BP 6100 Delegation of Authority
BP 6150 Designation of Authorized Signatures
BP 6200 Budget Preparation
BP 6240 Allocation of Community Support Funds
BP 6250 Budget Management
BP 6300 Fiscal Management
BP 6320 Investments
BP 6330 Purchasing
BP 6340 Contracts
BP 6380 Solicitation of Funds & Outside Vendors
BP 6400 Audits
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BP 6500 Property Management
BP 6520 Security for District Property
BP 6540 Insurance
BP 6550 Disposal of Property
BP 6600 Capital Construction
BP 6620 Naming of Facilities & Other Naming Opportunities
BP 6700 Civic Center and Other Facilities Use
BP 6740 Citizens’ Bond Oversight Committee
BP 6750 Parking
BP 6800 Safety – Occupation-Related
BP 6900 Bookstores
BP 6100  DELEGATION OF AUTHORITY

References:
Education Code Sections 70902(d), 81655, and 81656

The Board delegates to the Chancellor and the Vice Chancellor of Administrative Services, or their designees, the authority to supervise the general business procedures of the District to ensure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and to protect assets and persons associated with the District. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual. The Chancellor, or his/her designees, shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District. Additionally, the Chancellor will inform the Board regarding modification to administrative procedures affecting finance and/or personnel matters. At the request of the Board, modifications to administrative procedures affecting finance and/or personnel matters will be reviewed at a Board meeting.

Consistent with the Board’s general delegation of authority and state and federal law, and subject to any reporting and ratification requirements, the Chancellor and his/her designees are specifically empowered to:

- Purchase supplies, materials, apparatus, equipment, and services (see BP/AP 6330 titled Purchasing)
- Enter into contracts (see BP/AP 6340 titled Contracts)
- Execute change orders (see BP/AP 6340 titled Contracts)
- Act on claims filed against the District (see BP/AP 3810 titled Claims Against the District)
- Execute short-term leases of buildings or property (see BP/AP 6700 titled Civic Center and Other Facilities Use)
- Dispose of District personal property (see BP/AP 6550 titled Disposal of Property)
No contract made pursuant to this delegation will be valid or constitute an enforceable obligation against the District unless and until it has been ratified by the Board as required by law or Board policy. (See BP 6340 titled Contracts)

**Consultation with General Counsel**
Confer with the District’s General Counsel in order to address legal matters pertaining to the District, with the exception of legal matters directly affecting the Board’s relationship with the Chancellor.

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**Date Adopted:** January 17, 2012
(Replaces current WVMCCD Policy 6.2.1)
BP 6150  DESIGNATION OF AUTHORIZED SIGNATURES

References:
  Education Code Sections 85232 and 85233

Authority to sign orders and other transactions on behalf of the Board is delegated to the Chancellor and other administrators designated by the Chancellor.

The authorized signatures shall be filed with the County Superintendent of Schools.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 6.3.1)
BP 6200 BUDGET PREPARATION

References:
Education Code Section 70902(b)(5);
Title 5 Sections 58300 et seq.
ACCJC Accreditation Standard III.D

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

The District budget is a financial plan (for the operation of the District and its Colleges) for the fiscal year, developed in accordance with Board-adopted educational goals and objectives and fiscal standards. It will be made available for review. In addition to meeting all applicable legal and regulatory requirements, the District budget shall, to the greatest extent possible, be written in such a manner that students, faculty, staff, and other members of the community may understand it.

Each year, the Board will adopt a budget calendar and identify Board budget priorities. The budget calendar will provide adequate time for Board study and for the early establishment of Board Budget Priorities. The schedule for presentation and review of budget proposals shall comply with state laws and regulations.

Budget development shall meet the following criteria:

- The annual budget shall support the District’s Master and Educational Plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board by March 1 of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long term goals and commitments.
BP 6240  ALLOCATION OF COMMUNITY SUPPORT FUNDS

References:
California Education Code Sections 58770, 84750, 84751, 84751.5
California Code of Regulations,
Title 5, Sections 53200 et seq.

Community Support Funds refer to the amount of general fund revenues, consisting of the total of proceeds from property taxes, student enrollment fees, and other revenues defined by statute, that exceed the California Community College Chancellor’s Office calculation of the district’s total entitlement based upon Full-Time Equivalent Students (FTES), infrastructure factors, and other factors (“Total Computational Revenue” or “SB 361 calculation”).

The Chancellor, in collegial consultation with all constituent groups, shall develop an annual, dynamic process for identifying and allocating Community Support Funds. District and College Mission Statements, Strategic Planning, and Educational and Facilities Master Plans, and similarly appropriate criteria will form the basis for allocations.

Any unallocated Community Support Funds will be held in the Community Support Fund Reserve, uniquely identified as such in all District financial reporting.

The Chancellor shall establish Administrative Procedure(s) governing the process by which District and college proposals for allocation of Community Support Funds are submitted to the Board of Trustees for consideration.

See Administrative Procedure 6240.

Date Adopted: April 21, 2015
BP 6250 BUDGET MANAGEMENT

References:
Title 5 Sections 58307 and 58308

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

The District’s unrestricted general reserves shall be no less than 5%. (A prudent reserve is defined by the California Community College Chancellor’s Office as 5%) The District shall retain no more than a 3% contingency reserve.

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

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

See Board Policy 6240 regarding reserves for Community Support Funds.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015
BP 6300  FISCAL MANAGEMENT

References:
Education Code Section 84040(c);
Title 5 Section 58311;
ACCJC Accreditation Standard III.D

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

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

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

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

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

The Chancellor or his/her designee shall make appropriate regular reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

The Chancellor or his/her designee shall immediately report to the Board any negative information or conditions significantly affecting the financial status of the District.
District administrators are primarily responsible for safeguarding District resources by establishing and maintaining sound business controls designed to deter and detect potential misuse of resources. Further, the District shall encourage its employees and other persons to disclose improper activities as defined in the Reporting of Improper Governmental Activities Act (per the Government Code) and to protect those reporting improper activities from reprisal or intimidation.
BP 6320 INVESTMENTS

References:
Government Code Sections 53600 et seq.

The Chancellor is responsible for ensuring that funds not required for the immediate needs of the District are invested in accordance with law, including California Government Code Sections 53600 et seq.

Investments shall be made based on the following:
- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

The following criteria will be used for selecting investments, in order of priority:

1. Safety
2. Liquidity
3. Yield

To provide the highest yield possible in selection of investments, the following conditions will be met provided the criteria for safety and liquidity have also been met:

- Maturity dates shall be timed to meet anticipated cash needs;
- The financial soundness, experience, and personnel of all institutions or brokerage firms will be investigated before any District funds are committed;
- District funds will not be invested in futures, options, repurchase, or reverse repurchase agreements, nor shall they be invested “on margin;” and
- Reasonable costs for making investments or investment advice may be paid.
Other investments which are deemed prudent but which have a maturity of more than one year or which are not specifically approved in this section will be brought to the Board for prior approval.

Quarterly information reports on investments will be provided to the Board. These reports shall include information on investments of all auxiliary organizations.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policies 6.8.1, 6.8.2, 6.8.4, 6.8.5, and 6.8.7)
BP 6330  PURCHASING

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

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

All such transactions shall be reviewed by the Board every 60 days.
BP 6340  CONTRACTS

References:
Education Code Sections 81641 et seq.;
Public Contract Code Sections 20650 et seq.
Government Code Section 53060

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

- Contracts are not enforceable obligations until they are ratified by the Board.

- Contracts for work to be done, services to be performed, or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.

- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

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

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

The delegation to enter into contracts as mentioned above only pertains to contracts that do not exceed five (5) years and with annual expenditures in amounts less than the current bid threshold set forth in Public Contract Code Section 20651(a), as adjusted by the California Community Colleges pursuant to Public Contract Code section 20651(d), or Public Contract Code section 22032(a) or (b), as applicable to the type of contract. Contracts entered into and expenditures made pursuant to this delegation must comply with Public Contract Code
Consistent with the Board’s general delegation of authority and state and federal law, and subject to any reporting and ratification requirements, the Chancellor and his/her designees are specifically empowered to execute orders that change or alter a contract entered into by the District pursuant to Public Contract Code Section 20651 and authorize the contractor to proceed with performance without securing bids, if the agreed upon cost does not exceed the maximum allowed by Public Contract Code Section 20659 or ten percent of the original contract price, whichever is greater. Changes exceeding the amounts specified above or $100,000 are subject to ratification of the Board as are amounts that net for all change orders pertaining to one project of more than $1,000,000. (Reference: Public Contract Code sections 20651, 20655, and 20659.)

Notices of Completion and Acceptance of Work shall be approved in advance by the Board.

The District does not recognize and shall not be bound by verbal agreements. Similarly, the District does not recognize and shall not be bound by written agreements signed on behalf of the District by an individual not authorized to bind, encumber, or contract for the District with regard to the subject of the contract or agreement.

See Administrative Procedure 6340.
BP 6380  SOLICITATION OF FUNDS & OTHER OUTSIDE VENDORS

References:
No specific references

All solicitation of funds from students, staff, or the public by off-campus organizations or person(s) or by District personnel or organizations is prohibited except with the express approval of the Board or the Chancellor.

No person or organization shall use the name of the District in soliciting funds without the approval of the Chancellor.

Also see BP 1100 titled The West Valley-Mission Community College District

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 6.27)
BP 6400   AUDITS

References:
   Education Code Section 84040(b);
   Title 5 Sections 58311, 58312, 59104, and 59106

There shall be an annual outside audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5.

The Chancellor shall assure that an annual outside audit is completed. The Chancellor shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit. The District Audit shall be conducted in accordance to Generally Accepted Government Auditing Standards.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 6.10.1)
BP 6450 WIRELESS & CELLULAR TELEPHONE USE

References:
Vehicle Code Sections 12810.3, 23123, and 23124;
Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280(d)(4)

The Chancellor shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee’s gross income.

The value of a cellular telephone provided by the District primarily for noncompensatory business purposes is excludable from an employee’s income. Record keeping of business and personal use of District-issued cellular telephones shall not generally be required when the telephones are issued for noncompensatory business reasons.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

There shall be no expectation of privacy in the use of a District-issued cellular telephone.

Date Adopted: April 21, 2015
BP 6500  PROPERTY MANAGEMENT

References:
Education Code Sections 81300 et seq.

The Chancellor is delegated the authority to act as the Board’s negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use, or exchange of real property by the District shall be enforceable until acted on by the Board itself.

The Chancellor or Vice Chancellor shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use, or exchange of real property by the District.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 6.15)
BP 6520  SECURITY FOR DISTRICT PROPERTY

References:
   Education Code Sections 81600 et seq.;
   ACCJC Accreditation Standard III.B.1

The Chancellor or Vice Chancellor shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.
BP 6540 INSURANCE

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

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

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

The District shall provide a program of Risk Management consistent with all legal requirements and within the financial ability of the District.

Within the Risk Management program, the District may enter into a joint powers agreement or purchase insurance for all real and personal property of the District; to protect the District from losses due to employee dishonesty, injury, or death; and to protect the Board, its appointed officers, and its employees while acting in the discharge of duties within the scope of their employment.

The Chancellor or Vice Chancellor is responsible for developing and maintaining procedures necessary for carrying out all aspects of the District's Risk Management program.

The District shall not be responsible for the cost of repair or replacement of employees’ or students’ personal property which is lost, stolen, or damaged while on District property and which is not expressly covered by District insurance.
When an authorized employee utilizes a personal vehicle on District or College business, the District’s insurance will be considered secondary to that of the driver.

The Risk Management program of the District shall be reviewed by the Board on a schedule determined by the Chancellor.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 6.17)
BP 6550 DISPOSAL OF PROPERTY

References:
   Education Code Sections 70902(b)(6), 81360 et seq. and 81450 et seq.

Consistent with the Board’s general delegation of authority and state and federal law, and subject to any reporting and ratification requirements, the Chancellor and his/her designees are specifically empowered to exchange for value, sell for cash, or donate any personal property belonging to the District, consistent with the requirements of the Education Code.

The Chancellor or Vice Chancellor is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015
BP 6600  CAPITAL CONSTRUCTION

References:
Education Code Sections 81005 and 81820; Title 5 Sections 57150 et seq.

The Board provides general direction for facilities development, construction, and renovation for the District. Facilities planning activities include, but are not limited to:

- The development and continuous appraisal (every five years) of long-range Educational and Facilities Master Plans for land use, utility services, buildings, roads, pedestrian walks, outdoor recreational areas, parking areas, and open natural areas developed using State Chancellor's Office guidelines; (See BP/AP 3250 titled Institutional Planning)
- The design, plans, and construction or major alteration of buildings, other structures, and site improvements;
- The planning, specification, and acquisition of equipment and furniture; and
- The identification of resources for implementation of a plan.

The Chancellor or Vice Chancellor is responsible for planning and administrative management of the District’s capital outlay and construction program. District construction projects shall be supervised by the Vice Chancellor. The District shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Chancellor or Vice Chancellor shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board shall approve and submit to the Board of Governors a five-year capital construction plan as required by law. The Chancellor or Vice Chancellor shall annually update the plan and present it to the Board for approval. The plan shall address, but not be limited to, the criteria contained in law.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 6.22 (Sections 6.22.1-6.22.3))
BP 6620 NAMING OF FACILITIES & OTHER NAMING OPPORTUNITIES

References:
No specific references

In recognition of major financial or educational contributions, the Board may name District facilities in honor of a donor. The term “facilities” includes, but is not limited to buildings, rooms, plazas, gardens, walkways, streets, and other spatial areas or structures on District property. The funding does not necessarily need to involve the named facility. Proposals for such naming may come from any source. The President of the Board, the Chancellor, and the President of the appropriate College (in consultation with the campus community) shall constitute a committee to make recommendation to the Board, which shall have final authority. In addition to facilities, special campus events such as athletics, fine arts, lectures, and other activities may be eligible for naming under this policy.
Date Adopted: January 17, 2012

(Replaces current WVMCCD Policy 6.26.6)
BP 6700  CIVIC CENTER AND OTHER FACILITIES USE

References:
Education Code Sections 82537 and 82542

There is a Civic Center at each of the Colleges in the District. The Civic Centers are the Gymnasium, Sorenson Hall, and Telecommunications and Audiovisual Building 130 at Mission College. At West Valley College, the civic center facilities are the Board Room, Physical Education Room 8, and the Baltic Room in the Campus Center. Use of the Civic Center shall be granted as provided by law.

The Chancellor or Vice Chancellor shall establish procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.

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

The Chancellor or Vice Chancellor shall establish procedures regarding the lease of District facilities pursuant to the Education Code, as appropriate.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

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

Date Adopted: January 17, 2012
Date Revised: April 21, 2015
BP 6740  CITIZENS’ BOND OVERSIGHT COMMITTEE

References:
    Education Code Sections 15278, 15280, and 15282;
    California Constitution Article XIII A Section 1(b) and Article XVI Section 18 (b)

If a bond measure is authorized pursuant to conditions of Proposition 39 as defined in the California Constitution, the Board of Trustees shall establish a Citizens’ Bond Oversight Committee in accordance with the applicable law and necessary regulations.
BP 6750    PARKING

References:
    Education Code Section 76360;
    Vehicle Code Section 21113

The District shall enforce parking and traffic regulations on its property by the authority granted in California Vehicle Code.

The Chancellor or Vice Chancellor shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

The Board may establish parking and permit fees as provided by the Education Code as well as regulations for their use. (See BP/AP 5030 titled Fees) Persons who misuse parking permit privileges may have their parking privileges on the campus revoked or be subject to citation.
BP 6800  SAFETY – OCCUPATION-RELATED

References:
- 49 Code of Federal Regulations, Parts 40 and 655;
- Title 8 Section 3203;
- 29 Code of Federal Regulations Sections 1910.101 et seq.;
- Health and Safety Code Section 104420

The Chancellor or Vice Chancellor shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment. (See AP 6950 titled Drug and Alcohol Testing (U.S. Department of Transportation))

- Establishment of an Injury and Illness Prevention Program in compliance with applicable Occupational Safety and Health Administration (OSHA) regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks. (See AP 6800 titled Safety)

- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials. (See AP 6850 titled Hazardous Materials)

- Prohibition of the use of tobacco in all public buildings. (See AP 3570 titled Smoking)

Also see BP/AP 3500 titled Campus Safety, BP/AP 3505 titled Emergency Response Plan, and BP/AP 3510 titled Workplace Violence Plan

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 6.20.4)
BP 6900 BOOKSTORES

Reference:
  Education Code Section 81676
  Civil Code Section 1798.90

College bookstores shall be established and operated by either the District or a qualified vendor.

College bookstores shall comply with the requirements of the Reader Privacy Act.

Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students. Student organizations shall be encouraged to submit bids and given preference, if they meet all other bid criteria.

Also see BP/AP 3600 titled Auxiliary Organizations.