REDWOODS COMMUNITY COLLEGE DISTRICT
College Council
3:00 p.m. – Board Room – Monday, November 19th, 2012

AGENDA

1. Minutes Dated October 15th, 2012 (Page 3)
2. Minutes Dated October 22nd, 2012 (Page 9)

NEW BUSINESS:

1. BP and AP 6200 Budget Preparation (Page 12)
   a. Review policy and procedure revision recommendations

2. BP and AP 6250 Budget Management (Page 17)
   a. Review policy and procedure revision recommendations

3. BP and AP 6300 Fiscal Management (Page 20)
   a. Review policy and procedure revision recommendations

5. BP and AP 6550 Disposal of Property (Page 22)
   a. Review policy and procedure revision recommendations

6. AP 6345 Bids and Contracts (Page 26)
   a. Review procedure revision recommendations

7. Policies and Procedures proposed to sunset
   a. AP 6451 Use of Cell Phones While Driving (Page 31)
   b. AP 6518 Landscape Master Plan (Page 32)
   c. AP 6851 Eye Protection (Page 42)
   d. BP 6510 Property Records and Inventory (Page 43)
   e. BP 6515 Maintenance (Page 44)
   f. BP 6516 Care of College Property (Page 45)
   g. BP 6518 Planning Development Use and Maintenance of Grounds (Page 46)
   h. BP 6710 Advertising Signs (Page 48)
   i. BP 6801 Illness and Injury Prevention (Page 49)

OLD BUSINESS:

1. BP 7370 Political Activity (Page 51)
   a. Review constituent feedback
2. BP 2710 Conflict of Interest (Page 52)
   a. Review constituent feedback

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REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the College Council Meeting
7351 Tompkins Hill Road, Eureka, CA, Board Room
Monday, October 15th, 2012

MEMBERS PRESENT
Bob Brown, Mike Richards, John Johnston, Michelle Blecher (phone),
Steve Sandeen, Debbie Williams, Marcia Williams, Melody Pope, Kathy
Lehner, Lee Lindsey, Keith Snow-Flamer, Utpal Goswami, Roxanne Metz

MEMBERS ABSENT
Chris Harper, Ahn Fielding, Melissa Ruiz

CALL TO ORDER
Kathy Smith called the meeting to order at 3:05 p.m.

NEW BUSINESS

BP 7111 JOB DESCRIPTION
Motion made and seconded to send out BP 7111 Job Descriptions for a
30 day constituent review.

Council member suggested the addition of the word “statement” so the
policy would read: “Job descriptions shall be related to the College
mission statement and goals…”

Council discussed whether or not this policy refers to faculty job
descriptions as well. CRFO representative stated that members of the
CRFO had concerns with the last sentence of the first paragraph which
reads: “Job duties may be changed or altered, or reassigned to other
positions, and additional duties may be added to a position.” Council
member suggested using the word “renegotiated” instead of “changed”.
CSEA representative agreed with the concern about the last sentence of
the first paragraph.

President Smith suggested that we consult legal counsel and clarify why
that sentence was added. The policy can return to College Council after
the additional sentence is clarified.

Council member also suggested asking the attorney to narrow in the
scope of the first sentence of the third paragraph where the word
“revision” was added to make the sentence read: “It is further intended
that the preparation/revision or job descriptions be a self-renewing
process…” The members concern was that faculty might see that as a
gateway for direct dealing between administrators and faculty.

ACTION A vote was taken and members voted unanimously NOT to send out BP
7111 Job Descriptions out for a 30 day constituent review.

BP 7113 DEFINITION OF ACCREDITED INSTITUTION
Motion made and seconded to send out BP 7113 Definition of Accredited
Institution for a 30 day constituent review.
Council member expressed concern with the language that states the Board of Governors establishes the definition of an accredited institution.

Council member raised question about why the old policy was stricken and the new language added.

Council discussed that this policy may also need to be clarified again with legal counsel.

**ACTION** A vote was taken and members voted unanimously NOT to send out BP 7113 Definition of Accredited Institution out for review.

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**BP 7130 COMPENSATION**

Motion made and seconded to send out BP 7130 Compensation for a 30 day constituent review.

Council member expressed concern with the word “established” as used in the first sentence of this policy which reads: “Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and for each employee serving pursuant to an employment agreement shall be **established** by the Board.” Council member stated that for CRFO and CSEA compensation and benefits are not established by the Board – it is established through the collective bargaining process. Suggested changing the wording from “established” to “adopted.”

Council discussed the possibility of using the term “approved” instead of “adopted.”

**ACTION** A vote was taken and members voted unanimously to send out BP 7130 for a 30 day constituent review contingent upon the change of “established” to “adopted.”

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**BP 7140 COLLECTIVE BARGAINING**

Motion made and seconded to send out BP 7140 Collective Bargaining for a 30 day constituent review.

Council member suggested changing the two “if”’s in the policy with the word “after” so the policy would read “After eligible employees of the District select an employee organization as their exclusive representative and after recognition by the District ...” Council member stated that the language as written is exactly the same as the league template.

**ACTION** A vote was taken and members voted unanimously to send out BP 7140 for a 30 day constituent review as is.
BP 7210 ACADEMIC EMPLOYEES
Council member asked why language was stricken from the third paragraph. Council discussed that this information repeats what is stated in Ed. Code and it is therefore not necessary in the policy.

Council discussed including the stricken language in the second paragraph which defines faculty members.

Motion made and seconded to send out BP 7210 for a 45 day constituent review.

Council member said they would like the document not to contain the second paragraph or the last paragraph and that they would like the language that is currently stricken in the third paragraph to be included.

A vote was taken and members voted unanimously to send out BP 7210 Academic Employees for a 45 day constituent review contingent upon the removal of the first and final paragraph and the stricken language in the third paragraph be included in the new Policy.

BP 7350 RESIGNATION OF EMPLOYEES
Motion made and seconded to send out BP 7350 Resignation of Employees for a 30 day constituent review.

Change Superintendent/President to President/Superintendent.

Council discussed the process of resigning and who accepts the resignation.

Council member stated that they liked the sentence that stated that resignations are final and cannot be rescinded.

Council member suggested taking out the Director of HR and instead stating the President/Superintendent or designee as well as deleting the second sentence which states “In the absence of the President/Superintendent and the Director of Human Resources a designee will be appointed.”

Council member suggested changing the language to say “Once accepted by the President/Superintendent or designee, the resignation cannot be rescinded.”

Council discussed the possibility of specifying that resignation needs to be in writing. Council member suggested that this specification could be included in employee handbooks but not in the procedure.

A vote was taken and members voted unanimously to send out BP 7350 Resignation of Employees for a 30 day constituent review contingent
upon the following changes:
1. Policy is changed to say President/Superintendent
2. Strike Director of Human Resources and replace it with “or designee”
3. Deletion of the second sentence
4. Change second to last sentence to say resignation cannot be rescinded instead of “the resignation is final…”

BP 7370 POLITICAL ACTIVITY

Motion made and seconded to send out BP 7370 Political Activity for a 30 day constituent review.

Council member expressed confusion with what is meant by working and nonworking time for faculty. Council member suggested that it is more flexible for faculty as long as the faculty members avoid political activity in the classroom and during office hours.

Council discussed that faculty and staff may have a lot of questions regarding this policy.

ACTION A vote was taken and members voted unanimously to send out BP 7370 Political Activity for a 30 day constituent review.

BP 7218 FACULTY TENURE

Policy is proposed for deletion because the information is already included in contracts and does not need to be duplicated.

Council discussed that this information is already approved by the Board in the form of employee contracts.

Council member suggested keeping a portion of this BP but leaving procedural things out.

Council member stated that there are colleges that do not have a faculty union and would therefore need and AP/BP about Faculty Tenure but since CR has a union it is unnecessary.

Motion was made and seconded to delete BP 7218 Faculty Tenure due to the fact that it duplicates information in the faculty contract contingent upon a 30 day review.

ACTION A vote was taken and members voted unanimously to delete BP 7218 Faculty Tenure contingent upon a 30 day review of the proposed deletion and reasoning behind it.
OLD BUSINESS

AP 5300 STUDENT EQUITY PLAN

Last bullet in first part needs to be broken up into one bullet and one separate paragraph.

List of committee members needs to be changed to include the correct titles.

Council member suggested changing the last bullet to say Expanded Cabinet instead of College Council.

Council member suggested changing the paragraph after the bulleted list to read: “The President/Superintendent is responsible for the implementation of the plan. The Student Equity Plan will be updated every three years…”

Motion made and seconded to send AP 5300 Student Equity Plan to the Board for first reading.

ACTION

A vote was taken and council voted unanimously to send AP 5300 Student Equity Plan to the Board for a first reading contingent upon the aforementioned changes.

BP AND AP 3570 SMOKING AND TOBACCO USE

Council member pointed out a needed correction from sedation to cessation in the second to last paragraph.

Council discussed whether or not electronic cigarettes (which emit water vapor) are included in this policy. Council concluded that this specific situation should be handled on a case by case basis.

Council member suggested changing BP to say “The Board of Trustees urges employees, students, and visitors not to smoke on campus.”

Council member suggested changing AP to include employee disciplinary process. Council member suggested using the language “administrative action per appropriate disciplinary procedure” instead of student code of conduct.

Council suggested making the aforementioned changes and to bring the Policy and Procedure back at the November College Council Meeting.

BP AND AP 5501 LOCKER SEARCH

Motion made and seconded to send out BP and AP 5501 Locker Search to the Board for first reading.
Council member suggested a review by legal counsel.

Council member discussed changing the name to Locker Usage and Search.

**ACTION** A vote was taken and council voted unanimously to send BP and AP 5501 Locker Usage and Search to the Board for first read pending legal review and name change.

BP AND AP 3431 BULLYING

Motion made and seconded to send BP and AP 3431 to the BOT for first reading.

Under administrators and managers section of the AP add bullet that says “Be familiar with and behave according to this policy.”

Council discussed that if you witness bullying you are responsible for dealing with the situation at hand even without a formal complaint. Suggested changing the language of the second bullet under administrators and managers to read: “Ensure that any alleged incident of bullying is investigated regardless of whether a complaint of bullying has been received.”

Council discussed why students are not included under responsibilities. Council agreed that this falls under the student code of conduct.

**ACTION** A vote was taken and council voted unanimously to send BP and AP 3431 Bullying to the Board of Trustees for first reading contingent upon the aforementioned change.

BP AND AP 5013 STUDENTS IN THE MILITARY

Motion made and seconded to send BP and AP 5013 Students in the Military to the Board for first reading.

All positive comments.

**ACTION** A vote was taken and council voted unanimously to send BP and AP 5013 Students in the Military to the Board for first reading.

BP AND AP 5570 STUDENT CREDIT CARD SOLICITATION

BP and AP 5570 Student Credit Card Solicitation will be discussed at the October 22nd College Council Meeting.

ADJOURN

President Kathy Smith adjourned the meeting at 5:02 pm
REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the College Council Meeting
7351 Tompkins Hill Road, Eureka, CA, Board Room
Monday, October 22nd, 2012

MEMBERS PRESENT
Bob Brown, Mike Richards, John Johnston, Michelle Blecher (phone),
Steve Sandeen (phone), Debbie Williams, Marcia Williams (phone), Kathy
Smith, Lee Lindsey, Keith Snow-Flamer, Utpal Goswami, Roxanne Metz

MEMBERS ABSENT
Chris Harper, Melody Pope, Ahn Fielding, Melissa Ruiz

CALL TO ORDER
Kathy Smith called the meeting to order at 3:00 p.m.

NEW BUSINESS

BP AND AP 5030 FEES
The changes made to this policy and procedure are directly related to
collections and delinquent accounts.

Council member brought up that according to College of the Redwoods’
website there is a charge for transcripts which is not reflected in the BP
or AP for Fees. Council clarified that there is not a fee and the
information on the website is incorrect. According to EdCode there is NO
FEE for the first two transcripts.

ACTION Motion made, seconded, and passed to send out BP and AP 5030 for a
30 day constituent review. Council member Steve Sandeen abstained
from voting.

AP 5055 ENROLLMENT PRIORITIES
This procedure contains new language that reflects Student Success
Taskforce suggested changes.

ACTION Motion made, seconded, and passed unanimously to send AP 5055
Enrollment Priorities for a 30 day constituent review.

Council member clarified that this new language stated that athletes no
longer get priority registration due to the Student Success Taskforce
policy changes.

BP 7381 STAFF INSURANCE PROGRAM
BP 7381 Staff Insurance Program, AP 7382 Early Retirement, and AP
7383 Post-65 Health and Welfare Benefits are suggested for deletion due
to the addition of a procedure (AP 7381 Health and Welfare Benefits)
which replaced the aforementioned policies and procedures. This is a
change that should have taken place in 2009 when the AP was first
approved but was not.

AP 7382 EARLY RETIREMENT

AP 7383 POST-65
Council member suggested that we go through past Board documents to
HEALTH AND WELFARE BENEFITS

find out for sure if AP 7381 Health and Welfare Benefits was ever adopted and the discussion that went with it.

Council asked that this information be clarified and then brought back to College Council.

OLD BUSINESS

AP 3250 INSTITUTIONAL PLANNING

The reason behind revising this procedure was to ensure that AP matched current process and to acknowledge the role of Expanded Cabinet.

Council member stated that the Planning, Budgeting, and Program Review Manual needs to be specifically referenced in AP 3250 Institutional Planning. Council discussed the proper place to reference the manual. Member suggested including it before the outline.

Council member suggested adding the term “statement” after mission to clarify meaning. Council discussed the difference between the terms “mission” and “mission statement.”

Council member suggested adding vision and core values to A. so it would read “A. Mission, Vision, and Core Values.” Council member also suggested adding language to bullet 1. under A. so it reads, “The updated Mission, Vision, and Values statements will be approved by…”

Council discussed who is meant by “appropriate governance council(s).” Council member suggested changing that language to “College Council.” Another council member suggested leaving the language as is due to the fact that processes change over time and this would reduce the need for wording changes.

Council member mentioned that “Superintendent/President” needs to be changed to “President/Superintendent” throughout the procedure.

Council discussed that language in A.1. and C.1. needs to be changed. Council member suggested that “as” be changed to “and” in these sections.

Motion made and seconded to send AP 3250 to the Board as information.

ACTION A vote was taken and council voted unanimously to send AP 3250 Institutional Planning to the Board as information contingent upon the aforementioned changes.
BP AND AP 5570 STUDENT CREDIT CARD SOLICITATION

Council member expressed confusion about AP. As it is written the policy/procedure seems to be about student solicitation and not specifically student credit card solicitation. Member suggested starting BP with the statement “The President/Superintendent is authorized to create procedures regarding student solicitation.”

Council member suggested reworking the BP to read: “College of the Redwoods District is aware that students are becoming increasingly in debt through loans and credit cards to finance their education.”

Council discussed the intent of the policy/procedure. Council member asked why College of the Redwoods was singling out credit cards and whether or not there was a connection between students acquiring credit cards and defaulting on student loans. Council member stated that they don’t understand what is trying to be accomplished by the adoption of this policy/procedure.

Council discussed that BP 5570 is legally required whereas the AP is advised.

Council agreed that BP and AP 5570 need to go back to Kintay and PPRS for review and revision.

ACCREDITATION DISCUSSION

President Kathy Smith briefly discussed the upcoming accreditation visit and what the team will be looking for. President Smith also reminded council about the upcoming accreditation forums.

ADJOURN

President Kathy Smith adjourned the meeting at 5:02 pm
BUDGET PREPARATION

Each year, the President/Superintendent shall present to the Board a budget prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual (BAM).

The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District’s approved operations, as well as, the Strategic Plan, the Annual Institutional Plan, the Education Master Plan, Technology Master Plan, and the Facilities Master Plan.

- Assumptions upon which the budget is based are presented to the Board for review. The budget will reflect recommendations from the District’s Budget Planning Committee (BPC), and the President/Superintendent will identify any material deviations from that budget recommendation. Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.

- The annual budget and multiyear budget projections shall meet all the requirements of Accreditation Standard IID Financial Resources, including, “The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency”, and Eligibility Requirement 17 Financial Resources.

- A schedule is provided to the Board by September of each year that includes dates for presentation of the tentative budget, required public hearing(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.

- The annual budget shall be reported to the Board at its September meeting as the Final Budget. The annual budget will provide for adequate cash reserves. Unrestricted general cash reserves shall be no less than 5.00 % of expenditures and transfers (prudent fund balance reserve is defined by the Chancellor’s Office as 5.00%). If the annual budget falls below this minimum requirement:
  - The President/Superintendent shall report a restoration plan to the Board by December 31st which shall include an employee reduction in force, if necessary to restore reserves to the minimum requirement by June 30th of the current year or the following year.
  - The Board’s approval of the President/Superintendent’s restoration plan shall not be unreasonably withheld. The Board of Governors may appoint a Special Trustee to a district that fails to meet the requirements of California Administrative Code title 5, § 58312 Inadequate Plans by District or Failure to Implement Plans; Authorized Actions by the Chancellor.
See Administrative Procedure #AP 6200.

Reference: Education Code Section 70902(b)(5); Title 5, 58300 et seq. ok

Adopted by Board of Trustees: 10/3/06
Former Policy #602: “Fiscal Services,” Adopted by Board of Trustees: 8/15/77
Amended: 7/83, 11/4/91
Former Policy #603: “Budget Preparation,” Adopted by Board of Trustees: 8/15/77
Amended: 7/83
BUDGET PREPARATION

The budget shall be designed to reflect the Redwoods Community College District's mission, the Education Master Plan, the Facilities Master Plan, the Technology Master Plan, and annual goals and objectives, and shall meet all of the requirements of Accreditation Standard III D Financial Resources, and Eligibility Requirement 17 Financial Resources, and if possible shall avoid falling below the requirements of .California Administrative Code title 5, § 58312 Inadequate Plans by District or Failure to Implement Plans; Authorized Actions by the Chancellor. This necessitates a long range, continuous view of District financial requirements.

The budget process shall include participation from College Council and the Financial Advisory Budget Planning Committee (BPC). In support of the District’s integrated planning processes, the BPC shall recommend to the President/Superintendent an annual budget and multiyear budget that at least maintains the required minimum unrestricted cash balance reserve. The President/Superintendent shall present an annual budget and multiyear budget to the Board of Trustees for ratification and shall identify any material changes from the BPC recommended budget.

The budget shall project financial support for educational and support programs of the Redwoods Community College District and shall contain statements of income, expenditures, and balances.

A budget calendar shall be presented to the Board by September of each year that includes presentation of the tentative and final budgets. The tentative budget shall be presented no later than July 1 [Title 5, Section 58305(a)], and the final budget no later than September 15 [Title 5, Section 58305(c)]. A public hearing on the budget shall be held on or before September 15 [Title 5, Section 58301].

The budget must note the relationship between the ending balance of the prior year and the beginning balance of the current year budget, as well as the appropriation for contingency. The purpose of the requirement is to assure awareness on the part of the Board of Trustees of any deficit financing.

Any unusual budget items must be noted with the impact explained to the Board of Trustees. This includes, but not limited to, any deficit financing, contingencies for reductions, property purchases or sales, audit procedure changes, or capital loss or gain.

Revenues and expenditures provided by borrowed funds or long term debt must be noted and explained to the Board of Trustees.

Budget management shall be the responsibility of every cost center manager who shall adhere to sound, prudent, business practices. It shall be the responsibility of the Vice President, Chief Business Officer to keep Cost Center Managers informed of fiscal matters in a timely fashion, and cost managers shall make a good faith effort to stay informed on budget matters. It shall be the responsibility of the cost center managers to inform the Vice
President, Chief Business Officer immediately and in writing of any material deterioration in their budget.

The budget shall contain at a minimum a detailed annual budget and a summarized multiyear budget forecast, including:

1. The anticipated revenue, expenditure, transfer, and all other financial activity in each financial category for the current school year for the unrestricted general fund, restricted general fund, and all other District funds with budgeted activity.

2. An estimate of the student population expressed as full-time equivalent students (FTES) for both enrollments potentially eligible for apportionment funding and non-resident enrollments for the coming school year.

3. An estimate of the staff composition budget by numbers type of employee for the coming school year.

4. The anticipated revenue showing sources and amounts of each.

5. The beginning amount of reserves, anticipated reserves at the end of the current year-end, and a calculation of the percent of ending reserves over total expenditures and transfers.

5.6. The budget shall include a narrative that describes the budget assumptions and any unusual items or significant changes to the budget. If the budget includes a reduction in the amount or percent of reserves, an explanation of the use of reserves shall be included as well.

The adopted budget shall be submitted to the CCC-Chancellor’s Office on or before October 10 [Title 5, Section 58305(d)].

A monthly financial report shall be presented to the Board of Trustees reflecting at a minimum unrestricted general funds and reporting at a minimum the following:

1. The fiscal status of the Redwoods Community College District including income, expenditures, transfers and balances.

2. A projection of the year end income, expenditures, and balances.

3. A report of all budget transfers among the major accounts for Board approval.

3.4. A report of the District’s unrestricted general cash balance if the balance has fallen below or is projected to fall below the minimum requirement set forth in BP 6200.

The budget reports discussed above A complete list of all expenditures for the reporting period shall be available for inspection in on the Business Office website, BPC website, or Board of Trustees website. The annual budget shall be loaded into the District’s financial information system in sufficient detail to allow for prudent, accurate, and appropriate budget management and reporting, and shall be updated throughout the year as budget changes are approved.

The annual budget will provide for adequate cash reserves. Unrestricted general cash reserves shall be no less than 5.00 % of expenditures and transfers (prudent fund balance reserve is defined by the Chancellor’s Office as 5.00%). If the annual budget falls below this minimum
requirement, the President/Superintendent shall report a restoration plan to the Board by December 31st which shall include an employee reduction in force, if necessary to restore reserves to the minimum requirement by June 30th of the current year or the following year.

Reference: Accreditation Standard III.D; Education Code Section 70902(b)(5); Title 5, Sections 58300 et seq.

Approved: 10/3/06
Former Policy #602: “Fiscal Services,” Adopted by Board of Trustees: 8/15/77
Amended: 7/83, 11/4/91
Former Policy #603: “Budget Preparation,” Adopted by Board of Trustees: 8/15/77
Amended: 7/83
REDWOODS COMMUNITY COLLEGE DISTRICT BP 6250
Board of Trustees Policy

BUDGET MANAGEMENT

The budget shall be managed in accordance with Title 5 §58311 Principles for Sound Fiscal Management, Education Code 84040(c), Accreditation Standard IIID, and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District’s reserve for contingencies (Education Code Section 58308). They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval or ratification is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved or ratified by a two thirds vote (Education Code Section 58307) of the members of the Board. Transfers between expenditure classifications must be approved or ratified by a majority vote of the members of the Board.

See Administrative Procedure #AP 6250.

Reference: Title 5 Sections 58307, 58308

 Adopted by Board of Trustees: 10/3/06
Former Policy #602: “Fiscal Services,” Adopted by Board of Trustees: 8/15/77
Amended: 7/83, 11/4/91
Title 5 §58307 **District Budget Limitation on Expenditure:**

- Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board.
- Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two thirds vote of the members of the Board.
- Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board.

Title 5 §58308 **Appropriation of Excess Funds and Limitations:**

- Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

Title 5 §58311 **Principles of Sound Financial Management:**

- Each district shall be responsible for the ongoing fiscal stability of the district through the responsible stewardship of available resources.
- Each district will adequately safeguard and manage district assets to ensure the ongoing effective operations of the district. Management will maintain adequate cash reserves, implement and maintain effective internal controls, determine sources of revenues prior to making short-term and long-term commitments, and establish a plan for the repair and replacement of equipment and facilities.
- District personnel practices will be consistent with legal requirements, make the most effective use of available human resources, and ensure that staffing costs do not exceed estimates of available financial resources.
- Each district will adopt policies to ensure that all auxiliary activities that have a fiscal impact on the district comport with the educational objectives of the institution and comply with sound accounting and budgeting principles, public disclosures, and annual independent audit requirements.
- Each district's organizational structure will incorporate a clear delineation of fiscal responsibilities and establish staff accountability.
- Appropriate district administrators will keep the governing board current on the fiscal condition of the district as an integral part of the policy- and decision-making processes.
- Each district will effectively develop and communicate fiscal policies, objectives, procedures, and constraints to the governing board, staff, and students.
• Each district will have an adequate management information system that provides timely, accurate, and reliable fiscal information to appropriate staff for planning, decisionmaking, and budgetary control.

• Each district will adhere to appropriate fiscal policies and procedures and have adequate controls to ensure that established fiscal objectives are met.

• District management will have a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.

• District financial planning will include both short-term and long-term goals and objectives, and broad-based input, and will be coordinated with district educational planning.

• Each district's capital outlay budget will be consistent with its five-year plan and reflect regional planning and needs assessments.

Reference: Title 5, Sections 58305, 58307, 58308, 58311

Approved: 10/3/06
Former Policy #602: “Fiscal Services,” Adopted by Board of Trustees: 8/15/77
Amended: 7/83, 11/4/91
FISCAL MANAGEMENT

The President/Superintendent shall establish procedures to assure that the District’s fiscal management is in accordance with the principles contained in Title 5 §58311Principles of Sound Financial ManagementTitle 5, section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a monthly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

See Administrative Procedures #AP 6250.

Reference: Education Code Section 84040(c); Title 5 Section 58311

Adopted by Board of Trustees: 10/3/06
Former Policy #602: “Fiscal Services,” Adopted by Board of Trustees: 8/15/77
Amended: 7/83, 11/4/91
FISCAL MANAGEMENT

The following guidelines are established to assure that the District’s fiscal management is in accordance with the principles contained in Title 5 §58311 Principles of Sound Financial Management: Title 5, Section 58311:

- Each district shall be responsible for the ongoing fiscal stability of the district through the responsible stewardship of available resources.

- Each district will adequately safeguard and manage district assets to ensure the ongoing effective operations of the district. Management will maintain adequate cash reserves, implement and maintain effective internal controls, determine sources of revenues prior to making short-term and long-term commitments, and establish a plan for the repair and replacement of equipment and facilities.

- District personnel practices will be consistent with legal requirements, make the most effective use of available human resources, and ensure that staffing costs do not exceed estimates of available financial resources.

- Each district will adopt policies to ensure that all auxiliary activities that have a fiscal impact on the district comport with the educational objectives of the institution and comply with sound accounting and budgeting principles, public disclosures, and annual independent audit requirements.

- Each district's organizational structure will incorporate a clear delineation of fiscal responsibilities and establish staff accountability.

- Appropriate district administrators will keep the governing board current on the fiscal condition of the district as an integral part of the policy- and decision-making processes.

- Each district will effectively develop and communicate fiscal policies, objectives, procedures, and constraints to the governing board, staff, and students.

- Each district will have an adequate management information system that provides timely, accurate, and reliable fiscal information to appropriate staff for planning, decisionmaking, and budgetary control.

- Each district will adhere to appropriate fiscal policies and procedures and have adequate controls to ensure that established fiscal objectives are met.

- District management will have a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.

- District financial planning will include both short-term and long-term goals and objectives, and broad-based input, and will be coordinated with district educational planning.

- Each district's capital outlay budget will be consistent with its five-year plan and reflect regional planning and needs assessments.
Provide for responsible stewardship of available resources.

Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.

Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.

Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decisionmaking.

Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.

Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making, and budgetary control.

Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.

Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.

Provide both short-term and long-term goals and objectives, and broad based input coordinated with District educational planning.

Reference: Education Code Section 84040(c); Title 5 Section 58311; Accreditation Standard III.D.2

Approved: 10/3/06
The President/Superintendent is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

The President/Superintendent is delegated authority by the Board to sell or lease for a term not to exceed five years any real property, together with any personal property located thereon, belonging to the District which is not or will not be needed by the District for school classroom buildings at the time of delivery of title or possession. The sale or lease shall be in accordance with applicable law and Education Code section 81360-81382. Contracts are not enforceable obligations until they are ratified by the Board.

See Administrative Procedures AP 6550

Reference: Education Code Section 70902(b)(6), 81450, 81360-81382 et seq.

Adopted by Board of Trustees: 12/5/06
Former Policy #706: “Disposition of Personal property,” Adopted by Board of Trustees: 8/15/77
Amended: 10/3/94
DISPOSAL OF PROPERTY

The President/Superintendent delegates the Vice President, Chief Business Officer, to dispose of personal property in accordance with this Administrative Procedure.

Personal Property

All sales of surplus personal property shall be reported to the Board in January and July of each year.

The district may sell for cash any district personal property if the property is not required for district purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the district for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the district; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the district or any part thereof is situated. The Vice President, Chief Business Officer, shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the district, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the district.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the district without complying with the preceding procedures if all of the following criteria are met:

a) The district determines that the property is not required for district purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.

b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.

c) The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

In addition, the District can sell or lease real property belonging to the community college district if both of the following conditions are met:
If the board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars ($5,000), the property may be sold by the Vice President, Chief Business Officer, at private sale without advertising.

Any item or items of property having previously been offered for sale as provided above, but for which no qualified bid was received, may be sold by the Vice President, Chief Business Officer, at private sale without advertising.

If the Board, by unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board, or it may be disposed of at the local refuse collection center on order of the Vice President, Chief Business Officer.

Proceeds from the disposition of surplus property shall revert to the general fund except for the following circumstances:

1. When the equipment has been purchased from a categorical grant and the district is required by the terms of the grant to restrict the use of the proceeds from the sale to the program for which the grant was received.

2. When the equipment has been donated to the district and the terms require it to be used only in a designated program and when the proceeds of the sale also are restricted.

In the absence of either of the above provisions, the funds will be considered available for any purpose approved by the Board. Employees of the district will not be permitted to purchase property declared as surplus.

Real Property

The District can sell or lease real property belonging to the District if the provisions of Education Code Section 81360-81382 relating to such sale or lease are met. In addition, the Board may sell or lease real property belonging to the District under the following conditions:

a) If a district has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the lease of its real property established by a majority vote of the Board, the Board may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the District, of any real property of the District.

b) Generally, the funds derived from the sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the district if, prior to the sale or lease, the Board has determined that the district has no anticipated need for additional sites or building construction for the five-year period following the sale or lease.

a) The property is sold or leased to another local governmental agency, or to a nonprofit corporation that is organized for the purpose of assisting one or more local governmental agencies in obtaining financing for a qualified community college facility; and
b) The financial proceeds are expended solely for capital outlay purposes relating to a qualified community college facility.

If the board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars ($5,000), the property may be sold by the Vice President, Chief Business Officer, at private sale without advertising.

Any item or items of property having previously been offered for sale as provided above, but for which no qualified bid was received, may be sold by the Vice President, Chief Business Officer, at private sale without advertising.

If the Board, by unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board, or it may be disposed of at the local refuse collection center on order of the Vice President, Chief Business Officer.

The money received from the sale shall be placed to the credit of the fund from which the original expenditure for the purchase of the property was made.

Employees of the district will not be permitted to purchase property declared as surplus.

Reference: Education Code Section 70902(b)(6), 81450, 81360-81382 et seq.

Approved: 12/5/06
Former Policy #706: “Disposition of Personal Property,” Adopted by Board of Trustees: 8/15/77
Amended: 11/3/94
Informal and Formal Bidding Procedures under the Uniform Public Construction Cost Accounting Act (UPCCAA), adopted by resolution by the Board of Trustees

Public Projects are defined in Public Contract Code (PCC) Section 22002(c) as construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, or painting or repainting of or involving any publicly owned, leased or operated facility. Public projects estimated to cost up to $175,000 shall be let to contract by procedures described below.

It is unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the this Procedure requiring work to be done by contract after competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions must contain all documents necessary to assure compliance with these Labor Code sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

NOTE: Procedures on bids and contracting are legally required. Local practice may be inserted. Districts which, by proper resolution and notification to the Controller, have elected to adopt the Uniform Public Construction Cost Accounting Act, are subject procedures, described in detail in Public Contract Code Sections 22000 et seq. The following template is only for use by districts that have adopted such a resolution.

1 The California Uniform Construction Cost Accounting Commission (Commission) may recommend that the State Controller amend these amounts. Public Contract Code section 22032 authorizes public projects of $45,000 or less to be performed by District employees by force account, by negotiated contract, or by purchase order. Public projects up to $175,000 may be let to contract by informal procedures. Public projects in excess of $175,000, with limited exceptions, shall be let to contract by formal bidding procedure. PCC 22032.
Public Projects funded by the Kindergarten-University Public Education Bond Acts of 2002 and 2004 and any future State Bond funds require that the District initiate and enforce a labor compliance program pursuant to Labor Code Section 1771.5.

Procedures Not Covered by this AP -
When this procedure does not establish a process for bidding Public Projects, the procedures described in AP 6430-6340 titled Bids and Contracts shall govern.

Contractors List
- Lists of contractors shall be developed and maintained.

Award to Low Bidder; No Bids -
- All contracts must be awarded to the lowest responsible bidders. If two or more bids are the same and lowest, the District may accept the one it chooses. When no bids are received, the District may perform Public Projects with District employees or through a negotiated contract without further complying with this procedure.

Notice Inviting Informal Bids -
When a Public Project anticipated to cost less than $175,000 is to be performed, the District shall prepare a notice of the opportunity to bid. The notice must describe the project in general terms, state the time and place for the submission of bids and describe how to obtain more detailed information about the Project. The District shall mail the notice to all contractors for the category of work to be bid, as shown on the Contractors List. The District may also mail the notice to all construction trade journals. Other contractors and/or construction trade journals may also be notified at the discretion of the department soliciting bids. Mailing shall be completed at least ten days before bids are due.

Award of Informally-Bid Contracts -
The Vice President, Chief Business Services Officer, Chief Business Services Officer for the respective campuses, and the Associate Vice Chancellor of Facilities, Planning, Design and Construction for the District, are authorized to award informal contracts (defined as contracts for less than $175,000.00), except those contracts described below.

Bids Exceed Informal Bidding Limit -
If all informal bids received exceed $175,000, and the District determines that the cost estimate was reasonable, the District may award the contract at up to $187,500 to the lowest responsible bidder. The contract must be approved by Resolution receiving a four-fifths (4/5) vote of the Board of Trustees.
Bid Documents for Formal Bids

The Vice President, Chief Business Officer or designee, will see that plans, specifications and working details for all Public Projects estimated to cost more than $175,000 are adopted.

Notice Inviting Formal Bids

- When a Public Project, which is anticipated to cost in excess of $175,000 is to be performed, the District shall publish a notice inviting formal bids in a newspaper of general circulation. The notice shall be published at least 14 calendar days before the date of bid opening. The notice shall also be sent electronically, if available, by facsimile or electronic mail and mailed to all construction trade journals. The notice to construction trade journals shall be sent at least 15 calendar days before the date of bid opening. Other contractors and/or construction trade journals may also be notified, at the discretion of the department soliciting bids. Mailing shall be completed at least 30 days before the date of bid opening.

When Contractors List Has Not Been Prepared: Proprietary Product or Service

Notwithstanding the above:

- If the District has not prepared a list of contractors for the particular category of work to be performed, the notice inviting bids shall be sent to each of the construction trade journals.
- If the product or service is proprietary in nature, such that it can be legally obtained only from a certain contractor(s) pursuant to Public Contract Code Section 3400, the notice inviting informal bids may be sent exclusively to such contractors.

Contracts for Maintenance Work

Contracts for Maintenance Work may be bid pursuant to the Informal Bidding Procedures described above. Maintenance Work is routine, recurring work done for the preservation or protection of a public facility; minor repainting; landscape maintenance including mowing, watering, trimming, pruning, planting or replacement of plants, and servicing of irrigation systems; work performed to keep, operate, or maintain publicly owned water, power, or waste disposal systems.

Rejection of Bids; Re-solicitation; Use of District Employees

- If the District intends to reject all bids, it must mail the apparent low bidder a written notice of the District’s intent to reject the bid at least two business days prior to the hearing at which the bids will be considered.

After rejecting all bids, the District may:
• abandon the project;
• re-advertise the project; or
• perform the work with District employees, after passing a resolution by a four-fifths (4/5) majority of the Board of Trustees declaring that the project can be performed more economically by District employees.

Emergency Procedures

When an emergency necessitates repair or replacement, contracts shall be awarded pursuant to the procedures described in AP 6340 titled Bids and Contracts.

References:
- Education Code Sections 81641 et seq.;
- Labor Code Sections 1770 et seq.;
- Public Contract Code Sections 20110 et seq., 20650 et seq., 22000 et seq. (Uniform Public Construction Cost Accounting Act (Act))

New 2/10, Revised 2/11, 3/12
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REDWOOD COMMUNITY COLLEGE DISTRICT AP 6451
Administrative Procedure
Number Update only from Administrative Regulation No. 824.03
USE OF CELLULAR PHONES WHILE DRIVING
College of the Redwoods requires the safe use of cellular phones by employees who use such phones to conduct business for the college.
Proper Use of Hand-Held Phones: Employees who use hand-held cellular phones while on company business should refrain from making or receiving business calls while driving. If an employee needs to make or receive a business phone call while driving, the employee should make sure the vehicle is stopped and that he or she is parked in a proper parking area.
Proper Use of Hands-Free Phones: Employees who use hands-free phones must keep business conversations brief while driving, and must stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy, or road conditions are poor.
Special Situations: Employees who are faced with an emergency, such as a traffic accident or car trouble, may find it necessary to make a phone call while driving. Any such use must be reported to the employee's supervisor upon return to campus or within 24 hours.
Discipline: Employees who are found to have violated this policy may be subject to disciplinary action up to and including termination from employment.
Former Administrative Regulation No. 824.03, number change only on June 5, 2012
Approved by the Board of Trustees: February 5, 2002
PROPOSE TO SUNSET

REDWOODS COMMUNITY COLLEGE DISTRICT AP 6518
Administrative Procedure

Number Update only from Administrative Regulation No. 707.01

LANDSCAPE MASTER PLAN

Subject
1.0 History
2.0 The District
3.0 Philosophy For Future Development And Use of Grounds
4.0 Standards
5.0 Plant Recommendations

1.0 - HISTORY

The first permanent college location, known as the Eureka Campus, was originally developed from farm land on what is now 265 acres, where most all level land was without trees. During most of the 25 years of occupancy at the site, there has been continuous development of roads and paths, utility systems, lakes where formerly there were none, and relocation of original stream beds. More than thirty buildings have been constructed, along with sewage treatment facilities, a community stadium, many commemorative monuments and groves of trees have been placed, and some historical artifacts have been included as the site was developed.

As part of the development of the site, a landscape master plan was developed and has been followed. This plan is being revised to more closely support education and public use needs which have changed since the original plan was developed.

Many times there has been national recognition for the beauty and tranquility of our Eureka Campus. One of our primary desires is to once again obtain that type of recognition while satisfying the many uses and needs of the people of the North Coast.

At its conception in the 1960's the Eureka Campus property was open pasture with very few natural growing trees. The setting was mostly rolling hills covered by wild varieties of grass. As the campus was developed the gardening staff consisted of six gardeners, one head gardener, and up to thirty student helpers. Eighty per cent of the original landscaping on the Eureka Campus was done by this group of gardeners and students under the direction of the Head Gardener.

Most of the plants used at that time were for ornamental purposes, and many were of the hybrid varieties needing regularly scheduled maintenance for them to maintain a healthy condition. At the same time many native plants from the local area were used in conjunction with the ornamentals. Over the years the campus was maintained effectively, winning several Gardening Club of America awards for its aesthetics.

During the 1970's public financing in California was changed drastically through Proposition 13. This limited the amount of money available for maintenance and operations of educational districts. To maintain the college educational programs, budget reductions were made in maintenance and support areas. This caused reductions in the gardening staff and in materials.
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Since that time the gardening staff has consisted mainly of two gardeners and approximately twenty hours of student help per week. Due to the lack of man-power and budget, the grounds at the Eureka Campus could not be properly maintained. Consequently, plants were not maintained on a regular schedule, the plants grew out of control, and the original schedules were lost.

2.0 - THE DISTRICT

The Redwoods Community College District in Northern California serves an area of over eight thousand square miles with all of its major locations within a few miles of the Pacific Ocean. There are several branch locations and three campus locations: Eureka, Crescent City, and Ft. Bragg. Because of its proximity to the Pacific Ocean the climate is cool to moderate with most areas receiving an average of forty inches of rain per year and coastal fog during the summer months.

EUREKA CAMPUS - Following the opening of the first classes held at Eureka High School, the first construction on the Eureka campus began in 1967. It has approximately thirty to thirty-three acres of turf/lawn and an additional ten acres of multi-use landscaped area. Due to the proximity of the redwood forests, the District name was chosen. All three varieties of redwoods, the Sequoia, the Coastal, and the Dawn, plus a large selection of native plants grow abundantly at this facility. In addition to the native plant material, many varieties of hybrid landscape trees and shrubs are also grown.

DEL NORTE - The Del Norte campus at Crescent City was the next major campus development and construction of the District. Following active deliberations by the community, the present site on Washington Boulevard was chosen and the first construction took place in 1983. The campus is located close to the heart of the Redwoods National Forest and California Parks.

MENDOCINO COAST - The major educational building on the Mendocino Coast campus at Fort Bragg was constructed in 1987 with a Voc-Tech building constructed in 1989. The Mendocino campus has a beautiful view and is within walking distance of the Pacific Ocean. Unlike the other main campus sites, Mendocino Coast is a coastal prairie, rather than a woodland, and may accommodate a different variety of native plants.

3.0 - PHILOSOPHY FOR FUTURE DEVELOPMENT AND USE OF GROUNDS

ATTRACTIVE TO STUDENTS - All locations of the District shall be maintained as rich and lush coastal woodland or coastal prairie environments complementing their geographical locations and the local communities they serve. In recognition of the physical appearance being a significant factor used by prospective students when they choose a college, our grounds are intended to be inviting to students the first time they see our facilities and while they are attending as students.

ART ON CAMPUS - As educational institutions, the campuses of the District should strive to enhance the aesthetic experience of students by the inclusion of objects of art in their campus landscapes. Sculpture gardens, murals, exhibit areas, and other spaces that stimulate the visual senses should be considered.

COMMUNITY PARTICIPATION AND USE - Each community shall be given an opportunity to be involved in the landscape plans and operations of its campus. A Landscape Committee composed of interested persons from the local college staff and the local community may be
PROPOSE TO SUNSET

established to make recommendations and assist in the development of the local college campuses. The size of the committee(s) should be small enough to be workable. The recommendations must be in keeping with this basic philosophy.

SCOPE OF COMMITTEE ACTIVITY - All projects other than routine maintenance may be reviewed by the Landscape Committee, based on decision and/or recommendation of the local administration.

PLANNING SCOPE FOR PROJECTS - Any construction should consider the value and preservation of the existing plant material. The cost of moving that material should be included and a provision of time provided in the construction schedule. Construction projects, whether for repair, remodeling, or for a new facility, shall include a consideration for landscaping in the project budget.

Recognition for animals sharing the campus site shall be included in project planning and provision for the preservation of their habitat shall be made.

In keeping with this philosophy, the following concerns shall be addressed in order to ensure that there is architectural continuity of the concept originally established, while producing a positive recognizable image of the College of the Redwoods. Every effort shall be made to obtain a balance between these various aspects.

1. Safety of students, staff, and facilities
2. Cleanliness of facilities and grounds
3. Enhancement of instruction by developing and maintaining:
   - natural areas
   - plant collections
   - manicured areas for their aesthetics
   - activity areas
   - areas that stimulate the visual aesthetic senses,
     such as sculpture gardens, murals, and exhibit spaces
4. Maintain schedules and standards for the level of maintenance for:
   a. mowing
   b. trimming
   c. edging
   d. weed abatement
   e. drainage control
   f. transplanting
   g. spot color plantings
   h. lighting
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i. irrigation

5. Staff members needed to perform proper maintenance functions

6. Provide proper social atmosphere and recreational areas for students and staff

7. Continue natural habitat for wildlife

DESIGN FOR CHANGE AND FUTURE DEVELOPMENT

1. Design - If the funds become available through the budget process, the grounds master plan of the District campuses shall be done by a certified professional in the areas of landscape design or architecture. The landscape firm shall be chosen on its merit and abilities by the local Landscape Committee. All regular, minimum levels of maintenance shall be approved by the Director of Facilities and Grounds and become the responsibility of the local administration to carry out, subject to the availability of funds.

2. Annual Goals - Annual goals shall be developed by either the gardening staff or the Landscape Committee. All goals shall also be reviewed by the Landscape Committee. Goals shall be considered for their consistency with the landscape philosophy and the master plan. The landscape goals shall be completed in time for any cost items to be included in the college budget.

3. Grounds maintenance staff - Subject to availability of funds, the Redwoods College District shall need to maintain an active labor force consisting of four qualified grounds persons and one Head Gardener at the Eureka Campus and one-half time person at both Del Norte and Mendocino Coast. The Head Gardener would need to have all education and experience needed to maintain a district of this size. This position would also work with the Centers' Building and Grounds Workers in developing, consulting, and as a resource person. This person would report to the Director of Facilities and Grounds.

4. Certificates, Licenses, Sub-contractors - All work which requires control by persons with special certificates, licenses, or special skills shall be contracted by the Maintenance Division unless one of the active labor force holds these qualifications.

5. Maintenance objectives - Support of our philosophy statement shall come from objectives dealing with grounds. The Redwoods Community College District's objectives are:

   a. Adequate Watering

      1. Plants - In order to attain the goal of reducing water consumption but yet keep an attractive campus, more ground cover shall be planted to replace lawn areas. Ground cover is very drought tolerant and lends itself to a very pleasing look.

      2. Irrigation - Sprinkler systems design is another area in which to reduce water consumption. Automated control systems and scheduled watering shall be instituted.

   b. Weed abatement - Use of weed killers shall be minimized. Lawns shall be kept free enough of weeds that the turf will be able to grow attractively and be free of excessive competition. Paved parking lots and walkways shall be kept free of destructive weeds growing through them or into their seams. Edging shall be done often enough to maintain clean lines and to keep destructive weeds from penetrating the edges of paved areas.
PROPOSE TO SUNSET

Barrier cloth and mulch shall be placed under trees and shrubs to suppress weeds.

c. Lighting - Sufficient lighting shall be provided on the campus to create a safe nighttime environment. This will also accentuate our buildings and grounds. As much as possible lighting of the landscape will enhance the instructional program.

d. Objects of art on campuses should be of materials and design that are appropriate to the use and climatic conditions of their locations and should have instructions for their proper maintenance developed before their initial placements.

e. General groundskeeping - General groundskeeping shall consist of maintaining existing grounds in the professional manner set forth in the guidelines of the landscape standards. Any change in the existing landscape design will need to be reviewed by the Director of Facilities and Grounds. Projects other than routine maintenance shall be brought before the Landscape Committee for review.

WILDLIFE SANCTUARY - In 1974, a wildlife sanctuary was established in an area north of the Eureka Campus Cafeteria, including the lakes and surrounding areas. This was a voluntary, in college effort and program which has continued through today. Primarily, this is used in support of the instructional programs of the Eureka Campus. Consideration of this area shall be given in developing plans and standards.

4.0 - STANDARDS

In order to satisfy the requirements attendant to the philosophy for the landscape grounds at the District campuses, as well as maintaining a neat, aesthetically-appealing appearance, the following standards and schedules need to be met, if funds can be provided:

Lawns - The majority of lawn material used on these campuses is fescue, blue, and bent grass.

1. Scheduled mowing and edging -
   In winter the lawns shall be mowed once every two to three weeks as weather permits due to heavy rainfall.
   Spring through early fall lawns shall be mowed once to twice a week depending on weather.
   Lawns shall be mowed at a height of 2" to 3" depending upon the frequency of mowing and weather conditions.

   Edging shall be done at the time of mowing where edging strips are available.

2. Scheduled aeration of lawns once a year - a light layer of sand shall be applied.

3. Scheduled fertilization once a year using a high nitrogen, slow release fertilizer of 32-3-8.

4. Scheduled weed control - Application shall be made with guidelines consistent with environmental health standards. Periodic review of the use of herbicides shall be addressed by the Landscape Committee. Post and pre-emergent herbicides shall be broadcast in liquid spray, granules or dry powder form. There shall be two applications per year in the spring and fall, using broadleaf weed killer. Walkways and edgings shall be sprayed three times a year using a sterilant. Two spring applications four to six weeks apart shall be applied. There shall be a single fall application. Any weeds that are not affected by spray or grow after application shall be removed by a hand-weeding method.
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Ground Covers - Ground cover shall be weeded twice per year in the spring and fall by hand weeding methods in order to eliminate weed competition. No herbicides shall be used to spot spray ground covers.

Edging of ground covers shall be done once per year, mid-summer, to prevent the plants from growing onto paved areas. The edging shall be done on an angle inward and upward to prevent an abrupt edge.

Mulches and paving - Mulches and paving shall be kept clear of weeds and escape plants. When possible, hand pulling shall be used to remove the entire plant. Where there are a large number of weeds, a sterilant shall be used. Where trees and shrubs are surrounded by mulch, no spray shall be applied within 3 feet of their base and no over-spray shall be allowed to contact them.

Paved areas shall be spot-sprayed to kill established weeds.

Plant material - This section covers shrubs and trees. Plant material shall be inspected at least every two weeks but no less than once a month for infestations of disease and parasites, soggy soils, physical damage, etc. The proper action in each of these cases shall be taken at that time by either spraying, trimming, hedging, transplanting and/or replacement of affected materials. Importance shall be given to varieties that produce fruit, flowers, or seeds that shall attract wildlife.

1. Shrubs: These are used singularly and in groups. They shall be trimmed to keep a natural structure. Single branches which grow longer than others on the same shrub shall be shortened to maintain proper proportion. Where visibility is important shrubs shall be trimmed low to be seen over or tall to be seen under. Where shrubs provide screening they shall be trimmed back to increase their density.

2. Trees: Trees shall be trained while they are young to develop strong structures. Large trees shall be trained upward to expose their trunks and allow visibility and access. Small trees and specimen trees shall be allowed to have branches to the ground if it enhances their appearance. Wind breaks at the perimeter and in non-traffic areas shall be kept low to prevent wind acceleration.

Approval for removal and/or trimming of large trees and shrubs shall be obtained from the Director of Facilities and Grounds and reviewed by the Landscape Committee. When large trees are removed, they shall be removed in a manner that prevents destruction of adjacent plants and structures. Pruning of large trees shall be done by a contractor.

Safe atmosphere for students, staff, and visitors - The following standards shall be exercised to provide safe surroundings for people as well as maintaining the aesthetics of the College:

1. Keep only low-growing plants close to walkways, buildings or heavy traffic areas. Purpose -- to create an open line of sight for those people traversing the walkways as well as giving a more open feeling to the campus area.

2. Medium to large shrubbery shall be shaped and/or transplanted to create an open line of sight and provide depth to the landscape. Overgrown plants shall be trimmed on a rotating schedule to promote better health and create shape. This shall be accomplished on a four-year schedule, trimming back one-fourth of all large plants each year, with methods that prevent a scalped landscape look.
PROPOSE TO SUNSET

3. Lighting to ensure visibility along walks shall be provided. Protection of buildings from damage by landscape materials - Plants growing too close to buildings, paving, decks, and other campus structures shall be thinned, transplanted, or removed. Problem plants shall be replaced with ground covers and smaller plants. Growing plants shall be trained with protection of the structures in mind.

5.0 - PLANT RECOMMENDATIONS

Ground Cover - Lawns are attractive areas for people to look at and walk on but require high maintenance both in man-power and budget. Ground cover also provides natural weed control in these areas and is more drought tolerant than lawns.

Ground cover shall replace lawn areas that are not high traffic and areas under trees and around shrubbery. The types listed below can be edged as lawns but on a more infrequent schedule.

Types of ground cover: plants, mulch, rock, blacktop, concrete. These alternative-type ground covers can be and should be considered for use where their specific function can best be utilized. For example, rather than lawn for a pathway, gravel, concrete, or blacktop can be used depending on the amount of traffic and how it fits the surrounding landscape. Living ground covers can be best utilized as lawn substitutes in areas of little traffic (steep banks, under trees and low-growing shrubs).

Certain varieties add a splash of color into a green environment. Types of plants that can be used in and around redwood groves, rhododendrons, and pieris plantings are:

**Oxalis Oregana** (Redwood Sorrel), **Baby-Tears**, **Fragaria (Wild Strawberry)**, **Cotoneaster many types**, **Ajuga**, and **Ferns**.

Ground cover used in open areas, hillsides or as large lawn substitutes are:

**Small Leaf Ivies** (both plain and variegated), **Vinca Minor** (Periwinkle), **Rosmarinus officinalis 'prostratus'** (Trailing Rosemary), **Cotoneaster dammeri**, **Prostrate Ceanothus**, **Gazania**, **Arctothica (African Daisy)**, **Arctothea calendula** (Cape Weed), **Bergenia**, **Corinilla varia** (Crown Vetch), **Lonicera japonica** (Honeysuckle), **Nandina domestica** (Heavenly Bamboo), **Hypericum calycinum** (Aaron's Beard), and **Agapanthus**.

These varieties of ground cover grow very well in this area. One group of ground cover not included in this plan would be the Junipers due to its susceptibility to root rot.

Small to Medium Plants (2' to 5' in height) - These can be used singularly or in groups as mounding-type ground cover throughout the campus or in combination with other low-growing ground cover, larger shrubs, and trees. These also need to be trimmed to keep a lower-growing structure.

This plant material shall be chosen on its merit for color, texture, ability to stand wet weather, and its hardiness against infestations. Some examples are:

**Agapanthus** (Lily-of-the-Nile), **Azaleas**, **Nandina domestica** (Heavenly Bamboo), **Contoneaster several types**, **Ceanothus** (Wild Lilac), **Aucuba**, **Escallonia several types**, **Fuchsia**, **Hydrangea macrophylla**, **Ligustrum** (Privit), **Mahonia aquifolium** (Oregon Grape), **Pieris japonica**, **Pinus mugo** (Dwarf Pine), **Pittosporum tobira**, **Pittosporum tenuifolium**, **Rhododendron** (many varieties), **Podocarpus**, **Grevillea** (many varieties), **Hebe buxifolia**, **Hebe Patty's Purple**, **Camellia**
PROPOSE TO SUNSET

japonica, Vaccinium ovatum (Huckleberry), Callistemon citrinus (Bottlebrush), Calluna vulgaris (Heather), and Choisya ternata (Mexican Orange).

These are just a sample of types that will grow in this area and are now used on the District campuses.

Medium to Large Plants (4' to 8' in height) - These plants would be used mainly as stand-alones or in large groupings in combination with lawns, ground covers, small shrubs, or trees. Many uses for these type of shrubs would be to soften hard surfaces such as walls, retaining walls, cuts in hillsides, or as a type of visual block. Some types now used are:

Pieris japonica, Rhododendron, Prunus laurocerasus (English Laurel), Prunus lusitanica (Portugal Laurel), Photinia fraseri, Viburnum, Leptospermum laevigatum (Australian Tea Tree), Ilex aquifolium (English Holly), Ilex Burfordii (Burford Holly), Hydrangea macrophylla, Escallonia rubra, and Ceanothus (Wild Lilac). This is a sample of varieties which can grow or are growing at the campuses now.

Large Trees (6' to 150' in height) - Many of the trees on campus are already well on their way to their maximum height. Due to their size and their proximity to both buildings and pedestrian walkways, some of these trees need to be removed.

There are several varieties of pine trees on the Eureka Campus whose life span is only thirty to forty years. With the Eureka Campus in its 25th year, these trees are getting to the age where they require special care and planning for replacement to avoid losing their aesthetic value or becoming hazards to buildings and pedestrians.

Trees recommended for use on the campuses should be of the type that are salt resistant, resistant to infestation, but still provide shade, windbreak, visual screen as well as color, shape and texture. Some examples of trees are:

Sequoia gigentea (Giant Sequoia), Sequoia sempervirens (Coast Redwood), Metasequoia (Dawn Redwood), Prunus thundercloud (Flowering Plum), Prunus serrulata (Flowering Cherry), Pine (many varieties), Cotoneaster frachetii, Ceanothus (Blue Buttons), Betula pendula (White Birch), Chamaecyparis Lawsoniana (Port Orford Cedar), Cedrus atlantica (Atlas Cedar), Cedrus deodara (Deodar Cedar), Lithocarpus densiflorus (Tanbark Oak), Acer palmatum (Japanese Maple), Liquidambar styraciflua (Sweet Gum), Pittosporum tobira, Pittosporum eugenioides, Acacia baileyana, Acacia melanoxylon (Black Acacia), Milus (Crabapple), Picea sitchensis (Sitka Spruce), Magnolia, Crataegus (Hawthorn), Cryptomeria japonica, Alnus oregona (Red Alder), Salix (Willow), Eucalyptus nicholii, Abies grandis (Grand Fir), Abies concolor (White Fir), Podocarpus, and Pseudotsuga taxifolia (Douglas Fir). These are a sampling of the varieties that can and are growing at the College.

Maintenance would consist of regular inspections watching growth patterns, light regular trimming as needed. Professional tree companies shall be hired to do major pruning or removal.

Former Administrative Regulation No. 707.01, number change only on June 5, 2012

12/27/90
Reviewd by Board of Trustees - January 7, 1991 and April 1, 1991
PROPOSE TO SUNSET

LANDSCAPE GOALS 1990-91 -- EUREKA CAMPUS

I. Budget:
In order to attract students and to maintain the goodwill of the community, it is important that the budget for grounds maintenance be increased to pay for outside services, maintenance staff, and adequate supplies.

II. Gardening staff:
Based on availability of funding, the number of permanent gardeners should be increased to four persons plus one person be given the responsibility of being the Head Gardener. This needs to be accomplished in 1990.

III. Grounds master plan:
By the end of the 1990-91 academic year, there needs to be in place a grounds master plan on which there is general agreement.

This plan should include projects and schedules for redevelopment or special emphasis for the lakes on the Eureka Campus.

IV. Development of walkways and sidewalks on campus:
There are many areas that are traversed by individuals on campus. Some of the plant materials in those areas are overgrown and force people to walk in dangerous situations. Additional paths are needed in the following areas:

A. Introduce a hard surface pathway from the southeast corner of the Administration Building to the base of the stairs by the fountain in the main parking lot.

B. Provide a hard surface pathway in the Park to provide disabled access, in inclement weather, to those wishing to use the facility.

C. Provide a hard surface pathway between the stairs from the Physical Science Building across the dam to Creative Arts or restrict automobile access on the road.

V. Social and gathering areas:
With the addition of benches and landscape material, there are many areas that would make excellent outside study areas or gathering areas for students and staff. The following are some suggested locations.

A. South side of the Creative Arts Building.
B. East side of the Creative Arts Building overlooking the lake.
C. South side of the Life Science and Physical Science buildings.
D. South side of the Administration Building below the fountain and south of Data Processing.
E. Below road by lake, west of dam.
F. Building Entrances:
   1. Physical Science building -- extend the sidewalk from Life Science to Physical Science.
      Remove part of the lawn to provide an area for seating.
2. Main entrance to Life Science Building -- pave surface for seating and landscape to provide color.

3. Front of the Physical Education Building -- two small lawn areas to be bermed and the lawns replaced with a lush ground cover and deciduous type trees to provide both foliage and branch contrast.

VI. Creation of edging strips to provide a manicured, neat, and clean appearance.

VII. Develop the areas around light standards with paving. Where appropriate, incorporate seating and plants.

VIII. Relocation of large and overgrown plants.

A. North end of the main parking lot below the Administration Building.

B. North side of the Library and Life Science.

C. Between the Library and Room 50.

D. Island between the Cafeteria and the Humanities building.

E. The raised planter area in front of Humanities Building Room 110 -- outside perimeter row to give six to eight feet flat area so bulbs can be planted.

F. Large pieris and bottle brush, etc. need to be moved away from most buildings and the areas replanted with camellias and smaller flowering plants to provide color.

LANDSCAPE GOALS DEL NORTE 1990-91

I. Install additional pathway lighting between the main building and the modular structures.

II. Complete the paving and striping of the staff parking lot off Small Avenue and incorporate an effective drainage system for additional runoff.

III. Prepare costs for development of an under ground irrigation system, and programmable control system. Develop phases of installation and initiate project with lawn and shrub irrigation adjacent to the main building.

IV. Develop area adjacent to the main building heating unit as a Maintenance / Tool / Storage / Receiving facility while converting the existing maintenance closet into a copy room.

V. Create a gathering/eating area between the modular buildings and the Voc Tech Building for student and staff use. Develop within this area a memorial to honor the contributions of the deceased staff.

12/27/90
EYE PROTECTION

In the interest of safety and eye protection of students engaged in classes or course work that poses a hazard to eyesight, the District requires eye protective devices be worn by students. Faculty and staff engaged in the instruction or supervision of students are responsible for the implementation of this regulation.

Eye protective devices shall be worn in courses and activities including, but not limited to, vocational or applied technical shops or laboratories; fine arts and crafts laboratories; chemistry, physics, biology, or other such science laboratories; or during any other such activity where the use of hazardous or infectious materials or activities can cause injury to the eyes. Eye protective devices shall be worn by students and visitors engaged in or observing such activities. Eye protective devices shall be supplied by the students.

Any activity or the use of hazardous materials likely to cause injury to the eyes includes, but is not necessarily limited, to the following:
1. Working with hot or molten metal
2. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials
3. Heat treating, tempering, or kiln firing of any metal or other materials
4. Gas or electric arc welding
5. Repairing or servicing of any vehicles, or any other machinery or equipment
6. Working with hot liquids or solids or with chemicals which are flammable, toxic, corrosive, irritating, sensitizing, or reactive
7. Where splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated

For purposes of this regulation, the eye protective devices utilized shall be industrial quality which meet the standards of the American National Standards Institute (ANSI) for "Practice for Occupational and Educational Eye and Face Protection" (Z87.1-1979) or for subsequent standards adopted by ANSI.

Former Administrative Regulation No. 811.01, number change only on June 5, 2012
Approved: May 10, 1996
PROPOSE TO SUNSET

REDWOODS COMMUNITY COLLEGE DISTRICT BP 6510
Board Policy

Number Update only from Board of Trustees Policy No. 704

PROPERTY RECORDS AND INVENTORY
As steward of the College's property, the Board recognizes that efficient management and a full replacement upon loss requires accurate inventory and properly maintained property records. The administration shall conduct a complete inventory of all District-owned capital equipment annually.
The administration shall maintain a system of property records which shall show as appropriate to the item recorded:
a. description and identification
b. manufacturer
c. year of purchase
d. initial cost
e. location
f. replacement valuation in conformity with insurance requirements
(5 Cal. Adm. Code; 16035, 16036)

Former Board of Trustees Policy No. 704, number change only on June 5, 2012
Adopted by Board of Trustees: August 15, 1977
REDWOODS COMMUNITY COLLEGE DISTRICT BP 6515
Board Policy
Number Update only from Board of Trustees Policy No. 703
MAINTENANCE
The Board recognizes that the fixed assets of the College represent a significant investment of
the community, and their maintenance is of prime concern to the Board.
The Board directs the conduct of a continuous program of inspection and maintenance for the
upkeep of all buildings and equipment. Wherever possible and feasible, maintenance shall be
preventive.
The President shall develop and implement such a maintenance program which shall include:
a. a regular program of facilities repairs and conditioning
b. critical spare parts inventory
c. a long-range program of building up-date
d. establishment of sound priorities among the requests for repairs
The President shall develop and promulgate to the staff such rules as may be necessary for the
ongoing maintenance and good order of the physical plant and for the expeditious repair of those
conditions which threaten the safety of the occupants or the integrity of the plant. (5 Cal. Adm.
Code; 630-1)
Board of Trustees Policy No. 703, number change only on June 5, 2012
Adopted by Board of Trustees: August 15, 1977
PROPOSE TO SUNSET

REDWOODS COMMUNITY COLLEGE DISTRICT BP 6516
Board Policy
Number Update only from Board of Trustees Policy No. 512
CARE OF COLLEGE PROPERTY
The Board believes that the College should help students learn to respect property and develop feelings of pride in community institutions.
The Board charges each student with the responsibility for the proper care of the College property and the College supplies and equipment entrusted to his or her use.
In accordance with the law, students who cause damage to College or foundation property shall be subject to disciplinary measures and shall be financially liable for such damage.
Former Board of Trustees Policy No. 512, number change only on July 10, 2012
Adopted by Board of Trustees
August 15, 1977
PROPOSE TO SUNSET

REDWOODS COMMUNITY COLLEGE DISTRICT BP 6518
Board Policy

Number Update only from Board of Trustees Policy No. 707

PLANNING, DEVELOPMENT, USE AND MAINTENANCE OF GROUNDS

District properties shall be maintained as rich and lush coastal woodland or coastal prairie environments complementing their geographical locations. Locations in warmer inland areas shall be appropriate to their climate zone.

Local communities shall be given an opportunity to be involved in the landscape plans and operations of their campus. A Landscape Committee composed of interested persons from the local college staff and the local community may be established to make recommendations and assist in the development of the local college campuses.

All projects should give consideration to the value and preservation of the existing plant material. The time schedule and costs of maintaining these materials should be included in the project budget.

Construction projects should give consideration to the value and presentation of the existing plant material. The time schedule and costs of maintaining these materials should be included in the project budget.

Recognition for animals sharing the campus site shall be included in project planning and provision for the preservation of their habitat shall be considered.

Use of Facilities shall be in accordance with District Facilities Use Regulations.

Maintenance shall be performed in accordance with the administrative regulations expressed as the Landscape Master Plan.

The following concerns shall be addressed to ensure that there is architectural continuity of the concept originally established, while producing a positive recognizable image of the College of the Redwoods.

Every effort shall be made to obtain a balance between these various aspects.

1. Safety of students, staff, and facilities
2. Cleanliness of facilities and grounds
3. Enhancement of instruction
4. Maintain schedules and standards for maintenance
5. Staff members needed to perform proper maintenance functions
6. Provide proper social atmosphere and recreational areas for students and staff
7. Continue natural habitat for wildlife
PROPOSE TO SUNSET

Former Board of Trustees Policy No. 707, number update only on June 5, 2012

Adopted by Board of Trustees: January 7, 1991
Amended: April 1, 1991
ADVERTISING SIGNS IN ATHLETIC FACILITIES

Athletic fund-raising/advertising signs are permitted on the perimeter fences of the baseball and softball fields, on the perimeter of the Community Stadium track and field area, and in the swimming pool building, with the following stipulations:

1. All signs are to be of an appropriate size for each facility so as not to disturb the ambiance of the facility.
   a. Permanent outdoor signs can be no larger than four feet by eight feet.
   b. Temporary outdoor signs can be larger than four feet by eight feet and must be removed after each event.
   c. Permanent indoor signs can be no larger than three feet by six feet.

2. Signs for tobacco or tobacco-related products and alcohol products are prohibited. No advertising signs are permitted that are politically partisan, controversial, or offensive to the general population.

All signs will be subject to review and approval by the Science Health Division Dean, the Vice President for Academic Affairs, and the Vice President for Business Services.

All receipts from the placement of advertising signs will be deposited in the Athletic Fund.

No advertising signs will be permitted in or on any other district buildings or structures.

*Former Board of Trustees Policy No. 710, number change only on June 5, 2012*

Adopted, Board of Trustees: May 6, 1996
Amended: April 5, 1999
PROPOSE TO SUNSET

REDWOODS COMMUNITY COLLEGE DISTRICT BP 6801
Board Policy
Number Update only from Board of Trustees Policy No. 817

INJURY AND ILLNESS PREVENTION PROGRAM (SB 198)

Under the supervision of the President/Superintendent, the Redwoods Community College District will establish, implement, and maintain an effective injury and illness prevention program. The plan will comply with General Industry Safety Orders 3203, Injury and Illness Prevention Program; also known as SB 198, Statutes of 1989, Chapter 1369, Labor Code 6401.7. The program shall be in writing and include the following:

1. Establish the Injury and Illness Prevention Program and identity of the person(s) or committee with authority and responsibility for implementing the program.
2. A system or combination of systems to ensure that employees comply with Occupational Safety and Health work practices. This may include, but is not limited to, the following:
   - Employee Incentives
   - Training Programs
   - Disciplinary Action
3. A system or combination of systems of communication which accomplishes the following:
   a. Provides a means for the employer to readily communicate to employees on matters relating to Occupational Safety and Health.
   b. Encourages employees to inform the employer of workplace hazards without fear of reprisal. This may include, but may not be limited to, the following:
      - Training Programs
      - Meetings or Workshops
      - Written Communications
      - Workplace Posting
      - Safety committees
      - "Suggestion Boxes"
4. A system or combination of systems used to identify and evaluate workplace hazards during scheduled periodic inspections to identify unsafe work conditions and practices. Workplace inspections are required for the following:
   a. When the program is first established.
   b. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent new Occupational Health and Safety hazards.
   c. Whenever the employer receives notification of a new or previously unrecognized hazard.
5. Methods and procedures for correcting unsafe or unhealthful conditions and work practices in a timely manner. Priorities for correction are to be based on the severity of the hazard.
6. Procedures to investigate occupational injury, illness, or exposure to hazardous substances.
7. An Occupational Health and Safety Training Program to instruct employees in the following:
a. General Safety and Health work practices.
b. Specific hazards unique to each employee's job assignment.

The Training Program must include the following:

a. Methods to ensure that all supervisors are knowledgeable about the Safety and Health hazards which employees under their immediate direction and control may be exposed.
b. Required training is provided for all employees when the Training Program is first established.
c. Required training is provided to all new employees and to all employees given a new job assignment.

Former Board of Trustees Policy No. 817, number change only on June 5, 2012
Adopted by Board of Trustees: September 9, 1991
REDWOODS COMMUNITY COLLEGE DISTRICT  
Board of Trustees Policy  

POLITICAL ACTIVITY

Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board Board of Trustees. This policy prohibits political activity during an employee’s working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

Reference: Education Code Sections 7054, 7056; Government Code Section 8314  
See Administrative Procedure #AP 7370.

Adopted by Board of Trustees: 4/5/05
CONFLICT OF INTEREST CODE

I. Adoption

In compliance with the Political Reform Act of 1974, California Government Code Section 81000, et seq., the College of the Redwoods Board of Trustees hereby adopts this Conflict of Interest Code (Code), as specifically required by the California Government Code Section 87300. This Code shall apply to all employees holding designated positions of the District, and members of the Board of Trustees. This Code complies with the provisions set forth in Title 2 of the California Code of Regulations Section 18730.

II. Board of Trustees

Elected officials of the Board of Trustees of the District shall be covered by the applicable provisions of the Political Reform Act, as amended, Articles 1 and 2 of Chapter 7, Title 9 of the Government Code, commencing with Section 87100, Title 2 of the California Code of Regulations Section 18723 et seq., Education Code Sections 72530 and 72533, and Article 4 and 4.7 of Division 4 of Title 1 of the Government Code, commencing with section 1090 and 1125. In addition, members of the Board of Trustees are required to submit on a annual basis the Disclosure of Economic Interests Statements as required by this Code and are subject to the disqualification and prohibitions provisions of this Code.

III. Auxiliary Organizations and Designated Employees

Members of Auxiliary Organizations and Designated Employees who hold positions which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest shall be subject to the reporting, disqualification and prohibition provisions of this Code, except if the Auxiliary Organization has adopted its own Conflict of Interest Code pursuant to law.

IV. Policy Statement

No person covered by this Code shall make, participate in making or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest.
Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members.

A board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the district. In compliance with law and regulation, the President/Superintendent shall establish administrative procedures to provide for disclosure of assets of income of board members who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members are encouraged to seek counsel from the District’s legal advisor in every case where any question arises.

See Administrative Procedures AP 2710 and AP 2712.

Reference: Government Code Sections 1090 et seq, 81000, 81008, et seq., 1125, 1126, 87200, et seq.; Title 2, Sections 18730 et seq.

Adopted by Board of Trustees: 9/11/05