

1.0 Responsibility for Programs

- 1.1 The designated District manager and the designated campus deans in charge of community services will serve as a council to develop and coordinate overall plans for providing community service offerings to the residents of the Los Rios District.
 - 1.1.1 The council will be responsible to plan a balanced and coordinated self-supporting program for the entire District taking into consideration the offerings of other local educational and community agencies.
 - Pursuant to the missions and goals of the District, the council's planning may incorporate the following:
 - Cultural activities that may be made available to the public;
 - Lecture series;
 - Community Services classes;
 - Seminars and workshops to promote training for licensure and/or job upgrading;
 - Recreational activities;
 - Fundraising activities to augment the community services funds;
 - Travel tours.
- 1.2 Following the development of a general plan for each semester's operations, the college deans have the responsibility for the implementation of the plan on the individual campuses.
- 1.3 The college presidents will designate individual managers and establish procedures to provide clear-cut channels of responsibility for contracted educational services with outside agencies to prevent duplication of efforts between instructional and community services operations.

2.0 Community Services Travel Tours

- 2.1 The Community Services Offices may sponsor travel and field study tours subject to the following conditions:
 - 2.1.1 Travel arrangements will be professionally and carefully planned and coordinated. Although there may be occasions when the experience of a staff member may be adequate to insure efficient handling of travel logistics, it is expected that a professional travel agent or agency will be used. (See District's Travel Agency Agreement).

- 2.1.2 Transportation other than by District vehicles will be with licensed/authorized carriers operating under all pertinent state and federal regulations.
- 2.1.2.1 Carriers must have on file a certificate of insurance indicating a minimum of one million dollars (\$1,000,000) liability coverage with the District named as additional insured.
- 2.1.3 For all tours that require the services of a travel agency, the college must have prior to the trip an approved contract and certificate of insurance on file in the District Office with the travel agency.
- 2.1.3.1 The travel agent must provide the following insurance coverage:
- Travel agent's professional liability and comprehensive general liability with minimum limits of \$1,000,000 bodily injury and \$100,000 property damage with the District named as additional insured;
 - Comprehensive automobile liability if agency providing transportation.
- 2.1.3.2 Appropriate travel accident/illness coverage should be provided or available to travel participants or appropriate waivers and release of liabilities should be obtained from participants.
- 2.1.3.3 Each participant in a travel tour must sign the District's Release and Agreement to Hold Harmless and Indemnify form before commencement of the tour.
- 2.1.4 A fee to cover administrative costs will be charged participants on the basis of the time and services provided by the District and the college community services office.
- 2.1.4.1 Monies collected shall be deposited in the District's funds to the credit of the college community services account.

3.0 Publicity and Announcements

- 3.1 Publicity and announcements pertaining to community services activities shall be the responsibility of the appropriate campus dean working cooperatively with the campus public information officer.

4.0 Budgeting for Community Services

- 4.1 The community services operations of the District shall cover the cost of the following:
- 4.1.1 Salaries of instructors and related fringe benefits.

- 4.1.2 Supplies and equipment.
- 4.1.3 Pro rata share (based on usage) of repair and amortization of equipment assigned to other college programs.
- 4.1.4 Cost associated with community services publicizing such community service activities, such as advertisements, duplicating costs, and a pro rata share of class schedule costs, if applicable.
- 4.1.5 Facility rental fees per established rates per Regulation ([R-1412](#)).
- 4.1.6 Salaries and related fringe benefits of college community services deans and regular clerical staff involved in community services activities.
- 4.1.7 Proration of college utility costs relating to community service activities. Utility costs allocated within a fiscal year will be determined with the adoption of that year's budget.
- 4.2 Revenues from the following activities will be credited to the community services' accounts:
 - 4.2.1 Community Services fee activities.
 - 4.2.2 Swim programs.
 - 4.2.3 Facility rentals per Regulation ([R-1412](#)).
 - 4.2.4 Other appropriate activities.
- 4.3 At the end of each fiscal year, excess revenues over expenditures by college shall be determined. Any excess revenues over expenditures by college shall be determined. Any excess revenues over expenditures shall be carried over to the next fiscal year for future community service activities or projects. Any excess expenditures over revenue shall be a charge against the next year's community service budget. The Chancellor and the College President will confer as to appropriate remedies to be taken to reverse the deficit.
- 4.4 Funds received and expended for district wide community service programs for which all colleges have participated in the planning/implementation, will be divided among the colleges on the basis of an equitable allocation method.

5.0 Community Services Contract Services

- 5.1 Contracted community services without outside agencies or entities will be subject to the following:
 - 5.1.1 Charges for indirect cost factors according to established district guidelines. The District shall receive its appropriate its appropriate share of these indirect costs for contract negotiation and accounting.

5.1.2 Review of all contracts by appropriate District legal and fiscal personnel.

6.0 Fees for Community Services Activities

- 6.1 The minimum fee charged participants shall be determined by considering all costs divided by the estimated number of participants.
- 6.2 Competitive charges may be made for fundraising activities.

7.0 Instructor Selection and Compensation

- 7.1 Criteria used in the selection of an activity leader or instructor will be the same as those used in the selection of any staff member who represents the college to the community.
- 7.2 The salary payment will be on the basis of guidelines established by the Chancellor and approved by the Board.
- 7.2.1 The guidelines will provide for a sliding scale with consideration given to the nature of the community services offering and the expertise and eminence of the individuals employed.
- 7.3 Upon the selection of instructors, the college will submit the appropriate form (ESA or PSA) to the District Business Office for payroll processing.

8.0 Periodic and Annual Reports

- 8.1 It shall be the responsibility of each College President to keep the Chancellor fully informed regarding community services programs and activities.
- 8.2 Any reports to the Board of Trustees regarding community service activities shall be scheduled as needed.

LRCCD

Adm. Regulation Adopted: 7/5/72
Adm. Regulation Revised: 3/20/74; 11/5/80; 5/20/81; 6/6/83; 1/15/85; 1/2/90; 4/19/95
Adm. Regulation Reviewed:
Board Policy: [P-1511](#)