

**LASSEN COMMUNITY COLLEGE DISTRICT
BOARD POLICY**

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District Funds

The Governing Board of the Lassen Community College District authorizes the establishment and maintenance of a General Fund and other special funds of the District. All District money not otherwise designated for deposit in special funds shall be deposited in the General Fund, which shall be maintained by the County Treasurer.

Adopted: 02/17/87
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Fiscal Year

The fiscal year shall be the twelve-month period beginning July 1 and ending the ensuing June 30.

Adopted: 04/05/77
Revised: 02/17/87
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Accounting

The accounting systems and procedures for the College District shall be consistent with the California Community Colleges Budget and Accounting Manual, generally accepted accounting practices, and all applicable laws and codes.

All District funds shall be administered by the Dean of Administrative Services. For the purposes of this section, funds received by the Associated Student Organizations, Trust Fund accounts, categorical and federal funds are considered to be “District Funds”.

Adopted: 04/05/77 (as 3100)
Revised: 02/17/87 (as 3100)
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Revolving Cash Fund

The business office shall maintain revolving cash funds at local banks in an amount approved by the Board. The fund shall be used for incidental and emergency expenditures. Subject to the approval of the Superintendent/President, the Dean of Administrative Services shall establish procedures for the use of the fund.

All checks from revolving cash funds will bear two of the following signatures:

District Superintendent/President
Dean of Administrative Services
Assistant Superintendent/Vice President-Instruction
Dean of Personnel Services

Adopted: 04/05/77 (as 3100)
Reviewed: 02/17/87 (as 3100)
Reviewed: 10/28/97
Revised: 05/13/03

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Periodic Financial Reports

The Dean of Administrative Services shall submit to the Governing Board a quarterly report on the financial condition of the District. Other financial reports shall be made available upon request.

An annual financial statement on all District funds shall be submitted to the Board following the close of each fiscal year.

Legal Reference: Education Code 84040
 Title V 58310

Adopted: 04/05/77 (as 3120)
Revised: 02/17/87 (as 3120)
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Annual Audit

There will be an annual audit of all District funds and records each fiscal year.

The auditing firm shall be selected in accordance with approved procedures.

The Board or District Superintendent/ President may call for a special audit whenever the best interest of the District will be served.

Legal Reference: 84040, et seq.
 76065 Student Funds

Adopted: 04/05/77 (as 3130)
Revised: 02/17/87 (as 3130)

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Purchasing

The purchasing practices of the College shall benefit the educational program. Decisions on purchases shall be based on the following:

1. Specifications which stress good quality within limitations of the budget
2. The lowest cost within adherence to the specifications
3. Consideration for the quality of service
4. Promptness of delivery

All purchases shall be made in accordance with applicable laws, rules, and regulations. The District will purchase materials, equipment, and services from those vendors able to offer the best prices, consistent quality, prompt delivery, and dependable service.

The Dean of Administrative Services is responsible for preparing the District Purchasing Procedures, which shall be published and distributed to staff. Purchases made without processing according to district-established procedures may be deemed personal purchases by the individual.

Legal Reference: Public Contract Code 20651 et. Seq

Adopted:	04/05/77 (as 3410)	LASSEN COMMUNITY COLLEGE DISTRICT
Revised:	02/17/87 (as 3410)	Susanville, California
Revised:	10/28/97	
Revised:	10/27/98	

Authority to Purchase Supplies, Equipment, and Service

Authority to purchase supplies, equipment and service shall be in accordance with the Public Contract Code as it relates to California Community Colleges, with the stipulation that all purchases between \$10,000 and \$50,000 shall utilize a written, but not sealed, three (3) quote procedure.

Legal Reference: Public Contract Code 20650 and 20660

Adopted: 10/28/97
Revised: 10/27/98

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Budget

The Lassen Community College District will develop, prepare and adopt an annual budget as the fiscal vehicle through which all district financial operations shall be carried out.

The direction of the College will be documented in the Educational Master Plan and the budget will provide the financial framework for plan implementation.

Budgeting is a continuous process, and the budget shall be considered as a controlled spending plan reflecting the priorities and objectives of educational and other programs to be carried out during the fiscal year. The budget shall be subject to review and change by the Board.

The Dean of Administrative Services shall be responsible to the Superintendent/President for the administration of budgeted funds. A system of controls is authorized to be established by the Dean of Administrative Services as necessary to govern the administration of the Budget and the expenditure of funds.

Special project and grant managers are responsible for the budget activities under their jurisdiction. They shall be responsible to the District to monitor their budget and for compliance with applicable laws, regulations, policies, and procedures. They shall submit required reports in a timely manner and certify to the Dean of Administrative Services the accuracy of those reports.

Planning and Preparation of Budget

1. Participation

The Dean of Administrative Services shall be responsible for the preparation of the annual budget. Staff members having budget responsibilities shall be consulted in the preparation of the budget in areas in which they are directly affected.

2. Public Review of the Budget

It shall be the policy of the Board to make copies of the tentative and adopted budgets available, upon request, to interested parties and organizations.

3. Budget Calendar

The Board shall be presented an annual budget calendar. The budget calendar will provide a sequence for the submission of budget requests to the business

office and permit adequate time for preparation, study, and deliberation within the deadlines.

4. Tentative Budget

The business office shall compile budget requests and estimates of income in the form of a tentative budget and shall submit this to the Superintendent/President for study review.

5. Adoption of the Budget

On or before the 15th day of September, the Dean of Administrative Services, at the direction of the Superintendent/President, shall make any requisite revisions in the tentative budget and shall present a final budget to the Superintendent/President and the Board for their respective consideration and adoption as required by the Education Code. The Board shall hold a public hearing of the budget and shall adopt the budget for the current year.

Budget Format

The structure of the budget will be consistent with State law and regulations of the California Community Colleges Board of Governors.

The format for the District budget shall include the following:

1. Summaries of income and expenditures for each of the funds.
2. Detail of income for each fund
3. Detail of expenditures by State object accounting classification and by program
4. A comparison of actual revenue and expenditures for the last completed fiscal year in comparison to revenue and expenses to be budgeted

Legal Reference: Education Code 70901
Title V 58300-58306

Adopted: 04/5/77 (as 3200, 3210 & 3220) LASSEN COMMUNITY COLLEGE DISTRICT
Revised: 02/17/87 (as 3200, 3210 and 3220) Susanville, California
Revised: 10/28/97
Revised: 05/13/03

Planning and Budgeting

The Board of Trustees directs the administration to develop an institution-wide planning process through consultation. Following development of the planning process, the Board shall adopt this process and require the administration to use this process to develop short-term (annual) budgets and long-range (strategic) initiatives.

The Dean of Administrative Services will annually report to the Board during the adoption of the annual budget the extent to which the approved and adopted planning process was utilized in the development of the proposed budget.

Adopted: 12/19/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Budget Transfers

The Dean of Administrative Services is authorized to approve budget transfers to accommodate required purchases and to maintain a balanced budget. Transfers made from undistributed reserves (fund balance) to any expenditure classification and transfers made from one fund to another fund (intra-fund transfers) shall be approved by the Governing Board. Board approval of the final budget shall be considered approval to transfer amounts budgeted as transfers.

Adopted: 04/05/77 (as 3230)
Revised: 02/17/87 (as 3230)
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Budget Reserves (Fund Balance)

The Governing board recognizes that a General Fund reserve (fund balance) of 5% of appropriations in Classifications 1000-6000 is desirable and the Board shall strive to maintain that level of reserve. When the Board deems it in the best interest of the District, it shall provide for a reserve of less than 5%.

Adopted: 02/17/87 (as 3240)
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Grant Applications

The Governing Board encourages staff members to make applications for grants from State, Federal, or private agencies when the content of these applications extends the resources available to the District for the implementation of approved long-range plans of the College.

Project applications which require matching funds will be submitted when matching funds are authorized within the budgeted resources of the District.

Grant applications will be reviewed by appropriate staff members prior to submittal. For District approval, grant awards shall be considered the same as contracts and require the same approvals.

Adopted: 02/17/87 (as 3320)
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Investments

The Dean of Administrative Services shall be responsible for investing District funds.

The Investment objectives in priority order:

1. Safety – Investments shall be undertaken in a manner that seeks to ensure preservation of capital
2. Liquidity – Investment will remain sufficiently liquid to enable the District to meet its normal cash flow requirements
3. Return on Investment – Investment shall be designed to maximize return consistent with the District's objects of safety and liquidity

Permitted investments shall be limited to the following:

1. Deposits with the County Treasury
2. State of California's Local Agency Investment Fund
3. FDIC insured or fully collateralized time certificates of deposit in financial institutions located in California. Certificates of Deposit shall not exceed \$100,000 in any financial institution and the amount of deposit shall not exceed the amount of insurance.

Adopted: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Cash Advances

Travel advances may be requested for authorized travel involving students.

Payroll advances will not be made.

Adopted: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Minimum Enrollment Standards

It shall be the policy of the District to only offer those classes that are educationally and financially beneficial to the District. Classes having insufficient enrollment, based upon direct and indirect costs, as determined by the Dean of Administrative Services, shall be cancelled by the Office of Instruction. The Superintendent/President shall be provided the authority to waive this policy when it is determined that special educational circumstances exist that warrant the continuation of the class.

Adopted: 12/19/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Fees – General

All fees charged by the District shall be approved by the Governing Board.

The Governing Board may establish any fee authorized by law or regulation. These may include, but not limited to: enrollment, health, community service, parking, out of state tuition, good neighbor policy, materials, transcripts, library fines, photocopy, fax, facilities rental, refund processing, lost keys, returned checks, and other fees as permitted by law or regulation.

Current fee schedules shall be communicated by publication in such documents as the College Catalog and the Schedule of Classes, and/or by placing written notices in appropriate locations on campus.

Procedures for the Collection and refunding of fees shall be established by the Dean of Administrative Services and shall be communicated by publication in such documents as the College Catalog and the Schedule of Classes and/or by placing written notices in appropriate locations on campus.

Adopted: 10/28/97
Revised: 05/13/03

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Instructional Materials Fees

Lassen Community College District may charge students instructional materials fees for materials which are of continuing value to the student outside the classroom and the materials are not “solely or exclusively available from the District”.

These fees shall be approved by the Governing Board.

Legal Reference: Title 5, Section 59400 – 59408

Adopted: 05/05/87 (as 6060) LASSEN COMMUNITY COLLEGE DISTRICT
Revised: 10/28/97 Susanville, California

Fees for Community Service Classes

Community Service classes shall be offered at no cost to the District. The fees for such classes shall be set by the Office of Instruction with the approval of the Dean of Administrative Services and shall cover all costs to the District.

Adopted: 04/05/77
Revised: 02/17/87

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Enrollment Fees and Refunds

The Governing Board will charge enrollment fees for California residents in accordance with Education Code section 76300.

For a semester length class, refunds may be granted up to ten school days from the beginning of class or up to and including the first day of class for classes that are less than a semester in length. Students must file a refund request.

Legal Reference: Education Code 76300

Adopted: 02/17/87
Revised: 10/28/97
Revised: 08/25/98

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Tuition for Non-Resident Students

The Governing Board of Lassen Community College District shall set a tuition fee per unit for all non-resident students not later than February 1 of each year pursuant to the provisions of Education Code Section 76140. The tuition fee shall be applicable to all non-resident students. The Financial Aid Office is authorized to exempt from all or parts of the fee for up to:

1. Three (3) non-resident students at any one time who are both a citizen and Resident of a foreign country (not more than 10% of the non-resident foreign students may be so exempt).
2. One hundred (100) full-time equivalent students who are residents of Nevada. For these students, a fee of \$42 per unit shall be required, in addition to applicable Health and other special fees.

Refunds for non-Resident Tuition

1. Regular semester – full term:
 - A) First two weeks 100% refund on any unit reduction
 - B) After the first two weeks, no refund for any unit reduction
2. Summer classes and semester classes less than full-term; no refund after the beginning of class

Tuition originally will be paid on the number of units enrolled for a registration.

The amount of tuition owed at the end of the second week will be calculated according to the number of adds and drops during that period.

Exceptions to this policy must be approved by the Superintendent/President or designee.

Legal Reference: Education Code 76140 – 76143

Adopted: 04/05/77
 Revised: 02/17/87
 Revised: 03/19/91
 Revised: 12/15/92
 Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
 Susanville, California

Deferrals for Tuition and Fees

Students are expected to pay their tuition and fees at the time of registration. However, where payment at registration creates a financial hardship, a student may apply for a two installment payment plan. This plan will allow the student to pay half of their fees at registration and the balance by the 10th week of classes. (However, a minimum payment of \$100 for in-state students and \$200 for out-of-state students is required.) The Dean of Administrative Services may work out alternative payment plans in exceptional cases.

All payment plans will be approved and administered by the District's Business Office. Any unpaid balance will be treated as a hold for future registration and transcripts.

Adopted: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Dormitory Fees

The Governing Board authorizes the Superintendent/President to maintain a dormitory facility for students.

The College is authorized to collect security and holding deposits and to manage and operate the dormitory in a fair and efficient manner.

The Governing Board shall approve the rate for dormitory fees.

Legal Reference: Education Code 81670

Adopted: 02/17/87
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Financial Holds

Students in default on any payments due the District, as determined by the Dean of Administrative Services, will not be allowed to register for future classes and will have academic transcripts withheld until satisfactory repayment arrangements are made with the District's Business Office. Any debts owed to the District will be reported to COTOPS and may be turned over for collection.

Students in default from receipt of a Stafford or Supplemental Loan for Students while attending Lassen College will have academic transcripts withheld until satisfactory repayment arrangements are made with their lender and notification is received from the lender. (Satisfactory arrangement means 6 continuous payments or Paid in Full).

Adopted: 08/04/92
Revised: 10/28/97
Revised: 12/19/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Approval of Contracts

All contracts shall be presented to the Board for approval.

Contracts and agreements approved by the Board will be signed by the Superintendent/President or the Dean of Administrative Services, unless specifically required to be signed otherwise.

Legal Reference: Education Code 81655

Adopted: 02/17/87
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Contracts

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, 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 concludes that the best interests of the District shall 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.

Reference: Education Code Sections 81641, et seq;
Public Contracts Code Sections 20650, et seq

Adopted: 02/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Insurance

To adequately protect the interests of the District and provide for the welfare of staff and students, the Governing Board authorizes the Superintendent/President to provide such insurance coverage as is required or permitted under applicable Education Code regulations.

The Governing Board also authorizes the Superintendent/President to enter into joint powers agreements for the administration of the insurance program if the agreements are beneficial to the District.

Adopted: 04/05/77
Revised: 02/17/87
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Disposal of Surplus Property

Disposal of surplus District property shall be authorized under the provisions of the Education Code. The method used to dispose of the property shall be that which provides the greatest net financial gain to the District and may include trade-in on purchase of new equipment, public sale, sealed bid or public auction. Property shall be declared surplus by the Governing Board. District employees or their agents shall be free to submit sealed bids or to bid at public auction for surplus District property. Sale of District property shall be made at the time the property is received from the District, except for those items which are offered as trade-in on new equipment or materials or are part of the standard bidding procedure as outlined in the Education Code.

Upon request by the Governing Board a report on the disposal of District property shall include the price, the recipient of the property, and other information.

Legal Reference: Education Code 81450, 81452

Adopted: 04/05/77
Revised: 02/17/87
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Maintenance and Operations

The Board shall provide for adequate maintenance of District buildings, equipment, and grounds. The operations and maintenance of the plant is under the general supervision of the Dean of Administrative Services.

A program of scheduled maintenance will be instituted on all District property and shall be reviewed annually by the Governing Board.

Repair and maintenance of buildings, equipment, and grounds shall be the primary responsibility and highest priority of work for maintenance and operations staff. Construction, remodeling and facilities improvements shall be scheduled as a second priority.

Adopted: 04/05/77
Revised: 02/17/87
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE
Susanville, California

Use of College Facilities

Community groups, students and staff are encouraged to take advantage of College facilities and equipment when such uses are compatible with the objectives and philosophy of the College and will not interfere with the College program.

Individuals or groups must accept full responsibility for protection of College facilities or equipment.

Priority for use of college facilities shall be in the following order: regular instruction or credit classes; all college sponsored activities including athletic programs; all community service events and non-credit offerings; activities of recognized student organizations or student groups having a faculty advisor; and meetings of community or outside groups. Use of College facilities for regular and continuous religious or sectarian services is prohibited by Section 30, Article IV of the California State Constitution.

Requests for the use of facilities shall be made to the Instruction Office at least two weeks before the intended use. Use must be in accordance with established procedures. The College may levy a charge for use of facilities. Such charges shall be approved by the Governing Board.

Profit-making organizations or individuals requesting use of College facilities shall be levied a charge for the use of facilities.

The Governing Board reserves the right to revoke permission for use of facilities when procedures are violated or when it deems it necessary to do so.

Adopted: 12/14/76 (as 3720)
 Revised: 02/17/87 (as 3720)
 Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
 Susanville, California

Use of District Equipment

Employees and officers of the District may be authorized by their supervisor to use District property or equipment to conduct District related business on or off campus.

Use of District equipment for personal use is strictly prohibited.

Adopted: 02/17/87 (as 3710)
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Keys

Key control performs a significant role in the security of the College.

Upon written administrative authorization, keys are issued by the College Maintenance and Operations Department office for authorized purposes only. Lost keys shall be immediately reported to the College's Director of Facilities.

Keys may not be duplicated or loaned. Keys are to be returned to the College's Director of Facilities upon demand, when no longer needed or upon employment termination.

Adopted: 12/09/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Reimbursement for Damaged or Lost Personal Property

The District shall not be responsible for the cost of repair or replacement of any student's or employee's personal property while on District property.

No reimbursement for damage, theft, breakage, or other loss, (including the expiration of the property's useful life) shall be made to any student or employee of the District.

Adopted: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Distribution and Display of Literature on Campus

The District recognizes the rights of free speech and will allow individuals and groups to display noncommercial materials on campus under the following conditions:

1. material will be allowed only on bulletin boards designated for general use
2. dated materials will be removed
3. all materials shall clearly indicate the name of the sponsoring individual or group
4. the District reserves the right to approve any posted material.

It is contrary to law to distribute or display literature or exhibit a symbolic insignia which:

1. is obscene according to legal definitions
2. is libelous or slanderous according to current legal definition
3. incites students so as to create a clear and present danger of the imminent commission of unlawful acts or of substantial disruption of the orderly operations of the school
4. expresses or advocates racial, ethnic or religious prejudice so as to create a clear and present danger of imminent commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school
5. is distributed in violation of the time, place and manner requirements

Time, Place and Manner of Distribution of Literature

Distribution of literature on campus will be from tables in the student cafeteria unless special permission is obtained from the Dean of Student Services or Dean of Administrative Services for other types of distribution. The following kinds of literature may not be distributed or displayed without the approval of the Dean of Student Services or Dean of Administrative Services:

1. literature advertising off-campus activities sponsored by an individual group not connected with the District
2. literature for which there is a charge or donation required or requested, either explicitly or implicitly
3. literature whose legality is in question
4. literature which solicits funds

Legal Reference: Education Code 76120

Adopted: 03/17/87 (as 5510) LASSEN COMMUNITY COLLEGE DISTRICT
 Revised: 10/28/97 Susanville, California

Inventory

An inventory of equipment with an original purchase price in excess of \$1000 or any other equipment as designated by the Dean of Administrative Services (i.e. office equipment, recording devices, printers, etc.) shall be maintained by the District. An annual inventory will be performed prior to the end of each fiscal year.

Adopted: 02/17/87 (as 3900)
Revised: 10/28/97
Revised: 05/13/03

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Safety

The safety of employees, students, staff, and visitors will be a primary consideration in all aspects of plant operations and maintenance. All inspection reports of District facilities [such as the Fire Department, the Health Department, and the State Department of Industrial Safety (OSHA)] will be submitted to the Dean of Administrative Services, who will prepare a report of the recommendations made and submit these to the Superintendent/President.

Adopted:	04/05/77 (as 3810)	LASSEN COMMUNITY COLLEGE DISTRICT
Revised:	02/17/87 (as 3810)	Susanville, California
Revised:	10/28/97	

Vehicle Use and Parking Regulations

All campus traffic regulations are enforceable by law enforcement agencies, which include the California Highway Patrol, Lassen County Sheriff's Department, and the Susanville Police Department.

A. Authority

Vehicle operations and parking regulations are subject to the California Vehicle Code under Section 21113 except those which by their nature have no application and also by other special rules, regulations, or conditions adopted by the Lassen College Governing Board, or the Superintendent/President.

B. Special Rules, Regulations, and Conditions

In addition to the statutes contained in the California Vehicle Code, special rules, Regulations, and conditions may be adopted by the Lassen College Governing Board or enacted by the Superintendent/President in order to insure the safe operation of vehicles on the campus. These regulations govern parking, curb markings, operation or parking of vehicles on lawns or athletic areas, or special conditions which must be enacted for reasons of public safety caused by weather, fire, or other conditions.

C. Parking

Persons operating vehicles on the College campus must comply with all requirements of the California Vehicle Code and the special rules, regulations, and conditions adopted by the Governing Board or so designated as appropriate by the Superintendent/President.

1. When parking stalls are marked, vehicles shall park within a single stall.
2. No parking is permitted on walkways, lawns, or other landscaped areas.
3. No parking is permitted on athletic fields (areas designed for athletic practice or athletic events).
4. Curb markings shall be in accordance with California Vehicle Code Section 21458 and may be used to mark special parking areas.

Red Curb – No stopping, standing, or parking at any time except for buses or as permitted by the California Vehicle Code

White or Yellow Curb – Stopping only for loading and unloading passengers or freight

5. No parking is permitted in areas posted “No parking” because of special conditions required for public safety, such as fire lanes and bus or loading zones, including:
 - a. The entrance and inside area around the circle
 - b. The area in front of the bus shelter
 - c. The loading area behind the Creative Arts Building
 - d. The loading and truck turn around areas behind the Cougar’s Lair (cafeteria)

D. Speed Regulations

In accordance with California Vehicle Code Section 21113a, the speed limit on all campus roadways and parking areas shall be 15 miles per hour.

E. Vehicle Operation

1. College roadways are defined as those locations which meet the Vehicle Code definition of a street.
2. No vehicle operation is permitted on lawns, athletic fields or any other areas posted “restricted to college vehicles.”
3. No horn may be used on campus except in accordance with Vehicle Code Section 27001.
4. Vehicles may not be operated on campus in such a manner that their noise becomes a public disturbance.

F. Enforcement of Vehicle Use and Parking Regulations

1. Law enforcement officers, college security officers, and college employees working under the direction of law enforcement or security personnel are authorized to enforce vehicle use and parking regulations.
2. Failure to comply with a lawful order or direction of persons enumerated in F.1 (above) regarding specific rules, regulations and conditions is a violation of California Vehicle Code Section 21113a.
3. No person shall alter any signs or markings posted under the provisions of the California Vehicle Code, or the special rules, regulations and conditions adopted by the Lassen College Governing Board, the Superintendent/President or their designee.
4. No signs or markings may be installed without prior written approval of the Lassen College Governing Board, the Superintendent/President or their designee.

G. Abandoned Vehicle Policy

1. Abandoned Vehicles

- a) Vehicles which appear to be abandoned on campus will be ticketed by the campus safety department. If the vehicle is not moved within seven (7) days the vehicle will be reported abandoned to the California Highway Patrol (CHP) and may be towed.
- b) Any vehicle on campus property which is not legally operational shall be considered abandoned and will be reported to the CHP and may be towed.

2. Exceptions

- a) Vehicles used for, or involved in, instructional programs such as Automotive, and which are located safely within the confines of that department shall be under the control of that respective department's designee. The department designee may report a vehicle abandoned to campus safety who will follow the above procedure for its removal.
- b) Vehicles of Residence Hall residents shall be subject to the above policies, however, the residence hall manager shall first be notified and will ascertain the vehicles status prior to any action. It is understood that vehicles of Residence Hall residents may remain parked on campus for up to the length of their residency.

H. Exceptions to Vehicle Use and Parking Regulations

Bona fide emergency vehicles and college vehicles on College business may be Exempt from the special rules, regulations, and conditions but are required to comply with the California Vehicle Code.

Adopted:	02/16/89 (as 3830)	LASSEN COMMUNITY COLLEGE DISTRICT
Revised:	03/12/96	Susanville, California
Revised:	10/28/97	
Revised:	12/09/97	

Student Parking

Students may park anywhere in designated campus parking lots except for the posted restricted areas. No permit or fee is required.

Adopted: 09/20/76 (as 5530)
Revised: 03/17/87 (as 5530)
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Controlled Substances, Tobacco, Alcohol

To provide a safe and healthy environment in which to learn and work, smoking and the use of other tobacco products in District enclosed facilities, vehicles, bleachers at any District sponsored event, or within 20 feet of the entrance to any District building is strictly prohibited with the exception of an individuals' approved Student Residence Hall rooms. It is the intent of this policy to promote the comfort, health, and well-being of all District students, staff, and visitors, and to maintain the safety of District facilities.

Additionally, the use, possession, distribution or being under the influence of alcohol or any controlled substance is strictly prohibited on any property owned or operated by the District or at any events sponsored by the college.

Exceptions to the use and possession of alcohol on college property, as permissible by law, may be granted by submitting a request for waiver, in writing, to the Superintendent/President.

Legal References:

The Drug Free Schools and Campuses Act of 1990
 Title 19 Public Health Code
 Business and Professional Code Section 25608

Adopted: 09/20/76 (as 5520)
 Revised: 03/17/87 (as 5520)
 Revised: 04/06/93 (as 5520)
 Revised: 10/28/97
 Revised: 09/09/03

LASSEN COMMUNITY COLLEGE DISTRICT
 Susanville, California

Pets on Campus

It is prohibited for any person to permit any pet which is owned, harbored, or controlled by such person to be on campus unless the dog is a guide dog for the blind in the company of its owner, or unless express written permission is obtained from the Dean of Administrative Services.

Adopted: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Bookstore

The administration is authorized to establish, operate, and manage the College Bookstore for the benefit of the College Community. The Bookstore shall be operated so that revenues are sufficient to cover expenses.

Legal Reference: Education Code 81676
 Education Code 81676.5

Adopted: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Transportation

Students – To help insure the safety of students and reduce liability exposure, the District provides the following policies in all cases when students are transported to District sanctioned events:

1. Students will be transported only in District vehicles, which are to be properly maintained and routinely inspected for safety.
2. All drivers of District vehicles transporting students must be in possession of a valid California C, B or A license. A District paid physical examination will be required of all drivers transporting students.
3. The District will designate a department/employee responsible for the testing of drivers of District vehicles. A test will be given to all district approved drivers prior to transporting students. The test will include safety inspection, driving and parking.
4. At least once each year, the District will check the driving record of each potential driver with the Department of Motor Vehicles.

The Purchasing Agent will maintain a list of individuals approved to operate District vehicles. Individuals will not be allowed to drive for the District when they have a conviction on their driving record with the Department of Motor Vehicles for any of the following:

- a) reckless driving
- b) hitting an unattended vehicle without notifying the owner
- c) causing property damage, injury, or death by hit-and-run driving
- d) manslaughter involving a vehicle
- e) causing injury or death with a vehicle while evading a police officer
- f) driving on the wrong side of a divided highway
- g) speed contest or exhibition of speed
- h) illegal transport of explosives
- i) driving under the influence of liquor and/or any drug
- j) an excessive accumulation of lesser violations

Staff – In situations when staff only are traveling and use their personal vehicles, employees must provide a copy of their valid California driver’s license and proof of insurance to the Purchasing Agent. In the event of an accident with an individual’s personal vehicle, the individual’s insurance would be primary and the District’s insurance would be secondary.

Adopted:	04/05/77 (as 3600)	LASSEN COMMUNITY COLLEGE DISTRICT
Revised:	02/17/87 (as 3600)	Susanville, California
Revised:	06/19/90 (as 3600)	
Revised:	10/28/97	
Revised:	05/11/99	

Employee Travel

Lassen Community College District will reimburse all reasonable expenses incurred by employees while engaged in College-related activities up to a maximum allowed by the Internal Revenue Service. On or about October of each year, the Dean of Administrative Services will up-date the allowable rates to the current IRS rates.

The Superintendent/President or designee must approve all travel in advance.

Travel reimbursement will be approved for the most economical form of transportation and shall not exceed that of regularly scheduled airfare.

Adopted: 04/05/77 (as 3620) LASSEN COMMUNITY COLLEGE DISTRICT
Revised: 02/17/87 (as 3620) Susanville, California
Revised: 10/28/97
Revised: 05/13/03

District Credit Cards

1. The use of District credit cards is for authorized District business only. Any personal use of District credit cards is strictly prohibited, without exception.
2. Credit cards are to be used exclusively by the person(s) authorized by the Lassen College District Governing Board. In no case should it be given to another regardless of the situation or circumstances.
3. Monthly billings indicating charges against cards authorized to individuals will be shared with the authorized individual. The authorized individual must verify the accuracy of the billing(s) by signing, dating, and returning it to the Purchasing Agent within five (5) College business days. Failure to do so will cause the revocation of the card use.
4. Loss of any credit card shall be reported immediately to the card vendor and the Dean of Administrative Services.
5. The individual to whom the card is issued shall be held accountable for charges incurred when the credit card is not used in accordance with the above regulations.
6. Individuals entrusted with credit cards shall be advised of pertinent provisions of the California Penal Code relating to the use of District funds.

Legal Reference: California Penal Code
Sections 504, 514

Adopted: 07/05/89 (as 3730) LASSEN COMMUNITY COLLEGE DISTRICT
Revised: 10/28/97 Susanville, California

Soliciting on Campus

The District is committed to assuring that all persons may exercise the constitutionally protected rights of free speech, expression, assembly, and worship. The following regulations are provided to ensure the rights of others are not violated and that normal operations of the College are not disturbed:

1. There is no interruption of traffic including vehicles and pedestrians
2. There is no creation of any safety hazard (blocking doors, restriction of corridors, etc.)
3. A Use of Facilities request must be completed to use a campus building
4. Any activity must not disrupt the normal educational processes taking place (noise, etc.)
5. Individuals/groups are required to register with the College's Business Office before soliciting
6. All persons shall identify themselves upon request to College officials acting in the performance of their duties
7. Soliciting for the purpose of selling goods or services is prohibited unless specifically authorized

Adopted: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Gifts and Donations

It is the policy of the Governing Board to accept gifts, donations, bequests, and equipment made to the District for community college purposes. The Board reserves the right to refuse or to accept any gift which does not contribute toward the achievement of the goals of the District or the ownership of which would tend to deplete the resources of the District.

The District shall not appraise for tax purposes the value of gifts made to the District.

In no case shall the acceptance and acknowledgment of the gift be considered an endorsement by the District of a commercial product or business enterprise.

The Superintendent/President is authorized to accept gifts on behalf of the District.

Adopted: 04/05/77 (as 3310)
Revised: 02/17/87 (as 3310)
Revised: 10/28/97

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California