

HARTNELL COLLEGE POLICIES & PROCEDURES ASSESSMENT



Who and Why?

Who is this for?
What was the intent?



Impact

Who is it NOT benefiting?
Equitable:
Who is benefiting
Who has already benefited



Requirement?

Is the District required to have this?



Recommendation

Keep?
Change? - repeat steps 1-3



HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6330 Purchasing

References: Education Code Section 81656; Public Contract Code Sections 20650 and 20651

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

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

See Administrative Procedure 6330

Adopted by the Board of Trustees: January 11, 2022

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6400 Financial Audits

References: Education Code Section 84040 subdivision (b); ACCJC Accreditation Standard 3

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The superintendent/president shall assure that an annual outside audit is completed. The superintendent/president shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

Adopted by the Board of Trustees: January 11, 2022

See Administrative Procedure 6400

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6520 Security for District Property

References: Education Code Sections 81600 et seq., ACCJC Accreditation Standard 3.8

The superintendent/president shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

Adopted Board of Trustees: January 13, 2015
See Administrative Procedure 6520

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6540 Insurance

References: Education Code Sections 70902, 72502, 72506, and 81601 et seq.

The superintendent/president shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/her/their office or employment. The Superintendent/President may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

See Administrative Procedure 6540

Adopted by the Board of Trustees: January 11, 2022

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6620 Naming of Facilities and Properties

Reference: Ed Code Section 72000 (2)

The Governing Board retains authority to name Hartnell College buildings and facilities. This includes all buildings, major areas of buildings, streets and roads, sports facilities, areas of major assembly or activity, malls, large areas of campus circulation, and other highly visible property and facilities. Campus, satellite campuses, extension, or educational centers shall retain the name of the community where they are located (i.e. King City, Soledad, Alisal, North County/Castroville) These naming conventions apply to naming opportunities for buildings, areas, classrooms, and other college facilities. The Board delegates to the superintendent/president or designee the authority to name the following facilities: individual rooms, limited areas, individual items or features within buildings, and individual landscape items or areas. Naming of District building(s) remain with the authority of the Board. In all naming circumstances, the placement and size of the naming shall not interfere with the visible promotion of Hartnell College, a public institution.

Each proposal naming a District building, facility, or property shall be considered on its own merits.

When a gift is involved, a name for a District, building, facility, or property must meet one or more of the following criteria:

1. Designate a major building or facility;
2. Designate an instructional program or activity located in a particular property or facility;
3. Reflect natural or geographical features or a traditional theme, or;
4. Honor an individual.

When a gift is involved, the Board will consider the significance and amount of the gift as it relates to the planned facility or its enhancement. A gift shall be considered significant when the gift amount covers the total cost of the facility or funds a portion of the total cost which would not be funded from other sources. The naming recognition is to honor the philanthropist and to inspire further philanthropy for the district. No goods or services will be rendered in exchange for the philanthropic gift.

In special situations, the Board may consider recommendation for naming buildings or facilities other than in terms of function, use or name of a person.