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<th>Call to Order</th>
<th>A. President Mike Sauter</th>
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<tr>
<td>2</td>
<td>Approval of Agenda</td>
<td>A. Senate Body</td>
<td>1 min</td>
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<td>Approval of Minutes</td>
<td>A. Senate Body</td>
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<td>Reports</td>
<td>A. Budget Report - Treasurer - Lori</td>
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<td>B. BAARC Report - Member at Large - Craig</td>
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<td>C. BP &amp; AR - Pres./Pres. Elect - Mike, Dennis</td>
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<td>D. Academic Senate - Pres. Elect - Dennis</td>
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<td>E. Strategic Planning - Pres. - Mike</td>
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<td>F. Technology Committee - Pres. - Mike</td>
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<td>G. Parking Committee - Michelle</td>
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<td>5</td>
<td>President’s Report</td>
<td>A. Board of Trustee Meeting Update</td>
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<td>B. Classified Leadership Institute (CLI) June 19-21</td>
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<td>C. SB Scholarship Review Committee. Email Chris Alvarado <a href="mailto:calvarado@saddleback.edu">calvarado@saddleback.edu</a></td>
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<td>D. Commit to Completion Event. Thursday April 10, 2014 11:30-1:00pm Quad.</td>
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<td>E. Student Success Summit Friday April 25, 2014 <a href="https://www.saddleback.edu/faculty-resources/student-success-summit">https://www.saddleback.edu/faculty-resources/student-success-summit</a></td>
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<tr>
<td>6</td>
<td>Employee of the Year 2014</td>
<td>A. Congratulations to Giziel Leftwich!</td>
<td>2 min</td>
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| 7 | **Classified Staff Scholarship Deadline Extended** | A. The application for the Classified Senate’s Scholarship to support Classified Staff to continue their education is now online and the deadline has been extended to April 4th, 2014.  
B. Any full or part-time classified staff that is currently taking classes at a college, university (public or private) should apply for the $500 award.  
|---|---|---|---|
| 8 | Economic & Workforce Development Task-force meeting | A. The Economic and Workforce Development Task-force first meeting is Wednesday April 2, 2014, 2:30-4:00 in BGS 201  
B. Email Don Busche if you are interested. [dbusche@saddleback.edu](mailto:dbusche@saddleback.edu) | 2 min |
| 9 | BAARC Update | A. Craig Connor CS Rep with an update. | 10 min. |
| 10 | Presentation - Walk For Water | A. Lydia Natooolo ASG Student to give a presentation on “Walk for Water” event. | 10 min. |
B. Friday May 2, 2014  
C. [https://www.saddleback.edu/studentdevelopment/dance-against-cancer](https://www.saddleback.edu/studentdevelopment/dance-against-cancer) | 10 min. |
| 12 | College Resource Committee | A. First meeting of the CRC for 2014 update. | 5 min. |
| 15 | Adjourn Meeting | A. Senate Body | 1 min |
**Call to Order**
President Mike Sauter

**Approval of Agenda**
1st Craig Connor, 2nd Valerie Senior

**Approval of Minutes**
Minutes from March 5th: 1st Dennis Stachelski, 2nd Erin Long

**Reports**

A. **Budget Report** – Treasurer, Lori Parra
   - $7500 left in Staff Development Fund
   - 22 requests submitted this year (20 approved, 1 cancelled, and 1 denied)
   - $55 per diem can be requested for meetings off campus where lunch is not provided

B. **BAARC Report** – Member at Large, Craig Connor
   - Next meeting is Friday, March 21st
   - Will be discussing Technology list

C. **BP & AR** – President, Mike Sauter & President Elect, Dennis Stachelski

D. **DRAC** - Edward De La O
   - 50% law – in compliance; doing well compared to state average
   - DrAC Model – SOCCCD maintains a 7% contingency fund; most colleges maintain 10%

E. **Academic Senate** – President Elect, Dennis Stachelski
   - Discussed Student Grievances
   - Discussion tables for next meeting

F. **Strategic Planning** – President, Mike Sauter
   - Next meeting is Thursday, March 20th
   - Will be discussing Mission Statement

G. **Technology Committee** – President, Mike Sauter
   - Next meeting is Thursday, March 20th

H. **Parking Committee** – Michelle Jackson
   - No report was given

**President’s Report**

A. **Senior Day** is Thursday, March 20th, 10 a.m. to 2 p.m.
   - If you’re interested in helping with the event, email Mike, Leslie or Sandra

B. **Saddleback Scholarship Review Committee**
   - Volunteers needed to go over applications, email Chris Alvarado

C. **Classified Leadership Institute (CLI)**
   - June 19th – 21st, in Ventura
   - Submit your Staff Development Funds Request if you would like to go

D. **Announcement for Classified Senate Elections of Officers**
   - Secretary, Treasurer, and Members at Large (2)
   - Nominations will open April 30th and close May 14th
   - New officers will start July 1st

**District IT Basic Aid Priority List**

A. **List of IT projects from SC, IVC, District that have been voted on by District Wide Tech Committee**
   - Priority list to go to BAARC for consideration of funding
   - Usually received around 11 million for the year, this year it may not be as much

B. **CS recommendation for rep to push for wireless coverage expansion**

**Proposed Re-Organization**

A. **Latest Re-Org charts for Community Ed**
   - Motion to support: 1st Erin Long, 2nd Craig Connor

**Enrollment Management Plan**

A. **Kathy Werle submitted an outline for what an Enrollment Management Plan should contain**
   - Attached documentation to review for follow-up at next meeting
Saddleback College
Classified Senate General Meeting
Minutes

Wednesday, March 19th, 2014
10:30am – 11:30am President’s Conference Rm

| 9  | Classified Staff Scholarship | A. Classified Staff Scholarship  
The application for the Classified Senate’s Scholarship to support Classified Staff to continue their education is now online  
http://www.saddleback.edu/csenate/classified-senate-scholarship-2014  
Any full or part-time classified staff that is currently taking classes at a college, university (public or private) should apply for the $500 award.  
Deadline is March 31st  
Will be announced at Scholarship Awards Ceremony | 2 Min. |
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<tr>
<td>10</td>
<td>District Wide Academic Calendar</td>
<td>A. Discussion on impasse of Calendar 2015/2016</td>
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| 11 | Economic & Workforce Development Plan | A. Don Busche is spearheading the Economic & Workforce Development Plan  
Task-force is forming and looking for representatives from Classified | 15 Min. |
| 12 | OPEN TOPIC | B. What’s happening in your area? Upcoming Events? Concerns? Comments?  
Erin Long announced TED talks in ASG every Tuesday, next TED talk is April 1st  
Craig Connor announced that priority registration appointment schema will be changing for Fall 2014, go to  
http://www.saddleback.edu/admissions/registration-appointment-priority for more info | 1 Min. |
| 13 | Meeting Adjourned | A. Senate Body | 11:35 a.m. |

Senate members present:

Mike Sauter, President  
Dennis Stachelski, President Elect  
Donnie Mineo, Past President  
Grisel Heredia, Secretary  
Lori Parra, Treasurer  
Craig Connor, Member at Large  
Tracy McConnell, Event Coordinator  
Michael Martinez, Webmaster  
Paul Bonkowski  
Valerie Senior  
Maria Hanson  
Rosann Rios  
Erin Long  
Eric Hilden  
Darren England  
Dona Kirstin  
Giziel Leftwich  
Barbara Carey  
Yvonne Belardes  
Edward De La O
Registration fee includes:
All Conference activities,
Deluxe Room Accommodation
if needed for 2 nights,
and Most Meals

*Attendees responsible for Thursday dinner.

To reserve rooms for additional night(s) prior to or after the conference, attendees should contact the Ventura Beach Crowne Plaza directly and request the Community College League room block. Additional room nights are $84.00 per person/per night.

Sponsored by:
California Community Colleges Classified Senate (4CS)
Community College League of California (CCLC)
SADDLEBACK’S BETA EPSILON BETA
CHAPTER OF

PHI THETA KAPPA
HONORS SOCIETY

PRESENTS

COMMIT TO COMPLETION

PTK Challenges YOU to commit to completing your educational goals

THURSDAY, APRIL 10TH

11:30-1:00 | Resource Information Table on the Quad
12:00-1:00 | PTK Presentation on “Mindsets in Education” in SSC 212

Sponsored By: PTK and the Community Completion Corps, “C4,” which was founded by the leaders of 5 community college organizations, including PTK. Out of 8 million community college students, 50% aspire to earn their degree, but only 25% succeed. C4 hopes to encourage and guide students to reach that goal.
Saddleback College
Economic and Workforce Development Plan

A primary mission of the California Community College system as defined by the state legislature is “Advancing California's economic growth and global competitiveness through education, training, and services that contribute to continuous work force improvement.”

Community college economic and workforce development activities include a broad range of educational options: certificate programs, degree programs, short-term courses, fee-based courses, and industry funded (contract) courses. In addition, economic and workforce development activities include building relationships with the business community and public sector partners that play a role in economic and workforce development in Orange County and the region.

THE NEED

No model plan currently exists that proactively monitors a college district’s workforce development issues and proactively offers solutions. Similarly, Saddleback has no comprehensive economic and workforce development (EWD) plan to guide those individuals who are responsible for planning, developing, and delivering workforce development services. It is envisioned that a EWD plan would focus on the internal processes, structures, and resources needed to build a strong and coordinated workforce development effort.

PURPOSE OF PLAN

The EWD plan will address both internal and external issues and partners, as well as practical approaches to increase Saddleback’s responsiveness to the region’s economy and labor market needs. It is anticipated that the plan will guide faculty and staff in:

• Developing an organizational and operational infrastructure to enable the college to deliver up-to-date, data-driven workforce education and training courses, program, and services

• Improving college and district processes for communicating with the business community and marketing EWD resources and services

• Creating job placement and other student support programs and services and integrating these into the EWD course and program offerings

• Collaborating with Irvine Valley College and other community colleges and higher education institutions to leverage their individual strengths and efforts to address the long-term and short-term work force training needs in the region and state

• Developing and sustaining funding and other resources to support and grow effective EWD practices

SCOPE AND FOCUS

The EWD plan will focus on furthering the economic and workforce development elements in the college’s and district’s strategic plans. In the current draft of the district’s plan, Goal 3 states, “SOCCCD will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education.”

Specifically, the district’s and college’s elements for addressing economic and workforce development are to:

Draft 3/11/2014
• Formalize collaborative partnerships with the business community and regional educational institutions to support workforce development. [District]

• Improve alignment between workforce development offerings and regional job opportunities. [District]

• Establish a training/education delivery structure (infrastructure) that will work in collaboration with industry to identify training needs, develop customized curriculum, and provide workforce training that is current, relevant and future oriented for at least one state sector. [College]

• Improve the college collaborative work experience program by developing employer partnerships and increasing placements of Saddleback students in paid internships. [College]

EWD PLANNING PROCESS TIMELINE

• Spring 2014, the Acting Director for Economic and Workforce Development will develop and secure a contract with an external consultant to assist in the planning process and draft the plan document.

• March, 2014, an EWD Plan Task Force will be convened representing the Office of Planning, Research, and Accreditation; Career and Re-entry Center; Community Education, Deans, Faculty, and Staff.

• March through May, 2014,
  o Relative data and materials will be collected and synthesized to help inform the task force in identifying and prioritizing internal and external needs.
  o The annual President’s Roundtable on Economic and Workforce Development will focus on the EWD plan development. Participants will be asked to provide their insights during the meeting and to participate in stakeholder meetings during the following months.
  o A series of stakeholder meetings will be convened (college leadership, faculty and staff, external stakeholders—businesses and public agencies). The meetings will be hands-on, working sessions in which attendees actively discuss the context for the plan and shape its vision, mission, and goals.
  o Plan drafts will be developed for review and input by the taskforce.
  o The taskforce will review drafts and providing input.

• End of Spring Term, a final draft plan will be presented to the taskforce for final review and approval. The final draft will be presented to the governance groups for approval and implementation.

• Ongoing
  o Existing college implementation and oversight bodies will be used whenever possible to facilitate the work of the plan.
  o The EWD director will work to integrate plan priorities with budget resources and align the plan priorities with the college program review process.
  o The adopted plan will be reviewed, evaluated, and update on an annual basis
Saddleback College Enrollment Management Plan Outline

1. Enrollment Management Purpose and Goals
2. Mission, Vision, and Values
3. Saddleback College Strategic Plan
4. Full-Time Equivalent Student (FTES)
   a) Projecting and Monitoring FTES
   b) Efficiency or Productivity
   c) Full Time Equivalent Student Targets
   d) Enrollment Management Accountability
   e) Saddleback College Institutional Targets
   f) Student Centered, Data Driven Schedule Development
   g) Coordination to increase the number of enrolled units/student
   h) Term Length Multiplier
   i) Weekly Census Classes
   j) Daily Census Classes
   k) Positive Attendance Classes
   l) Two year Schedule Plans by Department
   m) Room Assignment
   n) Block Scheduling
   o) Large Lecture
   p) Timeline for Schedule Development
   q) Course Caps, Room Caps, and Section Caps
   r) Adding Sections
   s) Class Cancellation
   t) Waitlist Management
   u) Apportionment Reporting

5. Curriculum
   a) Prerequisites and Co-requisites
   b) New Program Development
   c) Program Discontinuance
   d) Articulation
   e) CTE Program Considerations
      i. High unit programs
      ii. Relevance to industry/workforce needs
      iii. Scheduling for working students
      iv. Work-based learning

6. Threat to Funded Enrollment
   a) Developmental Program Noncredit FTES (English, ESL)
   b) Emeritus Institute Noncredit Enrollment

7. Economic and Workforce Development (EWD)

8. Student Success/Retention Initiatives
   a) Add codes (APCs)
b) Late Adds

c) Engagement

d) Early Alert

e) Freshman Advantage

f) Professional Staff Development

g) AVID for Higher Education

9. Distance Education

10. High School Concurrent Enrollment

11. Priority Enrollment

12. Outreach and Recruitment Plan

13. Marketing Plan

14. Student Equity Plan

15. International Student Enrollment

16. SOCCCD Board Policies that Impact Enrollment Management

   5210 Enrollment Limitations and Priorities
   5220 Program Discontinuance
   5330 Pre-Collegiate Basic Skills Coursework
SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PUBLIC SAFETY CAMERA SYSTEM

South Orange County Community College District authorizes the use of a public safety camera system for the purpose of creating a safer environment for all those who work at or visit the District. Cameras may be placed in strategic locations throughout the District at the direction of each college or district services and established procedures will be followed. These cameras can be used for detecting and deterring crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters, and to assist District officials in providing services to the college community.
I. PURPOSE AND SCOPE

The South Orange County Community College District operates a public safety camera system for the purpose of creating a safer environment for all those who live, work and visit the District. These cameras can be used for detecting and deterring crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist District officials in providing services to the community. Public safety cameras may be used in conjunction with campus access control and two way communications to enhance access to buildings and emergency notification.

II. MONITORING

Images from each camera will be recorded on a 24-hour basis every day of the week. These images will be transmitted to monitors installed in designated location(s) within the Campus Police Department. When activity warranting further investigation is reported or detected at any camera location, Campus Police personnel may selectively view the appropriate camera and relay any available information to responding officers. Campus Police personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety camera system to be set up at a location other than the Campus Police Communications Center for monitoring by other than police personnel when the situation requires such action.

Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high value or high threat areas. In addition, the public safety camera system may be useful for the following purposes:

a) To assist in identifying, apprehending and prosecuting offenders.
b) To assist in gathering evidence for criminal and civil court actions.
c) To help emergency services personnel maintain public order.
d) To monitor pedestrian and vehicle traffic activity.
e) To help improve the general environment on the public streets.
f) To assist in providing effective public services.

III. TRAINING

Campus Police and Campus Information Technology Personnel involved in management of the video monitoring system will be appropriately trained and supervised.
IV. PROHIBITED ACTIVITY

Video monitoring will be conducted in a professional, ethical and legal manner. The public safety camera system will not be used to invade the privacy of individuals, to look into private areas or areas where the reasonable expectation of privacy exists. All efforts will be taken to protect these rights. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group. Personnel are prohibited from viewing or distributing images unless authorized to do so.

V. CAMERA MARKINGS

All public areas that are monitored by public safety cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is monitored by public safety cameras. Signs shall be well lit to ensure visibility. Confidential investigations may require the use of unmarked camera locations; however, use will be limited in duration to meet a specific objective.

VI. MEDIA STORAGE

All media will be stored in a secure area with access restricted to authorized persons. Recordings not otherwise needed for official reasons shall be retained for a period of not less than one year and thereafter should be erased with the written consent of the Campus Chief of Police. Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures (Government Code § 34090.6).

VII. REVIEW OR RELEASE OR OF VIDEO IMAGES

The review or the release of video images shall be done only with the authorization of the Chief of Police or his/her designee and only with a properly completed written request. Video images needed for a criminal investigation or other official reason shall be collected and secured in the Campus Police Department Evidence /Property room in accordance with current departmental evidence procedures.

VIII. PUBLIC AND OTHER AGENCY REQUESTS

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Chief of Police, who will submit to District legal counsel for further handling. Every reasonable effort will be made to preserve the data requested until the request has been fully processed by District legal counsel. Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.
IX. ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM

The Chief of Police or his/her designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this AR and any proposed policy or AR changes. The results of each review will be documented and maintained by the Chief of Police or his/her designee and other applicable advisory bodies. Any concerns or deviations from this policy will be addressed promptly and effectively.

Reference:

Policy 378, SOCCCD Police Departments.
BOARD POLICY 3520
SOUTH ORANGE COUNTY BUSINESS
COMMUNITY COLLEGE DISTRICT

REFRESHMENTS AND MEALS AT DISTRICT FUNCTIONS

The Board of Trustees encourages public participation and awareness of community college district programs and activities through direct personal contact with individuals and community groups. The Board believes that the serving of refreshments and meals for District approved functions facilitates communication and increases public awareness of the District and its colleges, and improves participation in District sponsored meetings and functions.

The Board of Trustees authorizes the serving of refreshments and/or meals as designated in the administrative procedures, AR-3520 Refreshments and Meals at District Functions, referenced below and designate or his/her designee to approve or disapprove all such requests prior to the event which are:

1. Events open to the public and/or representatives of other educational agencies;

2. Board, District-wide, College-wide and ATEP meetings, with college and/or district staff which may or may not include an outside partner representative (does not include division/school, departments or committee meetings).

3. Meetings including workshops, training and retreats, which are of sufficient length (greater than 4 hours) as to interfere with normal meal and break periods. One example could be a full workday training meeting during which break-time refreshments and lunch are brought to the participants so that training can continue efficiently.

The cost of refreshments and meals which are served at duly authorized activities in accordance with this policy shall be paid from District funds and shall meet all legal and District requirements for expenditure of District funds (California Education Code, Section 70902). These expenditures shall be prudent and reasonable and the benefit to an individual may only be incidental.

State Staff Development funds may not be used for meals or refreshments, except for travel pursuant to AR 4052.

NOTE: Detailed language revised and moved to AR-3520.
REFRESHMENTS AND MEALS AT DISTRICT FUNCTIONS

The cost of refreshments and meals which are served at duly authorized activities in accordance with this AR that are paid from District funds shall meet all legal and District requirements for expenditure of District funds (California Education Code, Section 70902) and be approved in advance of the event by the appropriate administrator. These expenditures shall be prudent and reasonable and the benefit to an individual may only be incidental. The serving of refreshments and/or meals must meet one of the following guidelines if using District funds:

1. Events open to the public or meetings with outside representatives;

2. Board, district-wide and college-wide meetings, with college and/or district services staff (does not include regular division/school, departmental or committee meetings).

3. Other meetings including workshops, training and retreats, which are of sufficient length (greater than 4 hours) as to interfere with normal meal and break periods. One example could be a full workday training meeting during which break time refreshments and lunch are brought to the participants so that training can continue efficiently.

Requisitions for these expenses must use expense object 5271 and include a description of the event, date and time, location, and attendees.

The cost of refreshments and meals provided by ASG and Foundation funds shall be prudent and reasonable and be approved in advance by the appropriate administrator.
EMPLOYEE CELLULAR TELEPHONE / SMARTPHONE ALLOWANCE

Employees may receive a monthly allowance for the use of a cellular telephone or smartphone if it is warranted for district business. The Chancellor or designee shall establish an Administrative Regulation relating to an allowance for the use of a cellular telephone/smartphone allowance in conjunction with district business. AR 3340 will outline the monthly allowance and usage limits. Board of Trustees may be reimbursed for their actual cellular telephone/smartphone expense.

The Chancellor or designee shall establish an Administrative Regulation relating to an allowance for the use of a cellular telephone/smartphone allowance in conjunction with District business.

I. BOARD OF TRUSTEES

The SOCCCD Board of Trustees may be reimbursed for their District business use of a cellular telephone. Requests for reimbursement shall be submitted to the Chancellor. The reimbursement shall not exceed $65 per month.

II. EMPLOYEES OF THE DISTRICT

The Chancellor/College Presidents/Provost may designate employees to receive a monthly allowance for the use of a cellular telephone or smartphone. The allowance shall not exceed $65 per month for a cellular telephone or $130 per month for a smartphone. Employees experiencing high usage may request a high usage allowance upon proper documentation as required in AR 3340.

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.

References:
Vehicle Code Sections 12810.3, 23123, and 23124;
EMPLOYEE CELLULAR TELEPHONE / SMARTPHONE ALLOWANCE

Board Policy 3340 permits the Chancellor/College President/Vice Chancellor/Provost/Vice Chancellor to designate employees to receive an allowance for the use of a cellular phone or smartphone for district business purposes. That allowance may be increased if the employee experiences high usage as described below. The employee must retain an active wireless device contract for as long as the allowance is effective.

I. CELLULAR TELEPHONE ALLOWANCE

A standard cell phone allowance of $675 per month will be provided to an employee, upon approval of the Chancellor/President/Provost/Vice Chancellor when conditions are present which require the employee to carry a cell phone to conduct District business or be available for contact outside their workstation. Employees requesting a cellular phone allowance must complete a Cellular Phone/Smartphone Allowance Request form and document the business necessity. This allowance is limited to administrators and classified leadership. Occasionally a bargaining unit position may receive the allowance if a unique circumstance is present requiring communication with the District outside of their workstation however this allowance requires approval of the Chancellor.

II. SMARTPHONE ALLOWANCE

A standard smartphone allowance of $13065 per month may be provided upon approval of the Chancellor/President/Provost/Vice Chancellor. This allowance is for cell phones that have additional capabilities such as email, text messaging, web access, and electronic calendar. It would not be in addition to the cell phone allowance but in place of the cell phone allowance. Employees requesting a smartphone allowance must complete a Cellular Phone/Smartphone Allowance Request form.

Employees receiving a wireless allowance must purchase their own cell phones or smartphone. All smartphones must be compatible with District technology.

III. HIGH USAGE ALLOWANCE

The District further recognizes that unique circumstances exist where some employees may need to make extensive use of cell phones for District business needs. Whenever an employee can demonstrate 500 minutes of business usage in a month on the cell phone and

---

*A cell phone with other capabilities such as email, text messaging and web access.*
can also show such usage for three of four consecutive months they will be eligible for a maximum $50 per month augmentation to their regular cell phone allowance.

The IRS considers all allowances as taxable income and as such they will be subject to applicable payroll taxes. All allowances will be paid through the payroll system.

III. BOARD MEMBER REIMBURSEMENT OF CELL PHONE AND/OR SMART PHONE ACTUAL EXPENSES

Board members may be reimbursed for actual and necessary expenses for cell phone or smartphone usage for district-related business purposes. The reimbursement cannot exceed the amount of $165 per month and the receipts must be submitted through the normal business procedure used for reimbursements. The chancellor must approve the expenses.

IV. SAFETY PRECAUTIONS WHEN USING CELL PHONES

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

References:

Vehicle Code Sections 12810.3, 23123, and 23124;
ADMINISTRATIVE REGULATION 4000.8 3501
SOUTH ORANGE COUNTY BUSINESS PERSONNEL
COMMUNITY COLLEGE DISTRICT

ACCESS TO CAMPUS FACILITIES

Most campus buildings are open from 5:30 a.m. to 11:00 p.m. Students and staff members are required to have identification cards which they may be asked to produce if there is a question about their authorization to be in a specific area.

Students are authorized to access and occupy college classrooms during assigned class periods. During non-class periods, students may remain in classrooms or laboratories only when supervised by a faculty member or an authorized staff member. During non-business hours, or on days when classes are not in session, the supervising faculty or staff member must notify the Campus Police Department or the on-duty Campus Police Officer of the activity.

During non-business hours, 11:00 p.m. to 5:30 a.m., Monday thru Friday, and 5:00 p.m. to 6:30 a.m. on weekends and holidays, employees who need access to college offices or other facilities for work-related purposes must notify the on-duty Campus Police Officer of their arrival on campus and the location in which they will be working. This notification allows the officer to monitor activity on campus, and helps prevent the accidental activation of facility intrusion alarms. Employees should also notify the Campus Police Officer when they depart the campus. This policy does not apply when events or the use of facilities have been previously approved on the Master Calendar (Board Policy 4055).

The federally mandated Jean Clery Act requires ‘Disclosure of Policy Statements’, including “policies concerning the security of, and access to, campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities”. Each college has implemented such a policy in compliance to the Act.

SECURITY AND ACCESS POLICY – IRVINE VALLEY COLLEGE

Buildings on the Irvine Valley College campus, as well the Advanced Technology & Education Park site, remain open only through the duration of the last scheduled class or event. A daily master schedule is provided to campus police to determine when the buildings should be open or locked. During scheduled class times, students are allowed to remain in classrooms or laboratories only when supervised by an academic employee, or by an authorized instructional assistant or aide under the direction of an academic employee as specified in the California code of Regulations. Pursuant to Board Policy 5408, only maintenance staff or employees with offices in a building, have access to campus buildings after they are secured. Facilities Management controls the issuance of keys and key fobs to

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access campus buildings and room, and does so in a manner to ensure that only authorized persons have such access.

SECURITY AND ACCESS POLICY - SADDLEBACK COLLEGE

When classes are in session campus buildings are open from 5:30 a.m. to 11:00 p.m. (Monday through Saturday) excluding Sundays, Semester Breaks and District Holidays. The College will determine key and access controls. Students and staff members are required to have college issued identification cards which they may be asked to produce if there is a question concerning their authorization to be in a specific area or building. Students are authorized to access and occupy college classrooms during assigned class periods. During non-class periods, students may remain in classrooms or laboratories only when supervised by a faculty member or an authorized staff member. During non-business hours, or on days when classes are not in session, the supervising faculty or staff member must notify the Campus Police Department.

During semester breaks and District holidays when the campus is closed and between the hours of 5:30 a.m. and 11:00 p.m., employees must notify Campus Police of their arrival on campus and the location in which they will be working. During non-business hours, 11:00 p.m. to 5:30 a.m., Monday through Sunday, employees who need access to college offices or other facilities for work-related purposes shall obtain prior approval from their supervisor then notify the Campus Police Department via telephone (949) 582-4585 of their arrival on campus and the location in which they will be working (include date, time and location). This notification is to enhance the personal safety of the employee and assist the Campus Police Department to monitor activity on campus during non-business hours, and helps prevent the accidental activation of facility intrusion alarms. Employees should also notify the Campus Police Department when they depart the campus (949) 582-4585.

This Administrative Regulation does not apply when events or the use of facilities have been previously approved on the Master Calendar (Board Policy 4055).

Reference:
— Title 5, Section 58051(a), 58056(c)
— 34 Code of Federal Regulations Part 668.46(b)(3)