

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6150 Designation of Authorized Signatures

References: Education Code Sections 85232, 85233

Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President and other officers appointed by the Superintendent/President. The authorized signatures shall be filed with the county superintendent of schools.

See Administrative Procedure 6150

Formerly BP 2245

Approved by the Board of Trustees: June 3, 2014

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6200 Budget Preparation

Reference: ACCJC Accreditation Standard 3; Education Code 70902(b)(5), Title 5, Sections 58300 et seq.

Each year, the president/superintendent shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the master and education plans (including the facilities, technology, and strategic plans) of the District.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board by January of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general reserves shall be no less than 20%.
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long-term goals and commitments.

Adopted by Board of Trustees: April 8, 2014
Replaces BP 2200

See Administrative Procedure 6200

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6250 Budget Management

Reference: Title 5, Sections 58307, 58308

The budget shall be managed in accordance with Title 5 and the CCC Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

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

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

The Board's first priority is to fund facilities for the District through local facilities bond measures rather than the use of operational dollars, thus preserving operational dollars to the extent possible for District operations.

See Administrative Procedure 6250

Adopted by Board of Trustees: April 8, 2014

Replaces BP 2260

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6300 Fiscal Management

References: Education Code Section 84040(c); Title 5 Section 58311; ACCJC Accreditation Standard 3, 2 Code of Federal Regulations Parts 200.302 subdivision (b)(6)-(7), 200.305, and 200.400 et seq.

The superintendent/president shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, Section 58311, including:

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

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

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

Adopted: Board of Trustees: April 8, 2014

Replaced: Board Policies 2205, 2210, 2215, 2250, 2265, 2270

See Administrative Procedure 6300

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6307 Debt Issuance and Management

Reference: Government Code Section 8855

The Chief Business Officer shall establish procedures to ensure the District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

Procedures shall include:

- The purposes for which the debt proceeds may be used.
- The types of debt that may be issued.
- The relationship of the debt to, and integration with, the District's capital improvement program or budget, if applicable.
- Policy goals related to the District's planning goals and objectives.
- The internal control procedures that the District has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

Adopted by Board of Trustees: February 7, 2017

Rev: January 11, 2022

Formerly 6730

See Administrative Procedure 6307

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6340 Bids and Contracts - Goods and Services

Reference: Education Code Sections 81641 et seq.; Public Contract Code Sections 20650 et seq.; Government Code Section 53060; Title 5 Sections 59130 et seq.; 2 Code of Federal Regulations Part 200.318

The Board delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, 20111 (a), 22002(c), the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Superintendent/President or the Superintendent/President's delegate concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

Adopted: Board of Trustees: January 13, 2015
Replaced BP 2230

See Board Policy 6300

See Administrative Procedures 6300, 6340, 6341, 6345, 6346, 6350, 6365, and 6370

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6341 Selection of Contractor Based Upon Best Value

References: Pub. Cont. Code § 20651.7; BP 6340

The Board has determined that for certain services and procurement of materials, equipment and supplies, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs by selecting the lowest responsible bidder on the basis of best value.

Best value means the most advantageous balance of price, quality, services, performance, and other elements and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.

Any contract award based on best value shall be awarded based upon criteria set forth in a request for proposal that objectively evaluates, as applicable, to the particular services or project.

The Board shall award the contract at an open public meeting, identifying the bidder to which the award is made, the price proposal of the contract awarded the contract, and the overall combined rating on the request for proposal evaluation factors. The announcement shall also include the ranking of the contractor awarded the contract in relation to all other responsive bidders and their respective price proposals and summary of the rationale for the contract award.

See Administrative Procedure 6341

Approved by Board of Trustees: August 5, 2014

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6345 Construction Change Orders

Reference: Public Contract Code 20651, 20655, 20659

The Superintendent/President or designee is authorized to issue and execute change orders on behalf of the District which increase the cost of a construction project and contract subject to the following conditions:

- (a) individual change orders shall not exceed the amount specified in the applicable Public Contract Code Section 20651, 20655, or 20659
- (b) or ten percent (10%) of the original contract price, whichever is greater.

The Superintendent/President or authorized designee is authorized to direct the performance by the contractor/vendor under a Change Order.

The Superintendent/President or designee is authorized to issue and execute change orders on behalf of the District which decrease the cost of a construction project.

Change orders shall be ratified by the Board.

Adopted: 4/5/11

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6365 Accessibility of Information Technology

References: Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794d); 36, Code of Federal Regulations Sections 1194.1 et seq.; Government Code Section 11135; Title 5 Sections 59300 et seq.

Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to all electronic or information technology, including, but not limited to, software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

See Administrative Procedure 6365

Approved by the Board of Trustees: 11/4/2014

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