

fiscal management section I

1.1 external funds

Proposals for external funds should relate to the Governing Board goals, and be limited to student financial assistance, instructional improvement, State Vocational Aid extension programs, workforce development, Skill Center operations, institutional development and strengthening, or development and operations of programs for protected classes and special populations.

Every grant (regardless of the amount) that requires intergovernmental agreements shall first be presented to the MCCCCD Governing Board. Regular reports of all grants, regardless of amount, will be provided to the Governing Board.

Amended through the Administrative Regulation approval process on January 7, 2002.

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, December 5, 1978, Motion No. 4105

AMENDED, April 22, 1980, Motion No. 4525

1.2 financial stability

1. Financial stability will be maintained by MCCCCD in perpetuity.
2. Financial stability will be measured in terms of a Fund Balance Standard defined as the actual June 30 General Fund Balance as a percentage of actual General Fund Revenues for the fiscal year then ended.
3. The Fund Balance Standard will be maintained at a minimum of 8% of general fund revenues, and may be modified only by the Governing Board.

AMENDED through the Administrative Regulation approval process, April 14, 2003

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, June 28, 1994, Motion No. 8263

1.3 prior year obligations

In accordance with MCCCCD Governing Board policy title, Financial Condition, the Vice Chancellor for Business Services or appropriate designee shall develop procedures for recording expenditures pertaining to prior fiscal year commitments that should have been (but were not) recorded in a prior fiscal year. These procedures shall outline the timeframe for which prior year commitments may be processed and establish the required approval authority, and methods for monitoring and reporting of such expenditures. Procedures are referenced as Appendix FM-4 .

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996
 AMENDED Motion No. 8894
 AMENDED Motion No. 8895
 AMENDED Motion No. 8896

Founding Source:
 Governing Board Minutes, November 18, 1975, Motion No. 2797

1.4 surplus property disposal

- The Chief Procurement Officer shall create procedures governing:
1. The delegation of authority for the surplus property management function.
 2. The sale, lease or disposal of surplus materials by public auction, competitive sealed bidding, trade-in or other appropriate method designated by procedures. This includes transfer to eligible non-profit educational institutions.
 3. The purchase of any such material by an employee of the college or district.
 4. The acquisition and disposal of federal or state surplus materials.
 5. Any fees or charges for the acquisition, receipt, warehousing, rehabilitation, delivery, distribution or transfer of excess and surplus materials.
 6. Monitoring reports on the activities of the program, including lists of employees and relatives of employees purchasing surplus materials.

AMENDED through the Administrative Regulation approval process, January 7, 2002
 AMENDED through the Administrative Regulation approval process, September 10, 1997
 (Replaced the regulation entitled Surplus Property Disposal)

ADOPTED into Governance, September 24, 1996
 AMENDED Motion No. 8894
 AMENDED Motion No. 8895
 AMENDED Motion No. 8896

Founding Source:
 Governing Board Minutes, May 20, 1980, Motion No. 4557
 Governing Board Minutes, March 23, 1993, Motion No. 8014
 Governing Board Minutes, April 23, 1996, Motion No. 8532

1.5 use of college facilities

1.5.1 Definitions

1. The term **“facility”** means MCCCCD buildings, other structures or land. It includes athletic fields, parking lots, and gymnasiums.
2. The term **“non-MCCCCD activities”** means any activity other than one in which MCCCCD is the sole sponsor, in which MCCCCD employees strictly plan and manage it, or is a co-sponsor, as defined below.
3. The term **“co-sponsor”** means any activity in which MCCCCD is an announced and publicized co-sponsor with another organization or organizations. To be a co-sponsor under this regulation, MCCCCD personnel must actively participate in the planning and managing of the activity, and the co-sponsorship must be approved at the vice president level or above.

1.5.2 Scope of Coverage of this Regulation

This regulation covers use of MCCCDC facilities for personal, business or non-MCCCDC activities by non-MCCCDC parties or MCCCDC employees or Governing Board members. It excludes activities covered by the administrative regulation entitled "Solicitation." It also excludes use of facilities by the general public when attending an event, or of facilities open to the public such as libraries.

1.5.3 General Standards

1. Use of MCCCDC facilities is the use of a public resource. Therefore, facilities use by non-MCCCDC parties or MCCCDC employees or Governing Board members for personal, business or non-MCCCDC activities must be consistent with state law, Maricopa Governance policies and this administrative regulation. The following principles apply to facilities use:
 - A. MCCCDC is not obligated to permit facilities use for any activity that the Vice Chancellor of Business Services, College President, or that official's designee determines is contrary to public policy or the safety of persons or property, or is not in the best interest of the community or MCCCDC.
 - B. MCCCDC employees, Governing Board members, or their relatives or associates may not use MCCCDC facilities for personal or business purposes, or for non-MCCCDC activities, without complying with the standards and procedures specified in this administrative regulation applicable to non-MCCCDC parties. That includes compliance with the requirements for insurance coverage and the payment of rent. MCCCDC-sponsored programs for employees, such as health and fitness programs, are considered MCCCDC activities under this regulation. At the discretion of the Vice Chancellor of Business Services, College President or that official's designee, an MCCCDC employee or Governing Board member may use facilities for an event without complying with the rent or insurance requirements of this regulation where the event meets the following limited conditions:
 - i. The employee or Governing Board member actively participates in the event and is responsible for managing it; and
 - ii. The event is for a professional organization in which the employee or Governing Board member actively participates, and whose objectives directly relate to the employee's work at MCCCDC or to the Governing Board member's MCCCDC responsibilities.

The Vice Chancellor of Business Services or College President may establish guidelines for the use of MCCCDC facilities under this professional organization exception, including any reasonable reimbursement of expenses as appropriate.
 - C. Before using MCCCDC facilities, non-MCCCDC parties must submit certificates of insurance to MCCCDC covering that use. Arizona law requires that insurance coverage be provided.
 - D. Non-MCCCDC parties, including non-profit agencies or other public entities, must pay fair market rent unless the use relates directly to MCCCDC's stated mission. Reduced rent, or no charge, is appropriate only as specified in this regulation.
 - E. MCCCDC will not enter into a license or lease agreement, as defined in this regulation, where facilities use is strictly for personal or business purposes, or does not have some relationship to MCCCDC's mission of education and training.
 - F. MCCCDC classes, programs and activities for students have priority over all other activities, and other MCCCDC activities have priority over non-MCCCDC activities.
 - G. MCCCDC has the right to approve any advertising concerning a non-MCCCDC party's use of MCCCDC facilities.
 - H. A non-MCCCDC party must obtain specific authorization from the Vice Chancellor of Business Services, College President or that official's designee to operate any concession activity at MCCCDC facilities.

- I. A non-MCCCD party may not alter an MCCCD facility without the prior written approval of the Vice Chancellor of Business Services, a College President, or that official's designee.
2. The Vice Chancellor of Business Services is responsible for administering this regulation and applicable laws and MCCCD policies relating to facilities use. The Vice Chancellor is also responsible for annually approving appropriate rent for MCCCD facilities under the Rental Rate Guidelines attached to this regulation (Appendix FM-6).
3. The legal services department is responsible for advising MCCCD on legal issues relating to facilities use, and for preparing agreements and forms for the use of MCCCD facilities. It is also responsible for ensuring compliance with applicable law and conformance with industry standards relating to insurance coverage.
4. Rents charged to a non-MCCCD party for the use of MCCCD facilities will be credited to the account of the MCCCD college or entity where the facilities are located, and be available to them through approved budget procedures.

1.5.4 Written Agreements Required

1. Any non-MCCCD party wishing to use MCCCD facilities must sign an MCCCD-generated agreement specifying the terms of that use. The non-MCCCD party must sign and comply with that agreement and the insurance requirements of this regulation regardless of whether MCCCD charges rent for that use.
2. The MCCCD standard form entitled "FACILITIES USE AGREEMENT" must be signed if the MCCCD facility will be used one time, or for a limited period of time during a week and during a year. Under the "FACILITIES USE AGREEMENT" form, the user does not have exclusive use of the portion of the facility being rented (that is, the user will occupy the facility when MCCCD is not occupying it).
3. A license, prepared by the legal services department, must be signed if the MCCCD facility will be used for a significant period of time during a year. Under a license agreement, the user does not have exclusive use of the portion of the facility being rented.
4. A lease, prepared by the legal services department, must be signed if the MCCCD facility will be used for a significant period of time during a year. Under a lease, the user has exclusive use of the portion of the facility being rented. The Governing Board policy entitled "Asset Protection," paragraph 8-d, generally requires Governing Board approval of leases of MCCCD facilities.
5. The Vice Chancellor of Business Services or the Vice Chancellor's designee must sign any agreement for the use of MCCCD facilities. However, the College President or the president's designee may sign the "FACILITY USE AGREEMENT" form unless the non-MCCCD party has requested or made changes to the standard terms and conditions of that form. The legal services department must review any changes to the standard terms and conditions of the form.

1.5.5 Insurance Requirements

1. Before any non-MCCCD party may use an MCCCD facility it must supply the MCCCD risk manager, college fiscal officer or that officer's designee with a certificate of insurance evidencing insurance coverage. The MCCCD risk manager may determine that the activity for which the facility will be used requires other types of insurance coverage, or that reduced levels of insurance are appropriate. A non-MCCCD party

must provide a certificate of insurance regardless of whether it pays rent for the use of MCCCC facilities.

2. The certificate must show insurance coverage from insurance companies licensed to do business in Arizona with a current A.M. Best Rating of A:VIII or better. The certificate must state that the insurance policy has been endorsed to name MCCCC, and its agents, officers, officials, employees, and volunteers as additional insureds, except for worker's compensation and employer's liability insurance.
3. Unless the MCCCC risk manager changes the insurance coverage and limits required, the minimum coverage and limits required are:
 - A. Commercial general liability insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of the rental, license or lease agreement;
 - B. Automobile liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to outside party's owned, hired, and non-owned vehicles; and
 - C. Workers' compensation insurance with limits statutorily required by any federal or state law and employer's liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

1.5.6 Rent Required and Exceptions

1. Non-MCCCC parties or MCCCC employees or Governing Board members using facilities for personal, business or non-MCCCC activities must be charged the rent specified below, unless the use qualifies for reduced rates or free use under paragraph B:
 - A. For facilities use under a "FACILITY USE AGREEMENT" form, the rent developed according to the rental rate guidelines attached to this regulation; or
 - B. For facilities use under a license or lease agreement, a fair market rent, as initially determined by the College President or the president's designee and reviewed by the legal services department and MCCCC director of financial services/controller.
2. Before a college or other MCCCC entity may waive or reduce rent below that required under this regulation for use of facilities for non-MCCCC activities, the Vice Chancellor of Business Services, a College President or that official's designee must determine that the following conditions exist:
 - A. The activity for which the facility is to be used relates directly to MCCCC's mission of education and training, and MCCCC obtains a specific public benefit from the activity;
 - B. The activity is not political; and
 - C. The value or benefit that MCCCC receives from the activity is substantially equivalent to the amount of rent that MCCCC is foregoing.
3. A college or other MCCCC entity must document that the conditions specified in paragraph B exist before waiving or reducing rent. If the "FACILITY USE AGREEMENT" form is used, the college or other MCCCC entity must specifically explain on the form, or on a separate document attached to the form, the conditions identified in paragraph B that make a waiver or reduction of rent appropriate. If the legal services department prepares the agreement, the college or other MCCCC entity must provide that information to that department. It is the nature of the activity itself and whether it directly benefits MCCCC that determines whether a waiver or reduction in rent is appropriate. The fact that MCCCC may

gain some financial gain from the activity other than rent, or that the entity using the MCCCDC facility is another public entity, including a university, or a non-profit organization, does not qualify the activity for a waiver or reduction in rent.

1.5.7 Annual Reporting

Four times per year (January, April, July and October), each Chancellor's Executive Council member shall submit a report to the Vice Chancellor for Business Services that documents all facilities use during the year by non-MCCCDC parties, or MCCCDC employees or Governing Board members using facilities for personal, business or non-MCCCDC activities in accordance with requirements outlined in section 1.5.3.a2. Such report shall include the name of the person or party using the facility, date(s) of use, rent paid or waived. If rent is waived, an explanation demonstrating compliance with the criteria for waivers shall be provided. The Vice Chancellor for Business Services shall submit these reports to the Chancellor and Governing Board.

AMENDED by the Governing Board on February 27, 2007, Motion No. 9415

AMENDED through the Administrative Regulation approval process, January 7, 2002

1.6 authority to assess fines

1.6.1 Assessment and Collection of Library and Parking Fines

Librarians and campus/district security shall be responsible for the collection of assessed fines. Collected fines are intended to be used for the needs of the library service, as approved by the college president, and for the support of maintaining required public safety standards for our college communities.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

1.7 acceptance of public gifts— personal or real property

1.7.1 Background and Guidelines for Acceptance

1. The Governing Board recognizes that it may be in the best interest of the District to allow the acceptance of certain gifts and donations in the form of personal or real property.
2. The Governing Board further recognizes that:
 - A. All proposed gifts and donations must be of a nature that is suitable to the mission and goals of the District or their acceptance must be respectfully declined.
 - B. The legal ownership of all gifts and donations must reside in the District as an entity, to the extent permitted by law and regulations.
 - C. The eventual disposal of any real property, whether received through donation, bequest, or purchase, shall be subject to the approval of the Governing Board.
3. The final acceptance of donations of real property and relocatable buildings shall reside with the Governing Board.
4. The Chancellor, President, or appropriate designee may make the final decision as to the acceptance or rejection of gifts of personal property.
5. Gifts may be used at any district location as long as the need exists.

6. If for any reason donated equipment remains serviceable, but no longer has utility in the college or District program for which the property was accepted, the property shall be disposed of pursuant to equipment transfer/disposal procedures.
7. All offers of gifts and donations shall be in writing, and all responses to such offerings shall be in writing.
8. No gift may be received in a custodial status, pending possible acceptance.

1.7.2 Specific Guidelines for Acceptance

1. Gifts, Grants, Donations or Bequests of Personal Property
 - A. Offers received by college personnel shall be forwarded to the College President; offers received by District personnel shall be forwarded to the appropriate Vice Chancellor. The College President or Vice Chancellor shall make the initial determination as to the character and suitability of the prospective gift.
 - B. If the appropriate administrator reaches a favorable conclusion concerning the acceptance of the property, procedures for acceptance of donated property shall be followed.
2. Gifts, Grants, Donations or Bequests of Real Property
 - A. All offerings for donation of real property shall be forwarded to the Chancellor or his designee, the Vice Chancellor for Business Services, for his/her consideration and further recommendation.
 - B. The Chancellor or his designee, the Vice Chancellor for Business Services, shall review the offering and make final judgment as to the recommendation that shall be submitted to the Governing Board.

1.7.3 Accounting Systems and Procedures

The Director of Financial Services/Controller shall establish, disseminate, and control the type and nature of procedures and records that shall be maintained.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, July 31, 1979, Motion No. 4302

These funds shall be administered in strict accordance with any federal laws, the Arizona Revised Statutes, legal opinions, revenue bond resolutions, and proper business procedures. The stewardship of funds shall be delegated for administration to District administrators to be administered within Maricopa Governance policies. Further, the Governing Board shall ensure that certain college programs be maintained on a continuing basis, especially those programs that are deemed to be important within the total educational philosophy of the District.

**1.8 current auxiliary funds
(fund 2) budgets**

1.8.1 Approval and Administration

1. Current Auxiliary Funds (Fund 2) budgets, including the Student Activities, Associated Students, Student Athletic, other auxiliary programs, course fees and

non-credit programs budgets, are public monies and must be administered and audited as such.

2. Fund 2 budgets are prepared annually under the direction of each College President/Provost, Vice Chancellor or Chancellor and are recommended to the Chancellor for inclusion in the proposed budget. The Chancellor submits recommended budgets to the District Governing Board for approval and adoption.
3. After Board approval, the College Presidents/Provosts/Vice Chancellors/Chancellor are accountable and responsible for the administration of the college-based Fund 2 budgets at their respective colleges, including avoidance of deficits in any given fiscal year. The Vice Chancellor for Business Services may introduce intervention strategies to ensure that overspending will not occur.
4. The priorities for Fund 2 should be made at the college or district office level. However, primary emphasis should be given to the Board's commitment to maintain programs that enrich the educational process and mission of the college.
5. Vehicles financed through the Fund 2 accounts should be used only in the following ways and in the priority given below:
 - A. Vehicles shall be used for their primary purposes (Fund 2 activities) as a first priority.
 - B. Vehicles may be used by other persons or groups for approved activities when available as a secondary priority.
 - C. All costs for secondary usage shall be borne by the secondary users.
 - D. Operational procedures for usage of vehicles shall be at the college or District office level.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, April 22, 1980, Motion No. 4521

AMENDED, Governing Board Minutes, June 17, 1980, Motion No. 4596

AMENDED, Governing Board Minutes, November 13, 1980, Motion Nos. 4686 & 4687

AMENDED, Governing Board Minutes, December 9, 1980, Motion No. 4705

1.8.2 Standardized Fitness Center Fee Expenditure Categories

The Fitness Center fees are to be used to support and foster the goals and objectives of the Center, as defined and approved by the District and College administration.

Approved expenditure categories include Personnel Services for temporary employees; Contractual Services; Supplies and Equipment (maintenance and replacement); and other miscellaneous Fitness Center costs as approved by the Vice Chancellor for Business Services.

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ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

1.9 procurement of goods and services**1.9.1 Procurement Conflict of Interest Policy**

1. Policy Statement
Pursuant to ARS 38-503, Governing Board members and employees who or whose relatives have a substantial interest in any decision of the District or who have a substantial interest in any contract, sale, purchase or service to the District shall make known such interest by filing a disclosure statement. A Governing Board member or employee disclosing such an interest shall refrain from voting upon or otherwise participating in any manner in such decision, contract, sale, purchase or service.
2. The Chancellor or his/her designee is directed to inform employees of the contents of this policy and to designate an appropriate office with the responsibility for overseeing a process for monitoring and maintaining records and compliance.
3. All Governing Board-Approved employees shall annually complete and submit a conflict of interest form and shall submit an acknowledgement that they have read and understand the District's Conflict of Interest Policy. Board-Approved employees includes those who have or could attain permanent status, one year onlys, one semester onlys, Skill Center and specially funded employees. Updated disclosures shall be made during the year by the employee as needed if circumstances change. Other employees may also be required by the Vice Chancellor of Business Services to annually complete these forms, given the nature of their job responsibilities and the potential for conflicts of interest.
4. All Board-Approved employees shall be required to take a course currently entitled: Legal Issues: Public Sector Employment or its successor course offered by the District Employee and Organizational Learning Team or its successor office.

AMENDED November 27, 2007 by the MCCCCD Governing Board, Motion No. 9452

AMENDED February 27, 2007 by the MCCCCD Governing Board, Motion No. 9404

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, June 28, 1994, Motion No. 8262

1.9.2 Purchasing Authority

1. The Vice Chancellor for Business Services is empowered by the Governing Board and the Chancellor to act as the Chief Fiscal Officer for the District.
2. The authority to act as the Procurement Officer is delegated by the Vice Chancellor for Business Services to the Chief Procurement Officer, who shall be responsible to annually review the purchasing procedures and recommend appropriate policy revisions accordingly and to further delegate procurement authority as appropriate.
3. Definition of Terms
 - A. Acquisition: For purposes of this policy, the term "acquisition" means purchase, rental lease, lease/purchase or lease with option to purchase, or the contracting of service which produces revenue for the District.

- B. Capital Equipment: All items of furnishings and equipment which are capitalized within the guidelines for budgeting, accounting, and reporting, for Arizona community colleges including, but not limited to, equipment for occupational education programs, information technology, and new and replacement equipment.
- C. Real Property: All items, fixed in nature, which are capitalized within the guidelines for budgeting, accounting, and reporting for Arizona community colleges.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, October 24, 1995, Motion No. 8468

1.9.3 Thresholds for Competition

Determination to use competitive sealed bidding or the sealed competitive proposal process shall be made by the Chief Procurement Officer for all purchasing transactions exceeding \$50,000. Procurement of professional services is included in this category. The Chief Procurement Officer shall prescribe varying levels of competition under this threshold amount. Guidelines regarding competitive thresholds are available in Appendix FM-2.

AMENDED through the Administrative Regulation approval process, January 7, 2002

AMENDED through the Administrative Regulation approval process, July 12, 2001

AMENDED through the Administrative Regulation approval process, May 13, 1997

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, October 24, 1995, Motion No. 8468

1.9.4 Supplier Development Policy

1. The District is committed to increasing its commercial activities with minority and women owned businesses and, therefore directs the Chancellor or his/her designee to establish a Supplier Development Program for the purpose of identifying and recruiting minority and women owned businesses to participate in the District's procurement process.
2. For purposes of this policy,
 - A. "Minority Owned Business" means a business that is owned, operated and controlled at least 51% by a minority individual or individuals.
 - B. "Women Owned Business" means a business that is owned, operated and controlled at least 51% by a woman or women.
 - C. "Procurement" means the acquisition of goods or services as well as the contracting of operations or functions that either return revenues to the District or that operate at a break even.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board minutes, July 26, 1994, Motion No. 8280

1.9.5 Privatization of Services Policy

1. Policy Statement

The Governing Board supports the concept of utilizing the most beneficial method of providing services and goods to the District, whether it be from the public or private sector. Whenever possible, established criteria shall be used to analyze the benefits of one source over the other.

2. Delegation of Authority

The Chief Procurement Officer, as delegated by the Governing Board through the Chancellor and the Vice Chancellor for Business Services, shall be responsible for establishing review criteria; for writing procedures relating to privatization; and for the timely review, action, and reporting on all privatization proposals. Personnel actions affecting District personnel as a result of privatization efforts are separate from procurement activities.

3. Reports on Privatization Efforts

A report shall be filed annually by the Chief Procurement officer outlining progress in the areas of privatization. Numbers of formal inquiries as well as any records of any appeals and their outcomes shall also be reported.

This annual report shall be provided to other agencies such as the Private Enterprise Review Board, if so requested.

4. Privatization Review Criteria

Proposals for privatization will be evaluated on a number of factors including cost. Additional factors will depend upon the service or goods proposed, but may include:

- A. Quality of Service - the effect privatization will have on the quality of service.
- B. Cost Efficiency - the effect privatization will have on the quality of service.
- C. Market Strength - availability of private providers interested in providing the service.
- D. Risk to the District - degree which privatization increases District exposure to hazards and risk.
- E. Legal Barriers - the effect of laws on privatization decisions.
- F. Control - ability of the District to oversee and monitor the service, once it has been privatized.
- G. Resources - efficient and effective use of existing District assets.
- H. Impact on Employees - the effect privatization will have on both full time and student employees of the District.
- I. Political Resistance - opposition from the public, the provider of the service, interest groups, or elected officials.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board minutes, September 27, 1994, Motion No. 8307

1.9.6 Real Property

1. All purchases of real property shall be made on behalf of and with the title residing with the Maricopa County Community College District. The District shall follow its own procedures for the acquisition and disposal of real property.
2. Acquisition of land, buildings, site improvements, and internal systems (mechanical, electrical, and electronic) shall be processed through the District Purchasing Department.
3. A building, structure, addition or alteration of a District facility may be constructed by force account employees if the cost does not exceed \$20,000. Calculation of this threshold shall include all materials and services, including labor performed by District employees.

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ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

**1.10 budget transfers for current
unrestricted fund 1**

1.10.1 Budget Transfers and Amendments That Require Board Approval

Once the Board has legally adopted the annual budget, the following amendments and transfers within the current unrestricted Fund 1 will require Board approval:

1. Any transfers from the basic contingency account into any other account.

1.10.2 Additional Budget Transfer Restrictions

1. Transfers may not be made that violate approved staffing and approved rates of pay. The approved level of staffing is established in the final budget adopted by the Governing Board. Salary savings from unfilled positions may not be used in the current fiscal year to create additional positions that obligate the District beyond the current fiscal year.
2. College Presidents, Vice Chancellors, the Chancellor, Provosts and Skill Center Directors may not permit transfers from any expenditure budget object code in their units if the transfer will result in insufficient budget to cover contractual obligations, supplies, utilities and communication costs and any other fixed or temporary cost of operating the colleges, District office or any of its centers. This is inclusive of salary and employee benefit costs related to permanent and temporary employees.
3. Transfers may not be made if they result in an over expenditure of the total budget for each unit. If it appears that budget deficits will occur, the Vice Chancellor for Business Services is authorized to initiate intervention strategies to ensure that overspending does not occur.
4. Unbudgeted transfers of actual revenues and expenses between funds may only be made if there is sufficient existing budget capacity in the fund receiving the transfer and if appropriate approvals have been granted. Unbudgeted transfers at a level of \$20,000 and higher will be reported to Maricopa Community Colleges audit and finance committee and the Governing Board.

5. If for any reason it is deemed necessary that transfers be made contrary to the above, approval must be received from the Vice Chancellor for Business Services or designee.

AMENDED through the Administrative Regulation approval process, January 7, 2002

ADOPTED into Governance, September 24, 1996

AMENDED Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Minutes, November 13, 1984, Motion No. 5797

1.11 off premise property loan

1.11.1 Off Premise Property Loan

The Maricopa County Community College District (MCCCD) Governing Board recognizes that a need exists for employees and Governing Board members to utilize property off premises for job related purposes or furthering the district's mission. This administrative regulation has been established pursuant to the Governing Board's Asset Protection policy title.

1. General Use of MCCCD property off premises shall be limited as follows:
 - A. Outside entities: the loan or off premise use of MCCCD property to or by other than MCCCD employees and governing board members, is prohibited unless authorized through an agreement between MCCCD and another public agency for the mutual benefit of both parties.
 - B. Students: the loan or off premise use of MCCCD property to or by a student is prohibited unless a responsible college official has determined that such use is necessary for instructional purposes.
 - C. Employees and Governing Board members: the loan of MCCCD property to or by an employee or a Governing Board member for personal reasons is prohibited.
2. Responsibility for property taken off district premises: while the property is off premises, it is in the care, custody, and control of the lendee using it. Lendee is responsible for the property and its appropriate use and maintenance until the equipment return receipt has been completed. The lendee using the property must take all measures necessary to ensure the security of the property.

While the property is in the possession of a lendee, lendee is responsible for returning the property to MCCCD in the same condition as lendee received it. Lendee agrees to assume the risk of loss or property damage due to the lendee's failure to exercise due care in the possession or use of the property. The phrase 'due care' means that level of care appropriate under the circumstances.

Failure to exercise due care will be presumed unless the lendee can demonstrate that the property was lost or damaged despite the lendee's exercise of due care. If the property is damaged as a result of a failure to exercise due care, lendee agrees to pay the cost of repair with the cost of repair not to exceed the replacement value. At the discretion of MCCCD, and in the case of damage, MCCCD may require replacement rather than repair. The lendee assumes financial responsibility for loss or damage to property through their homeowner's insurance or personal funds.

3. Loan or off premise use of property: MCCCD property loaned or taken off district premises regardless of duration must be recorded on a property loan agreement (Appendix FM-5). This form is used both to authorize and record the off premises use of MCCCD property. The following information is required:

- A. Identification of the lendeer to be using the property off premises
- B. Off premises location of property
- C. Justification for taking the property off premises
- D. Complete description of the item(s) to be taken off premises
- E. Description of the condition of the property at date of loan

All off premise loans of property, regardless of duration, will be monitored by the President/Vice Chancellor, or his/her designee. Loans of property for thirty (30) days or less will require authorization by the vice president/dean, or his/her designee. Loans of property over thirty (30) days, or for out-of-state/out-of-country use for any duration will require authorization by the respective President/Vice Chancellor, or his/her designee, and documentation on file in the district property accounting department and human resources records department. Verification of property return by completion of return receipt on the property loan agreement will be the lendeer's responsibility and must be verified by the respective vice president/dean, President/Vice-Chancellor or his/her designee.

1.11.2 Employee Return of Property and Assets

It is the policy of the Maricopa County Community College District (MCCCD) that assets be protected and scrupulously maintained. Consistent with that policy is the creation of procedures for retrieving personal property (including any outstanding debt or obligation to MCCCD) in the possession of employees who are to be transferred or reassigned to a different location within MCCCD, or are pending separation from employment, as well as rescinding or modifying, as necessary, those employees' access to data, systems, and facilities.

1. Each college President or Vice Chancellor shall designate an official(s) with general authority to ensure that:
 - A. College-or District-owned property is retrieved from an employee whose employment assignment is either to be transferred or re-assigned to a different location within MCCCD, or is pending separation from MCCCD employment;
 - B. Rescinding or modifying, as necessary, that employee's access to data, systems and facilities; and,
 - C. Ensuring that building security or college safety is formally notified of the departure of an employee whether due to termination, resignation or transfer, to facilitate deactivating building security badges and collect all keys to facilities.
2. To facilitate compliance with this regulation, the Vice Chancellor for Human Resources shall cause to be issued appropriate procedures to be used to inventory MCCCD property and assets as they are assigned to each employee and the collection of assigned property and assets at the time of transfer, reassignment, or separation. Adherence to the steps detailed in those procedures (Appendix FM-13) shall constitute compliance with this regulation.
3. Action as authorized by law, as well as by MCCCD policy and administrative regulation, may be taken against any person who willfully fails to return college-or District-owned property, or to surrender access to data, systems and facilities as required by this regulation. Such action may include, but is not limited to, withholding as appropriate, compensation due and owing to the employee, legal action in a court of competent jurisdiction, and employment discipline. Any payment by MCCCD of wages, salary, or other compensation shall not constitute a waiver of any claim by MCCCD over a person's failure to return college-or District-owned property or surrender access to data, systems and facilities.

1.12 sale of products or services**1.12.1 Philosophy**

In no way may activities authorized under this regulation be construed to allow sales to reach a degree or scope so as to be interpreted as being “unfair competition” with local private enterprise.

1.12.2 Authorization

Prior to participating in the sale of products or services, Revenue and Expenditure categories must be included in a program’s budget, and approved by the Governing Board during the annual budget adoption process, or as legally changed during a fiscal year.

1.12.3 Fees

Fees exchanged for products or services produced through an educational, training, or service activity shall be pre-approved by the Governing Board.

[AMENDED through the Administrative Regulation approval process, January 7, 2002](#)

[ADOPTED into Governance, September 24, 1996](#)

[AMENDED Motion No. 8894](#)

[AMENDED Motion No. 8895](#)

[AMENDED Motion No. 8896](#)

[Founding Source:](#)

[Governing Board Minutes, July 31, 1979, Motion No. 4302](#)

1.13 internal audit**1.13.1 Internal Audit Authority**

The Internal Audit & Management Advisory Services (IAMAS) Department is granted authority to:

1. Assess all MCCCDC functions, programs and control systems, and is responsible to advise the Audit & Finance Committee and management concerning the condition of reviewed functions, programs and systems.
2. Allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish audit objectives.
3. Obtain the necessary assistance of personnel in units of the organization where they perform audits, as well as other specialized services from within or outside the organization.

The IAMAS Department is not authorized to:

1. Perform any operational duties for the organization.
2. Initiate or approve accounting transactions external to the Internal Audit department.
3. Direct the activities of any organization employee not employed by the Internal Audit Department, except to the extent such employees have been appropriately assigned to assist the internal auditors.

1.13.2 Internal Audit Access

In the performance of audits, members of the IAMAS team are granted unlimited accessibility to all MCCCDC activities, records, property, and employees, within the limits of the law, and are charged with maintaining stringent accountability of safekeeping and confidentiality. They are granted unrestricted access to the Chancellor, all Vice Chancellors, all college presidents and provosts, the MCCCDC Governing Board, and the Audit & Finance Committee.

See Appendix FM-1, which contains the IAMAS Department's mission statement, accompanied by explanatory sections on scope of work, accountability, reporting relationships and independence, responsibility, and standards of audit practice.

Amended by the Governing Board, February 27, 2007, Motion No. 9411

Amended through the Administrative Regulation approval process, January 7, 2002

Adopted into Governance, September 24, 1996

Amended Motion No. 8894

Amended Motion No. 8895

Amended Motion No. 8896

Founding Source:

Governing Board Minutes, August 22, 1995, Motion No. 8443

1.14 capital development project**1.14.1**

The Capital Development Advisory Council (CDAC) is designated by the district's governing board to review and approve capital development projects and to approve guidelines for the administration and management of capital development projects in the Maricopa County Community College District (district). Facilities Planning and Development (FP&D) is responsible for coordinating the activities of CDAC and for all major capital development projects in the district. In this role, the department oversees:

1. The processes for conceptual approval, design, construction, furnishing and occupancy,
2. Administrative and budgetary controls of the projects, and
3. Departmental project accounting and reconciliation with business services.

1.14.2

CDAC is responsible for the initial review and approval of the following, which are then forwarded to the governing board for final approval:

1. Conceptual stage approval for capital development projects with a budget greater than \$500,000.
2. Selection of, and recommendations for award to architectural or engineering firms for capital development projects with a budget greater than \$500,000
3. All intergovernmental agreements (IGA'S) relating to real property, granting of easements, and purchases or sales of real property.
4. All of the following with a value greater than \$100,000:
 - A. Construction contracts;
 - B. Maintenance contracts;
 - C. Contract change orders with individual items exceeding \$100,000; and

D. Procurement of furniture, fixtures, and equipment associated with capital development projects with individual items exceeding \$100,000.

5. Contract change orders with time extensions exceeding 60 days

6. Capital development programs.

1.14.3

CDAC is responsible for the review and final approval of the following:

1. Purchase orders, contracts, and change orders for capital projects with individual items having a value from \$50,000 up to \$100,000.
2. Change orders for capital projects with time extensions between 31 and 60 days.
3. The transfer of budget funds between projects within college's or unit's overall budgets.
4. Policies, procedures and guidelines for the administration and management of capital development projects.

1.14.4

CDAC delegates the following approvals to the director of facilities planning and development in conjunction with the chief procurement officer and the director of finance:

1. Purchase orders, contracts, and change orders for capital projects that have individual items with a value of less than \$50,000.
2. Change orders for capital projects with time extensions of 30 days or less.

[AMENDED through the Administrative Regulation approval process, December 15, 2004](#)

[AMENDED through the Administrative Regulation approval process, January 7, 2002](#)

[AMENDED through the Administrative Regulation Approval Process, May 13, 1997](#)

[ADOPTED into Governance, September 24, 1996](#)

[AMENDED Motion No. 8894](#)

[AMENDED Motion No. 8895](#)

[Am AMENDED ended Motion No. 8896](#)

[Founding Source:](#)

[Governing Board Minutes, September 26, 1995, Motion No. 8451](#)

1.15 travel

1.15.1 Authority

Pursuant to A.R.S. §15-1406B, a community college district may establish procedures and amounts for travel for a district purpose by a board member, member-elect, officer or employee. Such procedures and amounts may authorize reimbursement for lodging, subsistence, and travel expenses. The statewide travel policy as issued by the Arizona Department of Administration, is adopted by the MCCCDC Governing Board as the principal authority for travel by board members, members-elect, officers and employees. In addition, the MCCCDC travel regulation has been designed to qualify as an accountable plan under regulations established by the Internal Revenue Service (IRS).

Funds shall be properly budgeted and total travel amounts shall be specifically approved by the Governing Board at the time of annual budget adoption, or as legally changed during the fiscal year.

1.15.2 Definitions

1. Annual Travel Acknowledgement Form
A form signed by authorized travelers establishing acknowledgement of the terms and conditions of authorized business travel.
2. Approved Travel Status
 - A. For a College/District traveler to be in approved travel status, the person must be conducting official College/District business with authorization as stated in section 1.15.3.
 - B. If expenses are to be incurred and/or paid, a travel authorization form must be approved prior to travel. A conference brochure (or equivalent detailed document) should accompany conference-related travel requests. When travel expenses are not incurred or are paid for by another agency or individual, colleges may still require that a travel authorization form be filled out. For in-county travel required for routine District business purposes, a Travel Request Form is not required.
3. Conference Designated Lodging
The hotel where the conference is being held or the hotel(s) specified in the conference brochure (or equivalent detailed documents). Accommodations at alternate hotels in the immediate vicinity of the conference may be considered as conference designated lodging when no vacancies exist at the recommended hotel(s) and may be reimbursed at the actual or conference rate, whichever is less.
4. Commute Miles
The distance between an individual's residence and his or her duty post.
5. Duty Post
 - A. Employee
The place an officer or employee spends the largest portion of his or her regular working time or the place to which they return on completion of a special assignment. An employee who has more than one place of work on a regular basis is deemed to have multiple duty posts. A duty post may also be a geographical area, such as, different campuses or teaching locations or where the same routes are traveled frequently on one-day trips.
 - B. Others
The duty post for members of boards, commissions, authorities, councils, and committees who are not full-time employees of the College/District served by the board, commission, authority, council, or committee shall be deemed to be their place of residence.
6. Governing Authority
The individual or individuals authorized to approve travel. (See approval section 1.15.3)
7. Group Travel
Students traveling together for a common event or purpose with at least one MCCCDC employee, for which only one travel authorization form is required. A list of employees and students participating in the trip must accompany the travel authorization form for group travel. A group of MCCCDC employees in approved travel status at the same location or event is not considered group travel.
8. In-County Trips
Travel within Maricopa County on official business and between MCCCDC locations. Generally, meals and incidental expenses are not reimbursed for in-County travel.

9. In-State Travel
Travel on official business outside Maricopa County but within the state of Arizona.
10. Ground Transportation
Tolls, taxi, shuttle bus, limousine, and streetcar use to and from airports, train stations or bus terminals as needed in order to conduct business is classified as local transportation.
11. Meals and Incidental Expenses (M&IE)
The cost to supplement sustenance as well as any incidental expenses, including gratuity, laundry, tips, etc. while in travel status. Reimbursement is calculated using a per diem rate in accordance with the MCCCDCD Travel Regulation.
12. Official Function
An activity or item that appears to be outside of the ordinary and necessary function of MCCCDCD as a public educational institution, but that provides a tangible benefit and links directly to MCCCDCD's educational mission and is reasonable and commensurate in value to the tangible benefit that MCCCDCD will receive. Expenses incurred by a traveler for activities or events that are an official function must comply with the Official Functions Administrative Regulation (1.16).
13. Out-of-Country Travel
Travel outside of the parameters of the United States, or its possessions or territories.
14. Out-of-State Travel
Travel within the parameters of the United States other than Arizona, including possessions of the United States such as Guam and Puerto Rico. Travel outside of Arizona, but still within the parameters of the United States, including U.S. possessions or territories.
15. Per Diem Rate
The daily amount used to reimburse meals and incidental expenses, established by the state of Arizona and accessible at the following web site: www.gao.az.gov/publications/SAAM/Supp_I_trvrates-012308.pdf.
Note: the amount allowed for meals is not intended to cover the entire cost of a meal taken while in travel status. The amount is calculated to compensate the traveler for the estimated difference between the cost of a meal taken on the road and cost of a meal prepared at home.
16. Professional Development Funds
Money made available by the District to support development activities of its employees. Criteria under which professional development funds are awarded may differ by employee group, and are outside the scope of this Regulation. However, all awards as part of professional development fund initiatives are subject to the regulations and procedures outlined in this policy.
17. Residence
The actual dwelling place of the individual without regard to any other legal or mailing address. Individual(s) required to reside away from their primary residence due to official travel away from their duty post may continue to claim such domicile as their residence if said residence is either inhabited by their dependents, or is held vacant at tangible expense. No reimbursement for lodging or other expenses shall be allowed on the premises of an individual's residence.
18. Traveler
Every District Governing Board member, employee, non-employee and student of the College/District who is in approved travel status.

19. Valid Receipt

An original proof of payment that includes sufficient detail to identify the services and/or items purchased. For airfare, car rentals, hotels and registration fees, the receipt must be in the traveler's name.

1.15.3 Approval Authority

Travel for the MCCC District Governing Board, its employees and representatives must be authorized by the appropriate governing authority or its designee(s). When travel expenses are not incurred or are paid for by another agency or individual, colleges may still require that the Travel Request Form be filled out.

In order for travel to be approved, the Annual Travel Acknowledgement Form must also be on file. All district travelers must complete the Annual Travel Acknowledgement Form. Travel approval is delegated to each College President, and each Vice Chancellor, or their designees, for all employees under their areas of jurisdiction. Travel approval for the Governing Board members, college presidents, Vice Chancellors, in addition to direct staff personnel to the Chancellor, shall be by the Chancellor or his or her designee. A Vice Chancellor will countersign for the Chancellor's travel.

All out-of-country travel must be pre-approved by the Chancellor, or designee (as expressly identified and named by the Chancellor). Traveler's expense claims shall be approved by the College/District Fiscal Office. College presidents' and Vice Chancellors' expense claims are to be approved by the Chancellor or designee. Vice Presidents' claims are to be approved by the College President. Governing Board members' and the Chancellor's expense claims will be approved by a Vice Chancellor or designee. Reimbursement exceptions may be granted in extenuating circumstances upon review by the Chancellor or Vice Chancellor for Business Services. When an individual is to remain in approved travel status for longer than 30 days, the Governing Board must approve the claiming of lodging and M&IE, which may be less than the maximum established rate.

The Vice Chancellor for Business Services may approve hotel stays for certain conference formats that are held locally. No District obligation exists to reimburse any employee for travel costs unless traveler is in an approved travel status prior to trip departure. Trips supported by professional development funds administered by the various MCCC District employee groups are subject to the rules and requirements stated in this policy. In some cases, the professional development fund guidelines may be more restrictive than this regulation. Except for the differences outlined in those programs, this regulation shall be applied consistently to all employee groups and to expenses paid from any source of MCCC District funds. Cases that have restrictive standards, such as external grants, the provisions of the grant shall be followed. Expenses incurred by a traveler for activities or events that are an official function must comply with the Official Functions Administrative Regulation (1.16).

1.15.4 Limitations

Travel out-of-country is prohibited in instances where either the learning or professional growth opportunity exists in the United States or its territories. Reimbursements are limited to those travelers in approved travel status. If expenses are to be incurred and/or paid, a travel authorization form must be approved prior to travel. For group travel, the travel authorization form must include a list of employees and students participating in the trip. For travel involving conferences, a conference brochure (or equivalent detailed documents) must accompany the travel authorization. For travel not involving a conference format, documentation to support estimated costs must accompany the travel authorization form.

Blanket purchase orders for travel agencies should only be used for approved travelers. Travel expenses for companions of employees should not be included in Maricopa funding requests, regardless of intent to reimburse.

Reimbursement is also limited to expense of travel by the most direct and usually traveled route; by the most economical means of transport. When determining the most economical means, both cost and traveler's time must be considered. That portion of travel that is by indirect route, which is not in the best interest of the College/District, or is for personal business, will not be reimbursed. Excess travel time will be charged to annual leave. Travel reimbursement requests must be submitted within 30 calendar days (or by June 30th of the current fiscal year, whichever comes first), after completion of the trip. If a trip concludes during the last half of June, special efforts must be taken to submit reimbursement requests by June 30th of the fiscal year for which the travel occurred. All reimbursement requests made after this timeframe require approval by the College President or designee and from the funding entity if professional growth funds are used. When the total expense of the trip exceeds the estimated total cost, reimbursement of the additional expense will be at the discretion of the governing authority that approved the Travel Request Form. Mileage reimbursement requests must be submitted within 30 calendar days after the end of each calendar month or by June 30th of the current fiscal year, whichever comes first. Any amounts paid to or on behalf of a traveler that have not been substantiated with an expense claim or required receipts within 60 days of completion of travel will be deducted from the traveler's wages. Cash advances for travel purposes will be approved only in limited instances. Such instances include academic, group or team travel, i.e., extended stays, class trips, student clubs and organizations, or athletic teams. Supporting documentation that outlines how the advance amount was determined should be included as part of the travel authorization. Every effort should be made to use established travel procedures, i.e., pre-pay known expenses, charge expenses to a Procard or issue purchase orders to vendors who will accept them. Receipts are required for all expenditures greater than \$25.00, per expense claim (except M&IE, per diems and mileage), and for expenditures less than \$25.00 for purchases of gas for rental car vehicles and communication expenses. All receipts must be valid. When clearing advances, specific expenses for alcoholic beverages will not be allowed. Travel expenses for non-employees that are serving or acting as agents on behalf of MCCCDC are reimbursed according to policies/regulations applicable to MCCCDC employees.

1.15.5 Transportation

Allowable expenses are for airfare, privately owned motor vehicle mileage, bridge and road tolls, necessary taxi, shuttle, light-rail, subway, train/railroad, bus or streetcar fares, motor vehicle rental, and necessary parking fees.

Reimbursement will be made only for the method of transportation that is in the best interest of the College/District considering the travel expense as well as the traveler's time. When more than one traveler uses the same privately owned vehicle, only one claim for mileage reimbursement will be allowed and other travelers should be identified. Reimbursement rates are set by the Arizona Department of Administration and are incorporated by reference.

1. Driver's License/Insurance
 - A. Before any employee of the College/District operates a motor vehicle while engaged in any work phase of their employment, either assigned or implied, they must first possess a valid Arizona driver's license and have read the MCCCDC Administrative Regulation 4.14 for Motor Vehicle Usage.
 - B. The operator of a non-District privately-owned motor vehicle shall have in force a personal automobile insurance policy consisting of bodily injury and

property damage liability limits which complies with Arizona Revised Statutes. Such personal automobile insurance policy shall provide primary coverage. The District's insurance program may be considered excess coverage for operators of privately-owned motor vehicles in approved travel status once primary coverage has been exhausted.

- C. The District's insurance program provides coverage to authorized drivers of College/District vehicles when on official College/District business. Passengers must be on official College/District business. Personal property stolen or damaged in an accident in any vehicle is not covered by the District's insurance program.
2. College/District-Owned Motor Vehicles
 - A. College/District-owned motor vehicles should be used in place of privately-owned motor vehicles whenever possible
 - B. The use of College/District motor vehicles for transporting individuals not essential to the purpose for which the vehicle was dispatched is prohibited
 3. Privately Owned Motor Vehicle
 - A. Travelers are encouraged to first use College/District vehicles. If none are available, mileage may be reimbursed for conducting College/District business. A traveler using a privately-owned motor vehicle for College/District business with supervisory approval and appropriate funding may receive mileage reimbursement regardless of eligibility for lodging or M&IE reimbursement if previously approved on travel authorization.
 - B. When the travel begins or ends at the individual's residence, mileage shall be computed from the residence or the designated duty post, whichever is the shorter distance. Commute mileage is to be based on no more than one round trip to duty post per day.
 - C. When an individual is required to report to a duty post outside of normal working hours, reimbursement for mileage from residence to designated duty post and return is allowable.

A privately-owned motor vehicle may be used for out-of-state travel with supervisory approval. Reimbursement for mileage is limited to no more than the lowest cost mode of transportation and should be documented prior to travel.

 - D. When a privately-owned motor vehicle is authorized for travel, reimbursement will be at the rate set by the Arizona Department of Administration computed by odometer readings or official state highway maps. If map mileage is used, enter "map mileage" in place of odometer readings. Commute miles must be deducted from mileage claim, when applicable. The use of internet mapping programs to determine mileage is permissible provided that a printout of the program showing the addresses and the calculation is included with the travel claim.
 - E. If a traveler driving a privately-owned vehicle is involved in an accident and found to be at fault, his or her personal automobile carrier is responsible to the limits of the policy. If the claim exceeds that coverage, the District's insurance program will at that time cover the amount over the policy limits if the traveler was acting within the course and scope of his or her employment. If a traveler driving his or her own motor vehicle on College/District business is involved in an accident, regardless of fault, the College/District will not reimburse the traveler for any physical damage to the motor vehicle.
 4. Rented Motor Vehicles
 - A. Rented motor vehicles may be authorized when other means of travel cannot be used economically. Use of rented automobiles shall be limited to instances where it is to the advantage of the College/District and not for the personal convenience of the traveler. The governing authority is responsible for determining if the advantages of using a rented motor vehicle outweigh the costs of other modes

of transportation, as well as the type of vehicle rented. Reimbursement of motor vehicle rentals must be substantiated by a valid receipt.

- B. Travelers using rented vehicles will not be allowed to claim mileage. Reasonable gasoline purchases will be reimbursable if receipts are provided.

5. Airlines

- A. Airfare should be purchased via a purchase order with an approved travel agency, with a valid procurement card, or as a reimbursement after travel has taken place. Reimbursement for commercial airfare may exceed the lowest fare only if seats are unavailable at the lowest fare and travel is imperative. In all cases, the decision to pay a higher fare must take into consideration the best interest of the College/District.
- B. Flight insurance purchased by the traveler is not reimbursable.
- C. If a trip is cancelled, every effort must be made to recover the credit. The following situations describe the factors to consider when reimbursing for cancellations:
 - i. When the cancellation of the trip was within the traveler's control and:
 - 1. No credit is issued—the traveler must reimburse the District/College for the cost of the ticket.
 - 2. A credit is issued—the credit must be used for MCCCDC business travel or the traveler must reimburse the District/College.
 - ii. When the cancellation of the trip was outside of the traveler's control and:
 - 1. No credit is issued—the District/College will cover the cost of the ticket.
 - 2. A credit is issued—the credit must be used for MCCCDC business travel or the traveler can "buy" the credit from the District/College for personal use. If the credit can't be used, the District will absorb the cost of the ticket.

Change fees can be reimbursed if the change was due to a circumstance or event outside the control of the traveler, or if the change enabled the traveler to decrease the cost of the trip by returning earlier than originally planned. The purpose of the change fee must be clearly documented for it to be reimbursed.

6. Railroads and Buses

Railroad or bus travel may be used when convenient or economical and if excessive travel time and additional expenses do not result.

7. Ground Transportation

- A. Tolls, taxi, parking, shuttle, limousine, light-rail, subway, train, streetcar and non-airport parking are classified as ground transportation and can be claimed without receipts up to \$25.00 per expense claim form. Amounts claimed above \$25.00 require receipts for all amounts claimed. The purpose for the ground transportation claimed must be identified. The most economical means of transportation shall be used in traveling to and from airports, train stations or bus terminals. Ground transportation for personal activities, such as sightseeing or travel to restaurants, is not reimbursable.
- B. When traveling to and from airports, train stations or bus terminals, the most economical and reasonable means of transportation shall be used. To determine the most economical means of ground transportation, all factors such as car rental costs, parking, taxi fares, and/or available shuttle or limousine services must be considered. When departing Arizona, storage or parking for privately-owned motor vehicles at airports, train stations or bus terminals is allowed at economy lot rates. If a traveler is dropped off at the airport, no parking is reimbursable. When the traveler is picked up at the airport, up to one hour of parking may be reimbursed. Tips for transportation and baggage handling, as well as storage charges are to be paid from the traveler's M&IE allowance.

8. International Ground Transportation

Receipts are required for ground transportation amounts claimed above \$25.00. When receipts are not available, the destination and expense should be noted on the ground transportation log.

1.15.6 Meals and Incidental Expenses (M&IE)

Each college is responsible for providing direction and information concerning travel to their personnel, subject to the limitation of the travel and expense allowances outlined within this regulation. To be eligible for M&IE the traveler must 1) be away from their residence or duty post substantially longer than an ordinary day's work; or 2) stop for substantive sleep or rest to properly perform their duties. For purposes of this travel regulation, an employee's workday encompasses the hours actually worked on a given day, irrespective of his or her normal shift (workdays and travel days are applicable only in the context of interpreting the Travel Regulation and are not to be applied to the calculation of the number of hours worked or for the computation of compensation or benefits).

1. Meal Allowances

Regardless of any circumstance or condition, a traveler may not claim more than three (3) meals in any single calendar day or in any period of twenty-four (24) consecutive hours. Meals and incidental expenses shall not exceed those amounts allowed by Travel Regulation. To claim any meal expense, the traveler must show where and when the trip begins and ends.

- A. Rates—for per diem allowances can be found at www.gao.az.gov/publications/SAAM/Supp_I_trvrates-012308.pdf for domestic travel and www.defensetravel.dod.mil/perdiem/perdiemrates.html for international travel. No receipts are required. *Note: the amounts allowed for meals are not intended to cover the entire cost of a meal taken while in travel status. The amounts are calculated to compensate the traveler for the estimated difference between the cost of a meal taken on the road and the cost of a meal prepared at home. The rate used for a meal should be based on the city in which the meal was consumed, and not the traveler's final destination.*
- B. Full-Day Allowance—Except as may be otherwise provided, a travel day of fourteen (14) or more hours shall be considered a full day and entitle the traveler to reimbursement for up to three (3) meals. Exceptions include circumstances under which the traveler is by some other means (such as meals served at a conference or on a plane) provided one or more meals during the course of a day. Reimbursement shall not exceed the daily per diem.
- C. Partial-Day Allowances—When the travel day is less than a full day as described above, the following guidelines shall be applied to amounts for meals:
 - i. Breakfast: when departure is prior to 7:00 a.m. and/or return is after 9:00 a.m.
 - ii. Lunch: when departure is prior to 11:30 a.m. and/or return is after 1:30 p.m.
 - iii. Dinner: when departure is prior to 5:00 p.m. and/or return is after 7:00 p.m.
 Departure and return are measured from the time the traveler leaves and returns to their home and duty post, whichever is closer. Partial day allowances for domestic travel is determined within the rate index, while international travel per diem is reimbursed at percentages consistent with those established by the Arizona Department of Administration.
- D. Meals Provided—Whenever meals are provided at no additional cost to the traveler, regardless of the menu or whether the traveler participated in the meal, (including meals on planes, and meals included in conference registration fees and meals reimbursed to another traveler), the traveler shall not be entitled to any per diem for those particular meals. Regardless of menu, continental breakfast is considered a provided meal. A conference brochure (or equivalent detailed document) must be provided for documentation of meals included in conference registration. It is the obligation of the traveler to make any necessary arrangements for special dietary needs.

- E. Meals for Group Travel—The applied per diem amount for group travel may be less than the published per diem rate. Whenever an employee (e.g., advisor or coach) receives funding for group or team meals, the meal form must state how the funds are being distributed and be signed when the distribution occurs. If multiple distributions occur, then multiple forms must be signed. The use of prior signed meal forms is prohibited. Valid receipts are also required in instances when funds are not distributed to students, but the meals are paid for the group as a whole, or when all meals are paid from the advance.
 - F. Meals for a Group of Employees - When a group of MCCC employees are traveling together and one employee pays the total meal cost, the reimbursement for the meal will be actual cost, not to exceed the number of employees multiplied by the pro-rated per diem amount for the meal. An exception is allowed if the host has an approved “Official Functions Form” that was submitted in advance of the event. The “Official Function” activity will be reimbursed separate from the employee’s travel expense. In either case, a valid receipt and list of participants must be submitted to substantiate the cost of the meal. Participating employees who did not pay shall not claim under the per diem rate for this meal. Official Function activity shall be limited to one meal per trip.
2. Incidental Expenses
- A. Incidental expenses include, but are not limited to, gratuities, laundry, baggage handling, and tips.
 - B. Allowance will be reimbursed at the per diem rates per meal. No receipts are required. Amounts for incidental expenses are not over and above the partial day meal per diem allowances and are included in the daily per diem rate.

1.15.7 Lodging In-State And Out-of-State

The traveler must be in approved travel status to be reimbursed for lodging costs. Lodging costs incurred will be reimbursed only if traveler is required to be away from his or her residence or duty post substantially longer than an ordinary day’s work, and would not be able to return to their home or duty post by 9:00 p.m. Other lodging costs incurred may be reimbursed if an emergency exists and the appropriate governing authority approves as designated in section 1.15.3. The Vice Chancellor for Business Services may approve local hotel stays for certain conference formats. Reimbursement requires prior approval. Lodging must be at a commercial establishment and the traveler is required to request the lowest available rate (government, commercial, corporate, conference, etc.).

- 1. Receipts
 - A. A valid receipt is required for reimbursement. It is the traveler’s obligation, upon checking into the establishment, to assure that the establishment can provide a receipt containing the required information on the establishment’s letterhead or invoice.
- 2. Reimbursement Amounts
 - A. The reimbursement amount includes room charges and applicable taxes, and should not exceed the Arizona Department of Administration rate index. The rates published in the Arizona Department of Administration rate index are limits for actual expenses and are not meant as a per diem for lodging expenses. If a situation exists that makes compliance with the maximums impractical, and the governing authority approves, actual lodging costs in excess of the Department of Administration’s rate index may be reimbursed.
 - B. For conference travel, reimbursements may be made at conference lodging costs. In these instances, the reimbursement amount will be the actual lodging, cost plus tax, of the conference designated hotel. If the traveler

chooses to stay in a hotel other than the conference designated hotel, the traveler will be reimbursed the actual lodging cost plus tax, provided the cost (including transport from hotel to conference and back) does not exceed the conference designated hotel cost. A brochure of the conference must accompany the travel request form. If applicable, parking fees assessed by the hotel may be reimbursed if funding is available.

- C. When lodging is shared with another individual on College/District business, reimbursement will be made to the traveler who paid. When lodging is shared with an individual not on College/ District business (such as a spouse) reimbursement shall not exceed the single room rate plus tax.
- D. Reimbursement shall not exceed the actual amount of travel-related expenses.
- E. Travel expenses for non-employees are reimbursed according to policies/ regulations applicable to MCCCCD employees.
- F. Business communication charges, including telephone, internet access, faxes and copies, are reimbursable. Travelers should note the party to whom business calls were made and/or purpose. Personal phone calls are not reimbursable.

1.15.8 Miscellaneous Travel Issues

1. Out-of-State Use of Equipment

Any out-of-state use of College/District owned equipment including vehicles, must be specifically approved by the governing authority (as defined in 1.15.3). The guidelines set forth in the Off Premises Property Loan Administrative Regulation 1.11 also apply.

2. Non-Reimbursable Expenses

The Following Are Not Reimbursable Travel Expenses Under Any Circumstances:

- A. Alcohol
- B. Airline Or Social Club Membership Dues
- C. Babysitting Or Childcare Costs
- D. Car Repairs/Routine Maintenance Or Locksmith Charges
- E. Clothing, Luggage, Briefcases
- F. Credit Card Delinquency Fees/Finance Charges/Annual Fees
- G. Expenses For Travel Companions/Family
- H. Frequent Flyer Miles
- I. Health Club Facilities, Saunas, Massages
- J. Helicopter Services For Airport Transfers
- K. Kennel Fees And Pet Care For Pets While On Travel Status
- L. Laundry And/Or Dry Cleaning
- M. Loss/Theft Of Cash
- N. Loss/Theft Of Personal Property (Lost Baggage, Etc.)
- O. Magazines, Books, Newspapers, Or Movies
- P. Optional Travel Or Baggage Insurance
- Q. Parking Or Traffic Violation Tickets
- R. Personal Accident Or Property Insurance
- S. Personal Entertainment/Grooming/Gifts/Souvenirs
- T. Personal Sightseeing/Tourist Activities
- U. Trip Cancellation Insurance

3. Other

Any travel issues that are not specifically addressed within this regulation require review by the Vice Chancellor of Business Services and/or the appropriate designee.

1.15.9 Lodging and M&IE Out-of-Country

The appropriate governing authority has authorization to approve out-of-country travel (Section 1.15.3). U.S. Department of State allowances will be used for reimbursement

amounts for all travel out-of-country, including lodging for work study trips. The listed amount includes allowances for both lodging and M&IE. Links to information regarding reimbursement amounts for foreign areas is available on the Accounts Payable website: www.maricopa.edu/business/ap/travel.

1. M&IE

Please reference previous language within section 1.15.6a on allowable M&IE. The daily total amount available for out-of-country M&IE should be obtained from the U.S. department of state's website: (<http://www.state.gov/m/a/als/prdm/c16476.htm>) and be allocated between meals, when necessary, using the following percentages (these percentages include allocating the incidentals that the U.S. DOS identifies separately):

BREAKFAST	20%
LUNCH	25%
DINNER	55%

2. Lodging

Please reference previous language within section 1.15.7 on allowable lodging expenses.

3. Receipts

A valid receipt is required for reimbursement. Ground transportation can be claimed without receipts up to \$25.00 per expense claim form. All other expenses above \$25.00 require a receipt, except for allowable M&IE., traveler must identify itemized expenses for receipts presented in a foreign language and foreign currency should be converted to U.S. dollars.

4. Conversion Rates

Conversion of foreign exchange should be completed prior to submitting the reimbursement request. Conversion may take place prior to leaving Arizona or during travel with a receipt from an official banking establishment specifying the date, conversion rate and amount converted. Conversion rates may also be calculated using the date each actual expense was paid from an official conversion web site of the traveler's choice. Copies of the conversion table should be attached to the travel expense claim form. Information on conversion rates can be obtained by contacting the Treasury, Tax and Audit Department District Business Services or on their website at: www.maricopa.edu/business/treasury/.

5. Ground Transportation

Please reference previous language within section 1.15.5 h on international ground transportation.

1.15.10 Travel and M&IE for Out-of-State Candidates and Finalists for Employment

The Governing Board of the Maricopa County Community College District authorizes the reimbursement of travel and M&IE expenses for out-of-state finalists for employment for Management, Administrative and Technological positions Grade 18 and above; finalists for residential faculty positions; and candidates and finalists for Chancellor's Executive Council positions under the following circumstances:

1. The Chancellor, appropriate Vice Chancellor or college president verifies the need for an on-site interview and identifies appropriate funds to cover the costs of reimbursement; and
2. Reimbursement will be limited to actual expenses and valid receipts. The most economical means of transportation that is available should also be used.

AMENDED September 23, 2008, Motion No. 9510

AMENDED February 27, 2007, Motion No. 9413

AMENDED July 27, 2004, Motion No. 9260

AMENDED March 13, 2001, Motion No. 9021

ADOPTED into Governance, September 24, 1996, Motion No. 8894

AMENDED Motion No. 8895

AMENDED Motion No. 8896

Founding Source:

Governing Board Meeting July 25, 1995, Motion No. 8424

1.16 official functions

SCOPE OF COVERAGE OF THIS REGULATION

This regulation covers expenses by MCCCDC and its colleges and centers for official functions. Its purpose is to provide fiscal and legal guidelines and standards for making certain expense decisions, and to ensure documentation of such decision-making. It applies to official function expenses regardless of the fund from which they are made. The official function object code should be used for all expenses that fall within the definition of "official function" as specified in this regulation.

DEFINITIONS

The term "official function" means an activity or item that:

1. Does not appear to be, without explanation, an ordinary and necessary function of MCCCDC as a public educational institution; and
2. Provides a tangible benefit and links directly to MCCCDC's educational mission; and
3. Is reasonable and commensurate in value to the tangible benefit that MCCCDC will receive.

Paragraphs 9 and 10 below contain some examples of activities that are not official functions, and some that may be if properly documented.

GENERAL STANDARDS

1. Before the expense is made, the Chancellor, college presidents or Vice Chancellors must approve any expense for an official function on the "Official Function Form" (Appendix FM-7) or, for certain institutional or individual memberships as described in Paragraph 8, the "Membership Payment Worksheet" (Appendix FM-8). Those officials may delegate this authority only to designated college vice presidents. The person approving the "Official Function Form" or "Membership Payment Worksheet" must be someone other than the person signing the form as the requisitioner. Additionally, the requisitioner must be a full-time MCCCDC employee.
2. Approval of an official function expense must be based on a determination that the expense meets the definition of an "official function" specified in this regulation. The determination must be documented on the "Official Function Form" or the "Membership Payment Worksheet." Higher-dollar or entertainment expenses generally require particular specificity showing the linkage and benefit to MCCCDC's mission.
3. District Office, college or other appropriate fiscal officers must verify and approve the availability of funds under the selected budget account before an expense for an official function is made.
4. The Legal Services Department, the Purchasing Department, or the Accounts Payable Office may request the submission of the "Official Function Form" or "Membership Payment Worksheet" before approving contracts, issuing purchase orders, or paying invoices related to an expense deemed to be an official function.

5. The Fiscal Office of the MCCCCD entity completing the "Official Function Form" or "Membership Payment Worksheet" must retain it for 3 years after the expense is made.
6. MCCCCD's Internal Audit & Management Advisory Services staff may annually audit the records of MCCCCD entities to ensure compliance with this regulation.
7. Student groups may make modest contributions or donations or purchase items to donate to third parties for charitable purposes but only if they use funds raised by them for that purpose. Other funds may not be used. For such contributions or donations, completion of the "Official Function Form" is at the discretion of the MCCCCD entity. Contributions and donations of MCCCCD funds or items purchased with MCCCCD funds are otherwise prohibited.
8. Expenses for MCCCCD or individual memberships in professional organizations that are specifically and directly related to MCCCCD's educational mission or to an employee's job are considered ordinary and necessary business expenses of MCCCCD. Examples of membership expenses that are appropriate without further explanation are:
 - A. American Association Of University Women
 - B. Cooperative Education Association
 - C. National Council For Student Development
9. In each of those examples, the name of the organization demonstrates the connection and MCCCCD entities need not complete the "Official Function Form" or the "Membership Payment Worksheet."

However, the propriety of MCCCCD or individual memberships in organizations whose names do not clearly establish that they are professional or academic and are related to public employment or education needs to be documented under this regulation. For those types of memberships, MCCCCD employees must complete the worksheet entitled "Membership Payment Worksheet" (Appendix FM-8) and provide it to the college or other appropriate fiscal officer to retain. Colleges or other MCCCCD entities may require executive-level approval of memberships.

Payment of memberships in non-school related civic or community groups is inappropriate. Additionally, payment of individual memberships should be considered only if the organization does not allow an institutional membership, where the organization requires both an institutional membership and individual memberships for MCCCCD employees participating in the organization, or where the appropriate fiscal officer determines that an individual membership is the most cost effective.

10. Examples of expenses that don't meet any of the criterion for the definition of "official function" are charges for alcoholic beverages, charitable contributions or donations (except as described in Paragraph 7), dues for memberships in non-school related civic or community organizations (such as Rotary, Kiwanis) or in discount stores, gifts of any type for personal life events (such as births, deaths, weddings, funerals), and gifts for personal use (such as apparel, jewelry or luggage) in appreciation of an MCCCCD employee or officer.

Examples of expenses that may be official functions if shown to meet the criteria in B. and C. of the definition of "official function" are employee or officer retreats, employee or officer retirements, non-travel restaurant charges, conference banquet or hotel contracts, sponsorships and institutional memberships in chambers of commerce where the MCCCCD entity is located (or where it maintains a strong community influence or presence).

ADOPTED through the Administrative Regulation approval process, April 14, 2003

1.17 cash handling

SCOPE OF COVERAGE OF THIS REGULATION

This regulation covers all Maricopa County Community College District (MCCCD) employees or offices (including, but not limited to: all employees – Board-Approved or part-time, cashiers offices, performing arts centers, athletic facilities, program offices, etc.) that accept payment for any MCCCD services or donations (including, but not limited to: tuition, fees, dues, event tickets, etc.). Cash is defined as coins, currency, checks, money orders, credit cards, electronic funds transfers, and all cash equivalents (including, but not limited to: tokens, gift cards, tuition waivers, parking tickets, stamps).

GENERAL STANDARDS

1. To ensure strong internal controls over cash handling, to safeguard against loss and to meet our obligation to the community as stewards of public resources, the following elements of internal controls must be adhered to:
 - A. Proper segregation of duties (i.e., dual controls)
 - B. Specific safeguards for handling, transporting and storing cash
 - C. Specific safeguards for deposits
 - D. Independent reconciliation of deposit documents to receipts
 - E. Management oversight and review of cash handling processes and personnel
2. Each college and the District Office are required to establish written procedures for all locations that handle cash. Such procedures shall ensure compliance with all of the required internal control elements identified in A. Such procedures shall address all control elements identified in A by reflecting the space, physical configuration, staff and other particulars of each location.
3. The District's Business Services division will review such written procedures for potential areas of concern relating to the required internal control elements. Such concerns will be noted and communicated back to the applicable College/District Office for further action.
4. On or about January 1st of each year, each college and the District Office are to review the written procedures relating to cash handling. If significant changes are required, such changes are to be reviewed by the District's Business Services division as in C. above.
5. The District's Internal Audit and Management Advisory Services Department may test the written procedures for compliance in accordance with their established audit plan.
6. If inappropriate activity is suspected or determined (i.e., a pattern of cash shortages, forgery or alterations of checks, misapplication of tuition waivers, loss or damage to securities, computer fraud, etc.), the college or District Office staff should immediately notify their appropriate Vice President or Vice Chancellor, who should then notify Risk Management and Internal Audit and Management Advisory Services of any real or potential losses. The notifications stated above are critical as MCCCD has a limited discovery period in which to report such activity to our insurance carrier.
7. If it is suspected that a theft has occurred, the appropriate law enforcement authorities must be notified.
8. Annually, each employee responsible for handling cash will be required to complete an acknowledgement that they have read and agree to abide by established procedures for proper handling of cash.

9. Annually, each Vice President or senior level administrator with supervisory or management responsibility for any and all areas that handle cash and the college President and Vice Chancellors with any and all responsibility for cash shall complete an acknowledgement that they will enforce the established procedures for the proper handling of cash.
10. The Vice Chancellor for Business Services shall develop, make available and has the authority to require training as may be appropriate for any and all persons handling cash or supervising these individuals at the colleges, District Office or any district location.

ADOPTED by the Governing Board on February 27, 2007, Motion No. 9412

1.18 gifts, gratuities and unrelated compensation

This regulation outlines the restrictions for the acceptance of gifts, gratuities and unrelated compensation from vendors and others that are either doing business with or that seek to do business with the officers, employees and others who serve as agents on behalf of the Maricopa County Community College District (MCCCD).

For the purposes of this regulation, MCCCD defines business-related and normal working hours as follows:

- “business-related” means that the event or activity provides a direct and measurable benefit to either the MCCCD or a member institution, and the event is consistent with the job duties of the employee and the mission of the MCCCD.
- “normal working hours” means the time an employee is performing the job hired to do by MCCCD. It is understood that many positions have flexible hours.

1. Gifts

- A. For the purposes of this regulation, MCCCD provides these definitions:
 - i. “Employee” means all persons employed by MCCCD; full-time, part-time, adjunct and student worker, regardless whether they are Governing Board approved or not.
 - ii. “Gift” means any gratuity, honoraria, favor, entertainment, gift card, lodging, discount, loan or other item having monetary value. It includes services as well as gifts of transportation, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred.
 - iii. “Nominal Value” for this regulation, means \$50.00 or less.
 - iv. “Token of Appreciation” means plaques, candy or similar commonly used inexpensive items given in gratitude.
 - v. “Advertising/Promotional Items” – items such as pens, pencils, mugs, tote bags and calendars, key chains, etc. that is given for advertising or promotional purposes.
 - vi. “Vendor” means any company or individual in business to provide products or services to others. For purposes of this policy, the definition of vendor is not restricted to those individuals or companies that have already provided products or services to MCCCD.
- B. An employee may accept a gift of nominal value, such as a plaque, pen, or similar memento customarily given as appreciation for providing a service to an entity external to MCCCD.
- C. An employee may not accept, for personal use or ownership, gifts with a value in excess of \$50 from a single source in a fiscal year. Likewise, gifts given to an employee’s family member or guest are also considered to have been received by the employee unless there is an independent relationship between the vendor and the employee’s family member or guest.
- D. An employee may accept a gift of perishable food (e.g. fresh fruit basket, cookie assortment, candy, etc.) of nominal value that is not a meal. Such perishable food items shall be shared among the department or division.

- E. An employee may accept a prize awarded through a random drawing or similar means while attending a conference, convention, seminar, institute or similar activity.
 - F. An employee shall not accept cash or currency, or any other item of more than nominal value from anyone if it could be interpreted as a bribe or enticement to receive MCCCCD business. If an employee receives something of greater than nominal value, the employee shall refuse it or, as soon as possible, disclose the circumstances relating to the acceptance of the item(s) to the Vice President of Administrative Services or Vice Chancellor for Business Services and deliver it to the appropriate college or District designee where it shall become the property of MCCCCD.
2. Meals, Beverages and Entertainment
- A. If there is the expectation of future financial benefit for the vendor, then an employee shall not allow any meal, beverage or cost of entertainment to be purchased for the employee or any member of the employee's family by a person whom the employee knows or has reason to know is employed by or in any way associated with a current vendor or contractor of MCCCCD. Under this regulation any purchase of meal, beverage or entertainment is prohibited whether the vendor/contractor offers to purchase the meal, beverage or entertainment with his or her personal funds, or with funds from any other source.
 - B. An employee may allow a meal or beverage to be purchased by a vendor for the employee only if the meal or beverage is served as part of a banquet or dining function offered to participants at a conference, convention or similar activity. Such events would include sponsorships that are part of an educational, technical or professional development conference that is organized by an association and where the meal is included in connection with attendance at the conference. Upon prior review of a written justification and approval by the college's Vice President of Administrative Services, or at the District Office, the Vice Chancellor for Business Services, an employee may attend product enhancement presentations. The provisions outlined in the regulation related to the acceptance of gifts and items shall still apply.
 - C. An MCCCCD employee who is also employed by another company may have a meal, beverage or the cost of entertainment purchased within the context of the other employment.
3. Travel
- An employee shall not engage in any travel activity where the expenses are paid for by a vendor and where that activity could be interpreted as a bribe or enticement in order to receive MCCCCD business. This would include vendor sponsored events that are marketed as a professional development activity, but that instead focus primarily on that vendor's product, and where the trip includes social activity for the attendees.
- A. Non-Business Related Travel

An employee shall use paid leave for all time spent in travel that is not business-related that occurs during the employee's normal working hours. For purposes of this regulation, appropriate paid leave for non-business related travel would include pre-approved vacation time, pre-approved banked vacation time or personal time.
 - B. Business Related Travel
 - i. An employee shall not be required to use paid leave for travel in connection with an event or activity that is MCCCCD business-related. The employee may accept payment for necessary expenses (such as airfare, lodging, meals) from the entity or professional organization that sponsors the event or activity.
 - ii. An employee may engage in a business-related travel activity where the expenses are paid for by an educational institution or a non-

profit organization, such as a professional association, whose mission is consistent with the mission of MCCCCD, provided that there is no expectation that such travel will result in future financial benefit to said educational institution or organization.

- iii. An employee may lead a class or group of students enrolled at a member institution in an MCCCCD sponsored travel activity.

C. Credit Course

A travel agency or similar entity that arranges the travel activity may, in connection with a credit course offering, pay the expenses of:

- i. the employee who is leading the class or group,
- ii. a person who is performing supervisory responsibilities over the students at all times throughout the travel, or
- iii. one or more students enrolled in the class or group travel activity.

D. Non-Credit Course

An employee or other person participating in travel with a non-credit class shall not accept payment or reimbursement for any expenses associated with travel from the travel agency or similar entity.

4. Discounts

For purposes of this regulation, a “discount” is a reduction in the cost of goods or services charged by any entity to an MCCCCD employee or student by virtue of that person’s employment or enrollment at an MCCCCD college or location.

A. The following are acceptable discounts:

- i. A discount that is part of an established and recognized program within MCCCCD, such as the ‘employee store,’ wellness, or trip reduction programs, and is offered uniformly to all employees of MCCCCD or of a member institution of MCCCCD.
- ii. A discount available pursuant to a policy in continuous effect and a recognized component of a benefits or compensation package that is recognized by the MCCCCD Benefits and Compensation Department.
- iii. A discount offered by a vendor for employees or students of educational institutions, regardless of whether such a vendor does business with MCCCCD, provided that said discount is not in any way consideration or otherwise a factor in any transaction with MCCCCD (i.e.: educational discounted software).

B. The following is an unacceptable discount: A discount that is offered to select employees on an ad hoc basis as a result of the employee performing his or her job duties or as an incentive to influence conduct from a person seeking to obtain a contractual or other arrangement with MCCCCD.

C. Notice to MCCCCD employees of the availability of any discount shall be conveyed in a manner that neither implicitly or expressly endorses nor otherwise speaks to the quality of the goods or services. The use of any MCCCCD trademark or logo in connection with providing notice of the availability of a discount shall be limited to notice provided directly by the District Marketing Department.

5. Honoraria and Similar Consideration

A. Non-Business Related

An employee may accept an honorarium, stipend or similar compensation or consideration from an entity external to MCCCCD for an activity that is not business-related if:

- i. the entire activity occurs outside the employee’s normal working hours; or
- ii. the employee uses personal leave or pre-approved vacation hours for the portion of the activity that overlaps the employee’s normal working hours; or
- iii. the employee remits the honorarium, stipend, or similar compensation or consideration to the Vice President of Administrative Services at the location where the employee works. The honorarium, wages, similar

compensation or consideration shall become the property of MCCCDC. The Vice President of Administrative Services may consult with the Legal and Business Services Divisions for guidance on remissions. At the District Office, the employee remits the honorarium, stipend or similar compensation to the Vice Chancellor for Business Services.

B. Business Related

An employee may receive a modest honorarium or stipend for time spent preparing for presentations (keynote addresses, etc.) that are MCCCDC business-related. Modest is considered to be limited or moderate in the amount of the honorarium. In addition, activities such as accreditation visits that may be considered MCCCDC business-related due to the inherent nature of the event and the professional expertise of the employee(s), and that involve the offer of an honorarium, stipend or similar compensation or consideration from an entity external to MCCCDC, are acceptable under the following conditions:

- i. If the activity occurs during work hours, the employee shall submit the honorarium or stipend to the college or foundation; or
- ii. if the employee uses personal leave or pre-approved vacation hours for the portion of the activity that overlaps the employee's normal working hours.

6. Resource Development

To the extent that employees of the MCCCDC are engaged in an official capacity with duties that involve resource development and such involvement requires attending local events that are either hosted by or attended by vendors, such participation may be acceptable if it can be established that the event could result in expansion of District or college resources and that participation is disclosed in advance with the Vice Chancellor of Business Services. Attendance at vendor-invited events that would involve travel is not acceptable.

7. College Course Materials – Board Auxiliary Policy

Section 7 of this regulation has been adopted by the Governing Board and is incorporated here by reference.

In accordance with A.R.S. §15-1891, the MCCCDC Governing Board establishes the parameters for employees when ordering course materials from publishers and working with book dealers:

- A. No faculty member or employee shall demand or receive any payment, loan, advance, good or deposit of money present or promised for selecting or purchasing specific course materials received for coursework or instruction, except that the faculty member or employee may receive:
 - i. free review copies, complimentary teacher editions or instructional materials that are not intended to be sold by any faculty, staff or bookstore.
 - ii. royalties or other compensation from the sale of course materials that include the faculty member's own writing or work.
 - iii. honoraria for academic peer review of course materials.
 - iv. training in the use of course materials and learning technologies.
- B. A faculty member or any other employee who is in charge of selecting or adopting course materials shall, prior to selection or adoption of any course materials, make a request for the following written information from the publisher of the course materials:
 - i. A listing of relevant course materials offered by the publisher and whether each of the course materials are offered in a bundled package or sold separately;
 - ii. The suggested retail price, the estimated wholesale price or the price that the publisher makes available to the public for the course materials. The publisher may include the time period during which the pricing is available.
 - iii. The copyright dates of the previous edition if the copyright dates do not appear in the course materials.
 - iv. A summary of the substantive content differences between the current edition of the course materials and the immediate previous edition.

- C. A faculty member or any other employee who is in charge of selecting or adopting course materials shall place orders for such course materials by the date specified and communicated by the College or District bookstore to enable the College or District bookstore or contract managed bookstore to confirm the availability of the requested materials.
 - D. An unsolicited free review copy, sample copy, or complimentary teacher edition of course materials provided by a publisher at no charge and delivered to the attention of an employee at a college or District location is presumed to be the property of the Maricopa County Community College District. However, such employee may nevertheless assume ownership of such materials if all of the following conditions are met:
 - i. the materials are, in the judgment of the employee, pertinent to the employee's academic discipline or professional responsibilities; and
 - ii. the employee keeps the materials in his or her possession for personal use over a period of no less than one year, deriving academic or professional benefit from such materials.

As these materials are provided for professional academic use and are not intended by the publisher for sale, an employee should at no time sell or trade them to any person or other entity for personal profit. Appropriate disposition of the materials includes donation to a student or library or other non-profit or charitable organization.
 - E. This policy shall not be construed in a manner that violates academic freedom.
 - F. For purposes of this policy:
 - i. "Book buyer" means any person or entity, including a university or community college district bookstore, engaged in the purchase or sale of course materials.
 - ii. "Bundled" means one or more course materials that are packaged together to be sold as course materials for a single price.
 - iii. "Complimentary teacher edition" means a book with information that is meant for the exclusive use of faculty members, commonly labeled as an "instructor edition" or "instructor manual" and that contains answers and solutions, test questions and pedagogical techniques.
 - iv. "Course materials" means any textbook or other instructional tool published for the purpose of classroom instruction and used for or in conjunction with a course in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of an Arizona community college district.
 - v. "Publisher" means any publishing house, firm or company that produces course materials.
 - vi. "Sample copy" means any book that is the same as the regular student edition.
 - vii. "Substantive content" means portions of a college textbook, including new chapters, additional eras of time, new themes or new subject matter.
 - viii. "Written information" means information provided on print material. Written information includes electronic communication or publication on a website.
8. Solicited Course Materials
- A. An employee may keep any solicited course materials and utilize them for professional use.
 - B. The publisher will be given the opportunity to retrieve unwanted solicited materials.
 - C. Unwanted solicited materials that are not retrieved by the publisher and that are currently in print or under current copyright should be considered the property of MCCCDC.

ADOPTED through the Administrative Regulation approval process, September 22, 2009