

Policy Change	<input checked="" type="checkbox"/>	Subject Matter Area Review	<input checked="" type="checkbox"/>
Procedure Change	<input checked="" type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	District Council	<input type="checkbox"/>
New Procedure	<input type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>
		Board 2 nd Reading	<input type="checkbox"/>

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Comments:
CCLC Spring/Fall 2015 Update
Went from Legally Required to
Legally Advised

Referred to:

Edited:
12/16/15

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Policy

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3820 Gifts/Donations to the District

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This new policy is comprised of two former YCCD policies, 3385 and 2820, and is currently under revision.

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The Board of Trustees accepts its responsibility to provide from public funds, to the extent of their availability, the necessary supplies, equipment, and support services for maintenance of comprehensive college programs. The Board recognizes, however, that individuals and organizations in the community may wish to contribute additional supplies, equipment or funds to maintain, enhance or expand opportunities available to college students.

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It is the policy of the Board of Trustees to delegate to the Chancellor and presidents the acceptance or refusal of gifts, donations, bequests and devises made to the District for community college purposes.

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In no case shall acceptance and acknowledgment of a gift be considered an endorsement by the District of a commercial product or business enterprise or institution of learning.

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The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

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The District shall assume no responsibility for appraising the value of gifts made to the District.

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~~Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.~~

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In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of **nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability** ~~race, sex (i.e.,~~

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gender), color, religion, national origin, age, disability, or sexual preference; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

References:

Education Code [1834](#), Education Code Section [72122](#)

Adopted: June 28, 2004

Last Reviewed:

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Administrative Procedure

3820 Gifts/Donations to the District

I. Function

A. Restrictions to be considered in the evaluation of gifts:

1. All gifts of money, including bequests, become District property for administrative purposes, but may not be transferred or used for the benefit of any college other than the original recipient, except with the written approval of the Chancellor. Unrestricted funds, including endowments, may be used by the original recipient for any purpose consistent with Board policy.
2. Gifts of equipment are physical property of a generally permanent nature other than land, buildings, or improvements to either of these. Normally, equipment is any movable item that is nonconsumable and has a useful life of more than one year. Furniture is classified as equipment. In addition to fulfilling requirements of Board policy, equipment must be:
 - a) Of direct or closely related instructional value.
 - b) With full title and ownership transferred to the Yosemite Community College District.
3. The Office of the Chancellor shall have primary responsibility concerning gifts of real property that shall be administered pursuant to direction provided by the Board of Trustees.
4. Gifts of books, art prints, and other library items shall be subject to current policies of college libraries.
5. Gifts of miscellaneous items shall be subject to approval of college presidents or their designees.

- B. All gifts given to the colleges shall become District property subject to Policy **3350 6-8013** relating to control and inventory of fixed assets.

II. Implementation

A. Offices of primary responsibility are the following:

1. For gifts of money, Executive Vice Chancellor.
2. For gifts of equipment, Director of Purchasing.
3. For gifts of real property, Chancellor.

- 1 4. For gifts of books, art prints, and other library items, Dean, Learning Resources (MJC) or
2 Dean, Learning Support Services (CC).
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- 4 5. For miscellaneous gifts, College President.
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6 III. Sequence of Events

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- 8 A. Donor of gift or donor's representative contacts college/district chief administrative officer and
9 supplies necessary information concerning gift.
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- 11 B. Chief administrator:
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 - 13 1. Prepares "Request for Acceptance of Gift" in triplicate
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 - 15 2. Forwards "Request for Acceptance of Gift" to appropriate office of primary responsibility.
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- 17 C. Office of primary responsibility:
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 - 19 1. Reviews "Request for Acceptance of Gift"
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 - 21 2. Investigates transportation, installation, maintenance, insurance, and other cost factors
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 - 23 3. Consults with District Purchasing on specification, cost and delivery time, in order to assist
24 donor
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 - 26 4. If approved, notifies college chief administrator
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 - 28 5. Distributes copies to: College President, Purchasing/Inventory (if equipment), and office of
29 primary responsibility.
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- 31 D. College chief administrator, after receipt of acceptance notification from office of primary
32 responsibility, prepares:
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 - 34 1. Board of Trustees agenda item
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 - 36 2. Letter of acceptance/rejection and sends to donor following Board of Trustees action.
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- 38 E. All gifts of equipment should be delivered to District Receiving, if possible, for proper
39 identification and inclusion in inventory records. If the nature of the gift is such that delivery to
40 another location is deemed necessary, the College President or designee shall be responsible for
41 notifying District Receiving and obtaining proper identification and inventory inclusion.
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- 43 F. The District shall accept/assume no responsibility for appraising for tax purposes the value of
44 gifts made to the District. The acceptance of any gift by the Board of Trustees, Chancellor, or
45 Presidents shall be acknowledged in writing to the donor.
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47 **References:**

48 **Education Code [1834](#) Education Code Section [72122](#)**

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Procedure Last Revised: April 11, 2007

Last Reviewed: