection).

Turn right onto San Pablo Avenue. Follow San Pablo Avenue for about a mile and a half down the hill, to the fourth signal light. This will be El Portal Drive; there should be a MacDonalds on the left side corner.

Turn left onto El Portal Drive. Go past the first quick left, past the college's baseball field on the left, and the shopping center on the right. The second street on the left will be Castro Street; the Performing Arts Center is on the corner. Turn left onto Castro Street.

Follow Castro Street as it curves past the National Guard Armory on the right, and the swimming pool and gym complex on the left. You will come to a "dead end" at Library Drive, which is directly in front of the Student Association Building. Parking Lot 8 is to your left.

### **Quick Recap:**

- From the Richmond-San Rafael bridge, take the Castro Street exit; follow signs to the Richmond Parkway (under the freeway).
- Richmond Parkway to San Pablo Avenue.
- Right on San Pablo Avenue to El Portal Drive.
- Left onto El Portal Drive, then another left onto Castro Street.
- Castro Street onto campus to Lot 6.

**From the east (Walnut Creek, Concord, Lafayette):**

Take Highway 24 West, toward Oakland. Take the Orinda exit, follow signs toward Richmond (turn right).

Stay on Camino Pablo through Orinda, past the reservoir and into El Sobrante. (Camino Pablo becomes San Pablo Dam Road by the reservoir.) You will go through a residential area, then the shopping district of El Sobrante, to the stoplight at El Portal Drive (there is a gas station on the right corner).

Turn right onto El Portal Drive, which curves to the left. In this area there is a left-turn and right-turn lane. You don't want either; you want to keep proceeding straight through the signal light and under the freeway to the second signal light. Continue west on El Portal to Fordham Street.

Turn right onto Fordham Street. Proceed to the second stop sign on Fordham which is a T-intersection. Turn left onto Shane Drive. At the first stop sign on Shane Drive, turn left onto Mills Avenue.

Parking Lot 10 is adjacent to Mills Avenue. You may purchase a daily parking permit for \$2.00 (quarters only).

Lot 10 will place you on the east side of campus. If you wish to go to the **swimming pool or gym facilities, stay on El Portal Drive for three more signal lights. Turn right onto Castro Road.** You may park on Castro Road or park in Lot 4, or 6.

If you wish to arrive on the **upper campus, turn left at the bottom of Mills Avenue and continue going up campus drive.** You may park in Lot 13, 14 or Lot 15 after 4:00 p.m.

**Quick Recap:**

- From Highway 24, take Orinda/Richmond exit-stay on this road about 10 miles to El Sobrante, Camino Pablo becomes the San Pablo Dam Road.
- Stay on San Pablo Dam Road to El Portal Drive.
- Right onto El Portal Drive, go under freeway.
- Right onto Fordham Street, continue to the second signal light at a T-intersection.
- Left onto Shane Drive, about two blocks to stop sign.
- Left onto Mills Avenue, and left into Lot 10.

**From the Oakland airport:**

From the airport, follow the signs for **I-880 North (West)** toward Oakland/San Francisco. Get onto I-880 toward Oakland.

Stay on I-880 until you see signs for I-80, San Francisco or Berkeley/Sacramento. Follow the signs for **Berkeley/Sacramento I-80 East**. (I-80 west will take you over the bridge to San Francisco, and you don't want to go that direction.)

**Follow I-80 East toward Sacramento**, past Berkeley, Albany, El Cerrito and Richmond. Take the **El Portal Drive exit**; it's the next exit after San Pablo Dam Road. At the end of the off-ramp, there is a signal light. Turn left and go under the freeway.

Continue going straight on El Portal Drive through two signal lights. Proceed to the next signal light. At this stoplight, **turn right onto Fordham Drive**, into a residential area.

Continue to the second stop sign on Fordham Drive, which is a T-intersection. **Turn left onto Shane Drive**. At the first stop sign on Shane Drive, **turn left onto Mills Avenue**.

Parking Lot 10 is adjacent to Mills Avenue. You may purchase a daily parking permit for \$2.00 (quarters only).

Lot 10 will place you on the east side of campus. If you wish to go to the **swimming pool or gym facilities**, **stay on El Portal Drive for three more signal lights**. **Turn right onto Castro Road**. You may park on Castro Road or park in Lot 4 or 6.

If you wish to arrive on the **upper campus**, **turn left at the bottom of Mills Avenue and continue going up campus drive**. You may park in Lot 14, 15, 16 or 17.

**Quick Recap:**

- I-880 North (West) toward Oakland/San Francisco.
- Watch for signs for I-80, San Francisco (West) or Berkeley/Sacramento (East).
- Follow the signs to I-80 East Berkeley/Sacramento.
- Stay on I-80 East through Richmond.
- El Portal Drive exit from I-80, and turn Left onto El Portal Drive.
- Right onto Fordham Street.
- Left onto Shane Drive to stop sign.
- Left onto Mills Avenue and left into Lot 10.

## **Earthquake Disaster Plan**

Reference: College Procedures  
Adopted by President's Cabinet

### **KEY PERSONNEL/FUNCTION (EMERGENCY RESPONSE TEAM)**

Safety Officer  
Police Services  
Buildings and Grounds  
Custodial  
Electronics  
Mobility/Accessibility Officer  
Evening Administrator  
Buildings Monitors  
Food Services  
Director of Business Services

### **SHORT-TERM RESPONSE**

1. All key personnel with radios, immediately check with Safety Officer and identify yourselves,
2. Safety Officer and campus Police Lieutenant meet immediately in Lot 11 to coordinate communication.
3. Each of the key functions will perform the following tasks:
  - A. *Safety Officer*
    - Coordinate, via radio, emergency response to disaster.
    - Convey information to others.
  - B. *Police Services*
    - Check radio system.
    - Conduct building check and evacuate injured.
    - After all are evacuated, seal off each building.
    - Move injured/dead to a secure location.
    - Broadcast through bullhorn, instructions for all uninjured to proceed to Lot 10.
    - Maintain contact with regional emergency team.

C. ***Buildings and Grounds***

- Check all utilities in all buildings and grounds and turn off power if necessary.
- Shut down all gas mains.
- Clear all major campus roads of debris and obstructions.
- Light Lot 10 and Lot 11 (if appropriate).

D. ***Custodial***

- Quickly check building for injured and damage.
- Assist Police Services and Buildings and Grounds in evacuation.
- After checking building and assisting Police and Buildings & Grounds, personnel report to Custodial Office for additional assignments.

E. ***Computer & Communications Technology***

- Establish outside contact, via ham radio and immediately contact Safety Officer for communications instructions.

F. ***Mobility/Accessibility Officer***

- Check all locations where disabled are located and coordinate evacuation.
- Move injured to Lot 11 and uninjured to Lot 10.

G. ***Evening Administrator***

- Assist Safety Officer.
- Assumes Safety Officer role in absence of safety officer.

H. ***Building Monitors***

- Quickly check building for injured and communications location to Police.
- Maintain calm among building occupants.
- Begin orderly evacuation and direct all residents to Lot 10.
- Open medical supply cabinets.
- Keep all persons from re-entering the building.
- Where applicable, bring portable water supplies to Lot 11.

J. ***Food Services***

Move food to freezer box.

**LONG-TERM RESPONSE**

**A. Safety Officer**

- Coordinate with the Red Cross.
- Assign food collectors.
- Maintain contact with all outside emergency centers and district.

**B. Police Services**

- Secure buildings well.
- Maintain tight security for entire campus.
- Take extra security measures for hazardous areas (chemical storage, radiology, etc.).
- Assign officer to gym to coordinate/assist community shelter arrangements.

**C. Buildings and Grounds**

- Begin cleanup of campus.
- Repair gas and water mains.
- Set up shelters.

**D. Custodial**

- Assist Police and Buildings and Grounds.

**E. Computer and Communications Technology**

- Continue radio contact with outside world.
- Repair and maintain phone systems.

**F. Mobility Officer**

- Assist all.

**G. Evening Administrator**

- Assist Safety Officer.

**H. Director of Business Services**

- After phone system or private lines are restored, phone tree communication begins.
- Contact media to give open/close status of school.
- Put recorded message on phone system giving school open/close status.



**PHONE TREE COMMUNICATION (STATUS OF CAMPUS--OPEN/CLOSED; REPORT TO WORK OR NOT)**

- Director of business services calls the vice president.
- The vice president calls the managers, and classified staff who report to him.
- Managers call their classified staff.
- Director of business services calls all division chairs.
- Division chairs call all department chairs and division-level classified staff.
- Department chairs call their department faculty and department classified staff.

**DESIGNATION OF MEDIA FOR REPORTS AND UPDATES**

- The college designates the following media as the main stations where employees and students should listen for further information regarding the campus:

Television: CBX/KPIX, Channel 5

Radio: KCBS 740 AM

**TIPS FOR EMPLOYEES**

- All employees are encouraged to do the following in preparation for an earthquake:
- Keep good walking shoes and small amounts of food at your desk, or in your area, for your personal use.
- Keep quarters for use on the pay telephones. Pay telephones generally will continue to work even though the main phone system may go down.
- Keep your own personal flashlight available, with extra batteries.
- Have a plan for how to contact your family, and where to meet them. Keep emergency contact numbers with you.

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**EMERGENCY BUILDING MONITORS**

<b>Monitors</b>	<b>Ext.</b>	<b>Location</b>
Nick Dimitri	4570	AA Bldg.
James Eyestone	4281	AA Bldg.
Mary Healy	4217	AA Bldg.
John Diestler	4601	Art Building
Ellen Coatney	4287	Bio Bldg.
Chris Tarp	4286	Bio Bldg.
Xiao Pena	4291	CTC
Barbara Grillo	4370	ELC/ Childcare
Denise Marshall-Thomas	4370	ELC/ Childcare
John Wade	4310	Gym Annex
Miguel Johnson	4586	Gym Annex
Marshall Alameida	4268	Health Science
Cheri Etheredge	4560	Health Science
John Morocco	4375	Knox Center/ PAC
Manu Ampim	4351	Liberal Arts
Carolyn Hodge	4540	Liberal Arts
Helen Kalkstein	4327	Liberal Arts
Liz Xiezopolski	4542	Liberal Arts
Jason Berner	4245	Library
Ellen Geringer	4457	Library
Susan Lee	4621	Library
Bruce King	4578	Maintenance/Receiving
Jose Oliveira	4380	Maintenance/Receiving
Jeff Kamalian	4273	Physical Science
Vicki Ferguson	4513	SSC
Teresea Archaga	4344	SSC
Ken Reynolds	4596	SSC
Jim Ulversoy	4204	Swimming Pool
Peter Lock	4297	AT Bldg.
Jim Gardner	4282	AT Bldg.

### **Use of Emergency Radios**

Reference: College Procedure  
Adopted by President's Cabinet  
January 6, 1995

The emergency radios in the possession of designated building monitors on campus should be immediately turned on anytime there is an unusual occurrence that might overload or knock out our telephone system. They are not meant only for the obvious earthquake disaster. In any event that knocks out the telephone system, there is no other way to contact people on campus. The police will respond to your calls in all such circumstances.

**Evacuation Assembly Points**

Using the building floor plans and evacuation routes, students and staff are to be directed to the closest stairway and instructed as to where they should assemble. Police officers and police aides should assist building monitors in assuring that people stay away from roadways, covered walkways, and buildings and prevent people from prematurely re-entering buildings.

<b>Building Location</b>	<b>Map Reference</b>	<b>Assembly Point</b>
Art Building	A	Lot 17
Applied Arts/Administration	AA	Lot 10
Automotive Technology	AT	Open area across Campus Drive from Bus Terminal
Biological Sciences Building	B	Lot 14
Computer Tech Center	CTC	Open area across Campus Drive from Bus Terminal
Early Learning (Child Care Center)	ELC	Open area across Campus Drive from Bus Terminal
Gym Annex	GA	Lot 2
Gym	Gym	Lot 2
Health Sciences	HS	Lot 10
Humanities Building	H	Lot 14
Liberal Arts Building	LA	Lot 10
Library/Learning Resource Center	LLRC	Lot 10
Men's Locker Room	MLR	Lot 2
Music Building	M	Lot 14
Performing Arts Center	Knox	Moraga Road (behind Armory)
Physical Sciences Building	PS	Lot 14
Receiving, Police Services	R	Lot 10
Student Association/Cafeteria	SA	Moraga Road (behind Armory)
Cafeteria, Student Services	SSC	Open area across Campus Drive Center from Bus Terminal
Women's Locker Room	WLR	Lot 2

### **Shelter-in-Place Instructions**

These instructions are to be followed in the event there is an emergency of any kind that affects the air quality on the campus. These guidelines are provided by Contra Costa County Health Services.

When you hear the safety sirens, please go inside immediately.

- Take pets inside if it can be done quickly.
- Close and lock all doors and windows.
- Turn off all heaters, air conditions and fans.
- Close and cover any vents to outside air.
- If not using the fireplace, close the damper.
- Cracks around the doors and windows can be sealed with tape or damp towels.

DO NOT call 911 unless you have a life-threatening emergency.

Tune your radio to **KCBS 740 AM** for further information and instructions.

The sirens are tested the first Wednesday of each month at 11:00 a.m.

## **BICYCLE LOCKER PROCEDURES**

Reference: Adopted by Operations Council – March 23, 2013  
Adopted by President's Cabinet – May 3, 2013  
Adopted by College Council – May 9, 2013

1. Police Services manages the bicycle lockers.
2. Students and staff should contact Police Services about bike locker availability.
3. To rent a bike locker you must complete an application with Police Services and leave a \$20 refundable deposit for the key.
4. Only enrolled students or college staff may use the bike lockers for one semester/term at a time. A new deposit is not required; the existing deposit will roll over to the following semester/term if use is renewed. The renter will be contacted by Police Services two weeks prior to the last day of instruction. Note: Semester/term is fall, spring, and summer.
5. When the renter plans on halting the use of the locker they turn in the key to Police Services and receive the \$20 deposit back. Renters must clear out their bike locker at the end of their use.
6. If renter does not renew the application at the end of the semester and fails to return the key, the locks will be changed and the key deposit will be forfeited. Items contained within will be held in Police Services Lost and Found for 90 days then discarded.
7. The intent of bike lockers is the storage of bicycles for transportation to and from the college and not for general storage of personal effects. Law prohibits storage of hazardous materials, weapons or any other illegal substance.
8. When there is concern that bike lockers are being used inappropriately, lockers will be opened, inspected, and emptied or contents confiscated without notice by Police Services.
9. Police shall take all key deposits to the Cashier's Office to be credited to the appropriate Police Services General Ledger account. Refunds of deposits will be made by "request for refund of fees" process via the business office.
10. Contra Costa College and the Contra Costa Community College District are not responsible for the loss or damage to bike locker contents.
11. Building & Grounds is responsible for the maintenance of the lockers. Forfeited key deposits will be used to offset any related costs for the maintenance of bike lockers.

**Section  
E5000**

**INSTRUCTIONAL  
INFORMATION**

## **Instructional Information**

### **Evening Supervision**

#### **A. Record Keeping**

- Eligibility to attend class
- Class Roster - Census
- Minimum class size & class size report
- Adding students to the roster
- Student attendance
- Recording student absences
- Withdrawing from a class/dropping a student
- Academic/Progress probation and dismissal
- Reinstatement of a student
- Final grade sheets
- Grade changes

#### **B. The Class**

- First class session
- Length of class meeting
- Class breaks
- Making up missed tests, quizzes, assignments
- Room changes
- Guest speakers

#### **C. Class-related activities**

- Field Trips
- Instructional media (library, library orientations)

#### **D. Miscellaneous**

- Scholarship policies and standards
- Safety
- Hazardous materials
- Evening college supervision
- Lost and found
- Medical services
- Emergency

#### **E. Instructional support services**

- Problems with subject matter
- Ordering textbooks
- Typing service
- Duplication of materials
- Instructional media (equipment distribution, media lab, film and video tape rental)
- Reserving materials in the Library

#### **F. Student support services**

- Counseling
- Financial Aid
- Career Center
- Transfer Center
- Disabled Students Programs and Services
- Tutoring
- College Skills Center
- Tutoring

## **Instructional Information**

### **EVENING COLLEGE SUPERVISION**

The evening supervisor's office is located in the SSC, Room SSC-111. The supervisor is on duty Monday through Thursday, 5:00 p.m. until 10:00 p.m., and is usually in the office from 6:15 to 7:15 p.m., and from 8:15 to 8:45 p.m. If you have a question or a concern, don't hesitate to contact the evening supervisor at 215-6845. Because it may be difficult to reach the supervisor while he/she is on his rounds, callers also are encouraged to leave messages on the Voice Mail system or with the office assistant, and the evening supervisor will return the call when he returns to the office.



**A. RECORD KEEPING**

1. **Who is Eligible to Attend Class:** Students should not be allowed to attend a class unless they are properly enrolled. (Students who wish to audit a course must follow the instructions to become properly enrolled as an auditor.) Students may visit classes in which they are not enrolled only with the consent of the instructor.
2. **Class Enrollment & Rosters:** Just prior to the first class meeting, instructors must print their class roster through InSite WebAdvisor. The roster will list the students who have enrolled in the class during the registration period as well as those on the waitlist if one is allowed. In addition, the roster will include a set of late add codes.
3. **Late Adds:** During the first two weeks of term-length classes (the late add period), the instructor may grant permission to enroll students who show up for class but who did not register prior to the first class meeting. To grant permission to enroll during the late add period, instructors must issue a Late Add Code to the student which must be used by the student in InSite WebAdvisor to enroll in the class. Late Add Codes expire at the conclusion of the late add period. Under no circumstances should instructors issue expired Late Add Codes to students.

After the late add period, students may still be able to register during the “grace period.” If a student has not added a class by the end of the late add period, s/he will have to submit the *Late Add Petition* for consideration to Admissions & Records. The firm deadline for the student to deliver the Late Add Petition to Admissions & Records is five (5) business days after the census date for the course.

4. **Dropping Students:** After the first class meeting, instructors should drop students who were “no-shows” through InSite WebAdvisor. Shortly before the Census Date for the class, instructors should complete their drops, including students who began attending but then stopped. This practice will ensure receipt of the cleanest possible Census Roster when it is printed by Admissions & Records on the Census Date. By not dropping “no-shows” and students who have stopped attending prior to the Census Date, an instructor may cause the college to fraudulently claim state funding for such students. This becomes a serious matter with potentially serious consequences for the campus and the individual instructor.

Additional Information: Each term, all faculty receive at least four (4) informative letters from Admissions & Records. They are: 1) the opening letter, 2) the census letter, 3) the 14<sup>th</sup> week letter, and 4) the end of term letter. Instructors should review these letters carefully as they contain important instructions and guidance, specifically geared to a particular time in the semester.

5. **Minimum Class Size:** The usual minimum class size necessary for the continuation of a course beyond the second class meeting is 20 enrolled students in attendance at that meeting. A class may be closed after the first meeting if attendance is substantially below 20 at that time. A class may be cancelled prior to its first meeting for insufficient enrollment. Since 20 enrollees in a class is not cost effective, departments must average their course enrollments overall to meet college productivity goals.

6. **Student Attendance:** Contra Costa College's student attendance policy is stated in the college catalog. Students obviously should be encouraged to attend every class session. This should be emphasized by the instructor at the first class meeting. Students may be dropped by the instructor for failure to attend class in the following circumstances:
- Absence from the first meeting of the class.
  - After absence from six hours of class.

Students who are dropped from class for non-attendance will receive grades in accordance with the college grading policy. (Please see "Grading Policy" in the college catalog.)

7. **Recording Student Absences:** Instructors should record all absences on their rosters.
8. **Withdrawal:** Instructors are to emphasize the importance of key deadlines which are listed on every roster. Of particular importance are the last dates to 1) Add; 2) Drop with a refund; 3) Drop with no "W"; and 4) Drop with a "W". These dates are uniform for weekly census courses. They will vary for other courses depending on the length of the course. It is difficult to obtain exceptions to these deadlines. Instructors are urged to place these dates on their syllabi.

Just prior to the last day to withdraw from a full-term class with a "W", instructors should check their attendance/participation records and drop any student still on the roster who has stopped attending through InSite WebAdvisor. With the exception of "open entry/open exit" classes, withdrawal is only allowed up to the 75% point of the class, after which students must be awarded a grade other than a "W".

The grade a student receives for a class from which s/he has been dropped or from which s/he has withdrawn, is governed by the college's grading policy, which is driven by the date of the drop. We encourage faculty to advise their students not to drop classes unless absolutely necessary as current regulations, effective summer 2012, will limit the number of attempts a student may enroll in a course to three times, including all attempts resulting in a "W".

Please refer to the current college catalog, under "Academic Policies" for information on withdrawing from courses.

9. **Academic Probation and Dismissal:**

**Probation:** When students have attempted at least 12 units in ALL college work and their grade point average (GPA) in ALL units is under 2.0, the student will be placed on academic probation.

**Dismissal:** Any student whose cumulative GAP (in ALL units) is under 2.0 for three consecutive semesters shall be dismissed unless that student's GPA in the most recent semester is 2.25 or higher.

**10. Progress Probation and Dismissal:**

**Probation:** When a student has attempted at least nine units in ALL college work and 50 percent or more of the grades in ALL units enrolled are "W," "I" or "NC," the student will be placed on progress probation.

**Dismissal:** After three consecutive semesters of progress probation, a student shall be dismissed unless a percentage of completed units in the most recent semester exceeds 50 percent of units enrolled. See the college catalog for a more detailed explanation.

**11. Reinstatement of a Student:** Instructors who erroneously drop a student may re-enroll the student by filing an Instructor's Course Transaction Card. To protect against the possibility of fraud, instructors must deliver the card, in person, to the Admissions and Records Office. No Instructor's Course Transaction cards will be accepted from students. Instructors should verify the student(s) appear on their roster prior to the end of the term.

**12. Final Grades:** Instructors will enter final grades through InSite WebAdvisor by the deadline. Please contact staff development for training in this process if needed. Instructors awarding a grade of Incomplete must enter the appropriate two-character symbol which is an "I" followed by the grade to automatically be awarded if the student does not complete the unfinished work by the expiration date (IB, IC, ID, IF, IN). In addition, they must file an Incomplete Grade Contract with Admissions and Records for each "Incomplete" they award and they should keep a copy for their records.

There are specific record-keeping requirements for instructors of Positive Attendance courses. Instructors are required to keep detailed records to document the number of hours as this documentation is required for, and will be reviewed in, the annual campus audit. These records must be signed by the instructor clearly listing each date with the number of hours submitted on that specific date. The total number of hours documented is the number that must be entered for that student. A copy of this attendance documentation must be provided to Admissions and Records by the instructor. Screen shots of Positive Attendance hours will **not** be accepted by Admissions and Records.

**13. Grade changes:** Grade changes may be authorized only by the instructor, and should be submitted within one year of when the grade was assigned. Changing an "Incomplete" grade to another grade must be done on a copy of the original Incomplete Grade Contract and submitted to Admissions and Records for processing. Other grade changes must be submitted on a Grade Change Form and hand-delivered to the division dean.

**14. Retention of Records:** Instructors must retain copies of rosters, attendance records, grading records, etc. for at least three years after the end of each term. If requested by an auditor or other authorized official, instructors must produce copies of these materials.

**B. THE CLASS**

1. **The First Class Session:** It is generally considered good practice for instructors to review and clarify the following information during the first class session:
  - Verify enrollment. Call each student's name and student ID number. Note which students are not in attendance.
  - Instructors may issue Late Add Codes to students on the wait list and others who have come to the class based on the availability of space.
  - Emphasize that the Late Add Codes must be used in InSite WebAdvisor before they expire at the end of the Late Add period.
  - Disseminate the course syllabus.
  - Review and clarify the instruction to be completed during the course of the semester, per the course syllabus.
  - Explain the instructor's expectations of the students.
  - Explain the grading system that will be used.
  - Explain tests and test procedures, including any provisions for make-up tests.
  - Clarify class starting time, break time and dismissal time.
  - Note full-time instructor's established office hours and office location.
  - Read the college attendance policy.
  - Explain the manner in which students may call in to record an excused absence.
2. **Length of Class Meeting:** Instructors are responsible for 50 minutes of instruction for every scheduled hour of class. All classes meet at the time indicated in the course schedule. Day classes convene at 10 minutes past the hour; evening classes convene on the hour. Establish a pattern of beginning the class promptly.
3. **Transition Time between Classes:** During the ten-minute transition time, the classroom shall be available to both instructors simultaneously.
4. **Class Breaks:** Students generally take their breaks in the hallways or in the campus court area. Refreshments and light snacks may be available from vending machines located between the Humanities and Liberal Arts buildings; from vending machines or the Three Seasons restaurant (open Tuesday through Thursday until 1:30 p.m. except in the summer) in the Applied Arts Building and in the Associated Student Union, from the bookstore, and from the cafeteria. Outside vendors currently provide food service in the cafeteria during the day and evening.
5. **Making up Missed Tests, Quizzes and Assignments:** The instructor sets his/her own classroom policy on whether he will allow a student to make up missed tests, quizzes and assignments.
6. **Room Changes:** From time to time room changes are necessary. If a class is located in a room that is not appropriate for the type of instruction needed, the appropriate procedures must be followed.

During the schedule building process, classroom assignments are requested/reserved through the Scheduling Specialist, ext. 43842, and are confirmed in the Datatel/Colleague system. Classroom availability, inquiries and ad-hoc reservations are accepted after the schedule has been printed. Ad-hoc room inquires and requests should be sent via e-mail to the Scheduling Specialist in the Vice-President's Office, ext. 43842.

For Summer (Dates in Room Book cover last week of May through first week of August)

For Fall (Dates in Room Book cover second week of August through December)

For Spring (Dates in Room Book cover January through third week of May)

The CTC (Computer Technology Center), Library LISC Lab and Gymnasium are exempt from this process.

To reserve a room in the CTC, contact the Computer Aided Instruction Lab Coordinator at ext. 44787.

To reserve a room in the Gymnasium, contact the Physical Education Administrative Secretary at ext. 44801.

To reserve the LISC Lab (single-time visits only), contact the Library Reference Desk, ext. 44897, or Library Coordinator, ext. 44915, to assure that the Library is open and the lab is available.

6. **Guest Speakers:** Guest speakers may be invited to address a class upon approval by the division office. Secure approval forms from the division office at least one week in advance. Guest speakers receive no financial remuneration from Contra Costa College, unless the department wishes to pay from its own funds, and has submitted the appropriate paperwork in a timely manner for governing board approval. (Call the division secretary or the President's Office for information on how to pay guest speakers.) A visitor's parking pass may be secured from the campus police office. Contact the division office to make arrangements for a visitor parking pass at least one week prior to the anticipated guest lecturer coming to the college.

## **C. CLASS-RELATED ACTIVITIES**

1. **Field Trips:** Instructors may wish to schedule field trips to enhance the instructional experience. Students are responsible for arranging their own transportation to and from the field trip site. Instructors must notify the division office of their plans by filing a "Field Trip" form with the division office prior to the excursion. This procedure allows the division office or evening supervisors to respond to students who may not know the field trip site from a previous class meeting, or to locate the instructors and/or students in case of an emergency. Field trip forms are available from the division office, and should be submitted no later than one full week prior to the field trip. Governing board approval is required in advance for all out-of-state field trips; contact your division secretary or the President's Office for information regarding deadlines for submission of your request.
2. **Library:** Please check the library's website for library hours, as they are subject to change.

**Contra Costa Community College District  
Contra Costa Community College****CONSENT AND RELEASE**

In consideration of being permitted to participate in \_\_\_\_\_  
(Describe program)

at \_\_\_\_\_ on \_\_\_\_\_  
(Location) (Date)

I hereby represent that I will obey and uphold all of the rules and requirements established by Contra Costa Community College and Contra Costa Community College District, observe all program schedules and follow all directives given to me by supervisory personnel in all matters pertaining to the event. I grant to Contra Costa Community College and Contra Costa Community College District the right to terminate my participation in the event if it is determined that my conduct is detrimental to or in conflict with the event or out of harmony with the best interests of the group as a whole, in which case I shall be sent home at my own expense.

I fully recognize and agree that Contra Costa Community College and Contra Costa Community College District cannot and will not be held responsible in any way for my safety, my needs or my well being during any period in which I am not directly participating in the event.

I hereby release and agree to indemnify the trustees of the Contra Costa Community College District and Contra Costa Community College and all of the agents, employees, officers and cooperating organizations of the District or College, either in their individual capacities or by reason of their relationship to the trustees or to the College, from all responsibility or liability or claims of any nature whatsoever for loss, damage or destruction of property, or injury or death to person, due to any cause whatsoever occurring during my participation in this event under the direction of Contra Costa Community College. In addition, I fully acknowledge that I am responsible for any injury, loss or damage to property, to myself and to others.

I grant to Contra Costa Community College, Contra Costa Community College District or any of its representatives full authority to take any action deemed necessary to protect my health and safety at my expense, to include but not limited to placing me under the care of a doctor or in a hospital at any place for medical examination and/or treatment or returning me at my expense if such return is deemed necessary after consultation with medical authorities.

I have read the foregoing Consent and Release and, understanding its terms, I freely agree to all of the provisions set forth therein.

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**Name** \_\_\_\_\_ **Home Telephone** \_\_\_\_\_

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**Signature Date** *(Parent's signature if under 18 years)* \_\_\_\_\_ **Date** \_\_\_\_\_

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**California Driver's License #** \_\_\_\_\_ **Vehicle License #** \_\_\_\_\_

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**Vehicle's registered owner** \_\_\_\_\_ **Insurance Company & Policy Number** \_\_\_\_\_

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**Emergency Contact Person** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Contra Costa College**

**REQUEST FOR FIELD TRIP**

*Please attach this form to an email to your department chair  
at least **one week** prior to your field trip.*

Instructor: \_\_\_\_\_

Division Dean: \_\_\_\_\_

Today's date: \_\_\_\_\_

Date and time of field trip: \_\_\_\_\_

Class going on field trip: \_\_\_\_\_  
Course Section Number

Destination: \_\_\_\_\_

Relevance of field trip to course curriculum: \_\_\_\_\_

\_\_\_\_\_

Any cost to CCC? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes: Cost: \$ \_\_\_\_\_ for \_\_\_\_\_  
GL#: \_\_\_\_\_

Type of transportation: \_\_\_\_\_ Public bus or BART \_\_\_\_\_ Charter bus  
\_\_\_\_\_ District vehicle \_\_\_\_\_ Students travel on their own

*If instructor and students will be departing from and returning to CCC:*

Departure time: \_\_\_\_\_

Departure point: \_\_\_\_\_

Estimated time of return: \_\_\_\_\_

Please indicate any classes, lab hours, office hours that will be missed. A sign will be posted.  
\_\_\_\_\_  
\_\_\_\_\_

Student Consent and Release forms must be attached to this document in order to receive approval from the dean.

Your request for a field trip is \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Division Dean

*Distribution:* (Forwarding this form indicates approval from the department chair and division dean.)  
Email should be sent in the following sequence—to department chair, to division dean, to division secretary.






The CCC Library's mission is to actively support the teaching and learning process by providing learning resources, instructional technology and services relevant to the educational needs, personal growth and cultural enrichment of the CCC community. Librarians and library staff will work with other faculty, staff, administrators and students to expand information competency and critical thinking, intellectual independence and skills relevant to life-long learning and gainful employment for all students.

**Library Orientations:** While there is always a librarian on duty at the Reference Desk during open hours to assist students, it is often helpful for an instructor to schedule a library orientation for the entire class.

An orientation can cover the standard library resources (books, periodical databases and Internet) or can be designed to provide subject-specific instruction. The standard orientation takes about 70 minutes; if a class has a longer period, there may be time for hands-on practice with the librarian and instructor assisting as needed.

An orientation can cover the standard library resources (books, periodical databases and Internet) or can be designed to provide subject-specific instruction. The standard orientation takes about 70 minutes; if a class has a longer period, there may be a time for hands-on practice with the librarian and instructor assisting as needed. To book a class orientation, call the Reference Desk (ext. 44897) or the Bibliographic Instruction librarian. Please allow one-week prep time. Because bookings can be competitive, it is recommended that reservations are made at least two weeks ahead of time. The booking form is also available online at the library's website, in the "Faculty Support" section.

Faculty members sometimes devise their own library skill assignments. A well-designed course-related library assignment can be an effective way to introduce students to library research. To assure that students have a positive library experience, such assignment should be clearly defined and use sources that are readily available to students. This is as true for a homework assignment to locate a specific title or item of information as it is for a specially-created library skills worksheet. The Library handout "Guidelines for Effective Library Assignments", on the library webpage, is a checklist of do's and don'ts. Please feel free to consult a reference librarian for additional assistance.

**CLICS Tutorial:** CLICS is a set of online lessons designed to help improve skills of finding, evaluating, and using information of all kinds. The tutorial consists of ten chapters. The quizzes that follow each chapter are available only to students taking a course that fulfills the College's Information Competency requirement, but the tutorial itself is available to all. Some of the topics (such as how to evaluate websites or avoiding plagiarism) may be useful to non-library faculty to prepare students for a classroom discussion. For more information see the CLICS website at <http://www.contracosta.edu/library/clics> or contact the Bibliographic Instruction librarian.

**D. MISCELLANEOUS INFORMATION**

1. **Scholarship, Policies and Standards:** Please see the current college catalog for information on grade options, grading policy, probation and dismissal.
2. **Safety:** It is the duty of instructors to require eye protection devices to be worn by students, teachers and visitors in vocational shops or laboratories and chemistry or physics laboratories, during any activity likely to cause injury to the eyes.
3. **Hazardous Materials:** Each department is responsible for ascertaining whether hazardous substances are being used by its employees and/or students, and to provide adequate protection and safety training for those who use them. The responsibility lies directly with the supervisor, and/or the faculty and teaching staff. Please see the Business Services Office for more information.
4. **Lost and Found:** The lost and found service is located in the Campus Police Office.
5. **Medical Services:** There are no provisions for medical services at the college. If an emergency occurs which requires medical attention, call the campus police immediately at ext. 44149 or 44858.
6. **EMERGENCY:** In the event of an emergency, call the campus police office, ext. 44149.

**E. INSTRUCTIONAL SUPPORT SERVICES**

1. **Problems with Subject Matter:** For instructors experiencing some difficulty in teaching, contact the department or division dean for your area as soon as possible. Department chairpersons are always helpful and understand what can go wrong during the course of a teaching assignment. The department or division dean will assist you in resolving problems you may have.
2. **College Resource Center:** (located on the Library & Learning Resources mezzanine). The Professional Development program maintains the College Resource Center (CRC) for the use of college employees. It provides dual-platform computers (PC and Mac) with internet connection and a variety of specialized software programs, a scanner, a printer, a television/VCR, and comfortable reading chairs.

The Professional Development program provides workshops and trainings on a variety of topics under the guidance of the Professional Development Committee (composed of representatives from faculty, classified staff, and managers). It also coordinates the NEXUS (orientation for new tenure-track faculty) and keeps track of flex completion hours.

Workshops of interest to faculty include:

- Teaching methodology workshops and Brown Bag lunch seminars on topics such as collaborative learning, critical thinking, learning styles, peer tutoring, writing across the curriculum, classroom assessment techniques, cultural diversity and more.

- Workshops and tutorials pertaining to instructional technology, such as multi-media, presentation software, word processing, discipline-specific software, authoring, online services, and how to use various kinds of hardware (LCD panel, scanner, etc).

3. **Ordering textbooks:** All instructors are advised to make arrangements for desk copies of textbooks with the publishers well in advance of the adoption date. Neither the Instruction Office nor the Bookstore will order desk copies for instructors. However, the Bookstore can provide information on how to get desk copies.

At a designated time early in each semester, faculty members will receive notice from the bookstore requesting book information for the next semester. Be sure to respond to this request in a timely manner, as it is essential in the college's book ordering process.

"Required" texts are those that a student must purchase in order to do the work required in your course. Other books are considered "recommended" reading. Return the form promptly to your department head or the division office. Changes must be approved by the department head or the division dean.

4. **Typing Service:** Generally, instructors are responsible for their own typing. If typing services are required, the faculty member may ask the division dean or the instruction office for assistance.

5. **Procedures for Duplication of Materials:** It is the responsibility of individual departments to reproduce/duplicate material making sure there are no copyright infringements. Small duplication jobs can be done at various campus copiers. Larger jobs should be outsourced to an outside vendor with prior approval by a department head administrator. The Bookstore may also reproduce if the material is to be sold through the Bookstore.

6. **Instructional Media Services:**

**a. Equipment Distribution Services** - Custodial Modular, ext. 44812  
Hours: Monday - Thursday 8:30 a.m. – 7:30 p.m.; Friday – Sunday: Closed.

Audio and videotape recorders, video cameras, slide, overhead, and LCD projectors, boom boxes, CD and DVD players, laptop computers, portable public address systems and microphones are available for classroom use.

Requests for equipment delivery may be made in person, by e-mail or by telephone. Equipment availability is generally assured when requests are made at least 24 hours in advance. Some equipment items cannot be left in unlocked classrooms and may require instructor pickup and return via the Library Circulation Desk.

Program duplication and use will comply with federal copyright laws and fair use guidelines. If an instructor wants a program copied, it is the instructor's responsibility to provide written permission that authorizes duplication for educational purposes from the owner of the copyright (usually the vendor or producer of the program). Media Services cannot copy programs for personal use.

All requests should be made through Equipment Distribution Services in person, by e-mail, or by telephone.

**b. Media Lab - Library**

Hours: same as library (check the current course schedule for hours).

The Media Lab provides students with access to the Library's non-print collection. Students may use the lab for specific assignments, for recreational use, and/or for personal growth. Faculty, too, are welcome to use the lab, particularly when previewing materials that may potentially supplement instruction.

The collection includes a wide variety of programs in various formats (including audiotapes, compact discs, DVD's and videotapes).

Faculty may place non-print materials on reserve in the Media Lab for student use in the library.

**c. Media Programs from Other Sources** - Faculty have access to the video collections of Diablo Valley College and Los Medanos College as well as those in the CCC Library. Titles may be looked up in the Library's online catalog, selecting the option to sear "All Libraries." Please schedule them through staff at the Library Circulation Desk.

- 7. Reserving Materials in the Library:** It is the instructor's responsibility to provide textbooks on the reserves shelf. Faculty may place personal books, pamphlets and photocopies on "reserve" for two-hour in-library use or 1 one-day, two-day, or one-week circulation. Complete a "Request for Reserve" form at the Circulation Desk. Students will be able to locate reserved materials in the online catalog by your name and course number. Please allow sufficient time for the materials to be processed BEFORE notifying students that they are available.

## **STUDENT SUPPORT SERVICES**

As an instructor, you may wish to be informed of the services available to students on campus, and to note them to your students periodically. In addition to the services listed here, more special information for students is printed in the front part of the fall and spring course schedules. Please refer to the section on "Student Welfare" in this handbook for additional information pertinent to students.

**Bookstore: SA Building, ext.**

The college bookstore is located in the Associated Student Union Building.

Regular hours are:

Monday-Tuesday 8:00 a.m. to 6:15 p.m.

Wednesday-Friday 8:00 a.m. to 4:15 p.m.

Special hours: Beginning of each semester, one week before classes begin and two weeks after classes begin (see course schedule).

The bookstore generally observes extended hours during the first three weeks of classes to assure evening students an opportunity to purchase their books and other instructional materials at a convenient time. Check the current course schedule for specific days and times and other information.

**College Skills Center: Library, ext. 44898**

The CCC College Skills Center, located in the Library, offers individualized instruction in reading and writing, including assistance with course writing assignments. Also included, as needed, is instruction in critical reading, comprehension of textbooks, study skills, test-taking mastery, spelling, and vocabulary. Computers are available for word processing for students who are enrolled in English courses and/or other lab programs. Students who want help with reading or writing in any course, or who would like to write their papers on a computer, may enroll in English 102 or English 103.

Regular Hours:

Monday thru Thursday: 8:30 a.m. to 7:00 p.m.

**Tutoring: College Skills Center, Library for signup**

Students who need individual tutoring should come to the College Skills Center, Library, indicating for what courses they want a tutor. The coordinator of tutoring will assign a tutor, if one is available.

**Library: Library & Learning Resources Center (LLRC)**

**Circulation Desk, 44921; Reference Desk, ext. 44897**

During the Fall and Spring semester, the Library is open Monday through Thursday, with limited Friday and Saturday hours. During the summer, the Library is open Monday - Thursday only (hours vary). The Library is closed whenever school is not in session.

Check for hours in the current course schedule or on the Library website at

<http://www.contracosta.edu/library>

The Library provides a variety of resources, services, and instruction in support of our students' educational needs. Its collections include reference and circulating books; textbooks, and other materials placed on reserve by instructors; magazines, journals and newspapers; and videos, DVD's, streaming video and other non-print programs.

Students have access to the Library's online collection catalog, electronic books, online subscription databases, library handouts, and interactive tutorials via the Library's website.

It also provides group study rooms, photocopy machines, and computers for student use. Librarians are available to assist students every hour the Library is open during the regular semesters. Many of these resources are available via the library website.

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## Student Services in the Student Services Center (SSC)

For current hours of operation of Student Services units, please check the campus website.

### **Admissions & Records Office: SSC Lobby, ext. 46027**

The Admissions & Records is the place where students go to enroll in or withdraw from courses, pay their fees, request transcripts, request transfer of credits from other colleges, petition for a degree or certificate, apply for veterans assistance, and various other services. Students are encouraged to first login to InSite WebAdvisor to register for or drop courses, pay fees, and request transcripts.

### **Assessment Center: SSC-104, ext. 43896**

The Assessment Center offers placement testing, which is used to determine a student's English, math and/or English Language placement level. Contra Costa College uses the ACT/COMPASS® computer-adaptive college assessment for placement purposes. For more information or to make an appointment to take the test, please stop by SSC-104 or contact us via phone (510) 215-3896 or email at [assessment@contracosta.edu](mailto:assessment@contracosta.edu).

### **Counseling: SSC-125, ext. 43936**

The Counseling Center is located in the Student Services Center, Room 125. Students may make appointments by calling ext. 43935. Professional counselors are available to help students plan educational, career, and transfer goals, as well as to assist them in dealing with personal concerns that may affect their educational progress.

### **CalWORKs/Single Stop USA Office: SSC-106 ext. 43903**

The CalWORKs office provides case management, academic advising, work study, childcare, and advocacy for students that are currently receiving cash aid and are enrolled within the CalWORKs program at Contra Costa College. Single Stop USA provides screening and application assistance for public benefits, financial coaching and education, legal services, tax preparation services (during tax season), as well as resources and referrals to on and off campus community partners. Services provided through both programs are free and confidential.

### **Disabled Students Programs & Services: SSC-109, ext. 43969**

Specialized assistance and resources are available for individuals with learning disabilities, visual impairments, hearing impairments, acquired brain injuries, and other physical disabilities.

Services include specialized instruction designed for students with learning disabilities; counseling and advising; parking for students with temporary disabilities; on-campus transportation; mobility assistance; adaptive equipment; coordination of note takers, readers, and sign language interpreters; availability of DSPS job placement staff; community resources; adaptive computer technology; and adaptive physical education.

**Extended Opportunity Programs and Services: SSC-102, ext. 43948**

EOPS programs provide service for eligible students who are handicapped by language, social, and economic disadvantages. Special efforts are made to ensure opportunities for financial assistance and the use of learning resources. Programs and services listed under the EOPS Program are provided for students who meet the California State guidelines pertaining to income level and unit of enrollment.

**Financial Aid: SSC-102, ext. 46026**

Financial aid is available for students to help them meet the costs of attending college. There are different types of financial aid, such as the Board of Governor's Fee Waiver, state and federal grants, and student loans. Students are encouraged to apply for state and federal aid by completing and submitting the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).

The Office of Financial Assistance provides a variety of services to help students complete the financial aid application process, which includes providing students general financial aid information at the front counter service desk, drop-in appointments for students to meet with a financial aid staff member, and online assistance with applications at the financial aid computer lab.

**Transfer/Career Center: SSC-143, ext. 43901**

The college Transfer/Career Center provides a variety of services to help students learn about the many transfer programs and colleges available to them. The Center maintains an extensive set of catalogs from two-year and four-year colleges, computer information on almost all California public and private colleges, and the financial aid and major/career programs they offer. The Center also schedules regular visits by representatives of most of the major Bay Area baccalaureate institutions, and occasional field trips to their campuses.

In the Transfer/Career Center, the Counseling Department offers a career development program to help students make choices by providing information about careers, job opportunities and educational preparation. A counselor is available to assist through individual counseling and testing.



**Disciplinary Action for Willful Disruption  
of Orderly Campus Operation**

Reference: Student Services Procedure 3027  
Student Code of Conduct  
CCCCD Governing Board Policy 3012  
Penal Code Sections 626.2 and 626.6  
California Education Code Sections 66300, 76030 thru 76037, 76220, 76234

**GROUND FOR DISCIPLINARY ACTION**

A. Students shall conduct themselves consistent with the Student Code of Conduct while on campus or participating off campus at a college sponsored event, including but not limited to international study programs. Students shall be suspended or expelled only for good cause.

B. The following constitute misconduct and grounds for disciplinary action.

1. Dishonesty, such as cheating, fabrication, lying, plagiarism, knowingly furnishing false information, or reporting a false emergency to the District;
2. Forgery, alteration, misappropriation or theft, misuse of any District or college document, record, key electronic device, or identification;
3. Misrepresentation of oneself or of an organization to be an agent of the District;
4. Obstruction or disruption, on or off District property, of the District's educational process, administrative process, disciplinary procedures, or other District functions and activities;
5. Disruptive or abusive behavior, such as verbal harassment, habitual profanity or vulgarity, physical abuse, intimidation, hazing, or stalking of any member of the college community;
6. Willful misconduct which results in any injury or death of a student or District personnel or results in cutting, defacing, or other damages to any real or personal property owned by the District or a member of the college community;
7. Assault, battery, violence or threat of violence, or behavior that threatens the health and safety of any member of the college community'
8. Theft of District property, or property in the possession of, or owned by, a member of the college community;
9. Violation of District or college policies or regulations including but not limited to those concerning the formation and registration of student organizations, the use of college facilities of the time, place, and manner of public expression of the distribution of leaflets, pamphlets, or other materials.
10. Failure to comply with the directions of the District or college officials acting in the performance of their duties;

11. The use, sale, distribution, or possession on campus of, or presence on campus under the influence of any controlled substances, or any poison classified as such by Schedule D section 4160 of the Business and Professions Code or other California laws on District property or at any District-sponsored event. This regulation does not apply when the person named on the prescription possesses the drugs or narcotics or when the drugs or narcotics are permitted for and are being used in research, instruction, or analysis;
12. Possession, consumption, sale, distribution or delivery of any alcoholic beverage in college, buildings or on college grounds, or at college-sponsored or supervised activities, regardless of their location, unless authorized by college officials;
13. Possession or use of explosives, dangerous chemicals or deadly weapons on District property or at a campus function, without prior authorization of the College President;
14. Engaging in lewd, indecent, or obscene behavior on District-owned or controlled property or at a District-sponsored or supervised function;
15. Rape, date rape, sexual harassment, sexual assault, or threat of an assault upon a student or member of the college community on District property, or at a college or District-sponsored or supervised function;
16. Unauthorized entry into, unauthorized use of, or misuse of District property;
17. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board or College;
18. Knowingly assisting another person in the commission of a violation of the Student Code of Conduct;
19. Misuse of computers and networks which includes but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing data protection schemes or uncovering security loopholes, or violating terms of the software agreements;
20. Willful disruption of the orderly operation of the campus;
21. Any other cause identified as good cause by Education Code section 76033, not identified above; or any applicable Penal Code sections, or other applicable local, state, or federal laws; and
22. Any other ground constituting good cause.

C. Violation of parking laws, regulations, or rules shall not be cause for the removal, suspension, or expulsion of a student (Ed. Code §76036).

#### **TYPES OF DISCIPLINARY ACTION**

The following discipline may be imposed, individually or in various combinations, on any student found to have violated the Student Code of Conduct.

**Warning:** A warning is a written or oral notice to the student that continuation or repetition of certain conduct may result in further disciplinary action.

**Restitution:** Restitution is reimbursement by the student for damage to, loss of or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise compensate for damage.

**Projects and Assignments:** Projects and assignments may include educational projects, service to the college, and other related discretionary assignments.

**Disciplinary Probation:** Probation is a status imposed for a specific period of time in which a student must demonstrate his or her conduct conforms to District standards of conduct as set forth in these regulations. Conditions may be imposed at the discretion of the District or the President's designee. Misconduct during the probationary period or violation of any conditions of the probation may result in more serious disciplinary action, such as loss of privileges, suspension, or expulsion.

**Loss of Privileges:** Loss of privileges is the denial of extra-curricular activities for a designated period of time. Violation of any conditions or campus regulations during the period of sanction may result in far more serious disciplinary action, such as suspension or expulsion.

**Removal:** Removal of a student from class or office by an instructor or staff member with the assistance of Police Services, if necessary.

**Suspension:** Suspension is a separation from the District for a designated period of time which the student will be eligible to return. A suspension may consist of (a) a period of time from one or more classes for a period up to ten (10) days of instruction; (b) from one or more classes for the remainder of the school term; and (c) from all classes or activities of the college for one or more terms.

**Expulsion:** Expulsion is the permanent termination of student status by the Governing Board for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. (A student who is expelled is prohibited from participating in any college activities or programs and from entering District premises.)

## **RECIPROCITY OF SANCTIONS**

During a period of suspension or expulsion, a student shall not be enrolled in any other college within the District. Disciplinary actions or sanctions shall apply to the student at all District colleges.

## **CONDUCT RELATED TO COLLEGE**

After a hearing, the President's Designee may impose an immediate suspension on a student when such action is required in order to protect property, safety, and to ensure the maintenance of order on the campus or at a campus function.

No student may be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance.

## **RECORD OF DISCIPLINARY ACTION**

In accordance with Education Code Section 76200, Community College Districts shall establish, maintain and destroy student records according to regulations adopted by the Board of Governors of the California Community Colleges. The President's Designee will create a record of disciplinary actions, along with relevant supporting documents and evidence. Consistent with the Family Educational Rights and Privacy Act and District Student Services Procedure 3009, this record shall be maintained as a confidential student education record and may not be released without the permission of the student, except as permitted by law and policy. The student shall have a right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with state law, and will be destroyed following the third college year after the college year in which it originated.

In accordance with Education Code section 76234, whenever there is included in any student record information concerning any disciplinary action taken by the college or District in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) days of the results of any disciplinary action by the college and the results of any appeal.

## **REMOVAL BY INSTRUCTOR**

An instructor, for good cause, may remove a student from his or her class for the day of the removal and the next class meeting. (Education Code §§76032 and 76033).

### **A. Procedures Before the Removal**

1. The instructor shall notify the student of the instructor's consideration of the removal from class and the reasons for the proposed removal.
2. The instructor may remove the student from the classroom immediately. Under normal conditions, the instructor should permit the student an opportunity to present a rebuttal to the accusation or otherwise offer relevant comment on the proposed removal. There need be no delay between the time notice is given to the student and the time of such a review.
3. The instructor shall decide whether or not to proceed with the proposed removal after hearing the student's explanation and considering all of the information relative to the issue. There need be no delay between the time notice is given to the student and the removal.
4. The decision may be given to the student either orally or in writing.
5. The instructor's decision is final and may not be appealed.

**B. Procedures After the Removal**

1. Immediately following the removal, the instructor must notify the College President or President's Designee of the removal.
2. If the student removed is a minor, the College President or President's Designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference.
3. The instructor may request that the student meet with the College President or President's Designee, within three (3) days of removal, prior to returning to class.
4. During the period of removal, the student shall not be returned to the class without the concurrence of the instructor.

**PRELIMINARY PROCEDURES FOR SUSPENSION BY PRESIDENT'S DESIGNEE**

The following procedures shall be taken before suspension except in the event that an emergency/interim suspension is made as set forth in Section XIV.

**A. Administration** - The President's Designee shall administer these procedure and take appropriate action, subject to the approval of the college President and the Governing Board if required herein or otherwise by law.

**B. Disciplinary Action Which May be Imposed** - The President's Designee may suspend or impose a lesser sanction on a student. A suspension may consist of a period of time as follows:

1. From one or more classes for a period up to ten (10) days of instruction;
2. From one or more classes for the remainder of the school term;
3. From all classes and activities of the college for one or more terms. A suspension shall not exceed two (2) years.

**C. Reporting of Conduct** - Alleged student misconduct shall be reported to the President's Designee. The President's Designee shall be the Vice President of Academic and Student Affairs or the Senior Dean of Student Services at Contra Costa College, the Dean of Student Life at Diablo Valley College, and the Senior Dean of Student Services at Los Medanos College. Other officials may be designated as the President's Designee, whenever necessary for the efficient operation of the District.

**D. Investigation** - Upon receiving a report of alleged student misconduct, the President's Designee shall initiate an investigation.

**E. Notice** - Before imposing discipline, the President's Designee shall give or make reasonable efforts to give the student oral or written notice of the reason for the proposed disciplinary action. If the student is a minor, the President's Designee shall also notify the parent or guardian of the investigation and charges.

**F. Preliminary Hearing** - Within a reasonable period of time (normally with five (5) days following the delivery to the student of the notice referred to above), the President's Designee shall offer the student an opportunity to attend a meeting ("Preliminary Hearing") at which time the student may present a rebuttal to the accusation or otherwise offer relevant comment on the proposed suspension. There need be no delay between the time of the notice given to the student and the time of the meeting.

**G. Determination After Preliminary Hearing** - The President's Designee shall decide whether or not to proceed with the proposed suspension and/or to recommend expulsion after hearing the student's explanation and considering all of the information. If the decision is to suspend for up to five (5) days, the President's Designee may inform the student of the decision and send a written confirmation to the student's last known address within five (5) working days. The confirmation shall include a statement that the decision to impose a suspension for five (5) days or less, or a lesser sanction, is not going to be able to be appealed. If the decision is to suspend for more than five (5) school days or to recommend expulsion, the President's Designee shall send the student a written notice via personal delivery or certified mail to the student's last known address as set forth below.

**H. Notice to the College President** - The President's Designee shall report any disciplinary action imposed to the College President.

**I. Notification After a Suspension of More Than Five (5) Days** - If the President's Designee imposes a suspension of more than five (5) days, the President's Designee shall promptly send the student a letter of notification that is hand delivered or sent via certified mail to the student's last known address. The notification shall include:

1. A statement of the charges, the reason for the suspension or recommended expulsion offer, and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s).
2. A copy of the Student Code of Conduct and Board Policy.
3. An explanation that a student who has been suspended for more than five (5) days is entitled to appeal the decision and has a right to a further hearing ("Appeal Hearing"). The notification shall also state that a request for an Appeal Hearing shall be filed within five (5) days of the service or mailing of the notification, whichever is earlier.
4. A statement that the student has the right to be accompanied at an "Appeal Hearing" by an on-campus advisor of his or her choice. If the student decides to be accompanied by an advisor, the name and address of that advisor must be submitted to the President's Designee at the time the appeal is filed.
5. The President's Designee may note that he or she will also recommend expulsion.
6. The Notification shall include the date, time, and location of an Appeal Hearing if requested by the student.

**J. Student Right to Appeal a Suspension of More Than Five (5) Days** - The student may accept a suspension in excess of five (5) days without admitting the conduct charged. In such a case, the decision of the President's Designee will be final and not subject to a further Appeal Hearing. Should the student not accept a suspension in excess of five (5) days, the student has a right to appeal. A suspension appeal must be filed by the student no later than five (5) days from the date the notification letter is personally served or mailed.

**K. Schedule of Hearing** - The President's Designee shall schedule an Appeal Hearing no later than ten (10) working days from the date of the suspension.

### **HEARING AUTHORITY FOR APPEAL HEARING**

- A. The College President will assign either an Administrative Hearing Officer or may utilize a Student Discipline Committee ("Committee") to conduct Appeal Hearings at the college ("Hearing Authority").
- B. An Administrative Hearing Officer shall be a college official.
- C. A Committee shall include: one faculty member, one administrator or manager, and one student. The selection process for the Committee, if any, will normally occur at the beginning of each academic school year.
  - 1. The Academic Senate will select a faculty representative and alternate(s). Vacancies will be filled by an action of the Academic Senate.
  - 2. The Associated Student Body will select a student representative and alternate(s). Vacancies of student members shall be filled by an action of the Associated Student Body.
  - 3. The College President will select the administrative or management representative and alternate(s). The administrative or management representative will serve as the Committee Chair.  
The student or the college staff member shall notify the Committee if he or she has a conflict of interest because he or she is involved in the discipline matter and, therefore, is unable to service as a neutral party.
  - 4. Alternate faculty, administrative, and student members shall be appointed to ensure that a standing committee can always be convened promptly.

### **APPEAL HEARING PROCEDURES**

- A. The President's Designee shall submit to the Hearing Authority: a description of the charges, notices, evidence, and a copy of the proposed decision. The President's Designee shall present relevant evidence regarding the alleged misconduct. The accused student may then present any relevant evidence. Each party may call, examine, and cross-examine witnesses. Written statements, if any, shall be submitted under penalty of perjury. The Hearing Authority may also question witnesses. Opening and closing statements shall be limited to five (5) minutes. The President's Designee shall speak first, followed by the student.
- B. The Hearing Authority shall rule on all questions of procedure and admission of evidence.
- C. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.
- D. The Hearing Authority shall consider no evidence other than that evidence received at the hearing. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself, to support a finding.
- E. A student may be accompanied by an advisor of his or her choosing, at the student's request. The role of the advisor is passive in this procedure. The advisor may be present at the hearing and may counsel the student. The advisor may not address the Hearing Authority and shall not be permitted to participate in any way during the hearing except to offer counsel to the student. If the student decides to be accompanied by an attorney, the name and address of that attorney must be submitted to the President's Designee at the time the request for hearing is filed.

F. The Appeal Hearing shall be closed to protect the privacy and confidentiality of everyone involved unless the student and the District agree in writing to have a public hearing at least five (5) days in advance of the hearing. A closed hearing will be closed to everyone except the following:

1. The student charged.
2. The Hearing Authority.
3. An advisor for the student charged, if so desired.
4. The President's Designee.
5. A witness, while presenting evidence.
6. An on-campus advisor for a witness while presenting evidence.

G. An official audiotape recording of the hearing shall be kept. The record shall be the property of the District. The student charged may listen to the tape at a mutually agreeable location at the college. An accused student may, upon request, be provided a copy at his or her own expense.

#### **HEARING AUTHORITY'S CONSIDERATION AND RECOMMENDATION**

Following presentation of the evidence, the Hearing Authority shall privately consider the evidence with all persons excluded. The Hearing Authority shall send a written report to the College President within five (5) working days of the termination of the hearing. The report shall contain the following information:

- A. A summary of factual findings and a determination that the accused student did or did not commit the act(s) charged.
- B. A finding that the student's act(s) did or did not constitute a violation of the Student Code of Conduct.
- C. A recommendation for upholding or modifying the proposed discipline. The Hearing Authority may also recommend further investigation.

#### **COLLEGE PRESIDENT'S DECISION**

- A. The College President shall reach a decision after reviewing the report submitted by the Hearing Authority. The College President may refer the matter back to the Committee or hearing officer for further clarification on details of the case, such as evidence and findings of fact. The College President may uphold the suspension, uphold the recommendation by the Hearing Authority, or adopt a lesser sanction, if appropriate. A written statement of the decision shall be sent via certified or registered mail to the student's last known address within three (3) working days of the College President's receiving the Hearing Authority's recommendation.
- B. The decision of the College President to suspend or impose a lesser sanction shall be final and not subject to further appeal.
- C. The College President shall report a disciplinary suspension of any student to the Governing Board at its next regular meeting after the suspension has been imposed. A copy of the suspension determination, including the reasons for the suspension, shall be placed in the student's permanent disciplinary record (not the transcript).
- D. If the College President determines that a student should be expelled, he or she will forward that recommendation through the Chancellor, to the Board of Trustees for determination.



E. In the event that a College President is or will be unavailable for the making of a prompt decision, the College President may appoint an unbiased designee to act on the appeal.

**EMERGENCY INTERIM SUSPENSION**

A. An emergency/summary suspension is an immediate suspension imposed upon a student for good cause. (Ed. Code §66017.)

B. Notwithstanding the foregoing, the College President or the President's Designee may impose an emergency/summary suspension. It is an extraordinary measure and shall be utilized when necessary to protect lives or property and to ensure the maintenance of order pending a hearing.

C. A preliminary hearing shall be provided within ten (10) calendar days of an emergency/summary suspension. (Ed. Code §66017.) The procedures set forth in Sections IX and X shall apply to the preliminary hearing and any appeal hearing.

D. An emergency/summary suspension shall be reported to the Governing Board at its next regular meeting after such suspension has been imposed. A copy of the suspension may be placed in the student's permanent record at the discretion of the College President.

**NOTIFICATION**

The College President or President's Designee shall, upon suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student which may be in violation of section 245 of the Penal Code. (Ed. Code §76035.)

**EXTENSIONS OF TIME**

Calendar restraints may be extended with the agreement of both parties.

**EXPULSION**

The Governing Board has the sole authority to expel a student. If the College President determines that a student should be expelled, he or she shall send the recommendation through the Chancellor to the Board of Trustees.

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### **Catalog, Course Schedule Information**

#### **PROCESS FOR CREATING THE COLLEGE CATALOG:**

The college catalog is printed every spring for the following academic year. Generally, it will be available about May 1. Copies are sent to each full-time faculty and staff member through the campus mail; part-time faculty may request a copy from their division dean or from the marketing and communications coordinator (AA-219, ext. 43836).

In order to meet the printing deadline, the time line for production of the catalog begins in August. However, any faculty or staff member who is aware of mistakes or inconsistencies in the catalog is asked to call the Scheduling Specialist (AA-203, ext. 43842) at any time such mistakes are discovered; you need not wait until "catalog time." Changes are subject to verification.

Any mistake in course information (that does not correspond are published in an addendum printed in the spring schedule of courses. All such changes and additions, of course, must be approved through the College Instruction Committee (CIC), the same as for the regular catalog.

1. New courses and curriculum changes should be submitted to the DIC and CIC as soon as possible, but must be approved by the CIC no later than the date given on the time line, for inclusion in the next year's catalog.
2. New information (approved no later than May by the governing board) is entered into the computer by the Scheduling Specialist. Division deans should have an opportunity to review the changes throughout the year as they are inputted in the catalog drafts.
3. Any new information or changes in general information should be communicated to the Scheduling Specialist.
4. After final proofreading (during March), the catalog is sent to the printer by the beginning of April.
5. Printed catalogs are delivered to the college toward the end of April for the next academic year.

**COURSE SCHEDULE**

The course schedule for fall term generally is available by May 1 of the previous school year, and for spring term the schedule generally is available by December 1.

The time line for producing the schedules generally includes the following:

1. Scheduling materials are given to the divisions, and the departments and divisions then provide their information for the semester.  
A preliminary schedule is given to the divisions.
2. Corrections are made to the schedule, and it is returned to the scheduling specialist to input the corrections. All final information should be input by this time. No course additions are allowed after this deadline.
3. The Director of Admissions and Records receives a download of the schedule from the district mainframe computer, and it is given to the media design department to format.
4. Once formatted, the schedule is sent to the production lab, and copies are made and distributed to the divisions for final review and corrections. No additions may be made at this point.
5. Final corrections are made, and the division chairs get one last chance to look at the final document before it is sent to the printer.
6. Any last corrections are made, and the final version of the schedule, including the general information and cover material, are sent to the printer.

**DISTRIBUTION****Catalogs:**

Catalogs are sold in the Bookstore to students for \$6.50 each or by mail for \$11.50 each. Students who complete the matriculation process are given a free catalog. Offices or staff members on campus who need catalogs should request them from the Marketing and Communications Coordinator, ext. 43836.

Requests for catalogs received from persons off campus, or by colleges or businesses, should be forwarded to the Matriculation Coordinator, ext. 43898 or the Marketing and Communications Coordinator, ext. 43836. The articulation officer keeps a master mailing list, and catalogs are automatically mailed to all community colleges in the state, all California State University campuses, all University of California campuses, many of the independent colleges and universities, and high schools and libraries in the state.

**Course Schedules:**

Condensed versions of the course schedules are mailed to all continuing students, and are distributed free on campus. They are also distributed to all public libraries and some community centers in the West Contra Costa County service area. They are given free to those who request them. All requests for schedules should be referred to the Marketing and Communications Coordinator, ext. 443836.

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**Catalog Flow Overview**

Action Wanted	What to Do
<b>Course Information</b>	
<p>1. Change Current Information</p> <ul style="list-style-type: none"> <li>• Course Change</li> <li>• Title Change</li> <li>• Number</li> <li>• Title 5 designation (Degree/ Non-Degree)</li> <li>• Grade option</li> <li>• Units/hours</li> <li>• Description</li> <li>• Prerequisite/corequisite/ recommended requisite</li> </ul>	<p>FORM: Request for Course/Catalog Change</p> <p>GOES TO: Submit to DIC for approval then to CIC (Follow CIC calendar for submission deadlines)</p>
DELETE Course	
<p>2. New Course</p> <p>To create a new course, or to substantially change an existing course.</p>	<p>FORM: New Course Proposal Form</p> <p>GOES TO: Submit to DIC for approval, then to CIC (Follow CIC calendar for submission deadlines)</p>
<p>3. Change in Program Major</p>	<p>FORM: Request for New Major/Change to Major</p> <p>GOES TO: Submit to DIC for approval, then to CIC (Follow CIC calendar for submission deadlines)</p>
<p>4. Reinstate a Course</p> <p>When a course has been removed catalog, it must be reinstated before it can be offered and included in the course schedule.</p> <p>You may request that a course be reinstated if the Title 5 paperwork is on file. If the Title 5 paperwork has not been done, you must use the new course proposal form.</p>	<p>GOES TO: Submit to DIC for approval, then to CIC (Follow CIC calendar for submission deadlines)</p>

Action Wanted	What to Do
5. Request for Course to transfer	<p>FORM: For a new course, this should be indicated on the new course proposal form. For an existing course: send a memo request to the DIC for approval, then to CIC.</p> <p>GOES TO: Following approval, CIC submits to articulation officer, who then must submit to the CSU or UC and wait for approval.</p>
<p>For a new or existing course:</p> <p>IGETC: Add to/Delete from list</p> <p>CSU-GE list</p> <p>UC list of courses accepted for transfer system-wide</p> <p>UC Berkeley breadth requirements</p>	<p>(All requests must be first approved by CIC) Then: IGETC accepts requests the first week of December. CSU accepts GE requests the first week of December. UC does an update of the list of courses accepted system-wide every two years; time of the year when they request it is not set. UC Berkeley accepts requests for articulation to the breadth requirements any time, but the course must be already approved for the UC system-wide list.</p>
6. Request that course meet AA or AS degree or Certificate of Achievement requirements.	<p>FORM: Indicate on the new course proposal form for a new course. Send a memo request to the CIC for an existing course.</p> <p>GOES TO: Submit to DIC for approval, then to CIC (Follow CIC calendar for submission deadlines).</p>

Action Wanted	What to Do
<b>Other Information</b>	
<p>Change in policy (Chapters 2 &amp; 3) To add a new policy or procedure to the catalog, or to change an existing policy, please bring it to the appropriate shared governance committee.</p>	<p>FORM: Proposal Format or Problem Solving Backup Form.</p> <p>GOES TO: Appropriate shared governance committee for discussion; forwarded to College Council for final approval of the change, College Council should forward to the Senior Dean of Instruction.</p>
<p>Faculty, Emeritus Faculty listings (Appendix) To add a new instructor to the faculty list, to change a current listing, or to remove a faculty listing.</p>	<p>FORM: For <b>new instructors</b>, the human resources assistant prepares a form with name, department, and degree information as obtained from the college personnel records. The listing is sent to the Instruction Office assistant to add to the catalog. For <b>current faculty</b>, changes in the current information (such as adding a degree) should go through the human resources assistant, who will forward them to the Instruction Office secretary. Once faculty officially retire, names are obtained from the President's Office and they are moved to the emeritus list.</p> <p>GOES TO: Human resources assistant forwards to the Instruction Office assistant.</p>
<p>Change in services, hours If the change is something major that will affect the campus community, it should go to the appropriate shared governance committee. If it is minor, the office responsible should notify the Instruction Office of the change.</p>	<p>FORM: Proposal Format or Problem Solving Backup for major changes. None for minor changes.</p> <p>GOES TO: Appropriate shared governance committee for major changes. upon approval of the change, the appropriate committee should forward to the Instruction Office.</p>

<p align="center"><b>Course Information Additions &amp; Changes: The Process</b></p>
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Action Wanted	What to Do
<p><b>Process for new courses, course information additions or changes in the catalog that go to the DIC/CIC:</b></p>	<ol style="list-style-type: none"> <li>1. Originator submits to the Division Instruction Committee, which reviews it at the next meeting. If approved, the DIC signs off and forwards to the division chairperson, who also signs off. If not approved, the DIC returns it to the originator for changes.</li> <li>2. Division Dean reviews and signs off, and forwards to the College Instruction Committee.</li> <li>3. The Senior Dean of Instruction and the chairperson of the CIC review the submission. If ALL information is complete, they will put it on the agenda for the next meeting. If they find problems, it goes back to the originator for changes.</li> <li>4. Academic Senate secretary sends out an agenda for the next CIC meeting, so people can attend if they wish. Those who submit new courses or changes must attend, or CIC will not discuss the submission.</li> <li>5. CIC reviews the submission, and (1) approves it, (2) approves it with changes, or (3) returns it to the originator for more work.</li> <li>6. Approval:  <b>New Course:</b> The scheduling specialist completes a new course form for submission to the governing board, and forwards it to the President's Office for inclusion in the governing board, for board approval. After it has been approved, the scheduling specialist enters the information into the database system and into the catalog. She then sends copies to the faculty originator, the originator's division office, the matriculation officer, and the articulation officer.</li> </ol>

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Action Wanted	What to Do
<b>The Process (continued)</b>	<b>Course changes:</b> The scheduling specialist enters the changes into the database system and into the catalog.
	<b>New program major:</b> The Instruction Office notifies the state and waits for approval. When approved, the scheduling specialist enters the information into the database system and into the catalog.
	7. Articulation: When a request for articulation is approved by the CIC, the scheduling specialist sends the paperwork to the articulation officer.
	The articulation officer forwards the request to the campus or system where articulation has been requested. When CCC receives word back from the transfer institution that the course has been accepted, the articulation officer sends that information in writing to the scheduling specialist who enters it into the database system and into the catalog. Additions cannot be made until approval is received.
	8. Articulation for transfer major: When a request is received for a transfer major, the articulation officer corresponds with the department at the transfer institution to work out the major agreement.
	9. CAN system articulation: When a request is made to include CCC course in the California Articulation Number (CAN) system, the Articulation officer contacts CSU and UC member colleges to get agreement on a match. Acceptance by four campuses is required in order for a course to be approved as a CAN course. This can be done at any time. An official list of all approved CAN courses is published and distributed each spring.



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## Grading Policy

The following evaluative and non-evaluative symbols (grades) are used:

Grade and Description	Grade Points Per Unit
A    Excellent	4
B    Good	3
C    Satisfactory	2
D    Passing, less than satisfactory	1
F    Failing	0

- W**    **Withdrawal.** The grade given students who withdraw from a course within allowed time.
- I**    **Incomplete.** An incomplete grade must be made up no later than one year following the grade assignment or it will automatically revert to the alternate grade indicated by the instructor. Incompletes will be given only in such cases of emergency as accident, illness or family emergency. Petitions for time extensions may be made to the Admissions and Records Office for good cause only.
- P**    **Pass.** At least satisfactory; units awarded; not counted in GPA.
- NP**    **No Pass.** Less than satisfactory failing; units not counted in GPA.
- IP**    Administrative symbol indicating the course was in progress beyond the end of the term.
- RD**    Administrative symbol indicating delay in reporting grade.

### GRADING OPTIONS

Only in certain courses will a student be able to elect a Pass/No Pass option. Each of the courses in the Schedule of Courses is identified with one of the following designations:

- (1) "LR means course that only letter grades (i.e. "A" through "F") will be assigned to the course.
- (2) "P" means that all grades assigned in the course will be Pass or No Pass. A grade of Pass means the student has done "C" work or better; a grade of No Pass means course requirements were not satisfactorily met. As no grade points are assigned to these grades, the grade point average will not be affected, although students earning a Pass grade will have the units applied toward the 60 required for the Associate degree. The University of California will accept as many as 14 units of Pass. No Pass will affect progress probation. Avoid Pass in your major field.
- (3) "SC means the student has the option of taking the course for letter grade or on a Pass/No Pass basis. The student will be asked to declare a preference by entering into a "contract" no later than the end of the fifth week for semester-length courses or 30 percent of the term for shorter courses. "Contract" cards are available only in the admissions office. Students are encouraged to discuss the implications of the Pass/No Pass grading system with their instructors or counselors.

(Example from the course schedule: ENGL 1A-02, MWF, 10:00-11:00, Staff, LA-106, LR

Students who wish to elect the Pass/No Pass option on courses with the SC symbol must file a contract in the admissions office by the end of the sixth week of school, or during the first 30 percent of instruction during summer session or short-term classes. This decision is final; it may not be changed after that date. Refer to the class schedule or class catalog for exact date for this option. Instructors should announce options and dates to their class(es). (Please see the appendix for an example of the contract form.)

### **WITHDRAWING FROM A CLASS**

The withdrawal dates for each class are printed at the top of each class roster. Instructors should announce the withdrawal deadlines for their classes to the students at the beginning of the term.

A student wishing to withdraw from a class, several classes, or from the college should complete an official student drop notice and submit this form to the admissions office (SSC-115) to establish the date that he withdrew. (Please see Appendix for an example of this form.) Submitting this withdrawal form is the student's responsibility, although the student's instructor(s) may elect to complete and submit the withdrawal form on the student's behalf.

The grade a student receives for a class from which he withdraws is governed by the college's grading policy, which takes into account the date of filing the official withdrawal form with the admissions office. It is recommended that students consult with their instructors before initiating withdrawal procedures.

The granting and recording of grades on withdrawal from a class are governed by the following conditions:

- (1) If a student withdraws from a class, and the withdrawal is reported by the student or the instructor to the admissions office during the first four weeks of instruction in a regular semester class, or during the first 30 percent of instruction in summer sessions or short-term classes, it will be recorded as a "WX" but will not appear on the student's official academic records.
- (2) A student may withdraw from a course or courses by submitting, or having his instructor submit, a written withdrawal notice to the admissions office. A grade of "W" will be recorded on the student's official academic record if the student withdraws from a regular semester course between the end of the fourth week and the end of the 14th week of instruction, or from a summer session or short term class between the completion of 30 percent and 75 percent of instruction.
- (3) If a student does not withdraw from a class by filing, or having his instructor file, an official withdrawal notice with the admissions office within the time allowed (by the end of the 14th week of instruction in regular semester classes, or by the completion of 75 percent of instruction in summer session and short term classes), he will receive an authorized grade other than a "W."

Exceptions are made under extenuating circumstances. The vice president will make the determination whether an exception will be made.

**ACADEMIC PROBATION AND DISMISSAL**

**Probation:** When students have attempted at least 12 units in ALL college work and their grade point average (GPA) in ALL units is under 2.0, the student will be placed on academic probation.

**Dismissal:** Any student whose cumulative GPA (in ALL units) is under 2.0 for three consecutive semesters shall be dismissed unless that student's GPA in the most recent semester is 2.25 or higher.

**PROGRESS PROBATION AND DISMISSAL**

**Probation:** When a student has attempted at least nine units in ALL college work and 50 percent or more of the grades in ALL units enrolled are "W," "I" or "NP," the student will be placed on progress probation.

**Dismissal:** After three consecutive semester of progress probation, a student shall be dismissed unless a percentage of completed units in the most recent semester exceeds 50 percent of units enrolled. See the college catalog for a more detailed explanation.

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### **CCC Course Materials Fee Procedure**

Reference: Adopted by College Operations Council, March 28, 2011  
Approved at College Council, May 11, 2011

#### **Required Course Materials Fee**

If a course has a required materials fee, students must pay this fee either as part of course registration or at the Cashier's Office by the census date. Course materials fees are charged when it is more cost effective for the college to provide students with materials that they will need to complete class assignments. Completed class assignments/projects using the materials become the students' property. For example, materials such as clay or glazes or individual licensed software programs that students may use out of class are purchased by the college and distributed to the students at the beginning of the semester or at the point when the course material is required for an assignment.

#### **Course Materials Fee Determination and Verification**

- Course materials are purchased by the college and a fee charged to students when the cost, convenience, and/or quality of the college-purchased materials is more beneficial to the student and program than what students could purchase on their own.
- Each semester, the college and departments overseeing classes with materials fees are required to verify that the expenses for the materials purchased correspond to the materials fee that is charged to students. Adjustments will be made to future materials fees to ensure that students are charged fees that cover only the cost of purchased materials.
- By the end of the semester, the department will send a written materials fee verification report to the division dean and business officer. If materials fee adjustments are needed, they can then be made in the appropriate schedule of classes.

**Administrative Procedure: Program Revitalization, Suspension and/or  
Discontinuance**

**Reference: Education Code 78016; Title 5, 51022, 55130  
Adopted by: College Council on May 2, 2012**

**Background**

In accordance with Title 5, Section 51022, "College districts are required by regulation and statute to develop a process for program discontinuance and minimum criteria for the discontinuance of occupational programs."

and

In accordance with Contra Costa Community College District Board Policy 4008, subsection 4.1, "modification and discontinuation of course and programs shall be made using the procedures established by each college."

and,

In accordance with Contra Costa Community College District Curriculum and Instruction Procedure 4008, subsection 4b, "Modification and discontinuance of programs shall be made using the college's program review process and any review required by outside agencies for each college."

and,

In accordance with Contra Costa Community College District Curriculum and instruction Procedure 4008, subsection 4d, "A review of program performance with the faculty members involved and the appropriate departments/divisions should take place before a program is designated as "in trouble". Prior to the development on campus of a formal "program in trouble" recommendation, both the Academic Senate president and the United Faculty vice president on campus should have direct discussions with the college president regarding why the program is in trouble."

and,

In accordance with the Academic Senate for California Community Colleges (ASCCC) recommendation that local senates, in consultation with the collective bargaining agent, develop a process for program discontinuance that takes into account the following issues:

- Impact on student learning, goals and needs,
- Affect on the balance of the college curriculum,
- Impact on educational and budget planning, and
- Changes in regional economic and training conditions

therefore,

The Academic Senate Council of Contra Costa College has written a policy statement on campus Program Revitalization, Suspension and/or Discontinuance in accordance with Title 5, section 51022, Contra Costa Community College District Board Policy 4008, subsection 4.1, Contra Costa Community College District Curriculum and Instruction Procedure 4008, subsection 4b, and 4d, and with consideration of the recommendations and guidelines of the Academic Senate for California Colleges (ASCCC). The primary purpose of this policy is to

establish criteria and guidelines for decisions regarding the revitalization, suspension, and/or discontinuance of programs proposed for such action. Following due process and using appropriate data, this policy will ensure that all programs under consideration for suspension or discontinuance must be proposed for such consideration using the policy guidelines stated herein.

**Administrative Policy: Program Revitalization, Suspension and/or Discontinuance**  
**Definitions**

An **Instructional Program** is defined as a discipline and as an organized sequence or grouping of courses leading to a defined objective such as a major, degree, certificate, license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education.

**Suspension** is defined as the discontinuance of a program for a period not to exceed three years and shall include the requirements for revitalization after that period.

**Discontinuance** is defined as a Governing Board action to permanently close an instructional program.

**Revitalization** is a process to develop a comprehensive plan to strengthen an Instructional program.

**Policy Summary**

When a program's effectiveness is in question due to the content of its Program Review or its associated Validation Report, and has demonstrated to be in need of further review for possible revitalization, suspension or discontinuance based on a number of factors, this policy provides the process and procedure for such programs to be considered for revitalization, suspension, and/or discontinuance as defined later in this policy.

**There are five stages to the Program Revitalization, Suspension and/or Discontinuance Process:**

- **Stage One: Proposal Request (Appendix A)**
  - o A Proposal Request for Program Revitalization, Suspension, and/or Discontinuance must be evidenced by the content of a Program Review and its associated Validation Report.
  - o Any full-time faculty member in the program, Department Chair, Division Dean, Senior Dean, or College Vice President, may prepare a Proposal Request Form and present it to the College Council for their approval to initiate the Program Revitalization, Suspension and/or Discontinuance Process.
  - o Multiple indicators must be checked on the Proposal Request form for the proposal to be considered valid by the College Council.
  - o Each Proposal Request form must be signed by one of each of the following three personnel: one program faculty member, the division dean of record, and the college vice president.
  - o Each signed Proposal Request must be presented as an agenda item to the College Council.
- **Stage Two: Review of Proposal Request– College Council**
  - o If a Proposal Request is approved by the College Council, a Task Force is assigned by the Council to convene work on a recommendation report for the program to be continued, revitalized, suspended, or discontinued.
  - o If a Proposal Request is denied by the College Council, the meeting minutes must reflect the reasons for the denial of the request

- **Stage Three: Program Analysis Forms ( Appendices B & C)**
  - o If the Proposal Request is approved by the College Council, the program's division dean, department chair, lead faculty member or coordinator, and the Office of Research and Planning will complete a Program Analysis Form within two weeks.
  - o These Program Analysis Forms are a report on current and past quantitative and qualitative data on the program that must be researched and reported so that the Task Force can make an informed recommendation to the College Council regarding the program's continuance, revitalization, suspension, or discontinuance.
  - o The completed Program Analysis Forms will be submitted to the co-chairs of the Task Force, who will then begin work analyzing the data provided.
- **Stage Four: Task Force Program Recommendation Report**
  - o The Task Force will evaluate the Program Analysis Forms and present a recommendation report to the College Council for consideration regarding the continuance, revitalization, suspension or discontinuance of the program.
- **Stage Five: Decision – College Council**
  - o The College Council will evaluate the Task Force Program Recommendation Report and make a decision to continue, revitalize, suspend, or discontinue a program based on the recommendations of the Task Force.
  - o The college president has full responsibility and authority to implement the decision of the College Council.

## 1. CRITERIA AND GUIDELINES FOR THE DECISION-MAKING PROCESS

### a. Initiation of the Process

- i. A Proposal Request for Program Revitalization, Suspension and/or Discontinuance must be evidenced by the content of a Program Review and its associated Validation Report.
- ii. A program may be recommended for program revitalization, suspension and/or discontinuance with the Proposal Request Form (Appendix A) by a full-time faculty member in the program, Department Chair, Division Dean, Senior Dean, or College Vice President.
- iii. The Proposal Request Form for program revitalization, suspension and/or discontinuance must be proposed to the College Council with multiple indicators, which may include, but are not limited to the following:
  1. Weak enrollment trend
  2. Insufficient frequency of course section offerings to assure reasonable availability for students to complete the program within its stated duration
  3. Poor retention within courses
  4. Poor term-to-term persistence for those students in courses in the major
  5. Documented changes in the job-market, community/student needs or interests, transfer requirements

- 
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6. Diminished outside funding sources
  7. Program creates financial hardship for the institution
  8. Lack of available qualified program personnel
  9. Outdated curriculum
  10. Outdated equipment
  11. Outdated facilities
- iv. The Proposal Request Form must be presented on a College Council agenda for approval. If the College Council approves the proposal, a Task Force will be convened to analyze all pertinent information and make a recommendation. In addition, the program's division dean, department chair, lead faculty member or coordinator, and the Office of Research and Planning will complete the Program Analysis Forms (Appendices B & C) within two weeks of College Council approval of the Proposal Request Form and submit this to the co-chairs of the Program Revitalization, Suspension, and/or Discontinuance Task Force appointed by the College Council.
- b. Program Revitalization, Suspension, and/or Discontinuance Task Force
    - i. The Task Force shall be composed of the following:
      1. Chair of the Program (Co-Chair with faculty member as described below)
      2. Division Dean or designee of the program. If the program has an academic director, the director will also serve.
      3. A Faculty member who teaches in the Program
      4. Academic Senate President or designee
      5. Chair of the College Instruction Committee (CIC) or designee
      6. United Faculty Vice President or designee
      7. A representative of the College Council
    - ii. The Task Force will be co-chaired by a faculty member to be selected from, and by, the membership of the Task Force. The responsibilities of the co-chairs of the Task Force will include, but are not limited to, the following:
      1. Consultation with the Office of Research and Planning and other resources to validate the information being used in determining recommendations.
      2. Maintenance of objectivity and integrity during the entire process.
      3. Meeting minutes recorded for each meeting.
      4. The production of a Task Force Recommendation Report (Appendix D) within 90 days of the formation of the Task Force that will specify the outcome of its research and deliberations and make specific recommendations for action, complete with timelines.
    - iii. The Task Force Recommendation Report must include the following:
      1. A recommendation for the program's continuance, revitalization, suspension, or discontinuance;
      2. A summary of the reasons for the recommendation;



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3. A summary of the process used by the Task Force;
  4. A review of the Program Analysis Forms (Appendices B & C) and all data consulted; and
  5. A detailed assessment of the recommendations' impact of the college's overall educational program and budget, as well as its impact on all students, faculty and staff involved.
- c. Possible Recommendations provided by the Task Force Recommendation Report (Appendix D)
- i. Program Continuance – A program may be recommended to continue without any qualifications or recommendations.
  - ii. Program Revitalization – A program may be recommended to continue with qualifications. These may include, but are not limited to, specific interventions designed to improve the viability and responsiveness of the program. Examples of Program Revitalization may include:
    1. A plan of action to enhance the performance and effectiveness of an existing program, discipline or department, which could include establishing training/professional development for faculty and/or curriculum changes/updates.
    2. A recommendation to restructure an existing program, discipline or department for greater effectiveness, including restructuring or joining of smaller department into a larger one, or splitting the program into smaller departments.
    3. A recommendation to develop a new program from the existing program.

The Task Force Recommendations Report for Program Revitalization shall include a timeline during which these interventions will occur and expected outcomes will be outlined. All interventions and timelines will also be communicated in writing to the division dean, chair of the program, and the college vice president. After the specified revitalization period is completed, the program will be reviewed again on a regular program review cycle with a completed Program Review and associated Validation Report.

- iii. Program Suspension - a Program may be recommended for a one- to three- year temporary suspension. Any recommendation for program suspension must include the criteria used to arrive at the recommendation. Examples or reasoning for the temporary suspension may included, but are not limited to:
  1. Safety issues,
  2. Equipment purchase update,
  3. Unqualified faculty,
  4. Regulatory suspension, and/or
  5. Lack of funding resources.

The Task Force Recommendation Report for Program Suspension shall consider and/or include the following:

1. A detailed plan and recommended timeline for the suspension of the program with the least impact on students, faculty, staff and the community.
  2. An impact report explaining how phasing out the program for suspension will affect students, faculty, staff, and the community based on the Program Analysis data (Appendices B & C)
  3. The amount of cost savings achieved by virtue of the program's suspension.
  4. Recommendations for how currently enrolled students may continue their program of study or a plan for students to meet their educational objectives through alternative means while the program is under suspension.
  5. The requirements of collective bargaining for faculty and staff, including application of policies for reduction in force and opportunities.
- iv. Program Discontinuance – A recommendation to discontinue a program, discipline or department will occur when, after a full evaluation study, it is concluded that it is no longer in the best interest of the college, its students, and the larger community for the program to continue. Any recommendation for program discontinuance must include the criteria used to arrive at the recommendation.

The Task Force Recommendation Report for Program Discontinuance shall consider and/or include the following:

1. A detailed plan and recommended timeline for phasing out the program for discontinuance with the least impact on students, faculty, staff and the community.
  2. An impact report explaining how phasing out the program for discontinuance will affect students, faculty, staff, and the community based on the Program Analysis data (Appendices B & C)
  3. The amount of cost savings achieved by virtue of the program's discontinuance.
  4. Recommendations for how currently enrolled students may continue their program of study or a plan for students to meet their educational objectives through alternative means.
  5. The requirements of collective bargaining for faculty and staff, including application of policies for reduction in force and opportunities for retraining for faculty and staff.
- d. Decision-Making Process and Implementation of Task Force Recommendation Report.

- i. The Task Force will present the Recommendation Report for Program Revitalization, Suspension and/or Discontinuance to the College Council for comment and approval. If the Recommendation Report is approved by the College Council, the college president has full responsibility and authority to implement this decision as designee of the Board of Governors.
- ii. If the college president decides to implement the approved Recommendation Report for Program Revitalization, Suspension and/or Discontinuance, the affected college vice president (s), division dean(s), faculty and staff will develop the actual program revitalization, suspension and/or discontinuance timeline, taking into consideration the following:
  1. Faculty reassignment by FSA or termination
  2. Staff reassignment or termination
  3. Alternatives for students to complete program degree(s) and/or certificates.
  4. Redistribution/discontinuance of equipment, supplies, facilities, and budget.
- iii. If the college president decides not to implement the approved Recommendation Report for Program Revitalization, suspension, and/or Discontinuance, then he or she shall communicate the specific reasons in writing to the College Council.
- iv. The college president shall report the final decision regarding the Program Revitalization, Suspension, and/or Discontinuance to the Board of Governors with the reasons for the recommendation.
- v. A program may not be placed on the list of “programs in trouble” as part of the Contra Costa College Annual Educational Planning Report to the Board of Governors if the program has not undergone the processes and procedures specified under this administrative procedure.

If the final decision is to suspend or discontinue the program, then the college vice president, the Academic Senate Council, United Faculty, appropriate division deans(s), academic director(s), and/or program instructor(s) will participate in the following steps:

1. Consult with affected faculty and staff member(s) regarding the employment rights.
2. Consult with students regarding their options for program completion or transfer.

**Appendix A: PROPOSAL REQUEST FORM**

**Request to Initiate a Program Revitalization, Suspension, or Discontinuance Process**

The following program may be a candidate for Program Revitalization, Suspension, or Discontinuance:

**Program Name:** \_\_\_\_\_

- This Proposal Request must be supported by the findings reported in the program's Program Review or its associated Validation Report.
- This Proposal Request shall be presented on a College Council meeting agenda, and the Council will determine if a Task Force should be convened to evaluate the program for continuance, revitalization, suspension, or discontinuance.
- If the Proposal Request is approved by the College Council, the program's division dean, department chair, lead faculty or coordinator, and the Office of Research and Planning will complete the two Program Analysis Forms (Appendices B & C) within a two-week period and submit it to the college vice president.
- The Task Force will be composed of the chair of the program (Co-Chair with faculty member as described below), Division Dean or designee, Vice President or designee with district wide-knowledge, program coordinator or academic director (if applicable), a faculty member in the discipline, or related discipline, Academic Senate President or designee, Curriculum Committee Chair (CIC) or designee, United Faculty Vice President or designee, ASU President or designee, and Classified Senate President or designee. The Office of Research and Planning will also participate to complete the Task Force Recommendation Report.

Please check the multiple indicators that provoke the initiation of a Program Revitalization, Suspension or Discontinuance Process. Please attach the program's most recent Program Review and its associated Validation Report to this proposal request. Signatures are for the purposes of notification only.

<b>MULTIPLE INDICATORS (please check multiple indicators below and be prepared to explain each)</b>	
<input type="checkbox"/>	Weak enrollment trend
<input type="checkbox"/>	Insufficient availability of courses for students to complete the program within its stated duration
<input type="checkbox"/>	Poor retention within courses
<input type="checkbox"/>	Poor term-to-term persistence for those students in courses in the major
<input type="checkbox"/>	Documented changes in the job market
<input type="checkbox"/>	Documented changes in community/student needs or interests
<input type="checkbox"/>	Change in transfer requirements
<input type="checkbox"/>	Diminished outside funding resources
<input type="checkbox"/>	Program creates financial hardship for the institution
<input type="checkbox"/>	Lack of available qualified program personnel
<input type="checkbox"/>	Outdated curriculum
<input type="checkbox"/>	Outdated equipment
<input type="checkbox"/>	Outdated facilities
<input type="checkbox"/>	Other:

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program faculty member (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASU President

\_\_\_\_\_  
Date



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**Appendix C**

**PROGRAM ANALYSIS FORM — QUALITATIVE DATA  
PROGRAM REVITALIZATION, SUSPENSION AND/OR DISCONTINUANCE**

This report will address all applicable criteria below unless information is unavailable or not applicable.

**Qualitative Indicators**

1. The Discipline's pedagogical methods, analyses, and techniques currently used appropriate and updated compare to three successful programs outside the institution?

2. The impact the action will have on the general education curriculum or the curriculum of other programs.

3. The effect on students as a result of the discontinuance of the program

4. The college's ability or inability to provide the resources to maintain the program.

5. Evidence supporting declining demand for service or skills

6. A copy of the program review and recommendations.

7. The potential impact on diversity at Contra Costa College.

8. The ability of students to complete their degree or certificate or to transfer. This includes maintaining the catalog rights of students.

9. Effects on local business and industries - i.e., declining market/industry demand (local, regional)

10. Availability of the program at other community colleges.

11. If this is a grant-funded program, what was the agreed institutional commitment for the campus to continue this program?

12. List specific financial resources required to sustain the program:

- A. Faculty compensation FT/PT
- B. Support Staff compensation
- C. Facilities costs annualized
- D. Equipment costs annualized
- E. Supplies cost annualized



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## Appendix D

### **GUIDELINES: THE TASK FORCE RECOMMENDATION REPORT FOR PROGRAM REVITALIZATION, SUSPENSION OR DISCONTINUANCE**

#### **Composition of Task Force**

The Task Force shall be composed of the following:

- Chair of the program (Co-Chair, with faculty member as described below)
- Division Dean or designee\*
- Vice President or designee with district-wide knowledge
- A faculty member who teaches in the discipline or a related discipline
- Academic Senate President or designee
- Chair of the Curriculum Committee (CIC) or designee
- United Faculty Vice President or designee
- ASU President or designee
- Classified Senate President or designee

\*If program has a director, the director will also serve.

The Task Force will be co-chaired by a faculty member to be selected from and by the membership of the Task Force.

Duties of the Task Force Co-Chairs should include but not be limited to:

- Ensuring the Task Force consults with the Office of Research and Planning and other personnel and/or resources to validate information being used in determining recommendations.
- Maintaining objectivity and integrity in the process.
- Ensuring minutes are recorded for each meeting.
- The production of a Task Force Recommendation Report
- 

Within 90 days of the formation of the Task Force, it will produce a Task Force Recommendation Report specifying the outcome of its research with specific recommendations for action, complete with timelines. This Recommendation Report must include the following:

- The name of the program
- A recommendation for the program's continuance, revitalization, suspension, or discontinuance
- A summary of the reasons for the recommendation
- A summary of the process used by the Task Force.
- A review of the Program Analysis Form and all data consulted.
- A detailed assessment of the impact of this recommendation on the college's overall budget and educational programs, as well as its impact on all students, faculty, and staff involved.

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## Possible Recommendations of the Task Force Recommendation Report

1. **Program Continuance** - A program may be recommended to continue without any qualifications or recommendations.
2. **Program Revitalization** - A program may be recommended to continue with qualifications. These may include, but are not limited to, specific interventions designed to improve the viability and responsiveness of the program. Examples of Program Revitalization may include:
  - A plan of action to enhance the performance and effectiveness of an existing Program, discipline or department, which could include establishing training/professional development for faculty and or curriculum changes/updates.
  - A recommendation to restructure an existing program, discipline or department for greater effectiveness, including restructuring or joining of smaller departments into a larger one, or splitting the program into smaller departments.
  - A recommendation to develop a new program from the existing program.

The Task Force Recommendation Report for Program Revitalization shall include a timeline during which these interventions will occur and expected the outcomes. All interventions and timelines will be communicated in writing to the department chair, division dean and college vice-president. After the specified revitalization period is completed, the program will be reviewed again on a regular program review cycle with a completed Program Review and associated Validation Report.

3. **Program Suspension** — A program may be recommended for a one to three year temporary suspension.

Any recommendation for program suspension must include the criteria used to arrive at the recommendation. Examples or reasoning for the temporary suspension may include but are not limited to:

- safety issues,
- equipment purchase update,
- unqualified faculty,
- regulatory suspension, and/or
- lack of funding resources.

The Task Force Recommendation Report for Program Suspension shall consider and/or include the following:

- A detailed plan and recommended timeline for the suspension of the program with the least impact on students, faculty, staff, and the community.
- An impact report explaining how phasing out the program for suspension will affect students, faculty, staff, and the community based on the Program Analysis data (Appendices B & C).
- The amount of cost savings achieved by virtue of the program's discontinuance.
- Recommendations for how currently enrolled students may continue their program of study or a plan for students to meet their educational objectives through alternative means while the program is under suspension.
- The requirements of collective bargaining for faculty and staff, including application of policies for reduction in force and opportunities for retraining of faculty and staff, if necessary, while the program is under suspension.

**4. Program Discontinuance** — A recommendation to discontinue a program, discipline or department will occur when, after a full evaluation study, it is concluded that it is no longer in the best interest of the college, its students, and the larger community for the program to continue. Any recommendation for program discontinuance must include the criteria used to arrive at the recommendation.

The Task Force Recommendation Report for Program Discontinuance shall consider and/or include the following:

- A detailed plan and recommended timeline for phasing out the program for discontinuance with the least impact on students, faculty, staff and the community.
- An impact report explaining how phasing out the program for discontinuance will affect students, faculty, staff, and the community based on the Program Analysis data (Appendices B & C).
- The amount of cost savings achieved by virtue of the program's discontinuance.
- Recommendations for how currently enrolled students may continue their program of study or a plan for students to meet their educational objectives through alternative means.
- The requirements of collective bargaining for faculty and staff, including application of policies for reduction in force and opportunities for retraining of faculty and staff.

### **Evidence**

The Task Force Recommendation Report must be based on a broad and thorough investigation of factors relating to the benefits of a program for students, for the college, and for the community served by Contra Costa College. The Task Force shall gather and evaluate the appropriate evidence as they formulate their recommendations, and this evidence shall include, but is not limited to, the following:

- Program Analysis Forms (Appendices B & C)
- Relation of the program to the College Mission, Vision, and Values Statements
- Relation of the program to the Strategic Plan
- Relation of the program to the Educational and Facilities Master Plan
- Outside expert opinion from professional publications, organizations, and/or other institutions
- Projected impact on overall educational program, students, faculty, college budget and community

The Task Force process for gathering information may include interviews with faculty, staff and students involved in the affected area and in related instructional areas. Outside experts, faculty and/or administrators from other institutions may be consulted. In addition, the Task Force shall consult when necessary with District, regional, and State agencies and institutions overseeing specific types of programs, such as certain vocational programs.

### **Decision**

1. The Task Force will present the Recommendation Report for Program Revitalization, Suspension, or Discontinuance to the College Council for comment and approval. If the Recommendation Report is approved by the College Council, the college president has full responsibility and authority to implement this decision as designee of the Board of Governors.
2. If the college president decides to implement the approved Recommendation Report for Program Revitalization, Suspension, or Discontinuance, the affected vice president(s), division dean(s), department chair, faculty, and staff will develop the actual program revitalization, suspension, or discontinuance timeline, taking into consideration the following:

- Faculty FSA's reassignment or termination
  - Staff reassignment or termination
  - Alternatives for students to complete program degree(s) and/or certificates.
  - Redistribution/discontinuance of equipment, supplies, facilities, and budget.
  -
3. If the college president decides not to implement the approved Recommendation Report for Program Revitalization, Suspension, or Discontinuance, then he or she shall communicate the reasons in writing to the College Council.
  4. The college president shall report the final decision regarding the program's revitalization, suspension, or discontinuance to the Board of Governors with the reasons for the recommendation.
  5. A program may not be placed on the list of "programs in trouble" as part of the Contra Costa College Annual Educational Planning Report to the Board of Governors if the program has not undergone the processes and procedures under this administrative procedure.
  6. If the final decision is to suspend or discontinue the program, then the college vice president, the Academic Senate president, United Faculty vice-president, appropriate division dean(s), academic director(s), and/or program instructor(s) will participate in the following steps:
    - A. Consult with affected faculty and staff member(s) regarding their employment rights.
    - B. Consult with students regarding their options for program completion or transfer.
    - C. Develop a detailed plan for the future of the facilities and assets of the program.

**Section  
F6000**

**Central Services**

## **Telephones**

The College telephone number is (510) 235-7800.

The College's telephone system is a Shortel Shoreware Voiceover IP (VoIP) system. If you have problems with your telephone, please contact the District help desk at **ext. 16888** or **send an e-mail to [IT-help@4cd.edu](mailto:IT-help@4cd.edu)**. Include your name, location of the telephone, and the phone number-extension when reporting your problem.

**Offices:** If an entire office is to be closed for a period of time (such as half a day for an in-service training, or because everyone went to a workshop), please leave a greeting on your office phone notifying the caller of your office closure.

### **Some tips for telephone efficiency/etiquette:**

- If you are asking someone to return your call, tell them a time when you should be available, so they don't have to keep calling.
- When you call someone and the person is not available, leave a message telling the person what the call is about. That way they will know why you are calling, in case they need to locate information before returning your call. Ask your callers to do the same.
- If you are asking for information, and don't really need to speak to the person, specify what you want to know, and ask the caller to leave a message on your voice mailbox, and give the number.
- If someone off campus will be calling you frequently, tell them your extension and/or your direct phone number with area code.

### **Using your telephone:**

Instructions for using the telephone/voicemail system are printed in the front of the campus phone directory.

**Calls to number outside area code 510:** If your phone has access outside the area code, you may direct dial the number.

If you do not have long distance phone calling privileges, you can ask your manager to request the access by contacting the district help desk (contact information is listed above).

### **Suggested Telephone Guidelines for Excellent Customer Service**

When you answer a telephone call, you are often the very first person at the college with whom the caller has contact. How you treat the caller will make a lasting impression, and may very well be the deciding factor in whether that caller chooses Contra Costa College.

When answering your telephone, try to . . .

- Smile and take a deep breath.
- Use a clear and slow business voice.
- Pick up the call by the third ring before it goes into voicemail.
- Give your undivided attention to the caller--stop what you are doing.
- Be patient and concentrate on what the caller is saying.
- Try to help the caller yourself, rather than transfer him/her to someone else. It conveys the message that you care about the caller, and that you also know about the College.
- Give feedback/alternatives--repeat information/questions back to the caller.
- Be reassuring to the caller that if you are unable to help him/her, you will find someone who can help.
- Be specific when giving out information.
- Be accurate when giving out information. If you aren't sure, tell the caller you want to check to make sure you are right, and ask him/her to hold while you do so.
- If it is necessary to transfer the call, always give the extension number to the caller before transferring the call.
- If you know in advance that the person to whom you are transferring the call will not be there, tell the caller, and suggest a good time to call back, or remind the caller to leave a voice mail message.

## **How to Use the Media Design (Graphics) Department**

### **WHAT CAN THE MEDIA DESIGN DEPARTMENT DO FOR ME?**

The mission of the Media Design Department is to support student learning and success by providing media design services to the college's administration, faculty, and classified support services.

Examples of the kinds of projects in which the media design department will assist:

- Organize current instructional information into a uniform format for the purposes of creating a course syllabus.
- Assist instructors in creating new information for course syllabi.
- Work with instructor to produce in-class information.
- Produce program and services brochures in conjunction with the public information office as part of the college's marketing strategy.
- Design and lay out official college publications and forms, i.e. student handbooks, college catalog, schedule of courses.
- Produce original artwork, illustrations, photography in response to college need.
- Assist instructor in choosing appropriate media for any classroom instruction or project, and offer training necessary for effective use of the media.
- Produce camera-ready art for printing by the production lab on campus or by an outside supplier.
- Produce FYI's--course information flyers (please refer to college policy on FYI's, section C).
- Make posters for events.
- Produce programs, tickets, invitations for college events.

Historically, most of the above projects are completed as printed material. As learning needs change and different media are required, we will deliver this information on film, computer disk, etc.

Please do not hesitate to talk to the media design department about any job you have or are planning. Media design staff are available on a varying schedule Monday and Tuesday in AA-219E.



**WHAT IS REQUIRED TO GET THIS ASSISTANCE?**

**1. Fill out a a Media Design Department Materials and Services Receipt.**

The form must be completely filled out, and signed by the appropriate division chair with the department code on it. Materials charges are billed to the departments requesting work via this form. Specific due dates (month and day) must be on the form. ASAP cannot be considered a due date. Be sure to plan for lead time for the final printing stage. Be sure that the date requested is the final printed product date, as the planning process uses this as a benchmark. (Forms may be obtained from the division office or the media design department.)

A Media Design Department Materials and Services Receipt must be completed for any job using color printing, lamination, or cardboard mounting. There is a materials charge for these services. A journal entry is required to transfer funds to media design for the materials.

**2. Submit all necessary copy or art.**

All copy, existing art or photos to be included must accompany the request before work can begin on any project. Ideally, extensive copy should be submitted on disk. Corrections and changes are inevitable but building documents, particularly lengthy ones, without all the pieces is not productive. Be sure the copy is correct and complete. Any changes other than typos will require at least an additional 5 to 10 working days to complete.

**3. Plan ahead.**

Allow enough time for the media design department to meet your deadline. The deadline you write on the work request includes any printing time. The jobs are generally processed in the order that they are received.

The number of projects in the media design department varies, so check with the department to see what is possible. We encourage you to deliver your job in person so that we can answer any questions you have and perhaps facilitate a faster turn around.

Lead time for media design department work is 5 to 15 working days. This can vary considerably. Each revision will require additional lead time. Add 5 to 10 working days for any changes or additions other than typos. The production lab also needs additional lead time beyond the needs of the graphics department.

**Time Guidelines**

These time guidelines are estimates and may be increased or decreased due to factors such as job backlog, staffing, and seasonal requirements (e.g. catalog and schedule).

**Small Jobs - 5 working days**

A small job is defined as one which would require a small amount of design or keyboarding input.

*Examples of small jobs:* those requiring minor changes on already-created documents (1-2 pages) on the file in the media design department, creation of simple signs or documents (one page) which have no artwork, certificates (fewer than 10), laminating (1-3 items), and other comparable jobs.

**Medium Jobs - 10 to 15 working days**

A medium job is defined as one which would require creation of an original one-page document or any document requiring page design and layout, and inclusion of camera-ready, stock or simple original artwork.

*Examples of medium jobs:* certificates, flyers requiring information to be keyboarded and inclusion of stock or simple original artwork, short forms, scanning of text or artwork, more than 10 certificates or signs, changes on 3 to 10 pages of documents which are already on file in the media design department, invitations, lamination of 4 to 10 items, and other comparable jobs.

**Large Jobs - at least 20 working days (4 weeks)**

A large job is defined as one which would require creation of original multi-page documents (3 to 10 pages), or any document that requires original artwork generated by the media design staff. In addition, any artwork that needs to be redrawn or transferred or translated to a computerized version is considered to be a large job, as are long documents requiring extensive keyboarding or formatting, and any job requiring photography.

*Examples of large jobs:* flyers or posters needing original artwork, logos, brochures, full page forms, more than 10 signs or certificates, lamination of more than 10 items, photo shoots, color jobs, maps, and other comparable jobs.

**Special Jobs - to be determined on a job-by-job basis:**

Any job that does not fall into the above categories and is not a syllabus is considered a special job.

*Examples of a special job:* book design, creation of original documents larger than 10 pages, jobs that include multiple related elements (e.g. invitation, response card, program, signage, nametags, etc.), and other comparable jobs.

**Syllabi - at least one month, but to be determined on a job-by-job basis:**

Before any syllabus reaches media design, it must be approached by the Bookstore Manager, ext. 4319. If you have significant changes to a syllabus and cover which we already have on file, a month lead time is required. If you are adding sections, making major changes, or totally redesigning your syllabus, it is possible that we will need more than one month lead time. If you need help in putting together an original syllabus, we will probably need to begin working on it one full semester before you need to have it completed. Each instructor is responsible for typesetting their syllabus.

**Certificates**

With the exception of official Certificates of Completion of Achievement (which require the CCC seal from the Admissions and Records Office), the maximum number of certificates for other purposes will be 50. A certificate template can be created for the client to duplicate and use when more than 50 certificates are required.

**Other Considerations:**

It will help us greatly if any text you give us is submitted on a ZIP, CD or 3.5 disk (if possible using Microsoft Word), typed, or legibly hand printed (for small amounts of text only).

Please compute extra time into your date of completion if the job:

- requires special supplies or materials that will need to be ordered or purchased off campus
- requires special hands-on attention (such as table top signs, mounting and laminating signs, laminating of nametags, or ID cards requiring equipment not located in the media design department)
- requires printing plates, color separations, service bureau attention, or off-campus printing.

**4. Proofread your job - both before submission and on completion.**

Proofreading submitted copy before media design starts working on it can save both time and frustration. The author is ultimately responsible for the correctness of the job. The media design department will not send work directly to the production lab. Proofing by the author is necessary before the job is ready for production. We prefer that the author deliver the job to production. After each proofing, any editorial or factual changes are made to a document (those that are not the result of an input error) will result in a delay of 5 to 10 working days.

**5. Return art to the media design department.**

All art (photos, designs, etc.) originating in the media design department must be returned to media design files after the job has been printed. This facilitates accessing any of its parts for future use.

The media design department is ready to serve, and will set up any special consultation hours at your convenience. Please feel free to stop by and discuss any and all media design requests.

### **Suggested Telephone Guidelines for Excellent Customer Service**

When you answer a telephone call, you are often the very first person at the college with whom the caller has contact. How you treat the caller will make a lasting impression, and may very well be the deciding factor in whether that caller becomes a friend or foe of the College.

We are a service business. There are 107 community colleges in California, and most of them offer the same basic education that we do. Our competitive edge will be in the service we offer, and the manner in which we offer it. It is our first opportunity to sell and excel.

When answering your phone, try to . . .

- Smile and take a deep breath.
- Use a clear and slow business voice.
- Pick up the call by the third ring before it goes into voicemail.
- Give your undivided attention to the caller--stop what you are doing.
- Be patient and concentrate on what the caller is saying.
- Try to help the caller yourself, rather than transfer him/her to someone else. It conveys the message that you care about the caller, and that you also know about the College.
- Give feedback/alternatives--repeat information/questions back to the caller.
- Be reassuring to the caller that if you are unable to help him/her, you will find someone who can help.
- Be specific when giving out information.
- Be accurate when giving out information. If you aren't sure, tell the caller you want to check to make sure you are right, and ask him/her to hold while you do so.
- If it is necessary to transfer the call, always give the extension number to the caller before transferring the call.
- If you know in advance that the person to whom you are transferring the call will not be there, tell the caller, and suggest a good time to call back, or remind the caller to leave a voice mail message.

## How to Duplicate/Reproduce Material

### When Should I Use Outside Printing Services?

All copying, printing and other reprographic needs may be obtained from Unique Printing located at 2934 Hilltop Mall Road, Richmond, CA 94806. E-mail address: [uniqueprinting007@yahoo.com](mailto:uniqueprinting007@yahoo.com). Telephone number is: (510) 222-7776 and Fax number is: (510) 222-9465. Faculty and staff should use Unique Printing for making multiple copies (more than 25), or for jobs that have special requirements, such as card stock, colored paper, or NCR paper.

- College letterhead and envelopes are available from the graphics department or business services supervisor.
- Campus maps are available from the business office.
- If you need more than 25 copies of instructional material, you should have it through an outside source. Making too many copies on the division copy machines results in more breakdown of those machines, as they are not designed for large jobs.

To use Unique Printing, complete a Unique Printing order form (available from Unique Printing). In order for Unique Printing to accept the job, the form must accompany the job order and must:

- Be filled out completely
- Be signed by the appropriate department chairperson or unit manager
- Include the department name and/or GL# necessary for billing.
- Include a specific date of completion.

### Please note:

1. If illustration or artwork is needed, contact the media design department. Please see "how to use the media design (graphics) department" in this section.
2. Do not submit copy that needs correction or re-typing
3. If there are any questions about copyright, reproduction of copy will be held up until questions are resolved. (Please refer also to the district's informational pamphlet, "Copyright Manual for Faculty and Staff," that may be obtained from the district office of educational programs and services.)
4. "FYI" flyers are to be created in accordance with College Procedures Handbook (C3002.0).

Instructors who use a significant number of handouts should consider designing a syllabus that could be sold in the bookstore.

<b>CCC</b> <b>College Procedures Handbook</b>	<b>COLLEGE</b> <b>POLICIES</b>	<b>F6003.0</b>
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## **How to Request Marketing Services**

Reference: College Procedure  
Provisionally Adopted by College Council - May 12, 2004  
To be reviewed in February 2005  
Revised at May 20, 2008 College Council

The marketing of Contra Costa College programs and services is supported by a variety of skills and talents through the Vice President, President, and offices that include the Marketing and Communications Coordinator and Media Design. These offices often receive more requests for extensive services than there is time to accommodate. Further, it is sometimes difficult to prioritize and respond to requests.

This procedure describes the process for faculty, classified staff, and managers to utilize marketing resources at Contra Costa College. It is designed to ensure that these resources are used most appropriately to achieve the mission and goals of the College while providing the most service to the broadest range of programs and services possible. It may also help requesters to focus on what specifically they require from marketing and what marketing will require from them in order to accomplish the task in the most efficient manner possible. It should simplify the process, as staff will submit one request for all marketing services, rather than submitting a request to each provider for the service desired.

This procedure is required for requests for basic services such as marquee announcements, event releases, for FYI's. However, the Marketing and Communications Coordinator has lead-time requirements for some services, including newspaper and electronic media deadlines, of a minimum of three weeks notice to submit event releases.

### **Process for Requesting Services**

Faculty members, classified staff, and managers who intend to launch projects that would benefit from CCC marketing services should use the attached form to request services. The form allows the requester to inform the Marketing Team of programs, events, and projects on campus while creating a record for marketing trends and needs of the College. It also indicates the level of support requested from the marketing team.

All Marketing Request Forms must be sent to the Marketing and Communications Coordinator. The media design staff will receive the Marketing Request Form from the Marketing and Communication Coordinator only. This process will enhance a more organized work environment for media design while informing the marketing team of the workload and graphic needs. The Marketing Request Form procedure will serve as a guide for the marketing team to ensure that marketing services are used to achieve the mission and goals of the College.

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### Request for CCC Marketing Services

This form is required to request marketing services, such as marquee announcements, press releases, and CCE-TV community bulletin. This form must be submitted by the 15<sup>th</sup> of the month prior to the event.

**Name of Department/Organization/Sponsor(s):**

**Today's Date:**

**Contact Person:**

**Ext.**

**Marketing Services Requested:**

- Press Release   
  Marquee   
  Master Calendar   
  Student Email   
  XWebsite   
  Video  
 eNewsletter Ad/Article   
  Graphic Design   
  Photography  
 Other:

**Describe your project/event: (you may use this space or attach a separate sheet)**

**What:**

**When: (start/end times)**

**Where:**

**Tickets: (cost/where to purchase) Free**

**For further information contact:**

**Additional information: (i.e. special guests/speakers)**



**I have the following attachments: (check all that apply)**

- Digital photo and/or clip art   
  Flyer   
  Other:

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#### FOR OFFICE USE ONLY

Distribution

**Marketing and Communications Coord.:** Press Release, Calendar, Marquee, Student Email, Campus Email

**Webmaster**

**Graphics**

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**Section  
G7000**

**Business Services**



<b>CCC College Procedures Handbook</b>	<b>Business Services</b>	<b>G7000.0</b>
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## Purchases: An Overview

Reference: District Business Procedures 11.00 thru 11.07

This section on purchasing will give a brief description of the various methods used for purchasing and accounting at the college and within the district. For more detailed information, please see the Business Services Office (AA-201).

All purchases must be approved in advance by the manager responsible for the budget that will pay for the purchase. There are several ways that purchases may be made. They are:

### **Vouchers**

- For amounts up to \$1,000 (including tax and shipping), supplies, equipment under \$1,000, and prepay orders.

### **Purchase requisitions**

- For equipment costing more than \$1,000, and for other purchases more than \$1,000 (totaling \$1,000 or more from a single vendor in a fiscal year).

### **Blanket purchase orders**

- To purchase perishable supplies; supplies and services which cannot be anticipated sufficiently in advance to allow processing in conformance with the purchasing calendar; or for services to be provided and paid for periodically throughout the year, such as maintenance of equipment rentals. Orders are issued only for amounts exceeding \$1,000.

### **District-issued credit cards**

- For purchases of smaller items via telephone and a credit card is required, or when the cost is small enough that billing is inappropriate or inefficient. May not be used to make purchases costing more than \$1,000.

### **Corporate Express**

- For purchases of office supplies. The district has a contract with Corporate Express that allows discounted prices.

### **Revolving Cash Fund**

#### **Petty Cash**

- For emergency purchases of materials and services, up to \$150.

#### **Cash Advance**

- Used for meal money when traveling.

Each method of purchasing has procedures and limits. The types of purchases that can be made with each method are listed here; this section also includes any special district or campus policies relating to these methods.

Each manager is responsible for ensuring that purchases are made within the limits of his/her budget.

Because of legal concerns, the district is very strict in adhering to spending limits and types of purchases. In addition, my purchase/goods or services with district funds must be delivered to the college.

Any purchase that varies from defined procedures, or for which there are no budgeted funds, will not be accepted as a District responsibility. **If an employee makes an unauthorized purchase or one for which there are not funds available in the college budget, it will be viewed as a personal transaction and reimbursement from District funds will be not made.**

**Supplies** are defined as material that is used up (such as office supplies, postage, food) in the normal course of business.

**Equipment** is anything that will be around for awhile (computers, furniture) and is considered as asset.

Please see this section for more information on the types of purchases and spending limitations allowed.

For more detailed information about purchasing and district business procedures, please refer to the CCCCD Business Procedures Manual, section 11.00.

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## Vouchers

Reference: District Business Procedures 11.15

### VOUCHERS:

***(Rule of thumb: Most ordinary purchases other than office supplies; NO equipment over \$1,000 per item, stated maximum amounts per transaction, which vary according to type of purchase.)***

With this method, an employee may order items and have the vendor bill the college. Please remember when ordering to ask the vendor to include your name and campus location (building and office number) on the shipment (when applicable) and the bill.

When the employee receives the bill, he/she then completes the voucher label form, has it signed by the manager in charge of the budget (or his/her designee), and forwards it to the campus business office. From there, the material is forwarded to the district business office. Checks are written at the district office twice a week.

Purchase of major equipment costing more than \$1,000 per item under the voucher procedure is expressly prohibited.

<b>Purchase:</b>	<b>Maximum amount:</b>
1. Repair of buildings .....	\$3,500
2. Repair of grounds .....	\$3,500
3. Repair of vehicles .....	\$1,500
4. Repair of office equipment .....	\$1,500
5. Repair of other equipment .....	\$1,500
6. Repair parts installed at time of service contract maintenance not covered under the service contract .....	\$1,000
7. Security services .....	\$1,000
8. Rental of equipment .....	\$1,000
9. Newspaper advertisements .....	\$1,000
10. Drama rentals and royalties .....	\$1,000
11. Film rentals .....	\$1,000
12. Subscriptions .....	\$1,000
13. Book purchases .....	\$1,000
14. Supplies and other miscellaneous expenses (includes minor equipment items costing \$1,000 or less per item) .....	\$1,000
15. Transportation .....	\$1,000

To make a payment on a voucher, submit an original invoice with an affixed signed voucher label.

The invoice is reviewed by business services and forwarded to the district office for payment.

***Purchase of equipment costing more than \$1,000 per item under the voucher procedure is expressly prohibited.***

Urgent repairs: The repair of defective or unsafe condition costing in excess of the stated maximum for a voucher is authorized under certain conditions.

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## Purchase Requisitions

Reference: District Business Procedures 11.04

### **PURCHASE REQUISITION:**

***(Rule of thumb: Equipment over \$1,000 per item; purchases over \$1,000 per fiscal year with the same vendor.)***

This method is used when you purchase an item or items that go beyond the spending limits for vouchers. The person purchasing may list a possible vendor or vendors, but it is up to the purchasing office to accept or reject it. Any purchase over \$5,000 requires prior District Governing Board approval, and state law requires a formal bidding process.

Purchase requisitions are input directly to the Datatel system. Please contact the Information Technology Department at the District office for training on the computer if needed.

<b>Item</b>	<b>Spending Limit</b>
<ul style="list-style-type: none"> <li>• Supplies <i>(Ordering is done by district purchasing office)</i></li> <li>• Equipment <i>(Approval needed from President's Office)</i></li> </ul>	<ul style="list-style-type: none"> <li>Up to \$1,000 per item, but no limit per purchase</li> <li>\$1,000 or more per item, less tax</li> </ul>

Purchase requisitions are costly and should be used only:

1. When purchasing individual items for over \$1,000 per item
2. When purchasing over \$1,000 per fiscal year with the same vendor

Purchase requisitions over \$5,000 require prior Governing Board approval, and for any purchase over \$5,000, state law requires a formal bidding process.

*(For items under \$1,000 or for total purchases under \$1,000 per fiscal year with the same vendor, you should order directly from the vendor and ask the vendor to bill the campus. When you receive the invoice, you will pay it through a voucher.)*

When a purchase requisition is required, it must include an exact description of the goods or services desired, the requested date of delivery, the GL number from which the purchase will be paid, and if known, a possible vendor and price.

*(On-line purchase requisitions may be input on the Datatel system by those authorized to do so.)*

***Items to be purchased with a purchase requisition may not be ordered prior to issuance of a purchase order by the district purchasing office.***

This will help avoid the problems that could result if the college Director of Business Services does not approve the request, or if the district purchasing office deems it necessary to call for bids. The originator of the request may, however, indicate a possible vendor and submit three price quotes, if they have been obtained. If an employee orders goods or services prior to the issuance of a purchase order by the district office, the goods must be returned to the vendor, or the bill paid personally by the employee with no reimbursement.

When the district has completed the process by finding a vendor, it will issue a purchase order to the vendor. The receiving clerk will check the order and will return a copy of the purchase order to the district, indicating that the order has been completed.

<b>CCC</b> <b>College Procedures Handbook</b>	<b>Business</b> <b>Services</b>	<b>G7003.0</b>
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## Blanket Purchase Order

Reference: District Business Procedures 11.10

### BLANKET PURCHASE ORDER

***(Rule of thumb: For perishable and/or ongoing services; for orders over \$1,000 only; no major equipment costing more than \$1,000; no capital items.)***

Blanket orders are purchase requisitions that cover more than a single purchase. This method is limited strictly to perishable supplies, to supplies and services that cannot be anticipated sufficiently in advance to allow processing in conformance with the purchasing calendar, or to services to be provided and paid for periodically throughout the year, such as maintenance or equipment or rentals. Orders shall be issued for amounts exceeding \$1,000 only.

Under no circumstances are major equipment items costing more than \$1,000, or capital items, to be acquired with blanket purchase orders.

To get a blanket purchase order, you must submit a purchase requisition, requesting a blanket purchase order for a specific service and for a specific length of time, and indicating why special handling through a blanket order is required. Requisitions for blanket orders are to be processed in May for the next fiscal year. A blanket purchase order is issued by the district. Then, as service is provided, you can pay bills against the total amount of the blanket order. In this way, the funds are encumbered against a specific general ledger (GL) number in your budget, until you have completed the service, or until the end of the budget year.

For payment, a signed original invoice must be submitted to the college Business Services Office.

Continuing orders shall be limited to:

- (1) perishable supplies,
- (2) supplies and services which cannot be anticipated sufficiently in advance to allow processing in conformance with the purchasing calendar, or
- (3) services to be provided and paid for periodically throughout the year, such as maintenance of equipment or rentals. Orders shall be issued **only for amounts exceeding \$1,000 per fiscal year.**

Approval for purchases must be obtained from the college's Director of Business Services; if approval is not obtained, the purchase will be viewed as unauthorized.

*If an employee makes an unauthorized purchase, it will be viewed as a personal transaction. The District will not assume responsibility, and reimbursement from District funds will not be made.*

#### **Process:**

Process online on Datatel as a purchase requisition. The item description must state that this is for a "blanket purchase order," and must include a summary of what is being ordered, an amount, and an effective period of time for which the blanket order is requested.

The Business Services Office will review, approve, and forward to the District Office for completion.

Once the blanket order is in place, you may pay bills against the order through the voucher process, indicating the blanket purchase order number instead of a GL number on the voucher payment label.

If you expend all of the funds before the end of the fiscal year, you may request an increase on a change order form (District form 7270) provided there are funds available in the original GL. The change order request should include the reason for the change, the GL number, the purchase order number and the vendor name. (See form in this section.)

If there is money left in the order at the end of the fiscal year (or at any point during the year, and you no longer have need for the continuing order, you may submit a change order form requesting that the blanket order be cancelled.

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### **Change Order Request**

A change order request form must be completed any time there is a change to a purchase order that has been issued by the district. Submit a change order request (form 7270) to increase, decrease or cancel an outstanding purchase order. Increases in orders will not be processed if the increase is more than permitted under the procedure followed to award the original order.

(Please note: If a purchase order or blanket purchase order still has a balance at the end of the fiscal year, it is not necessary to file a change order form. The order will automatically be cancelled by the district, and the money will revert back to the GL number against which the order was drawn.)

To: Director of Purchasing

From: \_\_\_\_\_  
(Department or Division Head)

Date: \_\_\_\_\_

Please issue a change order as follows:

Purchase Order No. \_\_\_\_\_

Vendor \_\_\_\_\_

Account No. \_\_\_\_\_

Change requested:

Increase order by (amount) \$ \_\_\_\_\_

Decrease order by (amount) \$ \_\_\_\_\_

Cancel remaining balance (amount) \$ \_\_\_\_\_

Cancel entire order

Reason for change order: \_\_\_\_\_

Item	Quantity	Unit	Description of Changes	Unit Price	Extension
			From:		
			To:		

Approved: \_\_\_\_\_  
(Location Business Officer)

Date Approved: \_\_\_\_\_

**DISTRIBUTION:**  
White to Purchasing Office  
Yellow to College Business Office  
Pink to Originator



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### Revolving Cash Fund

Reference: District Business Procedure 14.01  
(Please refer to District Business Procedures for complete regulations)

The District maintains Revolving Cash and makes allocations to each college. The amount for each college is set by agreement between the college and the chancellor.

The Revolving Cash Fund may be used for:

- (1) Emergency purchase of materials and services;
- (2) Meal money during travel by student groups properly approved and in the interest of the district.

#### **PETTY CASH**

***(Rule of thumb: Reimbursement for items bought, up to \$150 per GL per day.)***

This is for pre-approved, emergency purchases only. The limit is \$150 maximum per GL per day.

To use this method, be sure to obtain an original receipt with your purchase. You must then fill out the Revolving Cash Fund form (form 7261) and have it signed by the organizational unit head, sign the original receipt, and turn it in with the form to the cashier to receive your reimbursement. Please do not let petty cash purchases accumulate, as there is a limited amount of money in the petty cash fund.

Reimbursements will be done for the current fiscal year **only**.

1. The employees who obtains the service or material should complete District form 7261 for an expenditure reimbursement.
2. The form should be properly filled out. In the case of an expenditure reimbursement, the employee must include the nature of the expenditure, the date, total cost, the GL from which the money should be paid, his signature, and the signature of the organizational unit head, as well as a signed receipt.
3. Expenditures may not exceed \$150 per transaction.
4. When you have completed the forms and had them signed, take them to the cashier in H-42. Two copies of the form are required.

#### **CASH ADVANCE**

***(Rule of thumb: cash advances for athletic road trips and emergency purchases.)***

The College must request in advance from the district. The Business Services Office is not obligated to issue a check if the request is not submitted within the proper time frame.

1. If you are requesting a cash advance, please give the Business Services office ten days notice.  
Paperwork for all known athletic events should be submitted before the start of the season to allow the Business Office time to plan.

2. Cash advance forms (form 7261) must be completed, signed by the appropriate manager, and submitted to the Business Services Office (AA-201) at least 10 working days prior to the date the check is needed. Each form must be accompanied by back-up information that includes information about the event and the names of those attending.
3. Once the expenditure has been made, the person who received the check must turn in an invoice or receipt. The unexpended amount must be collected and receipted. If the amount spent was more than the amount received, the person requesting will receive the additional funds when an expense claim is submitted with all receipts.

***Please note:*** *Anyone who obtains cash in this manner must submit the appropriate paperwork immediately after the event; further cash advances will not be issued if there is paperwork outstanding. This is especially important to coaches who might request cash advances once or more each week.*

(Reimbursement, Advance or Prepayment)

Date advance needed \_\_\_\_\_

Date of event \_\_\_\_\_

Purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount \$ \_\_\_\_\_

Charge to Budget Account \_\_\_\_\_

Advance payable to: Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

College \_\_\_\_\_

Date written \_\_\_\_\_

Routing Instructions

send to Payee

send to other

Authorized by \_\_\_\_\_  
Department or Division Head

Approved by \_\_\_\_\_  
Location Business Officer

Custodian-Revolving Cash Fund  
  
(signature) \_\_\_\_\_

*District Accounting Office only:*  
Check if prepayment

Check No. \_\_\_\_\_

Approved by \_\_\_\_\_  
District Comptroller

<b>CCC</b> <b>College Procedures Handbook</b>	<b>Business</b> <b>Services</b>	<b>G7006.0</b>
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## Expense Claims

Reference: District Business Procedure 9.21 and 9.22  
(Please refer to District Business Procedures for complete regulations)

### EXPENSE CLAIMS

***(Reimbursement for out-of-pocket expenses; and mileage.)***

Expense claims are submitted by an employee to request reimbursement for direct out-of-pocket expenses. The form includes space for recording travel in your personal vehicle, as well as for lodging, meals, airfare, parking, bridge tolls, and other related travel expenses. Expenses must be approved in advance by the manager in charge of the budget against which expenses are claimed.

The back of the expense claim form lists allowable mileage for common destinations in the area, as well as meal allowances. Detailed register receipts for meals must be attached.

The employee must submit expense claim form (District form 7027), signed by the employee's supervisor, along with receipts, to the Business Services Office. A check will be issued to the employee by the district.

Please note that any college employee who attends a meeting or conference at district expense must submit an Administrative Leave Report form with his/her expense claim form, or reimbursement may not be approved. (Please see policy C3001 in the "College Policies" section.)

When an employee is authorized to attend an activity on behalf of the District, the following expenses will be reimbursed.

- A. Public carrier costs when use of a personal or District vehicle is not practical. **If a personal vehicle is used in lieu of air, mileage reimbursement will not exceed the value of round trip airfare.**
- B. Lodging, for the actual date of the meeting or conference.
- C. Telephone and telegraph charges required in connection with District business.
- D. Parking, taxi, bridge tolls, and checking fees, with receipts.
- E. Registration fees.
- F. Gratuities in accordance with local custom. The amounts shall be included in the applicable expense item.

Claims for reimbursement of expenses should be submitted no later than the fifth of the month for expenses incurred in the previous month.

**Mileage:** To complete the mileage portion of the form, record the date on which you used your vehicle, the purpose, where you went (all travel is assumed to be to and from the college), and the total number of miles. The rate of reimbursement per mile is set by the District.

The back of the expense claim form includes a mileage table for certain common destinations, including airports and other educational institutions in the Bay Area. For those locations listed, reimbursement will be according to the miles given.

**Meals:** Meals that are not included as part of a conference registration or other activity which includes meals, will be reimbursed at the rates listed on the back of the expense form. There is a maximum listed with a receipt. Reimbursement in excess of the stated maximum may be claimed only when the employee has no choice of an appropriate place or menu, and must have a written justification and approval of the District Business/Facilities Manager. Cost of alcoholic beverages will not be reimbursed. Gratuities should not be listed as separate items.

**Lodging:** Reimbursement will be limited to the actual date of the meeting or conference. For example, if a conference is scheduled for three days, Monday through Wednesday, reimbursement will be made for lodging from Sunday night through Wednesday. Charges for business-related telephone calls should be circled on the receipt, and non-business related charges should be lined out and subtracted from the total when submitting claims.

**Bridge tolls:** Receipt is not necessary.

**Parking:** Receipt should be submitted with expense claim.

**Limousine/taxi/shuttle:** Airport/hotel/airport, and during trip or after arrival as appropriate. Receipt should be submitted with expense claim. Be sure to ask for a receipt if none is offered. (Business Procedure 9.21 does not require a receipt, but in practice the expense may be denied if a receipt is not submitted.)

**Public transportation** (such as BART, bus): Receipt or ticket should be submitted with expense claim.

**Airplane/train/other fare:** If you paid directly for an airline ticket yourself, be sure to submit the name of the Airline, flight number and date, and attach the receipt.

Direct billing of commercial transportation costs (air fare, train fare, car rental, when authorized) may be made directly to the college, and will be forwarded to the employee for payment on a confirming requisition. A notation of these transportation costs that are billed direct should also be made on the employee's expense claim form.

If you have questions about whether something is covered, ask the business services office in advance if possible, or when submitting the form. Also, please refer to District Business Procedures 9.21 and 9.22 for more details of information not covered here.

All claims must be reviewed and signed by a manager or supervisor. The expense claim should be submitted to the Business Services Office. It will be checked and entered into the system and then forwarded to the district accounting office, and a check will be mailed to you.



### **Request for Journal Entry**

Reference: District Business Procedure 3.23

A journal entry will transfer an expenditure that appears in the ledger balance of an account. It is used to correct any prior entry made in error. Ledger balance entries result from the following transactions:

- a. Payment on a warrant for a revolving cash fund claim, a personal expense claim, an independent contractor requisition, voucher payments, *or*
  - b. A salary payment made to a monthly employee or a variable payment made on the basis of a time card.
1. A journal entry form is prepared when the erroneous posting appears on the register for any account.
  2. The entry to be corrected should be listed on the form as it appears on the transaction register.
  3. Journal entries are now on line in an Excel format. Complete all areas marked in blue including a brief and detailed description and attach supporting documentation. Send two copies (one goldenrod and one white) to the Business Services Office and retain one copy for your records.
  4. The College Business Services Office verifies GL entries, adds the authorizing signature and forwards the original plus one copy to the District Accounting Office.
  5. Once the journal entry has been posted a copy with the journal entry number will be returned to the Business Office.
  6. The organizational unit should use its copy of the journal entry form to verify on the next transaction register that the journal entry has been posted to the ledger balance column or the correct account, and keep the copy.

<b>CCC</b> <b>College Procedures Handbook</b>	<b>BUSINESS</b> <b>SERVICES</b>	<b>G7008.0</b>
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### **Purchase of Food/Refreshments for Official Functions**

Reference: Business Procedures 9.09  
Management Council, September 26, 2007  
College Policy C3024.0

All food and drink purchased for a college event must be **preauthorized** by the President of the College. The forms for pre-approval may be obtained from the Business Office. (See C3024.0 of the *College Procedures Binder*.)

In order to receive reimbursement for the food/drink expense, the receipt should be attached to an Expense Claim with a separate sheet listing all of the college employees' names that attended the event. The Expense Claim should be signed by a manager before submitted to the Business Services Office. (See G7006.0 of the *College Procedures Binder*.)

If the food was ordered on a procurement card, the receipt should be attached to the procurement card bank statement with a separate sheet listing all of the college employees' names that attended the event. Procurement card bank statements are issued by the Business Services Office on a monthly basis.



## Procurement Cards

Specific employees are issued procurements cards through the Business Office. The employees must sign out for the credit card issued in their name. The cards are only to be used for smaller purchases such as supplies and food. Specific equipment such as televisions, VCR's stereo equipment, phones and papers, printers, travel or lodging may **NOT** be purchased on a procurement card. Purchases cannot exceed \$500.00 per transaction.

Authorized purchases include:

- Office supplies not available from blanket order agreement.
- Office or college equipment under \$500.00 in cost except for prohibited items listed that include televisions, VCR's, stereo equipment, cellular phones, pagers, and printers)
- Equipment rentals (for a period of one week or less)

All receipts must be retained and appended to the monthly statement that will be provided by the Business Office. Small receipts should be taped to an 8.5 X 11 piece of paper. Each employee should review their monthly statement for accuracy. Once the employee determines the statement is accurate, append all of the receipts for that month's bill to the statement and then append a voucher label on the statement. The applicable GL account number should be listed on the voucher label.

The employee will sign and date the statement at the bottom and then submit the statement with the appended receipt to their manager/supervisor. The manager/supervisor shall sign the bottom of the statement as well as the voucher label.

Cardholders will I also be able to sign up for on-line review of their accounts. You can go to the following website to learn more about the new program and the transition process.  
<http://www.pd.dgs.ca.gov/calcard/CCTransitionOverview.htm>

### Lost or Stolen Cards

It is the responsibility of the employee to report any lost or stolen credit card. The cardholder should contact IMPAC Government Service to report any problems at 1(800) 227-6736. This number is available seven days a week, 24 hours a day for reporting purposes.

## **Facility Use by External Organizations**

Reference: Board Policy  
District Business Procedures

The campus has certain facilities that can be used by external organizations for meetings, seminars, conferences, and performances. An "Application for Use of College Facilities" from the Business Services Office needs to be completed at least four weeks prior to the event, two months for the use of the Knox Center for the Performing Arts. Community nonprofit organizations and public agencies shall be charged a usage cost for the use of facilities for recreational purposes. A campus employee's willingness to support or sponsor an event will not result in these fees being waived.

If the use requires special equipment and/or services (such as supervision, set up, clean up, security), the agency or organization shall be charged additionally for equipment and labor in accordance with the Schedule of Fees. The Schedule of Fees is provided to the applicant as an attachment to the Application for Use of College Facilities and an estimate of charges is provided prior to the event.

"Use of College Facilities" under Board Policy 6001 explains the general policy. Provisions of Board Policy and District Business Procedures include:

- Only organizations may use campus facilities. Individuals may not.
- A campus employee must be present to supervise the event. Campus employees may donate free time to fill this requirement; otherwise, the organization will be charged for it.
- A checklist will be provided by the Business Services Office to verify event employees and equipment used. The list will be returned to the Business Services Office for billing purposes.
- Requests to use campus facilities must be submitted four weeks in advance of the event, two months for the use of the Performing Arts Center.
- In most cases, organizations must have liability insurance or purchase it from the District.
- Applicants must pay all costs, both facility use and incremental, in advance. The only exception is that government organizations may pay the day after the event.
- Only the Business Services Office may charge an organization for the facility use. Under no circumstances is any other element of the college to charge for any college-provided service, facility or employee.

For information or to make reservations, call the facility use coordinator at ext. 4571. Questions may also be directed to the Director of Business Services.

### **Internal Use of Campus Facilities**

Reference: College Policy  
Adopted by President's Cabinet, Revised August 18, 1994

Faculty, student and employee organizations may use campus facilities for their events on a not-to-interfere basis. Facility use fees in almost all cases are waived. The sponsoring organization will, however, have to cover incremental costs associated with the event, such as maintenance, custodial services, set-up and breakdown, and police services.

Applications to use the campus facilities must be made at the Business Services Office, AA-201, at least two months in advance for the use of the Performing Arts Center for events such as dances or anything involving the Knox Center for the Performing Arts; and at least two weeks in advance for events such as barbeques, fund raisers, special celebrations and speakers, although four week's notice is preferred. This is to allow enough time for notification and scheduling of the services involved.

At the time the application for facilities use is made, the Business Services Office will estimate incremental costs. Facilities users should be prepared to make a "Budget Transfer" or otherwise make payment to cover event costs.

Important note: Advance planning is essential. Any event may be cancelled if the proper arrangements have not been made through the Business Services Office (or the Student Activities office, when appropriate), even though plans may have progressed to the stage that advertising has been done and ticket sales begun.

## **Use of Fireside Room and Campus Conference Rooms**

Reference: College Procedure  
Adopted by College Council, November 3, 1988

The Fireside Room in the Student Association Building is a special-purpose room only. The priority for use of the room is indicated below, as is the procedure for requesting the room's use. This room is now closed until the new building is built; anticipated opening Fall 2016.

Campus Conference Rooms that be reserved on line through the Portal at <https://insite.4cd.edu/orgs/dept/ccc/org-cccc>

- AA-216 (upstairs on the second floor of the Applied Arts/Administrative Building)
- LA-26 (basement floor of the Liberal Arts Building)
- LLRC-107
- LLRC 125 – College Skills Center
- LLRC – 210 – CRC Conference Room
- Student Services Lab

Other Campus Conference Rooms that be reserved by calling specific departments are:

- Buildings and Grounds Conference Room (in R Building - at ext. 44853)
- LISC L3 (Lab room downstairs in Library)
- PE Facilities

Priority for use of Fireside Room (in rank order):

1. Special faculty gatherings.
2. Special events or meetings by on-campus groups.
3. Special events or meetings by off-campus groups (may be fee-based).

The room will not be authorized for use for regular or on-going meetings or activities by either on-campus or off-campus groups.

<b>CCC College Procedures Handbook</b>	<b>BUSINESS SERVICES</b>	<b>G7103.0</b>
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### **Expense GL's for Campus Facility Use**

Reference: College Procedure  
Adopted by President's Cabinet, July 31, 1991

When an organization receives permission to use a college facility, and the college incurs incremental expenses due to that use, the expenses must be charged to the correct GL's and Position ID numbers.

By operating in this manner, the college can ensure that these expenses will be offset by use fees from the organization, rather than campus operating funds.

If you are involved in an organization's use of college facilities, please make accurate estimates of expenses necessary to support that use. When you actually incur those expenses, make sure you charge them to the correct GL's and Position ID numbers.

Questions may be directed to the campus facilities coordinator at ext. 43843, or the Director of Business Services at ext. 43847.

### **Printing of Special Checks**

Reference: District Business Procedure 9.27

The procedure regarding the printing of special checks for financial aid is as follows:

A memo is necessary from the college president explaining both necessity and extreme hardship. This, then, must be approved by the district Chancellor's Office before any special checks are printed.

<b>CCC College Procedures Handbook</b>	<b>BUSINESS SERVICES</b>	<b>G7105.0</b>
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### **Contacting District Legal Advisers**

Reference: District Procedure

No one but the chancellor or the appropriate vice chancellor is to call the district legal advisers directly for any reason. Campus managers are to communicate with the college president, who will in turn request legal guidance if needed.

<b>CCC</b> <b>College Procedures Handbook</b>	<b>BUSINESS</b> <b>SERVICES</b>	<b>G7106.0</b>
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### **Charges for Door Key and Lock Changes**

Reference: College Procedure  
Adopted by College Council

Any time a department or division changes locks on doors, the requesting department or division will be required to transfer funds to the maintenance budget prior to the change being made.



## **Use of Catering Services and Food Services Equipment**

Reference: College Procedure

Adopted by: Business Services, June 20, 1991; Revised Spring 2012

Catering services for campus events is available during fall and spring terms from the Culinary Arts Department. Please call the Culinary Arts instructional assistant (ext. 4409) for information to assist you in planning your event. Please follow these procedures when ordering catering services from Culinary Arts:

1. Place all orders (bakery/beverage/food) with the Culinary Arts instructional assistant, ext. 4409. For sufficiency, the order request must be received 48 hours or more prior to the event date, in order to be considered.
2. Complete the "Catering Request" form and e-mail to the culinary instructional assistant, fax to (510) 236-6768 or drop it off to AA-234. The instructional assistant will review all of the information regarding the event and discuss the event with the chef instructor before a quote is estimated for catering services. When the estimated quote is accepted, a production order will be prepared and a copy sent to you detailing the date, time, and location of the event, all pertinent information regarding the number of people, menu, set-up needs, and cost.
3. The instructional assistant will forward an invoice for services after the event unless one is requested beforehand. The invoice should be prepared for payment and forwarded to the Business Services Office for input of a voucher requisition for payment.
4. All catering equipment provided by the Culinary Arts Department will be removed from the event location immediately after the event. Please do not remove the catering equipment from the location of the event. Removing the catering equipment from the location of the event, will result in a charge against your supplies account for replacement of any missing equipment.

Please remember that invoices under \$1,000 may be processed on a voucher requisition. If the cost is anticipated to exceed \$1,000, submit a purchase requisition in advance for issuance of a purchase order on a "not to exceed" basis.

5. Client agrees to pay Contra Costa College Culinary Arts for the food items as quoted in the amount indicated on the invoice. A deposit of 50% is required of all events over \$1,000 paid two weeks prior to the event date. Full payment of invoice must be made within 7-10 days of the event. NO outside food or beverages will be brought in by client or guests unless discussed with the Culinary Dept. NO buffet food will be made "to go" for client or guests.



### Catering Request

Client Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Number of guests: \_\_\_\_\_ Buffet \_\_\_\_\_ Served \_\_\_\_\_ To Go/Delivery \_\_\_\_\_

1. Budget (per person or overall) \_\_\_\_\_

2. Date of Event: \_\_\_\_\_

3. Location of the event:

\_\_\_\_\_

4. Type of event (circle):

Dinner      Lunch      Appetizers      Boxed Lunches      Breakfast

5. Menu desired:

\_\_\_\_\_  
\_\_\_\_\_

(If you want the Chef to do a specialty menu of his selecting, just write "Chef's Choice" above)

6. Beverages: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Circle your choices below:

**Utensils:**

Disposable  
Silverware

**Plates:**

Disposable  
China

**Cups:**

Disposable  
Glassware

**Napkins:**

Disposable  
Linen

## Handling Discrimination Complaints

Reference: College Procedure

Contra Costa Community College District is committed to equal opportunity in educational programs, employment, and campus life. The District does not discriminate on the basis of age, ancestry, color, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation, or veteran status in any access to and treatment in College programs, activities, and application for employment.

This policy is in compliance with Title VI of the Civil Rights Act of 1964 pertaining to race, color, and national origin; Title IX of the Education Amendments of 1972 pertaining to sex; Section 504 of the Rehabilitation Act of 1973 pertaining to handicap; the Age Discrimination Act of 1975 pertaining to age; and the laws and regulations of the State of California.

### **PROCEDURES:**

Rules and regulations regarding unlawful discrimination have been adopted by the Board of Governors of the California Community Colleges. The district officer responsible for ensuring district compliance with these regulations is the vice chancellor of human resources and organizational development, 500 Court Street, Martinez, CA 94553, (925) 229-6850. The campus compliance coordinator is the Director of Business Services, Contra Costa College, 2600 Mission Bell Drive, San Pablo, CA 94806, (510) 215-3847.

Employees or students who feel that have been discriminated against will notify the appropriate academic division dean, vice president, or other manager as appropriate. The manager will thoroughly discuss the basis of the complaint with the employee or student and seek informal resolution within 30 days.

In seeking information resolution, the manager will confront the alleged offender about the allegation(s). If appropriate, and if the complainant is willing, the manager will mediate a discussion between the complainant and the alleged offender. The manager is to document all actions taken in journal form.

If the complainant is satisfied with informal resolution through the manager's actions, the case ends. If not, the manager will counsel the complainant on specific requirements:

- Ensure he/she understands that if a complaint is to be filed, it must be on CCCCCD "Unlawful Discrimination Complain Form" and be submitted within 12 days of the incident. The form is available from the Business Services Office (AA-201).
- The form is to be submitted to the CCC Director of Business Services.

- The director of business services will forward the complaint form to the District Office for formal investigation and will monitor investigation progress.
- The director of business services will ensure follow-up and will respond to complainant's inquiries for investigation status.

The District Office will send a notice of proposed resolution to the complainant within 90days.



# UNLAWFUL DISCRIMINATION COMPLAINT FORM

Name: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_  
Street or P.O. Box City State Zip

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

I am a:  Student  Employee  Other: \_\_\_\_\_

I wish to complain against: \_\_\_\_\_

Location: \_\_\_\_\_

Date of most recent incident of alleged discrimination: \_\_\_\_\_

(Nonemployment complaints must be filed within one year of the date of the alleged unlawful discrimination. Employment complaints must be filed within six months of the date of the alleged unlawful discrimination)

I allege discrimination based on the following category protected under Title 5: (you must select at least one)

- Age  Ethnic Group Identification  Physical Disability  Retaliation\*\*
- Ancestry  Mental Disability  Race  Sex (includes Harassment)
- Color  National Origin  Religion  Sexual Orientation
- Perceived to be in protected category or associated with those in protected category.

Clearly state your complaint. (Describe each incident of alleged discrimination separately. For each incident provide the following information: 1) date(s) the discriminatory action occurred, 2) name of individual(s) who discriminated; 3) what happened; 4) witnesses [if any]; and 5) why you believe the discrimination was because of protected group status [religion, age, race, sex or whatever basis you indicated above]. \*\*If applicable, explain why you believe you were retaliated against for filing a complaint or asserting your right to be free from discrimination on any of the above grounds. (Attach additional pages as necessary.)

What would you like the District to do as a result of your complaint -- what remedy are you seeking?

I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

Send original to either:

**Contra Costa Community College District**  
Attn: Human Resources  
500 Court Street, Martinez  
Martinez, California 94553

**California Community Colleges**  
Attn: Legal Affairs Division  
1102 Q Street  
Sacramento, California 95814

<b>CCC</b> <b>College Procedures Handbook</b>	<b>BUSINESS</b> <b>SERVICES</b>	<b>G7109.0</b>
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### **Use of Contract Education Administrative Overhead Funds**

Reference: College Policy  
 Adopted by: President's Cabinet

Contra Costa College is committed to the development of a viable, active and visible contract education program. Funds generated from classes and training usually include administrative overhead. These overhead funds will be distributed in the following manner:

1. 50%           to the department, if faculty or staff participated in the identification and/or development of a contract. If not, then these funds will be allocated to #2.
  
2. 20%           to the Vocational Education Incentive Fund. These monies will be used to increase the quality and productivity of vocational programs. A committee of faculty, staff and administration will be developed to determine allocations.
  
3. 20%           to the Office of Vocational Education and Contract Services. These funds will be used to support curriculum/program development, special projects, etc.
  
4. 05%           to Business Services for processing, record keeping and accounting services.
  
5. 05%           to the President's Office to augment the College's contingency funds.

<b>CCC College Procedures Handbook</b>	<b>BUSINESS SERVICES</b>	<b>G7111.0</b>
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### **Surplus Property**

Reference: District Business Procedure  
Business Procedure 10.01 - 10.04

Occasionally, there is equipment on campus that is not being used or is not being used to capacity. This equipment may be sold according to district Business Procedure 10.01 to 10.04. This procedure allows the surplus equipment on property to be offered first to the other colleges in the district. Transactions are handled through the district Purchasing Office.

Removal of surplus equipment that is to be destroyed or otherwise removed from the Asset Inventory list is processed with the completion of the form 4cd-238, "Disposition, Transfer or Trade-in of College Equipment" obtained from the Business Services Office.

### **Guidelines for the Destruction of Confidential Materials**

Reference: District Business Procedure 13.01

Confidential material is defined as any document containing sensitive or personal information and should not be disposed of through the normal trash or recycle system.

This would include, but is not limited to, such documents as time cards, payroll reports, job applications, personnel evaluations, District load reports, or any other document that would include one or more pieces of information with an employee's or applicant's name, phone number, Social Security number, or address. This includes student records, applications, financial aid information, and any material stamped "confidential."

- Every department must collect, box and store confidential material. Until the material is picked up, each manager must ensure that this material is secure to avoid unauthorized use of the documents.
- To schedule pickup and delivery to the locked shredding bins, please call the Custodial Services, ext. 44809. Leave your name and department location. Pickup will be scheduled as soon as possible.

Please refer to District Business Procedure 13.01, Destruction of Records, for additional information.



### Acquisition of Art Work

Reference: Adopted by College Council – May 13, 2009 (pending legal read)  
Amended by College Council – September 9, 2009  
Adopted by College Council – October 14, 2009

#### Definition of Contra Costa College Art Collections:

The Contra Costa College Campus Art Collection consists of those donated or purchased works that are located in buildings or on campus grounds. This collection is the property of Contra Costa College.

The activities governing the acquisition, housing, maintenance and de-acquisition of this collection will strive to follow guidelines established by College Council. In addition, the college retains the right to address issues regarding the acquisition, housing, maintenance and de-acquisition on an individual basis according to its own priorities.

#### I. Acquisition by Gift

Contra Costa College reviews all proffered gifts to the Campus Art Collection through an established College Procedure for Art Acquisition, Retention and De-acquisition. College Council or its designee may determine if it will accept any gift based upon the costs associated with acquiring the donation or the costs, time or resources needed to maintain the donation.

The College Council will designate the initial review of a request to donate a piece of art to the College Council Sub-Committee on Art Donations (CCCSAD) which will include a representative from the Art Department. That committee will review gifts by observing the following rules:

1. The donor provides reasonable assurance that the object has not been exported in violation of another country's laws.
2. The donor has the legal right (ownership) to dispose of the proffered gift.
3. The donor is made aware that the donation will become the sole property of the college and that it may not remain in the original location it is placed.
4. The donor also is made aware that after 5 years, the college may determine that loaning, selling or trading the object would be in the best interest of the college. The donor would be notified if the college decided to use this option.
5. The donor will be encouraged to pay for all costs related to appraising, shipping, installing the object at the college.
6. All available provenance, information and history of an object will be provided to the committee at the time of its consideration and will thereafter be documented as a part of the object's history.
7. If the art could have a significant effect on the environment (for example, altering a historic landscape or building, being prominently visible from a view corridor, or being located on or near a creek, or in a way that affects campus vegetation, or could interrupt the flow of traffic), it may be subject to California Environmental Quality Act (CEQA). Campus staff can advise whether such review is necessary. The donor would be encouraged to pay the cost of the review.

8. The committee works at all times with the Business Office and the College Foundation to assure that proper documentation, including deed of gift, is recorded and filed for each donation.
9. When considering a gift, the committee is guided by reasonable principles of aesthetics, utility to the college, historical significance of the object and the impact on the college for care and maintenance of the gift.
10. If a gift is made to a specific department, the Business Office will assist the receiving unit in determining the necessary steps for proper handling, documentation, exhibition, storage and security.
11. Accepted gifts that are maintained by the Art Department and made available to the appropriate housing of any unit, at which time a designated person will work with the Business Office to assure proper handling, documentation, exhibition, storage and security.
12. All accepted gifts with a value of \$5,000 or greater must have an accompanying independent appraisal, provided by the donor.
13. All gifts with an appraised value of \$5,000 or more will be recorded as a capital asset of Contra Costa College.
14. All accepted gifts become the property of Contra Costa College.
15. All gifts should be made through the Contra Costa College Foundation and recorded in a Contra Costa College Foundation account. The Contra Costa College Foundation will record the gift on the donor record and issue a receipt for tax purposes after it has been accepted by the College.
16. Each donor should be encouraged to provide funding for the ongoing maintenance costs to the college's art collection.
17. Each donor should be encouraged to make their gift without restrictions or stipulations.

## **II. Acquisition by Purchase**

Contra Costa College may have funds for the acquisition of art works for their buildings, grounds or units. The following guidelines govern these purchases:

1. The Business Office must be informed of such acquisitions.
2. Contra Costa College will not assume risk for these objects unless they are part of the college's inventory as maintained by the Business Office.
3. Reasonable steps must be taken to acquire works that are being legally sold.
4. All acquisitions must be displayed with reasonable security and in a manner that safeguards the life of the piece.
5. Before purchasing artwork departments *should* review the existing collection of campus art in storage to determine if artwork already owned by the college can meet their needs.
6. Departments purchasing artwork must also have funds available for the ongoing maintenance of the works. The Business Office can help establish budgets and projections for ongoing care.
7. Purchases of artwork by departments that exceed \$5,000 must be reviewed and approved by the CCSAD.
8. It is the responsibility of the Business Officer to ensure that the expenditure meets the guideline of supporting the academic mission of the college.

9. All purchases become the property of Contra Costa College.

### III. Loans

#### A. Loans from the college to other entities

1. Loan requests from borrowing institutions for works in the Contra Costa College Campus Art Collection will be handled through the office of the Business Office with the approval of the Council Council.
2. Approval or denial of such loans will be made in consultation with the Business Office or responsible party that houses the work of art.
3. A condition report will be made prior to and after each loan.
4. A loan contract will be drawn up to follow the loan's progress. (museum model available)
5. The Borrower shall assume all insurance, conservation, repair and shipping costs.

#### B. Loans to the college

6. All loans to the college must be reviewed by the CCSAD.
7. The Business Office and the College Council must be informed of such loans.
8. Contra Costa College will not assume risk for these objects unless they are part of the college's inventory as maintained by the Business Office
9. All loans must be displayed with reasonable security and in a manner that safeguards the life of the piece.
10. A condition report will be made prior to and at the end of each loan.
11. A loan contract will be drawn up to follow the loan's progress. The Business Office must be notified if the piece is moved and before the piece is returned to the owner.

### IV. De-Acquisition

1. Art that is no longer wanted by a campus unit (excepting art on loan from the Campus Art Collection) may be transferred to the Campus Art Collection by contacting the Business Office.
2. All de-acquisitions must be reviewed and approved by the acquisitions appropriate College Council.
3. All de-acquisitions must be made in accordance with the rules and regulations set forth by state owned property in consultation with the Contra Costa College Business Office.
4. All de-acquisitions of gifts **must** be made in accordance with the donors' wishes at the time of gift, if any such wishes were documented.
5. In the process of de-acquisition, the District will comply with Business Procedures 10.01 and 10.03. The Business Office shall work collaboratively with CCSAD on identifying specific methods and procedures suited to disposal of artwork, designed to satisfy the competitive bidding requirements and maximize revenues for the District.

6. Any funds generated by de-acquisition shall be subject to existing law, and rules and regulations regarding disposal of tangible property.
7. Any funds not utilized in this manner by must be returned to a general operating funds of the college.
8. If the art in question was gifted for the benefit of a specific campus unit, or if a campus unit purchased the art with funds budgeted specifically for their use, the art being sold must be offered within the college community before de-acquisition. Transfer of funds between campus units must meet the guideline of supporting the academic mission of the college. If, after being offered inter/intra-campus for 90 days, and upon approval by the appropriate CCSAD for de-acquisition, no inter/intra-campus offers have been accepted, the art may be offered for sale through the Business Office. .
9. When art from the Campus Art Collection (which includes all art described in this policy section) is sold, 20% of the proceeds shall go to the general college augmentation fund for instructional or student services program improvements.

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**Membership of the Contra Costa College Campus Art Collection Policy Committee:**

Membership on this committee will be appointed by the College Council. Membership should reflect the constituency groups represented on the College Council and a representative from the Art Department.

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**Section  
H8000**

**Student Welfare**

<b>CCC College Procedures Handbook</b>	<b>Student Welfare</b>	<b>H8000.0</b>
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### **Student Travel Out of State**

Reference: District Policy; Business Procedure 8.21  
Title 5, California Code of Regulations, Section 55450

Education Code disallows the use of district funds to pay for expenses of students participating in a field trip out of state. Section 55450 states:

"All trips outside the State of California must receive prior authorization by the Board. No expenses of students participating in a field trip or excursion outside the State of California shall be paid with District funds. Transportation may be provided by use of District equipment or a contract to provide transportation.

For programs such as Vocational and Registered Nursing, the president is authorized to provide transportation for required travel from the campus to locations where clinical training is given."

<b>CCC College Procedures Handbook</b>	<b>Student Welfare</b>	<b>H8001.0</b>
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### **Parking Permit Information**

Reference: District Procedure; Revised by District Council, November 28, 1989

Semester parking permits for students are sold on-line. Permits cost \$40.00 for automobiles, \$25.00 for motorcycles or mopeds (plus \$1.00 for a permit holder if desired) and \$3.00 for a daily permit.

Students must display a permit for the current semester on their vehicles. During the summer intersession, the semester permit for the preceding spring or the succeeding fall is valid.

These permits should be placed on the top of the rear bumper on the driver's side, or they may be placed in a portable holder and hung on the rear view mirror, with the decal facing the front of the vehicle. Student parking permits are valid in all student lots on campus. They are not valid at any time in any reserved parking spaces or in any metered spaces.

The permits are not valid in faculty/staff lots. At Contra Costa College, after 4:00 p.m. only, student permits are valid in specified/staff parking areas, including only Lots 6, 9, 11, and 12 the street and along the upper part of Campus Drive.

One-day parking permits are available at red boxes in all parking lots for \$2.00 (quarters only) and are valid anywhere that a regular student term-length parking permit is valid.

#### **REFUNDS:**

Refunds of parking fees are made only to the person who paid the fee, and only if : 1) applicant shows a valid cashier's receipt for the parking permit; 2) the student drops all the courses for which he/she is registered within the first 10 days of the semester; and 3) the parking decal or remnant of the parking decal must be returned.

**Section  
J9000**

**Work Environment**



<b>CCC</b> <b>College Procedures Handbook</b>	<b>WORK</b> <b>ENVIRONMENT</b>	<b>J9000.0</b>
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### Emergency Calls After Hours

During normal business hours (M-F, 7:30 a.m. – 4:30 p.m.):

- urgent building trouble reports (e.g. fire alarms, ruptured water lines,, electrical power failure, etc.) and critical building safety and security problems (e.g. exterior doors not locking, broken windows, etc.) should be immediately reported by telephone to the CCC O&M Office, ext. 44853.

During normal evening operating hours (M-F, 4:30 p.m. – 11:00 p.m.):

- urgent building trouble reports and critical building safety and security problems should be immediately reported by telephone to Police Services, ext. 44149 or 44858. Police Services will notify Operations and Maintenance.

During and after normal business hours:

- emergencies involving imminent danger to life or property (e.g. medical emergency, fire, etc.); call “911” with an immediate follow-up call to District Police Services and then to Facilities and Operations at the numbers below.

After normal college operating hours (M-F, 11:00 p.m. – 7:30 a.m.):

- urgent building trouble reports and critical building safety and security problems should be reported by telephone to the staff identified below in the priority order shown.

#1 BRUCE KING	Cell (510) 224-8527 Home (925) 682-9138

#2 JULIO CAMPOS	Cell (510) 860-7992 Home (510) 222-6601
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KEEP CALLING UNTIL LIVE CONTACT IS MADE.

<b>CCC College Procedures Handbook</b>	<b>WORK ENVIRONMENT</b>	<b>J9001.0</b>
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## **Raw Sewage Cleanup**

Reference: College Procedure

When the College experiences a sewage problem due to plumbing or other operational malfunctions, then the following procedure for clean up will be used:

1. If the cleanup needed is outside a building, then the Buildings/Grounds Manager should be contacted to evaluate the situation. If campus employees can handle the job, then the job will be completed by a buildings and ground staff member(s).
2. If the cleanup needed is inside a building, then the Custodial Manager on duty at the time should be contact to evaluate the situation. If campus employees can handle the job, then the job will be completed by a custodial staff member(s).

**Work Environment/Campus Facilities  
Action Form**

If your problem involves:	Direct your request to:
<ul style="list-style-type: none"> <li>• Accidents and injuries</li> <li>• Property damage</li> <li>• Theft</li> <li>• Security concerns</li> <li>• Door and lock changes</li> <li>• Key requests</li> </ul>	<p>Police Services call ext. 44858</p>
<ul style="list-style-type: none"> <li>• Heating/air conditioning, room ventilation</li> <li>• Electrical &amp; plumbing</li> <li>• Gas/Water/Toilet leaks</li> <li>• Parking lots and walkways</li> <li>• Outside lights</li> <li>• Outside garbage by bus stop, football field</li> <li>• Changing fluorescent light ballasts</li> <li>• Roofs, walls, painting &amp; carpet repairs</li> <li>• Disposal of hazardous chemicals</li> <li>• Broken sprinkler heads</li> <li>• Clock installation and repair</li> <li>• Rodent eradication</li> </ul>	<p>Buildings &amp; Grounds call 44853 or 44854</p> <p>Complete form: "Buildings &amp; Grounds Work Request"</p>
<ul style="list-style-type: none"> <li>• Changing light bulbs (inside buildings &amp; under eaves only)</li> <li>• Unstop toilets, replace toilet seats, seat covers &amp; toilet paper</li> <li>• General office cleaning</li> <li>• Turn on lights inside classrooms</li> <li>• Issue cleaning supplies, i.e., soap, dust rags, etc.</li> <li>• Empty trash cans</li> <li>• Cleans up spills inside building only</li> <li>• Insect eradication</li> </ul>	<p>Custodial Services call ext. 44809</p> <p>Emergency/immediate work requests for paging Custodians</p>
<ul style="list-style-type: none"> <li>• Telephone problems</li> <li>• Computer problems</li> </ul>	<p>Call ext. 43866</p>
<ul style="list-style-type: none"> <li>• Mail service</li> <li>• Assemble furniture</li> <li>• Move and repair furniture, classroom setup</li> <li>• Add pencil sharpeners</li> <li>• Set-up for meetings, conferences and events</li> <li>• Replace toilet seats</li> <li>• Replace soap, paper and seat cover dispensers</li> <li>• Locks and keys for office furniture</li> </ul>	<p>Complete form: "Facilities Work Order" and submit to Business Services Office, AA-201.</p>