

**COAST COMMUNITY COLLEGE DISTRICT  
 CHANCELLOR'S CABINET MEETING  
 Monday, June 11, 2012  
 9:00 - 10:30 a.m.  
 Coastline Community College, College Center  
 Fourth Floor Conference Room**

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TOPIC	BACKGROUND	DUE DATE	ACTION	ASSIGNEE
1. Homework from May 7 meeting	Bring a specific example of a disruptive innovation in higher education. Find a higher education institution practicing or utilizing or developing a disruptive innovation.	Due 06/11/12		
2. Board Policy Review - BP 4225, Course Repetition (Serban)				
3. Administrative Procedure Review - AP 4225, Course Repetition (Serban)				
4. Board Policy Review - BP 4235, Credit by Examination (Serban)				

Next Meeting Date:  
 Monday, July 9, 2012, 8:30 a.m.  
 Golden West College  
 President's Conference Room

TOPIC	BACKGROUND	DUE DATE	ACTION	ASSIGNEE
5. Administrative Procedure Review - AP 4235, Credit by Examination (Serban)				
6. Board Policy Review - BP 4240, Academic Renewal (Serban)				
7. Administrative Procedure Review - AP 4240, Academic Renewal (Serban)				
8. Board Policy Review - BP 6701 (renumber 6700) Use of Facilities and Co-sponsored Events (Dunn)				
9. Administrative Procedure Review - AP 6702 (renumber AP 6700) Use of Facilities and Co-sponsored Events (Dunn)				
10. Board Policy Review - BP 6964 (renumber BP 6550) Disposition of District Property (Dunn)				

Next Meeting Date:  
Monday, July 9, 2012, 8:30 a.m.  
Golden West College  
President's Conference Room

TOPIC	BACKGROUND	DUE DATE	ACTION	ASSIGNEE
11. Board Policy Review - BP 6965 (renumber BP 6551) Sale or Lease of Real Property (Dunn)				
12. Board Policy Review - BP 6966 (renumber BP 6552) Land Utilization/Joint Use Development (Dunn)				
13. Board Policy Review - BP 6970 (renumber BP 6531) Transportation Regulations (Dunn)				
14. Board Policy Review - BP 6971 (renumber BP 7131) Mileage Reimbursement (Dunn)				
15. Board Policy Review - BP 6972 (renumber BP 7401) Attendance at Meetings, Conferences and Conventions (Dunn)				

Next Meeting Date:  
Monday, July 9, 2012, 8:30 a.m.  
Golden West College  
President's Conference Room

TOPIC	BACKGROUND	DUE DATE	ACTION	ASSIGNEE
16. Administrative Procedure Review - AP 7401, Attendance at Meetings, Conferences and Conventions (Dunn)				
17. Board Policy Review - BP 6973 (renumber BP 2716(A) Participation in Events Which Include a Charitable Contribution or Political Donation (Dunn)				
18. Board Policy Review - BP 6974 (renumber BP 7132) Participation in Overnight Athletic Events (Dunn)				
19. Homework: What are CCCDs best kept secrets?		Due 07/09/12		

Next Meeting Date:  
Monday, July 9, 2012, 8:30 a.m.  
Golden West College  
President's Conference Room

**Coast Community College District**  
**BOARD POLICY**  
Chapter 3  
Educational Programs and Student Relationships

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**BP 4225 Course Repetition**  
**Edits 6-7-2012**

~~References: Education Code Sections 71020, 71020.5, and 76300  
Title 5 Sections 55761, 55762, 55763, 58161, and 5816255040, 55041, 55042, 55044, and  
58161~~

Students who receive a substandard grade of "D", "F", ~~or "NC", or "NP"~~ in a course, may repeat the course one additional time for credit. Prior student grades when such repetition takes place will be disregarded for the purposes of grade point computation; however, the academic record shall be annotated in such a manner that all work remains legible.

~~Courses designated A-B, A-C, A-D may be repeated for credit; however, they may not be taken concurrently. A-B designated courses may be taken twice for credit; A-C courses three times, and, A-D courses four times. A course may be designated as repeatable (AB, AC or AD) only if,~~

~~1. the course content differs each time it is offered,~~

**and**

~~2. the student who repeats it is gaining an expanded educational experience for one of the two following reasons:~~

~~a. Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or~~

~~b. Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.~~

~~Courses designated as repeatable shall show in the course outline how each A-B-C-D segment differs. Courses that show substantial differences should be submitted as separate courses.~~

~~Students may repeat courses taken in accredited colleges or universities where substandard academic performance was obtained (D-F).~~

~~Students who achieved standard academic performances (A-C) may upon petition request allowance to enroll in the same course. Grades awarded for courses repeated under this provision shall not be counted in calculating the student's grade point average.~~  
Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in Administrative Procedure 4225.

See Administrative Procedure 4225

Adopted June 15, 1988

Revised June 3, 1992

Revised March 5, 1996

Replaces CCCD Policy 030-4-3, Fall 2010

Revised Board Meeting DATE

**Coast Community College District**  
**ADMINISTRATIVE PROCEDURE**  
Chapter 3  
Educational Programs and Student Relationships

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## **AP 4225 Course Repetition**

### **New Administrative Procedure 6-7-2012**

References: Title 5 Sections 55040, 55041, 55042, 55043, 55045, and 58161, BP 4225

A student who receives a substandard grade of "D", "F", "NP" or "NC" in a course, may repeat the course one additional time for credit. When such repetition takes place, the prior grade will be disregarded for the purposes of grade point computation; however, the academic record shall be annotated in such a manner that all work remains legible. After two unsuccessful attempts, a student must petition for approval to enroll for a third time to complete the course. However, no more than two substandard grades may be disregarded for the purpose of grade point computation.

Students may repeat courses taken at other accredited colleges or universities in which substandard academic performance was obtained (less than "C"). In determining transfer of a student's credits, the prior actions taken by another accredited college or university will be honored.

A student is allowed to repeat a course without petition when repetition is necessary to enable the student to meet a legally mandated training requirement as a condition of volunteer or paid employment. A student can repeat such courses any number of times, even if the student received a grade of "C" or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Colleges in the Coast Community College District may designate certain types of courses as repeatable. Courses so designated may be repeated for credit the number of times indicated in the course catalog and class schedule; however, such courses may not be designated as repeatable more than three times. Two sections of a repeatable course shall not be taken concurrently. A course may be designated as repeatable only if,

1. the course content differs each time it is offered,

or

2. the student who repeats it is gaining an expanded educational experience for one of the two following reasons:

a. Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or

b. Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.

Activity courses which qualify as repeatable courses are limited to physical education courses or visual or performing arts courses in music, fine arts, theater or dance.

Courses designated as repeatable shall show in the course outline how each course experience differs. Courses that show substantial differences should be submitted as separate courses.

If a student reenrolls in a repeatable course in which a substandard grade was received, the prior grade and credit will be disregarded. However, no course designated as repeatable may be taken more than four times regardless of the grades received.

Students who achieve standard academic performances ("A", "B", "C" or "P") may, upon petition to the designated college official or committee, request written permission to enroll in the same course when there are special circumstances. Special circumstances include:

1. The student is required to repeat the course due to significant lapse of time as defined in Title 5, Section 55043.
2. The student requests to repeat the course due to extenuating circumstances which justify the repetition.

When a course is repeated under the aforementioned conditions, the previous grade and credit will be disregarded in computing the student's grade point average and shall be notated in such a manner that all work remains legible insuring a true and complete academic history.

Students with a disability may repeat a special education class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that student. The most recent grade will be used in the GPA calculation.

Ratified Board Meeting DATE



**Coast Community College District**  
**BOARD POLICY**  
Chapter 3  
Educational Programs and Student Relationships

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**BP 4235 Credit by Examination**

**Edits 6-7-2012**

Reference: Title 5 Section 55050

~~Credit may be earned by students who satisfactorily pass authorized examinations. The District will develop and implement credit by examination procedures that are consistent with Title V Section 55753 and Education Code Sections.~~

The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the ~~community college colleges in the Coast Community College District.~~

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The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

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Units for which credit is given pursuant ~~to the provisions of this section to Title 5 Section 55050~~ shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

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See Administrative Procedure 4235

Adopted June 15, 1988

Revised March 5, 1996

Replaces CCCD Policy 030-4-2, Fall 2010

Revised Board Meeting DATE

**Coast Community College District**  
**ADMINISTRATIVE PROCEDURE**  
Chapter 3  
Educational Programs and Student Relationships

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**AP 4235 Credit by Examination**  
**New Administrative Procedure 6-7-2012**

Reference: Title 5 Section 55050, BP 4235

Credit by Examination may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination through the College Level Examination Program.
- Credit by satisfactory completion of an examination administered by a college in the Coast Community College District in lieu of completion of a course listed in the college catalog in accordance with Title 5, Section 55050(c).
- Achievement of an examination administered by other agencies approved by the college.

To be eligible to take a college administered examination:

- The student must be currently enrolled at a college in the Coast Community College District administering the examination.
- The student must be in good standing and must meet specified eligibility requirements as defined by each college in the Coast Community College District.
- The course is listed in the college catalog.

Credits acquired by examination are not applicable to the determination of a student's enrollment status of full-time or part-time.

Credits acquired by examination shall not be counted in determining the twelve (12) unit residency requirement for an Associate degree.

The following apply to credit by examination:

- The student's academic record will clearly indicate that the credit was earned by examination.
- Each college in the Coast Community College District will determine the number of units earned by credit by examination that may be applied to the associate degree.

Grading of a college administered examination shall be according to the regular grading system used by Coast District Colleges. Students shall be offered a "pass-no pass" option if that option is ordinarily available for the course. The grading option (if available for course) should be selected prior to exam being administered.

- Students taking a college administered examination shall pay the enrollment fees per unit applicable at the time of the examination

Ratified Board Meeting DATE

**Coast Community College District**  
**BOARD POLICY**  
Chapter 3  
Educational Programs and Student Relationships

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## **BP 4240 Academic Renewal**

~~CURRENT CCCD POLICY 4-20-2012~~ Edits 6-7-2012

~~Reference: Title 5 Sections 55764 and 55765~~ 55046

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~~This Academic Renewal Policy for Coast Community College District is issued pursuant to Sections 55764 and 55765 of the California Administrative Code (Title 5) regulations. The purpose of this policy is to disregard past substandard academic performance of students when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances, or circumstances beyond the students' control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which they complete their current objectives. Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. Administrative Procedure 4240 defines the procedures that provide for academic renewal.~~

~~If specific conditions are met, Coast Community College District colleges may disregard from all consideration associated with the computation of a student's cumulative GPA up to a maximum of thirty (30) semester units of course work from a maximum of two (2) semesters or three (3) quarters taken at any college for graduation or grade point average (GPA) purposes only. These conditions are:~~

- ~~1. The course work to be disregarded is substandard. The average grade points of the courses to be disregarded is less than 2.0.~~
- ~~2. A minimum of 12 semester units has been completed at any regionally accredited college or university with a cumulative GPA of at least 2.0 in all course work subsequent to the course work to be disregarded.~~
- ~~3. At least 12 months have elapsed since the most recent course work to be disregarded.~~
- ~~4. All substandard course work shall be disregarded, except those courses required as a prerequisite or to satisfy a requirement in the student's redirected educational objective.~~

~~Credit for courses from other colleges or universities can be disregarded in order to meet the grade point average requirements for an A.A. degree or Certificate of Achievement toward graduation.~~

~~NOTE: It is important to understand that ALL COURSE WORK WILL REMAIN LEGIBLE on the student's permanent record (transcript), ensuring a true and complete academic history. However, students' permanent records will be annotated so that it is readily evident to all users of the records that the units, even if satisfactory, are to be disregarded. This notation will be made~~

~~at the time that the academic renewal has been approved by the appropriate college office.~~

~~If another accredited college has acted to remove previous course work from consideration in computing the GPA, such action shall be honored in terms of its policy. However, such units disregarded shall be deducted from the 30 semester units maximum of course work eligible to be disregarded at a Coast Community College District college.~~

~~Interpretation of the academic renewal procedure is the responsibility of the appropriate college official who may, for compelling reasons, make exceptions to the stated conditions provided the requirements of Title 5 (Sections 55764 and 55765) are observed. All receiving schools may not accept our Academic Renewal Policy.~~

[See Administrative Procedure 4240](#)

Adopted March 1, 1989

Revised April 1, 1991

Revised July 18, 2001

Replaces CCCD Policy 030-4-4, Fall 2010

[Revised Board Meeting DATE](#)

**Coast Community College District**  
**ADMINISTRATIVE PROCEDURE**  
Chapter 3  
Educational Programs and Student Relationships

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## **BP AP 4240 Academic Renewal**

New Administrative Procedure 6-7-2012

~~Title 5 Sections 55764 and 55765~~

[Reference: Title 5 Section 55046, BP 4240](#)

~~This Academic Renewal Policy for Coast Community College District is issued pursuant to Sections 55764 and 55765 of the California Administrative Code (Title 5) regulations. In accordance with Board Policy BP4240, the purpose of this procedure is to disregard past substandard academic performance of students when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances, or circumstances beyond the students' control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which they complete their current objectives. The purpose of this policy is to disregard past substandard academic performance of students when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances, or circumstances beyond the students' control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which they complete their current objectives.~~

~~If~~ specific conditions are met, Coast Community College District colleges may disregard from all consideration associated with the computation of a student's cumulative GPA up to a maximum of thirty (30) semester units of course work from a maximum of two (2) semesters or three (3) quarters taken at any college for graduation or grade point average (GPA) purposes only. These conditions are:

1. The course work to be disregarded is substandard. The semester grade point average for each semester ~~average grade points of the courses~~ to be disregarded is less than 2.0.
2. A minimum of 12 semester units has been completed at any regionally accredited college or university with a cumulative GPA of at least 2.0 in all course work subsequent to the course work to be disregarded.
3. At least 12 months have elapsed since the most recent course work to be disregarded.
4. All ~~substandard~~ course work shall be disregarded **in that semester**, except those courses required as a prerequisite or to satisfy a requirement in the student's ~~redirected educational objective~~current declared program of study.
5. Academic Renewal cannot be reversed once it has been granted.

Under this policy, cC Credit for courses from other colleges or universities can be disregarded in order to meet the grade point average requirements for an A.A. degree or Certificate of Achievement, ~~toward graduation~~.

~~NOTE: It is important to understand that~~ ALL COURSE WORK WILL REMAIN LEGIBLE on the

student's permanent record (transcript), ensuring a true and complete academic history. However, students' permanent records will be annotated so that it is readily evident to all users of the records that the units, even if satisfactory, are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the appropriate college office.

If another accredited college has acted to remove previous course work from consideration in computing the GPA, such action shall be honored in terms of its policy. However, such units disregarded shall be deducted from the 30 semester units maximum of course work eligible to be disregarded at a Coast Community College District college.

Interpretation of the academic renewal procedure is the responsibility of the appropriate college official who may, for compelling reasons, make exceptions to the stated conditions provided the requirements of Title 5 (~~Sections 55764 and 55765~~) [Section 55044](#) are observed. All receiving schools may not accept our Academic Renewal Policy [and Procedure](#).

Ratified Board Meeting DATE

**Coast Community College District**  
**BOARD POLICY**  
Chapter 4  
Business Operations

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**BP 67010 Use of Facilities and Co-sponsored Events**

Education Code 82537, 82542

The use of college facilities, including fee schedules for District and Non-District users, shall be governed by rules and regulations established by the Board of Trustees in accordance with the [California](#) Education Code.

The District may co-sponsor the use of its facilities when the activity provides a clear benefit to the District. The Chancellor and/or College President shall authorize all co-sponsorship activities. The District Offices and each College shall maintain records of co-sponsored activities and shall submit an annual report of such co-sponsored activities to the Vice Chancellor, Finance and Administrative Services, by no later than June 30th of each year. This report shall set forth the estimated amount of rental fees the District Offices and/or the Colleges may have realized had the co-sponsorship of the activity not occurred.

Adopted September 3, 1986  
Revised February 16, 2011  
Replaces CCCD Policy 040-2-1, Fall 2010  
Revised ~~June~~April \_\_, 2012

**Coast Community College District**  
**BOARD POLICY**  
 Chapter 4  
 Business Operations

**ABP 67002 Usage Fees for Facilities and/or Equipment**  
**Coastline – Golden West – Orange Coast**

Education codes 81550-81553

All facility requests are processed through the individual campuses. User fees listed below are in addition to staffing fees (\$40.00 per staff per hour). Rates listed are all per hour. All equipment and personnel requests are coordinated through the following offices: Coastline Administrative Services; Golden West Administrative Services and Community Services; Orange Coast Maintenance & Operations and Bursar's Office.

<b>CLASSROOMS</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Up to 50	\$25.00	\$35.00
Up to 100	\$35.00	\$45.00
Up to 150	\$40.00	\$45.00
Up to 210	\$50.00	\$65.00
Up to 400	\$130.00	\$175.00
Lab Classroom	\$40.00	\$50.00
Computer Center/Lab	\$80.00	\$105.00
<b>PARKING LOTS (4 hour minimum)</b>		
Per Space	\$5.00	\$7.00

**GYMNASIUM & RELATED**

Additional deposit required for damages or unusual clean-up. Amount to be determined by campus personnel. Full or partial refund will be returned following inspection of facility after event has occurred.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Small Gym Floor	\$100.00	\$155.00
Large/Main Gym Floor	\$150.00	\$235.00
Dance Room	\$50.00	\$90.00
Strength/Fitness Studio	\$75.00	\$140.00
Foyer Area	\$35.00	\$45.00
Weight Room	\$75.00	\$140.00
Locker Room (per room)	\$45.00	\$80.00
Aerobics Room	\$45.00	\$80.00
Cardio Lab	\$45.00	\$80.00
Biddle Field	\$45.00	\$80.00



<b>ATHLETIC FIELDS</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Track	\$75.00	\$140.00
Soccer	\$75.00	\$140.00
Practice Soccer	\$45.00	\$80.00
Softball Fields	\$115.00	\$165.00
Utility Fields	\$45.00	\$80.00
Baseball Field (90 min + \$40.00)	\$115.00	\$165.00
Par Course	\$115.00	\$165.00
Practice Football	\$45.00	\$80.00

<b>TENNIS/OUTDOOR COURTS</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Tennis (Per court)	\$15.00	\$20.00
Volleyball/Basketball	\$35.00	\$45.00
Handball (GWC only, per court)	\$15.00	\$20.00

<b>POOL</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Renter provided		
Certified Lifeguard required	\$80.00	\$115.00

### **OTHER FEES – ATHLETICS**

Other fees not included in basic usage fee: One rate for Non-Profit and Commercial

1. Microphone \$10.00/hr
2. P.A./Stereo \$40.00/hr
3. Scoreboard \$40.00/hr
4. Event Markers \$40.00/hr

<b>LEBARD STADIUM (4 hour minimum)</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
(No services)		
School games	\$400.00	
CIF Playoffs	\$600.00	
Non-profit Use	\$750.00	
Football Practice	\$275.00	
Commercial Use		\$1,500.00

Locker Rooms, Utility Fields, Strength lab, Handball 101 (classroom) and Training Room additional fees.

- Staffing at \$40 per person per hour.
- Lighting \$250

### **LEBARD STADIUM PARTIAL DAY USE RATES**

(One rate for both Non-Profit and Commercial)

#### **Stadium and Field House**

1. Use of Stadium and Field House where wear and tear would occur to the facility: (i.e. football, soccer or rugby practice, etc.)
  - a. First hour \$400
  - b. Each additional hour \$180 (not to exceed 3 hours)
  - c. Labor costs not included Staffing at \$40 per person per hour.

2. Use of Stadium and Field House where no wear and tear would occur to the facility: (i.e. team pictures, commercial shoots, etc.)
  - a. First hour: \$180
  - b. Each additional hour \$60 (not to exceed 3 hours)
  - c. Labor costs not included Staffing at \$40 per person per hour.

<b>OCC HORTICULTURE GARDENS</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Garden	\$90.00	\$120.00
<b>OCC QUAD</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Quad	\$90.00	\$120.00
<b>OCC STUDENT CENTER</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Conference Rooms	\$15.00	\$20.00
Lounge	\$90.00	\$120.00
Main cafeteria Floor Area	\$135.00	\$190.00
Captain's Table	\$90.00	\$12.00
<b>GWC COMMUNITY CENTER</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Cafeteria (4 hours min)		
Meetings and Seminars	\$115.00	\$165.00
Dances	\$150.00	\$235.00
College Center Patio	\$35.00	\$45.00
<b>GWC COMMUNITY CENTER</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Room 102 (Dining Room)	\$35.00	\$75.00
With Kitchen Fee	\$15.00	\$20.00
<b>OCC DRAMA LAB</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Lab	\$165.00	\$235.00
<b>OCC ART GALLERY</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Main Gallery	\$100.00	\$165.00
Children's Gallery	\$50.00	\$75.00
<b>OCC ART CENTER</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Foyer	\$115.00 <sup>1</sup>	\$165.00
<b>OCC FACULTY HOUSE</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Lounge	\$35.00	\$75.00
<b>GWC QUAD</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Quad	\$90.00	\$120.00
<b>GWC AMPHITHEATER</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Theater	\$145.00	\$250.00

### **GWC THEATER (4 hour minimum)**

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Performance	\$200.00	\$300.00
Rehearsal	\$100.00	\$150.00

#### **Basic usage fees include:**

1. Main floor (340 seats)
2. Front and side stages
3. (1) Technical Coordinator (required)
4. (1) House Manager (required-performance only)
5. (30) lights-flat lighting plot
6. (2) dressing rooms-men's/ladies
7. (1) cashier's booth
8. (1) microphone on stand or podium
9. (1) tape deck and use of Theater sound system

#### **Other fees not included in basic usage fee:**

1. Technical Coordinator (required) \$45.00/hr
2. Fly crew person \$35.00
3. Lighting instruments \$10.00/instrument
4. Wireless microphone system \$450.00/day
5. Sound technician \$40.00/hr
6. Lighting technician \$40.00/hr
7. Stage technician \$35.00/hr
8. Spot light technician \$30.00/hr
9. Cashier \$25.00/hr
10. Spot Light \$100.00/4hrs
11. Stage Manager (required to be provide by renter)
12. Usher (4 required to be provided by renter)

### **GWC STAGE WEST**

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Performance	\$100.00	\$145.00
Rehearsal	\$75.00	\$80.00

#### **Basic usage fees include:**

1. Full use of facility
2. 4-hour use of house
3. (1) technician

#### **Other fees not included in basic usage fee:**

1. Additional Staff
2. Custodial(hourly basic)

## **GWC RECORDING STUDIO**

In no case will the Recording Studio be used without employing GWC Studio Engineers. The Recording Studio will be available only to in-district and non-profit groups.

Usage fee for in-district use and other schools in the community, including Studio Engineer's fee:

Studios A and B \$80.00/hr

Usage fees for non-profit groups only (not available for commercial use):

Studio A \$100.00/hr

Studio Engineer \$50.00/hr

Studio B \$75.00/hr

Studio Engineer \$50.00/hr

## **ROBERT B. MOORE THEATRE/OCC**

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
<b>BASIC LECTURE</b>	\$150.00	\$225.00
<ul style="list-style-type: none"><li>1. Mid stage, apron</li><li>2. House (916 seats)</li><li>3. One technician</li><li>4. Six (6) lighting instruments</li><li>5. One (1) dressing room (if available)</li><li>6. Ticket booth</li><li>7. Two (2) microphones, stands, cables, tape or CD playback</li><li>8. House sound system (Board, EQ, speakers, amps)</li></ul>		

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
<b>BASIC MUSIC-SMALL BAND</b>	\$250.00	\$350.00
<ul style="list-style-type: none"><li>1. Mid stage</li><li>2. House (916) seats)</li><li>3. Two (2) technicians</li><li>4. Sixty-two (62) lighting instruments</li><li>5. Two (2) dressing rooms (if available)</li><li>6. Ticket booth</li><li>7. Sixteen (16) microphones, stands and cable, tape or CD playback</li><li>8. House sound system (Board, EQ, speakers, amps, etc.)</li></ul>		

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
<b>BASIC MUSIC ORCHESTRA</b>	\$300.00	\$450.00
<ul style="list-style-type: none"><li>1. Full stage</li><li>2. House (916 seats)</li><li>3. Two (2) technicians</li><li>4. Sixty (60) lighting instruments</li><li>5. Orchestra shell</li><li>6. Chairs, stands, platforms</li><li>7. Two (2) dressing rooms (if available)</li><li>8. Ticket booth</li></ul>		

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
<b>BASIC DANCE CONCERT/VARIETY SHOW</b>	\$300.00	\$450.00
1. Full Stage		
2. House (916 seats)		
3. One hundred twenty-eight (128) lighting instruments		
4. Two (2) technicians		
5. Two (2) dressing rooms (if available)		
6. Ticket booth		
7. Six (6) microphones, stand and cables, tape or CD playback		
8. House sound system (Board, EQ, speakers, amps, etc.)		

**FEES NOT INCLUDED IN BASIC USAGE FEES**

1. Staff Technician (overtime)	\$45.00/hr
2. One hour manager (overtime)	\$35.00/hr
3. Lighting instruments	\$10.00 per instrument
4. Wireless microphone system	\$60.00 per channel
5. Spotlight	\$100.00/4 hrs

**EQUIPMENT RENTAL CHARGES-PER DAY  
CCC-GWC-CCC**

Overhead	\$10.00
Caramate	\$15.00
Lecternette	\$15.00
Microphone/Cable	\$10.00
Data Projector	\$75.00
25" Color TV/VHS Cart	\$40.00
Stereo Cassette Player	\$10.00
PA System/Portable Speak Mic	\$50.00
LCD Projector	\$100.00
Pianos (Requires tuning each way (one for stage and one for rental paid by user)	
Upright	\$150.00 or current cost of tuning
Grand	\$200.00 or current cost of tuning

Extra Charges-Prevailing hourly rates (minimum \$40 per person per hour) including fringe benefits will be assigned.

1. Projectionist
2. AV technician
3. Lifeguards
4. Locker room attendant
5. Special security
6. Scoreboard operations
7. Extra Custodial
8. Security
9. Stage hands-special set-ups
10. Food service workers
11. Any other school employees required to work

<b>BOATHOUSE RENTAL FEES/OCC</b>	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Entire Facility -full day	\$2,000.00	\$5,000.00
Entire Facility-half day	\$1,500.00	\$2,000.00

Ground level areas including 100 linear feet of dock space (excluding lower bays)		
Ground Level-full day	\$600.00	\$1,000.00
Ground level-half day	\$400.00	\$750.00

Upstairs bay view classroom maximum (50) persons day/eves		
Upstairs-full day	\$250.00	\$500.00
Upstairs-half day	\$155.00	\$350.00
Upstairs bay view classroom maximum (125) persons day/eves		
Upstairs-full day	\$450.00	\$650.00
Upstairs-half day	\$300.00	\$450.00

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Conference Room-Water View (12) people		
Conference room-full day	\$200.00	\$400.00
Conference room-half day	\$125.00	\$250.00
Kitchen usage-half day	\$50.00	
Kitchen usage-full day	\$75.00	

**NOTE:** Half day is four hours or less; anytime between 7:00 a.m. and 5:00 p.m.  
 Full day is more than four hours; anytime between 7:00 a.m. and 5:00 p.m.  
 Evening is anytime between 6:00 p.m. and 11:00 p.m.  
 Weekend and weekday rates are the same

**District Conference/Board Rooms (4 hours minimum) NON-PROFIT COMMERCIAL**

Room A (A120-02) - Seats 14	\$120.00	\$150.00
Room D (B230-06) - Seats 8	\$100.00	\$125.00
Room E (B220-01) - Seats 14	\$120.00	\$150.00
Room F (B200-01) - Seats 16	\$140.00	\$175.00
Room G (B210-06) - Seats 8	\$100.00	\$125.00
Room H (B200-07)* - Seats 20	\$160.00	\$200.00
Room I (C310-07) - Seats 20	\$140.00	\$175.00
Board Room* - Seats 180 **	\$600.00	\$750.00

**All conference rooms and Board room are available only during District business hours between 8:00 a.m. and 5:00 p.m. Rooms are not available on weekends or District holidays.**

**\* Projector and screen available for use in these rooms. Additional staffing charges will apply.**

**\*\* Arrangement must be made a minimum of ten (10) business days in advance of the event to execute a contract determining the technical assistance needed.**

## **RESTRICTED USE OF DISTRICT SERVICES, FACILITIES, OR EQUIPMENT BY DISTRICT EMPLOYEES**

No employee of the Coast Community College District shall use any shop or laboratory facility or equipment of the District (excluding recreational facilities) on personal projects or for personal benefit unless such use has been approved by the administration in charge as making a contribution to the educational program, or unless the employee is enrolled in the program as a student. Employees shall pay the established rate, if any, for services offered by any instructional program the same as would students or members of the community. Any work or service performed for any employee shall be done only when consistent with the current instructional objectives of the particular program and if the performance of that same work or service is available to students or members of the community.

### **ORANGE COAST COLLEGE AND GOLDEN WEST COLLEGE PHYSICAL EDUCATION Facility Usage by District Employees**

#### **During Staffed Hours:**

#### **During Non-Staffed Hours:**

OCC/GWC physical education staff with key access to department facilities may use such facilities and supervise the use by other staff members with the approval of the Physical Education and Athletics Dean. Non-staff individuals may not use such facilities without the written approval of the Dean.

## **DISPOSITION OF DISTRICT PROPERTY**

The Board shall adhere strictly to procedures prescribed by the Education Code in the sale or lease of real property.

The Board shall authorize the disposal of surplus or obsolete supplies and equipment which are no longer suitable for District purposes and authorize the Chancellor or designee to dispose of such supplies and equipment in conformance with the law and District procedures.

Education Code 81360-81380, 81450-81459

## **LENDING OF EQUIPMENT**

District property or equipment shall not be loaned to any individual or any organization for private use. District property or equipment may be loaned to other school districts or to public agencies in accordance with the Education Code. Such loans, in reasonable amounts and for reasonable periods, shall be the responsibility of the Chancellor following recommendation by one or more of the college presidents or the Vice Chancellor, Administrative Services.

Adopted September 18, 1985  
Revised September 7, 1989  
Revised April 5, 1994  
Revised September 11, 1996  
Revised June 25, 1997  
Revised August 17, 2005  
Revised February 16, 2011  
Replaces CCCD Policy 040-2-1.1, Spring 2011

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**BP ~~6964~~550 Disposition of District Property**

Education Code 81360-81380, 81450-81459

The Board shall strictly adhere ~~strictly~~ to the requirements procedures prescribed by the California Education Code ~~in when the sale selling or or-leasing~~ of real property.

The Board shall authorize the disposal of surplus or obsolete supplies and equipment which are no longer suitable for District purposes. The Board authorizes the Chancellor or designee to dispose of such supplies and equipment in ~~conformance~~ compliance with ~~state~~ the law and District procedures.

Adopted September 3, 1986  
Replaces CCCD Policy 040-2-3, Fall 2010  
Revised ~~June~~ April \_\_, 2012



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**BP ~~69656551~~ 69656551 Sale or Lease of Real Property**

Education Code 81370, 81371, 81372

The District's Board of Trustees authorizes the Vice Chancellor, Finance and Administrative Services, or their designee, to perform any all required actions under Education Code Sections 81370 and 81371. The Vice Chancellor, Finance and Administrative Services, or their designee, shall receive all oral bids or sealed proposals for matters relating to the sale or lease of real property. The Vice Chancellor, Finance and Administrative Services, or designee, shall provide the Board, or its designated committee, with periodic updates concerning the sale or lease of Real Property within the District. No sale or lease of real property shall be conducted without prior Board approval.

Adopted November 20, 1985  
Replaces CCCD Policy 040-2-12  
Revised ~~June~~April \_\_\_\_, 2012

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**BP ~~69666~~6552 Land Utilization/Joint Use Development**

The Board of Trustees endorses the concept of joint use development of surplus and non-surplus parcels of property owned by the Coast Community College District. ~~in considering an for such development of any parcel, the resolution shall also specify the intended usage of any proceeds derived bearing in mind the needs of the District and its campuses and facilities.~~ Any enabling resolution presented to the Board for the development of any land parcel shall also specify the intended usage of the parcel, and the compatibility of the intended use with any proceeds derived bearing in mind the needs of the District, ~~and~~ its campuses, and the neighboring community. ~~and facilities.~~

Adopted November 18, 1987  
Replaces CCCD Policy 040-2-13, Fall 2010  
Revised June \_\_\_\_\_, 2012

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**BP ~~69706531~~ 69706531 Transportation Regulations**

[Education Code 82305.6](#)

When Transportation of students and District Personnel on District-authorized field trips and overnight trips ~~is shall be~~ provided ~~it shall be and governed according consistent with to~~ California law and such regulations established by the Chancellor. Such regulations shall be ~~and~~ published as an Administrative Procedure.

Adopted June 15, 1988

Revised February 21, 1996

Replaces CCCD Policy 040-5-1, Spring 2011

Revised June , 2012

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**BP ~~69717131~~ 69717131 Mileage Reimbursement**

Education Code 72423, 87032

Board Members and District Employees shall be reimbursed ~~at by a mileage rate~~ the then prevailing mileage rate to be established by the Internal Revenue Service, unless the employee is otherwise compensated by a monthly mileage stipend. ~~Board of Trustees.~~

~~Any Such~~ reimbursement ~~shall be~~ for travel by private vehicle on District business must be approved by specified action of the Board of Trustees, ~~or~~ by the designated District or College ~~official authority.~~ Claims for reimbursement for mileage must be submitted for the month in which they were accrued by no later than the end of the following month.

~~The mileage reimbursement rate for District employees shall be the same as the current Internal Revenue Service Standard Mileage Rate.~~

Adopted June 20, 1984

Revised Annually January 1

Revised January 20, 1999

Replaces CCCD Policy 040-5-2, Spring 2011

June, 2012

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**BP 69727401 Attendance at Meetings, Conferences and Conventions**

Education Code 72423, 87032

The Board may authorize aAttendance at meetings, conferences, and conventions ~~will be authorized~~ when such attendance bears a direct and vital interest to the District. Requests for attendance at meetings, conferences, and/or conventions should contain evidence should be presented at the time of the request with respect to the manner in which setting forth the basis on which tthe District would ~~be benefited~~ as the result of such attendance. This Policy shall be implemented consistent with existing collective bargaining agreements.

Regulations governing District-employee attendance and participation in off-campus meetings, conferences, and conventions with Board approval shall be established by the Chancellor. ~~and published in Administrative Procedure 0040-5-3.~~ Attendance at meetings and conferences shall be approved by the Board of Trustees, however. ~~T~~the Chancellor is authorized to exercise judgment in the event of ~~extreme~~ hardship, critical need, or substantial impairment to the District. The District shall not unreasonably deny an employee such authorization.

## AP 7401 Procedures for Attendance at Meetings, Conferences and Conventions

Requests to attend meetings and conferences in the five-county area of Orange, Los Angeles, Riverside, San Bernardino and San Diego for which no reimbursement is sought need only be approved by the President of the college, the Chancellor, or designee.

Persons not District employees, and Board members, who are authorized by the Board to participate in a meeting, conference, or convention shall be reimbursed for actual expenses of meals, lodging, and transportation.

Travel by regular scheduled air coach shall be the default expected mode of travel mode for outside the above five-county area for all District-authorized travel. —Travel by personal automobile must be specifically authorized and reimbursement will be made based on exact mileage not to exceed air coach equivalency. Employees shall submit a quote for all coach air travel prior to driving outside of the five-county area.

District employees shall use only regularly scheduled airlines to travel by air on District business. —Any other form of air transportation is not permitted without the prior written authorization of the Chancellor or Vice Chancellor of Administrative Services.

Flight tickets can be procured by purchase order and registration fees can be paid in advance if sufficient time is allowed to handle it in this manner. In addition, the following options are available (only one option may be used):

1. With a reservation, first-night lodging can be secured for the trip by purchase order.
2. Advance of \$100/day can be secured through the District Purchasing Department with the letter of authorization and attached "Claim for Reimbursement of Expenses" form. The advance thus received will be deducted from the total conference reimbursement claim.

Reimbursement limitations for meals and lodging shall be reviewed and established by the Board of Trustees:

Reimbursement limitations for meals and lodging are as follows:

Meals: A maximum of \$50.00/day without receipts, with sublimits not to exceed \$152.00 for breakfast, \$2548.00 for lunch, and \$3520.00 for dinner. When itemized receipts are submitted, the maximum daily rate shall be, or \$7564.00/day, with receipts. Employees are prohibited from requesting meal expense reimbursements for those meals provided while in attendance at conferences or meetings.

Lodging: Reimbursement for actual, reasonable, and necessary expenses.

Reimbursement shall include mileage to and from the airport when air travel is involved. (Those individuals receiving a mileage allowance (stipend) will only be allowed to claim reimbursement for mileage to and from the airport if they are flying out of an airport other than John Wayne, Outside of Orange County.) Employees shall submit receipts for taxi, shuttle, bus, public transportation, and parking in order to receive reimbursement.

Revised December 7, 1988

Revised May 2, 1990

Revised September 18, 1991

Revised November 16, 2005

Replaces CCCD Policy 040-5-3, Spring 2011

[Revised June 1, 2012](#)

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**BP [69732716\(A\)](#)      Participation in Events Which Include a  
Charitable Contribution or Political Donation**

The Board of Trustees stands opposed to the participation by Board members or employees in [at](#) events or conferences, [held](#) at District expense, where the price of the dinner or admission [to](#) [the event or conference](#) includes in part, or in whole, a charitable contribution or a political donation.

Adopted November 5, 1986  
Replaces CCCD Policy 040-5-3.1, Spring 2011  
[June , 2012](#)



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**BP [69747132](#) Participation in Overnight Athletic Events**

Coaches who accompany students on Board approved overnight trips for Commission on Athletics approved sports [activities](#) shall be reimbursed a flat rate of \$80 without receipts, or up to \$125 with appropriate [itemized](#) receipts, per overnight stay to cover lodging and meals.

Bus drivers who provide transportation for events for students or District employees will be reimbursed for lodging (private room) and meals at an amount not to exceed Board approved District-wide conference allowances.

Adopted January 17, 1989  
Revised February 21, 1996  
Revised November 18, 1998  
Replaces CCCD Policy 040-5-4, Spring 2011  
[Revised June , 2012](#)