



College Coordinating Council Meeting Via Zoom

November 18, 2020
1:00 p.m. – 2:00 p.m.

Type of Meeting: Regular
Note Taker: Patty McClure, Megan Aceves
Please Review/Bring: Agenda, Minutes

Committee Members:

Van Rider, Academic Senate
Cameron Zappetta ASO
Bridget Cook, General Counsel – **CHAIR**
Pamela Ford & Wade Saari, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans
Dr. Aurora Burd, Faculty Union
VACANT Vice President of Academic
Jenn Burchett, Vice President of Human Resources
Dr. Erin Vines, Vice President of Student Services

MEETING

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of October 14, 2020.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 4021 – Program Discontinuance	All		Returned from 10/14/20 CCC Meeting and constituent review.
IV. AP 4022 – Course Approval	All		Returned from 10/14/20 CCC Meeting and constituent review.
V. AP 5055 – Enrollment Priorities	All		Returned from 10/14/20 CCC Meeting and constituent review.
VI. AP 6325 – Payroll	All		Returned from 10/14/20 CCC Meeting and constituent review.
VII. AP 6370 – Contracts – Personal Services	All		Returned from 10/14/20 CCC Meeting and constituent review.

VIII. AP 6530 – District Vehicles	All		Returned from 2/26/20 CCC Meeting, and constituent review.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: November 25, 2020			

Zoom Meeting Info

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/95681025501>

Or iPhone one-tap (US Toll): +16699006833,95681025501# or +13462487799,95681025501#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

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+1 646 876 9923 (US Toll)

Meeting ID: 956 8102 5501

International numbers available: <https://cccconfer.zoom.us/u/abLSvjlsot>

Or Skype for Business (Lync):

<SIP:95681025501@lync.zoom.us>



College Coordinating Council MINUTES

October 14, 2020

A140 – President’s Conference
Room 9:30 a.m. – 10:30 a.m.
(Less than 10 people)

Type of Meeting: Regular

Note Taker: Patty McClure, Megan Aceves

Please Review/Bring: Agenda, Minutes

Committee Members:

Van Rider, Academic Senate

Cameron Zappetta ASO

Bridget Cook, General Counsel – **CHAIR**

Pamela Ford & Wade Saari, Classified Union

Michelle Hernandez, Confidential/Management/Supervisory/Administrators

LaDonna Trimble, Deans

Dr. Aurora Burd, Faculty Union

VACANT Vice President of Academic

Jenn Burchett, Vice President of Human Resources

Dr. Erin Vines, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of September 23, 2020.	All		The minutes were approved as presented.
II. Constituent Reports	All		Cameron stated that he was unable to attend the next meeting on October 28 th . Others were not able to attend and it was decided that a Doodle Poll would go out with the dates of November 4 th and November 18 th , to gather the majority and advise of the outcome.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP & AP 4020 – Program, Curriculum, and Course Development	Les	1 minute	It was agreed to go forward to the November 9, 2020 board meeting.
IV. AP 4021 – Program Discontinuance	Les	1 minute	Van stated that AP & P had some additional revisions, shared them with the committee, and it was agreed to go out to constituents for review.
V. AP 4022 – Course Approval	Les	1 minute	Van suggested that since there were a lot of revisions, he would like this AP go back out to the Academic Senate for one more review.

VI.	BP & AP 4025 – Philosophy and Criteria for Associate Degree and General Education	Les	1 minute	It was agreed with a minor revision to go forward to the November 9, 2020 board meeting.
VII.	AP 4236 –Advanced Placement Credit	Les	1 minute	It was agreed to go forward to the November 9, 2020 board meeting.
VIII.	AP 5055 – Enrollment Priorities	Erin	1 minute	There was some discussion on the bachelor program, priority registration, etc. and agreed to revise and send back out for constituent review.
IX.	BP & AP 5140 – Disabled Students Programs and Services	Erin	1 minute	It was agreed to go forward to the November 9, 2020 board meeting.
X.	NEW AP 5203 – Lactation Accommodation	Erin	1 minute	It was agreed to go forward to the November 9, 2020 board meeting.
XI.	BP & AP 5400 – Associated Student Organization and Student Clubs	Erin	1 minute	It was agreed to go forward to the November 9, 2020 board meeting.
XII.	BP & AP 5800- Prevention of Identity Theft in Student Financial Transactions	Erin	1 minute	With a few minor revisions, it was agreed to go forward to the November 9, 2020 board meeting.
XIII.	AP 6325 – Payroll	Bridget	1 minute	It was agreed to go out for constituent review.
XIV.	AP 6370 – Contracts – Personal Services	Bridget	1 minute	It was agreed to go out for constituent review.
XV.	BP & AP 7100 – Commitment to Diversity	Jenn	1 minute	It was agreed to go forward to the November 9, 2020 board meeting.
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: October 28, 2020				Patty will send out the next meeting date, after the doodle poll has been completed.

Zoom Meeting Info

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Meeting ID: 999 5617 4423

International numbers available: <https://cccconfer.zoom.us/j/ac5rbEhmv8>

Or Skype for Business (Lync):

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AP 4021 Program Discontinuance

References:

Education Code **Section** 78016;
Title 5 **Sections** 51022 and 55130
ACCJC Accreditation Standard II.A.15

Educational Program Evaluation and Discontinuance Procedure

Antelope Valley College is committed to support programs that fulfill the goals of the Mission Statement and the Institutional Learning Outcomes for students as stated in the Educational Master Plan. Title 5 Section 55000 defines an educational program as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” These educational programs are subject to approval by the **System's California Community Colleges Chancellor's Office** and are then entered on Inventory of Approved and Projected Programs. Primary consideration in the decision to consider program discontinuance will be given to the service the program provides to the college and community, not to budgetary considerations. Only programs with low or declining enrollment, decreasing demand for service, or clear obsolescence will be considered for discontinuance. A program discontinuance review will be initiated and carried out according to the following steps:

- I. When a declining trend **or obsolescence** has been identified by the division/area dean and faculty of a specific program, the division/area dean shall **contact provide a written notice to the appropriate Vice President of Academic Affairs** and Academic Senate President.
 - A. A declining trend will be identified using the following key performance indicators:
 1. Statistically significant decline in class enrollment throughout the program over four consecutive semesters.
 2. A consistently low enrollment of **fifty percent** (50%) below maximum seat load capacity over four consecutive semesters.
 3. Retention of less than **fifty percent** (50%) from the beginning term class roster for four terms (need not be consecutive semesters).
 4. Student success of less than **fifty percent** (50%) of students obtaining a grade of C or better and/or credit for the final course grade in all courses of the program over four terms (need not be consecutive semesters) in that program.
 - B. **Obsolescence of program will be identified due to significant changes in discipline practice, technology, general labor market trends, and/or contribution to the community at large.**
- II. A Taskforce will be convened that consists of no more than three faculty members from the discipline, the respective Division/Area Dean, **the Dean of Occupational Education**, a representative of the Counseling Department, a faculty representative of the Academic Senate who is not a member of the division in question, and a representative of the Faculty Union who is not a member of the division in question. The Director of Institutional Research and Planning will be a resource for the subcommittee.

The role of the Taskforce shall be to consider the following in keeping with good intentions and enrollment management requirements, in order to determine the disposition of the programs identified as having a declining trend:

- Needs of the community
- Workforce development
- Program Review (most recent)
- Core indicators from ~~System's~~ the California Community Colleges Chancellor's Office
- Integration/cross discipline in which the program is involved
- FTES generated by program
- Local labor market information through EDD/employer program advisory committees and surveys
- Initiate an independent, external needs assessment to determine market demand

III. The Taskforce, by consensus, may agree to one of the following to address the declining trend:

- 1) to declare the program obsolete and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff; or
- 2) to devise a process/plan to revitalize the program and a timetable to accomplish this goal agreed upon by the discipline faculty with the help of the other involved parties. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program's courses, hiring of full-time faculty, update of facilities, or other program enhancements to assure currency, vitality, and relevancy of the program. Other considerations might include seeking support from or collaboration with other campus areas that could help promote student success and retention.

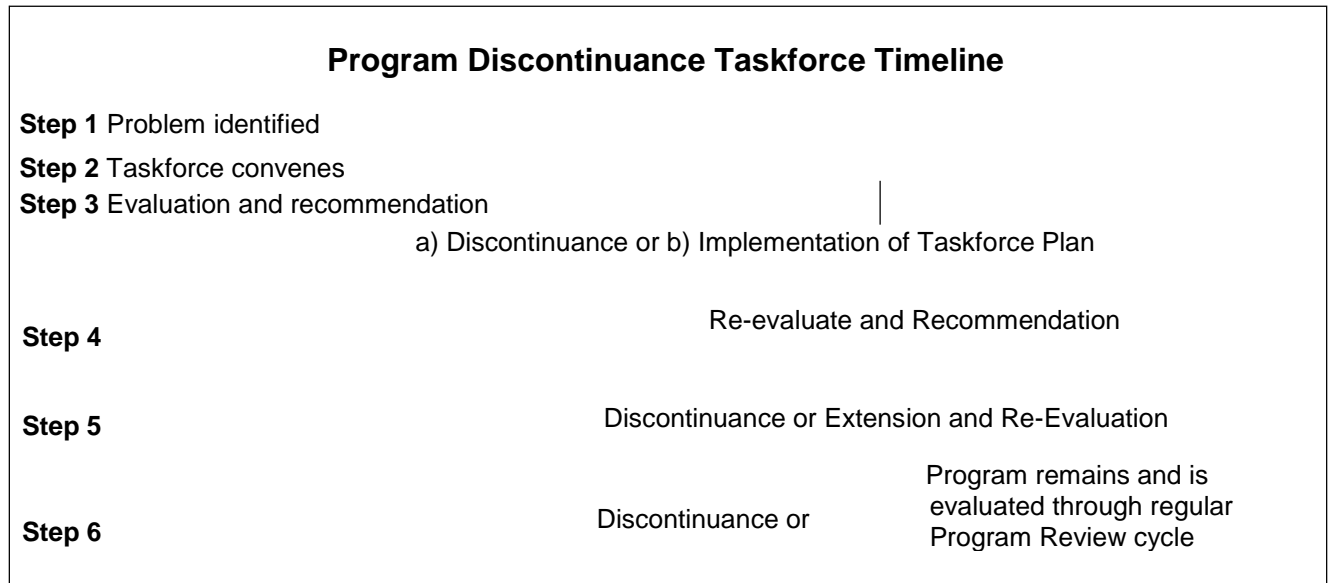
IV. If there has not been a statistically significant increase in key performance indicators after three semesters ~~of the~~ from the date of implementation of the process to revitalize the program, the Administration will reconvene the Taskforce to determine the appropriate course of action from the following:

- 1) Give the Program an extension of two (2) semesters. At the end of the extension, the committee will reconvene and re-evaluate.
- 2) Accept the program in its current state if it serves a community, instructional, or training need.
- 3) Create a plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters.
- 4) Discontinue the program.

V. The final decision on either program discontinuance or program continuance is

sent by the taskforce to the appropriate Vice President and Academic Senate President. If the decision is to continue the program, evaluation will occur through the regular program review cycle.

- VI. If the decision is to discontinue a program, the Academic Senate President will inform the Academic Policies & Procedures Committee so that they may formally ratify the decision of the Discontinuance Taskforce. The Academic Policies & Procedures Committee faculty co-chair will then inform the Academic Senate and Strategic Planning and Budget Council.
- VII. The Strategic Planning and Budget Council will then notify the College President/Superintendent, who will take the decision of the taskforce to the Board of Trustees.
- VIII. The Vice President of Academic Affairs will notify the ~~Systems~~ **California Community Colleges Chancellor's** Office to have the program removed from the inventory.



Career and Technical Education Program Discontinuance

The discontinuance process for Career and ~~T~~**Technical Education (CTE)** Programs remains the same as the process above, with the following exceptions:

1. Each ~~Career and Technical Education~~ **CTE p**Program will be reviewed in a two-year cycle to ensure that they meet legal standards
2. If a CTE program is not compliant with legal standards and does not become so within an academic year, the Superintendent President shall make the determination to discontinue the program or extend the date to meet compliance. The

Superintendent/President will inform the Academic Senate President and Vice President of Academic Affairs if a CTE program is discontinued due to legal non-compliance.

See BP/AP 4020 Program, Curriculum, and Course Development and AP 4022 Course Approval.

Approved: 5/8/06

Revised: 11/13/06

Revised: 12/11/17

Revised: 12/11/20

AP 4022 Course Approval

Reference:

Title 5 Section 55100

The **Academic Policies and Procedures (AP&P) Committee** “Standards & Practice Handbook,” as well as all forms and guidelines, adhere to the requirements set forth in Title 5, 55100 regarding: procedures for course approval, **submitting courses to the Board of Trustees for approval, and when required, approval by the California Community Colleges Chancellor’s Office.** ~~of individual degree-applicable credit courses offered as part of an educational program to be approved by the CCC California Community Colleges Chancellor’s Office.~~

- ~~Procedures for~~ Course approval of **individual non-degree-applicable credit courses** offered as part of an educational program to be approved by the California Community Colleges Chancellor’s Office are submitted to the Board of Trustees according to the following procedure:
 - Courses are proposed by discipline faculty following development criteria and reviewed by department chair, department dean and college articulation officer
 - Courses are reviewed by outcomes subcommittee and technical review subcommittee for compliance with local and state standards
 - Courses are evaluated, reviewed, and approved by the Academic Policies and Procedures Committee (AP & P)
 - Courses are recommended to the Academic Senate for ratification on its consent and forwarded to the Board of Trustees for approval

Course approval of non-degree applicable and-degree-applicable credit courses that are not part of a permitted educational program **may be approved following the above procedures and** including:

- Mandatory training of curriculum committee members
 - Limitation of “stand alone” semester units a student may use toward completions of a degree or certificate
 - Limitation on the number of courses that may be linked to one another by prerequisites or co-requisites
- ~~Procedures for approval of all courses and educational programs by the curriculum committee.~~
 - ~~Procedures for submitting courses to the Board of Trustees for approval and, when~~

- ~~required, approval by the CCC California Community Colleges Chancellor's Office.~~
- ~~• Procedures for reporting all approved courses to the CCC California Community Colleges Chancellor's Office.~~

All approved courses will be reported to the California Community College Chancellor's Office.

Approved: 3/10/08

Revised: 3/9/20

AP 5055 Enrollment Priorities

References:

Education Code Sections 66025.8, 66025.9, and 66025.092;
Title 5 Sections 58106 and 58108

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See ~~Board Policy and Administrative Procedure BP/AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment regarding pre-and-co-requisites.~~)

Enrollment may be limited due to the following:

- health and safety considerations
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The District will grant registration priority for each term the registration priority system is administered to students who are:

- are first time students within the meaning of Title 5 Ssection 55530 subdivision (c) and have completed orientation, assessment, and developed student education plans; or
- are not first time students within the meaning of Title 5 Ssection 55530 subdivision (c) and have not lost registration priority pursuant to subdivision (h).
- who are continuing students not on academic or progress probation for two consecutive terms as defined in Title 5 Ssection 55031 and first time students who have completed orientation, assessment, and developed student education plans.

The District shall provide highest and equal priority to students eligible for registration priority who are:

- a member of the armed forces or a veteran pursuant to Education Code Section

66025.8

- a foster youth, ~~or~~ former foster youth, homeless youth, or former homeless youth pursuant to Education Code Section 66025.9
- determined to be eligible for accommodation through the Office for Students with Disabilities
- receiving services through the Extended Opportunity Programs
- receiving aid from California Work Opportunity and Responsibility to Kids Program
- A student who is receiving services through CalWORKs.
- A student who is a Tribal TANF recipient

These registration priorities apply to courses offered during all terms.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in ~~this Board Policy and Administrative Procedure BP/AP 4250 Probation~~ for two (2) consecutive terms: or
- Has earned one hundred (100) or more degree-applicable semester equivalent units at the ~~De~~istrict.

Foster youth, ~~or~~ former foster youth, or homeless youth who ~~that~~ are granted registration priority shall not lose registration priority if placed on academic or progress probation or any combination thereof for two (2) consecutive terms or if more than one hundred (100) degree applicable semester equivalent units are earned at the ~~De~~istrict.

For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D or P as defined in ~~Board Policy and Administrative Procedure BP/AP 4230 Grading and Academic Record Symbols~~. The one hundred (100)-unit limit does not include units for non-degree applicable English as a Second Language, basic skills courses, or credit earned through credit by exam, advanced placement, or other similar programs as defined by the Vice President of Academic Affairs.

The ~~De~~istrict has established orientation, assessment, and education plans or any combination thereof as a condition for registration priority for continuing students. Local priorities are based on the following approaches:

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;

- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

Additional registration priorities for students with priority lower than student groups covered already shall be provided to students that have completed orientation, assessment, and developed student education plan who are:

- STAR students and First Year Experience students
- Honors Students
- AVC Graduate Candidates
- Athletes, SOAR High School, ASO Officers, Student Trustee
- Paraprofessionals/AVC Employees
- High School Seniors that attend the Student Success Kick off (Summer/Fall semesters only)
- Continuing AVC Students
- New and Returning AVC Students

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in ~~these Board Policy and Administrative Procedure BP/AP 4250 Probation~~ for two (2) consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester equivalent units at the district.

Students will have a higher enrollment priority when orientation, assessment, and developed student education plans are confirmed at the time registration appointments are assigned. Students that do not have confirmed completion will have a lower enrollment priority.

All priority groups will have priority enrollment based on total units completed in descending order then alphabetically (rotating each term).

Except as otherwise provided by state law, no student shall be required to confer or consult with or be required to receive permission to enroll in any class from any person other than those employed by the college in the District.

Students will not be required to participate in any preregistration activity not uniformly required; nor shall the District allow anyone to place or enforce nonacademic requisites that are not expressly authorized or in state law as barriers to enrollment in or the successful

completion of a class.

With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or course section. Once enrolled in the class, all students must have equal access to the site.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students who have earned seventy-five percent (75%) or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal procedure for loss of priority enrollment

Submit Loss of Priority Enrollment form to the Dean of ~~Student Services~~ (Enrollment Services) within two (2) weeks of enrollment priority assignment. One circumstance shall be verifiable on the appeal form:

- Verified extenuating circumstances of cases of accident, illnesses, or other circumstances beyond the control of the student.
- Student with a disability applied for, but did not receive, reasonable accommodation in a timely manner.
- Academic or progress probation or dismissal status recalculated to less than two (2) semesters of consecutive semesters on probation.
- **One hundred (100)** unit limit for degree-applicable semester equivalent units at the ~~D~~istrict recalculated to less than **one hundred (100)** degree-applicable semester equivalent units at the district.
- Other verifiable circumstances as deemed appropriate by the Dean of Student Services (Enrollment Services).

Loss of priority enrollment denial ~~procedure~~

Denied loss of priority enrollment requests by the Dean of ~~Student Services~~ (Enrollment Services) may be submitted for final review to the Vice President of Student Services when information not already presented in the appeal for priority enrollment exists.

Also see BP 5055 Enrollment Priorities and BP/AP 5052 Open Enrollment.

Approved: 2/6/06
Revised: 5/12/08
Revised: 1/12/15
Revised: 12/11/20

AP 6325 Payroll

References:

Education Code Section 70902

Pay Periods and Frequency of Payment

The District processes payroll as authorized by bargaining unit agreements, hiring contracts, and the Board of Trustees.

Timesheet entry/approval dates and payroll issue dates are posted on the Payroll website.

Classified employees are paid on the 10th and 25th of each month. All other classifications of employees are paid once per month. This includes certificated full time, certificated overload, certificated adjunct, short term hourly employees, professional experts and student assistants.

Requests for Services

In order to allow for timely processing, any changes to W-4 forms, direct deposit requests, and payment of additional assignments, should be submitted to the Payroll office by the monthly timesheet deadline posted on the Payroll website.

Payroll Adjustments

Adjustments are handled on a case-by-case basis. In the event of an underpayment, a supplemental payroll may be processed. In the event of an overpayment, considerations and arrangements will be made for the repayment.

Garnishments

Garnishment orders from various agencies are processed in the Payroll office. The District is required to comply with the instructions on the garnishment order under state and federal laws. Prior to implementation of the garnishment, the District will mail a copy of the garnishment order to the impacted employee. To stop a garnishment order, payroll must receive an official release from the issuing agency. The garnishment order will be stopped per the date specified on the release from the issuing agency.

Approved: 12/14/20

AP 6370 Contracts – Personal Services

References:

Education Code Section 88003.1;
Government Code Section 53060.1;
Labor Code Section 3353;
Public Contract Code Section 10335.5

The District may enter into personal services contracts to achieve cost savings when each of the following conditions are met:

- It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District;
- The contractor's wages are at the industry's level and do not undercut District pay rates;
- The contract does not cause the displacement of District employees;
- The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period;
- The amount of savings clearly justifies the size and duration of the contracting agreement;
- The contract is awarded through a publicized, competitive bidding process;
- The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards;
- The potential for future economic risk to the District from potential contractor rate increases is minimal;
- The contract is with a firm; and
- The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the District.

Personal service contracts are also permissible when any one of the following conditions is met:

- the contract is for new functions mandated or authorized by Legislature to be performed by independent contractors;
- the services are not available within the District or cannot be satisfactorily performed by District employees;
- the services are incidental to a purchase or lease contract;
- the policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process;
- the work meets the criteria for emergency appointment;

- equipment, materials, facilities, or support services could not feasibly be provided by the District; or
- the services are of an urgent, temporary, or occasional nature.

Professional Experts

Contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide services and advise in financial, economic, accounting, engineering, legal or administrative matters. They must be specially trained, experienced, and competent to perform the services required. Compensation for special services and advice from professional experts may be paid from available funds in the amounts deemed proper for the services rendered.

Independent Contractors

To be an independent contractor, substantial conformance with the following conditions must exist:

- ~~The contractor controls the way in which work is performed.~~
- ~~The contractor sets his/her own hours.~~
- ~~The contractor is not restricted from taking jobs from other businesses at the same time that they are doing work for the District.~~
- ~~No District employees have duties similar to the independent contractor.~~
- ~~The District does not provide assistants to the contractor.~~
- ~~The duration of employment is for a specific job, not for a specified period of time.~~
- ~~The District does not furnish tools, training, or equipment to the contractor. Contractors should be able to perform their services without the District's facilities (e.g., equipment, office furniture, machinery).~~
- ~~The contractor's investment in his/her trade must be real, essential, and adequate.~~
- ~~The contractor has employer identification numbers with the Internal Revenue Service and the California Employment Development Department for reporting employer payroll taxes and employee wages.~~
- ~~The individual is not presently employed by the District to do the same type of work.~~
- ~~Contractors are hired to provide a result and usually have the right to hire others to do the actual work.~~
- ~~Contractors are hired for the final result, and therefore should not be asked for progress or interim reports.~~
- ~~Contractors are generally responsible for their incidental expenses.~~
- ~~Contractors should be able to make a profit or a loss. Five circumstances show that a profit or loss is possible:~~
 - ~~If the contractor hires and pays assistants~~
 - ~~If the contractor has his own office, equipment, materials, or facilities~~
 - ~~If the contractor has continuing and reoccurring liabilities~~

- ~~○ If the contractor has agreed to perform specific jobs for prices agreed upon in advance~~
- ~~○ If the contractor's services affect his/her own business reputation~~
- The contractor is free from the control and direction of the District in connection with the performance of the work, both under the contract for the performance of the work and in fact;
- The contractor performs work that is outside the usual course of the District's business; and
- The contractor is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.

Contractors can't be fired so long as they produce a result that meets the contract specifications.

Contractors are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the hiring firm for failure to complete.

Consultants

Consulting services contracts refer to all services that:

- are of an advisory nature,
- provide a recommended course of action or personal expertise,
- have an end product which is basically a transmittal of information either written or verbal, and,
- are obtained by awarding a procurement-type contract, a grant, or any other payment of funds for services of the above type.

The product may include anything from answers to specific questions to design of a system or plan, and includes workshops, seminars, retreats, and conferences for which paid expertise is retained by contract.

Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts Under the UPCCAA, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, and BP/AP 6380 Vendors.

Approved: 5/8/06

Revised: 12/14/20

AP 6530 District Vehicles

Reference:

Title 13, California Code of Regulations, Division 1, Chapter 1

All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles both on and off campus, must have a current license appropriate for the vehicle to be driven.

~~Any vehicle that carries ten or more persons including the driver is defined in the Vehicle Code as a bus. All operators of buses must have a current Class II license, a current medical certificate and a current First Aid Certificate.~~

~~All drivers of District-owned or leased vehicles that carry fifteen or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.~~

All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol. The CHP is required to inspect the records at least once every 13 months.

All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles. ~~[This portion is operative as of January 1, 2005].~~

Vehicles made available to the District personnel are for use in the conduct and operation of District business.

~~Automobiles owned by the District and operated by District personnel may be replaced after _____ miles or _____ model years in age, whichever occurs first.~~

~~Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any one of the criteria listed below:~~

- ~~• Employees whose duties require regular or frequent reporting to locations other than~~

- ~~their regular headquarters before or after regular working hours.~~
- ~~• Employees who are regularly or frequently subject to call before or after regular working hours.~~
- ~~• Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.~~

~~The **[chief administrative officer]** of a location is responsible for controlling access to and use of all District vehicles assigned to that location.~~

~~The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the **[designate position]** prior to final granting of authorization.~~

~~The Vice President of Business Services **Chief Business Officer** Manager of Maintenance & Operations is responsible for controlling access to and use of all District vehicles.~~

~~The name and California driver's license number of any employee to be authorized to drive district vehicles A "Driver and Gas procurement Card Agreement" must be submitted to the **Director-Manager** of Maintenance and Operations prior to final granting of authorization.~~

~~Refer to "Facilities and Campus Development District Transportation Procedure" which can be obtained from the **Business Services** Facilities Services Office **of the Vice President of Business Services**.~~

Approved: 5/8/06
Revised: 5/11/20