

~~8.12 Specially Funded Programs~~

~~1. The Board authorizes establishment of the following special programs within the District's budget:~~

~~a. Instructional equipment and equipment replacement~~

~~b. Districtwide Program Improvement~~

~~c. Major maintenance~~

~~d. Major/minor construction~~

~~e. Safety~~

~~2. Instructional Equipment and Equipment Replacement: The instructional equipment and equipment replacement program is designed to provide a systematic approach to the purchase of new and the replacement of obsolete equipment. The program provides a multiyear schedule for purchase of equipment to avoid serious financial impact in any one year. The useful life of equipment shall be predetermined when possible and equipment shall be replaced on a long term scheduled basis or as needs become apparent.~~

~~a. Responsibility for budgeting for equipment needs is shared by the Chancellor's Office and the Colleges.~~

~~b. Instructional equipment includes any equipment that is part of the education process used in classrooms, laboratories, media centers, and other locations, as well as other equipment used to produce instructional materials.~~

~~c. During the budget process, the Board shall annually allocate funds not less than .7 percent of the prior year's expense of education for the Districtwide instructional equipment and equipment replacement program. These monies will be distributed among the Colleges on an FTES basis.~~

~~3. Program Improvement Fund: Program Improvement Fund proposals should be directed toward improvement of educational programs and activities currently in operation. Strengthening of programs, as defined for these projects, includes curriculum improvements, delivery process improvements, learning technique improvements, and the improvement of basic skills instruction. Proposals may involve faculty or staff from at least two of the Colleges and should have Districtwide impact. All proposals shall be approved by the appropriate College Committee, Vice President, and President before recommendations are submitted to the Board for final approval. Three specific areas for program improvement will be encouraged:~~

~~a. Demonstrable need for the program improvement within priorities for Districtwide development.~~

~~b. Specific relationships to implementation of College priorities and the District Master Plan.~~

~~c. Programs that are designed to have a substantial impact on major curriculum areas of the District.~~

~~4. Major Maintenance Projects: The District shall fund major maintenance projects (predictive maintenance) on an annual basis, which will protect and keep the plants functional. Maintenance projects are those involving repairs or replacement to retain facilities for their original use. Remodeling to change the use of a facility is not included in the major maintenance program.~~

8.12 Specially Funded Programs (continued)

~~a. — The District's maintenance program is established to: 1) Provide for the health and safety of those using District facilities. 2) Protect District facilities. 3) Allow continued use of facilities. 4) Maintain the aesthetic appearance of the facilities.—~~

~~b. — Responsibility for planning and budgeting maintenance projects shall rest with the Director of Facilities Planning and Operations, under the direction of the Associate Chancellor.—~~

~~c. — The Director of Facilities Planning and Operations shall develop a ten-year plan detailing suggested life expectancies of District facilities and a program of generally accepted preventative maintenance standards. These plans will be general guides used in establishing the maintenance schedule and may be adjusted, based upon actual conditions existing each year.—~~

~~d. — The budget for major maintenance projects shall be determined by the Board annually as part of the budget development process.—~~

~~e. — General maintenance (minor) under the amount of \$1,000 shall be the responsibility of College staff and under the College's budgetary control. Major maintenance projects in the areas of heating, air conditioning, roofs, plumbing, floors, painting, parking lots, and roadways shall be scheduled by the Director of Facilities Planning and Operations in consultation with College staff, within established guidelines.—~~

~~5. — Major/Minor Construction Projects: Major/minor construction projects shall be coordinated by the Director of Facilities Planning and Operations within established District guidelines. Funds for major/minor construction shall be approved by the Board on an annual basis. All major/minor projects will be approved by the Board on an annual basis prior to commencement of planning or scheduling of the projects.—~~

~~6. — Proposed alterations/remodeling of space modifications of any District facility shall be reviewed and approved for architectural and aesthetic compatibility by the Associate Chancellor.—~~

~~7. — Safety Programs: The District shall fund projects on an annual basis, which will protect the health and safety of the District's faculty and staff.—~~

~~a. — These projects will have Districtwide safety implications.—~~

~~b. — Safety projects shall be funded from the savings realized from the District's participation in the San Mateo County Schools Insurance Group and the difference between each year's premium costs for workers' compensation insurance.—~~

~~c. — The Districtwide Safety Committee and the College Safety Committees will provide recommendations and priorities on the projects to be accomplished from this program through the Director of Facilities Planning and Operations, under the direction of the Associate Chancellor.—~~

~~d. — After approval by the Chancellor's Cabinet, the Chancellor Superintendent shall present the projects to the Board for approval.—~~

~~(Rev. 2/94)—~~