



STATE CENTER  
COMMUNITY COLLEGE DISTRICT

Fresno City College | Reedley College | Clovis Community College  
Madera Community College | Madera Community College at Oakhurst

# New Employee Handbook

## Section 1 – Welcome and Overview

### Learning Objectives

- Understand the mission, vision and values of the Community College system.
- Understand the structure of the Community College system.
- Understand the mission, vision and values of State Center Community College District.
- Understand the organizational structure of State Center Community College District.
- Understand or know where to access information needed to be successful in your position within State Center Community College District.

### California Community Colleges Chancellors Office

#### Mission

The mission of the California Community Colleges Board of Governors and the state Chancellor's Office is to empower the community colleges through leadership, advocacy and support.

#### Vision

The California Community Colleges Board of Governors and the Chancellor share a vision of a better future for Californians by exemplifying exceptional leadership, advocacy and support on behalf of the community colleges. Their guidance provides access to lifelong learning for all citizens and creates a skilled, progressive workforce to advance the state's interests.

California Community Colleges Chancellor's Office

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#### About Chancellor Eloy Ortiz Oakley



The California Community Colleges Board of Governors appointed Eloy Ortiz Oakley as chancellor for the California Community Colleges beginning December 19, 2016.

Eloy Ortiz Oakley is best known throughout California and the nation for implementing innovative programs and policies that help students succeed in college. Oakley strongly believes that California's emerging economies demand a workforce with quality credentials and that the state's 113 community colleges play a pivotal role in moving California forward. Under Oakley's leadership, the Long Beach Community College District has received numerous awards and recognitions for its efforts to improve student completion rates and for directly supporting a strong small business

and entrepreneurship eco-system throughout the greater Southern California region.

Oakley was appointed as the Superintendent-President of the Long Beach Community College District (LBCCD) in 2007. Since his appointment, he has fostered strong relationships with members of the community, state and national policy leaders, his Board of Trustees and the faculty and staff of the college. He has provided statewide and national leadership on the issue of improving the education outcomes of historically underrepresented students. For his efforts, the James Irvine Foundation recognized him with their 2014 Leadership Award. Also, in 2014, Gov. Brown appointed Oakley to the University of California Board of Regents. In this role, Oakley is using his experiences to better serve all Californians in higher education.

Partnering with the Long Beach Unified School District (LBUSD) and California State University, Long Beach (CSULB), Oakley helped form the nationally recognized Long Beach College Promise (College Promise). Through the College Promise, LBUSD administrators and high school teachers work with college faculty and staff to create clear structured pathways for students to follow as they move from one education institution to another. These pathways prepare LBUSD high school graduates to succeed in college, and College Promise students are guaranteed a tuition-free year at LBCC and preferred admission status to CSULB after completing the transfer requirements. Reports suggest the College Promise measurably reduces demand for college level remediation, increases student persistence rates and creates financial efficiencies so LBCC can educate more students for less money. The College Promise has been replicated by numerous colleges and universities throughout California and is cited as a model education partnership by several education organizations and foundations, including the California Little Hoover Commission, the Washington DC based Business Higher Education Forum, the James Irvine Foundation, and the White House Initiative on Education Excellence for Hispanics. In 2015, President Obama launched the America's College Promise initiative that was modeled in part on the Long Beach College Promise.

To jumpstart the region's economy, Oakley partnered with Goldman Sachs to launch the 10,000 Small Businesses Program to help small businesses grow and create jobs. This successful endeavor has taught more than 600 local business owners how to expand operations, increase profits and create more jobs in the region. Under Oakley's leadership, LBCC increased the economic impact of the Los Angeles Regional Small Business Development Center Network by focusing on metrics that drive business development and job growth. Most recently, he led the launch of Innovation Fund So Cal in partnership with the Kaufmann Foundation. Innovation Fund So Cal provides seed funding to promising start-ups and spurs local job creation.

Oakley's trailblazing efforts have been acknowledged through his appointments to the California Forward Leadership Council, the California Economic Summit, the Fair Shake Commission, the California Community College Commission on the Future and the American Association of Community Colleges 21<sup>st</sup> Century Commission on the Future of Community Colleges. He is frequently invited to speak to education philanthropic and business organizations throughout the nation.

In 2014, he was invited to provide testimony on minority serving institutions to the U.S. Senate Health, Education, Labor and Pension (HELP) Committee. In his remarks, Oakley stresses that if America is to remain competitive, it must adopt innovative reforms to ensure its citizens are provided a realistic opportunity to succeed in college, regardless of their socioeconomic, racial or ethnic background.

Oakley himself is a community college success story. After serving four years in the U.S. Army, he enrolled at Golden West College. He then transferred to the University of California, Irvine where he received his degrees of Bachelor of Arts in Environmental Analysis and Design and Master of Business Administration.

He joined LBCCD in 2002, serving as the assistant superintendent/executive vice president of administrative services. In this capacity, Oakley undertook supervision of the Measure E Bond construction program for the district and oversaw the finances and operations of the district's two campuses. Before that, he served as the vice president of college services at Oxnard College; the assistant vice of president of the Property & Casualty Division of Keenan & Associates and the manager of risk services at the Coast Community College District. Oakley also served as an adjunct faculty member teaching in and coordinating the Environmental Technology Certificate Program at Golden West College.

Oakley serves on the boards and committees of the University of California Board of Regents, the Los Angeles Chamber of Commerce, the California Forward Leadership Council, the College Futures Foundation, the American Association of Community Colleges, the YMCA of Greater Long Beach and the Long Beach Rotary Club. He sits on the advisory board for the CSULB Ed. D Program in Educational Leadership.

He is a member of the National Association for the Advancement of Colored People (NAACP), the Association of California Community Colleges Administrators (ACCCA), the Presidents for Entrepreneurship Forum and a founding member of the President's Alliance for Student Learning and Accountability and Latino President's for Student Success.

## California Community Colleges Board of Governors

The Board of Governors of the California Community Colleges sets policy and provides guidance for the 73 districts and 116 colleges which constitute the system. The 17-member board is appointed by the governor and formally interacts with state and federal officials and other state organizations. The Board of Governors selects a chancellor for the system. The chancellor, through a formal process of consultation, brings recommendations to the board, which has the legislatively granted authority to develop and implement policy for the colleges.

Additionally, each of the 73 community college districts in the state has a locally-elected Board of Trustees, responsive to local community needs and charged with the operations of the local colleges. The governance system of the California Community Colleges is one which uses processes of shared governance.

In March 1988, the Board of Governors adopted a process known as “consultation”, through which a council composed of representatives of selected community college institutional and organizational groups, assist in development and recommendation of policy to the chancellor and Board of Governors. The council meets regularly throughout the year. It develops and recommends policy, and reviews and comments on policy developed by other groups, locally-elected boards, and the California Legislature. The formal consultation process allows the massive community college system to advise the chancellor, who makes recommendations to the Board of Governors on matters of policy. The purpose of the consultation process is to strengthen a system of communications, policy development, and review to ensure the quality and effectiveness of college operations and programs. You can also find more information on the [California Community Colleges](#) website.

## State Center Community College District Chancellor's Office & Governing Board

### Chancellor's Office

#### Dr. Carole Goldsmith



Welcome to State Center Community College District. At State Center Community College District, our number one priority is student success. Whether you are looking to transfer to a four-year institution, develop new job skills, or to improve the overall quality of your life, State Center Community College District provides a positive learning environment that is built on a tradition of excellence.

The Chancellor's Office aims to ensure the highest quality learning experiences for current and future students. This happens through creative leadership, committed and valued employees, effective services, sufficient funding, and an environment of respect, mutual trust and open communication. Responsiveness to the needs of our external and internal stakeholders will guide our actions.

Dr. Carole Goldsmith currently serves as Chancellor for State Center Community College District (SCCCD). SCCC is a multi-campus district with three colleges, Fresno City College, Reedley College and Clovis Community College and three educational centers: Madera Community College Center, Oakhurst Community College Center and the Career & Technology Center. SCCC's service area covers over 5,500 square miles and serves nearly 70,000 students annually.

### Current Members of the Governing Board

#### Nasreen Johnson, President



Nasreen Johnson was elected to the Board of Trustees in 2020. Her term of office is until 2024. She currently works for a local company in community relations and external affairs. In her previous roles, she directed communications for the largest Community Action Agency in California, assisted the US divisions of two international companies to promote sustainable irrigation in agriculture, and operated a small communications firm focused on community-based organizations and small businesses.

Ms. Johnson began her college career at Fresno City College as a first-generation college student, earning her associate's degree in liberal arts. She transferred to California State University, Fresno but later dropped out to start her business and family. She then went back to school as a single parent to obtain a bachelor of arts degree in business management (summa cum laude) and a master of business administration from Fresno Pacific University.

Ms. Johnson is an active participant in many groups and sits on the board of the Fresno Fire Chief's Foundation. She previously held positions on other boards including Friends of the Fresno County Public Library and Tagua Fair Trade. She has received multiple awards for her work in the community, including her efforts to build a fully accessible sensory garden for students with special needs.

Ms. Johnson enjoys learning new things and spending time at home with her partner, two teens, and three rescue dogs

### **Deborah J. Ikeda, Vice President**



Deborah J. Ikeda was elected to the Board of Trustees in November 2016, and represents Area 6. Her term of office is until 2024.

Trustee Deborah Ikeda is a retired president of Clovis Community College. She began her educational career as a Counselor for Loop City College in Chicago and became an Assistant Dean of Academic Support Services before becoming the Associate Dean of Students, Counseling and Guidance at Fresno City College. She served as the Interim Vice President of Instruction for Fresno City College, and as the Dean of Library and Instructional Support Services before becoming the Vice President of Instruction and Student Services for the North Centers where she led the accreditation effort to fast track the Center on its way to becoming the third independently accredited college within the State Center Community College District, Clovis Community College.

Mrs. Ikeda served on the California Community College Board of Chief Instructional Officers, the California Community College Chancellor's Office Advisory Committee for Matriculation and the Counseling Advisory Committee.

She previously served on the California State Superintendent of Education Advisory Council for Asian Pacific Islander Affairs and as a Federal Department of Education Consultant to review and rank submitted grant applications. She currently serves as a member of the St. Agnes Hospital Board of Trustees, the Economic Development Strategy Update Committee for the City of Clovis, the Citizens Review Panel for Measure B (a sales tax passed to support the Fresno County Public Library), the Board of Trustees for California Health Science University, the Fresno Assembly Center Memorial Project Committee and Pinedale Assembly Center Memorial Plaza Committee.

Her education includes a Bachelor of Science degree in elementary education from the University of Illinois, Champaign Urbana, and a Masters of Education in counseling psychology from University of Illinois, Champaign Urbana as well.

**Richard M. Caglia, Secretary**

Richard Caglia was elected to the Board of Trustees in November 2008 and represents Area 7. His term of office is until 2022. Mr. Caglia is a graduate of San Joaquin Memorial High School, Fresno City College, California State University, Fresno and the San Joaquin College of Law. He works with his family in their Fresno based businesses.

**Magdalena Gomez, Trustee**

Magdalena Gomez was elected to the Board of Trustees in November 2018 and represents Area 4. Her term of office is until 2022. Magdalena was born and raised in rural Fresno County. A graduate of Selma High School, she was also an athlete and musician. Magdalena earned her B.A. in American studies from Carleton College in Minnesota. She worked in the financial sector for Smith Barney and Bay View Community Bank. She owns her own business helping local entities with capacity building and has experience as an education consultant and businesswoman who has worked as a Central Valley financial/legal outreach coordinator and global wealth management senior client sales associate. Magdalena has a long history of volunteerism in schools and community organizations.

Her emphasis has been in raising funds so that students and their parents can attend higher education forums and leadership conferences.

**Bobby Kahn, Trustee**

Bobby Kahn was elected to the Board of Trustees in November of 2014 and represents Area 1. His current term of office is until 2022. He accepted the position of Executive Director of the Madera County Economic Development Commission (MCEDC) in March 2002. MCEDC is a Joint Powers Agency formed through an agreement between the City of Madera, City of Chowchilla and the County of Madera. Mr. Kahn handles all economic development related issues, including commercial and industrial development projects, for all three jurisdictions.

Mr. Kahn holds a Bachelor of Science degree from Pepperdine University and spent approximately 20 years in the real estate brokerage business. Mr. Kahn is a past chairman and currently serves as treasurer of the California Central Valley Economic Development Corporation. He is a 12+ year member of CALED.



**Danielle Parra, Trustee**

Danielle Parra was elected to SCCCD's Board of Trustees, Area 3, in November of 2020. Her term of office is until 2024. Danielle was raised in and currently resides in Fowler, CA. An alumna of Fresno's San Joaquin Memorial High School, Danielle was active in sports, theatre, scholastic, and volunteer service programs. Most notably, Danielle became a life member of the California Scholarship Federation and was a board-member in the Volunteer Service Club. Danielle has volunteered as a mentor to local at-risk youth providing tutoring and outreach services, founded a volunteer group aiding the Ronald McDonald House, and continues to serve her community by providing meals to citizens in her community amidst the COVID-19 pandemic.

Danielle earned her bachelor's degree in public relations, minoring in public administration at Fresno State University in Fall 2019. She is currently working toward obtaining her master's degree in public administration through San Diego State University's Global Campus in Spring 2021. Over the past three years, Danielle has worked part-time as a retail coordinator and bookkeeper while continuing her higher education studies.

**Annalisa Perea, Trustee**

Annalisa Perea was elected to the Board of Trustees in 2018. Her term of office is until 2022. She is currently a Senior Associate Urban Planner in the private sector, where she works extensively on local environmental, economic, and community development issues for cities throughout California. She also serves as the contract city planner for a small city in the Central Valley, where a major focus of this work is in civic engagement to foster an environment of respectful discussion, advocacy and informed decision-making.

Annalisa is an appointed member to the Fresno Tower District Design Review Committee, an appointed advisory member to the Fresno State University City & Regional Planning program, recently served as Vice President of the US Green Building Council – Central California Chapter, the Board of Directors for the Fresno REEL Pride film festival, and is a graduate of the Fresno Chamber of Commerce's Leadership Fresno program. Annalisa is a certified planner with the American Institute of Certified Planners (AICP), and is an accredited professional in Leadership in Energy and Environmental Design (LEED AP).

Annalisa began her college career at Fresno City College, where she achieved her general education requirements prior to transferring to Cal Poly, San Luis Obispo. She graduated with a bachelor of science degree in city and regional planning.

## Board of Trustees & Employee Code of Ethical Behavior

### Ethics Statements in Accreditation Reports

*Fresno City College Accreditation Report (2018)*

#### **IIIA.13 The institution upholds a written code of professional ethics for all of its personnel, including consequences for violation.**

##### Evidence of Meeting the Standard

BP 2715, which defines the SCCC Board of Trustees' code of ethics/standards of practice, was adopted in 1993 and last revised in 2006 (III.A.69). This policy reflects the expectation that each board member maintains "high standards of ethical conduct" in their "actions, behaviors, and verbal statements" with the understanding they "must be a positive reflection of those" whom they represent. BP and AR 2710 describe conflict of interest (III.A.70). Additionally, AR 2712 requires board members, administrators from the dean-level and higher, and selected classified manager positions to annually verify and sign a statement of economic interests (III.A.71, III.A.72). BP and AR 3150 were adopted in 2004 to establish the administrators' code of ethics as well as define ethics, explain the importance of ethics, establish the expectations for ethical behavior, and define the rights and responsibilities of administrators regarding ethical behavior (I.C.56).

Faculty adhere to an ethical standard in accordance with the full-time faculty agreement between the SCCC and the State Center Federation of Teachers. Article XIII.E.2.b regarding the evaluation of faculty states, "Maintenance of ethical standards in accordance with American Association of University Professors (AAUP) ethical standards statement." Article XIII.E.2.d states, "Demonstrates commitment to the profession (Code of Ethics)." (I.C.46). An evaluation standard in the part-time faculty agreement between the SCCC and the State Center Federation of Teachers Article XII.1.B.3 states, "Maintenance of ethical standards" (III.A.73).

Although SCCC's Personnel Commission rules do not contain a specific ethics statement, Education Code sections 88080, 88081, and 88087, covering classified employees in a merit system, and the California School Personnel Commissioners Association ([www.meritsystem.org](http://www.meritsystem.org)) contain the philosophy and purpose of the merit system, which includes ethical practices. The CSEA contract (Article 35.D.2, Personal Conduct) lists behaviors which are unacceptable in the workplace (III.A.74).

The Fresno City College 2013-2017 strategic plan includes the following ethics statement: *The principles and values of the Fresno City College Code of Ethics and Excellence guide the faculty, students, and staff in the achievement of a profound appreciation of and respect for the dignity and worth of each member of our community of learners in responding to the trust conferred on the college by the public. We are guided by the standards and principles established by our respective professional associations and organization in our effort to create an ethical college community.*

These ethics standards including fairness, civility, integrity, respect, and trust are further defined in the strategic planning brochure (I.A.64). The faculty handbook includes a section on Campus Code of Ethics (III.A.75). Consequences for violations of ethics are outlined in AR 7360 and AR 7365 as well as procedures for discipline and dismissal (III.A.76, III.A.77).

#### Analysis and Evaluation

The College meets the Standard. There are written codes of professional ethics for all employees that are widely publicized and disseminated. The College values ethics and these principles are an integral part of the Fresno City College strategic plan as well as the stated mission, vision, and core values of the institution.

*Reedley College Accreditation Report (2018)*

**IIIA13. The institution upholds a written code of professional ethics for all of its personnel, including consequences for violation.**

#### Evidence of Meeting the Standard

IIIA13.1-AFT Full Time Contract see page 37 for Self Evaluation

IIIA13.2-AR 3150

IIIA13.3-AR 7360

IIIA13.4-AR 7365

IIIA13.5-BP 2715

IIIA13.6-BP 3150

IIIA13.7-BP 7365

IIIA13.8-Faculty Self Evaluation

IIIA13.9 AFT Part-Time Contract see Article XII on page 26

IIIA13.10-California Education Code 88080, 88081, 88087

#### Analysis and Evaluation

The College/District have designated and published ethical requirements of its employees including its Board of Trustees. Consequences for violating ethical codes are articulated for each employee group. The job of mainlining ethical standards is carried out through the evaluation process.

The College and District uphold a written code of professional ethics for all employees.

Regulations (AR 7360 and 73650) have been put into effect for District employees who violate professional ethics. Administrative regulations on Discipline and dismissal specifically state that employees can be penalized or dismissed for the following causes: 1) Immoral or unprofessional conduct, 2) Dishonesty, 3) Persistent violation of or refusal to obey school laws of the state or reasonable regulations [IIIA13.3, IIIA13.4].

Board Policy (BP) 2715 sets forth the Board of Trustees Code of Ethics/ Standards of Practice. The BP also details out the Censure Policy for members who violate the Code of Ethics/ Standards of Practice [IIIA13.5]. SCCCDC also has Board Policy 3150 Code of Ethics: Administrators. This regulation addresses definition of ethics, importance of ethics and expectations for Ethical Behavior [IIIA13.6]. Administrative Regulation 3150 also details the Rights and Due Process for Administrators regarding the Code of Ethics [IIIA13.2].

The AFT Full time contract lists maintenance of ethical standards in accordance with American Association of University Professors (AAUP) ethical standards and demonstration of a commitment to the profession (code of ethics) as part of each faculty evaluation [IIIA13.8]. The ethics requirement is addressed in the self-evaluation criteria [IIIA13.1].

Part time faculty members do not complete the same self-evaluation. Their contract states that they will be evaluated on maintaining ethical standards as a part of their evaluation IIIA13.9, Article XII.

Classified members do not have a specific code of ethics but the CSEA contract does outline personal conduct (ethics) and identifies conduct that would call for disciplinary action. The Classified evaluation asks questions about Compliance with Rules, Public Contacts, Work judgements, and use of the Chain of Command. Finally, Education Code sections 88080, 88081 and 88087 cover the ethical purpose and practices of a Merit System [IIIA13.10].

*Clovis Community College Accreditation Report (2018)*

**III.A.13. The institution upholds a written a written code of professional ethics for all of its personnel, including consequences for violation.**

Evidence of Meeting the Standard

Clovis Community College and the State Center Community College District uphold the written codes of professional ethics for all their personnel—faculty, classified professionals, and administrators—and for those working on behalf of the district—the Board of Trustees and the Personnel Commission. Board Policy 2715 contains the Board of Trustees Code of Ethics/Standards of Practice while Board Policy 3150 provides the Code of Ethics for Administrators. The continuous diligence of all of these factions fosters ethical behavior across the entire District. [Evidence: IIIA.65, IIIA.66, IIIA.122]

The full-time faculty agreement which governs both instructional and non-instructional faculty

between SCCC and the State Center Federation of Teachers (SCFT) for the years 2014-2017 includes under Evaluation Criteria-Professional Responsibilities, (a) Maintenance of ethical standards in accordance with American Association of University Professors (AAUP) ethical standards statement and (b) Demonstrates commitment to the profession (code of ethics). [Evidence: IIIA.33, IIIA.67, IIIA.123]

The part-time faculty agreement between SCCC and the State Center Federation of Teachers (SCFT) for the years 2014-17 includes under Article XII, Faculty Conditions, Evaluation of Faculty, that a part-time employee evaluation includes Maintenance of Ethical Standards as one of the criteria. [Evidence: IIIA.34]

The District does not have a written code of professional ethics for classified professionals; however, the CSEA contract Article 35D.2 and Chapter 19 of the Personnel Commission rules outline personal conduct which would be cause for disciplinary action. Also, the Education Code sections 88080, 88081, and 88087, covering classified employees in a merit system, as well as the California School Personnel Commissioners Association ([www.meritsystem.org](http://www.meritsystem.org)) contain the philosophy and purpose of the merit system which includes ethical practices. [Evidence: IIIA.37]

Board Policy 3150 and Administrative Regulation 3150 outline the ethical responsibilities of administrators. BP 3150 describes the expectations for ethical behavior: “Administrators of community colleges shall be committed to the principles of honest[y] and equity. They shall not seek to abridge for any purpose the freedoms of faculty, staff and students. At the same time, they shall not willingly permit the right[s] and privileges of any members of the community college to override the best interests of the public served by the college.” AR 3150 details the responsibilities that administrators have to the Board, to the profession, to faculty and staff, to students, and to the community. [Evidence: IIIA.65, IIIA.66] Board Policy 7360 and Administrative Regulation 7360 set the policy and consequences for the discipline and dismissals of academic employees. AR 7360 lists the causes for discipline and provides the procedures for written notice of disciplinary action or dismissal as well as the employee’s opportunities for appealing the action.

Board Policy 7365 and Administrative Regulation 7365 address the discipline and dismissal policy for classified employees. AR 7365 states, “A permanent member of the classified service shall be subject to disciplinary action, including but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, or any of the grounds set out in the Personnel Commission Rules and the collective bargaining agreement for bargaining unit members. Hearing procedures are set out in Personnel Commission Rule 19.” [Evidence: IIIA.124, IIIA.125, IIIA.126, IIIA.127, IIIA.128]

The 2016 CCC Accreditation Survey Question #29 states: “CCC upholds a written code of professional ethics for all its personnel, including consequences for violation.” 95.3 of responders either agreed or strongly agreed with that statement. [Evidence: IIIA.85]

Analysis and Evaluation

SCCCD board policy sets ethical standards for the Board of Trustees and administrators, the faculty contracts for both full-time and part-time faculty include adherence to ethical standards, the CSEA contract and the Personnel Commission Rules set standards for personal conduct for classified professionals, and the California Education Code and the California School Personnel Commissioners Association require ethical practices of the Personnel Commission. The District does not condone behaviors by employees that are contrary to the ethical standards set forth in Board Policy, Personnel Commission Rules, or collective bargaining agreements. When employees are found to have violated these standards, the District takes appropriate steps to ensure that corrective action takes place.

*Madera Community College Accreditation Report (2019)*

**13. The institution upholds a written code of professional ethics for all of its personnel, including consequences for violation.**

Evidence of Meeting the Standard

The College and District uphold a written code of professional ethics for all employees. AR 7360 and 7365 specifically have been put into effect for District employees who violate professional ethics. Administrative regulations on Discipline and dismissal specifically state that employees can be penalized or dismissed for the following causes: 1) Immoral or unprofessional conduct, 2) Dishonesty, 3) Persistent violation of or refusal to obey school laws of the state or reasonable regulations [III.A.13.1, III.A.13.2].

BP 2715 sets forth the Board of Trustees Code of Ethics/ Standards of Practice. The BP also details the Censure Policy for members who violate the Code of Ethics/ Standards of Practice [III.A.13.3]. SCCC also has BP 3150 Code of Ethics: Administrators. This regulation addresses definition of ethics, importance of ethics and expectations for ethical behavior for administrators [III.A.13.4]. AR 3150 also details the Rights and Due Process for Administrators regarding the Code of Ethics [III.A.13.5].

The AFT Full-time contract lists maintenance of ethical standards in accordance with AAUP ethical standards and demonstration of a commitment to the profession (code of ethics) as part of each faculty evaluation [III.A.13.6]. The ethics requirement is addressed in the self-evaluation criteria [III.A.13.7].

Part-time faculty members do not complete the same self-evaluation. Their contract states that they will be evaluated on maintaining ethical standards as a part of their evaluation [III.A.13.8].

Classified members do not have a specific code of ethics but the CSEA contract does outline personal conduct (ethics) and identifies conduct that would call for disciplinary action. The classified evaluation asks questions about Compliance with Rules, Public Contacts, Work Judgements, and use of the Chain of Command. Finally, Education Code sections 88080, 88081 and 88087 cover the ethical purpose and practices of a Merit System [III.A.13.9].

## Analysis and Evaluation

The College/District have designated and published ethical requirements of its employees including its BOT. Consequences for violating ethical codes are articulated for each employee group. The job of maintaining ethical standards is carried out through the evaluation process.

Board Policy 2715, Code of Ethics/Standards of Practice

Board Policy 2710, Conflict of Interest

Administrative Regulation 2710, Conflict of Interest

Administrative Regulation 2712, Conflict of Interest

Board Policy 3150, Administrators

Administrative Regulation 3150

Bargaining unit employees - please see refer to your Collective Bargaining Agreement (CBA) regarding code of professional ethics.

## **State Center Community College District Mission & Vision Statements**

### **Mission**

State Center Community College District is committed to empowering our colleges in their efforts to promote exemplary educational opportunities and to provide safe, inclusive, and supportive learning environments leading to student success and global competitiveness which will transform our region.

### **Vision**

Empowering through Educational Excellence.

### **State Center Community College District Values**

#### *Stewardship*

We are committed to the enhancement, preservation, conservation, and effective utilization of our resources.

#### *Collaboration*

We are committed to fostering a spirit of teamwork internally with our students, faculty, classified professionals and administrators while expanding our external partnerships with education, industry, and our community.

#### *Integrity*

We are accountable, transparent and adhere to the highest professional standards.

#### *Innovation*

We are committed to an educational environment promoting actions and processes that create new methods, ideas, or products.

#### *Inclusivity*

We are committed to and intentional in creating an environment that cultivates, embraces and celebrates diversity.



**2017-2020 Strategic Plan, – Overarching Goals****Goal 1 - Excellence in Education**

SCCCD is committed to empowering our colleges to cultivate excellence in educational programs and student support services.

**Goal 2 - Institutional Effectiveness**

SCCCD is committed to data-informed but people-driven continuous quality improvement of processes and resources.

**Goal 3 - Leader in Higher Education and Community Collaboration**

SCCCD is committed to being a force for positive change by expanding partnerships in education and workforce development

The mission, vision, values and overarching goals presented in this strategic plan will remain in place to guide the district from 2017 through 2020. Goals will be achieved through a continuous process of selecting themes identified at the Alliance; additional themes may emerge throughout the years based on environmental forces and the monitoring of Key Performance indicators (KPIs).

Annual strategic objectives will be developed for each selected theme. In the second and third years, work on the initially established strategic objectives may continue based on outcomes; in addition, new strategic objectives will be identified every year.

A “**SMART** Assessment” Form identifying

**Specific and  
Measurable  
Actions,  
Responsible party and  
Timeline**

will be completed for each identified Annual Strategic Objective and will be used to gauge progress of the strategic objectives. Results of the “SMART Assessment” form will be presented on a dashboard.

**Key Performance Indicators** will be monitored to:

- a) identify areas that need to be included in strategic objectives, and
- b) measure progress on achieving the strategic objectives within the SMART Assessment form.

The District Strategic Planning Committee (DSPC), which represents all constituent groups, will continue its monthly meetings to shepherd the continuous improvement process.

**Goals** – Selected through the Strategic Planning process for 2017-2020.

**Themes** – Annually select areas of focus from Alliance and additional themes that emerge for each goal.

**Strategic Objectives** – Annually identify strategic objectives for each theme.

**Smart Assessment** – Present each strategic objective in a “SMART Assessment” form to bring objectives into completion.

**Evaluation** – Annually evaluate the status of strategic objectives on a “SMART Assessment” Dashboard.

**Continuous Improvement** – Close the loop by resuming work on unfinished annual strategic objectives and undertaking proposed new objectives.

For more information, please see the [SCCCD Strategic Plan](#).

## District Office, District Operations & Overview

State Center Community College District was formed in 1964 when it assumed control of Fresno City College and Reedley College. The District serves approximately one million people and 18 unified and high school districts in more than 5,500 square miles of urban and rural territory which includes most of Fresno and Madera Counties, and portions of Kings and Tulare Counties. The District is governed by a seven-member Board of Trustees. The District is divided into seven trustee areas. The voters of each trustee area elect their own Trustee, who must live in that trustee area.

State Center Community College District operates four community colleges, Fresno City College, Reedley College, Clovis Community College and the newly accredited Madera Community College, as well as several educational and training centers including, Madera Community College at Oakhurst, the Career & Technology Center, and the Training Institute.

State Center Community College District has 3,025 employees. The employee breakdown as of Fall, 2021 is:

<ul style="list-style-type: none"> <li>• 696 Full-Time Faculty</li> </ul>	<ul style="list-style-type: none"> <li>• 25 Confidential Employees</li> </ul>
<ul style="list-style-type: none"> <li>• 1,523 Part-Time Faculty</li> </ul>	<ul style="list-style-type: none"> <li>• 69 Academic Managers</li> </ul>
<ul style="list-style-type: none"> <li>• 717 Classified Employees</li> </ul> <p>*Excludes non-bargaining (Provisional/Ltd. Term)</p>	<ul style="list-style-type: none"> <li>• 64 Classified Managers</li> </ul>

The full-time faculty are represented by the State Center Federation of Teachers, Local 1533, CFT/AFT, AFL-CIO. It is known as the “federation”. The part-time faculty are also represented by the State Center Federation of Teachers, Local 1533, CFT/AFT, AFL-CIO. They are referred to as part-time academic employees or adjunct faculty. The California School Employees Association, Chapter 379 represents the majority of the classified employees. It is known as “CSEA”. The District’s police officers are represented by the Peace Officers’ Association (POA).

The total operating budget for the District for 2020-21 was 353,916,170 (unrestricted and restricted general fund).

The District Office also provides administrative support to the various colleges and educational centers. Such services include:

**State Center Community College District Office**

Address: 1171 Fulton Street, Fresno, CA 93721

Phone: (559) 243-7100

Website: <http://www.scccd.edu/>

- Office of the Chancellor
- Business Office – Finance, Accounting & Payroll
- Classified Professional Development
- Enrollment Management, Admissions & Records
- General Counsel
- Human Resources
- Information Systems
- Office of the Vice Chancellor, Finance & Administration
- Office of the Vice Chancellor, Operations & Information Systems
- Personnel Commission
- Purchasing
- Office of the Foundation
- Center for International Trade Development (CITD)
- Educational Services and Institutional Effectiveness
- Grants and External Funding
- Office of the Foundation
- Training Institute

**SCCCD Organizational Charts****State Center Community College District – District Operations**

Address: 1171 Fulton Street, Fresno, CA 93721

Phone: (559) 442-8255

The District Operations also provides administrative support to the various colleges and educational centers. Such services include:

- Transportation & Operations
- Environmental Health & Safety
- Grounds
- Construction Services
- Maintenance & Operations
- Warehouse
- Police Services

## State Center Community College District Office Personnel History – Timeline Charts

Governors						
Earl Warren 1943-1953	Goodwin Knight 1953-1959	Edmund Brown 1959-1967	Ronald Reagan 1967-1975	Jerry Brown 1975-1983	George Deukmejan 1983-1991	Pete Wilson 1991-1999
Gray Davis 1999-2003	Arnold Schwarzenegger 2003-2011	Jerry Brown 2011-2018	Gavin Newsom 2018-Present			

Board Members						
Dorothy Smith, President	Patrick Patterson, President	Warren Kessler, President	Leslie Thonesen, President	Ron Manfredi, President	H. Ronald Feaver, President	William Smith, President
Warren Kessler, Vice President	William Smith, Vice President	Leslie Thonesen, Vice President,	William Smith, Vice President	Dorothy Smith, Vice President	William Smith, Vice President	Patrick Patterson, Vice President
John Burke, Secretary	Dorothy Smith, Secretary	Harry Hiraoka, Secretary	Ron Manfredi, Secretary	H. Ronald Feaver, Secretary	Leslie Thonesen, Secretary	Dorothy Smith, Secretary
1984-1985	1985-1986	1986-1987	1987-1988	1988-1989	1989-1990	1990-1991
Leslie Thonesen, President	Patrick Patterson, President	H. Ronald Feaver, President	Phillip Forhan, President	Pat Patterson, President	William Smith, President	Dorothy Smith, President
Patrick Patterson, Vice President	H. Ronald Feaver, Vice President	Dorothy Smith, Vice President	Leslie Thonesen, Vice President	William Smith, Vice President	Ron Manfredi, Vice President	Leslie Thonesen, Vice President
H. Ronald Feaver, Secretary	Phillip Forhan, Secretary	Phillip Forhan, Secretary	Pat Patterson, Secretary	Ron Manfredi, Secretary	Phillip Forhan, Secretary	Ron Manfredi, Secretary
1991-1992	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998
Leslie Thonesen, President	Ron Manfredi, President	Leslie Thonesen, President	Phillip Forhan, President	Dorothy Smith, President	William J. Smith, President	Pat Patterson, President
Ron Manfredi, Vice President	Dorothy Smith, Vice President	Dorothy Smith, Vice President	Adolfo Corona, Vice President	William J. Smith, Vice President	Pat Patterson, Vice President	Isabel Barreras, Vice President
Pat Patterson, Secretary	H. Ronald Feaver, Secretary	Phillip Forhan, Secretary	Ron Manfredi, Secretary	Pat Patterson, Secretary	Isabel Barreras, Secretary	Dorothy Smith, Secretary
1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2006

Isabel Barreras, President  Dorothy Smith, Vice President  Williams J. Smith, Secretary  2007	Ron Feaver, President  Phillip Forhan, Vice President  William J. Smith, Secretary  2008	William J. Smith, President  Patrick Patterson, Vice President  Dorothy Smith, Secretary  2009	Patrick Patterson, President  Dorothy Smith, Vice President  Isabel Barreras, Secretary  2010	Dorothy Smith, President  Ron Feaver, Vice President  Richard Caglia, Secretary  2011	H. Ronald Feaver, President  William J. Smith, Vice President  Richard Caglia, Secretary  2012	Isabel Barreras, President  Richard Caglia, Vice President  Ronald H. Nishinaka, Secretary  2013
Patrick Patterson, President  Ronald H. Nishinaka, Vice President  Dorothy Smith, Secretary  2014	Ronald H. Nishinaka, President  Richard M. Caglia, Vice President  John Leal, Secretary  2015	Richard M. Caglia, President  John Leal, Vice President  Bobby Kahn, Secretary  2016	John Leal, President  Bobby Kahn, Vice President  Eric Payne, Secretary  2017	Bobby Kahn, President  Deborah J. Ikeda, Vice President  Richard M. Caglia, Secretary  2018	Deborah J. Ikeda, President  Eric Payne, Vice President  Annalisa Perea, Secretary  2019	John Leal, President  Annalisa Perea, Vice President  Magdalena Gomez, Secretary  2020
Analisa Perea, President  Magdalena Gomez, Vice President  Nasreen Johnson, Secretary  2021	Nasreen Johnson, President  Deborah J. Ikeda, Vice President  Richard M. Caglia, Secretary  2022					

Chancellors						
Stuart M. White  1964-1973	Charles E. Chapman  1973-1978	John S. Hansen  1979-1981	Ray A. Cattani  1981-1985	Bill F. Stewart  1985-1999	Judith A. Redwine  1999-2003	Thomas A. Crow (Interim)  4/23/03- 12/31/03
Thomas A. Crow  1/1/04-6/30/04	Dr. Deborah G. Blue  7/1/10-3/17/14	Dr. Deborah G. Blue (Emeritus)  3/18/14- 6/30/15	Dr. Bill F. Stewart (Deputy)  3/18/14-4/1/14	Dr. Bill F. Stewart (Interim)  3/18/14- 3/17/16	Dr. Paul Parnell  3/18/16-7/6/21	Dr. Douglas Houston (Interim)  5/1/21- 12/31/21
Dr. Douglas Houston (Deputy)  1/1/21-4/30/22	Dr. Carole Goldsmith  1/1/22 to Present					

Fresno City College Presidents						
Dr. Thomas A. Blakely 1950- 1953	Mr. Stuart M. White 1953-1964	Mr. Archie Bradshaw 1964-1967	Dr. Clyde C. McCully 1967-1986	Dr. Art Elish (Interim) 1986-1987	Dr. Ernest R. Leach 1987-1991	Dr. Art Elish (Interim) 1991-1991
Dr. Brice Harris 1991-1996	Dr. Art Elish (Interim) 1996-1997	Dr. Dan Larios 1997-2001	Dr. Art Elish (Interim) 2001-2002	Dr. Ned Doffoney 2002-2008	Dr. Guy Lease (Interim) 2008-2008	Dr. Cynthia E. Azari 2009-2011
Tony Cantu (Interim) 2011	Tony Cantu 2012-2015	Dr. Cynthia E. Azari (Interim) 5/28/15-5/20/16	Cheryl Sullivan (Interim) 5/23/16-7/31/16	Dr. Carole Goldsmith 8/1/16-12/31/21	Dr. Marlon Hall (Interim) 1/12/22 to Present	

Clovis Community College Presidents						
Dr. Deborah Ikeda 7/1/15-8/19/16	Dr. Lori Bennet 7/18/16 to Present					

Madera Community College Presidents						
Dr. Angel Reyna May 2019 to Present						

Reedley College Presidents						
Edward W. Hauck 1926-1930	J.T. MacRuer 1930-1933	J.O. McLaughlin 1933-1950	Leo Wolfson 1950-1956	Gus Reimer 1956-1957	Stephen E. Epler 1957-1960	Clifford M. Boyer 1960-1976
Ray A. Cattani 1976-1981	Lincoln H. Hall 1981-1983	Richard J. Giese (Acting) 1983-1984	Abel B. Sykes, Jr. 1984-1989	Richard J. Giese 1989-1997	Thomas A. Crow 1997-2003	Tony Cantu (Interim) 2003-2004
Dr. Barbara Hioco 2004-2011	Mitjl Capet 2011-2013	Michael White (Interim) 2013	Dr. Sandra Caldwell 2013-2018	Dr. Jerry Buckley 2019 to Present		

## Campuses, Education Centers & District Operations

Total district student enrollment as of Fall 2021 was approximately 34,902. Enrollment by campus/center was approximately:

20,990	Fresno City College
7,890	Clovis Community College
6,318	Reedley College
4,635	Madera Community College
330	Madera Community College at Oakhurst

Note: Totals will not sum because some students attend multiple campuses.

### Fresno City College

Established in 1910, Fresno City College (FCC) was the first of the 114 community colleges in California. The thriving campus is located on 103 acres with historic buildings, a diverse student population, and more than 40,000 students are enrolled each year. FCC offers more than 100 associates in art and science degrees and more than 40 two-year degree tracks in the fields of education, law, military service, medicine, performing arts, public service, and more. FCC trains more nursing students than any other community college in the West, and has trained more than 6,700 fire fighters, law enforcement and emergency medical technicians. For more information, visit the [FCC website](#).

Address:	1101 E. University Avenue, Fresno, California 93741
Phone:	(559) 442-4600
Nickname:	Rams
School Colors:	Red and White

### Career & Technology Center

The Career and Technology Center works in partnership with the industry needs of the Valley. Programs are developed to meet the needs of employers. As a result, students are skilled and employable when they leave the Center. The Career & Technology Center provides skill-based learning to adult students with or without a high school diploma, and to students under 18 with a high school diploma or the equivalent. The Fire Academy/EMT programs are also located at this site. This center is part of FCC; therefore, its student enrollment is included in the FCC numbers noted above. More information can be found on the [CTC website](#).

Address:	2930 E. Annadale Avenue, Fresno, California 93725
Phone:	(559) 265-5700

### Fresno City College Training Institute

The Training Institute was established in 1987 to meet the training and education needs of business and industry, as well as, engage in workforce development activities beneficial to the



Central Valley. Training activities through the Training Institute most commonly happen one of two ways. Either customized training for incumbent workers at employer worksites, or through fee-based open enrollment programs.

Training Institute programs are not-for-credit, meaning no college credit is earned by the training participants. Selected programs are approved for continuing education units (CEUs) through professional associations or licensing entities. Most college districts in California have a division like FCCTI whereby programs can be developed and delivered in a responsive and flexible manner. Often times this is referred to as “Contract Education” or “Corporate & Community Ed” or “Business & Industry Institute.” The commonality is not-for-credit programs.

Over the years, the Training Institute has delivered customized worksite training for Harris Ranch, Producers Dairy, SC Johnson, POM Wonderful, Saint Agnes Medical Center, Sun-Maid, and many other companies in the Valley. Popular open enrollment programs include: Phlebotomy, Pharmacy Technician, EKG, Farm Labor Contractor Continuing Education. More information about the Training Institute can be found on the [website](#).

Address: 1171 Fulton Street, Fresno, CA 93721  
Phone: (559) 243-7530  
Fax: (559) 499-6019

### **Reedley College**

Reedley College (RC) offers a comprehensive curriculum based on traditional subjects as well as leading-edge technology. The college’s 43 associate degree programs and 65 certificate programs prepare students for success in an ever-changing, multi-cultural society. More information can be found on the [RC website](#).

Address: 995 North Reed Avenue, Reedley, California 93654  
Phone: (559) 683-0300  
Nickname: Tigers  
School Colors: Black and Orange

### **Madera Community College**

The Madera Community College is the newest community college of the State Center Community College District (SCCCD). More information can be found on the [MCC website](#).

Address: 30277 Avenue 12, Madera, California 93638  
Phone: (559) 675-4800  
Nickname: Mountain Lions  
School Colors: Black, Gold and Green

### **Madera Community College at Oakhurst**

More information can be found on the [MCCO website](#).

Address: 40241 Highway 41  
P.O. Box 1910, Oakhurst, California 93644  
Phone: (559) 692-5600

### **Clovis Community College**

The Clovis Community College provides the advantages of a medium-sized community college campus in a friendly and contemporary setting. The college is on tap to become a full-scale campus of the SCCC serving 10,000 students from Fresno, Clovis and the foothill communities with a variety of higher education learning opportunities.

In response to the tremendous growth in the northeast Fresno and Clovis areas, the new 110-acre Willow International Center opened for the 2007 fall semester. The 80,000 square-foot academic center one (AC1) includes a state-of-art computer lab and classroom facilities, as well as: art studio, bookstore, multi-media studio, physics and science laboratories, assembly hall, distance learning classrooms, library, and internet café. Phase II (AC2) of the Clovis Community College (opened in July, 2010) includes an additional 80,000 square-foot academic complex that will house allied health and science laboratories, a fitness center, dance studio, library/learning center, student services, offices and classrooms.

A large number of students will attend the Clovis Community College to fulfill their general education requirements and/or prepare for transfer to four-year institutions. In addition to the transfer function, career technical programs leading to certificates and Associate Degrees reflecting the most current job skills and knowledge have been established. High demand occupational programs that will be offered include; Criminal Justice, Child Development, Business, Computer/Information Systems and Multimedia/Graphics.

A \$6 million licensed child care center facility is available on the new campus for high school and college students taking Child Development and Pre-Teaching courses. Funding was secured to construct the state-of-the-art Early Childhood Education Center through collaboration with the State of California, Clovis Unified School District and State Center Community College District.

More information can be found on the [CCC website](#).

Address: 10309 N. Willow Avenue, Fresno, California 93730  
Phone: (559) 325-5200  
Nickname: Crush  
School Colors: Blue, Green & Gray

### **Clovis Community College, Herndon Campus**

Address: 390 W. Fir Avenue, Clovis, CA 93611  
Phone: (559) 324-6400

## Section 2 – Human Resources

Human Resources Staff Members	Extensions
Julianna Mosier, Vice Chancellor, Human Resources	7131
Lauren Butler, Executive Assistant to the Vice Chancellor	7132
Vacant, District Director, Human Resources	7151
Vacant, Administrative Assistant to the District Director, Human Resources	7122
Christine Phillips, District Director, EEO/Diversity & Professional Development	7171
Erin Kent, Administrative Assistant to the District Director, EEO/Diversity & Professional Development	7172
Frances Garza, Benefits Coordinator	7133
Reina Kemble, Benefits Technician	7134
Vacant, Human Resources Analyst	7152
Sandi Edwards, Human Resources Analyst	7156
James Young, Employee Relations and Title IX Coordinator	7173
Paola Lopez, Senior Human Resources Technician, Academic	7135
Sareang Nhim, Senior Human Resources Technician, Classified	7136
Alberto Villegas-Villagomez, Human Resources Technician, Classified	7154
Vacant, Human Resources Technician, Academic	7136
Jeremy Petty, Business Systems Analyst	7137
Blanca Soto, Human Resources Assistant	7138

### SCCCD Organizational Chart

Information shared during New Employee Orientation can be found on the [New Hire Hub](#).

The board policies and administrative regulations referenced below can be found on the District's BoardDocs [website](#).

### **Commitment to Diversity**

The District is committed to the recruitment, employment, and retention of administrators, faculty, and staff members who are dedicated to student success and equity. The Board recognizes that while the definition of “diversity” is always evolving, a focus on equity, diversity, and inclusion in the educational and working environment fosters cultural awareness, promotes mutual understanding and respect, provides suitable role models for all students, and promotes social justice, civility, and non-violence. The Board is committed to recruitment, professional development, and instructional processes that support the goals of equal opportunity, equity, and diversity and are free of intolerance. Please see Board Policy 7100.

### **Nondiscrimination**

“The District is committed to equal opportunity in educational programs, employment, and all

access to institutional programs and activities.” Please see Board Policy and Administrative Regulation 3410 for more information on nondiscrimination.

## **Equal Employment Opportunity**

“The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized and to ensure that all qualified applicants for employment and all employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of a protected class.

The District strives to achieve a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds and agrees that a focus on diversity, and equity-mindedness in the academic and workplace environments fosters cultural awareness, mutual understanding and respect, free expression of ideas, suitable role models for students, and promotes social justice, civility, and non-violence.” Please see Board Policy and Administrative Regulation 3420 for more information on equal employment opportunity.

Please see the District’s [Equal Opportunity Plan](#) for more information.

## **Prohibition of Harassment**

The District is committed to a work and school place free of harassment and discrimination. Board Policy 3430 states in part, “All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated.”

For harassment or discrimination to be unlawful it must be based on a person’s membership in a protected class. Protected classes include: race, color, ethnicity, national origin, ancestry, religious creed, age, sex/gender, gender identity, gender expression, medical condition, pregnancy, sexual orientation, marital status, physical/mental disability, genetic information, military/veteran status, or opposition to unlawful discrimination or harassment, or because one is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

Please see Board Policy and Administrative Regulation 3430 for more information on prohibition of harassment.

## **Classified, Faculty, Confidential, Classified Management and Academic Management**

### **Classified Employees**

Board Policy 7230 defines classified employees as those “who are employed in positions that are not academic positions.” These employees and positions shall be known as the classified service.

The classified service does not include:

- Academic Positions
- Part-time playground positions
- Substitute and short-term employees, known as provisional appointees, who are employed and paid less than 126 working days in any one fiscal year, except when the Personnel Commission authorizes successive 90 working days' provisional appointments as permitted by the Education Code.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District."

### **"Part-Time" Classified Employee**

Personnel Commission Rule 3-3 defines "Part-time" classified as "A position for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than eighty-seven and a half percent (87.5%) of the normally assigned time of the majority of employees in the classified service."

### **Confidential Employees'**

Board Policy 7240 and Personnel Commission Rule 1-8 define "Confidential" employees as "those who are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management bargaining positions."

Board Policy 7240 also notes, "The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee."

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement. The terms and conditions of employment shall be provided for by established regulations or Personnel Commission rules.

### **Classified Administrators, Supervisors and Managers**

Please refer to Board Policy 7260 for information regarding Classified Administrators, Supervisors and Managers'. Board Policy 7260 states, "Classified administrators are administrators who are not employed as educational administrators."

**Classified Supervisors** are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances,

or effectively recommend such action.

**Classified Managers** are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

**Classified Administrators** may be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees and with Personnel Commission rules.”

### **Academic Employees (faculty)**

Board Policy 7210 defines Academic Employees’ (faculty) as “persons employed by the District in academic positions.” Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

**Faculty members** are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time.

Board Policy 7250 provides the following information regarding **Educational Administrators**; “An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540, et seq.”

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first-year probationary faculty member once his or her administrative assignment expires or is terminated, if the criteria in BP 7250 are met.

The Board may, “with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms

of the existing contract.” If the contract is silent, notice shall be in accordance with Education Code Section 72411.

## Complaint and Grievance

The grievance procedures contained in each of the four collective bargaining agreements are used to address violations, misapplications or misinterpretations of the agreements. Please refer to the individual bargaining units for specific language/processes.

[SCFT Full-Time Faculty CBA \(Article XX\)](#)

[SCFT Part-Time Faculty CBA \(Article XV\)](#)

[CSEA CBA \(Article 38\)](#)

[POA CBA \(Article 34\)](#)

Any complaint not covered by the grievance definition shall be resolved through the complaint procedure. Go to our EEO webpage at this link to find the [District Complaint Form](#).

To request a downloadable and printable form, please contact the District Director of EEO/Diversity and Professional Development at 559-243-7171.

Administrative Regulation 3450 contains both informal and formal complaint procedures to facilitate “prompt and equitable adjustment of differences regarding alleged violations of statutes, state regulations, Board Policies or Administrative Regulations.”

A complaint may be filed under Administrative Regulation 3420 when an applicant believes he or she has “suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in his/her/they official capacity” during the screening, selection or interview process.

Per Board Policy 3430, “All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated... Any student, employee, unpaid intern or volunteer who believes he/she/ze has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administrative Regulation 3435. Supervisors are mandated to report all incidents of harassment, discrimination and retaliation that come to their attention.” Administrative Regulation 3435 describes the timely filing of a harassment or discrimination complaint, who is responsible for the intake and processing of a complaint, where to file a complaint and the appeal process.

## Are We State Employees?

**No!** The District is largely funded by the state, and is regulated by the state, but we are not state employees. We are employees of a local governmental agency. However, eligible employees participate in state retirement programs.

## **Dress Code Policy**

Although the District does not have a current District dress code policy, all employees are expected to dress in business attire appropriate to their position. Additionally, some positions require a uniform. Please check with your department and/or division with questions on specific departmental requirements.

## **ADA/FEHA Disability Issues: Request for Reasonable Accommodations**

The need for reasonable accommodation rises from either the employee's request or the employer's knowledge of the employee's disability. At this point the employer must engage with the employee in the interactive discussion process. The District may ask the employee relevant questions that will enable it to make an informed decision about the request. This includes obtaining a medical certification from the employee's physician, which clearly indicates the functional limitations or workplace restrictions, asking what type of workplace restrictions the employee may have, the duration of the restrictions, and any suggested reasonable accommodations. The employee with the disability does not have to be able to specify the precise accommodation, but he/she/ze does need to describe the problems posed by the workplace barrier. Additionally, suggestions from the employee with a disability may assist the employer in determining the type of reasonable accommodation to provide.

The District cannot ask for documentation from the employee regarding a request for reasonable accommodation when both the disability and the need for reasonable accommodation are obvious, or when the employee has already provided the District with sufficient information to substantiate that he/she/ze has a disability.

The District may choose among reasonable accommodations as long as the chosen accommodation is effective. The District should be prepared to discuss the effectiveness of the different accommodations and use this in the determination. If more than one accommodation is effective the preference of the individual with a disability should be given primary consideration. However, the employer providing the accommodation has the ultimate discretion to choose between effective accommodations.

The ADA does not prevent the District from requiring an employee to go to an appropriate health care professional of the employer's choice if the employee provides insufficient documentation from his/her/ze treating physician (or other health care professional) to substantiate that he/she/ze has an ADA disability and needs a reasonable accommodation. However, if an employee provides insufficient documentation in response to the employer's initial request, the employer should explain why the documentation is insufficient and allow the employee an opportunity to provide the missing information in a timely manner.

Documentation is insufficient (1) if it does not specify the existence of an ADA disability and explain the need for reasonable accommodation, or where the health care professional does not have the expertise to give an opinion about the employee's medical condition and the limitations imposed by it; and (2) the information does not specify the functional limitations due to the



disability; or, other factors indicate that the information provided is not credible or is fraudulent. If an employee provides insufficient information the District does not have to provide reasonable accommodation until sufficient documentation is provided.

### **Accommodations and the Interactive Discussion Process**

An interactive discussion (ID) meeting is required under ADA and FEHA when the employee provides a doctor's note indicating restrictions, and under workers' compensation, ADA and FEHA when an employee is determined to be permanent and stationary. Therefore, the District conducts an ID when an employee is determined:

- To have work restrictions, or,
- To be permanent and stationary, or
- Prior to being placed on the 39-month reemployment list (applies only to classified and confidential employees).

The District should hold the interactive dialogue as quickly as possible and respond expeditiously to a request for reasonable accommodation.

The first step requires obtaining medical certification from the employee's physician which clearly indicates the employee's functional limitations or workplace restrictions. The second step in determining whether a reasonable accommodation of an employee's disability is appropriate through the interactive process. The interactive process is a continuing obligation, requiring an employer to consider alternative accommodations if the current accommodation is ineffective.

FEHA specifically requires employers to engage in a "timely, good faith, interactive process" with the employee or applicant in response to a request for a reasonable accommodation.

### **Transitional Duty Program for Work Related Injuries**

Following a work-related injury or illness, the District **may** offer a transitional duty assignment, if one is available. Transitional duty assignments, also known as modified duty or light duty, are temporary changes in your job or employment condition imposed by a medical doctor as a result of an industrial injury/illness that prevents you from performing all the tasks of your usual and customary occupation. The FEHA/ADA do not require an employer to create a "light duty" position unless the "heavy duty" tasks an injured worker can no longer perform are marginal job functions. These non-essential job functions may be reallocated to co-workers as part of a job-restructuring reasonable accommodation.

The District is not required to permanently allow the employee to remain in the transitional duty (modified duty/light duty) assignment position if it requires the District to make a new position. FEHA requires the employer to make reasonable accommodation(s) for an employee's known physical or mental disabilities unless the accommodation would cause the employer "undue hardship." If an employee cannot be accommodated in his existing position, the employer must make an effort to determine whether another position is available for which the employee meets the minimum qualifications and can perform the essential functions of the position with or

without reasonable accommodation. However, the FEHA does not require an employer to reassign an employee if there is no available vacant position. FEHA does **not** require an employer to transform a temporary light duty assignment into a permanent assignment to accommodate a disabled employee.

## **Personnel Files**

Every employee has the right to inspect personnel records pursuant to the Labor Code and collective bargaining agreement provisions, if applicable. Personnel file reviews are scheduled by contacting the Human Resources Office staff.

Information of a derogatory nature shall not be entered into an employee's official personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to have his/her/zir own comments attached to any derogatory material.

Except in cases where derogatory information is being entered, the employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District, except if the individual is a peace officer.

Nothing in this regulation shall entitle an employee to review ratings, reports, or records that

- (a) were obtained prior to the employment of the person involved,
- (b) were prepared by identifiable examination committee members, or
- (c) were obtained in connection with a promotional opportunity.

Please see Administrative Regulation 7145 for more information on Personnel Files.

## **Parking**

### **Effective Days and Hours of Enforcement of Parking**

Per Administrative Regulation 6750 – Parking, The State Center Community College District Police Department may enforce parking regulations and restrictions, seven (7) days a week, 24 hours a day.

Please see Administrative Regulation 6750 for more information on parking.

### **Parking Meters and Permit Dispensers Effective Days and Hours of Enforcement**

Parking meters or permit dispensers shall be in operation every day between the hours of 7 a.m. and 10 p.m. except administrative holidays. However, the administration may by ordinance or regulation provide that the parking time limits be effective at other times, and such changes shall be indicated by signs on the parking meters or dispensers. The Chief of Police, at their discretion, may prohibit or change parking restrictions in areas included in parking meter zones during times of emergency or need, by causing appropriate signs to be installed. One-day dispenser permits

are not valid in staff spaces.

Fall & Spring Semesters Permit Fee	Summer Permit Fee	Total Yearly Permit Fee Cost
\$30 per Semester	\$10	\$70

## Valuable Links

### Board Policies and Administrative Regulations

Academic Employees .....	BP 7210
Catastrophic Leave.....	BP 7145
Catastrophic Leave.....	AR 7145
Classified Administrators, Supervisors and Management.....	BP 7260
Classified Employees.....	BP 7230
Commitment to Diversity.....	BP 7100
Complaint Procedure .....	AR 3450
Confidential Employees .....	BP 7240
Confidential Employees .....	AR 7240
Discrimination and Harassment Complaints .....	AR 3435
Educational Administrators .....	BP 7250
Educational Administrators .....	AR 7250
Equal Employment Opportunity.....	BP 3420
Equal Employment Opportunity.....	AR 3420
Nondiscrimination.....	BP 3410
Nondiscrimination.....	AR 3410
Parking .....	AR 6750
Personnel Files .....	AR 7145
Prohibition of Harassment.....	BP 3430
Prohibition of Harassment.....	AR 3430

### **Sexual Harassment and Discrimination Prevention Training**

Offered by ASCIP, our self-insurance administrator.

California law requires that District managers complete two hours of interactive harassment prevention within six months of hire, and then again, every two years. We allow managers to flexibly schedule the training, which can be completed in parts, according to their own schedules.

All new, non-supervisory employees will be provided with one-hour of sexual harassment and discrimination training and education within six months of their employment with the District. Thereafter, the District shall provide sexual harassment training and education to each employee once every two years.

Seasonal and temporary employees, or any employee that is hired to work for less than six months, shall be provided sexual harassment training within 30 calendar days after the hire date

or within 100 hours worked, whichever occurs first.

### **ADA/FEHA Disability Issues**

Please see [Americans with Disabilities Act](#) website for more information

Please see [California Fair Employment and Housing Act](#) website for more information.

Please see the [DFEH Employment Disability webpage](#) for more information.

### **Collective Bargaining Unit Agreements**

The agreements between SCCCD and each of its Collective Bargaining Units (SCFT, POA, and CSEA) can be found on the HR Website, located under "[Collective Bargaining Agreements](#)"

### **California Family Rights Act/Pregnancy Disability Leave and Pregnancy Disability Leave**

#### **Catastrophic Leave**

- [CSEA](#) - Located under "Article 21, Section 2. Catastrophic Leave
- [POA](#) - Located under, Article 20, Section 2: Catastrophic Leave
- SCFT – [SCFT Full-Time Final Agreement](#) [Article XVIII-A, Section 1(B)] or [SCFT Part-Time Final Agreement](#) [Article XIV, Section 1(B)]

Management & Confidential employees, please refer to **BP/AR 7345** above.

#### **District Commitment to Diversity**

**Family Medical Leave Act (FMLA)** Located under "Additional Information and Resources"  
Information also found on the Department of Labor Family and Medical Leave Act website

#### **Grievances (For use by academic bargaining unit members)**

This information can be found in the back of your bargaining agreement booklet or on the [HR website](#) located under "Collective Bargaining Agreements" section and labeled **Full-Time Academic Contract (2018-2021)**, Article XX)

#### **Grievances (For use by classified bargaining unit members)**

This information can be found in the back of your bargaining agreement booklet or on the [HR website](#) located under "Collective Bargaining Agreements" section and labeled **Classified Employee Contract (2020-2023)** Article 38)

#### **Health Benefits Information**

#### **Interactive Discussion Form**

Located under "General Information" section and labeled Interactive Discussion Meeting Form

For more information visit [DFEH Reasonable Accommodation](#) or the [U.S. Equal Employment Opportunity Commission's Disability Discrimination page](#).

**Instructional Calendars & Classified and Management Holiday Calendars**

**Classified Job Classifications**

**Oath or Affirmation of Allegiance**

**Personnel Commission Rules**

**Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945)**

**Salary Schedules**

## Section 3 – Personnel Commission

### History of SCCCD Personnel Commission

The State Center Community College District was established in 1964 and the Merit System was adopted shortly thereafter by the District in 1966 by an election of the classified employees. The Merit System grants the Personnel Commission of the State Center Community College District the responsibility of establishing rules and regulations that provide for the selection, retention, and promotion of classified employees on the basis of individual merit and fitness. This is demonstrated by competitive examinations and performance. In addition, the Personnel Commission is responsible for the classification and reclassification of positions and serves as an appeal body for disciplined classified employees.

### What is a merit system?

The fundamental purpose of the Merit System is to ensure that employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness.

According to the California School Personnel Commissioners Association (CSPCA), the principles of personnel administration include:

1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which assures that all receive equal opportunity.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, disabling condition or sexual orientation.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

### Personnel Commissioners

The Personnel Commission is comprised of three individuals who must be registered voters, reside in the State Center Community College District, and be “known adherents to the principles of the Merit System.” One member of the Commission is appointed by the Board of Trustees, one member is appointed by the exclusive representative for classified employees (CSEA), and the third member is appointed by the other two members of the Commission. The term of office

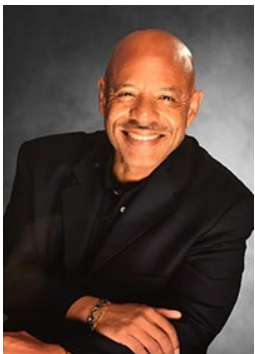
for each of the commissioners is for a three-year period. The terms of office are staggered so that no more than one Commissioner term expires in each year.



**Bradley Tahajian**, Chair, is a senior attorney with the state Court of Appeal, where he specializes in workers' compensation, disability & related employment matters. He became familiar with public employment by serving as an executive fellow with the state Department of Personnel Administration and later as legal counsel to a Judicial Council task force charged with evaluating judicial employment issues. Mr. Tahajian has attended classes at Fresno City College & earned a bachelor's degree in economics from UCLA, law degree from UC Hastings College of the Law, & legal master's degree in tax emphasizing in employee benefits from the University of San Diego. He also holds certifications in Human Resources from the Society for Human Resources Management (SHRM) and the Human Resources Certification Institute (HRCI)



**Isabel Barreras**, Vice Chair, has served in many leadership capacities in public education, including serving on the California Community Colleges Board of Governors and the SCCC Board of Trustees. She currently serves as the Director of Classified Human Resources for the Madera Unified School District Personnel Commission. Her additional leadership positions have included Program Manager for the California Hispanic Chamber of Commerce, & Chair of both the California Community College Trustee Association & the Community College League of California. Ms. Barreras was inducted into the 2013 Arte Americas Muro De Honor, acknowledging her dedicated support, personal contributions, & extensive collaboration with other organizations to bring a new awareness of Latino arts & culture. Ms. Barreras received her masters of public administration from National University in San Diego, and her bachelor of arts degree from California State University (CSU) Fresno after attending Reedley College.



**Joseph Heber**, Commissioner, is the Board of Trustees' appointee and began his term in December 2020. Herbert earned his master of public administration and bachelor of arts degrees in political science/sociology at San Jose State University. Herbert is a strategic business management executive with experience in operational leadership and global business. He is currently employed as a senior supply chain manager in the aerospace industry. He previously served as the executive director of Fresno's Comprehensive Addiction Program Inc. Herbert's work experience also includes employment with Olam SVI, Schneider Electric, Pelco, Hewlett Packard and Apple Computer.

### Commission Staff

The District Director of the Personnel Commission and Classified Employment (District Director) and staff carry out the day-to-day responsibilities of the Personnel Commission. The District Director acts as Secretary of the Personnel Commission, issues and receives notifications on its

behalf, and prepares an annual report which is sent by the Commission to the Board of Trustees. The Personnel Commission staff includes:

**Samerah Campbell**, District Director of Personnel Commission & Classified Employment

**Jame Yang**, Human Resources Analyst

**Jeremy Petty**, Business Systems Analyst

**Anthony Camacho**, Human Resources Specialist

**Anthony Cunha**, Human Resources Specialist

**Jennifer Gonzalez**, Human Resources Assistant

### **Personnel Commission Rules**

Personnel Commission Rules pertain to the classified service regarding such matters as applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examination, rejection of unfit applicants without competition, and any other matters deemed necessary by the Commission to ensure the efficiency of the classified service and the selection and retention of employees upon a basis of merit and fitness. If you are a member of a collective bargaining agreement, your agreement takes precedence over the personnel commission rules if the subject matter has been negotiated.

## **Recruitment & Selection**

### **Job Announcements, Advertising, Testing, and Eligibility Lists**

When an existing or anticipated vacancy occurs and an appropriate eligibility list does not exist, the Personnel Commission announces each examination on a Position Announcement. The Position Announcement includes the title, class, location (if specified), the scope of duties, responsibilities, qualifications and requirements of the position. It also lists the salary, benefits and other compensation, the closing date for filing applications and the types and weights of examinations to be given. The Personnel Commission determines the standard of proficiency to be required for each examination, and conducts and scores the various types of examinations that are given. Examinations may range from written, practical demonstration of skill, oral board panel evaluation and/or other tests of fitness as determined by the Commission. After an examination, the names of successful competitors are arranged in order of examination score, which is then forwarded to the hiring manager where the top three ranks will be contacted for an interview. Eligibility lists remain valid for 6 months to 1 year, and may be extended for up to 1 year, as determined by the Personnel Commission, and assuming that there are at least 3 eligible competitors remaining on the list.

**\*\*TIP:** Many civil service exams have study guides at your local library. They are entitled ARCO books in the reference section and are divided by similar job families such as clerical or law enforcement exams. These reference books give study tips, sample tests and answer keys to help you prepare for some exams. These books are not comprehensive or representative of the



specific tests we administer, but are meant to be a study aide. \*\*

### **Temporary Employees**

More commonly known in the District as a “Provisional Employee.” When no eligibility list exists for a position in the classified service, an employee may be placed “provisionally” into a vacant position while recruitment takes place. The Provisional Employee may not exceed 90 working days (or 126 working days with approval from the District Director) in any one fiscal year.

### **Limited Term Employees**

An employee who is serving as a substitute for a regular employee, or serving in a position established for a limited and specified period of time of six months or less. EX: A limited term employee would serve in a position that is vacant due to the regular employee being absent due to a medical or extended leave, or in a grant-funded position which exists for a limited period of time.

### **Classification of Positions**

The Personnel Commission is tasked with developing and maintaining a “Classification Specification” (job description) which is a formal statement of duties and responsibilities of the position(s) in the class, listing examples of typical tasks, as well as the qualification requirements for employment in the position(s) in the class. Classification specifications are developed and maintained using surveys of local agencies with similar positions, current staff and managers, in tandem with the District Human Resources Department and CSEA. In 2018/19 a complete classification study was completed of all the classified classification specifications. The classification specifications will be reviewed on a rotating basis.

### **Job Description**

A statement of duties and responsibilities comprising the work assigned to a position.

Personnel Commission staff also conduct job analyses, working out of class and reclassification studies

### **Appeal Body to Classified Employees**

An “Appeal” is a request for review by an employee relative to an administrative decision of suspension, demotion or dismissal. Employees have rights to have an Appeal Hearing before the Personnel Commission for a disciplinary action. The Appeal Hearing is a full evidentiary hearing, and employees have the right to present all evidence and testimony on his/her behalf and have the right to representation. The Personnel Commission may sustain or reject any or all of the charges or disciplinary action invoked against the employee, however, the Commission may not invoke more stringent discipline against the employee than that invoked by the Board of Trustees.

## Annual Report

Each year, the Personnel Commission releases an annual report of its activities for the fiscal year. You can view the latest annual report on the Personnel Commission website under the Annual Reports section.

Please see Classified job opportunities located on School Jobs.

You can also follow us on social media at: **Facebook:** @scccd.careers      **Instagram:** scccd.careers      **Twitter:** @scccdcareers      **LinkedIn:** SCCCD Personnel Com

## Section 4 – Information Technology

### Contact Information for Technology Directors

We are the overall heads of information technology for DO, FCC, CCC and RC. Please contact us if your local help desk can't solve your problem, or if you have a suggestion for improving the Information Technology portion of this handbook.

- District Office
  - Ben Seaberry, District Chief Technology Officer; [ben.seaberry@scccd.edu](mailto:ben.seaberry@scccd.edu)
  - Andrew Prestage, District Director of Information Systems: responsible for District-wide technology operations; [andrew.prestage@scccd.edu](mailto:andrew.prestage@scccd.edu)
  - Kevin Miller, Limited-Term District Director of Information Systems: responsible for district-wide enterprise technology, network infrastructure; [kevin.miller@scccd.edu](mailto:kevin.miller@scccd.edu)
- Fresno City College - Jennifer Laval, Director of College Technology: responsible for FCC's PCs, audiovisual; FCC help desk x5770; personal x2227; [jennifer.laval@fresnocitycollege.edu](mailto:jennifer.laval@fresnocitycollege.edu)
- Reedley College – Dan Demmers, Director of College Technology: responsible for RC PCs, audiovisual; personal x5365; [daniel.demmers@reedleycollege.edu](mailto:daniel.demmers@reedleycollege.edu)
- Clovis Community College/Madera Community College- Teng Her, Director of College Technology: responsible for CCC/MCC's PCs, audiovisual; personal x5292 [teng.her@cloviscollege.edu](mailto:teng.her@cloviscollege.edu)

### My Portal

#### Description

Single point of access to common applications, resources, and links. Once logged into the portal, many of the applications such as Canvas, Self-Service, and WebAdvisor can be accessed without further authentication. Communications Preferences system allows Self Service Password Reset, as well as signing up for emergency notifications and optional communications channels.

#### Access

Accounts are created automatically from Colleague every 24 hours Monday through Friday.

#### Training

While there is no formal training is provided at this time, tutorials on how to use features of the portal can be found on the [My Portal webpage](#)

#### Who to call for help including password resets

All users are encouraged to sign up for Self Service Password Reset (SSPR) via the MyPortal

before they have an issue. If you get locked out of your account and aren't in SSPR, you'll need to contact your [local campus helpdesk](#) for technical assistance logging in.

### **System Maintenance**

The servers are maintained by the District Information Systems. System issues should be reported to Paul Rentfrow at x7344.

**Author of this section (contact with questions/suggestions): Paul Rentfrow**

### **Colleague, WebAdvisor, and Self Service Overview**

Descriptions of Colleague, WebAdvisor, and Self Service. What each does, and how they relate to each other.

#### **What's Colleague?**

Colleague is the software used by entities within the State Center Community College District to manage and maintain data in support of academic and business practices. Users of Colleague include Admissions & Records, Financial Aid, Student Life, Business Office, Human Resources, Payroll, Information Systems, and Purchasing. Data in Colleague is maintained through the use of the Colleague User Interface and is entered in real-time. This ensures that anyone accessing Colleague is presented with the most recent information. The information in Colleague is shared through WebAdvisor, Self-Service, Ellucian Mobile, and other applications needing access to real-time institutional information.

#### **What's WebAdvisor / Self Service?**

WebAdvisor / Self Service are end-user focused applications for accessing Colleague data. If you are an employee of the District, you are automatically granted access. These applications allow access your pay stubs, W2s, leave balance, and much more. The District is currently migrating from WebAdvisor to Self Service. As the migration progresses, functions that were previously available in WebAdvisor will link you to Self Service. (NOTE: one part of WebAdvisor, the "budget summary" part, *does* have a special permissions request form (available on the District's Intranet site forms section) to define which parts of the District's budget your manager wants you to be given access to.)

#### **Who takes care of the Colleague System?**

The Information Systems department at the District Office has primary responsibility for the system: hardware, software, patching, troubleshooting, and integration with other systems.

#### **Training sources**

The District maintains a manual on some basic Colleague usage on the [help](#) page. More specific information regarding a specific functional area (e.g., Financial Aid) would be best obtained from

experienced staff in that area. Many screens, shortcuts, relationship with business practices, and so on have not been specifically documented yet.

For formal training, the District has an unlimited 24/7 training contract with Ellucian usable by all District employees. To gain access, go to the [Ellucian website](#) and select “Request a login now” from the screen at right. While signing up for access, you’ll need to enter the SCCCD client ID when requested: S85.

Ellucian also offers documentation on their web site and training at sites and events around the country. All those options may be viewed and scheduled at [www.Ellucian.com](http://www.Ellucian.com).

## Getting Access to Colleague And its Data

### How do you get access to a particular screen?

The data in Colleague is protected by a variety of mechanisms to ensure only those with a legitimate need are able to access or change it, as appropriate. Each functional area defines who should have what kind of access, since it is the functional area that in general creates and interprets the data in its area. E.g., for financial data, the VC of Business (or his/her delegate) must approve any request for access to sensitive payroll data. The currently active functional areas, and their owners, are:

Human Resources: Vice Chancellor, HR (Julianna Mosier)

Student Records: Jerome Countee, Vice Chancellor, Ed Services & Institutional Effectiveness

Finance (incl. payroll): VC of Finance and Administration (Cheryl Sullivan)

For screen access: fill out the security form found at the SCCCD Intranet website forms page, have your dean or above sign it, and send it to the IS Department, attn. Kevin Miller.

### *What kinds of screens are there?*

Colleague has hundreds of screens for purposes ranging from address changes, to payroll, to course section creation, to purchase order entry. What you’ll need access to (if anything) depends on the nature of your position. For managers, even if you have no other reason to use UI, you may want to get access to the “XPS2” screen so you can easily see the leave balances for all your assigned personnel.

### How do you get access to raw data?

For Colleague **integration with an external program** (e.g. for an automated recurring download of data into a program like SARS): fill out the data request form found at the Info Systems web site, have your manager sign it, and send it to the IS Department, attn. Kevin Miller. If it appears your request will take more than 40 hours of programmer effort, Kevin will help you bring your request to the District-Wide Technology Steering Committee for consideration and approval. If the data is of a sensitive nature, you must also receive approval from the functional area data owners listed in the “screen access” section above.

**For ad hoc purposes:** start by discussing your need with your local institutional research staff. They may already have what you need, or be able to quickly use SQL on the DO data warehouse to get it for you. You can also take a course in SQL (see training section above) if you're a power user with a regular need for Colleague data. If you don't know exactly what you need: contact Kevin Miller for discussion and recommendations. If the data is of a sensitive nature, you will need to receive approval from the functional area data owners listed in the "screen access" section above.

Access to data will be reviewed for Data Governance best practices. More information on any data sharing, data elements, and purpose for the project may be requested and reviewed prior to approval.

## WebAdvisor

**How to get an account:** All employees should have an account by default. If you don't, send an email to [help@scccd.edu](mailto:help@scccd.edu), or call the IS Department Help Desk at x4357 (Help).

**Password reset:** WebAdvisor is a single-sign-on application. Access WebAdvisor via MyPortal. Once you've provided a backup email address within the communications preferences panel in MyPortal, you can reset your password yourself at any time. If you've gotten locked out and haven't signed up for password resets via MyPortal, contact your local IT department for assistance.

**Access to "Budget Summary" screen:** all employees have access to all WebAdvisor employee functionality automatically, with one exception: The Budget Summary screen. That screen gives managers the ability to see up-to-the-minute expenditures, totals, and remaining balances for their area of responsibility. It also allows the user to drill down to get additional expenditure detail, all in an easy-to-use web format. Before you'll be allowed to use the Budget Summary link for the first time, you'll need to submit the request form found at the Info Systems web site to the IS Department, attn. Kevin Miller.

**Who to call for help:** email to [help@scccd.edu](mailto:help@scccd.edu), or call the IS Department helpdesk at (559) 244-4357 (help)

## Colleague Account

**How to get an account:** Submit the request form (available on SCCCD Intranet website forms section) to the IS Department, attn. Kevin Miller. You'll then be able to login to Colleague via MyPortal. Colleague is not yet Single-Sign-On (coming soon), but does use the same username and password as MyPortal and all other SSO applications.

**Who to call for help including password resets:** The Colleague system is active directory integrated and will use the same user-id and password that you use for your network access and MyPortal. If you have not yet signed up for Self Service Password Reset via MyPortal, you'll need to contact your local campus helpdesk for assistance.

## E-mail

**Training:** training for our District’s e-mail system is available from the Classified Professionals training team. The District is in the middle of a transition from Microsoft Exchange running on servers managed by the Information Systems department, to the cloud hosted Microsoft Office365.

**Outlook vs. OWA:** Outlook is what you’ll use on your PC / laptop when at the office and connected to the District’s network. OWA (Outlook Web Access) can be used from anywhere. To access OWA, go to the [SCCCD website](#) or your campus website. Click on My Portal, Sign In and click on the “Staff Email” link under My Favorite Apps. When your account is transitioned from our legacy mail system to Office365, the MyPortal link will automatically be updated to send you to the Office365 web-based mail client (now called Outlook on the Web).

**Spam:** if you’re getting spam in Outlook, you can block specific senders, block sending domains, and increase the spam sensitivity of Outlook at your own discretion. Outlook training covers how to do these things, or you may use the built-in training features in Outlook by clicking F1 for help, typing in “spam” to the search box, and following prompts that follow. Any e-mail delivered to your work e-mail account that has been scanned harmful, may have a “[Possible Harmful Content]” message appended to the subject line.

## Telephones

**What kind of phone system do we have?** The District has a Cisco Voice over IP (VoIP) system.

**How do I get training?** Some basic training and documentation are available from your local technology support. Or you may call the IS Dept. help desk at (559) 244-4357.

## Videoconferencing (including Distance Learning)

**Capabilities:** our videoconferencing (VC) systems support Distance Learning classes, administrative conferences, and other ad hoc purposes on a regular basis. There are approximately 30 VC systems at locations around the District.

**Training:** contact Phil Howard in the IS Dept. at x5995 for VC system locations, training on equipment usage, and other types of assistance.

**Room and equipment reservations:** room reservations are handled by the local administrative staff that controls access to those rooms. Contact the room “owners” to reserve a VC-capable room for your VC. If you need rooms located at other locations, you should contact Phil Howard in the IS Dept. at x5995 to help with scheduling the non-local rooms you need. Phil Howard can also automatically create the VC on the event date, as long as local staff opens the doors and turns on the equipment at all locations.

## Canvas

**Description:** Canvas is the SCCCD's Learning Management System. The software is hosted with AWS (Canvas). The system is used for Courses for the entire district.

**Access:** Accounts are created automatically from Colleague every 24 hours Monday through Friday. If accounts are not created for any reason the user can contact the individuals listed in the Contact section below. Canvas is accessed as a Single-Sign-On application from MyPortal.

**Training:** Training is provided by the campuses. At FCC the contact persons listed below are also the primary trainers for the system. Training occurs throughout the semester and on flex day.

### Contact(s):

FCC – Jodie Steeley, Jon Wilson

RC– Amanda Taintor

CCC – Teresa Ishigaki

MCC – Antoinette Aizon

**System Maintenance:** the servers are hosted and maintained by the hosting service.

## SARS

**Description:** SARS (Appointment Scheduling and Reporting System) is a scheduling system currently used at all the campuses. Various service areas on the campuses use the software for student appointments. Servers for the software are maintained at FCC and RC.

**Access:** accounts are created manually at FCC and automated at RC. Account creation is done by Kathy Echols for FCC, Chris Spomer for RC and John Forbes for CCC.

**Training:** training is provided by the campuses by identified individuals per area using the software. Contact persons listed below are trainers for the system.

### Contacts for questions and training:

FCC – Kathy Echols, Counseling, Don Lopez, Administrative support for Technology Support Services

RC & CCC - Erica Johnson & Chris Spomer, Counseling

**System Maintenance:** the systems are maintained by campus IT personnel.

## Classroom technology support

**Classroom tech support,** including lecture capture, Canvas, training, new orders, repairs, and acquiring additional software, are handled at the campus level. Please contact your local campus tech support for assistance.



## Registration to Go (RTG)

Most **RTG support**, including laptops, training, Mifi, day of the event on-site support, and repairs, is handled at the campus level. Please contact your local campus tech support for assistance.

The Colleague system, which is used at RTG events, is operated by the IS Department. Contact them at their help desk, x4357 (Help), for help with any Colleague issues including getting an account and system performance problems during RTG events.

## PCs (including laptops, tablets, etc.)

**PC support**, including training, new orders, repairs, and acquiring additional software, are handled at the campus level. Please contact your local campus tech support for assistance.

## Copiers

**Description:** Copiers at the campuses and district are multi-function devices provided through the Ray Morgan Company. Current lease agreement was for five years and is based upon features and per copy pricing. Decisions on models for each area were based upon previous copy machine usage per department and function needed by each department. Most copiers have color & B/W copy and printing functions, and network scanning and printing capabilities. Approximately 50% have FAX capability.

**Access:** Individual copy codes for access are created by the departments. Network scanning and printing access are based upon Active Directory (AD) group permissions. AD permissions are created by the IS staff at the campuses and district.

**Training:** Training is provided by the campuses by identified individuals. Contact persons listed below are trainers for the system.

### Contact(s):

FCC – Jennifer Laval

RC – Dan Demmers

CCC/MCC– Teng Her

District Office – Charlie Lochbaum

**System Maintenance:** The systems are maintained by the Ray Morgan Company.

**Lease Agreements:** District office purchasing.

## Smartphones (iPhone and Android)

**Description:** mobile access to email and calendaring is available for iPhones and Android-based phones. Each model has slightly different configuration parameters; contact your campus IS staff for assistance.

**Access:** permission configuration is maintained by the campus and district IS staff.

**Training:** no formal training is provided. The campus IS staffs assist faculty/staff with required configuration parameters.

### Contact(s):

Support for Faculty and Staff

## How to acquire new systems (HW and SW)

**Description:** Hardware acquisition is dependent upon function and impact to the District or Campus. Standards have been established for various systems. Systems are requested through the IS Director for the District Office and through the Directors of Technology at the campuses.

Copiers: Canon - District and Campuses, standards established

Servers: Dell/HP – District and Campuses, standards established

Desktop PC's: Dell/Apple – District and Campuses, standard established

Video Conferencing: Avaya – District and Campuses, standard established

Audio/Visual Equipment: varies – District and Campuses, standards established by the campuses

### Training:

Colleague: on-line training as described earlier; also, District IS staff and campus-designated staff by department or area.

Enterprise Email: District IS staff and campus Technology staff.

Student Email: Campus Technology staff and Student Help Desk.

### Contact(s):

Colleague: District Office IS staff.

Enterprise Email: District Office IS staff.

Student Email: Student Help Desk

## How to acquire new applications (including PC-based)

**Description:** Software applications can range from enterprise wide use to individual staff functions and course specific functions. Enterprise wide software is vetted through the IS Directors, campus and district administration, and the District Technology Advisory Committee

(DTAC). Course software is requested through processes on campus and typically includes formal requests by the division supervisor.

Colleague: supported by DO IS staff

Employee E-mail: Microsoft Exchange – infrastructure supported by DO IS staff; accounts are created as part of the onboarding processes for new employees.

Student E-mail: Accounts are created by an automated process during the application process.

Document Imaging: OnBase – both DO employees and campuses have access  
SARS - District (DO employees) and Campus partnership

**Training:** training is dependent upon the type of software.

**Contacts:**

FCC: Jennifer Laval

RC: Dan Demmers

CCC/MCC: Teng Her

District Office: help desk at x4357

**Licensing:** mostly campus specific. There are several instances where we purchase collaboratively as a district, e.g. Microsoft, Adobe, Canvas, Sophos Anti-Virus.

## Home-Use Products

Microsoft Office is available for download from the Office365 dashboard, reachable from [MyPortal](#)

[Journey Ed](#)

[Lenovo](#)

[CDWG](#)

[Foundation for California Community Colleges](#)

[Apple](#)

Also – see the campus websites for a link called “Faculty/Staff Purchases” for latest additions

## Snapshot of technology governance processes

**Campus Technology Advisory Committees (TAC):** each campus has a TAC. The TACs help to make decisions, set policy, and make recommendations to the District-level Technology Steering Committee on issues that require District-wide agreement and Chancellor’s Cabinet-level approval. For details on participation, membership, etc. consult your campus Director of Technology.

**District Technology Advisory Committee (DTAC):** The District Technology Advisory Committee serves as the highest-level body for deliberation on technology issues District-wide. It has no direct authority, but rather makes recommendations for action to the Chancellor’s Cabinet. It is the primary body concerned with creation of the District Technology Plan and other related

documents that guide the District's use of technology. For more information, contact the office of the District Director of Information Systems.

The District Technology Plan recommends the establishment of several new committees and some process changes. Stay tuned for announcements as these governance improvements are implemented.

Maintainer of this section (contact with questions/suggestions): Kevin Miller

## Section 5 – Accounting

### District Office Finance/Accounting Department – Contact List

#### Accounting

Katelyn Routt	X7214	General Fund, Special Rev, Capital Projects, Budget
Teng Vang	X7213	Grants and restricted programs, Expenditure Transfers
Alexis Brofman	X7243	Capital Assets, Moveable Inventory Listing Send changes to <a href="mailto:assets@scccd.edu">assets@scccd.edu</a>

#### Accounts Receivable

Savanhnary Vongthongdy	X7215	Cash Receipts, County Treasury Deposits, Bank Reconciliations, Accounts Receivables
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#### Accounts Payable

Susan Dana	X7221	Dept. Lead, Construction Payments, Travel & Conference, Mileage, Recurring Payments, Sales Tax, 1099 Reporting
Michelle Douglas	X7222	Vendors A – G
Ryan Logan	X7223	Vendors H-Z
Eleuterio Rodriguez	X7225	Bookstores, Utilities, Large Volume Vendors

All district contacts are available in the online [SCCCD Phone Directory](#).

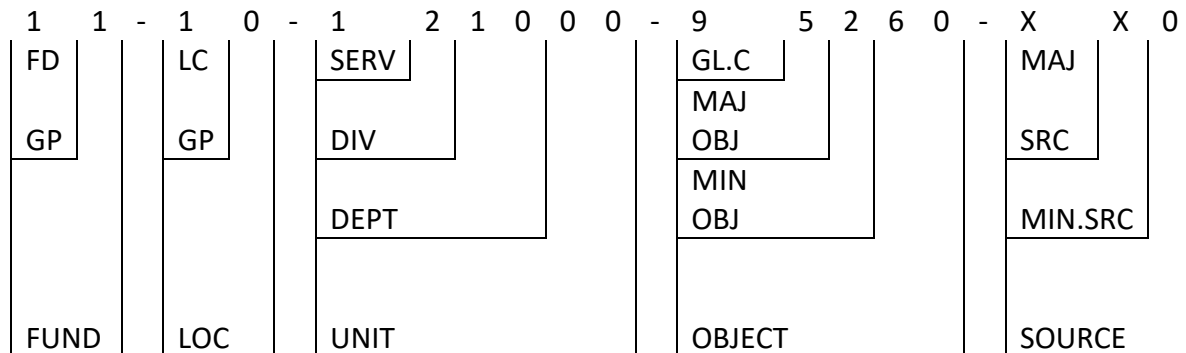
The following link takes you to the District’s Intranet Site where you have access to various departmental policies and forms. [SCCCD Intranet](#)

### Colleague General Ledger Account Structure

There are five components to the GL account number (with a delimiter “– “between each component).

When using account number lookup within Colleague, you must use an underscore “\_ “instead of the dash “– “.

ACCOUNT NUMBER STRUCTURE



**Fund (2 Digits)**

The District receives funding from various sources. The two most frequently used Funds are:

- General Fund-Unrestricted (FD) (Fund 11) – Is the Operating fund that we receive from the State for general operating expenditures (such as salaries, benefits, supplies, travel etc.).
- General Fund-Restricted (GP) (Fund 12) – Is the Categorical fund that we receive from Federal and State sources, such as DSP&S, or EOP&S.

**Location (2 digits)**

Identifies the LOCATION within the District:

- 10 District Office
- 20 Fresno City College
- 30 Reedley College
- 40 Madera Community College
- 46 Oakhurst Community College Center
- 50 Clovis Community College

**Unit (6 digits)**

Unit identifies then specific organizational instructional activity or cost center. The UNIT is broken down as follows:

- First digit is Service Area (1 is College President Services, 2 is Instructional Services, 3 is Student Services and 4 is Business & Admin Services).
- The first two digits identify the Division (such as '22' Learning Resources).
- The first four digits identify the Department (such as '2210' Learning Resource Center).
- All six digits identify specific Units (such as '221010' Library).

**Object Codes (5 digits)**

Object Codes identify specific activities.

The first digit identifies the GL Class:

- 1 = Assets
- 2 = Liabilities
- 3 = Fund Balance
- 8 = Revenues
- 9 = Expenditures

The first two digits for Expenditures (9) identify specific expenditure types:

- 91 – Payroll Certificated Salaries
- 92 – Payroll Classified Salaries
- 93 – Payroll Benefits/Taxes
- 94 – Supplies & Materials
- 95 – Other Operating Expenses
- 96 – Capital Outlay
- 97 – Other Outgo (Transfers)

***Sample Expense Object Codes Frequently Used***

- 94410 Office Supplies
- 95225 Equipment Repair & Maintenance
- 95310 Travel & Conference
- 95530 Contracted Labor
- 96510 Instructional Equipment LT \$5,000 per item
- 96512 Instructional Equipment GE \$5,000 per item

**Source (3 digits)**

Identifies the Source of funding. Generally, a source code that starts with the letter 'C' is from the State of California. The letter 'F' indicates Federal funding. The District's general funding is indicated by the designation 'XX0'(alpha-alpha-number).

**Chart of Accounts Components**

The District has in excess of 100,000 account code strings.

The Chart of Accounts can be accessed on the SCCC intranet by clicking on the specific component you wish to view: [Business Office Home Page](#)

**Budget/Expenditure Transfers**

The [budget/expenditure transfer forms](#) are available online. A unique transfer number is created when the form is downloaded from the district's intranet site. Do not save the form to use for a later time, as this will create duplication issues with the transfer numbers assigned.

STATE CENTER COMMUNITY COLLEGE DISTRICT

Date:  TRANSFER NO. **43734**

Requisition No.  FISCAL YEAR

Purchase Order No.

EXPENDITURE TRANSFER FORM

BUDGET TRANSFER FORM

NOTE: An Expenditure Transfer moves expenses from the "FROM" account and adds them to the "TO" account. A Budget Transfer moves funding from the "FROM" account and adds it to the "TO" account. Please use only WHOLE dollar amounts on Budget Transfers.

Reason for Transfer:

FROM (CREDIT)					TO (DEBIT)						
FUND CODE (2)	LOC CODE (2)	UNIT CODE (6)	OBJECT CODE (5)	SOURCE CODE (3)	AMOUNT	FUND CODE (2)	LOC CODE (2)	UNIT CODE (6)	OBJECT CODE (5)	SOURCE CODE (3)	AMOUNT
-	-	-	-	-		-	-	-	-	-	
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<b>TOTAL \$</b>					<input style="width: 50px;" type="text" value="\$0.00"/>	<b>TOTAL \$</b>					<input style="width: 50px;" type="text" value="\$0.00"/>

Note: Object Codes should be entered to the FIFTH digit.

Requested by  Date

Approved by  Date

Processed by  Date

Journal Entry No.

Original - District Office Clear

**Budget Transfer Procedures**

The Transfer form is located on the Accounts Payable intranet site, [Budget/Expenditure Transfer Form](#).

- A. A Budget Transfer **reduces** funding/budget in the **from** Accounts and **increases** funding/budget in the **to** Accounts. You need to verify that the GL account number(s) listed in the **from** column have the necessary Allocated Budget to transfer to the **to** account. You may use any of the Inquire Screens (ACBL, AHST,



- GLST) or Reports (GLSA, GLBS) to verify the available Allocated Budget for the selected GL account number(s).
- B. The **object code** should be entered to the **fifth** digit and this must be a valid **object code**. For example, 94000 is **not** a valid **object code**.
  - C. Budget Transfers should be made using **whole dollars** only, please do **not** include cents.
  - D. Budget Transfers are only made within the **same** fund. For example, you can **not** transfer from Fund 11 (**General Fund**) to Fund 41 (**Capital projects fund**). Transfers between **funds** should be handled on a requisition to generate a warrant.
  - E. A Budget Transfer can only be made between account numbers with the same **fund codes** and **source codes**. For example, a Budget Transfer from 11-20-123456-94410-XX0 to 11-20-123456-95310-XX0 is **acceptable** since the Fund Codes and Source Codes are the same. But, a Budget Transfer from 11-20-123456-94410-XX0 to 12-20-123456-95310-FD0 would **not** be acceptable because the Fund Codes and Source Codes are not the same.
  - F. Transfers between Account Numbers with different **source codes** should be handled as **expenditure transfers**. For example, you cannot transfer budget between XX0 and LT0.
  - G. Budget Transfers should be sent to the **campus business office** for approval. The **campus business office** will forward the Budget Transfers to the **District Office**.
  - H. The **District Office** will enter the Budget Transfers into the system and a copy will be returned to the **campus business office**.
  - I. The **total** of the **to** column must equal the **total** of the **from** column for each Transfer form.

### Expenditure Transfer Procedures

The Transfer form is located on the Accounts Payable intranet site, [Budget/Expenditure Transfer Form](#).

- A. An Expenditure Transfer **increases** expenditures in the **to** Account and **reduces** expenditures in the **from** Account.
  - a. You need to verify that the GL account number(s) listed in the **from** column have the necessary Expenditures to transfer into the TO account. The GLST screen will show the available Expenditures for the selected GL account number(s).
- B. The **object code** should be entered to the **fifth** digit.
- C. The “Requisition Number” or “Purchase Order Number” of the expenditure being transferred should be included on the transfer form.
  - a. If payroll is being transferred, the name of the employee whose salary is being transferred and the payroll date(s) need to be included on the form along with the Labor Distribution report marked with the items to be transferred. You also need to calculate the payroll benefits.
  - b. The **fiscal year** should be entered on the line provided. If the expenditure transfer needs to be posted as of a specific date, please specify the preferred date on the upper left corner “date line” and note “Post as of” or highlight the date to help identify the date.

- c. For non-payroll transfers, please attach GLBS report showing the items to be transferred. Remember, you **cannot** transfer amounts listed as “Encumbrances.”
- D. Expenditure Transfers are only made within the **same** fund. For example, you cannot transfer from Fund 11 (**general fund**) to Fund 41 (**capital projects fund**). Transfers between **funds** should be handled on a Requisition to generate a warrant. *The exception to this rule is that Expenditure Transfers **are** allowed between Fund 11 and Fund 12.*
- E. Expenditure Transfers should **not** attempt to change the character of the original charge. For example, an Expenditure Transfer from 11-10-851500-92310-XX0 to 11-10-852000-95310-XX0 is **not** acceptable because the initial expenditure was to payroll. An acceptable transfer would be from 11-10-851500-92310-XX0 to 11-10-852000-92310-XX0. However, there are times when an error has occurred and a transfer can be made between object codes. For example, instructional supplies were erroneously charged to the office supplies expense account. A transfer from 11-10-851500-94410-XX0 to 11-10-851500-94310-XX0 would be correct. When making a transfer from one **object code** to another, please state in the **reason for transfer** section that the transfer is intended to correct an error.
- F. Expenditure Transfers should be sent to the **campus business office** for approval and data entry into the Colleague system.
- G. The **campus business office** will forward the original Expenditure Transfer after data entry to the **District Office**.

## Reporting and Monitoring Fixed Assets

With the passage of the Governmental Accounting Standards Board (GASB) pronouncements 34 & 35, the reporting and monitoring of Fixed Assets has taken on greater importance with Community Colleges. To that end, it requires all employees purchasing, disposing or transferring Fixed Assets to complete paperwork to maintain the District’s internal control over Fixed Assets. The processing of these equipment transaction forms (acquisition, deletion, or transfer) is an absolutely critical and required procedure if the District is to stay in compliance. The 3 forms are available on the District’s Intranet Site under the Purchasing Department forms section at <http://intranet.scccd.net/Purchasing/>

**Equipment Acquisition** is the form used whenever you purchase or acquire an asset other than by a transfer. Typically, a Requisition is issued and converted to a Purchase Order. When you receive your copy of the Purchase Order you will also receive Asset Tag number(s). These number(s) are self-adhesive tags that need to be affixed to the asset as soon as you receive the asset. These tags serve two purposes. Once affixed to the asset, they identify the asset as belonging to State Center Community College District and secondly, they help us track and monitor the asset. This Asset tag number is also utilized when you complete your equipment acquisition form. You will need to gather several pieces of information to complete this form: Asset Tag Number, Asset Type, brief description of the asset, manufacturer of the asset, model number of the asset, serial number of the assets, P.O. Number, date asset received, Grant

Program (if applicable), site, building number and room number where the asset is located. Some of this information is easily obtained from your requisition/purchase order. However, some data will require you to use a chart to determine the appropriate response. The Legend tab is set up for that purpose. Please open this attachment, print it out, and review it prior to completing your forms. Site, building number, and asset type are specific data that you will need from the Legend.

**Equipment Deletion** form is used whenever the District no longer uses the asset. This can be the result of wear or damage that is not cost effective to repair, obsolescence, theft, or sale/auction of the asset. When this occurs, you need to complete the Equipment Deletion form so we can remove the asset from our inventory.

**Equipment Transfer** occurs when you move fixed assets from one room, building, or site to another. Periodically, our external auditors or the District may spot check the location of fixed assets. Therefore, it is important to complete this form. Moreover, if a theft or vandalism should occur, we can use our inventory to determine what fixed assets are missing or were destroyed.

All completed forms must be emailed to [asset@scccd.edu](mailto:asset@scccd.edu).

To help you determine if the item you purchased is a fixed asset and needs to be reported, the basic criteria is that the item cost \$1,000 or more and is not consumed or used up in one year. Items that are deemed walkable will also be assigned an asset tag, i.e. cameras, computers, tablets, etc. Installation, taxes, shipping, and freight can be included to the initial cost of the item to see if it meets the financial criteria. The cost field on the form can be left blank as District Office staff will need to review actual expenditures to determine the final cost of the item. It should be noted that the \$1,000 threshold is for a single item or unit of a system. For instance, when you typically purchase a computer it comes with a monitor, keyboard, and tower that contains the CPU. This is one complete unit and the cost of this computer unit as a whole is used to determine if it is a fixed asset. However, if you buy 10 chairs that in total costs \$1,050 it is not a fixed asset because each chair has a value of \$105. The Purchasing Department will help to review the purchases made to determine if they qualify as a fixed asset. If you feel that an item needs an asset tag and needs to be reported, please contact the Purchasing Department and discuss your concerns in detail.

**If you lose your original tags** please notify the Purchasing Department. They will record the lost tag numbers and issue you new ones. Should you have any questions please feel free to contact Alexis Brofman (x5943) in the District Office Finance Department.

## **Travel & Conference**

### **Approval Deadlines and Eligibility for Reimbursement**

The Travel & Conference form, properly completed, shall be submitted through each employee's immediate supervisor to the responsible administrator for approval no less than 10 working days before departure. Expenses may be reimbursed only if incurred while the employee is on "travel status," meaning that travel has prior approval pursuant to District policy and regulations.

No set of policies can contemplate every possible scenario that may arise. It is expected that employees will act in an ethical and responsible manner, regardless of whether this particular policy or regulation addresses a specific situation.

Out-of-state travel requires the College President and Chancellor's approval. All travel outside the United States must be approved in advance by the board.

The Travel & Conference forms are available through your campus/site business office and/or division offices.

### **Conference Registration**

Completed requisition and signed, pre-approved travel and conference form must be received in District Office Purchasing Department 30 days prior to date of conference. Conference purchase orders or checks will be mailed to the conference sponsor unless otherwise indicated on the requisition.

### **Lodging**

In the case of conference travel, reimbursable lodging costs shall not exceed the single occupancy rate offered by the headquarters or recognized conference hotel or motel. Co-workers attending the same conference, and of the same gender, are encouraged to share a room and reimbursement will be made at double occupancy rate. Lodging for spouses and significant others will not be reimbursed.

Original itemized receipts for lodging expenditures are required. (Personal credit card receipts maybe required for proof of payment.) The lodging receipt must show a zero balance, indicating payment has been made.

Lodging may be prepaid upon receipt of a completed requisition including the hotel name and address, day rate, tax rate (if room waiver is not accepted), and confirmation number and a signed copy of the travel and conference form. The completed requisition must be received in District Office Purchasing Department 30 days prior to the date of travel. Lodging checks will be mailed to the hotel unless otherwise indicated on the requisition. Original itemized lodging receipts are required for reimbursement. Reimbursement will be made for lodging and taxes (see room tax waiver) only. Other incidentals, such as in-room movies, etc., relating to room expenses do not qualify for reimbursement.

### **Meals**

Meal reimbursements shall be limited to actual costs at the following maximum daily rates, whichever is less:

Breakfast:	\$10.00
Lunch:	\$15.00
Dinner:	\$30.00

Any exceptions to the meal allowances must be approved by the Chancellor or his/her designee. Alcohol is not a reimbursable expense.

*Fractional Day - Trip of less than 24 hours*

- Trip must begin at or before 6 am and end at or after 9 am in order to claim breakfast.
- Trip must begin at or before 11 am and end at or after 2 pm in order to claim lunch.
- Trip must begin at or before 4 pm and end at or after 7 pm in order to claim dinner.

*First Day: Trip of more than 24 hours:*

- Trip begins at or before 6 am: may claim breakfast
- Trip begins at or before 11 am: may claim lunch
- Trip begins at or before 5 pm: may claim dinner

*Fractional Day - After 24 hours of travel:*

- Trip ends at or after 8 am: may claim breakfast
- Trip ends at or after 2 pm: may claim lunch
- Trip ends at or after 7 pm: may claim dinner

Reimbursement for meals is not permitted for travel within the District, including local conferences, unless included in the price of the conference.

Meals included in airfare, or hotel (e.g. continental breakfast) and conference fees, or otherwise provided may not be claimed for reimbursement.

If the trip begins or ends outside of the established work hours, travel status will begin or end when the employee departs from or returns to their place of residence.

If the trip begins or ends during established work hours, travel status will begin or end when the employee departs from or returns to their place of employment.

When traveling to and from the destination, unless travel restrictions prohibit, employees traveling to meetings/conference are allowed to arrive the night before the event is to begin, if meeting time requires travel to begin prior to 6:00 am. For meeting/conference ending prior to 4:00 pm, employees are expected to return home from the conference the same day if travel time would reasonably expect their return home no later than 8:00 pm. Lodging accommodations will not be reimbursed for employees arriving earlier or staying later than required or necessary.

### **Other Travel Allowances**

While traveling on official District business, other business-related expenses are also reimbursable at actual cost:

- Necessary taxicab, airport shuttles, train or bus fares (receipts encouraged).
- Gratuities for taxis, shuttles, and other car services is limited to \$2 per ride.
- Registration Fees (receipt required).
- Parking Fees (receipt required).

## **Transportation**

Travel will be made by the most reasonable means available, taking into consideration requirements for reimbursement for meals and lodging, and employee time devoted to travel at the expense of performance of other duties.

### **Air Travel**

Air travel must be purchased well in advance of travel dates to receive best available rates, exceptions to be approved in advance by administration. Reservations and advance payment for transportation by airlines shall be made only through a District approved travel agency. District travel agency contact information may be obtained through the Purchasing Department. Economy Class will be used for air travel unless otherwise specifically authorized.

Third party booking sites such as Orbitz, Expedia, etc. can be utilized, but the District will not provide advance payment or reimburse employees until return of travel. The District does not accept liability for cancelation fees, related to purchases made outside of the District's approved travel agency.

In all cases, itinerary changes (destination, time, routing, etc.) made while on travel status, shall be documented in writing and submitted with the Travel & Conference form upon submittal for reimbursement.

### **Rental Car**

- Rental car reservations should be made through the Transportation department. See the Transportation's intranet site for more information.
- Property and liability and loss of use insurances must be taken. (If rental car is booked using the District's approved rental car company insurance coverage is included in the rate).
- Rental receipt is required.
- Fuel purchases are reimbursable, receipt is required.
- Carpooling is encouraged. In such cases, only the employee who paid for the rental vehicle shall claim reimbursement.
- If you receive a moving or parking violation you will be liable for all fines and/or fees related to the violation.

### **Travel by Private Vehicle**

- Authorized travel will be reimbursed at IRS per mile rate in place at the time of the travel.
- The cost of authorized travel will not exceed the cost of the air coach fare from Fresno to the destination or the cost of a rental car.
- Whenever possible, car-pooling is encouraged. In such cases, only the employee whose automobile is used shall claim reimbursement.

- All individuals prior to using their private vehicles for District business need to register in the DMV Pull Notice program, which is overseen by the District's Transportation department. [DMV Authorization Form](#).
- Employees using their personal vehicles for district business must carry the minimum insurance required by law, hold a valid driving license and obey all federal, state and local laws governing the use of motor vehicles.
- If traveling further than 250 miles (one way), renting a vehicle is highly encouraged.
- Motorcycle use for district business is prohibited.
- Mileage is calculated using online map services, i.e. MapQuest, Google Maps, etc.

### **Upon Return from Travel**

Travel reimbursement claims must be submitted to District Accounting Office within 30 calendar days upon return from travel. Claims for expenses incurred in the month of June must be submitted by July 10<sup>th</sup>. Claims from a prior fiscal year may not be paid. One copy of the conference schedule or brochure and original receipts for all expenses are required for full reimbursement. Employees must attach a detailed explanation for any out of ordinary expenditures.

### **General Comments**

If an employee cannot attend the conference, the employee is personally responsible to cancel lodging, conference registration, and airfare. Failure to comply will result in personal liability for all non-cancelled charges. Employees who have justifiably cancelled conference attendance and who have cancelled lodging, airfare and other costs will not be penalized.

Reimbursement for gratuities other than for meals or car services is not allowed. Gratuities for meals are limited to 20% unless the gratuity and the meal exceed the maximum meal rate. In those instances, the District will reimburse an employee only up to the maximum meal rate.

This section does not replace the Administrative Regulation 7400 for Travel Policy. In the case where they differ, the Administrative Regulation prevails. Administrative Regulation on SCCCD Website: [AR 7400 - Travel Policy](#)

### **Mileage Reimbursement - Privately Owned Vehicles used for District business**

Authorized persons who use a privately-owned vehicle for official District business shall be reimbursed in accordance with the approved District rate (the IRS approved mileage reimbursement rate).

Reimbursement is based on the principle that the employee should be reimbursed for all official business mileage accumulated in a privately-owned vehicle that is beyond the daily round trip commute mileage incurred from the employee's home to their assigned office or work station and back home again. Travel between district sites will be reimbursed based on the [Site to Site Mileage Reimbursement Chart](#).

Faculty are expected to report to their teaching station at their own expense. Exceptions to this requirement may be made at the discretion of the District. If, during assigned time, the District requires additional travel related to District assigned duties (i.e. two teaching assignments at two campus sites on the same day), mileage compensation, upon approval of the District, shall be at the rate per mile as established by the Internal Revenue Service (IRS) as the standard business deduction. Computation of the amount of travel compensation will be based upon the following formula:

- i. Total round trip is defined as the total mileage from the employee's home to the first campus, from first campus to the second campus and from second campus to employee's home.
- ii. Primary campus is defined as the campus where the majority of the load is scheduled or, in the case of non-majority, the campus where the employee was hired.

The supervisor is responsible for ensuring that reimbursement of employees for the use of privately-owned vehicles is controlled and authorized for only district related business. Mileage forms should preferably be submitted on a monthly basis; but no less frequently than each quarter. **Claims for mileage incurred in the month of June must be submitted by July 10<sup>th</sup>. Claims from a prior fiscal year may not be paid.** The mileage forms need to be signed by the employee and their supervisor prior to submitting it for reimbursement. Mileage is calculated using online map services, i.e. MapQuest, Google Maps, etc. using the fastest route. [Mileage Form.](#)

#### **Examples of appropriate mileage reimbursement calculations:**

##### **Example 1:**

District employee who first reports to their assigned office or work station then leaves their assigned office, travels to another campus/business location, and returns to their assigned office may be reimbursed for all mileage directly connected with the business trip because the driver will have driven their normal daily commute to and from their assigned office by the end of the day.

##### **Example 2:**

District employee works at the District Office and attends a late afternoon meeting at Clovis Community College and then drives home from CCC. Employee lives in Northeast Fresno and their daily round trip commute is 22 miles. The reimbursement for district related business mileage is calculated as follows: Home to District Office (11 miles) plus District Office to CCC (12 miles) plus CCC to Home (1 mile) less daily round trip commute (22 miles) equals (2) reimbursable miles.

##### **Example 3:**

District employee works at Reedley College and their work schedule takes them from Reedley College to the District Office and then home. Employee lives in Fresno and their daily round trip commute is 70 miles. The reimbursement for district related business mileage is calculated as follows: Home to Reedley College (35 miles) plus Reedley College to District Office (29 miles) plus District Office to home (4 miles) less daily round trip commute (70 miles) equals no reimbursable



miles (total miles driven are less than normal commute miles).

Please note in the above examples no additional non-business-related miles were driven for grocery shopping, non-business-related lunches, haircuts, manicures, etc. If these non-business miles are driven before the employee drives home, they need to be added to the normal commute miles to determine the reimbursable business miles.

## **Other Resources**

Additional resources can be found on the district's intranet site, which can only be accessed through a district network computer.

- Business Office – [Chart of Accounts](#)
- Business Office – [Colleague – Using General Ledger](#)
- Accounts Payable, Business Office, or Purchasing – [EDGAR Federal Funding Compliance](#)

## Section 6 – Payroll

### Payroll Department Contact List

Kelli Hutchison	X7230	Sr. Payroll Tech, Supplemental payroll (M2), retirement
Sage Vindiola	X7234	Sr. Payroll Tech, Permanent employee payroll (M1), taxes, W2's
Saprina Abraham	X7231	Payroll Technician
Anthony Maggi	X7232	Payroll Technician
Elaine Sasaki	X7215	Payroll Technician

All district contacts are available in the online [SCCCD Phone Directory](#).

The following link takes you to the District's Payroll Intranet Site where you have access to various departmental policies and forms.

### SCCCD Intranet - Payroll Department

The screenshot shows the SCCC District Payroll Intranet website. The page has a blue header with the SCCC logo and the text "State Center Community College District" and "Fresno - Reedley - Clovis - Madera - Oakhurst". Below the header is a large "SCCCD Payroll" graphic. A left sidebar contains navigation links for various departments: Accounts Payable, Benefits, Grants Office, Human Resources, International Ed, Payroll, IS Department, Ticketdesk, Purchasing, Foundation, Directory, Announcements, Calendar, and Online Forms. The main content area is divided into two sections: "Policies" and "Forms".

**Policies**

Title	Contact	FileType	Last Updated
<a href="#">PARS Website</a>			1/10/2005
<a href="#">Payroll Submission Dates for 2010</a>	<a href="#">Wil Schofield</a>		12/6/2009
<a href="#">Payroll Submission Dates for 2011</a>	<a href="#">Wil Schofield</a>		12/3/2010
<a href="#">PERS Website</a>			1/21/2005
<a href="#">STRS Website</a>			1/10/2005
<a href="#">Unclaimed Payroll Checks</a>			3/3/2003

**Forms**

Title	Contact	FileType	Last Updated
<a href="#">2010-11 Nov 1 - Jun 30 Benefit Calculator.xls</a>	<a href="#">Wil Schofield</a>		11/9/2010
<a href="#">2010-11 Nov 1 - Jun 30 Benefit Rates.xls</a>	<a href="#">Wil Schofield</a>		11/9/2010
<a href="#">DE4 - Employee's Withholding Allowance Certificate</a>			1/4/2011
<a href="#">Electronic Payroll Deposit Form</a>			11/29/2010
<a href="#">Monthly Over Time Form</a>			1/26/2004
<a href="#">Payroll Request Form</a>	<a href="#">Wil Schofield</a>		12/6/2010
<a href="#">W4 2011</a>	<a href="#">Wil Schofield</a>		1/4/2011

### Distribution of Payroll Checks

The District's payroll is separated into two pay cycles, M1 and M2. These cycles are based on the Education Code requirements. The M1 cycle processes payments for all permanent employees,

both full-time and part-time. This cycle is paid on the last working day of the month. The M2 cycle processes payments for adjunct faculty, provisional, limited term, and all supplemental payments including overtime and overload. This cycle is paid on the 10<sup>th</sup> of the month or the last working day prior to the 10<sup>th</sup> if it falls on a weekend or holiday.

The District offers the option of Electronic Deposit to all Employees. Employees can access Self-Service using the My Portal link on the SCCCD home webpage. To setup an electronic deposit, select the “Banking Information” tile on Self-Service home page. Visit the Payroll Department’s Intranet Site at [SCCCD Intranet - Payroll Department](#) for the Payroll Disposition – Electronic Deposit form or for a listing of [Frequently Asked Questions](#) (F.A.Q.)

Payroll checks can also be distributed to the College Business Offices and are available for pick up by employees on payday. A photo ID is required. All unclaimed paychecks not picked up after two weeks are mailed.

Employees may also select to have their paycheck mailed on payday to the address the district has on file. It is the employee’s responsibility to keep your mailing address current, which can be updated using WebAdvisor under the Employee tab. Per Government Code §29853, a warrant cannot be considered lost if it has been mailed and has not been received by the addressee within 20 days after the date of mailing. All uncashed checks that have not been cashed after six months will be canceled.

The payroll pay dates can be found on the Payroll Department’s Intranet Site by selecting the current payroll submission calendar (see below).

## **Payroll Submission Calendar**

In order for employees and students to be paid timely and correctly, payroll related paperwork must be **received** in the appropriate District Office departments by the appropriate date. Visit the Payroll Department’s Intranet Site for the current payroll submission calendar at [SCCCD Intranet - Payroll Department](#).

*Payroll Paperwork:* Payroll documents include, but are not limited to MAGIC/PAC Forms, timesheets, changes to tax withholding, electronic payroll changes, and absence slips for time off without pay. Please understand that should the payroll deadlines not be met, the employee may not be paid on time, may not be paid correctly, or may be overpaid if he/she has terminated employment.

## **Web Advisor and Self-Service – Accessing your employee information**

The District provides employee data electronically, where applicable. If you have chosen electronic payroll deposit, a paper pay stub will not be printed for you each month. By utilizing the District’s Employee Self-Service, you will be able to access your earning statements and W2 forms (one-time electronic consent is required). Information related to your position summary, pay information (including step & grade), vacation and sick leave balances is available on Web

Advisor.

Detailed step by step instructions for logging into the Web Advisor system are available on the District’s Intranet under the Payroll Department policies section at [SCCCD Intranet - Payroll Department](#).

You can access these applications through the “My Portal” option available on the District’s home [webpage](#).

During the 2019-20 fiscal year, Payroll will roll-out online direct deposit enrollment through the Self-Service application. Features of the new product include direct deposit to more than one bank account and access via the web. The banking pre-note process remains in effect, any changes made after a payroll processing deadline may not be effective until the following payroll period. In the event you require urgent changes to your banking information, contact the Payroll office immediately at (559) 243-7232. It is the employee’s responsibility to ensure your funds have been received by their banking institution.



STATE CENTER  
COMMUNITY COLLEGE DISTRICT

A screenshot of the 'My Portal' dashboard. At the top, there are three navigation tabs: 'Dashboard' (orange), 'Apps Catalog' (grey), and 'My Portal' (red text). Below the tabs is a section titled 'My Favorite Apps' with a list of four application tiles: 'WebAdvisor' (with a WA icon and a red border), 'Staff Email' (with an envelope icon), 'NeoGov' (with an N icon), and 'Self-Service' (with a computer icon and a red border).

## Holidays

The District Office and College Campuses are closed on the following days for holiday observance:

- New Year's Day
- Martin Luther King Jr. Day
- Lincoln Day (observance)
- Washington Day (observance)
- Spring Holiday (Good Friday)
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Day through December 31st

Probationary employees are not eligible to receive pay for negotiated holidays and may not be eligible for In Lieu holidays. In lieu holiday per California Education Code Sections 88205, 88205.5 is Admission Day (September 9<sup>th</sup>) and is considered a substitute holiday, meaning as instead of observing the actual holiday the District observes another day off (Friday after Thanksgiving). Probationary employees must be employed on or before this day in order to receive in lieu holiday. For non-instructional employees, please refer to the CSEA bargaining agreement, article 19, for more information.

You can access the board approved holiday and instructional calendars on the District's Intranet Site under Calendar.

## Absence Forms

- Employees must turn in absence forms every time they take time off from work in timely manner.
- All fields must be filled out including Article/Paragraph# for Classified Personal Necessity Leave, Reasons for Academic Personal Business Leave.
- Please refer to the union contract for information regarding leave types and maximum usage per year.
- Leave balances are available on Web Advisor.

## Changes/Corrections to Existing Absence Forms

- Supervisor's approval is required for any changes made to absence forms.
- You may turn in a revised absence form with a copy of the original form crossed out with supervisor's approval.

**Examples:**

**Classified employees:** the number of work hours missed.

The period and hours missed must match with Sign-in-Sheet (See instruction on Sign-in-Sheet also).

<b>STATE CENTER COMMUNITY COLLEGE DISTRICT</b>				<b>CLASSIFIED ABSENCE FORM</b>	
NAME (Print) <u>Smith</u>		<u>John</u>		<u>K</u>	
<small>LAST</small>	<small>FIRST</small>	<small>MIDDLE INITIAL</small>	<u>FCC</u>		
			<small>CAMPUS OR WORK LOCATION</small>	ID NO. <u>0111111</u>	
<b>PERIOD OF ABSENCE</b>				<b>FOR A TOTAL OF</b>	
<u>4 / 3 / 11</u>	<u>8 : 00</u>	<small>am</small>	<b>THROUGH</b>	<u>4 / 3 / 11</u>	<u>1 : 00</u>
<small>DATE</small>	<small>TIME</small>	<small>pm</small>		<small>DATE</small>	<small>TIME</small>
				<small>NUMBER OF WORKHOURS</small>	
<b>5</b>					
I AM REQUESTING / REPORTING MY ABSENCE FOR THE FOLLOWING REASON (Mark only one)					
<input checked="" type="checkbox"/> <b>VACATION</b>		<input type="checkbox"/> <b>TIME OFF WITHOUT PAY</b> (not to exceed a total of ten days per fiscal year)			
<input type="checkbox"/> <b>SICK LEAVE</b> (non-job related injury or illness)		<input type="checkbox"/> <b>COMP TIME TAKEN</b>			
<input type="checkbox"/> <b>MATERNITY LEAVE</b> (contact Campus Business Office and District Benefits Office)		<input type="checkbox"/> <b>MILITARY LEAVE</b> (attach copy of military orders)			
<input type="checkbox"/> <b>WORKERS COMP</b> (on-the-job injury)		<input type="checkbox"/> <b>JURY DUTY/COURT SUMMONS</b> (attach copy of court summons)			
<input type="checkbox"/> <b>CSEA RELEASE TIME</b>		<input type="checkbox"/> <b>PERSONAL NECESSITY LEAVE</b>			
<input type="checkbox"/> <b>BEREAVEMENT LEAVE</b> _____ <small>(state relationship of deceased)</small>		Article _____			
SIGNATURE OF EMPLOYEE _____				DATE _____	
SIGNATURE OF SUPERVISOR _____				DATE _____	
<small><i>It is important that bargaining unit members become well informed concerning leave provision of the agreement between the District and CSEA before using this form.</i></small>					
<b>PLEASE USE BLACK OR BLUE INK ONLY</b>					
<small>White-District Payroll</small>		<small>Canary-College Administration</small>		<small>Pink-Employee Goldenrod-Dean or Manager</small>	
<small>Form: P7, REV 10/08</small>					

**Academic employees:** % of the day missed (Contact the Division office for the calculation).

State Center Community College District Academic Absence Form			
		<input checked="" type="checkbox"/> Regular - Sch A/Management <input type="checkbox"/> Adjunct/Overload - Sch C	
NAME (Print) <u>Smith</u> <u>Mary</u> <u>A</u>		I.D. No. <u>0111111</u>	
LAST	FIRST	MIDDLE INITIAL	Campus or other work location
PERIOD OF ABSENCE: <u>4/3/11</u>		THROUGH <u>4/3/11</u>	
(DAY AND DATE)		(DAY AND DATE)	
			FOR A TOTAL OF <u>30%</u> (Number of workdays)
THE REASON FOR THE REQUESTED OR REPORTED ABSENCE IS CHECKED BELOW:			
<input checked="" type="checkbox"/> Sick Leave (non-job related injury or illness)		<input type="checkbox"/> Unauthorized Absence Without Pay	
<input type="checkbox"/> Workers Comp (on-the-job injury)		<input type="checkbox"/> Non-duty Day	
<input type="checkbox"/> Personal Business Leave (taken without pay)		<input type="checkbox"/> Military Leave (provide copy of military orders)	
<input type="checkbox"/> Personal Business Leave (sick leave deduction requested)		<input type="checkbox"/> Jury Duty/Court Summons (provide copy of court summons)	
<input type="checkbox"/> Personal Emergency Leave (Art. XI Va Sec. 6 Para.D)		<input type="checkbox"/> Maternity Leave (contact Dean of Instruction and District Benefits Office)	
<input type="checkbox"/> Personal Emergency Leave*		<input type="checkbox"/> Vacation	
* REASON _____		<input type="checkbox"/> Bereavement Leave _____ (state relationship of deceased)	
SIGNATURE OF EMPLOYEE _____		DATE _____	
SIGNATURE OF SUPERVISOR _____		DATE _____	
It is important that bargaining unit members become well informed concerning leave provision of the agreement between the District and Federation before using this form. This form is not to be used for Legislative, Professional Improvement, Sabbatical, or long-term Personal Leaves.			
FORM: Absence Form Certificated5-09 (PLEASE USE BLACK OR BLUE INK ONLY)			
White — District Payroll      Canary — College Administration      Pink — Employee      Goldenrod — Dean			

### Sign-in-Sheets – (Full Time Classified Employees Only)

- All full time classified (non-management) employees are required to sign in every day.
- Sign-in-Sheets are sent to each department on a monthly basis.
- Sign-in-sheets should accurately reflect your work schedule and absences.
- The top section is to report your work schedule and the section below it is to report your absences.
- Sign in sheets are verified against absence forms on a monthly basis by Administrative Services at each campus and/or by the department.
- Any discrepancies will be brought to the employee and supervisor’s attention.
- After completion of all the dates, each employee is required to sign below their printed name. By signing their name each employee is attesting that they have completed the sign-in sheet to the best of their knowledge.
- No overtime shall be recorded on the sign-in sheet. Overtime will either be submitted for pay or for compensatory time accrual using the proper forms.

**Sign-In-Sheet Instruction**

- Sign in DAILY
- Actual time worked must be reflected – First Line
- Actual period of absence and the number of hours must be reflected – Second Line
- Certify your record by signing at the end of the month **\*below your name\***

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Example 1:	8	8	S	8	8			10	8	8-9	8	8			8	8	8	8	8		V	V	V			
*Signature	5	5	N	5	5			5	5	10-4	5	5			1	4-30	5	5	5							
Example 2:	7	7	7	7	7			7	7	7	9	7			7	7	7	7	7							
*Signature	1-4	4	4	3:30	4			4	4	4	4	4			4	4	4	4	4		12-4					
	3CT		1/2 Lunch								7-9	2BL									4S					

You were absent all day

Time Worked

Period of Absence

# of Hours Absent + Reason

Took 30 min lunch and left 30 min early

**Leave Types:**

S or SL Sick Leave	JD Jury Duty
V Vacation	BL Bereavement Leave
PN Personal Necessity Leave	CS CSEA Release Time
CT Comp Time	F Furlough
A Time off Without Pay	

Hours worked beyond regular time should be reported on the Monthly Overtime or Comp Time Reports, found on the intranet:

<http://intranet.scccd.net/Payroll/>



### Timesheets

Some positions are required to complete a timesheet each month. The timesheets are completed by the employee and submitted to their supervisor for approval prior to submission to the campus business offices. Timesheets are provided by your campus Administrative Services Office and are to be returned by the due date noted on the timesheet. Overtime and Comp Time timesheets are also available through your campus Administrative Services Office.

Fresno City College  
 Student Aide Timesheet  
 May 2011

Dean/Supervisor \_\_\_\_\_

Name of Employee \_\_\_\_\_  
Last First

Employee ID# \_\_\_\_\_

Accounting Code \_\_\_\_\_ Pay Rate \_\_\_\_\_

Classification \_\_\_\_\_ Total Amount Paid \$ \_\_\_\_\_

	April			April/May			May			May			May		
	Date	Time	Hours	Date	Time	Hours	Date	Time	Hours	Date	Time	Hours	Date	Time	Hours
M	18			25			2			9			16		
T	19			26			3			10			17		
W	20			27			4			11			18		
TH	21			28			5			12			19		
F	22			29			6			13			20	Semester Ends	
S	23			30			7			14			21		
SU	24						8			15			22		
	TOTAL HOURS _____			TOTAL HOURS _____			TOTAL HOURS _____			TOTAL HOURS _____			TOTAL HOURS _____		

**PLEASE ROUND OFF HOURS TO THE NEAREST QUARTER HOUR**  
 Please use **BLACK** or **BLUE** ink only **NO WHITEOUT**  
 Unit Verification \_\_\_\_\_ Termination Letter \_\_\_\_\_

I certify that the student has completed the hours as indicated above and that the student's work is  
 \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

\_\_\_\_\_  
 Signature of Dean/Supervisor

**TIMESHEETS ARE DUE TO ADMINISTRATIVE SERVICES ON MAY 25, 2011**

**EMPLOYEE MAY NOT WORK OVER 19 HOURS A WEEK**

**GRAND TOTAL** \_\_\_\_\_

**Statement of Student**  
 I understand that I must be enrolled in a minimum of 12 units to retain my employment status as a student aide. I certify that I am currently enrolled in \_\_\_\_\_ units. I realize the College will terminate my employment if I do not retain the required number of units

\_\_\_\_\_  
 Signature of Student

## **“TimeClock Plus”**

Students, Provisional and Limited-Term employees are converting to the District’s electronic timekeeping system, TimeClock Plus. Employees will use either a web-based system that is accessible through a computer or they will use a time clock. Employees who use the TimeClock Plus system should record their time on a daily basis and electronically approve their timesheet by the last working day of the pay period. Employees may not clock in or out on behalf of another employee. Complete instructions will be provided to the employee by their managers or administrative service office.

## **Retirement Programs**

### **California State Teachers’ Retirement System (CalSTRS)**

Academic employees on contract belong to the CalSTRS Defined Benefit Program. CalSTRS DB is a defined benefit plan which provides a guaranteed lifetime pension. It also provides disability pensions, guaranteed death benefits and benefits for beneficiaries. It requires five full-time equivalent years of service credit to vest. Retirement benefits are based on a formula. Employees hired before January 1, 2013 are considered 2% at 60 members. Employees hired after January 1, 2013 are considered 2% at 62 members, which follow the Public Employees’ Pension Reform Act (PEPRA). The employee and employer contribution rates are set by CalSTRS and are published via an Employer and Administrative Directive. The employee contribution is tax deferred. The minimum retirement age is 55. Employees can access their accounts online through the myCalStrs login on their website, listed below. Please refer to the CalSTRS Member Handbook or the CalSTRS website for more information. CalSTRS members do not pay Social Security contributions.

California State Teachers Retirement System (CalSTRS)

P.O. Box 15275

Sacramento. CA 95851-0275

Local Office – Member Service Center (Fresno Location)

2440 Tulare Street, Suite 460

Fresno, CA 93721

1-800-228-5453 option 3

[Website](#)

### **California Public Employees Retirement System (CalPERS)**

Full-time permanent Classified employees are members of the California Public Employees’ Retirement System. CalPERS is a defined benefit plan that calculates the retirement benefit using age at retirement, years of service credit and salary. CalPERS provides a guaranteed lifetime pension to the retiree and to eligible beneficiaries. There is also a disability pension provided. Eligibility for retirement from CalPERS is 5 years of full-time service and age 50. Employees hired before January 1, 2013 are considered Classic members. Employees hired after January 1, 2013 are considered New members, which follow the Public Employees’ Pension Reform Act (PEPRA). Employee and employer contribution rates are set by CalPERS and are published via a Circular letter. The employee contribution is tax deferred. CalPERS members are also covered by Social Security (FICA). Employees can access their accounts online through the myCalPers login on their website, listed below. Please refer to the

CalPERS School Benefits handbook or the CalPERS website for more information.

### California Public Employees' Retirement System (CalPERS)

Lincoln Plaza North  
400 Q Street  
Sacramento, CA 95811  
1-888-225-7377

[Website](#)

### Local Office – Fresno Regional Office

10 River Park Place East, Suite 230  
Fresno, Ca 93720  
(888) 225-7377

### Public Agency Retirement System (PARS)

Permanent part-time classified employees or employees who are ineligible to participate in PERS or STRS are members of the Public Agency Retirement System (PARS). PARS is a defined contribution plan. The retirement benefit is the employee's individual account balance at the time of retirement. The employee receives interest each year after deduction of applicable fees. The employee contribution is 4.3% of earnings and is paid on an after-tax basis. In addition, the employer contributes 3.2% into the employee's account.

Employees can access their accounts online [myaccount.pars.org](http://myaccount.pars.org). For more information, please refer to the PARS website.

### Public Agency Retirement System (PARS)

P.O. Box 12919  
Newport Beach, Ca 92658  
1-800-540-6369

[Website](#)

### Payroll Tax Withholding

All new employees must fill out an IRS form W-4, Employee's Withholding Allowance Certificate to designate the appropriate income tax withholding. The allowances claimed on this form will be used for both federal and state tax withholding. However, if you wish to have a different number of allowances for state income tax withholding, you will need to fill out an EDD form DE 4.

These forms stay in effect until a new form is submitted unless you file exempt status, in which you must complete a new W4 every year before February 15<sup>th</sup>. You may change your withholding at any time. If a W-4 form is not received by the payroll department, your income tax withholding will default to Single - 0. The forms are available on the District's intranet website under Payroll or can be acquired directly from the IRS and EDD websites.

If you need help calculating how much tax you should withhold, visit the IRS website at [IRS Withholding Calculator](#).

[IRS Form W-4](#)

[EDD Form DE-4](#)

### **Other Voluntary Payroll Deductions**

The District offers several voluntary pre-tax deduction benefits, such as 403b, 457, Section 125, Accident and Miscellaneous insurance plans. For more information see **Benefits** under the District's internet and intranet sites.

### **Other Resources**

Additional resources can be found on the district's intranet site, which is accessed through a district network computer.

- [How to access your Paystub or W2 online](#)
- [W-2 Consent Instructions](#)
- [WebAdvisor Access Guide](#)

## Section 7 – Purchasing

The purpose of State Center Community College District's Purchasing Department is to ensure that all conduct, in reference to the procurement of goods and services, is in accordance with the procedures set forth by the Board of Trustees, the California Public Contract Code, the California Education Code and other applicable laws of the State of California. We also ensure that in any purchase transaction, the requirements for competition have been met, bidding and negotiation have been conducted in accordance with applicable policies, and no conduct of compromise to the public trust is present.

Being knowledgeable and understanding of the District purchasing policies and procedures can be challenging. We have provided the purchasing “How To” handbook to administrators, faculty and staff, as one way to meet this challenge.

This “How-To” Handbook serves as a quick reference to the staff members responsible for submitting requests for purchases. More detailed guidelines are found in the District’s Purchasing Policies and Procedures Manual. The handbook also contains questions most frequently asked regarding purchasing of equipment, goods and services.

### **First and foremost – *Please plan ahead!!***

Initiate requests for new orders at least **45 days** prior to the desired delivery date. Purchasing is here to both help and serve you.

It can be easier if we work with each other and follow the rules. As you are aware, there are rules, regulations, public contract and education codes which govern how we purchase. Yes, it does add lag time. But as SCCC employees, we are all obligated to abide by them and work within the system. It is best to learn the system and respond accordingly.

### **All about quotes**

Whenever practical, competitive quotations from vendors handling the same or similar products will be secured. The Purchasing department may, at its discretion, choose to bid any item.

Individual departments may receive price quotes on the items they intend to purchase. If quotes are received by the department, please include a copy with the requisition along with the name and contact info of who provided the quote. Not all of the price quotes attached may not be usable at the time of purchase due to time lapse, quantity changes or incomplete information. But in most circumstances, attaching the additional quotes to the request will expedite the processing time in the Purchasing department.

### **Supplies & Equipment**

\$1 – 5,000: Minimum of (1) one quote required

\$5,001 – 20,000: two (2) quotes required

\$20,001 – 95,200\*: three (3) quotes required

\$95,201\* and over: the formal bidding procedure must be implemented

\*Subject to annual adjustment of formal bid threshold by State of California.

A few things to remember with these purchasing limits:

- It should be the total cost of the purchase; inclusive of tax, shipping, installation, etc.
- It is unlawful to split projects into smaller purchases to avoid bid limits.
- Grant funding may have bidding thresholds that may differ from those listed. The most restrictive will apply.
- Piggyback purchases under existing cooperative contracts from authorized public agencies may avoid the need for multiple quotes; Purchasing will need to verify the contract. Examples include FCCC, CMAS, NASPO, E&I, etc.

### **Construction Projects (per CUPCCAA)**

On August 1, 2017 the SCCCD Board of Trustees passed a resolution to become subject to the California Uniform Public Construction Cost Accounting Act (CUPCCAA).

CUPCCAA is a useful tool for the district as it raises informal bidding thresholds, simplifies the informal quote process for small projects, reduces advertising costs, expedites the bidding processes, and increases the likelihood that bids received will be from responsive, responsible contractors. While CUPCCAA allows the district to have a less formal bid process it still contains appropriate guidelines, checks and balances. Additionally, in conjunction with Board Policy 6350, these CUPCCAA procedures help promote an increase in procurement opportunities for local and diverse construction contractors and consultants. Under CUPCCAA, the district is required to create and maintain a list of qualified construction contractors by the category of work performed.

Both bidding thresholds for supplies & equipment and construction are contained within the SCCCD Bidding Procedures Matrix. The annually updated matrix can be found in the [SCCCD Intranet](#). A copy is also included here as a sample.

BIDDING PROCEDURES MATRIX State Center Community College District							
CONSTRUCTION PROJECTS (per CUPCCAA)	Minimum Quotes	Board Action	Prevailing Wage	Bid Bond	Payment Bond	Liability Insurance	Action/Remarks
Projects under \$1,000	1	N	N	N	N	Y	PO
Projects \$1,000 to \$24,999	2	N	Y	N	N	Y	PO/Small Project Contract
Projects \$25,000 to \$60,000	3	N	Y	N	Y	Y	PO/Small Project Contract
Projects \$60,001 to \$200,000	CUPCCAA List *1	Ratify *2	Y	Y	Y	Y	Informal Bidding/CUPCCAA Contract
Projects \$200,001 and larger	Formal Bid	Approve *6	Y	Y	Y	Y	Formal Bidding/Large Construction Contract
<b>NON-CONSTRUCTION Equipment, Materials, Supplies and Services</b>							
Purchases of \$0 to \$5,000 *3	1	N	N/A	N	N	As Appropriate	PO/Confirm if Contract Required
Purchases of \$5,001 to \$20,000	2	N	N/A	N	N	As Appropriate	PO/Confirm if Contract Required
Purchases of \$20,001 to \$95,200 *4	3	N	N/A	N	N	As Appropriate	PO/Confirm if Contract Required
Purchases of \$95,201 or more *4	Formal Bid *5	Approve *6	N/A	Optional	N	Y	PO/Contract
Piggyback Purchase under \$95,200 *4 *7	1	N	N/A	N	N	As Appropriate	Must be an authorized Piggyback contract *7
Piggyback Purchase over \$95,200 *4 *7	1	Approve *6	N/A	N	N	Y	Must be an authorized Piggyback contract *7
*1 CUPCCAA List of contractors maintained by Purchasing							
*2 Ratify administrative award under CUPCCAA							
*3 Grant funds may have bidding thresholds that differ from those listed. The most restrictive will apply.							
*4 Subject to annual adjustment of formal bid threshold by State of California							
*5 Formal Bidding required above statutory limits							
*6 Approve prior to executing contracts							
*7 Piggyback purchases under existing contracts from authorized public agency must be verified by Purchasing Dept. May include FCCC, CMAS, NASPO, E&I, etc.							
* Contact Purchasing Department for exceptions to this matrix, including: sole source purchases, independent contract agreements, professional service agreements, etc.							
* Purchase limits are inclusive of tax, shipping, installation, etc. (total contract amount)							
* It is unlawful to split projects into smaller purchases to avoid bid limits.							
* If quotes provided are not considered reasonable, purchasing may request additional information.							

**SCIP**

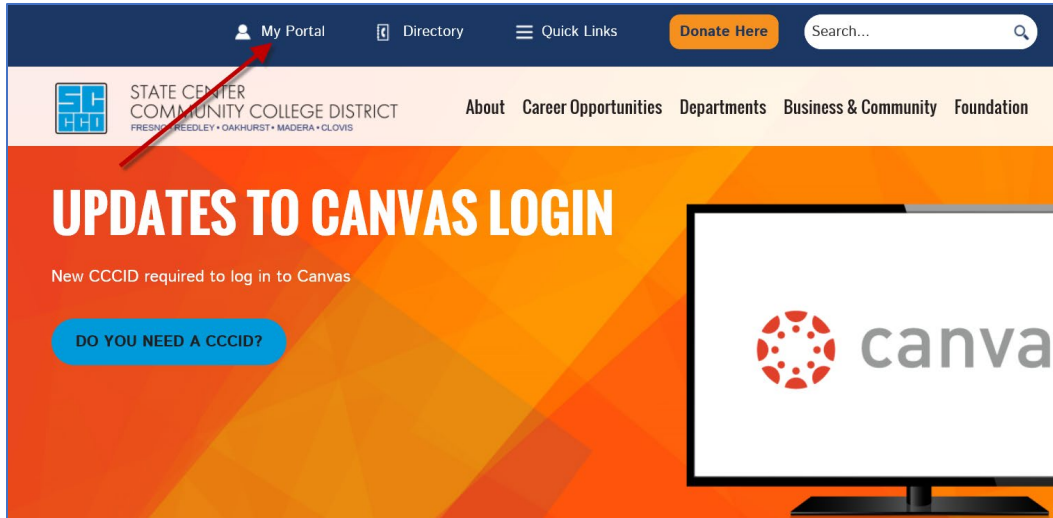
In 2018, SCCCD moved from paper requisitions to an all-electronic e-procurement solution to purchase items and services with an automatic routing feature for approvals. This system is known as SCIP and it stands for State Center Integrated Procurement. SCIP is powered by software from ESM Solutions and is partnered with Colleague, the district’s ERP/financial software system.

All requisitions for the district (now referred to as transactions in SCIP), are processed through SCIP. SCIP manuals will continue to be added to the SCCCD Purchasing Intranet as they are developed.

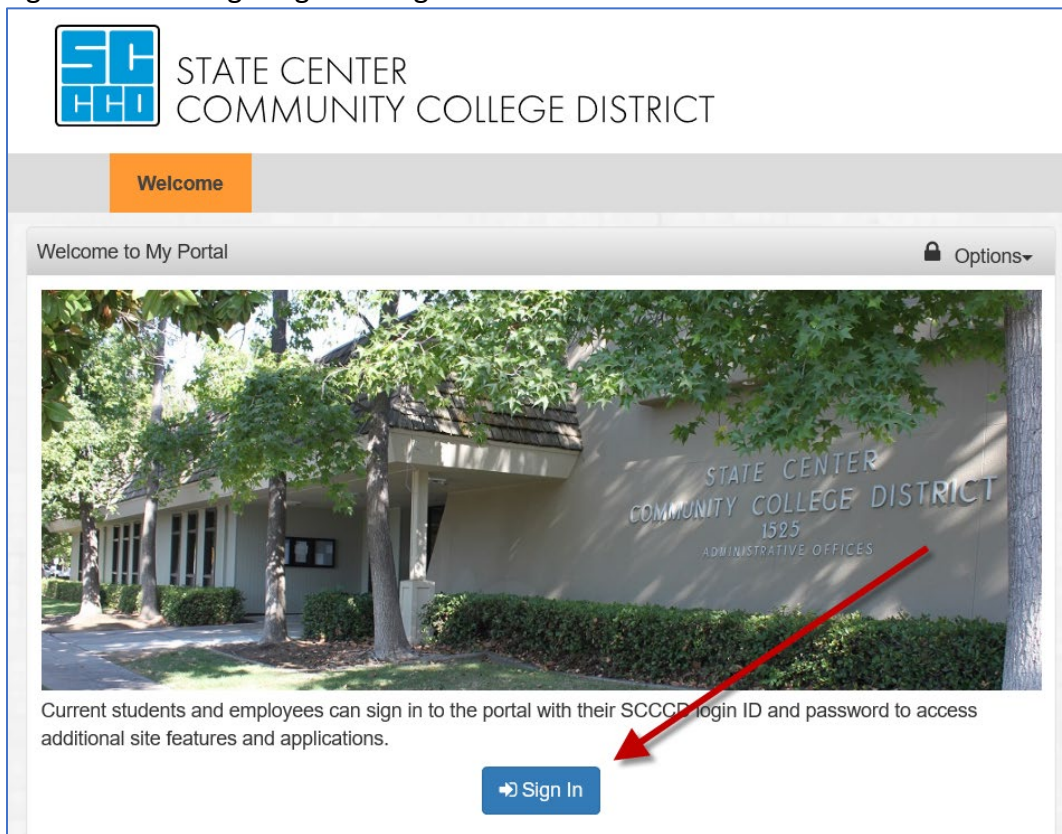
**Here are basics to access and use SCIP...**

Access through **SCCCD My Portal** and sign in...

- Go to [www.sccd.edu](http://www.sccd.edu) and select My Portal

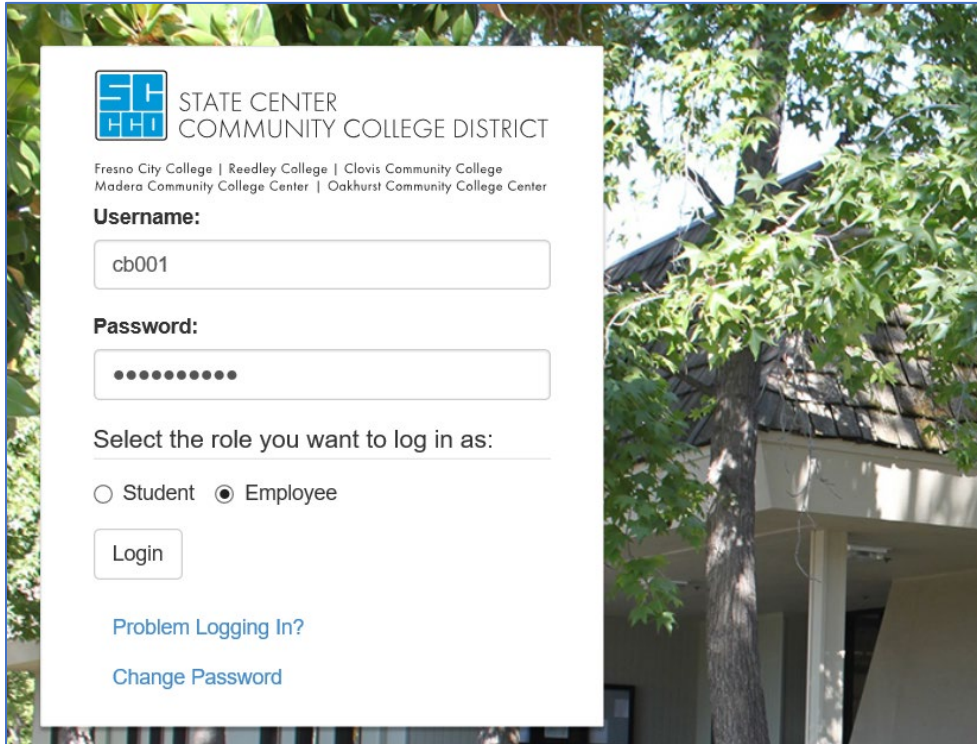


- Sign in on the Single Sign-On Page

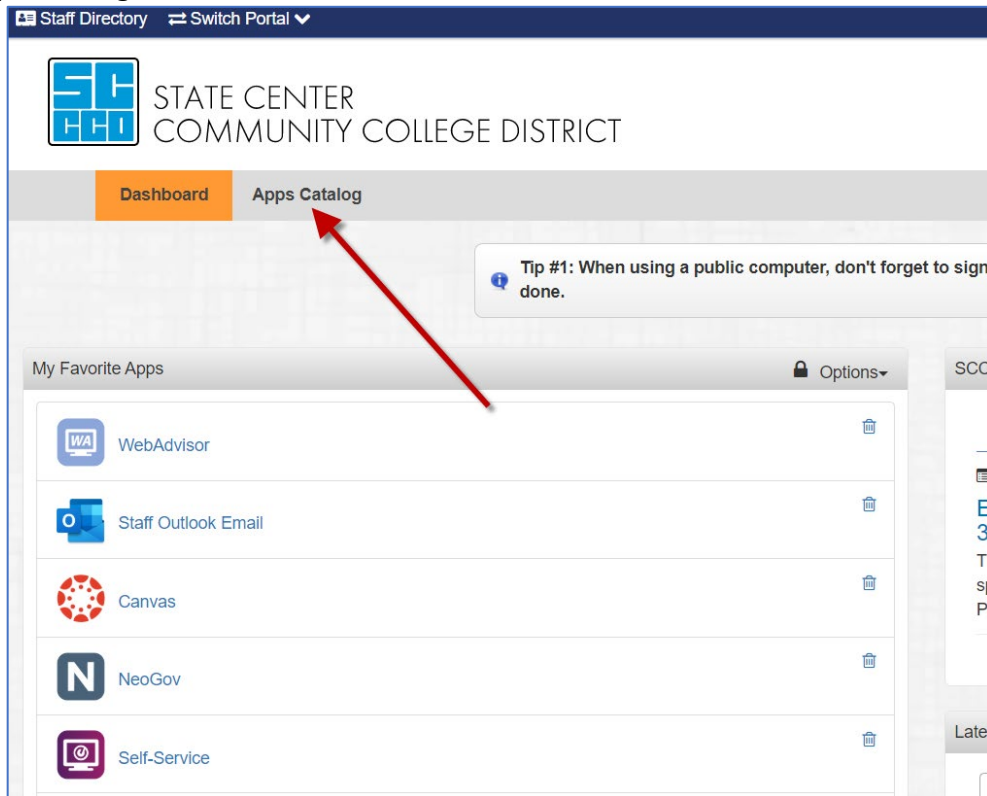




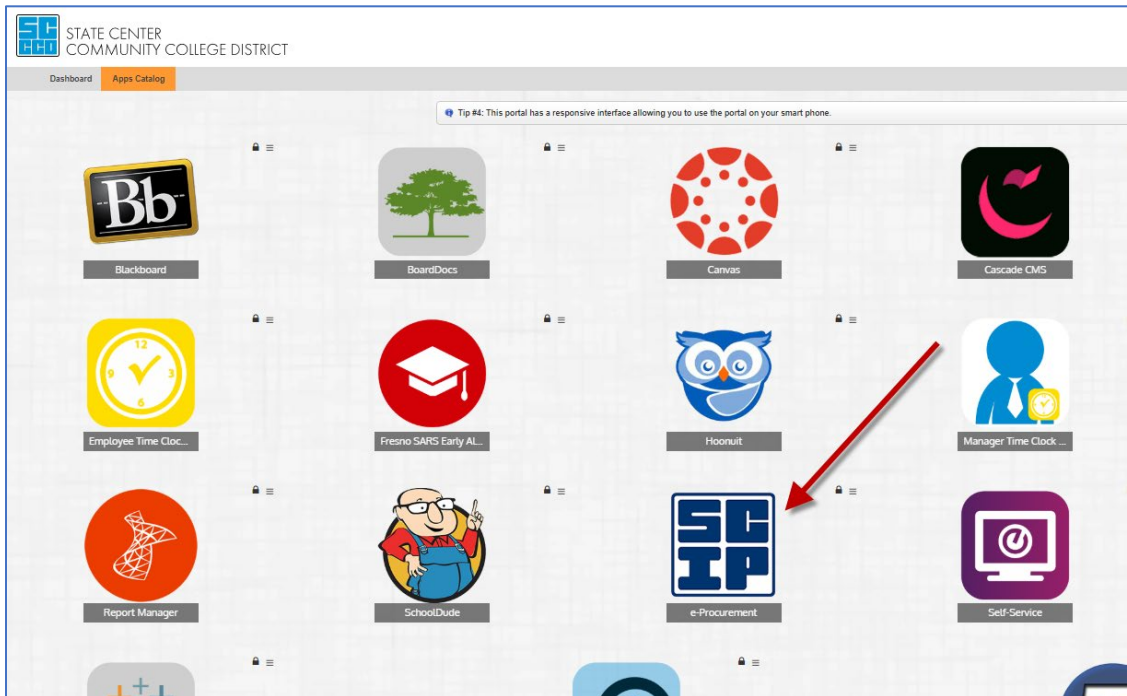
- Network User name and Password, make sure “Employee” is selected



- Choose “Apps Catalog” tab



- Select the SCIP e-Procurement App

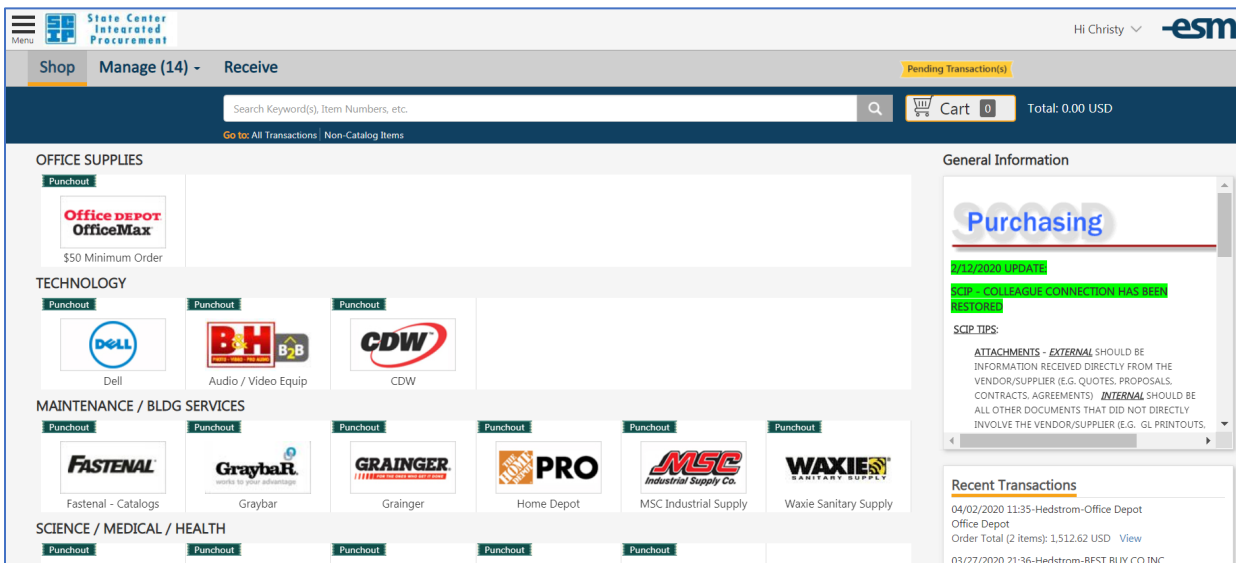


- If you see this next screen, please select State Center Community College District, then next (can be typed in the drop-down box, do not have to scroll)



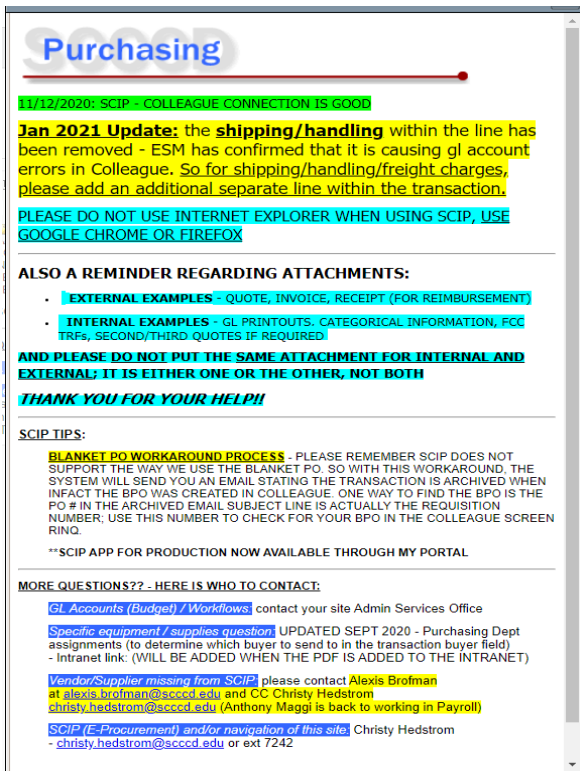
SCIP Main Shop Page

- All SCIP Shop pages will look a little bit different with the access that is given...



- To the right of the page is the General Information Box:

This box has valuable information for common questions and is updated frequently. Here is the current info:



If ever SCIP appears to be acting quirky, it is more than likely the connection with Colleague – if there is an issue, the green bar on top will be changed to red so please check here first.

- The SCIP tips are the most common questions and errors with transactions – please read carefully!
- If the box does not answer your question, there is a list on the bottom of who to contact for your specific request.

More specific step-by-step directions to complete SCIP transactions can be found within the SCCCD Purchasing Intranet.

Blanket Purchase Orders can be processed through SCIP – but currently it is a work-around process.

Information with these requests need to include:

- effective period of time (not exceeding the end of the fiscal year)
- maximum dollar amount
- individuals authorized to purchase
- types of goods/services needed

Note: Specific details with this Blanket Purchase Order process for SCIP can be found in the SCCCD Purchasing Intranet page.

## Purchasing Department Staff Assignments

Each staff member is responsible for specific commodities and items that will be processed. Please refer to the list here (also located on the Intranet) when there are any questions that you may need help with.

### *PURCHASING DEPARTMENT STAFF ASSIGNMENTS*

**Randall Vogt**  
**District Director of**  
**Procurement and Contracts**  
**(559) 243-7241**  
[randy.vogt@scccd.edu](mailto:randy.vogt@scccd.edu)

Major Projects  
 Contracts / Agreements  
 Property Management  
 Contract Administration  
 Vendor Outreach

**Sofia McClellan, Buyer**  
**(559) 243-7246**  
[sofia.mcclellan@scccd.edu](mailto:sofia.mcclellan@scccd.edu)

Construction  
 Facilities  
 Maintenance  
 Operations  
 Telecommunications

**Alexis Brofman, Procurement Technician**  
**(559) 243-7243**  
[alexis.brofman@scccd.edu](mailto:alexis.brofman@scccd.edu)

Amazon Orders  
 Office Depot Orders  
 Hotel & Conference Prepayment Registrations  
 Travel and Conference – Airfare  
 Memberships / Subscriptions  
 Fuel Cards  
 Vendor Maintenance / SCIP Vendors  
 Emergency PO's  
 Fixed Assets

**Fax (559) 263-9649**  
[purchasing@scccd.edu](mailto:purchasing@scccd.edu)

**Christy Hedstrom, Senior Buyer**  
**(559) 243-7242**  
[christy.hedstrom@scccd.edu](mailto:christy.hedstrom@scccd.edu)

eProcurement / SCIP  
 Audio / Visual  
 Computers / Tablets / Servers  
 Network Equipment  
 Wireless Communication

**Caleb Brooks, Buyer**  
**(559) 243-7244**  
[caleb.brooks@scccd.edu](mailto:caleb.brooks@scccd.edu)

Furniture  
 Custodial  
 Child Development  
 Musical Instruments  
 Books / Bookstore / Student Testing  
 Science / Health / Athletics  
 Vocational / Industrial / Ag  
 Police / Fire  
 Vehicles / Transportation

**Paul Rosencrans, Buyer**  
**(559) 243-7147**  
[paul.rosencrans@scccd.edu](mailto:paul.rosencrans@scccd.edu)

Agreements / ICAs  
 Licenses / Software  
 Foodservice  
 Office Equipment Purchases  
 Leased Office Equipment (e.g. copiers)  
 Postage / Mail  
 Advertising  
 Printing / Promotional It

## Other Miscellaneous Info

If items are to be picked up, please indicate this on the requisition. A copy of the purchase order will be sent to you, so you may take it to the vendor.

The quoting process may change the vendor on your transaction. Purchasing will change the vendor on a requisition when a quote has been obtained is the same or equivalent product at a savings to the District.

**Please do not initiate an order directly with a vendor. The purchase order copy sent to the vendor will place the order. Departments that give their own name or the requisition number to process an order is not allowed and is considered an unauthorized purchase.**

*\*Please note the District is not liable for payment when this happens.*

## Guidelines for Employing Independent Contract Consultants

People such as doctors, dentists, veterinarians, lawyers, accountants, contractors, subcontractors, public stenographers, or auctioneers who are in an independent trade, business, or profession in which they offer their services to the general public are generally independent contractors.

However, whether these people are independent contractors or employees depends on the facts in each case. The general rule is that an individual is an independent contractor if the District has the right to control or direct only the result of the work and not what will be done and how it will be done.

Independent Contractor Agreements are required when using the services of an independent contractor. Forms and guidelines are available on the [Purchasing](#) intranet site.

## Section 8 – Benefits

### Self-Insured Health Insurance Plans and The EdCare Group

Through a Joint Powers Authority (JPA) known as the EdCare Group, the District along with two other school districts, assume the financial risk of the health insurance plans offered. This means the EdCare Group pays for all health care expenses (services/claims) as they are received for eligible employees and their eligible dependents enrolled on the self-insured health plans.

The self-funded health insurance plans are the Modern Care PPO, Bronze PPO, dental PPO and vision insurance plans.

### Does the District, as part of the EdCare Group, Have a Health Insurance Broker?

Yes, the Edcare Group health insurance broker is Barthuli & Associates. The Barthuli & Associates staff can assist enrolled group members general questions and claims issues. Their phone number is (559) 385-7510.

The District's health insurance broker is Keenan & Associates.

The self-insured health plans summary plan documents, benefit summaries, along with general information regarding the EdCare Group can be found on the [EdCare Group](#) website.

### Employees Eligible for Health and Welfare Benefits

Benefit eligible employees include:

- Faculty SCFT bargaining unit members with a full professional work week of 40 hours per week;
- Classified CSEA bargaining unit members working 30 or more hours per week;
- Classified POA bargaining unit members working 40 or more hours per week;
- Full-time management and confidential employees.

### What Health and Welfare Benefits Are Offered?

Eligible employees and their eligible dependents are provided a generous benefit package that includes medical, dental, vision, and life and accidental death & dismemberment insurances along with an employee assistance program (EAP). Employees and their dependents are required to be enrolled in the same plans. Employees also have the option to enroll in a voluntary long-term disability insurance plan.

Below are the health plans currently offered:

**Medical Plans**

- Modern Care PPO - Anthem Blue Cross Preferred Provider Organization (PPO)
- Bronze PPO - Anthem Blue Cross Preferred Provider Organization (PPO)
- Kaiser High HMO Plan - Health Maintenance Organization (HMO)
- Kaiser Low HMO Plan - Deductible Health Maintenance Organization (DHMO)

**Dental Plan**

- Ameritas PPO

**Vision Plan**

- Vision Service Plan (VSP)

**Life and Accidental Death & Dismemberment (AD&D) Insurance**

- VOYA Group Life

**Employee Assistance Program (EAP)**

- Halcyon EAP

**Voluntary Long-Term Disability (LTD)**

- VOYA Long-Term Disability

**How Do I Enroll for Health Insurance Benefits?**

The health insurance benefit enrollment forms can be found through your new hire onboarding portal (NeoGov or TalentEd). If you do not have computer access or need assistance, please contact the Benefits Technician at (559) 243-7134 or via email at [benefits@sccd.edu](mailto:benefits@sccd.edu).

**What is my Deadline to Submit Health Insurance Benefit Enrollment Forms Upon Being Hired?**

New employees have 31-days from the date of hire, including date of hire, to submit their enrollment forms and supporting dependent documents to the HR-Benefits office. Enrollment forms and supporting dependent documentation should be submitted through the on-boarding portal (NeoGov or TalentEd). If you do not have computer access, access to upload the documents to the on-boarding portal, or need assistance, please contact the Benefits Technician at (559) 243-7134 or via email at [benefits@sccd.edu](mailto:benefits@sccd.edu).

## Can I Enroll my Eligible Dependent(s)? Who is Considered an Eligible Dependent?

Yes, you can enroll your eligible dependent(s) on your health plans. Dependents include your legally married spouse, registered domestic partner meeting eligibility guidelines per the plan, natural born child, stepchild, adoptive child, and/or a child you have legal guardianship/custody of. An eligible child is one who is currently under the age of 26, and meets the criteria to be enrolled on the plans.

## What Supporting Documents will be Needed if I Wish to Enroll my Spouse, Registered Domestic Partner, and/or Child(ren)?

All benefit-eligible employees are required to submit at time of enrollment dependent eligibility verification in order to enroll a dependent spouse, registered domestic partner, and/or child(ren) in the District-sponsored health insurance benefits.

All employees will be required to provide a copy of the following when submitting benefit enrollment forms within the 31-calendar day enrollment period (please note, this includes the date of hire).

<b>Legally Married Spouse</b>	Original, certified marriage certificate <b>and</b> Social Security card
<b>Registered Domestic Partner*</b>	Affidavit or copy of Declaration of Domestic Partnership with the California Secretary of State <b>and</b> Social Security card
<b>Biological Child(ren)</b>	Original, certified copy of the birth certificate(s) naming employee as child's biological parent <b>and</b> Social Security card(s)
<b>Step-child(ren)</b>	Original, certified copy of the birth certificate(s) naming current legally, married spouse as the child's biological parent. <i>Applicable spouse documentation required as well</i> <b>and</b> Social Security card(s)
<b>Foster Child, Legal Guardianship, or Grandchildren</b>	Original, certified birth certificate(s), along with court papers showing legal responsibility and/or guardianship of the child(ren) <b>and</b> Social Security card(s)

*\*Registered Domestic Partner eligibility guidelines per the EdCare Summary Plan Document and/or Kaiser Evidence of Coverage must be met.*

## When Does Coverage Begin?

Health insurance benefit coverage for eligible faculty SCFT bargaining unit members, management, and confidential employees begins on the first of the month following the date of hire for all benefits – medical, dental, vision and life insurances, as well as the employee assistance program, and the voluntary long-term disability insurance, if elected.

Health insurance benefit coverage for eligible classified CSEA unit members and classified POA unit members will begin on the first of the month following the date of hire for medical insurance and the employee assistance program, as well as the voluntary long-term disability insurance, if



elected. Dental, vision and life insurances will begin following successful completion of six full months of employment from date of hire.

## What is the Cost for Benefits?

The monthly payroll deduction cost to enroll you and your eligible dependents may be different based on the plan you select. The monthly employee payroll deductions effective October 1, 2021 through September 30, 2022 are below:

### Medical Insurance Plans

Medical Plan	Monthly Employee Payroll Deduction
Modern Care PPO	\$ 385
Bronze PPO	\$ 187
Kaiser High HMO	\$ 466.11
Kaiser Low DHMO	\$0

Benefit Plan	Monthly Employee Payroll Deduction
Ameritas PPO Dental Plan	\$0 – Paid by the District
VSP Vision Plan	\$0 – Paid by the District
Basic Life Insurance and AD&D Insurance	\$0 – Paid by the District
Employee Assistance Program (EAP)	\$0 – Paid by the District

*There is currently no additional cost to enroll eligible family members for any of the benefits.*

## What is the Annual Open Enrollment Period?

Every year there is an annual open enrollment period held from mid-August to mid-September. The open enrollment period allows benefit eligible employees to:

- Learn about plan benefit changes for the upcoming plan year
- Learn about the monthly employee payroll deduction costs for the upcoming plan year
- Move to a different medical plan
- Make changes to their health benefits without a qualifying life event – such as add eligible dependents not previously enrolled, and/or delete dependents who no longer meet eligibility requirements
- Enroll/re-enroll in Section 125 Flexible Spending Accounts
- Enroll in voluntary benefit products (supplemental life insurance, short-term disability, critical illness, cancer insurance, etc.)

Employees who are enrolled in health benefits and take no action during the annual open enrollment period will continue on their currently enrolled health plans.

## Can I Make Changes to My Health Insurance Benefits Outside of Open Enrollment?

It is possible to make a change in benefit coverage outside of the open enrollment period provided you experience a **qualifying event**.

A **qualifying event** is defined as:

- Marriage or divorce
- Birth, completed adoption, or custody change of an eligible dependent
- Initially meeting the district requirements that confirm eligibility for domestic partner benefits
- Beginning or ending of spouse/registered domestic partner's employment
- Change in employment (either employee, spouse, or domestic partner) from part-time to full-time or full-time to part-time.

*This is not an all-inclusive listing. If you feel you have a qualifying life event or need further clarification, please contact the Benefits Technician at (559) 243-7134 or via email at [benefits@scccd.edu](mailto:benefits@scccd.edu).*

Should you have a change in status or in dependent status (i.e. marriage, divorce, or birth of child), **it is your responsibility** to complete and submit the appropriate enrollment change forms and supporting documentation to the District Human Resources Office as soon as possible and **within 31-days from the event date** in order to make qualified changes. If you do not, your next opportunity is during the annual open enrollment period. **For assistance with this process, please contact the Benefits Technician at (559) 243-7134 or via email at [benefits@scccd.edu](mailto:benefits@scccd.edu).**

## **Dependent Eligibility Review**

In an effort to keep the group health insurance plans running as efficiently and affordably as possible, the EdCare Group conducts a dependent eligibility verification review once every three (3) years, with the next review taking place in the year 2022.

The purpose of a dependent eligibility review is to identify dependents that should no longer be covered under the health insurance plans (ineligible). Common examples of ineligible dependents include children that have met the maximum age limit (26) and/or legally divorced/separated spouses. By removing ineligible dependents from the healthcare plan can translate into cost savings for the health insurance plans.

## **Can my Health Insurance Benefits Be Continued If I Leave Employment?**

Yes, you may elect to continue the medical, dental and vision plans at cost. If you lose your group health insurance coverage because of termination of your employment for any reason other than gross misconduct on your part or a reduction in your hours of employment, you will become a qualified beneficiary and have the right to elect health plan continuation coverage through the Consolidated Omnibus Budget Reconciliation Act (commonly referred to as COBRA).

The District will notify the plan administrator, Delta Health Systems (DHS) of the qualifying COBRA event. DHS will notify qualified beneficiaries via US Mail of their right to elect continuation coverage. Specific information regarding the maximum election period will be provided at the time of the qualifying event. If a qualified beneficiary elects continuation coverage, they will be

required to pay the entire cost for the group health insurance, plus 2% administration fee.

### **Can Health Insurance Benefits Be Continued For My Dependents Who Become Ineligible?**

A dependent spouse/registered domestic partner, and/or dependent child(ren) will become a qualified beneficiary and have the right to elect continuation coverage under the Consolidated Omnibus Budget Reconciliation Act (commonly referred to as COBRA) if he/she loses group health coverage because of any of the following reasons\*:

1. Termination of the employee's employment for any reason other than gross misconduct or reduction in the employee's hours of employment;
2. The death of the employee;
3. Divorce or, if applicable, legally separated;
4. The employee becomes enrolled in Medicare benefits (Part A, Part B or both); or
5. You cease to be eligible for coverage as a "dependent" under the terms of the health plan.

*\*Sometimes rights similar to those described above may apply to covered retirees, and their covered spouses, and dependents if Delta Health Systems commences a bankruptcy proceeding under title 11 of the United States code and these individuals lose coverage within one year of or one year after the bankruptcy filing.*

Once the plan administrator, Delta Health Systems (DHS), learns a qualifying event has occurred, DHS will notify qualified beneficiaries of their rights to elect continuation coverage. Each qualified beneficiary has independent election rights, for example, a covered employee may elect group health insurance coverage on behalf of their spouse, and parents may elect on behalf of their children. More specific information regarding the maximum election period will be provided to the qualified beneficiary at the time of the qualifying event. If a qualified beneficiary elects continuation coverage, they will be required to pay the entire cost for the group health insurance, plus 2% administration fee. Should coverage change or be modified for non-COBRA participants, then the change and or modification will be made to your coverage as well.

## **Modern Care PPO Medical Plan (Anthem Blue Cross PPO Medical Provider Network)**

### **Plan Description**

The Modern Care PPO plan is a self-funded medical and prescription drug plan, which utilizes the Anthem Blue Cross provider network for medical care and Integrated Prescription Management (IPM) for prescription drugs. Mental health & substance abuse benefits have a separate provider network through Halcyon. Chiropractic benefits, speech therapy benefits, occupational therapy benefits, & physical therapy benefits all have a separate provider network through PhysMetrics.

The plan offers in-network and out-of-network benefits; however, if you choose to go to an out-of-network provider you will pay for a larger portion of billed services. To use in-network benefits, always ask if the provider is a “contracted provider”.

All care must be medically necessary as determined by the Medical Plan and/or the primary care physician’s medical group. Pre-approval is generally required for most significant medical procedures. It is the responsibility of the primary care physician to ascertain any necessary pre-approval from the Medical Plan and/or the medical group before proceeding.

Delta Health Systems is the Third-Party Administrator (TPA), which handles all eligibility and claims for services.

Additional benefits include a telemedicine option through LiveHealth Online, a weight management program for those who are eligible for weight reduction surgery and Baby Connect for employees and their eligible spouses enrolled on the plan.

Summary of Benefits To access the Modern Care PPO plan Benefits Summary and/or the Medical Plan Summary Plan Document, please visit the Medical Insurance Plans section of the [District’s Health Benefits and Resources webpage](#).

## **Bronze PPO Medical Plan (uses the Anthem Blue Cross PPO Provider Network)**

### **Plan Description**

The Bronze PPO plan is a self-funded medical and prescription drug plan, which utilizes the Anthem Blue Cross provider network for medical care and Integrated Prescription Management (IPM) for prescription drugs. Mental health & substance abuse benefits have a separate provider network through Halcyon. Chiropractic benefits, speech therapy benefits, occupational therapy benefits, & physical therapy benefits all have a separate provider network through PhysMetrics.

This plan is considered a high deductible plan and offers in-network benefits only. To use in-network benefits, always ask if the provider is a “contracted provider”.

All care must be medically necessary as determined by the Medical Plan and/or the primary care physician’s medical group. Pre-approval is generally required for most significant medical procedures. It is the responsibility of the primary care physician to ascertain any necessary pre-approval from the Medical Plan and/or the medical group before proceeding.

Delta Health Systems is the Third-Party Administrator (TPA), which handles all eligibility and claims for services.

Additional benefits include a telemedicine option through LiveHealth Online, a weight management program for those who are eligible for weight reduction surgery and Baby Connect for employees and their eligible spouses enrolled on the plan.

### **Summary of Benefits**

To access the Bronze PPO plan Benefits Summary and/or the Medical Plan Summary Plan Document, please visit the Medical Insurance Plans section of the [District’s Health Benefits and Resources webpage](#).

## **Kaiser High Traditional HMO Health Plan**

### **Plan Description**

The Kaiser High HMO plan is a fully insured health maintenance organization plan under Kaiser Permanente. Members are part of the Northern California region.

With this plan, you do not need to pay an annual deductible before the plan begins to pay for a portion of covered medical services. All care must be accessed at a Kaiser facility. Kaiser will not cover visits to a non-Kaiser provider, except for emergency care outside the Kaiser service area or via formal referral directly from Kaiser.

Additional benefits/services under this plan include telemedicine services, health and wellness classes, wellness coaching, and MyHealth Manager.

### **Summary of Benefits**

To access the Kaiser Permanente High HMO plan Benefits Summary and/or the Medical Plan Summary Plan Document, please visit the Medical Insurance Plans section of the [District's Health Benefits and Resources webpage](#).

## **Kaiser Low Deductible DHMO Health Plan**

### **Plan Description**

The Kaiser Low DHMO plan is a fully insured deductible health maintenance organization plan under Kaiser Permanente. Members are part of the Northern California region.

With this plan, you will pay a copayment or coinsurance for doctor visits all year around. For most other services (hospital-related), you will pay the full charges until you reach your deductible, then you will start to pay copays or coinsurance for services. Kaiser offers a sample fee schedule each year so that you could estimate your out-of-pocket cost share for services.

All care must be accessed at a Kaiser facility. Kaiser will not cover visits to a non-Kaiser provider, except for emergency care outside the Kaiser service area or via formal referral directly from Kaiser.

Additional benefits/services under this plan include telemedicine services, health and wellness classes, wellness coaching, and MyHealth Manager.

### **Summary of Benefits**

To access the Kaiser Low Deductible HMO plan Benefits Summary and/or the Medical Plan Summary Plan Document, please visit the Medical Insurance Plans section of the [District's Health Benefits and Resources webpage](#).



## Ameritas Dental PPO

### Plan Description

The District offers one dental plan option through Ameritas Dental PPO. The Ameritas PPO plan offers in-network and out-of-network benefits. When a covered person uses an Ameritas network provider, the out-of-pocket costs may be reduced because you will not be billed for expenses in excess of the maximum allowable charge (contracted Ameritas fee for services). If a covered person uses an out-of-network provider, the out of pocket costs will be paid at the Ameritas negotiated rate and the out of pocket expense may be higher.

Enrolled employees and their eligible dependents must select a contracted dentist in order to receive in-network benefits.

This is an incentive level plan with employees and their eligible dependents starting at the 70% incentive level. This means the plan pays up to 70% of allowed costs and the remaining allowable amount is paid by the employee/dependent. In order for the incentive level of coverage to increase annually to the next tier, up to 100%, each employee and/or dependent(s) must have at least one (1) dental exam a year.

Orthodontia benefits are available.

### Summary of Benefits

To access the Ameritas Benefits Summary or the Dental Plan Summary Plan Document, please visit the Dental Insurance Plan section of the [District's Health Benefits and Resources webpage](#).

***\*\*Please refer to summary plan document or benefit summary for plan exclusions. \*\****

## **Vision Service Plan (VSP)**

### **Plan Description**

The District offers one vision plan option through VSP. The VSP plan offers in-network and out-of-network benefits. When a covered person uses a VSP provider, the out-of-pocket costs may be reduced because you will not be billed for expenses in excess of the maximum allowable charge (contracted VSP fee for services).

The plan also offers additional benefits such as Eyeconic, Diabetes Care, LASIK discounts, and TruHearing offers. To view all plan offerings, please log into your VSP member portal.

### **Summary of Benefits**

To access the Vision Plan Benefit Summary or the Vision Plan Summary Plan Document, please visit the Vision Insurance Plan section of the [District's Health Benefits and Resources webpage](#).

## **Life and Accident Death & Dismemberment (AD&D) Insurance**

### **General Information**

State Center Community College District offers a life insurance benefit to all eligible employees through VOYA. The District will pay, according to the terms of the contract, for \$50,000 in life insurance benefits for all eligible employees. This benefit is available as long as the employee remains employed with the District and is eligible for the benefit.

Management and confidential employees are provided two policies; one level term of \$50,000 and a decreasing policy with an age-based benefit.

### **Dependent Life Insurance**

Eligible employees of the VOYA life insurance benefit may elect coverage of \$5,000 for their eligible dependents enrolled on the medical insurance. The amount of dependent basic life insurance for a child under 14 days is \$500.

### **Accelerated Benefit**

As an added benefit to the VOYA life insurance, VOYA allows all eligible participants to receive 50% of their total life insurance benefit immediately in the event of a terminal illness that limits life expectancy to 12 months or less.

### **Accidental Death & Dismemberment Benefits**

If you suffer a covered loss due to a covered accident, you could apply for AD&D benefits. Such covered losses include life, both hands, both feet, sight of both eyes, and speech. For more information, please review the summary plan document.

### **Funeral Planning Services**

VOYA has partnered with Everest to offer a benefit that allows all eligible participants to receive nationwide funeral planning and concierge services. Everest offers both pre-planning and at-needed services for all funeral needs. Everest can also assist employees and their eligible dependents to determine eligibility for the accelerated life insurance benefit.

### **Estate Planning Services**

VOYA has partnered with ComPsych to offer a benefit that allows all eligible participants to receive free online Will preparation through EstateGuidance.com.

### **Travel Assistance Services**

VOYA offers a benefit that allows all eligible participants to receive free travel assistance when

traveling more than 100 miles from home. Services include pre-trip information, emergency personal services, medical assistance services, and emergency transportation services.

For more information on these VOYA products, please visit the District Human Resources [Health Benefits and Resources](#), contact the District Human Resources Office at (559) 243-7100 or via email at [benefits@sccd.edu](mailto:benefits@sccd.edu).

## **Employee Assistance Program (EAP) Provided by Halcyon Behavioral**

### **Plan Description**

The Halcyon Behavioral Employee Assistance Program (EAP) is a free, confidential counseling service available to eligible District employees, their dependents, ***as well as anyone living in their household.***

The EAP services are available 24 hours a day, 7 days a week.

Each eligible employee and dependent can receive up to three (3) interfaces (phone calls and face-to-face counseling sessions combined), every six months, with a maximum of six (6) interfaces per year. Benefit renews annually on October 1<sup>st</sup> per problem area, per family unit.

Halcyon also offers Emotional Fitness Coaching (text therapy) and eConnect.

### **Face-to-Face Counseling**

Eligible employees and their dependents can receive face-to-face counseling for these issues:

- Marital and Family
- Substance Abuse
- Depression
- Emotional Difficulties
- Adolescent Behavior
- Stress
- Grief

### **Referrals and Consultations**

Eligible employees and their dependents can receive one (1) thirty (30) minute session of counseling per separate legal matter with a network attorney for these issues:

- Civil/Consumer Issues
- Personal Legal Services
- Real Estate
- IRS Matters
- Estate Planning Law
- Financial Matters
- Immigration and Naturalization

**Additional benefits**

Skill builders - E-learning courses that can be completed in 15-20 minutes each. You can get a printable certificate. *(Topics such as business etiquette, caring for aging relatives, eating your way to wellness, effective communication, time management, self-care, conflict resolution, etc).*

Online seminars – on-demand, online seminars such as webinars.

Financial and Legal Center - create a simple will, PocketSmith Personal Financial Manager (online tool to manage personal finances), find legal forms, find financial calculators.

Find resources available for relocation center, fertility, family caregivers, tax preparation and senior care services.

District employees are strongly encouraged to access a wealth of information on health and wellness issues at [Halcyon EAP](#) (log in username is edcare)

## **Voluntary Long-Term Disability (LTD) Insurance Through VOYA Financial**

### **General Information**

The voluntary long-term disability (LTD) income insurance coverage provides benefits to replace a portion of your income should you become ill or injured and are unable to work and receive wages. The voluntary LTD plan is administered by VOYA Financial.

Eligible employees can elect to purchase at their own cost, the LTD insurance coverage which will replace 60% of eligible income up to \$5,000 per month following an elimination period.

Monthly premiums are based on employee salary and employee age.

Eligible employees have 31-days from date of hire (including hire date) to elect coverage or waive coverage. During this initial enrollment period, coverage is offered without the employee having to go through a medical questionnaire (Evidence of Insurability).

Should an employee not elect coverage at time of hire and later decides to elect coverage during the annual open enrollment period, he/she will be required to complete the VOYA Evidence of Insurability and will be subject to approval by VOYA.

This plan has 'other income offsets', 'pre-existing condition exclusion' and other 'exclusions'.

For more information on the long-term disability coverage, please review the LTD Voluntary Summary for Employees hired on or after 09/01/2013 found on the [Health Benefits and Resources](#) webpage or contact the HR-Benefits staff via email at [benefits@sccd.edu](mailto:benefits@sccd.edu).

## **Section 125/Flexible Spending Accounts**

### **Plan Description**

Section 125 Flexible Spending Accounts (FSA) are governed by the IRS and allow eligible employees to deduct their monthly employee payroll deduction toward the medical plan as pre-taxed, as well as set aside pre-tax funds to use toward approved out-of-pocket medical, dental and vision expenses and dependent day care expenses.

Because deductions for these out-of-pocket expenses are subtracted from total gross pay each pay period, taxable income is reduced and the overall cost of the out-of-pocket expenses is decreased since the expenses are paid with pre-tax dollars.

The district's administrator for the FSA plans is American Fidelity. American Fidelity receives, processes, and evaluates all claims for medical and dependent care reimbursements. The IRS sets the regulations that govern the FSA plans.

### **Medical Plan Monthly Employee Payroll Deduction Pre-Tax**

Eligible employees who are enrolling in medical benefits have 31-days from their date of hire to elect to have their medical payroll deduction pre-taxed. In order to do this, the employee must complete the American Fidelity Election Form found in the new hire benefit enrollment form package and return to the District Human Resources Office within 31-days from date of hire. If an employee does not elect to enroll at time of hire, he/she may elect to enroll during the annual open enrollment period.

### **Medical Reimbursement FSA**

A maximum of \$2,750 per 12-month plan year can be deferred toward approved, out-of-pocket medical reimbursements from a participant's paycheck. Out-of-pocket medical expenses approved for reimbursement by the IRS include co-payments and deductibles for medical, dental, vision and prescription drugs. Approved out-of-pocket medical expenses can also be reimbursed if they are incurred by eligible dependents. Participants in the FSA plan may be reimbursed for approved expenses after a claim is submitted to American Fidelity.

To enroll in a Medical Reimbursement FSA, either at time of hire or during the annual open enrollment period, please contact American Fidelity at (559) 230-2107 extension 0.



## **Dependent Care Reimbursement FSA**

A maximum of \$5,000 per calendar year (\$2,500 if you are married and file a separate tax return) can be deferred toward approved, out-of-pocket dependent care reimbursements from a participant's paycheck. A dependent day care reimbursement account is used to reimburse yourself for eligible dependent care expenses incurred to allow you (and your spouse if you are married) to work or look for work.

To enroll in a Dependent Care Reimbursement FSA, either at time of hire or during the annual open enrollment period, please contact American Fidelity at (559) 230-2107 extension 0.

## **FSA Plan Regulations**

FSA plans are regulated under Section 125 of the Internal Revenue Code. There are important federal regulations to consider before enrolling:

Participants must re-enroll every year in the FSA plan in order to participate. Enrollment takes place from mid-August to mid-September.

Employees will receive notifications from the District Human Resources Office each year during the annual open enrollment period of how to enroll/re-enroll in these products.

After enrolling in the FSA plan it is possible to change the annual deferral only if a qualifying change in family status has occurred. A qualifying change in family status is a legal marital status, change in number of dependents, termination or commencement of employment; change in work schedule, dependent satisfies or ceases to satisfy dependent eligibility requirements, or a change in residence or worksite that affects eligibility for coverage.

It is very important to carefully review estimated medical and dependent care expenses before enrolling in the FSA.

*Any unspent deferrals in the FSA plan at the end of the calendar year will be forfeited.* This is known as the "use it or lose it rule" and is part of the IRS regulations governing the FSA plan.

## Contact Information

### [Modern Care PPO Plan](#)

(800) 422-6099

### [Bronze PPO Plan](#)

(800) 422-6099

### [PhysMetrics](#)

(877) 400-6230

### [Kaiser Permanente HMO Plan](#)

(800) 464-4000

### [Ameritas Dental PPO Plan \(A.S.I.\)](#)

(888) 652-8393

### [Vision Service Plan \(VSP\)](#)

(800) 877-7195

### [VOYA Life Insurance](#)

(877) 886-5050

### [VOYA Travel Assistance](#)

(800) 859-2821

*Group ID: N1VOY*

*Activation Code: 140623*

*Group Name: ASCIP*

*Group Plan: 670871*

### [VOYA Estate Planning – ComPsych](#)

(877) 533-2363

*Promotional Code: ASCIP*

### [VOYA Funeral Planning Services – Everest](#)

(800) 913-8318

*Employer name: State Center Community College District*

### [Halcyon Behavioral EAP](#)

(888) 425-4800

*Log in username: edcare*

### [IRC 125 - Flexible Spending Accounts](#)

(866) 504-0010 (559) 230-2107 ext. 0

*Administered by American Fidelity*

***District Human Resources Office***

(559) 243-7100

[Website](#)

[Intranet](#)

E-mail: [benefits@sccd.edu](mailto:benefits@sccd.edu)

Human Resources - benefit staff members

Reina Kemble, Benefits Technician

(559) 243-7134

Frances Garza, Benefits Coordinator

(559) 243-7133

## Section 9 – Workers’ Compensation Benefits

### Workers’ Compensation Overview

California’s No-Fault Compensation Law guarantees prompt, automatic benefits to employees who sustain an injury or illness as a result of their employment. The State of California supervises the amount of benefits available and the distribution of all Workers’ Compensation benefits.

#### Who is covered?

State Center Community College District provides **all** employees and volunteers with Workers’ Compensation benefits. The District has elected to self-fund all Workers’ Compensation liability in partnership with other school districts. All workers’ compensation benefits - medical bills, salary repayment, and other Workers’ Compensation costs - are paid directly by the partnership, which is known as a Joint Powers Authority (JPA). ASCIP (Alliance of Schools for Cooperative Insurance Programs) administers the program (JPA) and utilizes Athens Administrators to ensure that all workers’ compensation benefits are paid to qualified injured employees in accordance with state regulations.

#### How to Report an Injury and File a Workers’ Compensation Claim

If you experience an injury or illness that arose out of or in the course of employment, notify your Manager immediately and no later than 24 hours after the incident.

**If an injury is an emergency, call SCCCD Police Department (559) 244-5911 or dial 9-1-1.**

In the event of a non-life-threatening injury, you will place a call to the **Company Nurse Hotline 1-877-854-6877 before** you leave the premises. A registered nurse will gather information on your injury and make care recommendations.

If your injury is considered first-aid/self-care only, the nurse will provide advice that you are to follow. You may return to your regular position. *If the medical situation should not improve after following the first-aid/self-care advice, you may call back Company Nurse for further triage and a referral for medical care, if needed.*

If the Company Nurse registered nurse determines medical treatment is required, you will be referred to a District designated medical facility for treatment. You should immediately go to the designated medical facility for treatment.

If you should have a pre-designation of personal physician on file with the District Human Resources Office, the registered nurse will advise you to contact the District Human Resources Office at (559) 243-7100 for authorization to treat with your pre-designated personal physician.

The Company Nurse registered nurse will forward your information along with an authorization to treat to the designated medical facility for your follow-up care.

The designated medical facility will treat you and provide a work status note indicating your work status (return to work with or without restrictions).

If you are released to return to work without restrictions, you are required to return to work.

If you are released to return to work with restrictions/modified duty, you must notify your manager immediately to begin the interactive discussion process to determine reasonable accommodations.

After every medical appointment, you will need to give your Manager a copy of the work status slip, with your medical diagnosis redacted, provided to you by the designated medical facility.

Within one day of reporting the work-related injury/illness, the District Human Resources Office will send you a Workers' Compensation Claim Form (DWC-1) to complete immediately to begin the workers' compensation claim process. State law requires that you complete this form and return to the District Human Resources Office within one (1) day of receipt.

## **Designated Medical Facilities**

The District is permitted by statute to control medical treatment of work-related injuries/illnesses for the first thirty (30) days from when the injury/illness is reported, and has designated several treatment facilities for the convenience of employees.

These designated medical treatment facilities are:

### **Concentra Medical Centers – North (Primary for Fresno and Clovis)**

7265 N. First Street, Suite 105  
Fresno, CA 93720  
Phone: (559) 431-8181

### **Concentra Medical Centers (Primary for Madera)**

509 S. I St. Suite A  
Madera, CA 93637  
Phone: (559) 673-9020

### **Kings Industrial Medical Center (Primary for Reedley)**

923 G Street  
Reedley, CA 93654  
Phone: (559) 637-4426

### **Kaiser Permanente on the Job (KPOJ)**

7300 N. Fresno St., Oak 1  
Fresno, CA 93720  
Phone: (559) 448-4886

## Pre-Designation of a Personal Physician

Employees may designate a personal physician for workers' compensation treatment. A Pre-Designated Physician Form may be obtained from the District Intranet. This form must be completed by both the employee and the physician. The completed form must be on file thirty days prior to the date of injury in order for the employee to be treated by the designated personal physician immediately after the injury. Labor Code 4600 defines personal physician as "the employee's regular physician...who has previously directed the medical treatment of the employee, and who retains the employee's medical records, including his or her medical history." Only one physician may be designated as an employee's personal physician. After thirty days from the time when the injury was reported, an employee may request and be treated by another physician.

## Transitional Duty Program

Your health is very important to us. If you ever suffer an industrial injury or illness we want you to have a quick and full recovery.

State Center Community College District has implemented a Transitional Duty Program to return injured employees to transitional duty. The purpose of the program is to allow you to remain active while continuing the healing process and to assist you in maintaining your earnings should you be allowed to work with temporary work restrictions. You will be given the opportunity to play an active part in the decision-making process related to the design of a potential transitional duty position, and your medical confidentiality will be maintained throughout the process.

Transitional, also known as modified duty, assignments are temporary changes in your job or employment condition imposed by a medical doctor as a result of an industrial injury or illness that temporarily prevents you from performing all the tasks of your usual and customary occupation.

Transitional duty may include, among other modifications:

- Reduced or re-distributed hours
- Modification of job duties
- Working in an alternative assignment/position while on temporary restrictions

Participation in this program will be continually reviewed for program effectiveness and the transitional duty assignment is not intended to exceed ninety (90) calendar days per injury. Under no circumstances does this program intend to establish new assignments or displace other employees.

If a transitional duty position is available and you decline to participate in the Transitional Duty Program, your workers' compensation benefits may be affected.

Should you have any questions in regards to the Transitional Duty Program, please contact Frances Garza, Benefits Coordinator, at (559) 243-7100.

[Workers Compensation Claim Form \(DWC-1\)](#)

[The Company Nurse Flyer](#)

[ATHENS NOTIFICATON](#)

[The Facts About Workers Comp](#)

**Contact Information**

District Human Resources Office

(559) 243-7100

HR-benefits staff email: [benefits@scccd.edu](mailto:benefits@scccd.edu)

Frances Garza, Benefits Coordinator

(559) 243-7133

Reina Kemble, Benefits Technician

(559) 243-7134

Company Nurse (*To report an injury*)

(877) 854-6877

Athens Administrators, *Workers Compensation Claims Administrator*

(866) 482-3535

## Section 10 – Environmental Health and Risk Management

State Center Community College District is committed to providing a safe and healthful work and educational environment. To ensure we have a robust safety culture, State Center Community College District will:

- Establish programs and procedures designed to protect the health and safety of faculty, staff, and students
- Provide safe workplaces - academic, and administrative - for faculty, staff, and students
- Provide information to faculty, staff, and students about health and safety hazards
- Identify and correct health and safety hazards and encourage faculty, staff, and students to report hazards
- Provide information and safeguards for those on campus regarding hazards arising from operations at State Center Community College District

Through the anticipation, recognition, evaluation, and control of environmental factors or stressors, the Department of Environmental Health and Risk Management (DEHRM) works to assure a safe and healthful campus environment for our employees, students, and visitors. DEHRM is responsible for developing and implementing programs to ensure compliance with applicable local, state and federal health, safety and environmental regulations and requirements. DEHRM administers or provides support for:

- Injury Illness and Prevention
- Laboratory Safety
- Hazardous Materials Management
- Bloodborne Pathogen Control
- Hazardous Waste Management
- Bio-hazardous Waste Management
- Environmental Permitting, and
- Safety and Loss Control

### **Environmental Health and Risk Management Office**

State Center Community College  
Department of Environmental Health and Risk Management  
1171 Fulton Street  
Fresno, California 93721  
(559) 243-7251, Extension 7251 from campus phone  
[dehs@scccd.edu](mailto:dehs@scccd.edu)  
Director: Darren Cousineau



## Health and Safety Training

State Center Community College District's policy requires that all employees shall be trained to protect themselves from hazards in their working and educational environments. All employees will be trained in:

- General health and safety practices
- Task-specific health and safety practices and hazards
- Recognition and assessment of health and safety risks
- Minimization of risks through sound safety practices and use of protective equipment
- Regulations and statutes applicable to their activity, and
- State Center Community College District's health and safety policies

Safety training comes in many forms and may consist of web-based training, formal and informal safety meeting and discussions, as well as safety bulletins, videos, pamphlets, and postings. All new employees will complete a certain number of web-based training modules upon their appointment through the District's eLearning portal. Depending on an employee's job classification and work duties, employees will be assigned training courses, including:

- Injury and Illness Prevention
- Hazard Communication (Right to know)
- Chemical Hygiene
- Bloodborne Pathogens
- Utility Cart Safety
- Office Ergonomics
- Making the Right Move (safe lifting and moving practices)

The web-based health and safety training will be provided to you by the Human Resources office EEO/Diversity & Classified Professionals Development Department

## Health and Safety Programs

Several of the District's written health and safety programs may be viewed and downloaded from the DEHRM website. To access the written plans, direct your web browser to: [www.scccd.edu](http://www.scccd.edu) > Offices and Departments > District Operations > Environmental Health > Safety, Health & Environmental Programs. Examples of the programs you may view or download include:

- Injury and Illness Prevention (IIPP)
- Bloodborne Pathogen Exposure Control
- Chemical Hygiene
- Hazard Communication, and
- Heat Illness Prevention

At the site, you may also download the **Report an Unsafe Condition** form.

## Section 11 – Emergency Preparedness

### **State Center Community College Police Department**

The State Center Community College District Police Department (SCCCD PD) is a POST-certified full-service agency operating in compliance with all state standards for recruiting and training under California Penal Code 13522. Our Campus Police Officers are authorized by Penal Code section 830.32 and Education Code section 72330. Our law enforcement authority extends to any place in the state for the purpose of performing our primary duty and is identical to that of municipal and county law enforcement officers. Campus Officers receive the same basic and ongoing training as municipal and county peace officers throughout the state, plus additional training to meet the unique needs of a campus environment policing.

SCCCD PD authorized staffing consists of the Chief of Police, 1 Police Lieutenant, 3 Police Sergeants, 16 Police Officers, 1 Police Communications and Records Coordinator, and 5.5 Communication Dispatchers. A cadre of Student Workers assists the Department and perform the duties of Clerks, Parking Enforcement Officers, and District Service Officers.

SCCCD Police Officers provide the primary law enforcement response on and around Fresno City College, Reedley College, Clovis Community College, Madera Community Colleges Center, Oakhurst Community College Center, Career Technology Center, Herndon Campus, and the District's Fulton Building. SCCC PD patrol all District sites seven days a week, 24 hours a day.

SCCCD PD handles all patrol, investigations, crime prevention education, alarm monitoring, parking enforcement, emergency preparedness, and related law enforcement duties for the District. The SCCC PD also coordinates with the Cities of Fresno, Clovis, and Reedley and the County Sheriff's Offices of Madera and Fresno. The SCCC PD runs a communications center staffed by POST Certified Communications Dispatchers who are responsible for receiving emergency and non-emergency calls for service, communication with Campus Officers, and allied agencies. Our Communications Dispatchers also monitor fire and intrusion alarms from throughout the District. The Department is also responsible for controlling and enforcing parking on all District campuses and properties.

### **Mission**

The mission of SCCC PD is to provide comprehensive law enforcement services that enhance the educational mission of the District and the colleges we serve. We are committed to the protection of life and property, the prevention and detection of crime, the enrichment of the quality of life, and embracing the principles of "Community Oriented Policing and Problem Solving." The SCCC PD will work collaboratively with academic and administrative units, individuals, and organizations. Through these partnerships, we will preserve a learning environment that supports academic freedom, respect for diversity, fair and equal treatment to

all, and open exchange of ideas. The SCCCDPD is committed to being a sensitive, caring, and impartial policing organization dedicated to the highest level of professionalism and integrity.

The SCCCD PD maintains a [website](#) where you will be able to review other resources that are available online. This website was designed to provide the user with greater access to the Department's resources and services, coupled with links to websites of specific interest. Additionally, you can find important resources information and statistical crime data, parking information, personal safety information, and more in the [Annual Security and Fire Safety Report](#).

## Contact Information

State Center Community College PD

1940 East Calaveras

Fresno, California 93704

Non-emergency: (559) 244-6140

Emergency: (559) 244-5911, or extension #5911 from any campus phone

## SCCCD PD Hours

Business Office hours: Monday through Friday, 7:00 AM to 10:30 PM

Saturday and Sunday: Closed

## Emergency Phones

Emergency phones are located throughout all State Center Community College District Campuses. They are yellow, with blue lights on top for clear visibility. To operate them, press the button and talk. These phones are for emergencies or to request police assistance.

## 1<sup>st</sup>2Kknow SCCCD Emergency Alert System

1st2know State Center Community College District [Emergency Alert System](#) will notify you of any emergency on campus by sending a text message to your cell phone.

## Emergency Notifications

Emergency notifications are handled by the SCCCD Police Department. These types of communications are deemed necessary to prevent potential bodily harm or loss of life. These communications can be of emergencies, such as, but not limited to:

- Shooter on campus
- Fire on campus
- Building evacuation instructions due to a bomb threat, harmful chemical spill or gas leak

The following District affiliates will be automatically enrolled into such emergency notifications and will be unable to opt-out until such association with the District is terminated:

- Active Students

- Active Instructors
- Active Employees

While the above District affiliates are unable to opt-out of emergency notifications, the affiliate does have the option on how to be notified. These affiliates can choose to be notified by either text message via a personal cell phone number, or by personal email address, or both by providing the appropriate contact information using the MyPortal Communication Preferences form. Please see the Communication Preferences information page on how to provide and validate a personal cell phone number or email address for the purpose of electronic communication channels, and self-service password resets.

### **Twitter – Notification and Safety Information: scccdpolice@SCCCD\_PD**

This system will be used in concurrence with our existing 1<sup>st</sup>2know Emergency Alert System. In order to use this system, you must sign up for a TWITTER account and then subscribe to follow SCCCD\_PD, if you no longer wish to follow, simply unfollow, and you will no longer receive the notices.

No costs are related to this item, that we are aware of.

Privacy: TWITTER is a social web site; any entry can be seen by anyone who subscribes to the service.

### **Emergency Procedures**

This information is disseminated to assist all students, faculty, and staff members in responding to different emergencies, which may occur during the course of their duties at State Center Community College District (SCCCD). This Guide should be posted in every office and in each classroom adjacent to the white board where it will be immediately available should one of the identified emergencies occur.

Please familiarize yourself with the contents of this Guide. In an emergency, it will serve as a quick reference for effective action. New employees are familiarized with it as part of their orientation program.

The SCCCD PD is available seven days a week to respond to any emergency, which may occur. If there are any questions or comments regarding this guide, **please contact the SCCCD PD at extension # 6140.**

José Flores, Chief of Police  
SCCCD Police Department

### **Active Shooter**

The National Tactical Officers Association defines active shooter as one or more subjects who

participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. An active shooter's overriding objective appears to be that of mass murder, rather than criminal conduct such as robbery, kidnapping, etc. The definition of an active shooter can include any assault with a deadly weapon causing a mass homicide.

An Active Shooter is an armed person who has used deadly force on other persons and continues to do so while having unrestricted access to additional victims.

Faculty and staff members must be vigilant to the risk of violence on campus. Some behaviors to take notice of and report to District police are:

- Unusually aggressive, odd, or scary behavior of students or coworkers;
- Threats of violence or retribution, either serious or said jokingly;
- Students or coworkers who are distraught or suicidal;
- Overheard comments or rumors of some planned or intended violence;

When you hear shooting or when notified of a shooting on campus, do the following:

- Do Something!
- Protect yourself and the lives of others.
- Implement your Active Shooter survival plan
  - Run
  - Hide
  - Fight

Notify police - **Call for help at 911 or extension 5911** be prepared to answer the dispatcher's questions, do not hang up until told to do so by the dispatcher.

### Active Shooter Questions

If you report an incident of an Active Shooter, District Police Dispatch will ask you a number of questions. To the best of your ability, be prepared to answer the following questions:

- Provide clear, accurate information quickly and identify,
  - Yourself
  - Your Location
  - Number of Suspects
  - Suspect/s information
  - Suspect/s location
  - Suspects/s weapon information
  - Suspect/s direction of travel
  - Personal or group medical needs
  - Call back number
  - Do not hang up on dispatcher, unless your safety requires you to hang up



*Example of Emergency Procedures flyer that is posted in each room on campus.*

## Fire

Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.

**Call for help and District Police at 911 or extension 5911.** Be prepared to give your name, Department, and location of the fire. Do not hang up until the dispatcher tells you to do so.

If the fire is small (e.g. trash can), you may wish to extinguish it with a fire extinguisher or a building fire hose. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the fire extinguisher. If an extinguisher is used, please notify the District Police Dispatcher of the location so the extinguisher can be replaced.

If the fire is large, very smoky, or rapid spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm should sound continuous. If it stops, continue to evacuate. Warn others who may enter the building after the alarm stops.

If time permits, take personal belongings and lock files before leaving. Walk; do not run, to the nearest exit. Evacuate to a distance of 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by public safety personnel.

When the alarm sounds, do not use the elevator. An elevator may become inoperative and become a trap. If possible, give assistance to disabled persons using the stairs.

If you have a mobility impairment, request assistance from those nearest you. In the event, no one is available to help, proceed to the nearest stairway landing, away from the fire. Shout for help, if possible, call for help at 911 or District Police at extension # 5911, and wait there until help arrives.

Notify either public safety or firefighters on the scene if you suspect someone may be trapped inside the building.

## Injury or Illness

Do not move a seriously injured person unless there is a life-threatening situation.

**Call for help and District Police at 911 or extension 5911.** Give your name, location, and telephone (extension) number. Provide as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious and breathing, etc. District Dispatch will contact the campus nurse(s) and arrange for an ambulance if required.

Return to the victim, if trained, administer first aid, and keep the victim as calm and comfortable as possible. You should become familiar with those persons in your building who are trained in

first aid or C.P.R. should they be needed. You should know the location of the nearest first aid kit and/or Automated External Defibrillator (AED), if available.

Remain with the victim until District Police Officers arrive.

Report an injury or illness to your supervisor and the Company Nurse at 1-877-740-5017.

### **Crimes in Progress/Civil Disturbance**

Do not attempt to apprehend or interfere with the criminal except in case of self-defense.

**Call for help and District Police at 911 or extension 5911.** Give your name, location, and Department. Advise them of the situation, and remain where you are until contacted by an officer.

If safe to do so, stop and take the time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his or her name is known. If the criminal is entering a vehicle, note the license number, make and model, color, and outstanding characteristics.

In the event of civil disturbance, call District Police at extension # 5911, or (559) 244-5911. If the disturbance is outside, lock your doors, stay away from doors and windows.

Do not interfere with those persons creating the disturbance or with law enforcement authorities on the scene.

### **Bomb Threat/Suspicious Objects**

Bomb threats usually occur by telephone or email.

The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller by using the checklist below.

**Call for help and District Police at 911 or extension 5911.** Give your name, location, and telephone number or extension. Inform them of the situation, including any information you may have as to the location of the bomb, time set to explode, and the time you received the call.

Inform your supervisor and/or the Division Dean's Office.

Campus authorities will be responsible for building evacuation.

Report all suspicious objects and/or packages to the SCCCD PD at extension # 5911, or (559) 244-5911. Do not touch, tamper, or move the suspicious object. Keep yourself and others away from the suspicious object until police arrive.

## Bomb Threats

Instructions: Be calm, be courteous, listen, and do not interrupt the caller. Notify a supervisor or fellow employee by prearranged signal while the caller is on the line. If the caller hangs up, leave the phone off the hook and immediately contact District police by calling extension # 5911, or (559) 244-5911, from a second phone. Give the dispatcher the location and telephone number you are calling from. Use the form below to record as much information as possible about the call.

### Questions to Ask

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

EXACT WORDING OF THE THREAT: \_\_\_\_\_

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Number at which call received: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

### CALLER'S VOICE

- |                                  |  |  |   |
|----------------------------------|--|--|---|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Laughter                  | <input type="checkbox"/> Stutter         | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Crying                    | <input type="checkbox"/> Lisp            | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal                    | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Disguised      |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Distinct                  | <input type="checkbox"/> Deep            | <input type="checkbox"/> Accent         |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Slurred                   | <input type="checkbox"/> Ragged          | <input type="checkbox"/> Familiar       |
| <input type="checkbox"/> Soft    | <input type="checkbox"/> Whispered                 | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Loud           |
| <input type="checkbox"/> Nasal   | If voice is familiar, who did it sound like? _____ |  |   |

### BACKGROUND NOISE

- |                                       |                                       |  |  |
|---------------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> Street noise | <input type="checkbox"/> Music        | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Local         |
| <input type="checkbox"/> Crockery     | <input type="checkbox"/> House noises | <input type="checkbox"/> Animal noises     | <input type="checkbox"/> Booth         |
| <input type="checkbox"/> Voices       | <input type="checkbox"/> Motor        | <input type="checkbox"/> Clear             | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> PA System    | <input type="checkbox"/> Office       | <input type="checkbox"/> Static            | <input type="checkbox"/> Other         |

### THREAT LANGUAGE

- |                                      |   |                                     |                                |
|--------------------------------------|---|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Foul                         | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational  | <input type="checkbox"/> Message by threat maker read |                                     |                                |

REMARKS: \_\_\_\_\_

Report call immediately to: \_\_\_\_\_



Name: \_\_\_\_\_ Position: \_\_\_\_\_

## **Hazardous Materials Leaks/Spills**

### **If a hazardous material spill occurs:**

#### **Call for help and District Police at 911 or extension 5911.**

If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available.

If you can give responders information as to the chemicals involved or stored in the affected area, it will help them respond more quickly.

If possible, notify your professor of the extent and location of the spill. If there is any possible danger, evacuate your area immediately.

### **If a chemical fire occurs:**

Remain calm.

If time permits, close windows in the room where the fire is located. Close the door behind you as you leave and immediately sound the building fire alarm.

#### **Call for help and District Police at 911 or extension 5911.**

If you can give responders information as to the chemicals involved or stored in the affected areas, it will help them respond more quickly.

If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuous. If the alarm stops, continue to evacuate. Warn others who may attempt to enter the building after the alarm stops. **Always evacuate a building if the alarm is sounding.**

When fire alarms sound, do not use the elevators. An elevator may become a trap. If possible, provide assistance to (help carry, if necessary) disabled persons in using the stairs.

Relocate to your designated assembly area, which should be a distance of at least 500 feet from the building, and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by Public Safety personnel.

Notify either Public Safety personnel or firefighters on the scene if you suspect that someone may be trapped inside the building.

Unless you have been trained specifically in fighting hazardous material fires, do not attempt to

extinguish the fire.

## **Earthquakes**

If indoors, stay there. Get under a desk or table or stand in a corner.

If outdoors, get into an open area away from trees, buildings, walls, and power lines.

If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside until the shaking is over.

If in a multi-story building, stay away from windows and outside walls. Get under a table. Do not use elevators.

If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.

After the shock subsides, get out of doors and well away from the building.

Follow the procedures in this guide for fire, hazardous material leaks, and serious injuries if necessary.

In the event of major damage or disruption, the SCCCD PD will announce and implement evacuation of the campus.

Identify and assist the injured.

**Call for help and District Police at 911 or extension 5911**, to report any serious hazards or injuries.

Do not return to an evacuated building until it has been cleared by structural engineers and public safety personnel.

## **Evacuation of Disabled**

In the event of an emergency, occupants of wheelchairs and other disabled persons should observe the following evacuation procedures:

All persons shall move toward the nearest marked exit. As a first choice, the wheelchair occupant or person with mobility impairment may use the building elevators. However, elevators should never be used in the event of fire or earthquake.

As a second choice, when a wheelchair occupant or other person with mobility impairment reaches an obstruction, such as a staircase, he or she should request assistance from others in the area.

It is suggested that the wheelchair occupant or person with mobility impairment prepare for

emergency ahead of time by instructing a classmate or instructor on how to assist him or her in the event of an emergency.

If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor or a stairway or landing. He or she should continue to call for help or call SCCCD PD at extension # 5911, or 559-244-5911, until rescued. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others. Rescue personnel, fire, and police will check all exit corridors and exit stairwells for trapped persons.

All disabled faculty, staff, and students are encouraged to file an emergency status card with the Disabled Students Program & Services (DSPS).

### **Non-Emergency Services**

If you need information on any other non-emergency information, you can either call: (559) 244-5948, or use the [SCCCD PD's website](#). You will be able to review other resources that are available online and get additional information for non-emergency services such as:

- Safety Tips
- Student Conduct
- Parking and Traffic Policy
- Contest a Citation
- Report a Crime
- Lost and Found
- Building Access
- Vehicle Lockout
- Battery Failure

## Section 12 – Professional Development

### SCCCD Professional Development Programs

This section contains a general overview of the professional development programs available to employees in the State Center Community College District (SCCCD). SCCC provides all personnel with significant opportunities and avenues for professional development. The district's commitment to training of staff is evident through its dedication to travel and conference funding and the many organized training sessions offered to staff in the midst of challenging budgetary times. The establishment of professional development committees on each campus, a district wide Classified Professionals Committee, as well as the Classified Professionals events, Flex Day activities, and district management training are representative of the district's commitment to professional development.

The institution plans professional development activities to meet the needs of its employees. Plans are based on needs identified by: programs, departments, the strategic plan, program review, and individual employees via needs assessment surveys and training session evaluations. The district uses a portion of the lottery funds to support staff development.

### All Employees

Specialized training is offered for employees based on state and federal laws. It covers such topics as Illness, Injury and Prevention; Safety Data Sheets; Bio Hazards, Mandated Reporter, Sexual Violence and Discrimination, FERPA, and Sexual Harassment. This type of training is advertised to employees who are required to take the training and records of attendance are kept at the appropriate department responsible for the training.

### Faculty

#### Academic Senates

The Academic Senate is the organization on campus that represents faculty in the formation of policy in "Academic and Professional Matters". Title 5, Article 2, Section 53200 defines such matters as:

- Curriculum including establishing prerequisites and placing courses within disciplines.
- Degree & certificate requirements.
- Grading policies
- Development of educational programs.
- Standards or policies regarding student preparation and success.
- District and college governance structures, as related to faculty roles.
- Faculty roles in accreditation processes.
- Policies for faculty professional development activities.
- Process for program review.
- Processes for institutional planning and budget development.

- Other matters as agreed upon between the governing board and academic senate.

*Fresno City College Academic Senate Representative:*

President- Michael Takeda @ [michael.takeda@fresnocitycollege.edu](mailto:michael.takeda@fresnocitycollege.edu)

*Madera Community College Academic Senate Representative:*

President – Brad Millar @ [brad.millar@scccd.edu](mailto:brad.millar@scccd.edu)

*Reedley College Academic Senate Representative:*

President-Rebecca Snyder @ [rebecca.snyder@reedleycollege.edu](mailto:rebecca.snyder@reedleycollege.edu)

*Clovis Community College Academic Senate Representative:*

President-Liz Romero @ [liz.romero@cloviscollege.edu](mailto:liz.romero@cloviscollege.edu)

## **All Faculty**

The full-time faculty contract states that one flexible schedule day will be provided each semester unless the District and Academic Senates mutually agree otherwise. Flex days are held at the beginning of each semester, historically, the Friday prior to fall classes starting. Faculty may request to schedule a flex day at a time other than the beginning of each semester, providing that it is management approved. Faculty have several options – select/develop an individual activity; participate in a department scheduled/developed activity; or participate in a campus scheduled activity which may include Reedley College, Clovis Community College and/or Fresno City College activities.

## **Classified Employees**

### **Classified Professionals**

The SCCC Classified Professionals Committee sponsors regularly-scheduled classified development professional workshops, the spring Mega Conference, and Leadership State Center, a 6-month long professional development activity for classified professionals who have demonstrated leadership abilities and have been nominated to participate. The mission of Leadership State Center is to maximize the potential of classified professionals through collaboration, learning, vision, advocacy and action. It is designed so employees will concentrate on the next level of leadership development. The Classified Professionals staff development uses attendee feedback in evaluating and assessing its training, and regularly reviews feedback for improvement.

The Leadership State Center class each year is comprised of nominated classified staff district wide that possess leadership abilities. This year, the class will study leadership traits with a Guided Pathways lens. The goal of the program is to prepare each class for future leadership roles within the District and to familiarize the class with district policies and practices. A book on leadership is read and reviewed during the course, different management topics and challenges are discussed, activities based on the monthly reading assignments, as well as monthly

homework projects are assigned, and numerous networking activities are provided during each of the eight-monthly workshops. Breakfast is provided for the participants and guest speakers and evaluations are requested from participants as well as suggestions for improvements. Some of the sessions included in the course are Performance Management and Evaluations, Public Safety and Operations, and Enrollment and Planning. The program culminates with a graduation ceremony honoring the graduates who successfully completed the program and is attended by colleagues, family members, district administrators, members of the Board of Trustees and Personnel Commission, and a guest speaker. The program is facilitated by classified professionals who are past members of the leadership program. The district wide Mega Conference offers classified professionals throughout the district the opportunity to meet for a full day of professional development workshops, often lead by classified professionals in the district, and highlights include keynote speakers throughout the day, including the Chancellor and college presidents. Evaluations are requested from the participants as well as suggestions for improvement. Once a year at the Mega conference a recognition ceremony is held for the Classified Professional of the Year Award. This includes a nomination process and selection from the district of one Classified Professional of the year who are reviewed and selected by a districtwide committee of classified professionals and approved by the Chancellors Cabinet. The awardee receives a \$500.00 award to use for professional development activities and his/her own designated parking space on the campus of their choice. This program is also reviewed and evaluated each year for its effectiveness and suggestions are requested for improvement.

#### *Classified Professionals Program Strands*

- District-wide Steering Committee
- Classified Professionals Mega Conference
- Leadership State Center
- Educational Achievement & Recognition
- Classified Professional of the Year Award

For more information about Classified Professionals State Center Community College District, please contact Christine Phillips, District Director of EEO/Diversity & Professional Development at extension 7171, or visit the [SCCCD Human Resources](#) website.

#### **Classified Senates**

Even though Fresno City College and District Office employees are in a Classified Senate separate from Reedley College and Clovis Community College, their goals are the same. All three Classified Senates are dedicated to making the campus the best possible place for teaching, learning and working. The Classified Senates encourage participation to address staff concerns and ensure the success of classified staff. Comments and participation are always welcome. Staff Development workshops are organized and sponsored by the individual college Classified Senates.

*Fresno City College and District Office Classified Senate President*  
Susi Nitzel @ [susi.nitzel@fresnocitycollege.edu](mailto:susi.nitzel@fresnocitycollege.edu)

*Madera Community College Classified Senate President*  
Katherine Guhin @ [katherine.guhin@reedleycollege.edu](mailto:katherine.guhin@reedleycollege.edu)

*Clovis Community College Classified Senate*  
Caryss Johnson @ [caryss.johnson@cloviscollege.edu](mailto:caryss.johnson@cloviscollege.edu)

*Reedley College Classified Senate President*  
Deisy Ruiz @ [deisy.ruiz@scccd.edu](mailto:deisy.ruiz@scccd.edu)

**Professional Growth**

Classified employees are eligible to participate in the professional growth plan after three (3) years of service.

Criteria for placement on the growth schedule is as follows:

- A. College units: Actual unit value;
- B. Seminars/Workshops not taken on District time or at District expense: Eight (8) hours is equivalent to ½ unit;
- C. Proficiency examination/certificates of achievement: Actual units or eight (8) hours = ½ unit.

Employees must turn in official transcripts and units must be attained from a nationally or regionally accredited institution.

Units must be job-related or towards a degree or certificate and units whose fees were waived by the District may not count toward professional growth.

Petitions for advancement and documentation shall be forwarded directly to the Director of Human Resources by June 25, for implementation on July 1, of each year.

Disputed cases may be appealed to the Chancellor, or their designee. The decision of the Chancellor, or designee is final.

Unit members qualify for units earned after employment. Credit shall be given for college units completed with a “C” or better while employed with the District. Professional growth steps, as indicated in the following placement chart, are additions to the unit member’s monthly base salary:

- Units completed:     15     30     45     60     90
- Monthly amount:     \$25   \$50   \$75   \$100   \$150

Unit members employed part-time, less than eight (8) hours per day, will be paid a pro rata share of the professional growth stipend.

A professional growth stipend shall cease when a person promotes into a classification or position where the skills attained through professional growth are considered a minimum requirement for the new position. In no event shall the reduction in professional growth stipend cause an employee to receive less salary per month than that which they earned in the former position. You can also find this information in the [CSEA contract](#).

## **Management**

### **Training**

The District belongs to a consortium of central valley California Community College Human Resource offices known as the Central 14. This consortium annually contracts with a respected law firm, Liebert Cassidy Whitmore, to provide workshops. These workshops cover personnel topics such as Fair Labor Standards Act; Title IX/Clery; worker's compensation; disciplinary and harassment investigations; preventing harassment, discrimination and retaliation in the academic setting; embracing diversity; following the Equal Employment Opportunity guidelines for when hiring staff; privacy issues; leave laws such as Family and Medical Leave Act; California Family Rights Act; and the Pregnancy Disability Leave Act. These workshops are offered approximately every other month. A notice is sent from Human Resources to managers collectively or individually based on the appropriateness of the topic.

In 2007 the California Legislature passed AB 1825. This statute requires California employers to train and educate all managers on sexual harassment within six months of being hired and then again, every two years. This training is required by law to be interactive. The District has added anti-harassment training on all protected categories to this required sexual harassment training. In 2018 the California Legislature passed AB 1343 which requires California employers to train and educate all non-supervisory employees on sexual harassment within six months of being hired and again every two years. The purpose of these training requirements is to reinforce the commitment to having a workplace and academic environment in which everyone is treated with dignity and respect.

The District also offers a Management Development Academy (MDA) training series which includes several 2-hour training sessions scheduled throughout the academic year for employees in a supervisory role. Training topics vary, but may include, budget management, the evaluation cycle, conducting employee evaluations, progressive disciplinary process and hiring procedures.