

MERRITT COLLEGE Administrative Services Operating Manual

Garth A. Kwiecien Vice President of Administrative Services 2022 Edition



BOARD OF TRUSTEES

Cindi Napoli-Abella Reiss	President
Dyana Delfin Polk	Vice President
Julina Bonilla	Member
Bill Withrow	Member
Kevin Jenkins	Member
Nicky Gonzalez Yuen	Member
Linda Handy	Member
Lessa Hogan	Student
Micah Cooper	Student

DISTRICT ADMINISTRATION

Dr. Jannett Jackson _____ Interim Chancellor

MERRITT COLLEGE ADMINISTRATORS

Dr. David M. Johnson	President
Garth A. Kwiecien	Vice President of Administrative Services
Dr. Denise Richardson	Vice President of Instruction
Dr. Lilia Chavez	Vice President of Student Services
Jason Holloway	Dean of Mathematics, Science and Applied Technology
Dr. Chriss Foster	Dean of Liberal Arts and Social Science
Marie Amboy	Dean of Allied Health and Public Safety
Doris Hankins	Dean of Student Activities and Campus Life
Dr. Lisa Webb	Dean of Counseling
Reeshemah Thornton	Dean of enrollment Services
Nathan Pellegrin	Director of Research and Planning
Loan Nguyen	Director of Financial Aid Services



MERRITT CAMPUS MAP







Table of Contents

LETTER T	O MERRITT COLLEGE COMMUNITY	1
CHAPTER	ONE: OVERVIEW OF MERRITT COLLEGE	3
	T COLLEGE ORGANIZATIONAL CHART	
	erritt College	
The Busir	ness and Administrative Services	6
CHAPTER	TWO: THE BUSINESS AND ADMINISTRATIVE OFFICI	ES8
Business a	and Administrative Services Goals	
Principles	of Sound Fiscal Management	10
RESPON	SIBILITIES OF EACH BUSINESS UNIT	20
A. B. C.	Bursar/Cashier Office Services Budget, Finance and Forecasting Services Information Technology Services	22 37
D. E. F.	Custodial Services Mail Room/Switchboard Operator Services Production/Duplicating Center Services	40
CHAPTER	THREE: BUDGET OVERVIEW PROCESS	46
Importan	t Budget Adoption Dates	46
Importan	t References in the California Code of Regulations (CCR), Title 5	47
Governin	g Budgeting and Accounting Requirements	47
	on of Planning and Financial Resources and Accreditation Standard II ents	
Integrate	d Planning & Budgeting (IPB) Cycle	53
Integrate	d Planning & Budgeting (IPB) Model Process	56
Integrate	d Planning and Budgeting (IPB) Model Annual Calendar	66
The 23- D	igit Accounting Code System	
Detailed I	Description of Accounting Codes (Chart Field Values)	
Brief Ove	rview of Grant Project Administration	
Part I		





Part III - Reporting Accrued Expenditures on Quarterly Reports to Government Part IV - Closing the Fiscal Year	
CHAPTER FOUR: HUMAN RESOURCES (College Processes)	81
Overview: Hiring Processes at Merritt College	81
College Responsibility	87
Creating Electronic Personnel Action Form	87
CHAPTER V – CIVIC CENTER USE/FACILITIES MANAGEMENT	92
Facilities Available for Rent	93
Board Policy 6700 Civic Center and Other Facilities Use	99
Facilities Usage or Rental	104
Parking Permits	108
Merritt Key Policy and Key Requests	110
CHAPTER VI: STANDARDS FOR INTERNAL CONTROL IN THE FEDERAL GOVERMENT	111

APPENDICES	
REFERENCES	117
QUICK PHONE REFERENCE	119

LETTER TO MERRITT COLLEGE COMMUNITY

September 1, 2022

To: Merritt College Community

Re: Administrative Services Operating Manual 2022 Edition

I respectfully submit to you the updated version of the Administrative Services Operating Manual to serve as our guideline for Merritt College Business Processes. This manual is a compilation of business operating procedures based on the approved Board Policies, and Administrative Procedures, and processes established at the District office.

It also includes background information obtained from the Budget and Accounting Manual, California Community Colleges Chancellor's Office, as a reference for how revenues and expenditures are accounted at the Community College system. Accounting codes used for disciplines are likewise in accordance with the Budget and Accounting Manual, California Community Colleges State Chancellor's Office Taxonomy of Programs (TOP) Codes

Each unit of the business office outlined processes and steps to follow based on best practices and within the scope of the job description of the staff assigned in that particular unit.

Information contained in this manual are subject to change based on the direction and changes implemented from the District Office.

Hope you find this manual useful.

Sincerely, Garth A. Kwiecien Vice President of Administrative Services Merritt College 12500 Campus Drive, Room Q216 Oakland, CA 94619 (510) 434-3891 gkwiecien@peralta.edu











CHAPTER ONE: OVERVIEW OF MERRITT COLLEGE

MERRITT COLLEGE ORGANIZATIONAL CHART







About Merritt College

Merritt College is a public, comprehensive, two-year college, maintained by the Peralta Community College District in Alameda County. With a comprehensive day and evening program of transfer, technical, occupational and basic skills education, the College is committed to meeting the educational needs of diverse student population it serves.

Located on a 125-acre site in the hills of East Oakland, Merritt College combines modern, spacious facilities with a spectacular view of the entire Bay Area. An integral part of a large, busy urban community, the location provides a sense of tranquility and peace. Merritt College is nestled atop the beautiful Oakland Hills with a Bay view and resort feel. Merritt offers several facilities well-suited for lectures, conferences, fundraisers and Athletic events that may be rented to our partners in the community.

Mission Statement

"Merritt College puts students first. Through our rich educational programs, we foster a culture of equity and inclusion that empowers students to achieve their greatest potential and make meaningful contributions to their respective communities and our global society."

Vision Statement

"Merritt inspires students to create meaningful lives including fulfilling careers, community participation, self-expression, and a love of learning."

Core Values

To achieve the mission, Merritt staff, faculty and administrators practice the following core values in developing and implementing programs and services, as well as creating instructional opportunities leading to quality and excellence.

- Student Success We provide challenging and rigorous learning experiences that support the academic and personal success of our students.
- **Caring Spirit** We genuinely care about every member of our campus community.
- **Teamwork and Inclusion** We encourage everyone to participate in college governance and assume responsibility for acting on our shared commitment to provide exceptional learning experiences.
- **Campus Climate** We strive to create a student-centered learning environment that leads to student retention, persistence and success.
- **Diversity** We honor and respect the different backgrounds, experiences, languages, values and cultures of everyone at the college.





Strategic Goals

Merritt's new strategic goals are directly aligned with the California Community Colleges Chancellor's <u>Vision for Success</u> goals.

- 1. **Completion** Increase number of degrees and certificates by 20% over the next 5 years.
- 2. **Transfer** Increase transfers to CSU and UC by 6% annually. (Reach approx. 35% in 5 years).
- 3. Time to Completion– Reduce the number of excess units earned by students.
- 4. **Employment** Maintain at least 82% of students attaining employment in the field of study.
- 5. **Equity** Reduce the achievement gaps for African-American, multiethnic, and male students.







The Business and Administrative Services

Our Commitment

"Administrative Services is committed to "Nothing Less Than The Best." The Standards of Excellence (Civility, Commitment, Consistency) which is the standard that we set for the department. The goal is to provide professional excellence for all students, faculty and staff in the areas of Finance, Budget, procurement, Payroll, ITS, Mail Services, Storeroom, Production and Bursar's Office."

Vision Statement

"Administrative Services of Merritt College will use technology advancements and innovative ideas generated from our departments, procurement services, ITS, mail services, and Production to promote an excellent working environment, which will enhance our ability to exceed our customer's expectation."

Mission Statement

"Administrative Services of Merritt College focus is on delivering superior customer service in support of our internal and external customers. We will use our knowledge and expertise in Finance, Budget, procurement, Payroll, ITS, Mail Services, Storeroom, Production and Bursar's Office., to continue to exceed our customer's expectations."

This can be achieved by providing fiscal oversight and being good stewards of the resources of the College, maintaining a clean and safe environment that is conducive to learning, develop partnership with the community through facilities rental, to ensure effective business services (including payroll, purchasing, requisitions, budgeting) and to provide effective Business and Administrative services to the entire College so that our students can attain knowledge and skills needed to succeed.

Presented in a tabular form below is the list of goals identified by the Business Office in alignment with the Merritt College goals and consistent with the strategic goals of the Peralta Community College District (PCCD).

The five strategic goals of the District are as follows:

- A. Advance student access, equity and success
- B. Engage & leverage partners
- C. Build programs of distinction
- D. Strengthen accountability, innovation and collaboration
- E. Develop and manage resources to advance the mission











CHAPTER TWO: THE BUSINESS AND ADMINISTRATIVE OFFICES

Business and Administrative Services Goals

Purpose: to identify goals for the academic year consistent with District and College Strategic Goals

Peralta Community College District Strategic Goals	Merritt College Goals	Merritt College Business and Administrative Services Goals
A. Advance Student Access, Equity and Success	Create an environment of exceptional student access, equity and success.	Provide an environment of clean, and safe and conducive to learning.
B. Engage and Leverage Partners	Engage our community through respectful dialogue to create partnerships and opportunities for our students.	Facilities and partnership with Community
C. Build Programs of Distinction	Create and Implement effective and innovative programs that meet the diverse needs of our community.	Build a department of teamwork and collaboration by having a toolbox meeting regularly with District personnel such as engineers, grounds, & custodial. Build a department of excellence by having collaboration with Purchasing, Finance, & HR
D. Strengthen Accountability, Innovation and Collaboration	Through collegial governance, support institutional communication, innovation and interdisciplinary collaboration.	Through participation in various committees such as Facilities, Budget, Health & Safety, clear communication as to the execution of services outcomes.
E. Develop and manage resources to advance our mission.	Develop human, fiscal, and technological resources to advance and sustain our mission.	Providing fiscal oversight by being good stewards of the resources of the college.





The Business and Administrative Services Department is responsible for Merritt College's business and financial operations, and other core support functions. Duties include budget coordination, oversight and development; fiscal and procurement support; health and safety compliance; facility maintenance; and college services, such as photocopying, fee processing, and phone installation.

Under the Business and Administrative Services Department are the following units:

- Bursar/Cashier's Office Services
- Budget, Finance & Forecasting Services
- Information Technology Services
- Custodial Services
- Mail Room/Switch Board Operator Services
- Production Center Services
- Warehouse (Shipping and Receiving) Services
- Facilities Services

Indirect Supervision includes:

- Engineers
- Grounds/Gardeners





Principles of Sound Fiscal Management

(California Code of Regulations, Title 5, Section 58311)

In any organization certain principles, when present and followed, promote an environment for growth, productivity, self-actualization, and progress. The following principles shall serve as the foundation for sound fiscal management in community college districts:

- 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 remain adequate cash reserves, implement and maintain effective internal controls, determine sources of revenue 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 conforms 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, decision making, and budgetary control.
- Each district will adhere to appropriate fiscal policies and provides 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.







Excerpts from CCCCO Budget and Accounting (BAM) Manual

2012 Edition (most current)

BUDGET AND ACCOUNTING MANUAL (cccco.edu)







Authority

This Budget and Accounting Manual (BAM), which has the authority of regulation in accordance with title 5 Section 59011 of the California Code of Regulations (CCR), is distributed as part of the Board of Governors' responsibility to define, establish, and maintain the budgeting and accounting structure and procedures for the California Community Colleges. This responsibility is defined in California Education Code (EC) Section 70901. Each community college district is required to follow this manual in accordance with Education Code Section 84030, which states: "The accounting system, including the uniform fund structure used to record the financial affairs of any community college district, shall be in accordance with the definitions, instructions, and procedures published in the California Community Colleges Budget and Accounting Manual..."

Accounting Overview

The following overview is provided to assist the reader's understanding of the conceptual framework of community college accounting.

Accounting: The Language of Business

There is no single, concise, comprehensive description of accounting. Accounting has been defined as ". . . the system of recording and summarizing business and financial transactions and analyzing, verifying, and reporting the results." [Webster's Collegiate Dictionary, Tenth Edition, 1998]

Accounting, then, is the special field of theory and practice concerned with the design and implementation of procedures for the accumulation and reporting of financial data.

An accounting system is the total structure of records and procedures that identify, assemble, analyze, record and report information on the financial operations of a community college district or any of its funds and organizational components.

An accounting system must make it possible both: (a) To present fairly and with full disclosure the financial position and results of financial operations of the funds of a community college district in conformity with generally accepted accounting principles (GAAP); and (b) to determine and demonstrate compliance with finance-related legal and contractual provisions. An effective control environment helps ensure reliable financial reporting, effective and efficient operations as well as safeguarding assets against theft and unauthorized use, acquisition, or disposal. The control environment includes oversight provided by each district's board of trustees, the district's internal and/or external auditors, and the Chancellor's Office. The responsibilities of the different parties accountable for fiscal oversight are established in title 5. Specific requirements for sound fiscal management are found in CCR 5§58311.





Government versus Private Accounting: Measurement Focus and Basis of Accounting

Governmental accounting is founded upon the same basic concepts and conventions that underlie the accounting discipline as a whole. However, governmental accounting tends to focus on the uses of resources to attain the institution's objectives, rather than upon profits or losses. In general, in a private enterprise, products or services are sold directly to consumers who pay at least the cost of producing the products or providing the services. In contrast, the primary services provided by community colleges (instruction, community service, guidance and counseling, etc.) are paid for from a variety of revenue sources, most of which are not direct beneficiaries of the services.

The nonprofit nature of community colleges and the unique flow of revenue results in the use of the flow of current financial resources measurement focus used by other governmental entities.

This measurement focus is intended to answer the question "Are there more or less resources that can be spent in the near future as a result of events and transactions of the period?" To better answer this question, the modified accrual basis of accounting is used. Under the modified accrual basis, revenues are recognized only when they are earned, measurable, and available. Measurable is interpreted as the ability to provide a reasonable estimate of actual cash flow. Revenues are available if collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recognized when an event or transaction is expected to draw upon current spendable resources.

However, certain community college activities may be similar to private enterprise in that they are funded in large part by direct charges to consumers (e.g., bookstore and cafeteria enterprise operations). Such activities use the flow of economic resources measurement focus to answer the question "Is the fund better or worse off economically as a result of events and transactions of the period?" To better answer this question, the full accrual basis of accounting is used to account for all revenues earned and expenses incurred during the period, regardless of the timing of the cash flows.

Fund Accounting

Because of the varied sources of revenue, some with restrictions and some without restrictions, governmental accounting systems should be organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. [GASB Codification Section 1300, NCGA-1]

Fund accounting, therefore, is used as a control device to separate financial resources and ensure that they are used for their intended purposes with the fund as the basic recording entity for reporting specified assets and liabilities and related transactional movements of its resources.





Revenue and Expenditure Classification

Basic to all revenue and expenditure accounting is a systematic classification scheme for describing transactions. There can be no consistency and comparability in the recording of transactions without precise descriptions of the transaction elements.

Revenue classification is primarily by source and purpose (e.g., 8100 Federal Revenues; 8170 Vocational and Technical Education Act).

Expenditure classification is by object and by activity. Object classification relates to the commodity or service obtained (e.g., Object Account 1100, Instructional Salaries, Contract or Regular Status). Activity classification relates to the purpose of the expenditure (e.g., Activity Account 0100, Instructional Activities—Agriculture and Natural Resources).

Accounting for Revenues

This chapter explains the procedures that community college districts use to account for revenues (additions to assets without any accompanying increase to liabilities). It prescribes the minimum accounting standards for classifying revenues and other financing sources and for abating revenues.

Detailed revenue accounting serves several important purposes, in that it:

- provides districts with a uniform method of recognizing and classifying revenues;
- provides districts a means of determining whether all revenues that should have been received have, in fact, been received;
- captures information that districts must report in various financial statements; and
- facilities district planning and budget preparation by providing historical information on sources of revenue.

In Governmental Funds and Expendable Trust Funds, revenues are recorded when they are earned, measurable, and available to pay liabilities of the current period – modified accrual basis of accounting. In Proprietary Funds and Nonexpendable Trust Funds, revenues are recognized when they are earned, regardless of the timing of related cash flows – full accrual basis of accounting. Receivables are accrued for amounts that satisfy the applicable definition of revenue but are not received at the close of the accounting period. Amounts that are received that do not meet the definition of revenue (i.e., they are not earned) must be recorded as deferred revenues.

One notable exception to the rules for recognition of revenue is the treatment of enrollment fees charged for instructional periods after the close of the Spring term. Such fees must be recorded as deferred revenue, regardless of whether they are earned by the end of the fiscal year.





Revenue is to be distinguished from income (the excess of revenues over expenses). Income from the conduct of district operations such as the bookstore or cafeteria is accounted for within Proprietary Funds Group – Enterprise Funds.

Likewise, non-revenue receipts - moneys received for which the district incurs an obligation (liability) - such as moneys received through long-term loans, the sale of bonds, etc., are not to be accounted for as revenue, but as Other Financing Sources (Account 8900). (Refer to Governmental Accounting, Auditing, and Financial Reporting (GAAFR) for details).

Classification of Revenues and Other Financing Sources

Community college revenues and other financing sources are to be classified by fund and by source. Classification by fund is explained in the previous chapter. The classification by source presented here depicts major and subsidiary reporting classes that shall be used in recording such information. Districts may increase the detail of their revenue recording by creating further subdivisions to this classification as needed. Revenue accounts in this chapter apply to all funds except as otherwise noted.

Federal and State revenue classifications are used to record awards or financial assistance which are required to be included in Federal or State compliance reports. Office of Management and Budget (OMB) Circular A-133 Audits of State, Local Governments, and Non-Profit Organizations defines Federal awards as: "Federal financial assistance and Federal cost reimbursement contracts that non-Federal entities receive directly from Federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, under grants or contracts, used to buy goods or services from vendors". Therefore, contracts to provide instructional services to Federal or State agencies are recorded as Local Revenue, Account 8830, Contract Services, unless there is an external requirement to report them as Federal or State Revenue.

Expenditures of Federal revenues (grants or contracts) are accounted for and reported in accordance with OMB Circular A-21; "Cost Principles for Educational Institutions." Copies of the circular are available at <u>www.whitehouse.gov/omb/circulars_a021_2004</u>. This circular provides guidance for determining costs applicable to Grants, Contracts and Other Agreements with Educational Institutions. Accounts that are not numbered in this manual are required, but the district may assign the account number.

8100 Federal Revenues

All revenues received or accrued from federal awards (whether distributed by State, Federal, or local agencies) shall be recorded as Federal Revenues. Federal awards are defined in OMB Circular A-133 Audits of State, Local Governments, and Non-Profit Organizations as: "Federal financial assistance and Federal cost-reimbursement contracts that non-Federal entities

receive directly from Federal awarding agencies or indirectly from pass-through entities. It does





not include procurement contracts, under grants or contracts, used to buy goods or services from vendors".

Account 8100, Federal Revenues, is the controlling account that summarizes amounts recorded in the following subsidiary accounts. Districts can determine if a particular grant is authorized by Federal agencies by searching the Catalog of Federal Domestic Assistance via the Internet at: <u>http://www.gsa.gov/fdac/queryfdac.htm</u>

8120 Higher Education Act

Revenue from grants authorized by the Higher Education Act of 1965. Grants include Title III programs for institutional development (including Part A: Strengthening Institutions); Title IV programs to motivate and support students from disadvantaged backgrounds (including Upward Bound, Student Support Services, and Educational Opportunity Centers, and the Federal Work-Study Program); and Title VI programs for international education programs.

8130 Workforce Investment Act (WIA) (formerly Job Training Partnership Act)

Revenue from the provisions of the Workforce Investment Act (Public Law 105-220) for job training, employment opportunity, and other services to enhance the self-sufficiency of economically disadvantaged, unemployed, or underemployed persons. This account does not include the Employment Training Panel (ETP) or Economic Development programs. These funds are to be recorded within Account 8650, State Reimbursable Categorical Programs.







Merritt's Business Office Roles and Responsibilities

Name	Title	Current Duties	Primary Duties	Secondary Duties
Vacant	Supervisor	Supervise staff, assign work, respond to inquires	Supervise	Budget - Monthly Reports
Lilian	Principal Financial Analyst	Prepare financial reports and budgets, monitor revenues and expenditures, and conduct financial analysis and assist in developing internal controls; support VPAS and college departments in preparing annual budgets for college and, establish control program and systems to assure compliance with allocations and budget revisions where required; develop and provide budget reports and financial projections to departments; perform review of campus Bursar and ASMC accounts; coordinate and ensure accurate and timely payment of invoices; work with management and staff on budget development and assist in resolving issues and conflicts on expenditures and budget.	Budget - Monthly Reports	Payroll
Ron	Staff Services Specialist	Review & Approval of all Requisitions for Procurement, Service Payments, Contracts & Agreements, Reimbursements. Process invoice & bill payments for utilities, services & lease/maintenance agreements. Initiate Budget Transfers for alignment of funding within the Business Office. Initiate Budget Journals for posting of funding for checks, allocation of special grants and carryover of funding from previous fiscal year. Review of Petty Cash Requests, Transportation/Mileage Reports, ICC Addendums, Travel Requests & Reimbursements. Provide back up coverage to Cashier/Bursar, Production/Photocopy Services & Mailroom.	Contract CTS	Bursar





Nancy	Principal Accounting Tech	Serves as full bookkeeper for Associated Students of Merritt College. Accounts Payable, Accounts receivable, banks reconciliation, preparation of monthly trial balances, profit, and loss statements, tax returned. Administer the req. to PO process, respond to inquiries and provide various reports.	ASMC Bookkeeping	Purchasing/ Reimbursement
Maria	Bursar	In charge of cash and check deposits, including fee based and monthly utility rent. Post and adjust student tuition and cross enrollment tuition waiver. Initiate third party contracts, invoices and employee tuition waivers. Responsible for collection and maintenance of records of a variety of revenues and fees including tuition, transcripts, degree duplication, library fines and student duplication funds from Library. Collection of registration fees, parking permit fees, credit card charges and enrollment refunds. Prepare and disburse scholarship, payroll, and travel checks. Maintain records and process distribution for scholarships, travel, reimbursements, deposits and daily reconciliations. Originate daily accounting for currency and check intake. Reconcile monthly bank statements. Send bank deposit slips to District office and gather all deposits per fiscal year. Maintain organized files for annual audit. Organize Petty Cash distribution and replenishment via requisition per cost center and AP Check. Process Chapter 33 checks for Veteran students. Distribute monthly salary checks for students, faculty, staff and administrators. Communicate updated fees, policies and procedures to students and college Community. Collaborate with colleagues from sister colleges.	Bursar	Purchasing/ Reimbursement





RESPONSIBILITIES OF EACH BUSINESS UNIT

A. Bursar/Cashier Office Services

Contact: Maria Perez Location: Q-228 Hours: 8:00 AM - 4:00 PM Phone Number: (510) 436-2402

The Bursar provides cashier services to students and staff, including the following:

- Collection of student registration, transcript and other fees.
- Sale of student parking permits.
- Distribution of paychecks.
- Petty cash reimbursement for staff and faculty (not Students).
- College trust account transaction
- Enrollment fee waiver for all employees. Full time and Part-time (Refer to Appendix A3)

Fee Collection

The Bursar is available Monday through Friday; 8:00 AM to 5:00 PM. Tender accepted includes cash, personal checks, and credit cards.

*Students transaction requires presentation of the student's 8-digit Passport system identification number (same as Student Identification Card).

Scholarships

The bursar receives scholarships and grants provided to students. Financial aid office processes the scholarships and the grants according to their requirements, and the bursar -distributes the check to the students. If a student has an outstanding balance on their account, the bursar will apply the check to the student's account and generate a new check. The checks are issued within a period of 3 to 5 business days, depending on the schedule provided by the Bursar Office and Financial Aid.

*Students transaction requires presentation of a state or federal identification card, and the student's 8-digit Passport system identification number (same as Student Identification Card).





Student Parking Permits

Students may purchase parking permits for the semester from the Bursar's Office. Staff may obtain parking permits by submitting a Parking Permit Request to Business Services. (See Parking Permits).

Vehicle Type	Fall & Spring Semester	Summer Session	Financial Aid Eligible Student
Car	\$40	\$20	\$20
Motorcycle	\$20	\$20	\$10

Daily parking passes may be purchased from the parking ticket machines in the parking lots for \$2.00 per pay.

*Please note that parking regulations are enforced 7 days a week.

Petty Cash Reimbursement

Petty cash reimbursement must be for emergency purposes and the sums of \$100 or less. To receive a petty cash reimbursement, please complete Petty Cash Reimbursement form (Refer to Appendix A1), obtain the necessary approvals, and submit it to Ron Perez or Maria Perez, depending on the fund My revision suggestion is below in red in reference to Lilian's email regarding petty cash.

Petty cash reimbursements are allowed in the event of an emergency purchase of supplies or services by an employee and are not to exceed \$100.00. The Petty cash reimbursement process is as follows:

Petty Cash Form (see attached template) must be completed by the requestor and purchase must be **preapproved** by the appropriate cost center manager. The Requestor and Approver cannot be the same person.

- Requisition is created by the appropriate cost center department with the approved Petty Cash Form and receipt(s) attachments:
 - a) Requisition Origin: MPC
 - b) Vendor Name: Merritt Coll. Revolving Cash Fund
 - c) Vendor Number: 602324
- Copy of the Requisition, Petty Cash Form and receipts are sent to the appropriate Business Office Staff (Staff Services Specialist or Principal Accounting Technician)
- Staff Services Specialist or Principal Accounting Technician reviews for the appropriateness of the expense and funding source.





- Vice President of Administrative Services reviews and approves and forwards to Bursar for reimbursement.
- Bursar notifies and reimburses requestor (pending availability of petty cash funds).
- Bursar sends completed petty cash to Staff Services Specialist or Principal Accounting Technician
- Staff Services Specialist or Principal Accounting Technician scans completed Petty Cash reimbursement form with receipts to Accounts Payable

Trust Account Transactions

To perform authorization expenditure transactions, please download the appropriate form, and obtain the necessary written authorization(s). (Refer to Appendix A2). Be sure to also provide original receipts and documents relevant to the transaction, and the correct trust account code for trust account transactions.

*All student club accounts are maintained by the ASMC.

B. Budget, Finance and Forecasting Services

Contact: Lilian Pires, Principal Accounting Technician Location: Q-227 Hours: 8:00 AM – 4:30 PM Phone Number: (510)436-2693 Email: Ipires@peralta.edu

Contact: Nancy McPhee, Principal Accounting Technician Location: Q-232 Hours: 8:30 AM – 4:30 PM Phone Number: (510)436-2677 Email: nmcphee@peralta.edu

Contact: Ron Perez, Staff Services Specialist - Fiscal Location: Q-230 Hours: 8:30 AM – 4:30 PM Phone Number: (510)436-2406 Email: <u>rperez@peralta.edu</u>







Purchasing







Requisition Cycle

All requisitions initiated by the college have to go through the business office for the following:

- 1. Budget check.
- 2. Vendor Verification.
- 3. Verify requisition lines against code.
- 4. Approve and send documents to purchasing.
- 5. Business Manager signs off on the requisition to verify the validity of budgets, purchases are allowable, and in accordance with application policies, rules, and regulations.
- 6. For invoices or services performed, department head or cost center manager receiving the services need to sign off on the invoice to acknowledge receipt of goods or services.
- 7. Submit documentation to district's accounts payable for payment.

Below is a chart that shows the flow of transactions from initial order of goods to receipt.







Goods and Services

What are goods?

Goods Any tangible product. Goods include, but are not limited to, "off-the shelf" computer software and utilities, books, supplies, equipment, etc. What are services?

Services Any deliverable resulting from labor performed specifically for the District. The service may result from the application of physical or intellectual skills. Services include, but are not limited to, repair work, consulting, maintenance, data processing, custom software design or coding, etc. Excludes Professional services as defined in Government Code Sections 4525 et seq. and Special Services 53060 et seq.

What are services?

Services do not normally involve transfer of ownership of the service itself but may involve transfer of ownership of goods developed by a service provider in the course of the service. For example, distributing electricity among consumers is a service provided by an electric utility company.

Administrative Procedures	
AP 6340	 Bids and Contracts/Section Section VI. Competitive Bidding or Selection for Professional or Special Services (Non-Public Works projects)
Threshold for Purchase Or	der
Under \$2,500	1 quote
Between \$2,500 - \$10,000	1 written quote
Between \$10,000 -\$87,800	3 written quotes or 2 written quotes under piggyback contract for furniture purchases.
Over \$87,800	Formal Bids and Board Approval required, or a piggyback contract pricing quote and Board Approval required, or two piggyback contract pricing quotes and Board Approval required for furniture purchases.

Bids and Contracts/Selection





Purchasing Guidelines

Administrative Procedures

<u>AP 6330</u>	 Purchasing Section I. Purchasing Section II. Goods and Services Section III. Professional Services and Special Services Section IV. "Piggyback" Purchases from Contracts Bid by Other Public Agency
<u>AP 6370</u>	Contracts – Personal Service
<u>AP 6365</u>	Contracts – Accessibility of Information Technology

- Adhere to the PO thresholds with regard to when a written quote is required.
- When buying catering services for an event in excess of \$2,500 a written quote must be obtained in advance, even if it's from your current campus cafeteria vendor.
- When creating a requisition that is based on an ICC, submit a copy of the ICC to your buyer at the same time.
- When an ICC applies to a purchase order, reference it in the description of the PO.
- When creating a requisition, be sure to code the PO Origin correctly (MIN,BOA,LPO,ATV). Consult the Information Technology Department on Requisition procedures.
- If applicable, implement budget transfers at the same time a Change Order is submitted.
- Use Open Account Purchase Orders in advance, rather than multiple Pay To Invoice Purchase Orders after the fact.
- Upon receiving your order, approve the invoice for payment as soon as possible.
- When using multiple budgets to pay for a Purchase Order, use percentages within a given line item, rather than the same item on multiple lines with the different budget.





Measure A, HEERF, MEASURE G, PARCEL TAX, etc.

- All Standard purchasing Thresholds Apply
- Required Documentation

D 1	Measure A Form Completed and Signed
Purchases of Goods	Official and Current Quote(s)
01 00003	If necessary, Board of Trustees approval (via Board Minutes)
Dunalisana	Measure A Form Completed and Signed
Purchases of	Independent Contractor/Consultant Services Contract (ICC) Completed and Signed
Services	If necessary, Board of Trustees approval (via Board Minutes) and a signed official contract Official and Current Quote(s)

Public Works Projects-All Construction Contracts

Administrative Procedures	
<u>AP 6350</u>	Contracts – Construction
	Contracts – Construction
Threshold for Purchase Order	
Under \$2,500	No quote required.
Between \$2,500 - \$10,000	1 written quote
Between \$10,000 - \$14,999	3 written quotes or 2 written quotes under.
Over \$15,000	Formal Bids and Board Approval is required, on all construction contracts.

Vendor Numbers

Who Needs a Vendor Number?

- Anyone who is to be paid by PCCD will need a vendor number. This means "active" vendors and not "potential" vendors.
- Examples:
 - Contractors/Consultants Services over \$600 (will need and ICC).
 - Any vendor doing business with PCCD.
 - Employees needing reimbursement.
 - Retired employees needing reimbursement.
 - Students workers.





What is the Process To Obtain A Vendor Number?

Please reference Peralta College – Purchasing & Warehouse Division website. [Navigation tab – Vendor Registration] lists an electronic Vendor Application and W-9 Form.

- An electronic <u>Vendor Application</u> must be completed by the requester.
 - Make sure all sections of the application are complete.
 - Also included with the application is a W-9, which also needs to be filled out.
 - Forward signed originals to the purchasing department for processing. Deliver both documents to 501 5th Avenue, Oakland, CA 94606, or fax to 510-587-7873.
 - Send the completed docu<u>ments to: gdowen@peralta.edu</u> or fax to 510-587-7873.

Where Can I Find A Vendor Application?

- The Vendor Application is available online at: www.peraltaledu/purchasing/vendor-registration/Vendor Registration : Purchasing & Warehouse Division (peralta.edu),
- A Vendor Application and W-9 can be emailed or faxed to you.
- Once the documents have been processed, a confirming email with the vendor number will be sent to the requester.

Potential and Inactive Vendors Potential Vendors

• In order to receive a vendor number, it is important that the requesting vendor is actually going to actively be doing business with PCCD. Please contact the Purchasing Department to assist you with identifying their business potential or refer the Vendor to the Purchasing, as the Purchasing Department is the gateway to vendors in our community who will be doing business with PCCD.

Vendor Records

- In order to make any changes to a vendor record, a resubmitted application and W-9 must be completed. This ensures that PCCD is in compliance with current laws.
- A vendor who has not done business with PCCD for three years, automatically becomes inactive. This keeps the vendor database current with active vendors doing business with PCCD. This record can be reactivated; however, if there are any changes to the vendor's information, an updated vendor application and W-9 must be submitted.





Process for Receiving Orders/Visual Check of Merchandise

- Visual check-in of packages for any damage and verification of goods with delivery receipt. If everything is checked and okay, merchandise is accepted.
- Second visual check of merchandise before delivery to campuses/District Office. Packing list and Purchase Order is compared to merchandise in package for completeness of order and if okay, Packages are then resealed and delivered to end user with copy of delivery receipt.
- If there is damage of any inconsistency with merchandise, the warehouse will advise enduser and vendor for their reconciling. Naturally, this will cause a delivery delay.

Process for Delivery of Goods

- Merchandise is received weekly, checked-in, palletized and sealed.
- Ensure timely delivery of items to campuses/District Office at least once a week. This timeframe may vary during high peak months February –June along with other variables.
- If you have a confirmation that merchandise was shipped from Vendor and you have not received the merchandise, check with your storekeeper. If they have not received your order, please call the warehouse for assistance.

Overview of Accounts Payable (AP) Process

- Upon Receipt of Invoice:
 - It is stamped.
 - It is verified whether documentation is complete and consistent.
 - It is determined whether:
- Budget has been validated
- Requisition is approved





Purchase Order is dispatched

- If documentation is complete: A voucher is created by the AP tech. The voucher produces a check in the following AP run.
- If documentation is incomplete, no check is cut and the requisition is returned. Sometimes requisitions are not automatically sourced to POs and become "stuck in cyberspace." Because of this, requesters must follow up to make sure requisitions are not only approved but also sourced to POs. Documentation must be consistent with regard to:
 - o Invoice
 - o PO
 - Contract
 - Receiving
- The following information must be consistent?
 - o Vendor name and ID
 - o Dollar amounts
 - Items paid for
 - o Tax
 - Contract (for services over \$600)
 - Party billed (must be Peralta)
 - Payment terms Net 30
- Payment types
 - Regular POs
 - $\circ \quad \text{Pay-to requisitions} \ / \ \text{Verbal Orders}$
 - Open accounts
 - Direct payments
 - Express checks
- AP Checks are cut Every Tuesday and Thursday.
- Disbursement of checks
 - Checks are disbursed the following day. They are either mailed or sent to the bursar's office of each campus, or held at the district. If a check is to be held at the district or returned to the campus, that instruction should be clearly written or stamped on the requisition page.




Regular Purchase Orders

• If goods have been marked in by the warehouse, and we have received a valid invoice from the vendor, we will pay the invoice without further intervention from the campus. However, intervention by the requester or other campus staff may be required in some cases.

Regular POs: Receiving Goods

- All goods must be shipped to the warehouse. Only perishable or hazardous materials, or materials requiring installation by the vendor or their installer, should be delivered to the campus.
- Delivery of orders to the campus must be approved in advance by Purchasing.
- If goods have been delivered directly to the campus, the campus MUST notify the warehouse promptly by emailing Shawnee Martinez and copying the AP tech. Otherwise, payment may be delayed, or it may be impossible to pay the vendor.

Regular POs: Discrepancies

- If the invoice is inconsistent with the PO, AP staff will follow up with the vendor and/or the requester. The requester may need to take action to resolve the situation, or the invoice may not be paid.
- If the invoice significantly differs from the PO, a CHANGE ORDER will need to be submitted to the buyer, or the warehouse may need to be notified of the receipt of unmarked items.
- If the requester asks for or approves a significant alteration to the order, they should contact the buyer to determine whether a change order is required.

Pay-To Requisitions / Verbal Orders

• Pay-To's or Verbal Orders are not allowable with the Peralta Community College District per District Purchasing Guidelines

Other Payments

- Open Accounts
 - Invoices must be signed off.
 - Requester is responsible for tracking total payments.





- When the PO is depleted, create a new one or initiate a Change Order to augment the PO.
- Invoices should be submitted directly to district Accounts Payable with all the necessary information (PO number, the amount to be paid).
- Open accounts for goods must be marked taxable.
- Open accounts for goods and services must have both taxable and non-taxable lines.

Direct Pays

Direct pay should be used only when a requisition cannot be processed. Direct pays do not show up under document status. They are directly deducted from the budget. To determine whether a direct pay has been processed, check "voucher inquiry" screen or review available budget.

Each requester is responsible for following up on payments. Each requester is responsible for checking their orders to make sure they have been completed. If an order has been received but not paid after 30 days, follow up with the AP tech. This is especially critical when approaching the end of the fiscal year and for funds which are not carried over to the next fiscal year. Most of the time, the document status page shows whether a payment has been made.

If a direct pay has been used, document status will not show it. However, the voucher inquiry page and the budget will show the direct pay. If the requester does not have security access to these screens, contact the Business Office.

Interpreting Document Status

- Payment
 - If there is a payment line, a check has been cut on the indicated date.
- Voucher
 - If there is a voucher line, a check has been keyed in and will usually cut in the next run.
 - Voucher Date The voucher date is the invoice date, not the date the voucher was keyed in.

If neither voucher nor payment lines exist, the AP tech has not keyed in a payment based on the requisition or PO number in question. AP staff can only key in a payment if the requisition is approved and the PO is dispatched. If the PO has not been dispatched yet, contact the buyer.





Interpreting Activity

- Purchasing>Purchase Orders>Review PO Information>Activity Summary
- The Receipt tab, Quantity Received column shows how many of each item have been received.
- The Invoice tab, Quantity Invoiced column shows how many of each item we have paid for.

Checking in with Accounts Payable Technician

- Checks should be cut within 30 days of AP receiving an invoice if the documentation is complete and valid.
- If documentation is incomplete or invalid, it will be returned to the requester, care of the business office, via district mail.
- If, in that timeframe, a check has not been cut for an order, contact your AP tech to see if something is holding up the order and whether the documentation should be re-submitted.

Sales Tax

- When preparing requisitions, you must mark all taxable items as such.
- Ship-to locations
 - Taxable: Warehouse, 1, 2, 5, 6, 8
 - o Non-taxable: Exempt, 11, 21, 51, 61, 81
- When creating open accounts for service that may include both parts and labor, remember to include both taxable and non-taxable lines.
- If an order includes both taxable (goods) and non-taxable (services) items, you must separate those lines on the requisition and mark each line correctly.
- When creating a pay-to requisition for an invoice, you must use the invoice subtotal and mark it taxable if the whole invoice is taxable. Do not use the invoice total as the line amount and do not mark the line as non-taxable.
- Do not create a separate line for taxes.
- If the invoice is only partly taxable, you must create multiple lines for the taxable and non-taxable portions of the invoice.
- For out of state orders, make sure to mark items taxable so that USE tax will be encumbered. Otherwise a budget transfer may be required later.
- If the requisition has not been prepared correctly with regard to tax, either a change order must be submitted to the buyer, or the order must be





Contracts

- A valid (fully executed) contract should exist, along with a valid PO before any order is placed or services is performed.
- Work must be completed within the time period stated in the contract.
- Total payments for work under the contract should be within the Not to Exceed amount.
- Vendors must not provide services without a signed contract.
- An ICC is required for every payment for services over \$600.
 - The requester cannot circumvent contract policy by splitting up payments for the same work.
- We cannot process a payment unless the attached ICC has been signed by
 - College President
 - Vice Chancellor, Finance & Administration
 - Chancellor
- If the contract is missing some signatures, the paperwork will be returned.
- The requester is responsible for tracking total payments under each contract.
- If the vendor works beyond the coverage date of the contract, or amount billed exceeds the limit of the contract, an amendment is required.
- Vendor name and tax ID information must be consistent between contract, invoice, and vendor file.

Travel

- All requisitions for travel-related expenditures, including registration, accommodation, and airline tickets, must be accompanied by the Travel Authorization Form signed by the first-level supervisor, Business Manager, and President.
- Travel advance requests should not exceed 80% of the authorized amount, must be submitted no later than 15 days before travel, and will not be paid more than 15 days in advance.
- Registration, accommodation, or tickets can be paid early if necessary with separate requisitions. These must be accompanied by the Travel Authorization Form. To access travel forms please visit http://web.peralta.edu/business/accounts-payable/. Must be paid directly to the vendor, not to the employee.
- A new vendor file may be required in some cases. If so, the requester must arrange ahead of time for the new vendor file to be created.





- Advances must be liquidated/finalized within 30 days of completion of travel.
- Mileage information may be accessed through the district accounts payable website at https://www.peralta.edu/finance/accounts-payable-forms
- Original receipts must be submitted.
- All receipts must be carefully added.
- List expenses only in the correct column.
- Hotel receipts must be itemized.
- No liquor expense can be reimbursed.

Fiscal Year End Closing

Fiscal Year End Closing Memorandum is usually sent out Districtwide from the Office of the Vice Chancellor of Finance and Administration providing instructions, timelines and cut offdates. The College will then issue its own cut- off date two weeks before the District's deadline date to allow the Business Office to process.

Prior to the end of the fiscal year, requesters should check outstanding orders, and managers should check their budgets, to make sure all transactions are complete.

It is imperative that all documents be received at Accounts Payable before the AP cutoff (Date TBA) in order to be processed by June 30th.

How to Access Finance Screens in the PROMT System

Finance Security Access Request

This is a complimentary computer account and for use in administrative support. Any other uses of this account are strictly prohibited and improper or illegal use may result in the termination of your account and you may be subject to disciplinary action up to and including termination of employment.

Security and confidentiality are matters of concern to all Peralta Community College District employees, which includes employees of the District and each of its campuses, and all other persons who have access to student, financial and employee records. PCCD is bound by the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law regarding the privacy of student records. Therefore, each employee of PCCD is responsible for maintaining the security and confidentiality of these records. An individual's conduct, either on or off the job, may threaten the security and confidentiality of records. Remember to maintain the privacy of all





PeopleSoft/Oracle data in accordance with policies and procedures of the Peralta Community College District.

Each employee and/or student employee/representative is expected to adhere to the following Security & Confidentiality Rules & Regulations below:

- 1. Employees may not perform or permit unauthorized use of or access to any information or records maintained, stored or processed by the district, colleges, and employee.
- 2. Employees are not permitted to seek personal benefit or allow others to seek personal benefit using knowledge or confidential information acquired by virtue of an employees work assignment and access to confidential records.
- 3. Employees may not exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with the District and College policies and procedures.
- 4. Employees are responsible to know and understand the security and confidentiality policies and procedures particular to their work assignment.
- 5. Employees may not knowingly include or cause to be included in any report or record a false, inaccurate or misleading entry. Employees may not knowingly expunge or cause to be expunged any record, transaction or report of data entry.
- 6. Employees may not remove any official record or report, or copy thereof, from the office where it is maintained except in performance of a person's duties as directed and authorized.
- 7. Employees may not aid, abet or act in conspiracy with another to violate any part of this code.
- 8. Any knowledge of a violation of this Confidentiality Agreement must be reported to the supervisor immediately.
- 9. Employees are responsible for the security and confidentiality of their individual user ID and password and their use access gained through use of the system.
- 10. Employees must understand and accept responsibility for their actions in the performance of their responsibilities which includes access to records and must maintain the privacy of all PeopleSoft/Oracle data in accordance with policies and procedures of the Peralta Community College District. Refer to Appendix B2 for Finance Security Access Request Form.





C. Information Technology Services

Contact: Patricia Rom, Senior College Information Systems Analyst Location: A109 Hours: 8:00 AM – 4:30 PM Phone Number: (510) 436-2433 Email: prom@peralta.edu

Contact: Dale Nabeta, Network Support Services Specialist Location: Q-209 Hours: 8:30 AM – 4:30 PM Phone Number: (510) 436-3905 Email: <u>dnabeta@peralata.edu</u>

The Administrative Services Division, provides Information Technology Services to campus organizations and instructors for events. Internal events are handled by the Office of Instructions, while external events are handled by the Business office. The Office of Instruction provides audiovisual equipment for classes. To request audiovisual support, please call (510) 436-2407 Ext. 2407 or email merfacilities@peralta.edu. To request use of an AV system, please contact the IT Department at dnabeta@peralta.edu or prom@peralta.edu.

Below represents a typical list of equipment ITS us responsible for maintaining and operating.

- IDF/Server rooms
- Phone/Internet
- Smart Classrooms
- HyFlex Classrooms
- Piano (Newton-Seale Room)
- Sound System
- Microphones
- Camera & Equipment
- CD Player (with or without audio capability)
- LCD Projector
- TV/DVD Player





D. Custodial Services

Contact: Anthony Walker Head Custodian Location: R-15 Hours: 7:00 AM-3:30 PM Phone Number: (510) 436-2525, office. (916) 459 6571 for Department Heads and above.

Custodial Staff

Days	Swing	Night
Vince Early	Carolyn Thomas	Pheng Kim
Randy Dillard	Michael Mears	Levern Johnson
Kashaka Garrett		

Custodial Services maintains the cleanliness of campus buildings and immediate grounds. Custodial services are available Monday to Friday 6am-4:30am and 6:30am-3pm on Saturdays, except during holidays. Custodial staff cover Merritt in its entirety with available staff on hand, in times of staffing shortages some areas may receive lighter coverage than others with a heavy concentration on site bathrooms and special events as may occur.

Custodial duties may vary from day to day. Here is a list of some basic departmental duties.

- Opening and closing campus gates.
- Locking and unlocking buildings and classrooms for instruction and events.
- Securing buildings after instructions and events.
- Recycling.
- Moving furniture and equipment upon request (complete **Request for Services** form, refer to Appendix C1).
- Storing unsecured furniture and equipment.
- Raising and lowering the state and national flags.
- Event set-up and breakdown.

Custodial Services also responds to minor and major facility incidents requiring cleanup, including:

- Spilled drinks and other nontoxic substances
- (Should you drop or spill a dangerous substance or material, immediately contact Business Management at 510-436-2407 or 510-436-3891)
- Fire, flood, and post storm clean up.
- Plumbing leaks/overflow cleanup.





Custodial staff does not provide on-call maid service: all tasks other than above listed duties must be assigned by the Business Manager.

For College Custodian Services: Send written requests for custodian services to the Business Services Department office on a Request for Service form. (Refer to Appendix C1). Emergency requests can be sent by email or by calling myself or Facilities (Tara Marrero) 434-3967.

About Radio Talk and How to use radios

The Peralta Community College District radio system is used for many reasons. The main reason is for everyday rapid transfer of information between people. *Longer messages should use the radios to have someone call the other person on the telephone system*.

The radios are being used by Maintenance, Grounds, and Custodial services with bases at the Sheriff's office, Physical Plant and all three campus Business Offices for their communications. The other main use of the radio system is for communications during a disaster or an emergency. The Risk Manager has issued radios to the District office and campuses for this purpose. *All Disaster or Emergency traffic is PRIMARY and is not to be interrupted with regular traffic.*

To make a call:

- 1. Stop walking. Walking will lead to "multi-pathing". (When you move the radio signal as to find another path for the waves, which will make your message "break-up".)
- 2. Listen to the radio for a while. Wait till the air is clear.
- 3. Hold radio about three to four inches from your mouth.
- 4. Key the radio switch and hold for a second.
- 5. Start to talk in moderate, clear and slow voice. Don't shout or get excited.
- 6. Say, Unit___(your unit) to ___(i.e. "Unit 8 0 1 to 8 2 5") identifying your unit first alerts other units that someone is transmitting and to pay attention for their number. Wait about 5 seconds for the person to get their hands free, and get on the radio.
- 7. If the person does not respond, repeat call.
- 8. When the person responds, (i.e. "Unit 8 2 5) start your message. Message should be short in duration, clear and to the point.
- 9. When you are done with the message or did not get a reply, sign off to allow another person to use the air. (i.e. "W N R M 5 7 2 Clear"/that is our call signal".)

Be aware of what you say in the on the radio, as the message is going out to many people, who in turn may be next to others, not involved in the call. Also, for this reason confidential matters should not be communicated by radio.





E. Mail Room/Switchboard Operator Services

Contact: Salvador Perez Location: Q105 & Q107 Hours: 8:00 AM – 4:30 PM Phone Number (510) 436-2653

The Mail Room is located in room Q107. Mailroom services are to support the college, and should not be used for personal, commercial or political ends. Divisions, departments, staff, and instructors may be assigned their own mailbox, or receive mail through their department.

*All equipment deliveries aEnd major items requiring use of the loading dock must be sent to the College via the District unless special arrangements have been made through Business Services. In such instances, the requester must be present at the loading dock to sign for all items being delivered.

Please note the following:

- Mail slots have been provided for you in the mailroom Q107. There are mail slots for out-going mail, U.S. mail, District mail, and campus mail. If you need any assistance, please see staff in Q107. Collect your mail on a regular basis, at least once a week. This will eliminate the problem of over-crowded mailboxes, which could result in mislaid or delayed mail, or the possibility of your mailbox being taken down.
- Mail to faculty and staff should contain both the name of the sender and recipient.
- Outgoing U.S. mail will be processed daily, it is requested that mail be received in the mailroom by 12:00 PM. Mail received after 12:00 PM will go out the next business day. Always indicate your name or department name in the upper left hand corner in order that we may identify the sender in case mail is returned. Mail that is not properly identified will be opened and returned to sender or department.
- Bulk mailings should be pre-arranged with the mailroom with at least one day of notice.
- International and Certified Mail must be received in Q107 for special processing by 12:00 PM in order to go out until the next business day.
- District Mail is picked up between 12:00 PM 12:30 PM daily. District mail received after that time may not go out until the next business day.
- Check with mailroom staff before attempting to distribute flyers in mailboxes. This will prevent any confusion or misunderstanding about who is to be in the mailroom and how flyers are to be distributed.
- Merritt College mail supplies should be used for College purposes only.
- Use your mailbox key that was assigned to your mailbox number.





The Merritt switchboard operator can be reached by dialing (510) 531-4911. The switchboard operator provides directory assistance, direct calls, and provides outside lines.







F. Production/Duplicating Center Services

Contact: Stephanie Bunn, Senior Duplicating Services Technician Location: Q106 Distribution Pick-Up: Q- 104 Hours: Monday – Friday, 7am – 4pm Phone Number: (510) 436-2665

*PC Users Email: <u>Merritt-Production@peralta.edu</u> *Mac Users Email: <u>Merritt-Mac-Copy@peralta.edu</u>

Production provides photocopies for Faculty/Instructors and College Staff. Services include and are not limited to:

- Single and double sided copies.
- Limited color paper copies.
- Color copies (used at the discretion of Production)
- Flyers
- Brochures
- Booklets
- Banners
- Customized pamphlets
- Binding options (stapling, comb binder)
- Laminating

Instructions to Submit a Request

Please email questions with other service requests. Requests should be emailed to: <u>merritt-production@peralta.edu</u> as an attachment. Preferably in a pdf. format. Other attachment options include, ppt., jpeg, png., doc., docx., rtf., etc. It is imperative that all details regarding any request are included in initial email or it may result in severe delays. Production email requests are monitored regularly and you can expect correspondence if your request does NOT include complete instructions, or missing/inaccessible attachments.

- 1. All requests will be completed on a first come/ first served basis
- 2. Finished orders will be available in the copy distribution room upon completion. (A completion and ready for pick-up email will be sent to notify requestor.)





- 3. Services will cease at 3:00pm daily. Unfinished orders will be continued to be processed the next business day.
- 4. Requests will be fulfilled with default print options if not specified by requestor. (White, double sided and stapled if more than 2 pages.)
- 5. A limited quantity of small readers sent electronically from Science, Medical or College book publishers specifically designed to be 100% freely distributed and free of any copyright infringements, will be processed on a case by case basis when time permits.
- 6. Requests turnaround time is 72 hours for a basic request. Larger than normal requests or requests that require special features or handling; i.e. paper cutting, binding, laminating, etc. will result in longer wait times. Therefore, planning ahead is in order.
- 7. Students are not to access the distribution room for any reason. Neither are they allowed to contact Production directly. All communication must be done between Staff/Faculty. Production is NOT a Student Service.

Please note that all file attachments may not be compatible with the Production setup. In the event this happens Production will notify sender to resend request in a different file type as listed above.

Production

Production works directly with Student Accessibility Services for special requests to better assist students in the classroom for assignments or reading material altogether for coursework. As noted above, these request come from the SAS staff directly to the Production department on a case by case referral as it pertains to the student's needs per the SAS department staff request.

Copyright Policy ©:

In order to maintain the integrity of Merritt College strict copyright policies are in in place and as follows:

- It is the intent of Merritt College to comply with the U.S. Copyright Law (Title 17, U.S. Code, Sect. 101, et seq.) This policy represents Merritt's effort to observe the copyright law.
- Employees are prohibited from copying copyright works unless the action is authorized by (a) specific exemptions in the copyright laws, (b) the principle of fair use, (c) the fairuse guidelines, or (d) licenses or written permission from the copyright owner. Any other copying must be approved on a case-by-case basis
- Employees are prohibited from "performing" copyright works unless the performance is authorized by (a) Title 17, U.S. Code, Sect. 110 (1) (4) or (8), (b) performance licenses, (c) purchase order authorization, or (d) written permission from the copyright owner or the owner's agent.
- Employees who willfully disregard Merritt's Copyright Policy, do so at their own risk and assume all liability, including the possibility of dismissal for persistent copyright





infringements in accordance with Board Policy, collective bargaining agreements, and law.

Obtaining Permission to Copy

The following procedures are designed to facilitate the copyright permission process by assuring the provision by the user of the necessary information to permit the publisher to respond to copying request.

- 1. **Obtain Name and Address of Publisher**. Determine who owns the copyright on the material. The page containing a notice of copyright can help you determine who owns the copyright, the year of publication and the publisher's address. The acknowledgement page may also contain information regarding copyright ownership. If the address of the publisher does not appear with the material, it may be obtained in such publications as the National Association of College Stores, Book Buyer's Manual, the American Booksellers Association's Publisher's Directory, Books in Print, The Literary Marketplace (for books), The International Literary Marketplace (for international listings), or Ulrich's International Periodicals (for journals), published by R.R. Bowker Co., are available in any library. Your college store also has access to a few of these and other similar resources.
- 2. **Request permission to duplicate**. After checking to determine who owns the copyright, the next step is to request permission to duplicate. Some of the most frequent reasons cited by publisher's permission departments for delays in responding to requests are the failure to provide complete or accurate information regarding the work to be duplicated; and the time required to handle requests for material such as photographs, charts or illustrations which may be covered by a separate copyright.

An Association of American Publisher's survey of permissions professionals determined that the following facts are necessary for consideration of authorizing reproduction of copyrighted material in an academic setting.

- Title, author and/or editor; copyright or publication date and edition of the book in which the materials to be duplicated appear;
- Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material and title and copyright page;
- Number of copies to be made;
- Use to be made of duplicated materials and form of distribution (e.g., as course material and whether collected with other excerpts or materials, whether bound or unbound);
- Whether or not the material is to be sold;
- Type of reprint (ditto, photocopy, offset, typeset).











CHAPTER THREE: BUDGET OVERVIEW PROCESS

General Requirements

Budgeting is an essential element of the financial planning, control and evaluation processes of governments. Every governmental unit prepares a comprehensive budget covering all governmental, proprietary, and fiduciary funds for each annual fiscal period. The accounting system provides the basis for appropriate budgetary control. [GASB Codification Section 2400, NCGA Statement 1] The community college district budget is a plan of proposed expenditure for operations and estimated revenue for a given period of time (fiscal year). The budget represents the operational plans of the district in terms of economic decisions. Budget

requirements and process are described in the California Code of Regulations, beginning with Section 58300.

Once the budget is adopted, the total amount designated as proposed expenditure for each major object of expenditure classification is the maximum allowed without additional governing board authorization for transfers between major classifications or from the reserve for contingencies in accordance with California Code of Regulations Section 58307.

For a definition of the major object of expenditure classifications, refer to Classification of Expenditures by Object located at Chapter 4 of the Budget and Accounting Manual.

Action Required	On or Before	Title 5 Section
Tentative Budget Adoption	July 1	58305
Adopt Appropriation Limit	July 1	Article XIIIB, CA Constitution
Newspaper Publication stating Budget is Available as appropriate 58301 Public Hearing	September 15	58301
Final Budget Adoption	September 15	58305
Annual Financial and Budget Report (CCFS-311) Sent to State Chancellor	October 10	58305
Informational Copy of Budget Sent to County Office of Education (if required)	September 30	58305
Submission of the Annual Audited Financial Statements Sent to the State Chancellor	December 15	

Important Budget Adoption Dates





Important References in the California Code of Regulations (CCR), Title 5 Governing Budgeting and Accounting Requirements

The following table is a representative listing of references and is not to be considered all inclusive of the title 5 regulations.

Title 5§	Title	Excerpt/Description
58300	Requirements to Prepare and File Annual Statement	On or before the 15th day of September.
58301	Proposed Budget; Hearing; Notice; Publication	Notification of dates and location(s) at which the proposed budget may be inspected by the public and date, time, and location of the public hearing on the proposed budget shall be published by the district in a newspaper of general circulation in the district, at least three days prior to
58302	Budget	"budget" includes the preliminary budget and the adopted budget of a community college district.
58303	Contents of Budget Report	proposed expenditures and of the estimated revenues for the ensuring fiscal year, together with a comparison of each item of revenue and expenditures of the fiscal year just completed
58304	Form of Budget Report	annual financial and budget reports shall be made in the form prescribed(AnnualCCFS 311)
58305	Tentative Budget; Filing; Contents; Computation of Tax Levy; Adoption; Filing and Approval of Final Budget	On or before the first day of July in each year, each district shall adopt a tentative budget; on or before the 10th day of October each district shall submit(Annual CCFS 311)
58306	Effect of Neglect or Refusal to Make a Budget	the Chancellor may withhold any apportionment of state or local money
58307	District Budget Limitation on Expenditure	The total amount budgeted as the proposed expenditure of the district for each major classification of district expenditures shall be the maximum amount which may be expended for that classification for the school year. Transfers may be made from the reserve for contingencies to any expenditure classification or between expenditure classificationsby written resolution of the board of trustees





58308	Appropriation of Excess Funds and Limitations	All income accruing to the district in excessof the amounts required to finance the total proposed expendituresshall be added to the general reserve	
58310	Report on District's Financial Condition	report in detail to the governing board of the district the district's financial conditionat least once every three months(CCFS 311Q)	
58311	Principles for Sound Fiscal Management	The following principles shall serve as the foundation for sound fiscal management in community college districts: See Appendix C: FS 05-05: Monitoring and Assessment of Fiscal Condition	
58312	Inadequate Plans by District or Failure to Implement Plans	If the Chancellor determines that the district's plans prepared and adoptedare inadequate to solve the financial problems or to implement the principles of sound fiscal management	
58314	Failure of Procedures to Achieve District Financial Stability	If the procedures pursuant to 58310 and 58312 fail to achieve district financial stabilityreduce or withhold apportionment	
58318	Requirement for Employee Indemnity Bond	district shall require each employe the district, whose duty it is to handlee of funds of the district	
59010	Method of Accounting	Regulation Authorizing Budget and Accounting Manual	
59100	General Authority of the Chancellor	the Chancellor is authorized as needed to have audits or reviews conducted or to investigate any audit or review citing which indicates that the allocation of state moneys or applicable federal funding may have been in error	
59102	Contracting For Annual Audits	Arrangements for annual audits for any fiscal year as required by Section 84040 of the Education Code shall be made final no later than the May 1 preceding that fiscal year.	
59104	Review of Annual Audits	Each district governing board shall review the annual audit prescribed pursuant to Section 84040 of the Education Code at a public meeting.	
59106	Annual Audit Reports Due Date	Not later than December 31st.	
59108	Chancellor's Review of Audit Citings	The Chancellor shall review the reports of audits conducted pursuant to Section 84040 of the Education Code, or any other audit or review assessing district compliance with audit responsibilities.	





59110	District's Right to Respond	prior to any actions to recover funds or to mandate other corrective measures, a district shall be given the opportunity to present information which might mitigate or refute any audit citing selected by the Chancellor for further investigation.	
59112	Audit Resolution Actions, and	If, upon reviewing a citing, the district's response and an other available information, the Chancellor finds that there is a need for corrective action to resolve a citing, the Chancellor may require the district	
59114	Apportionment Adjustments		
59116	Student Attendance; Accountability for Accounting and Reporting; Minor or Inadvertent Errors; Apportionment; Discrepancy	The apportionment to a district, shall not be affected by the audit, review or declaration, provided all of the following conditions are met	
59204	50% Law (Ed Code 84362) Definitions	For the purposes of Education Code Section 84362, the	
59204.1	Supplemental Definition of Hardship	following terms shall be defined as set forth below.	
59206	District Application for Exemption-50%		
59207	Notice To Academic Employees		
59208	Consideration District Governing Board	In the event a district has not expended the required amount and it appears to its governing board that such	
59209	Response by Academic Employees	expenditure would have resulted in serious hardship to the district or in the payment of excessive salaries of	
59210	Chancellor's Recommendation	classroom instructors, it may apply to the Chancellor in a form and manner to be detemined by the Chancellor not	
59211	Board of Governors Action	later than September 15th	
59212	Amendments to District Applications		
59213	Chancellors' Action		
59214	Failure to Comply		
59270- 59272	Auxiliary Organizations Implementing Regulations	Each district governing board wishing to establish an auxiliary organization must adopt implementing regulations	
59400- 59408	Required Instructional and Other Materials	a district may, consistent with the provisions of this Subchapter, reqkuire sturdents to provide instructional and other materials required for a credit or noncredit courseSee Appendix C for reference to Student Fee Handbook	





59020		each Community College district shall establish an
59033	Record Retention	annual procedure by which the chief executive officer, or other designee shall review documents and papers received or produced during the prior academic year and classify them
53310	Rules for Calculating Full- Time Equivalent Faculty (FTEF) Attributable to Part- Time Faculty	In calculating full-time equivalent faculty (FTEF) attributable to part-time faculty, the following rules shall be applicable
58003	Attendance Reporting	Calculation of Attendance including reporting dates
58012	Procedures	
59410	Withholding Grades, Transcripts, etc., for Nonrepayment of Financial Obligations	district may provide by appropriate rules and regulations that grades, transcripts, diplomas and registration privileges, or any combination thereof, shall be withheld from any student or former student

In addition to Title 5, district transactions are governed by other provisions in the Education Code, such as the Civic Center Act, and other code sections such as the Public Contracting Code. The above table is not intended as an exhaustive list.





Integration of Planning and Financial Resources and Accreditation Standard III Requirements

The following is a summary of the Standard III requirements as they relate specifically to the financial analysis and review of a district.

"Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides a reasonable expectation of both short-term and long- term financial solvency. Financial resources planning is integrated with institutional planning".

- 1. The institution relies upon its mission and goals as the foundation for financial planning.
 - a. Financial planning is integrated with and supports all institutional planning.
 - b. Standard III: Resources Institutional planning reflects realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.
 - c. When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability. The institution clearly identifies and plans for payment of liabilities and future obligations.
 - d. The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.

To assure the financial integrity of the institution and responsible use of its financial resources, the financial management system has appropriate control mechanisms and widely disseminates dependable and timely information for sound financial decision making.

- a. Financial documents, including the budget and independent audit, reflect appropriate allocation and use of financial resources to support student learning programs and services. Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately.
- b. Appropriate financial information is provided throughout the institution. The institution has sufficient cash flow and reserves to maintain stability, strategies for appropriate risk management, and realistic plans to meet financial emergencies and unforeseen occurrences.
- c. The institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets.





- d. All financial resources, including those from auxiliary activities, fundraising efforts, and grants are used with integrity in a manner consistent with the mission and goals of the institution.
- e. Contractual agreements with external entities are consistent with the mission and goal of the institution, governed by institutional policies, and contain appropriate provisions to maintain the integrity of the institution.
- f. The institution regularly evaluates its financial management processes, and the results of the evaluation are used to improve financial management systems.







Integrated Planning & Budgeting (IPB) Cycle

Administrative Procedures

EXPECTED OUTCOME:

Institutional excellence is the primary expected outcome of Merritt College's Integrated Planning and Budgeting (IPB) Model. Driven by data and rooted in collaboration across the College's shared governance committees, the IPB Model serves as a blueprint for continuous institutional improvement, guiding the College's constituencies along an annual timeline of mission-based planning and budgeting activities designed to meet the educational needs of Merritt students.

The College's IPB Model is designed to provide solid and steady linkages between program and fiscal planning, budgeting and decision-making at both the College and the District level. These connected processes are guided by the College's Educational Master Plan (EMP), a living document which articulates the institution's long-range strategic goals and serves as an educational road map for annual institutional planning. Together, the EMP and the IPB Model chart a clear future direction for the College in alignment with the District's strategic goals.

RATIONALE:

The Merritt College Integrated Planning and Budgeting (IPB) Model and the District Wide Educational Master Plan were developed collaboratively to create an integrated planning framework linking Program Review, educational planning, facilities improvement and resource allocation. This integrated planning approach achieves one of the major goals of the District Wide Strategic Plan and fulfills a major District-level accreditation recommendation.

Peralta Community College District (PCCD) Principles provide guidance for the College's planning, decision-making and institutional processes. Merritt's IPB Model and Educational Master Plan align with the PCCD principle "While Educational Needs are Primary, Planning Drives Resources," which calls for the allocation of resources according to information-based, strategic planning processes.

While categorical funds and all grants are exempt from this process due to each specific eligibility requirements and guidelines set by the Grantor/Funder, they are submitted to shared governance committees as "standing agenda item" for "information item only".

Some grants maybe reviewed if necessary depending on the Grant application documents or as directed by the president.

INTENDED PARTICIPANTS:

• Faculty and staff participate through shared governance.





- District Planning and Budget Council
- Departments and service units complete APUs or Program Review
- College Budget Committee (CBC)
- College Educational Master Planning Committee (CEMPC)
- Technology Committee
- Facilities Committee
- Academic Senate
- Classified Senate
- Curriculum and Instructional Council (CIC)
- Council of Department Chairs and Program Directors (CDCPD)
- College Council

DESCRIPTION OF PROCESS:

Merritt College's long-range strategic goals are captured in its Educational Master Plan, which guides the College in its annual institutional planning efforts. Merritt's annual planning and budgeting (IPB) cycle takes place within the larger framework of the District's planning and budgeting cycle. The College's IPB cycle takes place on a fiscal year calendar (July-June) and is intricately aligned with the District's calendar of planning and budgeting activities. At the college level, Merritt's IPB cycle is divided into two distinct but interrelated phases:

Phase I—Planning (July-December) and Phase II—Budgeting (January-June). Both phases include ongoing budget and planning activities related to the implementation of the College's current year budget and a full schedule of IPB activities related to planning and budgeting for the next fiscal year.











Integrated Planning & Budgeting (IPB) Model Process









Pre-planning is the primary focus for the College during the first two months of the fiscal year. During this time, the College receives, distributes, reviews and aligns the tentative approved budget from the District and plans for the implementation of the priorities identified in the previous IPB cycle and funded in the current year's budget.

At the same time, the College begins planning for the upcoming IPB cycle for the next fiscal year. This includes planning key planning events and upcoming institutional assessment initiatives, such as Program Review or Annual Program Updates (APU), scheduled for the year ahead. Representatives from all of the college's key constituency groups (faculty, staff, administrators and students) attend the District Planning Summit in August to learn about the District's strategic priorities and goals for the year. Merritt staff and faculty members also attend both the District Flex Day and the College Flex Day (professional development day), held prior to the start of the fall semester, which typically feature workshops and presentations that may shape the planning process.





SEPTEMBER

- FALL PLANNING SUMMIT (1st or 2^{sts} Friday of September 9a-3p)
 Review Data for the Institutional Set Standards mark discussion for any needed change to be addressed with the IEC and Academic Senate.
 Review of College Strategic Goals (should modifications to existing goals need to be made, the planning summit should address this and further its efforts throughout the academic year) Note. Adoption of existing or modified goals to be made at the Spring Evaluation Summit.
 Assessment (with an emphasis on ILO's) SLOAC to present. Review Strategic Planning belietives and activities for the year identified at the prior year's Spring Evaluation Summit. (review of EMP and SEP)
 Review of Integrated Planning and Budgeting Cycle Note: This is the first of three summits for the academic year. (1) Planning Summit September, (2) Mid-Year Summit/Retreat February, (3) Evaluation Summit May.

- PARTICIPATORY GOVERNANCE Each Participatory Governance Committee to set 1-2 goals that align with college strategic goals at the start of their first meeting. Committees to begin reviewing by-laws. Note: Any revisions to by-laws must be made to the senates and the College Council.

PR/APU TRAINING/CHECK-IN

- Training to be provided (preferably within the first 2 weeks of September). Individualized trainings/check-ins may be necessary by the Director of Research, VPAS, SLOAC Chair and Coordinators, and Curriculum Committee Chair. These trainings to be scheduled at their convenience.
 Dean's and VP's to schedule check-ins with their department chairs, programs directors to provide clarity on all sections (including budget and staffing templates)



OCTOBER



- PR/APU DEADLINE (date determined by Academic Calendar) Additional training to occur within first week.
- All department chairs, program directors, and administrative leads to submit completed PR/APU to central repository that will be accessible to validation teams and managers.

Note: All VP's/Deans to track submitted PR's using identified spreadsheet housed in central repository.

PR/APU VALIDATION

 Submitted PR's/APU's to be validated by SLOAC, Curriculum Committee, IEC using developed rubrics. (last 2weeks of October)

Intensive Planning (September-December)

In early September, the Annual College Planning Summit kicks off the intensive planning phase of the College's IPB cycle. This event is widely attended by Merritt faculty, staff, administrators and student representatives. Participants revisit the college mission and review milestones outlined in the Educational Master Plan. They assess the institution's performance over the last year, review longitudinal data on student educational outcomes, and discuss and set strategic goals for the





upcoming year. In addition, the college community is oriented to the IPB cycle activities for the year.

In mid-September, the College launches an intensive, six-week campaign to complete Program Review (conducted every three years) or Annual Program Updates (APUs) (conducted in alternate years from Program Review) college wide. Through the Program Review/APU process, the College systematically assesses its institutional performance at the department, program, and unit level. It also sets goals and prioritizes resource needs for the next fiscal year. Program Reviews/APUs are completed by all college programs, units, and departments—both instructional and non-instructional—according to a standardized template created by the District. Once completed, each Program Review/APU is checked for accuracy and completeness, to ensure quality control, by a Validation Team of faculty, staff, and administrators selected by the College president.

NOVEMBER

PR/APU REVIEW

- Deans and VP's to review results of all validations provided by SLOAC, Curriculum and IEC (to occur the first week of November)
- Deans and VP's to schedule meetings with department chairs/program directors to ensure completion of template and review/discuss validation outcomes, operational budget and resource requests including staffing. (mid November)









In November, the College's Director of Business and Administrative Services provides an update on the current year budget expenditures for all Cost Center Managers (President, Vice Presidents, Division Deans, Directors), so that they can make sure cost center budgets are on track and identify any changes to the budget in their area or unforeseen emerging needs and/or savings. In November, the Cost Center Managers are charged with summarizing the prioritized resource allocation request lists generated by the Program Review or APU process, for consideration by the College's shared governance committees in December.

These recommendations and requests are then forwarded to the College Budget Committee (CBC) and the College Educational Master Planning Committee (CEMPC). Both committees (CBC and CEMPC) review, prioritize, and recommend budget priorities in staffing, equipment, instructional resources, technology, facilities, and other resource needs. After each committee reviews the documents, a joint meeting will take place between the two committees to discuss budget resource requests and consolidate the prioritization list.

Next, the recommended priorities are examined and evaluated through the College's shared governance committees (Technology, Budget, Facilities, Academic Senate, Classified Senate, Curriculum and Instructional Council, and Council of Department Chairs and Program Directors). CEMPC then forwards the finalized recommended priorities to the College Council for approval. The College Council, in turn, forwards prioritized recommendations to the College President for final approval. The College President synthesizes and summarizes the College recommendations, which, at the beginning of the spring semester, are shared with the College community and





submitted to the District for ultimate approval through the District's planning and budgeting processes.

Phase II—Budgeting (January – June)

Budget Development (January-March/early April)

In January, the College moves into the integrated budgeting phase of the annual IPB cycle, focusing first on budget development. In January, the College President and the Cost Center Managers (administrators) present the prioritized resource requests/Program Improvement Objectives (PIOs) to the college constituencies.

During this time period, the District communicates to the College information about the Governor's January Budget Proposal. The Chancellor also provides guidance on annual priorities for planning and budgeting for the next fiscal year, including guidelines on new faculty hires. The College finalizes the list of proposed faculty hires, based on replacement vacancies and the faculty prioritization list prepared by Merritt's Academic Senate, developed from the personnel needs identified in the Program Review/APU process. The College submits its final PIOs/prioritized resource requests to the District by February 28.



In February, the College provides the Budget Template and Staffing Worksheets to all Cost Center Managers. The College's Director of Business and Administrative Services summarizes all budget requests and presents the preliminary budget to the College Budget Committee (CBC). In March, the Budget Templates and Staffing Worksheets are submitted to the relevant shared governance committees and, ultimately, to the College Council, which makes recommendations to the College President.





FEBRUARY

MID-YEAR SUMMIT/RETREAT (1st Friday 9a-3p)

- Check in on achievement of goal objectives and activities as outlined in the Fall Planning Summit. Institutional Set Standards (ISS) - Final college-wide adoption of ISS's.
- Accreditation check-in (tracking our progress) Guided pathways
- · Equity activities, support, trainings, progress, etc.

PRIORIOTIZED RESOURCE REQUESTS

- Prioritized Resource Request List to be placed on the agenda of the CFC, MTC, and CBC for further review and input. CDCPD/MCAS and MCCS to prioritize and approve hiring lists. College Council to review and approve Prioritized Resource Requests List. Prioritized Hiring Lists to be forwarded to Council as an informational item. All prioritized request lists to be sent to President for further review and approval.

PHASE II BUDGET DEVELOPMENT

- VPAS to be notified by District on the status of current expenditures, state and county estimates of revenues, site "based budget" allocations, and targets for the increases or decreases. VPAS to share budget assumptions and current year expenditures to cost
- center managers and the CDCPD chair for distribution to department chairs and program directors.





Budget Finalization (April-June)

The fourth quarter of the fiscal year focuses on budget revision and finalization, in preparation for the adoption of the approved Tentative Budget by the District's Board of Trustees no later than June 30. In April, Merritt's president submits the final approved budget worksheets to the District





Finance Office. Once the Governor's revision of the state budget is announced in May ("May revise"), the College is informed by the District if further budget revisions are required. The revised College budget is ultimately approved through the District budgeting process, outlined in the District's Planning and Budgeting Integration Model (PBIM). The approved budget, developed directly out of the integrated planning and budgeting process, provides the foundation for the College's programs and operations in the next fiscal year, which begins in July.

APRIL

PHASE III BUDGET ADJUSTMENTS

- President to review tentative Fund 1 budget recommendation made by College Council. President to forward finalized budget to VC of Finance for review at
- last PBC and PGC meetings in April. Cost Center Managers and CBC to review all sources of funding to support resource requests and any modifications to Fund 1 budget.

INSTITUTIONAL SET STANDARDS ISS'S due to the ACCJC within first two weeks.

ASSESSMENT

- SSESSMENT Director of Research to send Participatory Governance survey to all Merritt within the first week of April. Survey to conclude by the third week of April to compile results. Director of Research to share results to all Merritt and to participatory governance committee chairs. Results to be reviewed
- at Evaluation Summit and at all May Participatory Governance meetings.

SENATE ELECTIONS

Election of senators to be held for ASMC, MCAS and MCCS.









MAY

SPRING EVALUATION SUMMIT

- Review and discuss Participatory Governance, Assessment, PR/APU and IPB survey results. Evaluate the accomptishment of the college's strategic goals and student equity goals. Modify targets, objectives and activities as
- necessary.
- Assessment (with an emphasis on ILO's) SLOAC to share outcomes of all assessment.

PHASE III BUDGET ADJUSTMENTS

- Tentative Fund 1 budget to be presented to the Board no later than the last meeting in May. Cost Center Managers and CBC to continue looking at all sources
- of funding to support prioritized resource requests and further refinement of Fund 1 discretionary budget.

PARTICIPATORY GOVERNANCE

- All PG committees to elect new chairs for the next academic year.
- Each committee to evaluate their committee goals as identified in their September meeting. Committees should reflect on PG survey results. Membership list to be compiled by senate presidents and
- uploaded to central repository including sub-committees of the Academic Senate i.e. CDCPD, CC, SLOAC, PDC)



JUNE

ADMINISTRATIVE PROCEDURES REVIEW

- Administrative Unit to review all developed college AP's to
- Ensure they are understood;
 Modify if necessary

PHASE III BUDGET FINALIZATION

Cost center managers to engage in Budget Planning session to further review feedback from April survey and May evaluation summit. Managers to assess and evaluate the process as it relates to the AP and IPB Cycle to gather and finalize Phase III adjustments.

PR/APU TEMPLATE REVIEW

· Director of Research to review feedback received from Evaluation Summit and modify if necessary.





At the end of the IPB cycle, in May or June, the College holds its final IPB activity for the fiscal year, the President's Year-End Planning Summit. At this retreat, faculty, staff, administrators, and student representatives engage in institutional assessment, discuss any challenges faced by the College in reaching its strategic goals for the year, and celebrate the institutions achievements. The insights generated from this planning retreat inform the next year's IPB cycle in an ongoing cycle of institutional assessment and improvement.

<u>REFERENCE</u>

- BOARD POLICY:
 - BP6200 Budget Preparation
 - BP6300 Fiscal Management & Accounting
- ADMINISTRATIVE PROCEDURES:
 - AP6200 Budget Management
 - AP6300 General Accounting
- TITLE 5: 58300 et seq
- CALIFORNIA EDUCATION CODE: Section 70902(b) (5)
- ACCJC ELIGIBILITY REQUIREMENTS: N/A
- ACCJC Standard: III.D
- OTHER
 - o California Code of Regulations, Title 5 Section 58311
 - Planning and Budgeting Council meeting agendas/minutes: <u>http://web.peralta.edu/pbi/</u>





Integrated Planning and Budgeting (IPB) Model Annual Calendar

	Phase II: Budgeting			
	Merritt College		Peralta Community College District	
Months	Activities	Responsible Parties	Activities	Responsible Parties
July	 Distribute, review and align approved tentative budget from the previous Integrated Planning and Budgeting (IPB) cycle Pre-planning for the upcoming IPB cycle 	 Vice President Administrative Services College Cost Center Managers (Administrators) 	 Final changes to District's budget(s) given Adopted State Budget Approved tentative budget provided to the College 	• Vice Chancellor for Finance & Administration
August	• Merritt attends District Planning Summit Merritt attends District and College Flex Days (professional development)	• College Managers (Administrators), Faculty, Classified Staff, Students Professional Development Lead	• District hosts District Summit District hosts District Flex Day/Professional Development Day	• Chancellor District and College Professional Development Lead
September	 Annual College Planning (IPB) Summit: review mission and Educational Master Plan milestones, assess progress and set strategic goals) Distribution of timeline and data for Program Review (conducted every three years)/Annual Program Updates (conducted in alternate years from Program Revie) 	• Entire College community Researcher and Administrators	• Board of Trustees reviews and approves final budget(s) for current fiscal year for Peralta Community College District	• Board of Trustees Vice Chancellor for Finance & Administration
	• Launch accelerated six- week Program Review/Annual Program Updates (APUs)	• All Instructional and non- instructional units		
October	• Finalize all Program Review/Annual Program Updates (APUs) (by end of October)	All Instructional and non- instructional units		
November	• Validate all Program Review/Annual Program Updates (APUs) (by end of November)	All Instructional and non- instructional units Validation Team (Researcher,	Board of Trustee approves the District Integrated Planning Budget Development	• Vice Chancellor of Finance & Administration




		assigned Administrator and Faculty)	Calendar for next fiscal year	
	 Merritt College budget status update to Cost Center Managers 	Director of Business & Administrative Services Cost Center Managers (Administrators)		
	Cost Center Managers summarize and prioritize Program Review resource requests for December shared governance review	 Cost Center Managers (Administrators) 		
December	 Shared governance groups review and refine list of resource requests from Program Review/APUs 	 Shared Governance Committees (College Council, Technology Committee, Facility Committee, Budget Committee, College Educational Master Planning Committee) 		
	 College President approves Program Improvement Objectives (PIOs)/Resource Requests 	College President		





	Phase II: Budgeting							
Months	Merrit Colleg		Peralta Community College District					
womens	Activities	Responsible Parties	Activities	Responsibilitie s				
	 Merritt College President and Administrators communicate the approved Program Improvement Objectives (PIOs)/Resource Requests to College constituents 	• Merritt College President and Administrators	 Colleges and District Office divisions complete Program Reviews and associated Program Improvement Objectives (PIOs)/Resource Requests (by January 30) 	• District Office Administrato rs				
Ţ	• Spring Mission Statement review process launched (every 5 years)	College Educational Master Planning Committee (CEMPC)	 District communicates to colleges the Governor's January Budget Proposal 	• Vice Chancellor for Finance				
January			Provide overview of planning and budget timeline to colleges/community	& Administratio n				
			• Cabinet reviews requests for new faculty hires submitted and prioritized by colleges and makes recommendations to the Chancellor	• Cabinet				
	College President finalizes the faculty hires based on replacement vacancies and faculty prioritization list from Academic Senate	College President	• Guidance from Chancellor on annual priorities for fiscal year planning and budgeting including new faculty hires	• Chancellor				
	College submits approved PIOs/Resource Requests to District (by end of February deadline provided by the District)	• College President	• District Office prioritizes PIOs/ Resource Requests, including those requiring additional resources, and submit for consideration by the four Peralta colleges (by February 28)	District Administrati on				





			Review impacts of Governor's January Budget Proposal, the District Strategic Plan	• Vice Chancellor for Finance & Administratio n
February			and enrollment targets with the District Planning and Budgeting Council (PBC), Chancellor's Cabinet and the Board of Trustees	
lonuary	• College provides the Budget Template and Staffing Worksheets to all Cost Center Managers	Director of Business & Administrative Services	Distribute Budget Template and Staffing Worksheets to Colleges and Managers for their review and planning purposes	 Vice Chancellor for Finance & Administrati on
	• Director of Business presents the preliminary college budget to the Council of Department Chairs and Program Directors (CDCPD) (Feb)	 Director of Business and Administrative Services All Merritt College Cost Center Managers 	 Develop Preliminary Budget Assumptions and review with PBC Conduct community budget forums to provide preview of State budget and PCCD budget development process 	 Vice Chancellor for Finance & Administrati on
	• College submits the Budget Templates and Staffing Worksheets to relevant shared governance committees, and, finally, to the College Council, which makes recommendations to the College President	• College Budget Council (CBC), CEMPC, College Council	 PBIM committees (DEC, DTC, DFC) review prioritized PIOs/ Resource Requests <i>that require</i> <i>additional resources</i> and make recommendations to PBC (by March 30) with respect to priority and funding of each Cabinet or Resource Assessment Committee (RAC) reviews all those PIOs/ Resource Request manipus additional 	 District Education Committee (DEC), District Technology Committee(DT C),District Facilities Committee (DFC) Cabinet or D A C
March			requiring additional classified staffing resources that are not under the purview of a PBIM committee. Forwards recommendation to PBC with respect to prioritization (by March 3)	RAC





			• College personnel, District Office administrators meet with Finance to review annual Budget Worksheets (late March)	• College, District , Vice Chancellor for Finance & Administration
April	College President submits the preliminary budget worksheets to the District	• College President	 Complete Budget Worksheet reviews PBC receives and reviews PIO priorities from PBIM committees (DEC, DTC, DFC) and Cabinet/ RAC PBC forwards recommendations regarding PIO resource allocation and funding to the Chancellor (April 30) 	 Vice Chancellor for Finance & Administratio n District Planning and Budgeting Council
	 Closing the Loop: Evaluation of College governance processes 	College Researcher Shared Governance Committees	•	•
May	 Merritt College is informed if there are budget revisions to coincide with the Governor's May Revise 	• College President	•	•
	 President's Year End Planning Retreat 	• College President & Administra tors	•	•





	1			
	•	•	 District communicates information about the Governor May Budget Revision Chancellor and Cabinet review PBC recommendations and reconcile against May Revise budget info. Cabinet advises Chancellor who determines final resource allocation in Proposed Tentative Budget Conduct community budget forums on State budget and PCCD 	 Vice Chancellor for Finance & Administrati on Chancellor & Cabinet
	• District/College finalizes budget	• Vice Chancello r for Finance & Administr ation	 budget development process Tentative Budget presented to the Board of Trustees for review and discussion 	• Vice Chancellor for Finance & Administratio n
June	•	• Director of Business & Administra tive Services	 Tentative Budget presented to the Board of Trustees for approval State Legislature adopts final CA State Budget for upcoming fiscal year (no later than June 30) 	• Vice Chancellor for Finance & Administratio n





The 23- Digit Accounting Code System

Peralta Community College District's accounting and budgeting system uses a twenty-three-digit account code structure. The 23-digit code components are reflected in the PROMPT system (PeopleSoft). The 23-digit code elements are grouped in 8 categories and each category contains one or more digits as shown in the graph below:

Field	Location	Fund	Cost Center	Object	Program	Acticity Suffix	Project Line Number	Line Number
Length (# digits)	1	2	3	4	1	6	4	2
Example (Business Office)	6	01	631	4304	1	672000	0000	00
	\searrow	\searrow	\searrow	\searrow	\searrow	\searrow	\searrow	\searrow
	Merritt College	General Fund	Business Office	Supplies	General	Financial Department	Zero Project Num	Line 00

Legend:

First Category – Location or name of the College (1 digit) Second Category – Fund or source of revenue (2 digits) Third Category – Cost Center or department (3 digits) Fourth Category – Object Code or expenditure (4 digits) Fifth Category – Program code or academic term (1 digit) Sixth Category – Activity Suffix – top code or discipline (6 digits) Seventh Category – Project Number (4 digits) Eight Category – Accounting Line (2 digits)

23-digit Account Code Example: 6 01 652 4304 1 601200 0000 00





No. of	Description	Account
	Description	Code
Digits		Code
1	LOCATION CODE	1
	Central Support or District	
	Alameda	2
	Laney	5
	Merritt	6
-	Berkeley City College	8
2	FUND NUMBER	1-10
	Unrestricted General Fund Group	11-59
	Restricted General Fund Group Other Fund Group	60 & Above
3	COST CENTER CODE	
	(All Merritt's Codes start with 6 to coincide with Location # 6 for	
	Merritt College.	
	They are 601,631,641,642, 643, 651,652,653 & to be added 654)	
	Children's Center same for all sites – cost center 411	
4	OBJECT CODE	1xxx 2xxx 3xxx 4xxx
	See page below for a more detailed description of Object Codes	5xxx
	Certificated Salaries (Admin. & Faculty) Classified Salaries (Admin,	54xx-56xx 6xxx-7xxx
	Staff, Stdt. Workers) Fringe Benefits	8xxx-9xxx
	Discretionary Non-salary	
	Other Operating Expenses and Services Fixed Accounts	
	Capital Outlay Other Outgo Revenue Balance Sheet	
	Note: The instructional Object Code series 11x, 13x, 22xx and 24xx are	
	used with Activity Codes series 01xxxx to 59xxxx, 611xxx, 682xxx and	
	701xxx	
1	PROGRAM CODES (/PRG)	
1	General Operations Summer*	1
	Fall* Spring*	1
	*These Program Codes are used with object codes 1300 & 1400 series	3
	only.	4
	omy.	2
6	ACTIVITY (TOP) CODE	<u> </u>
^o	Use the State Taxonomy of Programs	
	for Instructional Activities Management Codes	
4	PROJECT CODE (/PRJ)	
T	Internal number which determines the segregation of outside Grant	0000-8899
	and Categorical Funds	0000-0077
2	LINE NUMBER CODE	00-99
-	Internal number to sort or categorize expense or any special item	00-77
	within a project number, cost center, etc.	
	within a project number, cost center, etc.	

The detailed description of each account code as shown in the Promt System is outlined in the succeeding charts.





Detailed Description of Accounting Codes (Chart Field Values)

https://www.peralta.edu/finance/forms-documents-presentations

UNDERSTANDING PROMT SYSTEM/COMMITMENT CONTROL SNAP SHOT OF BUDGET OVERVIEW:

Location Fund Cost Ctr Dept Descr Object Code Obj Descr 6 01 631 Business Office 4304 Supplies office	Program	Activity								\backslash			
Location Fund Cost Ctr Uept Uesr Code Voj Uesr 6 01 631 Business Office 4304 Supplies office	Program								`		1	7	\checkmark
		Suffix	Activity Suffix Descr	Project	Project Descr		Budget Period	⇒ Budget	Expense	Encumbrance	Pre- Encumbrance	Available Budget*	Percen Availabl
		672000	Financial Department	0000	Zero Project NO.	00	¹ 2016 \$	12,810.00	\$ 516.20	\$ 3,195.55	0.00 \$	9,098.25	Ş 7
6 01 631 Business Office 4304 Supplies-office		672000	Financial Department	0000	Zero Project NO.	10	2016 \$	2,190.00	0.00	0.00	0.00 \$	2,190.00	\$ 10
6 01 631 Business Office 4307 Computer software/site	icad	672000	Financial Department	0000	Zero Project NO.	00	2016 \$	384.00	0.00	\$ 383.24	0.00 \$	0.76	\$ (
6 01 631 Business Office 5202 Travel Non-Local		672000	Financial Department	0000	Zero Project NO.	00	2016 \$	1,700.00	0.00	0.00	\$ 309.00 \$	1,391.00	Ş 8
6 01 631 Business Office 5205 Conference/Seminar Reg		672000	Financial Department	0000	Zero Project NO.	00	2016 \$	1,600.00	0.00	0.00	\$ 670.00	930.00	\$ 5
6 01 631 Business Office 5603 Facility/Building Rentals	-Mont	672000	Financial Department	0000	Zero Project NO.	00	2016 \$	31,000.00	\$ 3,488.00	\$ 17,440.00	0.00 \$	10,072.00	Ş 3.
6 01 631 Business Office 5604 Equipment Lease - Annua	1	672000	Financial Department	0000	Zero Project NO.	00	2016 \$	52,494.00	\$ 7,056.56	\$ 28,480.57	0.00	16,955.87	\$ 3.
6 01 631 Business Office 5605 Equipment Rentals - Mor	-Mon	672000	Financial Department	0000	Zero Project NO.	00	2016 \$	30,000.00	\$ 7,383.14	\$ 14,329.03	0.00 \$	8,287.83	\$ 2
6 01 631 Business Office 5865 Publishing/ Doc Publica	tion	672000	Financial Department	0000	Zero Project NO.	00	2016 \$	1,200.00	0.00	0.00	0.00 \$	1,200.00	\$ 10
6 01 631 Business Office 5867 Postage		672000	Financial Department	0000	Zero Project NO.	00	2016 \$	880.00	0.00	0.00	0.00	880.00	\$ 10
6 01 631 Business Office 5885 Misc. Operational Exp.		672000	Financial Department	0000	Zero Project NO.	00	2016 \$	6,500.00	\$ 486.97	\$ 5,983.31	0.00	29.72	\$ (
6 01 631 Business Office 5885 Misc. Operational Exp.		672000	Financial Department	0000	Zero Project NO.	10	2016 \$	1,400.00	0.00	0.00	0.00 \$	1,400.00	\$ 10
6 01 631 Business Office 5885 Misc. Operational Exp.		672000	Financial Department	0000	Zero Project NO.	51	2016 \$	7,000.00	0.00	0.00	0.00 \$	7,000.00	\$ 10
6 01 631 Business Office 6403 Non-Instructional Equip	& Furn	672000	Financial Department	0000	Zero Project NO.	00	2016 \$	3,010.00	0.00	0.00	0.00 \$	3,010.00	\$ 10
							\$	152,168.00	\$18,930.87	\$ 69,811.70	\$ 979.00 \$	60,636.43	\$ 904

Please see below the step by step navigation on how the above snap shot was arrived at.

130





HOW TO NAVIGATE COMMITMENT CONTROL

Step	Action
1.	Click the Associate Service Center link.
2.	Click the Finance link.
3.	Click the Commitment Control link.
4.	Click the Review Budget Activities link.
5.	Click the Budgets Overview link.
6.	Decision: Please make a selection from the options listed below. Add a new inquiry Search for an existing inquiry
7.	Click the Add a New Value link.
8.	Enter the desired information into the Inquiry Name field. Enter "CC631".
	You can use any name that you want to use. Suggested name, however, is the name that reflects criteria on the form.
9.	Click the Search button.
10.	Enter the desired information into the Description field. Enter "Cost Center 631 Budget Summary".
11.	Click the Look up Ledger Group (Alt+5) button.
12.	Click the Search Results table. Click on the desired Ledger Group
13.	Click the scrollbar.
14.	Enter the desired information into the ChartField From Value field. Enter "631".
15.	Enter the desired information into the ChartField To field. Enter "631".
16.	Click the Save button.
17.	Click the scrollbar.
18.	Click the Search button.
19.	The Results Grid displays Total Budget, Pre-Encumbrance, Encumbrance, Expense and Available Budget along with the Budget Codes. The results are based on the search criteria given in the Inquiry Page.





The screen shot below is the results of the above navigation and reflects the budget status of a particular department or cost center. Highlighted department is cost center 631 – Merritt Business Office. All columns reflect data from which department is spending, what category of expense, what discipline and the budget status.

Requisition Process:

1. Initiator or department needing goods or supplies initiates the requisition process assuming the vendor has a vendor number assigned in the Promt System and that there is valid budget.

All goods to be purchased must be identified as to the description, quantity, where to ship, taxable or non-taxable, shipping costs if any.

Once a requisition has been approved, it will fall under column pre-encumbrance

The amount of the requisition under the pre-encumbrance stage will already be deducted from the budget.

The requisition has two levels of approval at the College Level; the first approver is the cost center manager and the second approver is the Business Manager.

Once the requisition is approved at the College level, the requisition is routed to the District Purchasing Department where the Buyer will place the order to the vendor.

All requisition documents are forwarded to Accounts Payable Department for processing.

The flow of purchasing transactions from Requisitions Process to Payment of invoices are interpreted in the column headings as follows:

- Budget column- initial budget set up
- Expense column invoice has been paid
- Encumbrance the requisition has been sourced to purchase order, order of \goods and/or services have been placed and dispatched by the Buyers at Purchasing department.
- Pre-encumbrance the requisition process begins. Procurement of goods or services have been initiated and order have been sent to Purchasing Department and each assigned Buyer for the College will then dispatch the order to the accredited/registered vendor in the Prompt system.
- Available Budget the remaining balance of the budget after deducting all expenses, whether paid or still under the pre-encumbrance or encumbrances stages.
- Percent Available percent remaining of the budget.





Brief Overview of Grant Project Administration

Part I – Roles & Responsibilities

Project Director

The Project Director is responsible for the overall administration of the project or program, including requisitions for all purchases, hiring of all personnel related to the project, monitoring of expenditures, and filing of all required reports.

Upon receipt of the award letter, the Project Director must notify the Office of Education Services of the award and send copies of contracts and other pertinent information to the appropriate administrator, College Business Office/Director of Business and Administrative Services, and the District Finance Office.

The Office of Educational Services (OES) will assist the Project Director in obtaining a valid project number. The Business Office on each campus and the OES Staff Services Specialist/Special Projects will assist the Project Director in setting up the initial budget in the system using the correct object and activity codes.

The Project Director is responsible for determining the allowability of expenditures consistent with contractual agreements and underlying sponsor policies, and he or she must ensure that expenditures are consistent with college and Board policies, and with the most recent Federal Office of Management and Budget Circulars. The Director must also ensure that the project is administered in accordance with the most updated US Comptroller's Standards of Internal Control. As a public agency, the director must maintain accurate records that are subject to periodic district, agency, state and federal audit. The Project Director should also refer to the California Community Colleges' "Contracted District Audit Manual" to find information related to audits.

The amount and kind of expenditures must be justified and demonstrated to be effective in furthering the aims of the grant and the mission, goals, and objectives of the district as set by the Board of Trustees. Expenditures should be reviewed to ensure not only that they are legitimate and technically allowable, but that they represent a prudent and worthwhile use of public or private funds.

The Project Director must ensure that all personnel hired under the grant are properly processed through the Human Resource Office. In particular, care should be taken to be sure that a temporary employee does not exceed the number of days and hours allowable. Fringe benefits must be included for any employees working under a grant unless specifically noted otherwise at the time the proposal is written. Fringe benefits for all special projects must be calculated and included when setting up the budget. (Refer to the district's Personnel Handbook for detailed information about the hiring process.)





It is the responsibility of the Project Director to ensure that all progress and final reports are sent to the funding agency and are filed in a timely fashion. Copies of these reports must be sent to the Office of Educational Services.

The Project Directors must keep the College Director of Business and Administrative Services informed of required financial and non-financial grant reports required to be submitted to the grantor agency.

If the Project Directors encounter any questions or issues involving any grant reporting requirements, they should request assistance from the College Director of Business and Administrative Services.

College Business Office

The College Director of Business and Administrative Services has the role of being the primary fiscal resource person for College management of grant agreements and other external financial and service relationships. Project Directors must keep the Director of Business and Administrative Services apprised of grant agreements being requested, as well as all key post- award operational and fiscal reporting requirements.

District Finance/Office of Educational Services, Grants Administration

The District Finance Department's role is to review the fiscal reports to ensure that the amounts being reported matches the District's accounting records and if necessary, sign off on these fiscal reports. The District Finance/Office of Educational Services, Grants Administration is responsible for providing guidelines and advisories on grant contract requirements, as well as to help monitor and oversee general compliance matters.

Part II – Allowable and Unallowable Costs

Allowable Costs:

For Federally Sponsored awards, allowable costs generally fall with these guidelines:

- Cost must be reasonable. This is defined as the action that a prudent person would
- take under the circumstances.
- Costs must be allocable to federally sponsored agreements under the principles
- and methods described in OMB Omni-Circular.
- Costs must be given consistent treatment through application of <u>Generally</u>
- <u>Accepted Accounting Principles (GAAP)</u> appropriate to the circumstances.
- Costs must conform to any limitations or exclusions set forth in <u>OMB</u> Circular or in
- the sponsored agreement as to types or amounts of cost items.





Unallowable Costs:

Campus Supervising Managers/Project Managers are responsible for identifying unallowable costs, both prior to and after incurrence, and are also responsible for taking steps to ensure that such costs are removed from project accounting records and reports to grantors. Identified unallowable costs are to be reported first immediately to the College Director of Business Services and Administration. Next, unallowable costs are to be reported to District Finance Department management who will ensure that the Unallowable direct costs are not recorded to the project.

Cost Transfers:

A cost transfer is an expense that is transferred from one account to another after the expense was initially recorded in the financial accounting system. Grantors expect that costs are charged appropriately at the time incurred and that significant adjustments should not be required.

Once a cost transfer situation is identified, the Campus Supervising Managers/Project Managers are required to review and approve the request, and justification is prepared and sent to the District Finance Management for review, approval, and recording into the District financial records. The request to transfer costs will be documented in writing with an explanation and adequate supporting documentation as deemed necessary. The allowability of expenditures must comply with all applicable grantor guidelines as stated earlier in this document.

Part III - Reporting Accrued Expenditures on Quarterly Reports to Government

Reporting quarterly reports to the government, such as the ETA-9130 to the Department of Labor should reflect accrued expenditures chargeable to the grant. The Project Managers, the Supervising Campus Managers, and the Director of Business and Administrative Services are responsible for ensuring that accrued expenditures are reviewed for compliance, listed and sent to the District Grant Administrator along with other information to facilitate the preparation of the quarterly report. A copy of this list should be sent to the College Director of Business Services and Administration. The District Grant Administrator will screen for compliance and will contact campus management if the information has not been supplied.

Part IV - Closing the Fiscal Year

As the end of the fiscal year approaches, project managers should be closely monitoring the financial status of their grants to insure that all grant funds are expended prior to the close of the grant year (the grant year may differ from the District fiscal year). Grant funds that are expended after the close of the grant year are not allowable expenditures. Unspent grant funds usually must be returned to the funding agency. The District strongly encourages project managers to submit orders for equipment and contracted services by the dates outlined in the "Year End Closing Procedure" memo. This memo is distributed by the Vice Chancellor of Finance and Administration in January of each year. The memo identifies due dates for the submission of purchase orders,





mileage reimbursements, District check requests, notices of employment, outstanding invoices, payroll timesheets, etc. Project managers who have questions or concerns about deadline dates should contact District Business Services directly.

The District's Purchasing Department will monitor the status of outstanding orders not received by the close of the fiscal year. Any outstanding order not received within 60 days of the order date will be cancelled and reversed as an allowable expenditure for the grant period. If the annual report has already been submitted to the funding agency, the project manager will submit a revised annual report and return unexpended funds if necessary.

Project managers should notify the District's Accounts Payable Department prior to the close of the grant year if there are outstanding invoices for the grant that will not be processed and paid by the close of the grant year.

Project managers should also notify the District's Payroll Department prior to the close of the grant year if there are unpaid wages attributable to the grant.

At the end of the grant year, the Director of Fiscal Services will reconcile the quarterly reports for each grant to the annual report prepared. The Director of Fiscal Services will note differences between the two sources and compare the two sources to the general ledger for the grant year. Discrepancies will be reviewed with the project manager.

Adjustments will be resolved and reconciled with the project manager before the annual report is signed and submitted to the funding agency. By the end of this process, grant expenditures and revenues should be equal.

If it is discovered that the project manager has over-expended the grant, he/she will be responsible for securing funding for the disallowed expenditures.

Upon completion of the grant or funding period, the Project Director or manager is responsible for the following:

- preparation of a closeout or final report.
- institutionalization of projects as appropriate.
- continuation of the grant.
- presentation of the project or program to the Board of Trustees

The Project Director is also responsible for any necessary budget transfers to close out the budget. The Project Director must liquidate all obligations incurred under the award no later than 90 days after the end of the funding period (or as specified in a program regulation). If the deadline cannot be met, the Project Director must request written approval to extend the deadline.





CHAPTER FOUR: HUMAN RESOURCES (College Processes)

Overview: Hiring Processes at Merritt College

Merritt College's administrators, faculty, and classified staff are employed in accordance with policy and procedures developed, negotiated, and maintained by the District Board of Trustees to ensure districtwide quality assurance and objectivity in hiring practices for human resources.

Board Policy 7120 states:

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

- Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
- The criteria and procedures for hiring academic employees shall be established after first affording the Academic Senate an opportunity to participate in the decision.
- The criteria and procedures for hiring classified employees shall be established after first affording Service Employees International Union Local 1021 and International Union of Operating Engineers an opportunity to participate in the decision.

In addition, the college's commitment to diversity is guided by Board Policy 7100, which states:

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Board policies (BPs) also specify the qualifications required for specific positions in the District, including:

- Selection of a chancellor (BP 3.18)
- Administrative hires (BP 1.18 and 1.18b);
- Certificated and classified hiring (BP 1.20); and
- Faculty hiring (BP 3.26).

These policies were developed in consultation with the District Academic Senate and the Peralta Federation of Teachers, Operating Engineers, and Service Employees International unions.





These policies are accessible to all via the Peralta website. Further, the governing board ratifies union contracts which also address hiring.

These policies include, but are not limited to, providing full, objective, and equal access for all applicants; actively seeking applicants who demonstrate the required technical expertise, competency, and sensitivity that will enable them to work effectively in a multicultural educational environment; complying with all federal, state, and local laws; ensuring participation by faculty, classified staff, and administrators in their respective roles throughout the process; ensuring diversity on all screening committees; ensuring that members have knowledge in the position area, reviewing all components of the process to ensuring the integrity of the process; and maintaining confidentiality throughout the process.

The hiring process for all personnel to work at the College is initiated by the College, forwarded to the District Human Resources for final approval by the Chancellor and/or Board of Trustees.

Management and Classified Hiring Processes

In order to seek qualified applicants, Human Resources staff routinely advertise vacant classified and administrative positions through the District Human Resources website, the California Community Colleges Registry, and flyers sent to local colleges. Depending on the position, additional outreach may include publication of job openings in resources such as The Chronicle of Higher Education, Women in Higher Education, Diverse Issues in Higher Education, and other professional education publications. A separate document describes Human Resources process for filling regular faculty positions.

All vacancies or newly approved positions for permanent employees should be advertised. The forms can be obtained from the Human Resources website. Each Request to Advertise Form must be accompanied by the following:

- 1. Request to Advertise with complete 23-digit accounting codes, and valid budget.
- 2. Justification to Hire memorandum to the President
- 3. Job Description

The complete hiring packet must have the following approvals prior to advertising:

- Cost Center Manager
- Business Office
- President
- District HR personnel
- Chancellor





Once the advertised position has closed, the District HR Personnel will conduct the initial screening process for minimum qualifications. A hiring committee constituting of representatives from different constituent groups will be formed. Depending on the bargaining unit agreements, three to four candidates can be recommended to the Hiring Manager and the President for final selection. (Please refer to Human Resources website http://web.peralta.edu/hr/files/2012/08/Hiring-Process-External-01-11-132.pdf.

Faculty Hiring Process

Merritt College employs qualified faculty who meet the minimum qualifications established by the Board of Governors for the California Community Colleges. Faculty hiring at Merritt, and through the District, goes through a "faculty prioritization" process. The process starts with the Office of the President and then goes to the Office of Instruction, then to the Council of Department Chairs and Program Directors (CDCPD), and finally to the department chairs who provide a list of prioritized faculty tenure-tracked positions needed in their departments. All departments then individually meet to determine instructional staffing needs and prepare a written and oral presentation of criteria to be delivered to the CDCPD for deliberation and prioritization. These criteria include:

- Percent of full-time faculty in department.
- Semester-end departmental enrollment pattern for last three years.
- Meets established class size.
- Percentage of full-time faculty in comparable departments at other colleges compared to part-time faculty.
- CTE program impact (if applicable)
- Degree/transfer impact (if applicable)
- Relationship to Student Success Scorecard
- Alignment with District's strategic goals and institutional learning outcomes
- Relationship to Student Success Initiative
- Additional justification

CDCPD receives these requests, deliberates, and arrives at a single list of prioritized positions to recommend to the Academic Senate for hiring. The Academic Senate considers this list and then makes adjustments as needed based on their judgment. The Academic Senate then provides both its own list and the list from CDCPD to the Vice President of Instruction (VPI), who weighs the input from both bodies and then creates a third list of recommended hirings that is given to the College President.





Upon receipt of the three lists, the College President deliberates, seeks individual counsel from the originators, and then submits a final list of prioritized faculty positions for hire to the District Education Committee and District Planning and Budget Committee. These committees review lists from all four Peralta colleges and then forwards them to the District Chancellor. Finally, the Board of Trustees and the Chancellor determine the total number of faculty hires that the budget permits. The Chancellor informs the College President of the number of authorized hires and the hiring process for tenure-tracked faculty begins.

Job announcements for faculty positions are written by college faculty, relying on discipline experts, and clearly state specific duties and responsibilities as well as minimum qualifications as determined and published by the Academic Senate for the California Community Colleges. The announcement emphasizes the importance of discipline knowledge, current pedagogy, and commitment to student learning. The "Request to Hire" personnel action includes an attachment that confirms that the department chair or discipline expert, the local Academic Senate President, the Peralta Federation of Teachers representative, and the hiring manager have all been consulted on the justification for the hire and the description of the position.

District procedures ensure that faculty members play a significant role in the selection of new faculty. Screening committees for new positions include at least three faculty members from the relevant or related discipline and are chaired by a faculty member. Classified committees also have at least three members, including a committee member appointed by the respective union, while management selection committees have a minimum of five members comprising faculty, classified staff, and administrators. For complete hiring process for Regular Faculty Position please refer to Human Resources website at http://web.peralta.edu/hr/files/2012/08/Hiring-

Process-External-01-11-132.pdf

Student Hiring Process

Student employees are those individuals registered for classes who hold employment in nonacademic student positions who are hired on a temporary bases and/or part time basis.

Procedure:

- 1. Students interested in work study grant fills out the FAFSA application and indicate in the box provided if interested.
- 2. Financial Aide Specialist review the application and determine if students are qualified or awarded the work study grant.
- 3. If awarded or qualified, the student will have initial interview with the Financial Aid Specialist.
- 4. Departments who need the work study student will fill out the "Request to Hire Student Assistant/Aide and the "Placement Office Referral for Student Assistant/Aide.





- 5. Completed forms will be submitted back to Financial Aid Specialist. If the Department hired the student, the application packet will be completed. If not hired by the referred department, the Financial Aid Specialist will look for another placement.
- 6. Hiring Department Manager will interview the referred student and advised the Financial Aid Specialist of the hire.
- 7. Upon receipt of the completed packet, the Financial Aid Specialist will evaluate the requirements of the department, the length of time needed and the budget required for the duration of the employment. All applications submitted to the Financial Aid Specialist will be evaluated depending on the amount of the grant that the student is qualified. Upon advise from the hiring department of the qualified candidate, Financial Aid Specialist will initiate the ePaf and forward all hiring documents to Human Resources.

Student Worker ePaf's

Approval process flows in this order: (1) Initiator, (2) Cost Center Manager, (3) Financial Aid Coordinator, (4) Vice President (by cost center), (5) Business Office Staff, (6) Business Office Manager, (7) to the District.

Forms/Records:

1. FAFSA Application
2. Request to Hire Student Assistant
3. Placement Office Referral for Student Assistant
4. Completed Application Packet per Human Resources Requirement for Student Employees

Hourly Employee Hiring Process

According to the California Education Code, short-term employee means 'any person who is employed to perform a service for the district, upon the completion of which the service required or similar services will not be extended or needed on a continuing basis.'

Short-Term Employees are categorized as the following: An Instructional Assistant/(Discipline), a Seasonal Employee, a Short-Term, Non-Continuing Service, Lifeguards, Interpreters & Instructional Assistants/DSPS and Substitutes. Descriptions for each category may be referenced in the PCCD Office of Human Resources Hiring Procedures for Short-Term Hourly Employees Handbook.





Procedure:

ePAF for the Short-Term Hourly Employee must be initiated in the ePAF system by the hiring department.

An online Peralta Community College District application must be filled out by the Short-Term Hourly Employee (Required only for new employees or individuals being hired into a classification not previously held) and submitted on the PCCD Human Resources website. Acknowledgement Form (SEIU Only) – May be downloaded from the PCCD HR Website. Calendar of Working Days (SEIU Only) – May be downloaded from the PCCD HR Website. Unofficial Transcripts (Instructional Assistant positions only).

- Human Resources will contact the candidate and provide instructions for obtaining a criminal background (Livescan) check and to schedule an intake appointment. The department is notified via email when the candidate has been cleared to begin working for the District. The candidate is required to bring the following documentation to their Intake Appointment: (1) Valid Identification for employment verification (Driver's license and/or passport), (2) Copy of the candidate's Livescan form, (3) Social Security Card, and (4) TB test results if exam was completed within the last 60 days.
- Human Resources will ask the employee to complete a form (Form I-9) to verify employment eligibility.
- Human Resources will confirm the terms of employment, e.g. pay rate, length of assignment, etc.
- Human Resources will provide information regarding the retirement savings plan, union dues and/or fees.
- Human Resources will provide information on how to obtain a TB Test (if needed) and provide a disclosure regarding Worker's Compensation.
- Human Resources will have the employee fill out an Oath of Allegiance for the State of California, complete a personal survey form and provide a withholding form (W-4) for payroll deduction.
- Human Resources will provide a disclosure outlining the District's Complaint and Investigation Procedures for Unlawful Discrimination and Sexual Harassment as well as answer any other questions the employee has.





College Responsibility

- All hires must be approved by the President.
- All short term hourly hires need Board Approval and therefore submission of the hiring packet to Human Resources must take into consideration the Board meeting schedules.
- It is the Hiring Manager's responsibility to closely monitor the days and hours worked for the remainder of the fiscal year.
- It is the Hiring Manager's responsibility to track the days and hours worked and ensure that employees do not work beyond the allotted days/hours for their assignment.
- If a short term employee's assignment ends prior to the end date on his/her ePaf, a termination ePaf should be initiated.
- Submission deadlines sent by Human resources for short term hourly requests must be strictly adhered to.

Creating Electronic Personnel Action Form

ePAFs, the Peralta Electronic Personnel Action Form System replaces the paper-form personnel action form for almost all actions created on campus with a new, very user friendly web-based system.

The four functions for ePAF are:

- 1. Assign Create an additional assignment, new primary assignment, new hire, rehire, all student assignments, stipends and shift differentials
- 2. Change Change an existing assignment including start date, end date, FTE or hours, shift differential, budget combination codes and 10 and 11 month classified non-working schedule
- 3. Terminate/Separate Terminate an assignment due to resignation, retirement, death or involuntary termination for performance during the classified probation period.
- 4. Leave of Absence Create a new leave or return an employee to active status at the conclusion of a leave.





Procedure:

Selection of Employee:

- 1. Click "To Initiate A New ePAF".
- 2. Identify Employee Information Either by Employee ID # or filling out the Last Name & First Name Fields.
- 3. Select Employee If Employee is on record the option to "Select This Employee" appears. The option to create a new employee is also available.
- 4. Select Action User either clicks Assign Employee, Change Existing Assignment, Leave of Absence or Separate/Terminate. User also must input the effective date of this action.
- 5. Assignment Action User selects the assignment to be impacted. All active assignments are displayed but only those from the initiator's location can be selected.

Action:

- 1. User selects one primary box (additional assignment, reassign to new primary assignment, stipend). If Reassign is selected one of the subordinate boxes (permanent, temporary, return from temporary) must be selected.
- 2. New Hire/Rehire Name & Address The minimum information required is the home address and checking the box to copy over the home address into the mailing fields.
- 3. Select Position User can either select a vacant single position or use a check box at the bottom of the screen to indicate the type of pooled position to which the employee should be assigned. Pooled positions are never 'full time regular'.
- 4. Pooled Position Definition This screen is used only if the position is not in the Position Control Table and is therefore a 'pooled position'. The user selects the department for the new assignment from a pull down menu. This is arranged by department code and cost center. Second, a job code is selected from either the numerical pull down menu or the alpha job name list. Third, the user completes the combo codes telling how the assignment has been budgeted.
- 5. Assignment Detail (all assignments except Stipends) The user must enter on this screen the information based on the type of assignment. Required entries are marked with a red asterisk. End date, hours per week or FTE, Benefit Plan, Shift Differential and Total Estimated Cost Excluding Benefits is entered here. For Stipends, the user provides the following information in a comment box: Amount, Description, Reason, and End Date.
- 6. Assign Confirmation Screen At the conclusion of initiating the Assign action, the confirmation screen appears to allow for the user to check and review their work. The option to 'Return to Previous Screen' is available. The user also has the opportunity to add miscellaneous information in a comment box provided. The user is then able to 'Submit the ePAF' which forwards the document to the next approver. The user also has





the option to 'Send this ePAF to my Inbox'. The ePAF will then sit in the user's own Inbox and will be held there indefinitely until retrieved.

Approving ePAF:

- 1. Approver's InBox Approver's access ePAFs awaiting their action through their ePAF InBox. The ePAFs are accessed from the main menu item: 'Click Here To Approve an ePAF'.
- 2. The Approver's InBox contains all ePAFs awaiting action including those sent forward or returned from other approver/initiators and for initiators, those held in their own inbox.
- 3. Clicking on a specific ePAF opens the approval screen for that action and allows approval, edit, cancel, or return. Exiting an item without taking action holds the item in your InBox. The InBox contains only active ePAFs awaiting action. Those that have been submitted for approval or cancelled no longer appear here but can be found using various earches for specific ePAFs. Each ePAF carries a unique ePAF # that can be used to retrieve it later.
- 4. Actions available for Approvers are 'Approve this ePAF' (moves to the next approver), 'Edit this ePAF' (Allow direct editing of fields on the ePAF), 'Return ePAF' (Allows the approver to select any prior approver or initiator as the person to whom the ePAF should be returned) and 'Cancel this ePAF' (The ePAF will remain inactive in the ePAF history but can never be restarted. Once cancelled a new replacement ePAF will be necessary).
- 5. Approver's Comments Screen Depending on which action the approver has selected, the last screen will allow the approver to enter comments and will display the role of the next approver. Comments are optional, but become mandatory if the approver edits, cancels or returns the ePAF.

Approval Workflow

- Faculty ePAFs Approval process flows in this order: (1) Initiator, (2) Cost Center Manager, (3) Office of Instruction Academic Specialist, (4) Vice President of Instruction, (5) Business Office Staff, (6) Business Office Manager, (7) President, (8) to the District.
- Classified ePAFs Approval process flows in this order: (1) Initiator, (2) Cost Center Manager, (3) Vice President (by cost center), (4) Business Office Staff, (5) Business Office Manager, (6) President, (7) to the District.
- Student Worker ePAFs Approval process flows in this order: (1) Initiator, (2) Cost Center Manager, (3) Financial Aid Coordinator, (4) Vice President (by cost center), (5) Business Office Staff, (6) Business Office Manager, (7) to the District.





Evaluation Process of Personnel

All faculty and classified staff are evaluated systematically as outlined in the Peralta Federation of Teachers "Faculty Evaluation Guidelines", Appendix A20 and in the Local 1021 and Local 39 Collective Bargaining Agreements (Article V. SEIU and Article 96, 19). Administrators are evaluated on an annual basis pursuant to the Management Evaluation Handbook and the Implementing Procedures of Board Policy 3.65. Each evaluation process follows specific guidelines.

The college has extensive evaluation processes in place for adjunct faculty, new full-time faculty, tenured faculty, classified staff, and administrators, each of which are described below.

New Full-Time Faculty

During the four-year faculty tenure review process, new full-time faculty members are evaluated by a four-member committee, including the division dean or Vice President of Instruction and three faculty members from the relevant or related discipline. This rigorous evaluation process takes place during each of the four years before a recommendation for tenure is made, comprising student evaluations, assessment of a faculty-prepared portfolio, peer observation, an administrator observation, and self-evaluation. All materials are reviewed by the candidate and filed in the Office of Instruction.

Faculty seeking tenure undergo a process coordinated by a Tenure Review Facilitator who is reassigned from the faculty ranks to ensure effective oversight of evaluations underway each year. The Tenure Review Facilitators for the four colleges meet regularly to address and discuss various issues occurring at individual colleges. Every fall, the Tenure Review Facilitator and the Academic Senate President sign a form for each individual under review stating that the tenure review process has been followed. The appropriate Vice President and College President annually sign a form either recommending non-continuance, to continue probation, or to grant tenure.

Tenured Faculty

Faculty members already holding tenure are evaluated every three years and undergo a similarly extensive process, including student evaluations, assessment of a faculty-prepared portfolio, peer observation, an administrator observation, and self-evaluation. This undertaking provides the tenured faculty member with an opportunity to receive commendations and/or recommendations for improvement. If a rating of "below satisfactory" is assigned, a plan for improvement is developed and a re-evaluation is scheduled for the next academic year.

Adjunct Faculty

The evaluation of adjunct faculty takes place in the first semester or first year of service, and at least once every six semesters thereafter. The evaluation includes a peer evaluation, student evaluations, an administrator evaluation, and a self-evaluation. For the initial assessment, the evaluation committee consists of two faculty members (full- and/or part-time) and an administrator. Subsequent evaluations have a committee that consists of one faculty member (full-





or part-time) and an administrator. Monitoring and documentation for the evaluation of adjunct and tenured faculty is overseen by Division Deans, and adjunct faculty who have taught six out of the last ten semesters and receive a rating of "above satisfactory" are eligible for membership in the part-time faculty preferential hiring pool. In addition, adjunct faculty who are in the Minority Internship program are also placed immediately in the preferential hiring pool as a mean of fostering diversity within the instructional ranks.

Classified Staff

Evaluation of classified personnel is monitored and initiated by the District's Office of Human Resources. District developed forms may be found online at <u>http://peralta.edu/apps/comm.</u> For newly hired classified staff, initial evaluation is done at the 2nd month of hire and then prior to the 6th month to determine if the staff passed the probationary period. Thereafter, the manager responsible for the employee evaluates the staff annually on their anniversary date of hire.

Administrators

Evaluation of administrators is conducted on an annual basis. Evaluation instruments are sent to 25 employees identified by the manager, including other managers, faculty, and classified staff. The performance evaluation addresses the strategic planning goals of the District.





CHAPTER V – CIVIC CENTER USE/FACILITIES MANAGEMENT

The Facilities Unit is under the Business and Administrative Services Department and responsible for keys, parking permit, health and safety as well as reservation of rooms and/or athletic fields both for internal and external users.

The Merritt College has several facilities available for rent if not used by the students. We have several conference rooms, both for smaller group and bigger groups. Our athletic facilities are also available; soccer fields, tennis courts, stadium and gym.

Facilities use is guided by Board Policy BP6700 and Administrative Procedure AP6700.

Contact Information: Facilities Services Specialist: Tara Marrero, Facilities Project Coordinator Location: Q-214 Hours: 8:00 A.M. to 4:30 P.M. Phone Number: (510) 434-3967

Shown below is the Campus Map of Merritt College. There are 11 buildings and 9 Parking lots at the College. Facilities available for rent follow





Facilities Available for Rent



Newton/Seale Conference Room

This recently renovated, bright, airy room has two glass walls looking out over the Bay, a kitchenette, and a beautiful back patio with a view. The Newton/Seale Conference Room is perfect for lectures, conferences, large meetings and athletic events.

Small Conference Room

This newly renovated facility is centrally located on campus. Its natural light and roominess make it a wonderful option for seminars, workshops, small conferences and organizational meetings.

ASMC Conference Room

The ASMC conference room looks out over Merritt College's sprawling front lawn toward the Bay. Its large windows fill it with natural light, making it a bright and uplifting location for meetings, presentations, and other small group gatherings.

Classrooms

Merritt College provides a wide selection of classrooms for break out sessions, meetings, testing and other events and gatherings. Both size and design vary from high ceiling work spaces, to traditional classrooms and lecture rooms. Wi-Fi is available in many of our classrooms.

Stadium/Turf Field

This beautiful turf field stadium, nestled in the rolling hills, is adjacent to the East Bay Regional Park. It is an inspiring location for soccer, track, and rugby games. Merritt College also has two standard-size and one junior-size soccer field available for games and practices.





Facilities Rental Overview and Necessary Forms



Facilities Rental Overview: External Reservation Application for Use of Merritt Facilities

Request Deadlines

A Complete Application Packet for Use of Facilities must be turned in to the Merritt College Business Office at least **30 days prior to the** scheduled use in accordance with Peralta District Board Policy 6.64. Any applications not received within this timeframe will be processed at the discretion of staff and may be denied.

Rental Process

Please complete the steps outlined below for facilities rentals:

Step 1: Application Packet	 A fully Completed Application Packet includes the following: Rental Application Forms that are completed and signed by the applicant. Rental Application Forms include the Facilities Rental Overview, the Application for Use of Facilities, the Facilities Rental Needs form, the AV/IT Support form and the Room Setup form, if applicable. A check for \$25 application fee (non-refundable). A separate check for \$200 security deposit (the security deposit may exceed \$200 at the discretion of the Merritt College president in the case of large events). The check for the security deposit to be a separate check from the check for rental fees, the Name of Applicant and Date of Event to be written on memo line of each check. Provide an insurance certificate for a minimum of one million dollars in public liability and five hundred thousand Dollars in property damage, endorsed to the Peralta District, 333-East 8th Street, Oakland CA 94606. The Fully Completed Application Packet to be reviewed by Business Manager or College President for Approval.
Step 2: Costs and Payment	 Upon approval of Application Packet, an Invoice will be forwarded to Applicant. Facilities are rented on an hourly basis. A schedule of rental fees as mandated by PCCD's AP 6700 is attached. Reduced rates apply for Special Preferred Users (schools in the PCCD service area) and for Preferred Users (public agencies, colleges, nonprofit organizations/businesses that are granted tax-exempt status by the IRS). The following rental fees will also apply: \$120 open up/set up and \$120 clean/close/lock-up custodial fee, a minimum of \$240 IT/AV Technician Fee if Audio Visual (AV) equipment is rented for the event and \$150/hr. Athletic Supervisor Fee will apply if Athletic facilities are used. Other personnel fees may apply if deemed necessary, i.e. Grounds Services (\$60/hr.), Utility Engineer (\$75/hr.), Police/Security Services. All events require a Supervisor to be scheduled at the rate of \$150 per hour. Audio Visual (AV) equipment and other equipment are available and can be rented. Rates are shown on attached rates sheets. Total charges are to be paid in full within 10 working days of the rental date. Checks are to made payable to Merritt College; Please indicate the following info on the memo line of the check: The name of your Organization/Name of Applicant to Use Facility and the Facility to be used; Date(s) of your event; If rented for a specific range of dates please show date range, i.e., 9/7/15-12/15/15 Mailing Address: Merritt College, Business Office, ATTN: Facilities, 12500 Campus Dr., Rm Q222, Oakland, CA 94619

Please note:

During rental time, all college policies and regulations must be observed.

- The college will retain the right to cancel the event if college personnel discover the request is not made in good faith or in the event the facilities
 requested are needed for college activities or functions; notice to be given.
- It is expressly forbidden for renters to subcontract to other organizations, groups, or individuals.
- Alcoholic beverages and controlled substances are prohibited within and on all Peralta Community College District property and facilities.
 No smoking or cooking inside any of the school facilities that may activate smoke detectors/alarm; Facility user to incur additional charges if Fire
- Dept. is alerted by a false smoke alarm.
- No PETS are allowed on College premises.
- Events should not be advertised until approval of the event is received. ALL POSTINGS of event fliers must be taken down
 immediately after event. Failure to comply will result in forfeiture of deposit.

Parking

All parking regulations are strictly enforced by the Alameda County Sheriff's Office/ Peralta Police Service. Continuing violations of parking regulations by a group may result in cancellation of the group's rental agreement. Event goers should purchase a one day \$2 parking permit; parking permit machines to purchase the permits are available in each parking lot on campus.

Police Services Monday-Friday call Police Services 510-466-7236

I have read and understood the above.

Signature:	
Signature.	

Date:





MERRITT COLLEGE

Peralta Community College District

External Application for Use of Facilities CONTACT INFORMATION

Name:	Title:		Date:	
Name of Organization:			•	
Phone:	Cell Phone:		E-mail:	
Address:			•	
City:	State:		ZIP Code:	
	EVENT	INFORMATION		
Type of Event:		Type of Facility Requested:		
Date of Event:		Start and End Times of Event:		
Time Facility to be Opened:	Time Facility to be C	losed:	Number of people expected:	
State the nature of use, title of performance, names of speakers, as appropriate. Describe fully. Use reverse side if necessary.				
Are Contributions, collections, dues, registration fees or other donations to be received? CIRCLE ONE: YES NO Amount per Attendees? \$ Estimate Total \$				

The applicant shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property which may be the result of, or may be caused by his or its use or occupancy of the herein described premises. The applicant agrees to protect, defend and identify Merritt College and the Peralta Community College District, its officers, employees and agents, and save them harmless in every way from all suits or actions at law for damage or injury to persons, life or property that may arise or be occasioned in any way because of his or its use of said premises.

The undersigned states that, to the best of his knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime. I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature of Applicant: Date:
COLLEGE USE ONLY
IT Tech Needed; Comments:
Field Supervisor Needed; Comments:
Other:
eceived: Application Fee Deposit Rental Fee Date Invoice sent: Invoice# Deposit Refunded:
ate Recv'd Proof of Liability & Damage Insurance:
\$1Million Liability Coverage Amt: circle one: Yes No If no, please give amount of coverage:
 \$500K in Damage Ins. Coverage: circle one: Yes No If no, please give amount of coverage:
Insurance endorsed to Merritt College OR Peralta Community College District? circle one. Yes No
IF ANY OF THESE QUESTIONS ARE ANSWERED WITH "NO" RESPONSE, PLEASE TALK TO BUSINESS OFFICE MANAGER TO SEE IF THE INS. POLICY IS ACCEPTABLE.







Facilities Rental Needs

I will take the facility AS IS.

There will be food/catering.

I will require a set-up. Com I will provide my own food.

Completed Diagram for Room Set Up

Audio Visual (AV), Information Technology (IT) Needs:

I do not require anything. I will need AV/IT support*

I request the following (Please note: some equipment is only available for certain room):

Equipment	(SPU)	(PU)	(FMV)	Number	How	Total Cost
	Flat Rate	Flat Rate	Flat Rate	Available	Many requested?	
NOMAD (state of art integrated system	\$100	\$100	\$100	1		
including microphone, projector, computer,						
projection of hard copy on screen, Internet						
access Document Viewer) *						
Sound System (Newton/ Seale)						
Easel & Flipchart	\$10	\$10	\$10	1		
LCD Projector	\$50	\$50	\$50	2		
Microphone	\$20	\$20	\$20	3		
Piano (Newton/ Seale Conference Room)	\$50	\$50	\$50	1		
Chairs	\$0			300		
Podium	\$40			1		
Tables (6-Foot)	\$0			45		
Tables (72" Round)	\$0			15		
** Please Check attached PCCD Athletics				TOTAL	COST:	\$
Facilities Use Fee Schedule for appropriate						
personnel required and associated fees.						

Would you like to invite Merritt College students or the public to your event? Would you like to speak with Merritt College Public Relations or Public Information?

NO	
NO	

YES

YES

Please read and initial each statement below:

I understand that all events must be booked at least one month in advance, or requests might not be granted.

I understand that any changes or additional requests made less than ten business days before an event, are considered last minute, and may or may not be granted, depending upon staff and equipment availability.

Signature: Please Note	Date:		
User Rate:	Special Preferred User (SPU: Schools in PCCD service area)		
	Preferred User (PU: Public agencies, colleges, non-profit organizations/community groups)		
	Fair Market Value (FRV: Any group not a part of the two groups referenced above)		
Cost Payme	nt Deadline:		
Approved B	y:		
Signature:	Date:		





Peralta Community College District

AP 6700

Civic Center Facilities Use Fee Schedule 6700 Preferred and Fair Rental Value

Preferred Users (PU): Public agencies, colleges, non-profit private organized community groups such as youth track club. Fair Rental Value (FRV): Any group that is not part of the groups referenced above and for profit groups.

FACILITY - COLLEGES	PU/hr.+	FRV/hr.+
Classroom (50 & under)	\$35	\$50
Classroom (51 - 100)	\$55	\$75
Conference Room/Lecture Hall (100+)	\$65	\$90
Forum (Student Lounge)	\$80	\$160
Student Center (eating area outside cafeteria)	\$75	\$125
Gym	\$85	\$170
Locker Room	\$50	\$50
Tennis Court*	\$85	\$170
Track**	\$150	\$300
Parking Lot***	\$80	\$80

+ Cost to rent facilities by the hour. All facilities must be rented for a minimum of three hours.

* Additional tennis courts are & 15 per hour

***A \$200 Cleaning deposit is required. Authorization to refund the deposit may be granted by the Director of Facilities Operations if after inspection it is determined that the parking lot has been returned to the original condition.

^{**} Additional \$30 per three hours of light (N/A at Merritt College, No lighting in Stadium)





ATHLETIC FACILITIES USE FEE SCHEDULE

Definitions: Special Preferred Users (SPU): Programs sponsored by middle and High Schools in the PCCD service area, who have students the District want to recruit. Preferred Users (PU): Public agencies, colleges, non-profit private organized community groups such as youth track Fair Rental Value (FRV): Any group that is not part of the two groups referenced above and for profit groups.

	COUL	DUID	E D3 (/11-	
	SPU/Hr.	PU/Hr.	FRV/Hr.	PERSONNEL REQUIRED
Baseball/Softball Fields				-
Practice	\$75	\$85	\$170	Supervisor
Game	\$150	\$160	\$320	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$55	\$55	\$110	Operator
Sound System	\$50	\$50	\$100	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Football Field (3 hr. min)				FEES APPLICABLE
Practice	\$100	\$125	\$350	Supervisor
Game	\$150	\$175	\$350	Supervisor+Grounds
Game	Flat Fee	4110	\$555	Supervisor+Orodinus
Scoreboard	\$75	\$75	\$75	Operator
Sound System	\$75	\$75	\$75	Operator
Sound System				Operator
-	SPU/Hr.	PU/Hr.	FRV/Hr.	
Gym				
Practice	\$75	\$85	\$170	Supervisor
Game	\$150	\$170	\$340	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$50	\$50	\$100	Operator
Sound System	\$50	\$50	\$100	Operator
-	SPU/Hr.	PU/Hr.	FRV/Hr.	
Soccer: Grass Field (3 hr. min)				
Practice	\$75	\$85	\$170	Supervisor
Match	\$75	\$100	\$200	Supervisor + Grounds
Match	4,0	\$100	\$200	
Soccer: Stadium (3 hr. min)				
	875	505	#170	Burning
Practice	\$75	\$85	\$170	Supervisor
Match	\$100	\$125	\$350	Supervisor+Grounds
	Flat Fee			
Scoreboard	\$75	\$75	\$150	Operator
Sound System	\$75	\$75	\$150	Operator
	SPU/Hr.	PU/Hr.	FRV/Hr.	
Tennis for 6 courts				
Practice	\$60	\$70	\$140	Supervisor
Match	\$75	\$85	\$170	Supervisor/Grounds
Track (3 hr. minimum)				
Practice	\$50	\$70	\$140	Supervisor
Meet	\$125	\$150	\$300	Supervisor+Grounds
141601	Flat Fee	\$150	\$500	Supervisor Crounds
Timing System	\$75	\$80	\$150	Operator
Sound System	\$75	\$150	\$250	Operator
ATHLETIC RENTAL FEES				
*Swimming Pool (2 hr. min)	SPU/Hr.	PU/Hr.	FRV/Hr.	
Practice	\$45	\$55	\$110	Utility Engineer/Pool Operator
Meet (Two Teams)	\$75	\$85	\$200	Supervisor + Utility Engineer/Pool Operator
				Supervisor + Utility Engineer/Pool Operator
Meet (Three Teams or More)	\$100	\$110	\$220	Supervisor + Utility Engineer/Pool Operator
"Must have a lifeguard at all poo				
		lat Fee		
Scoreboard	\$50	\$50	\$100	Plus Operator
FACILITIES USAGE	Cost/Hour			
Utility Engineer/Pool Operator	\$75			
Grounds Services	\$60			
Custodial Services	\$60			
Audio Visual Technician Services	\$60			
Supervisor	\$150			*Any fee change set by the Board of Trustees
Saberuson	\$100			The board of Haddeed





Board Policy 6700 Civic Center and Other Facilities Use

There is a Civic Center at the colleges and at the District Office. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish an Administrative Procedure regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and other non-employees and non-students.

The Administrative Procedure shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs, other scheduled activities of the District on behalf of employees or students, or other previously authorized civic center activities.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender), or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above. Reference: Education Code Section 82537 and 82542

Administrative Procedure AP 6700 Civic Center and Other Facilities use Replaces: Board Policy 6.64 Use of College Facilities adopted September 13, 1994 and last revised May 11, 2008. Approved by the Board of Trustees: February 28, 2012





Responsibilities

Each President is responsible for the Civic Center Program at their college and the Vice Chancellor of General Services is responsible for the Civic Center Program at the District Administrative Center (DAC) by:

- a. Identifying those Civic Center Facilities which may be used by the public when such use does not conflict with District programs and operations.
- b. Directing public use of those facilities
- c. Administering appropriate charges as defined in District policy. At the close of each academic year, the college presidents shall review the facility use rate schedule and provide recommended revisions for the next school year to the Chancellor.

Delegation

Each president shall designate the business manager to administer the facility use program under his or her authority. The business manager (or the Vice Chancellor of General Services at the DAC) so designated shall:

- a. Provide information to prospective users of the facilities;
- b. Review applications, establish all related costs and maintain financial records for accountability purposes for each facility use;
- c. Obtain all necessary documentation related to each facility use;
- d. Coordinate scheduled uses of facilities with other appropriate campus/District offices involved;
- e. Prepare annual reports of all campus facilities uses.

Regulations

- a. The College and District reserves the right to deny an application or revoke any agreement at any time if actions resulting from such application or permission may be harmful to the best interest of the District/College or if there is a conflict with any previously scheduled event. The District/College, at its discretion, has the right to cancel and terminate an agreement immediately and without notice upon its discovery of a violation of any term, condition, or provision of the agreement on the part of the applicant. Should any such violation occur, the District/College, at its discretion, shall have the right to deny any future requests by the applicant for the use of any other District/College property or facilities.
- b. Except as provided by Board Policy or Administrative Procedure, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken.
- c. Alcoholic beverages and controlled substances are prohibited on all Peralta Community College District property and within the District's facilities. As provided





by the California Code of Regulations, a permit may be requested for an exemption to the prohibition against alcoholic beverages if authorized by the Chancellor.

d. The completed Civic Center application must include a certificate of insurance and a hold harmless and indemnification agreement by the user group accepting financial responsibility for any losses, damages, or injuries incurred as a result of their use of the facilities. The approved permit must be available for inspection by security and district personnel during the event.

APPLICATION AND APPROVAL PROCESS

Application fee: A \$25.00 application fee must be paid for each request before processing begins. If a Preferred User is granted free use of the facilities, the application fee will be waived or refunded. If a Preferred User is eligible for Preferred User charges, the application fee will be applied to the charges incurred. A facilities use application is not considered approved until all of the following steps have been completed.

a. Obtain an Application for Use of College Facilities form from the Business Manager at the appropriate college or the Vice Chancellor General Services at the DAC.

Merritt College (510)434-3967

Dept. of General Serv. (510)466-7346

b. Pay the \$25.00 application fee at the time the completed application form is submitted.

Be sure to specify on the application form what services, equipment, and facilities setup or preparation you are - requesting.

- c. Pay a \$200.00 security deposit. This deposit may or may not be charged to Preferred Users, depending on the nature and scope of the event and the facility requested. All non-Preferred Users are required to pay this security deposit. If a security deposit is made, it will be refunded, or applied to total charges, if, after inspection at the conclusion of the use, it is determined that the facility is in its original condition. College presidents may increase the amount of the security deposit for profit-making activities if the number of expected attendees exceeds 200.
- d. Provide a copy of appropriate insurance certification or naming Merritt College as additional insured during the term of the facility use.
- e. Obtain written confirmation of facility availability from the appropriate college. Please do not publicize your event until you receive this written confirmation.
- f. Pay all applicable charges in full at least ten working days prior to the scheduled event.

This includes all personnel, user or fair rental value and equipment fees.





REFUND POLICY

All fees except the \$25.00 application fee are refundable if the event is canceled more than ten working days before the scheduled event. The application fee is not refundable. If an event is canceled less than ten working days before it is scheduled to occur, 75 percent of the fees will be refunded. Security deposits are fully refundable if the event is canceled, regardless of the date of cancellation. Preferred Users will be refunded all charges paid. Refunds will be paid within three weeks of written notice of cancellation.

SCHEDULE OF PERSONNEL SERVICES CHARGES

Preferred Users may be charged only for personnel services when the personnel are not regularly on duty. If the event is scheduled at a time when personnel are not normally on duty (such as evenings and weekends), the Preferred User shall be charged only for personnel necessary to open and close the facility, supervision, and janitorial service. The charge for such personnel shall be that necessary to cover anticipated costs of the normal hourly rate paid for the job classification, plus overtime and benefits if applicable. A minimum of four hours of work for each employee must be charged in accordance with contractual agreements with employees if the schedule of work involves a "call-back" (requiring the employee to report for work at a time not within or contiguous to his or her regularly scheduled shift).

Even if a user of facilities does not request District personnel, the college president may deem it necessary to have District personnel at the event, in which case the user will still be responsible for the costs incurred.

Non-Preferred Users shall be charged for all personnel services necessitated by the organization's use of the facilities if the schedule of work involves a "call-back" (requiring the employee to report for work at a time not within or contiguous to his or her regularly scheduled shift). Charge for each employee per hour is a flat \$25.00 for any type of service provided. Civic Center Facilities Use Fee Schedule 6700

Definition of Preferred and Fair Rental Value

Preferred Users (PU): Public agencies, colleges, non-profit private organized community groups such as youth track club. Fair Rental Value (FRV): Any group that is not part of the groups referenced above and for profit groups.




Schedule of Fees

FACILITY – COLLEGES	PU/hr. +	FRV/hr. +
Classroom (50 & under)	\$35	\$50
Classroom $(51 - 100)$	\$55	\$75
Conference Room/Lecture Hall	\$65	\$90
(100+)		
Forum	\$80	\$160
Theater	\$80	\$160
Music Room	\$40	\$80
Choral Room	\$40	\$80
Student Center	\$75	\$125
Library		Not Available to the Public
Cafeteria		Not Available to the Public
Dining Room		Not Available to the Public
Gym	\$85	\$170
Weight Room	\$80	\$160
Apparatus Room		Not Available to the Public
Locker Room	\$50	\$50
Swimming Pool	\$110	\$220
Tennis Court*	\$85	\$170
Baseball Field	\$160	\$320
Football Field	\$175	\$350
Track**	\$150	\$300
Parking Lot***	\$80	\$80
Hard Surface	\$50	\$50
Turf Area	\$100	\$100
Dance Studio	\$80	\$80
FACILITY – DISTRICT	PU/Hr.	FRV/hr.
ADMINISTRATIVE CENTER		
Atrium ***	\$75	\$125
Kitchen ****	\$50	\$100
Boardroom ***	\$75	\$125

+ Cost to rent facilities by the hour. All facilities must be rented for a minimum of three hours. Additional tennis courts are &15 per hour

* Additional \$30 per three hours of light

* * A \$200 Cleaning deposit is required. Authorization to refund the deposit may be granted by the Director of Facilities Operations if after inspection it is determined that the parking lot has been returned to the original condition. * * * Certificate of Liability Insurance is required.





Facilities Usage or Rental

- 1. Policies and Procedures
 - Users of facilities must comply with all applicable health and safety regulations. All aspects of the event must comply with Local, State, Federal laws, as well as with District policies and procedures, and applicable sections of California Education Code (Educational Code 82537- 82548)
 - The Civic Center Act and the Community Recreation Act (Education Code sections 10900-10915)
 - Organizations not exclusively governed by the Civic Center Act may have an option to lease college facilities at the discretion of the College/District (Education Code Sections 8137 and 81378.1)
 - Merritt College complies with the provisions of Title II of the Americans with Disabilities Act of 1990, which says that "no qualified individual with disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." If any member or participant in the external group's activity requires further accommodation, that group shall be responsible for providing the same.
 - Smoking is prohibited in all indoor and outdoor locations at Merritt College except for the following approved selected areas: all parking lots, except parking lots adjacent to the child care center, between buildings A and D, and the faculty and staff parking lot behind the A building.
- 2. Reservations
 - To make a reservation for event space at Merritt College, a Use of Facilities Form must be submitted. (Refer to Appendix D1 or D2)
 - All facility rentals are dependent upon space availability, and the college reserves the right to use the facility.
 - Reservations must be made 30 days in advance for event space, and a semester in advance for classroom space.
- 3. Payment Information
 - Clients are required to sign a contractual agreement before using facilities at Merritt College.
 - Certificate of liability insurance, a signed contract, 501c3 verification (if nonprofit) and full payment are due two weeks prior to the date of your scheduled event.
 - Methods of payments are cash, check or credit card.





- For some events, i.e. wedding, etc., a security deposit may be required in addition to the full payment.
- 4. Cancellation
 - Cancellations must be received by the Facility Services Specialist 72 hours prior to the scheduled event.
 - All monies, except the \$25 facility application processing fee, will be refunded.
 - Refunds will not be given for events cancelled after the 72 hour notification period or to groups or organizations that fail to show for scheduled event.
- 5. Insurance
 - A certificate of public liability insurance for \$1,000,000 and \$500,000 in property damage that names Merritt College and its affiliates as additional insured for the date(s) of the event(s) is required for each organization sponsoring an event at Merritt College.
 - A copy of this certificate must be provided to Merritt College two weeks before the first scheduled event.
- 6. Non-Profits
 - Non-Profits must submit a copy of their IRS 501c3 determination letter to receive the non-profit rate for rental facilities.
- 7. Security Deposit
 - Renters must provide their own security for sporting events and for events where attendance exceeds 150 persons.
 - Renters may request a price quote for either the Alameda County Sherriff department or Marina Security from the Facility Services Specialist.
 - A security agreement with a private firm must be submitted to the college at least 14 days prior to the event.
- 8. Children
 - Children and youth must be supervised by a responsible adult at all times during all events.
- 9. Pets
 - No pets are allowed in the facilities being rented.
- 10. Parking
 - Parking is not included with the facility rentals.
 - If the renter is interested in securing parking for an event, the Facility Services Specialist must be notified when reserving the event space.





- 11. Loading/Unloading
 - No vehicles are allowed to drive/park on its perimeter or block any fire lanes.
 - The Business Office must be notified if the renters have items to offload/load for their event.

External Applicants - Facility Rental Process

- 1. Documentation required
 - "Application for Use of Facilities" no later than 30 days prior to requested date. (Refer to Appendix D1).
 - Certificate of Insurance
 - Security Deposit & Application fee, and payment 10 days prior to the event
 - Fill out application, review Policy & Procedures, and Fee Schedule
 - Confirm availability & discuss Fee schedule per board policy
 - -Use fee
 - -Custodial
 - -AV and equipment needs
 - -Supervision fee
 - -Parking, and parking lot fee (if required)
 - -Room Set up
- 2. Forward application to Business Manager for approval.
- 3. Calendar event, notifying all parties via email of event i.e., Custodial, Grounds, IT, Police Services and Security.
- 4. Invoice applicant 30 days prior to event
- 5. Forward application and request for O.T. for Custodial and AV.
- 6. Schedule event on Merritt Master Calendar





Internal Applicants - Facility Rental Process

- 1. Documentation required:
 - "Application for Use of Facilities". (Refer to Appendix D2)
 - Room setup form
 - AV and equipment needs form
 - Fill out application, review Policy & Procedures, and Fee Schedule if applicable
 - -Use fee waived
 - -Custodial
 - -AV and equipment needs
 - -Supervision fee
 - -Parking, and parking lot (if required)
 - -Room Set up
- 2. Forward application to Business Office
- 3. Calendar event, notifying all parties via email of event i.e., Custodial, Grounds, IT, Police Services and Security
- 4. Invoice applicant for any charges that are outside the normal scope of work hours
- 5. Forward application and request for Overtime for Custodial and Audio-visual
- 6. Schedule event on Merritt Master Calendar





Parking Permits

Classified staff and instructors are entitled to a permit for free parking on campus. To receive a permit, please complete a permit request form from Business Services, and submit it with the signature of authorization from your Dean. Full-time permanent staff must complete the PCCD Parking Permit request form (Refer to Appendix D3). Part-Time and temporary instructors must use the Merritt College parking request from (Refer to Appendix D5).

Requesting a Parking Permit in Person

Submit a completed parking permit request to Business Services. Forms must contain all requested information, including the dean or manager's signature of authorization, the correct license plate number, and a contact number (email addresses are also acceptable).

Requesting a Parking Permit by Email

If you would like the convenience of emailing your request, please email the below necessary information to your dean and have them forward it to the Business Office with written authorization to provide a permit for you. Full-Time, permanent staff may complete and scan (or fax) the PCCD parking permit request to their dean to sign and submit to Business Services.

Necessary Information:

- First and Last Name
- Department
- Car make/model
- Car color
- Your work status (full or part-time)
- Your license plate number
- Specify whether you will pick up your permit or want us to send it to your dean
- Provide a contact number and email address (non-Peralta contact information is fine).

Submitted a request but didn't receive your permit?

If you have submitted a request, but didn't receive your permit yet, it may be because you didn't complete your request form. Resubmit a request and be sure to complete it, including key information like your license plate number, your department and contact information, and your dean or manager's signature.





Guest Parking Permit Process

- 1. Have your Dean or Manager submit a request to <u>merfacilities@peralta.edu</u>, stating the date and time of event, with your name and number, so we can contact you to pick up the guest permit when it's ready.
- 2. Pick up is in Business Services, Q214, M-F, 8:30 AM-4:00 PM
- 3. Your permit will be at the main desk.

Ticket Waiver

To request a waiver of a ticket received on Merritt campus for valid grounds, please go to the Merritt College's campus Security here on campus.







Merritt Key Policy and Key Requests

<u>To obtain a key:</u>

- Read the Key Policy Below
- If the policy allows you to have a key, come to Office of Business and Administrative Services, Monday to Friday 8:30AM 4:30PM and complete a key request form, obtain your dean's signature of authorization, and submit the form to Business Services. An order will then be placed for your key and you will be notified when your key arrives.

Key Policy:

- 1. Key Request Form must be on file for all individuals with keys.
- 2. Keys must be collected from departing faculty and staff, so that future staff and faculty have access to facilities.
- 3. There is a fine for lost keys. All individuals with **unpaid** fines will be ineligible for additional keys, until the fines are paid.
- 4. As classrooms should always be opened in advance for instructors, no keys will be issued for classrooms.
- 5. Please be sure that your classes, whether they be week day, week night, or weekend classes, are included in the schedule provided by the Office of Instruction to Business Services and Custodial staff.
- 6. Be sure to provide updates on all schedule changes, including cancellations
- 7. Should an instructor arrive to teach a class and find that the door is locked, immediately contact Business Service at (510) 436-2407 or custodial services at (510) 436-2525.
- 8. Individuals may not place their own padlocks on College Property.
- 9. Deans and department heads are responsible for collecting keys from all departing employees, or they can return them directly to the Business office.
- 10. Keys for off-keyed, high security areas, will be managed by the deans; when an area is off-keyed.

*Please note that key duplication by unauthorized parties is illegal.





CHAPTER SIX: STANDARDS FOR INTERNAL CONTROL IN THE FEDERAL

GOVERNMENT

COSO CUBE



The link to the GAO green book can be found at: <u>GAO-14-704G, STANDARDS FOR INTERNAL CONTROL IN THE FEDERAL</u> <u>GOVERNMENT</u>





What is the Green Book and how is it used?

Important facts and concepts related to the Green Book and internal control







APPENDICES

					MUNITY COLL				
			REQUEST	T FOR PI	ETTY CASH RE	IMBURSEM	IENT		
COLLEG	ε								
From:						Date:			
Time:	REQUESTING STAFF MEMBER					Dare:			
To:									
		NAME OF AC	YIVITY (CID)	xa - xa -			ACTIVITY	NUMBER (CID)	
Attache	ed receipts v	vere incurred for			iness as indicated				
D-A"	тк		DESCRI	PTION				AMOUNT	
					Œ				
						1			
							TOTAL		
	1		DA	хте			TOTAL		
	-		DA	.те					
OFFICI		CODING	DA	\TE		RB			
OFFICI		CODING	DA	NTE					
	•		DA	хте	Busines	s Office (Buc	C-D BY		
College	»/Departmen		DA	чте		s Office (Buc	C-D BY		
	a/Departmen roved		DA	LTE	3. App	s Office (Buc	C-D BY		DATE
College I. App	e/Departmen roved	t approvals	DA	2	3. App	s Office (Buc	съ вч		
College	e/Departmen roved	t approvels SIGNATURE	DA	DAT	<u>е</u> 3. Арр	s Office (Buc	съ вч		
College I. App 2. App	roved roved	t approvals	DA	2	<u>е</u> 3. Арр	s Office (Buc	съ вч		
College I. App 2. App	e/Departmen roved	t approvals SIGNATURE SIGNATURE		DAT	е 3. Арр е	s Office (Buc	get Approv	zal)	DATE
College I. App 2. App	roved roved	t approvels SIGNATURE	OBJECT	DAT	<u>е</u> 3. Арр	s Office (Buc	съ вч		
College I. App 2. App Accoun	o/Departmen roved roved it Number	t approvals SIGNATURE SIGNATURE		DAT	е 3. Арр е	s Office (Buc	get Approv	zal)	DATE
College I. App 2. App Accoun	o/Departmen roved roved it Number	t approvals SIGNATURE SIGNATURE		DAT	е 3. Арр е	s Office (Buc	get Approv	zal)	DATE





	MERRITT COLLEGE Authorization for Expenditure of Funds	Date:		
To School Cashier:		S.Sec. I	No.:	
	make a check payable to:	1		
	State:		Zip:	
Charge to the Account:	(Title)		(Account N	No.)
ACCOUNT NUMBER	DESCRIPTION		AMO	UNT
		•		
	1			
		TOTAL	s	
		IUIAL		<u>a</u> i
)ste Needed: (one school day is needed t	process check)			
heck No	Approved by:			
Date of Check:	Authorized by:			
	2			





Finance Security Access Request Form

ENI	ROLLMENT FEE	WAIVER FO	KM	
Employee Name:		• .		
Social Security Number:				
Location: College of A	ty College	Laney Coll Merritt Col	-9-	District Off
Department:				
Course Title	Course Number	Number of Units	Class Days	Class Time
			-	
			•	
	. 4	1		
	1	i# .		
I certify that the employee i classified or confidential en	is a regular contra nployee, and there	act or adjund eby qualifies	et faculty men for the progr	mber, or am.
		· .		7.
Signature (Vice President, 1 Division Dean or Departm	Instruction or nent Manager)	Date		
-				
Printed Name	-	-		





Custodial Service Request

	REQUEST FOR	SERVICE	
	services such as moving Do not use this form for au		
If this request is for d Request Form.	isposal of items/equipm	ent, please attach Eo	quipment Action
Type of service request	ed: (Check if applicable)		
Move	E Repair	Other	
Setup (Must attach	a diagram for events or setups)	
Date of activity:	Location I	Bldg/Rm	
If this is a change or move in	ndicate:		
From:	T	0	
(Bldg, Room, Ext, E	Etc.)	(Bldg, Room, Ext, El	Ic.)
Are funds available to cover Identify source of funds:	the cost? Yes No (7		(orm may be returned)
	(Fund name and budget co	ode) '	
Name of person making requ	lest:		Date
			Date
	Manager		Date
	BUSINESS OFFICE U	SEONLY	
Approved? Yes	No No	Returned	
Comments:			
			-
	en ka e		





REFERENCES

PCCD Adopted Budget. (2010). Principles of Sound Management. California Code of Regulations, Title 5, Section 5831. Retrieved from http://web.peralta.edu/quicklinks/files/2011/09/Proposed_2010-11_Final_Budget.pdf

California Community Colleges Chancellor's Office. (2012). Fiscal Standards and Information Unit. Budget and Accounting Manual(BAM). Chapter 3: Accounting for Revenues and Other Financing Sources. Retrieved from <u>http://extranet.cccco.edu/Portals/1/CFFP/Fiscal_Services/Standards/BAM/bam2012ed/B</u> <u>AM_Chapter3.pdf</u>

PCCD Board Policy and District Administrative Procedures. (2012). Board Policies. Board Policy 6700 Civic and Other Facilities Use. Retrieved from <u>http://web.peralta.edu/trustees/files/2011/04/BP-6700-Civic-Center-and-Other-Facilities-Use2.pdf</u>

PCCD Board Policy and District Administrative Procedures. (2012). District Administrative Procesdures. Administrative Procedures 6700 Civic Center and Other Facilities Use. Retrieved from <u>http://web.peralta.edu/trustees/files/2011/04/AP-6700-Civic-Center-and-other-Facilities-Use3.pdf</u>

PCCD Human Resources. (2013). Classified Management Job Descriptions. Director of Business and Administrative Services. Retrieved from <u>http://web.peralta.edu/hr/files/2012/10/Director-of-Business-and-Administrative-Services-JD.pdf</u>

PCCD Human Resources. (2013). Classified SEIU Local 1021 Job Descriptions. Audio Visual Services. Retrieved from <u>http://web.peralta.edu/hr/files/2012/10/Audiovisual-Services-Assistant-JD.pdf</u>

PCCD Human Resources. (2013). Classified SEIU Local 1021 Job Descriptions. Bursar. Retrieved from <u>http://web.peralta.edu/hr/files/2012/10/Bursar-JD.pdf</u>

PCCD Human Resources. (2013). Classified IUOE Local 39 Job Descriptions. Custodian. Retrieved from <u>http://web.peralta.edu/hr/files/2012/10/Custodian-JD1.pdf</u>

PCCD Human Resources. (2013). Classified SEIU Local 1021 Job Descriptions. Duplicating Services Technician. Retrieved from <u>http://web.peralta.edu/hr/files/2012/10/Duplicating-Services-Technician-I-JD.pdf</u>

PCCD Human Resources. (2013). Classified SEIU Local 1021 Job Descriptions. Staff Services Specialist/Fiscal. Retrieved from <u>http://web.peralta.edu/hr/files/2012/10/Staff-Services-Specialist-Fiscal.pdf</u>

PCCD Human Resources. (2013). Classified IUOE Local 39 Job Descriptions. Senior Storesworker. Retrieved from <u>http://web.peralta.edu/hr/files/2012/10/Senior-Storesworker-JD.pdf</u>

PCCD Human Resources. (2013). Classified SEIU Local 1021 Job Descriptions. Supervisor, Administrative and Business Support Services. Retrieved from http://web.peralta.edu/hr/files/2012/10/Supervisor-Administrative-Business-Support-Services.pdf



QUICK PHONE REFERENCE

Business Office Staff

Garth A. Kwiecien, Vice President of Administrative Services <u>gkwieicen@peralta.edu</u> Extension: 3891

Vacant, Supervisor Extension:

Lilian Pires, Principal Financial Analyst <u>lpires@peralta.edi</u> Extension: 2693

Tara Marrero, Facilities Project Coordinator <u>tmarrero@peralta.edu</u> Extension: 3967

Vacant, Staff Assistant/Business Office Extension:

David Pounds, Senior Stores Worker <u>dpounds@peralta.edu</u> Extension: 2526

Stephanie Bunn, Senior Duplicating Services Technician <u>sbunn@peralta.edu</u> Extension: 2665

Ron Perez, Staff Services Specialist rperez@peralta.edu

Extension: 2406

Nancy McPhee. Principal Account Technician <u>nmcphee@peralta.edu</u> Extension: 2677

Patricia Rom, Senior College Information Systems Analyst <u>prom@peralta.edu</u> Extension: 2433

Dale Nabeta, Network Support Services Specialist <u>dnabeta@peralta.edu</u> Extension: 3904

Maria Perez, Bursar <u>mariaperes@peralat.edu</u> Extension: 2409

Salvador Perez Mailroom/Switchboard sperez@peralta.edu Extension: 2653/4911

Custodial Staff - Extension: 2525

Anthony Walker, Head Custodian <u>awalker@perlata.edu</u> (510)435-2525

Vincent Ealy Custodian vealy@perlata.edu (510)435-2549

Randy Dillard, Custodian rdillard@peralata.edu (510)710-2335

Carolyn Thomas Custodian <u>Cthomas@peralta.edu</u> (510)504-3812

Michael Mears, Custodian <u>Mmears@peralta.edu</u>

Pheng Kim, Custodian Pkim@peralta.edu

Levern Johnson, Custodian levernjohnson@peralata.edu

Groundskeeper Staff

Carlos Romero, Assistant Grounds Supervisor <u>caromero@peralta.edu</u> Extension: 7345

Engineering Staff

Benny Aranda, Assistant Chief Engineer <u>baranda@perlata.edu</u>

