



Property Management

Date: 2/5/02

Section 6.3

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6.3 PROPERTY MANAGEMENT

The superintendent/president shall protect and adequately maintain assets.

6.3.1 Security for District Property [Education Code Sections 81600 et seq.]

The superintendent/president shall:

- A. Provide reasonable security for or to protect property, equipment, information and files from loss or significant damage.
- B. Regulate the appropriate use of college-owned equipment and facilities and employee-owned property used in the performance of official duties.

6.3.2 Claims for Damages [Education Code Section 72502; Government Code Sections 900 et seq., 910 et seq.]

The superintendent/president shall:

- A. Ensure against real and/or personal property claims (including employment related losses) and industrial injuries as provided for in the Memorandum of Coverage between the district and Southern California Schools Risk Management (SCSRM) and Schools Excess Liability Fund (SELF).
- B. Establish regulations for the filing of employee claims, contract claims, and other claims for money or damages.
- C. Claims must be presented according to this policy as a prerequisite to filing suit against the district.
 - 1. Claims by public entities: claims by the state or by a state department or agency or by another public entity.
 - 2. Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage or other expenses and allowances.



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- D. The superintendent/president may reject claims or settle claims in an amount less than \$50,000.

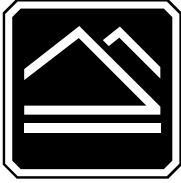
6.3.3 Facilities, Equipment and Disposal [Education Code Section 70902(b)(6), 81542]

The superintendent/president shall:

- A. Acquire, encumber, or dispose of real or personal property, as approved by the Governing Board.
- B. Construct or make major modifications to buildings with Board approval or ratification.
- C. Develop procedures for a continuous program of inspection and maintenance for the upkeep of buildings and equipment that include:
 - 1. Maintaining an inventory of district property and equipment
 - 2. Expediently repairing conditions that threaten the health and safety of the occupants or integrity of the physical plant.

6.3.4 Capital Construction [Education Code Section 81820; Title 5, Section 57150 et seq.]

- A. The superintendent/president is responsible for planning and administrative management of the District's capital outlay and construction program.
- B. District construction projects shall be supervised by the superintendent/president. The district shall monitor the progress of all construction work, including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.
- C. The Board shall approve and submit to the Board of Governors a five-year capital construction plan as required by law. The superintendent/president shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.



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6.3.5 Naming of Facilities

Buildings and facilities shall generally be named in a manner descriptive of their basic functions. Only in very unusual circumstances shall an individual's name be used. However, in case of a unique/extraordinary or significant personal contribution of someone closely associated with the Chaffey Community College District, it will be proper for an individual's name to be bestowed upon a building, a facility, or an event by action of the Governing Board.

6.3.6 Civic Center and Other Facilities Use [Education Code Sections 82537, 82542]

The superintendent/president shall:

- A. Provide for the maximum use of the college facilities by students, employees, citizens, and citizens' groups.
- B. Develop procedures for the use of facilities by community groups that are consistent with the Education Code Civic Center provisions and that provide for the assessment of a user fee when costs are incurred and ensure appropriate supervision and insurance coverage by users.

6.3.7 Computers – Contracts [Section 508, Federal Rehabilitation Act as amended (29 U.S.C. Section 749d); Section 508 Regulations 36 C.F.R. Sections 1194 et seq.; Education Code Sections 81641 et seq., and 81651; Public Contracts Code Section 20651 et seq.]

- A. **Accessibility:** when developing, procuring, maintaining, or using electronic and information technology, district staff shall assure that individuals with disabilities have a comparable access to and use of information data as individuals without disabilities. Comparable access is not required if it can be shown that to do so would impose an undue burden.
- B. The full range of electronic and information technologies, including those used for communication, duplication, computing, storage, and presentation are covered by this requirement. They include computers, software, networks, worldwide web sites, peripherals, and other types of electronic office equipment, including copiers and fax machines.