

ADMINISTRATIVE SERVICES	7000
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The Board of Trustees of the San Luis Obispo County Community College District shall vest the Administrative Services functions of the District under the direction of the Assistant Superintendent/Vice President, Administrative Services. Administrative Services functions to include, but not be limited to: Accounting, auditing, auxiliary services, bookstore, budgeting, computer services, facilities, food service, grounds, insurance, inventory control, maintenance, operations, purchasing, safety, and security.

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1. Accounting
The Assistant Superintendent/Vice President, Administrative Services shall establish rules and procedures for general accounting practices (according to the definitions, instructions, and procedures published in the California Community Colleges Budget and Accounting Manual); budget development, analysis, and control. General accounting to include payroll, employee benefits, accounts payable and receivable, clearing account, revolving funds, auditing, and applications for available state and federal funds.
2. Audit
The Assistant Superintendent/Vice President, Administrative Services shall assure an annual outside audit of all funds, books, and accounts of the District is completed annually in accordance with the Education Code and Title 5. The final audit reports for the District will be presented to the Board.
3. Warrants and Payrolls
The District shall make payment for goods and services only upon delivery of goods and completion of services, unless advance payment is required or permissible by the California Education Code or Title 5.
4. Revolving Fund
The Assistant Superintendent/Vice President, Administrative Services shall establish and maintain a Revolving Cash Fund as authorized by the California Community Colleges Budget and Accounting Manual in the amount of \$10,000 for the purpose of making immediate payments.
5. Purchasing
All purchasing shall be in compliance with the Education Code, Title 5, California Public Contract Code, and any other legal codes regulating purchasing for a public school district.
6. Inventory Control
The District shall maintain a historical inventory system that contains the description, name, identification numbers, original cost, date of acquisition, location, and time and mode of disposal for all items of equipment that cost or had a market value at the time of acquisition in excess of \$1,000. Equipment items in excess of \$5,000 shall be capitalized.
The inventory control shall be implemented in the following manner:
 - a. A physical inventory shall be taken at the close of each fiscal year to determine:
 1. That all fixed assets owned by the District appear in the records, and
 2. That all fixed assets in the records are on District premises.
 - b. All acquisitions, leases, and disposals shall be accounted for in the fixed assets records in accordance with law.
 - c. All deeds and legal documents relating to real property shall be recorded in the office of the County Recorder.

- d. Fixed assets and legal documents of sale shall be safeguarded against loss by fire and theft.
- 7. Disposal of District Property. Any property declared by the Board to be surplus or unsuited for District use shall be disposed of in accordance with the Education Code.
- 8. District Insurance. The District insurance program shall include:
 - a. Personal Liability
Personal liability of all members of the Board, employees, and agents for damages to persons or property, coverage required by statute and losses due to employee dishonesty, injury, or death.
 - b. Comprehensive Property and General Liability
The College Bookstore will be protected in the same manner as the District.
 - c. Automobile Comprehensive, Collision, and Liability
Comprehensive, collision, and bodily injury shall be provided only on District owned vehicles. Automobile liability applies to operating vehicles owned, non-owned, and hired and includes garage liability for any vehicle left for repair, service, or storage.
 - d. Boiler and Machinery
 - e. Student and Athletic Accident Insurance
The District shall provide accidental death and medical expense benefits for students in accordance with Section 32220 and 32221 of the California Education Code.
 - f. Student Medical Malpractice
 - g. Self-Insurance Program for Employees (Workers' Compensation)
Industrial accident and injury insurance coverage for all employees of the District shall be provided through a self-insurance joint powers agreement with the Office of the Superintendent of Schools and the school districts of San Luis Obispo County. Coverage extends to volunteers.
 - h. Employee Fringe Benefits
Reference Board Policies 3297, Fringe Benefits for Academic Employees; and 4405, Fringe Benefits for Classified Employees.
 - i. Fringe Benefits for Retired Employees
 - 1. Retired employees of the District will be permitted to continue as members of group programs covered by District fringe benefit packages if providers offer participation to former employees meeting the conditions below. The District will not require that former employees be allowed to participate. Eligibility criteria: Person(s) must be receiving a retirement pension as a former classified or academic employee of the District.
 - 2. The retired employee must pay premiums monthly as invoiced.
 - 3. There will be no cost or liability to the District.

The Board shall appoint a broker or agent of record to assist and advise the District in acquiring employee health (medical, dental, vision) insurance plans. Such appointment shall be effective until withdrawn or superseded by the Board.
- 9. Contracts and Agreements
 - a. The Assistant Superintendent/Vice President, Administrative Services shall submit all contracts for personal services in excess of \$10,000 to the Superintendent/President and through him/her to the Board for approval. In emergency situations, the Superintendent/President may authorize a contract(s) in excess of \$10,000 prior to Board consideration.
 - b. The Assistant Superintendent/Vice President, Administrative Services will provide a quarterly report to the Board identifying all contracts for personal services approved that do not exceed \$10,000.
- 10. Independent Contractors:
 - a. Independent contractors may only be hired in conformance with Internal Revenue Service (IRS) regulations;

- b. Every effort shall be made to follow the intent, rules, and regulations of the District Equal Employment Opportunity Plan;
- c. All financial agreements pertaining to independent consultant contracts shall be approved in advance with the Assistant Superintendent/Vice President, Administrative Services. A packet, "Certification of Independent Contractor Status," available from the Administrative Services Office, must be completed and attached to each request for independent contractor services;
- d. The establishment of compensation for each independent contractor shall be the responsibility of the administrator or supervisor responsible for the work/event and the Assistant Superintendent/Vice President, Administrative Services;
- e. The Superintendent/President will process independent contractor contracts through the Board in accordance with Board policy.

11. Food Services

The Assistant Superintendent/Vice President, Administrative Services shall provide contract food services, including vending machines for the District.

12. District Vehicles. Guidelines for use of District vehicles:

- a. The Assistant Superintendent/Vice President, Administrative Services may authorize use of District vehicles based on the priority of long distance trips over local, within District;
- b. Staff who intend to use the vans need to obtain the required Class B license. The District will provide funds for expenses in obtaining a license. Staff must:
 - 1. Complete a "Vehicle Request" form, available from the Maintenance, Operations, and Grounds office and obtain signature of approval from supervisor or area administrator;
 - 2. Report mechanical defects to the Director of Maintenance, Operations, and Grounds;
 - 3. Locate instructions to be followed in case of accident or mechanical failure and other pertinent information (such as recommended type of gasoline) in the glove compartment of the vehicle.

13. Mileage Expense Reimbursement. Effective January 1 of each calendar year, the mileage reimbursement rate shall be the same as the United States Internal Revenue Service's standard mileage rate.

14. Safety and Security

- a. The District shall adopt an Emergency Procedures Manual in accordance with the provisions of Title 5 to ensure employee safety from fire and other emergencies.
- b. The Assistant Superintendent/Vice President, Administrative Services shall establish procedures to manage, control, and protect the assets of the District from theft, loss, or significant damage. No equipment or materials may be borrowed for personal use. Equipment or materials may be removed from District property for District related business. A Property Loan Agreement for Employee form must be completed and approved prior to the removal of District equipment.
- c. The sworn police officers are authorized to carry firearms in the performance of their duties under the guidelines established in the Campus Police Policy and Procedure Manual.

(Revised: 4/7/04)