

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
Board Policies
Chapter 6 ±Business and Fiscal Affairs

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No contract made pursuant to this delegation will be valid or constitute an enforceable obligation against the District unless and until it has been ratified by the Board as required by law

WVMCCD Board Policy

BP 6200 BUDGET PREPARATION

References:

Education Code Section 70902(b)(5);

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BP 6240 ALLOCATION OF COMMUNITY SUPPORT FUNDS

References:

California Education Code Sections 58770, 84750, 84751, 84751.5
California Code of Regulations,
Title 5, Sections 53200 et seq.

Community Support Funds refer to the amount of general fund revenues, consisting of the total of proceeds from property taxes, student enrollment fees, and other revenues defined by statute, that exceed the California Community College & K D Q F H O C R U ¶ V calculation of the G L V W total enrollment based upon Full-Time Equivalent Students (FTES), infrastructure factors, and other factors ³ 7 R O D O tational 5 H Y H Q X P 6 % 361 F D O F X O D W L R Q ´

The Chancellor, in collegial consultation with all constituent groups, shall develop an annual, dynamic process for identifying and

District administrators are primarily responsible for safeguarding District resources by establishing and maintaining sound business controls designed to deter and detect potential misuse of resources. Further, the District shall encourage its employees and other persons to disclose improper activities as defined in the Reporting of Improper Governmental Activities Act (per the Government Code) and to protect those reporting improper activities from reprisal or intimidation.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015

Business and Fiscal Affairs

BP 6320 INVESTMENTS

References:

Government Code Sections 53600 et seq.

The Chancellor is responsible for ensuring that funds not required for the immediate needs of the District are invested in accordance with law, including California Government Code Sections 53600 et seq.

Investments shall be made based on the following:

The preservation of principal shall be of primary importance.

The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.

Transactions should be avoided that might impair public confidence.

The following criteria will be used for selecting investments, in order of priority:

- 1.

Other investments which are deemed prudent but which have a maturity of more than one year or which are not specifically approved in this section will be brought to the Board for prior approval.

Quarterly information reports on investments will be provided to the Board. These reports shall include information on investments of all auxiliary organizations.

Business and Fiscal Affairs

BP 6330 PURCHASING

References:

Education Code Section 81656;

Public Contract Code Sections 20650 and 20651

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.

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

Date Adopted: January 17, 2012

Date Revised: April 21, 2015

Business and Fiscal Affairs

BP 6340 CONTRACTS

References:

Education Code Sections 81641 et seq.;
Public Contract Code Sections 20650 et seq.
Government Code Section 53060

The Board delegates to the Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

Contracts are not enforceable obligations until they are ratified by the

Consistent with

Business and Fiscal Affairs

BP 6400 AUDITS

References:

Education Code Section 84040(b);
Title 5 Sections 58311, 58312, 59104, and 59106

There shall be an annual outside audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5.

The Chancellor shall assure that an annual outside audit is completed. The Chancellor shall recommend a certified public accountancy firm to the Board

WVMCCD Board Policy

BP 6450

Business and Fiscal Affairs

BP 6450 WIRELESS &

BP 6520 SECURITY FOR DISTRICT PROPERTY

References:

Education Code Sections 81600 et seq.;
ACCJC Accreditation Standard

WVMCCD Board Policy

BP 6540

Business and Fiscal Affairs

BP 6540 INSURANCE

References:

Education Code Sections

When an authorized employee utilizes a personal vehicle on District or College business, the 'L V W' insurance will be considered secondary(a)-3(ry)JTJETQq0.00000912 0 612 792

Business and Fiscal Affairs

BP 6550 DISPOSAL OF PROPERTY

References:

Education Code Sections 70902(b)(6), 81360 et seq. and 81450 et seq.

Consistent with the % R D U General delegation of authority and state and federal law, and subject to any reporting and ratification requirements, the Chancellor and his/her designees are specifically empowered to exchange for value, sell for cash, or donate any personal property belonging to the District, consistent with the requirements of the Education Code.

The Chancellor or Vice

Business and Fiscal Affairs**BP 6620 NAMING OF FACILITIES & OTHER NAMING OPPORTUNITIES****References:**

No specific references

In recognition of major financial or educational contributions, the Board may name District facilities in honor of a donor. The term ³ I D F L ~~On~~ ~~Includes, but~~ is not limited to buildings, rooms, plazas, gardens, walkways, streets, and other spatial areas or structures on District property. The funding does not necessarily need to involve the named facility. Proposals for such naming may come from any source. The President of the Board, the Chancellor, and the President of the appropriate College (in consultation with the campus community) shall constitute a committee to make recommendation to the Board, which shall have final authority. In addition to facilities, special campus events such as athletics, fine arts, lectures, and other activities may be eligible for naming under this policy.

(Replaces current WVMCCD Policy 6.26.6)

Date Adopted: January 17, 2012

(Replaces current WVMCCD Policy 6.26.6)

BP 6700 CIVIC CENTER AND OTHER FACILITIES USE

References:

Education Code Sections 82537 and 82542

Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015

Business and Fiscal Affairs

BP 6740 CITINENSÐBOND OVERSIGHT COMMITTEE

References:

Education Code Sections 15278, 15280, and 15282;

California Constitution Article XIII A Section 1(b) and Article XVI Section 18 (b)

If a bond measure is authorized pursuant to conditions of Proposition 39 as defined in the California Constitution, the Board of Trustees shall establish a & L W L J B O O V ¶ Oversight Committee in accordance with the applicable law and necessary regulations.

Date Adopted: January 17, 2012

(Replaces current WVMCCD Policy 6.23)

Business and Fiscal Affairs

BP 6800 SAFETY & OCCUPATION-RELATED

References:

- 49 Code of Federal Regulations, Parts 40 and 655;
Title 8 Section 3203;
- 29 Code of Federal Regulations Sections 1910.101 et seq.;
- Health and Safety Code Section 104420

The Chancellor or Vice Chancellor shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment. (See AP 6950 titled Drug and Alcohol Testing (U.S. Department of Transportation))

Establishment of an Injury and Illness Prevention Program in compliance with applicable Occupational Safety and Health Administration (OSHA) regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks. (See AP 6800 titled Safety)

Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such

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BP 6900 BOOKSTORES

Reference:

Education Code Section 81676

Civil Code Section 1798.90

College bookstores shall be established and operated by either the