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**Board Policy**  
**Chapter 6 – Business & Fiscal Affairs**

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**BP 6100 DELEGATION OF AUTHORITY, BUSINESS & FISCAL AFFAIRS**

The Board of Trustees delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure: (1) the proper administration of property and contracts; the budget, audit and accounting of funds; (2) the acquisition of supplies, equipment and property; and (3) the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See BP/AR 6340 Bids and Contracts).

The Superintendent/President shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

**References:**

Education Code Sections 70902(d), 81655, and 81656

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**Adopted:**



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**BP 6150 DESIGNATION OF AUTHORIZED SIGNATURES**

Authority to sign orders and other transactions on behalf of the District is delegated to the Superintendent/President and staff appointed by the Superintendent/President. The names of staff appointed by the Superintendent/President shall be submitted to the Board of Trustees for ratification at the Board of Trustees meeting immediately following the appointment.

The authorized signatures shall be filed with the Los Angeles County Office of Education.

**References:**

Education Code Sections 85232 and 85233

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**Adopted:**



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**BP 6200 BUDGET PREPARATION**

The Board of Trustees is responsible for the control of all the funds of the District and accepts responsibility to direct the use of these funds through an annual budget process. The Superintendent/President shall annually present to the Board of Trustees a budget calendar, a tentative budget, and a final adopted budget prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The budgets should indicate beginning balances, estimated revenues, anticipated expenditures, and proposed ending balances and include a narrative summary for the next fiscal year in accordance with state law. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Also see AR 6200 Budget Preparation, BP/AR 3250 Budget Management, BP/AR 6300 Fiscal Management, BP/AR 6305 Reserves, AR 6310 Accounting, and AR 6315 Warrants.

**References:**

Education Code Section 70902(b)(5);  
Title 5 Sections 58300 et seq.;  
ACCJC Accreditation Standard III.D

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**Adopted:** August 7, 2000

**Revised:**

*(Replaces SMC BP 6110)*



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**BP 6250 BUDGET MANAGEMENT**

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with this policy and as provided by law.

The Board of Trustees must approve all budget amendments that increase or decrease the total budget and all budget transfers between major classifications of expenditure. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board. Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies.

Quarterly financial statements shall be submitted to the Board of Trustees to track revenues and expenditures against budget.

The District shall maintain a reserve for cash flow and contingency purposes at a level consistent with the State guidelines so that the unrestricted general fund ending balance is not less than five percent of the District's unrestricted general fund expenditures.

Also see BP/AR 6200 Budget Preparation, AR 3250 Budget Management, BP/AR 6300 Fiscal Management, BP/AR 6305 Reserves, AR 6310 Accounting, and AR 6315 Warrants.

**References:**

Title 5 Sections 58307 and 58308

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**Adopted:** August 7, 2000

**Revised:**

*(Replaces SMC BP 6111)*



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**BP 6300 FISCAL MANAGEMENT**

The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board of Trustees and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

**Revolving Cash**

The Board of Trustees authorizes establishing a revolving cash fund to expedite the purchase of services and/or materials and to accommodate corrections for payroll. The Superintendent/President shall ensure the maintenance of these funds.

Also see BP/AR 6200 Budget Preparation, BP/AR 3250 Budget Management, AR 6300 Fiscal Management, BP/AR 6305 Reserves, AR 6310 Accounting, and AR 6315 Warrants.

## **Debt Issuance**

The Board of Trustees, prior to issuance, must authorize issuance of any of the following debt obligations of the District:

- General obligation bonds (“G.O. Bonds”)
- Bond anticipation notes (“BANs”)
- Lease-purchase agreements (“Leases”)
- Certificates of participation (“COP”)
- Tax and revenue anticipation notes (“TRANS”)
- Other issuance that constitutes debt under the California constitution

**Compliance with State and Federal Law** – The District shall maintain strict compliance at all times with State and Federal law applicable to its debt instruments.

**Post Closing** – The District shall take such actions and maintain such records regarding the District’s debt issues as may be required pursuant to the Tax Code and pertinent regulations, including, without limitation, information required to calculate arbitrage rebate due to the Department of the Treasury, and to ensure compliance with the District’s continuing disclosure obligations incurred pursuant to Rule 15c2-12 of the Securities and Exchange Commission.

**Student Government Funds** (See BP/AR 5420 Associated Students Finance for details)

The Board of Trustees in its supervisory role over the receipts and expenditures of the student government organizations shall direct the Superintendent/President to assure proper handling of these funds in accordance with the California Education Code.

## **References:**

Education Code Section 84040(c);  
Title 5 Section 58311;  
ACCJC Accreditation Standard III.D;  
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.

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**Adopted:** August 7, 2000 (for BP 6112, BP 6113, and BP 6116)

**Revised:** April 7, 2015 (for BP 6116); \_\_\_\_\_

*(Replaces SMC BP 6112, BP 6113, and BP 6116)*



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**BP 6320 INVESTMENTS**

All funds of the Santa Monica Community College District, which are not required for the immediate needs of the District, are invested in accordance with California Government Code Sections 53600 et seq.

The investments of the District shall be made in accordance with the following objectives:

1. The investment program must consider the safety of invested funds, minimize risk, and regard the preservation of principle as of primary importance;
2. The investment program must provide liquidity and remain sufficiently flexible to meet cash flow requirements.
3. Transactions should be avoided that might impair public confidence.

The Superintendent/President is responsible for ensuring that the funds of the District are invested if they are not required for the immediate needs of the District. The Superintendent/President shall ensure that administrative regulations are developed and internal controls are established to ensure that all investments meet the stated objectives.

**References:**

Government Code Sections 53600 et seq.

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**Adopted:** August 7, 2000

**Revised:** May 4, 2009; \_\_\_\_\_

*(Replaces SMC BP 6115)*



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**BP 6330 PURCHASING**

The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.

Also see AR 6330 Purchasing, BP/AR 6340 Bids and Contracts, AR 6350 Contracts – Construction, AR 6360 Contracts – Electronic Systems and Materials, AR 6365 Contracts – Accessibility of Information Technology, AR 6370 Contracts – Personal Services, and AR 6380 Vendors.

**References:**

Education Code Sections 81656 and 88003.1;  
Public Contract Code Sections 20650-20660

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**Adopted:** August 7, 2000

**Revised:** June 2, 2009; \_\_\_\_\_

*(Replaces SMC BP 6250)*





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**BP 6340      BIDS AND CONTRACTS**

The Board of Trustees delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative regulations for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

**Business Diversity and Local Providers**

The Santa Monica Community College District is committed to increasing the participation of minority-owned business enterprises (MBE), women-owned business enterprises (WBE), Veteran-owned business enterprises, and local providers in the procurement activities of the college.

Also see BP/AR 6330 Purchasing, AR 6340 Bids and Contracts, AR 6350 Contracts – Construction, AR 6360 Contracts – Electronic Systems and Materials, AR 6365 Contracts – Accessibility of Information Technology, AR 6370 Contracts – Personal Services, and AR 6380 Vendors.

**References:**

Education Code Sections 71028, 81641 et seq., 81655, and 81656;  
Public Contract Code Sections 20650 et seq. and 10115;  
Government Code Section 53060;  
ACCJC Accreditation Standard III.D.16;  
2 Code of Federal Regulations Part 200.318

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**Adopted:** June 5, 2000 (for BP 6340); August 7, 2000 (for BP 6260);  
September 7, 2008 (for BP 6255)

**Revised:**

*(Replaces SMC BP 6255, BP 6260, and BP 6340)*



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**BP 6400 FINANCIAL AUDITS**

There shall be an annual outside audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5. The annual audit shall be made by an independent certified public accountant approved by the Board of Trustees. The audit examination shall be in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control.

The Superintendent/President shall assure that an annual outside audit is completed. The Superintendent/President shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit. The Board of Trustees shall determine the need for rotating the certified public accountant to perform the audit examination.

**References:**

Education Code Section 84040(b);  
ACCJC Accreditation Standard III.D.7

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**Adopted:** August 7, 2000

**Revised:**

*(Replaces SMC BP 6114)*



**BP 6450**

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**BP 6450 WIRELESS OR CELLULAR TELEPHONE USE**

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

There shall be no expectation of privacy in the use of a District-issued cellular telephone.

**References:**

Vehicle Code Sections 12810.3, 23123, and 23124;  
26 U.S. Code Sections 274(d)(4) and 280F(d)(4)

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**Adopted:**



**BP 6500**

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**BP 6500      PROPERTY MANAGEMENT**

The Superintendent/President is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board of Trustees itself.

The Superintendent/President shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.

**References:**

Education Code Sections 81300 et seq.

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**Adopted:**



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**BP 6520 CONTROL AND SECURITY FOR DISTRICT PROPERTY**

The Superintendent/President shall establish administrative regulations necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

Also see BP/AR 3501 Campus Security, Access and BP/AR 6540 Insurance, and AR 6520 Control and Security for District Property.

**References:**

Education Code Sections 81600 et seq.;  
ACCJC Accreditation Standard III.B.1

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**Adopted:** August 7, 2000 (for BP 6221, BP 6224, BP 6410, BP 6411, BP 6420, BP 6425, and BP 6430)

**Revised:**

*(Replaces SMC BP 6221, BP 6224, BP 6410, BP 6411, BP 6420, BP 6425, and BP 6430)*



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**BP 6540      INSURANCE**

The Superintendent/President shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/her office or employment. The Superintendent/President may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

Also see BP 2735 Board Member Travel, BP/AR 3810 Claims Against the District, BP/AR 4300 Field Trips and Excursions, BP/AR 5700 Intercollegiate Athletics, BP/AR 6800 Occupational Safety, AR 7343 Industrial Accident and Illness Leave, and BP/AR 7400 Employee Travel.

**References:**

Education Code Sections 70902, 72502, 72506, and 81601 et seq.

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**Adopted:** May 1, 2000 (for BP 1350) and August 7, 2000 (for BP 6215)

**Revised:**

*(Replaces SMC BP 1350 and BP 6215)*



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**BP 6550 DISPOSAL OF PROPERTY**

The Board of Trustees shall authorize the disposal of surplus or obsolete supplies and equipment, which are no longer suitable for District purposes and authorize the Superintendent/President to dispose of such supplies and equipment in conformance with the law and District administrative regulations.

All sales of surplus property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

**References:**

Education Code Sections 70902(b)(6), 81360 et seq., and 81450 et seq.

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**Adopted:** August 7, 2000

**Revised:**

*(Replaces SMC BP 6225)*





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**BP 6600 CAPITAL CONSTRUCTION**

The Superintendent/President is responsible for planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the Superintendent/President. The Superintendent/President or designee 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. The Executive Vice-President or designee shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board of Trustees 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.

Also see BP 6340 Bids and Contracts as well as BP 6500 Property Management.

**References:**

Education Code Sections 81005 and 81820;  
Title 5 Sections 57150 et seq.

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**Adopted:** June 5, 2000 (for BP 6321 and BP 6335) and August 7, 2000 (for BP 6330)

**Revised:** August 7, 2012 (for BP 6335)

*(Replaces SMC BP 6321, BP 6330, and BP 6335)*



**BP 6620**

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**BP 6620 NAMING OF FACILITIES**

The Board of Trustees retains authority for naming all District-owned facilities and properties.

Each proposal for naming a District facility or property shall be considered on its own merits. No commitment for naming shall be made prior to Board approval of the proposed name.

The Superintendent/President shall develop procedures to support this policy including naming recommendations submitted by the District's Auxiliary/Foundation Organizations.

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**Adopted:** August 7, 2000

**Revised:** February 22, 2008; \_\_\_\_\_

*(Replaces SMC BP 6350)*



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**BP 6700      CIVIC CENTER AND OTHER FACILITIES USE**

The Superintendent/President shall establish regulations regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.

The administrative regulation shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The administrative regulation shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside." (Education Code Section 82537(a)) In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

**References:**

Education Code Sections 82537 and 82542;  
Title 5 Sections 59601 et seq.

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**Adopted:** August 7, 2000 (for BP 6310 and BP 6311)

**Revised:**

*(Replaces SMC BP 6310 and BP 6311)*



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**BP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE**

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Board of Trustees shall authorize the Superintendent/President to establish a Citizens' Bond Oversight Committee in accordance with the applicable law and necessary regulations.

The purpose of the Citizens' Bond Oversight Committee is:

- To inform the public about the expenditures of bond revenues
- To review and report on the proper expenditure of taxpayers' money for construction
- To advise the public as to the District's compliance with the Proposition 39 requirements as defined in the California Constitution
- Review efforts by the District to maximize bond revenues by implementing cost-saving measures

**References:**

Education Code Sections 15278, 15280, and 15282;

Government Code Sections 54950-54962;

California Constitution Article XIII A Section 1(b), Article XVI Section 18 (b)

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**Adopted:** December 1, 2003

**Revised:**

*(Replaces SMC BP 1264)*



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**BP 6750      PARKING**

The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with these board policies. (See BP 5030 Fees)

For specifics regarding parking fees, see BP/AR 5030 Fees.

**References:**

Education Code Section 76360;  
Vehicle Code Section 21113

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**Adopted:**



BP 6775

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**BP 6775      BICYCLES, MOTORCYCLES, MOPEDS, ROLLER SKATES, ROLLER BLADES,  
SKATEBOARDS, SCOOTERS, AND OTHER HUMAN TRANSPORTERS**

The Board of Trustees delegates to the Superintendent/President the authority to regulate the use of bicycles, skateboards, roller skates, roller blades, scooters, and other similar devices on District property to ensure the safety of those on campus and the orderly operation of the college.

Santa Monica College's Police Department is exempt from this policy.

Also see BP/AR 6750 Parking.

**References:**

No specific references

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**Adopted:** August 7, 2000

**Revised:** November 15, 2004; \_\_\_\_\_

*(Replaces SMC BP 2460)*



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**BP 6900      BOOKSTORE**

The Superintendent/President shall establish an administrative regulation to ensure that the District's bookstore will maintain provisions for the following:

- Sales
- Refunds
- Returns
- Book Buy Back
- Acceptance of checks and credit cards as legal tender
- Lost and stolen books

The College bookstore shall comply with the requirements of the Reader Privacy Act.

Fiscal management of any bookstore shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be performed.

**References:**

Education Code Section 81676;  
Civil Code Section 1798.90

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**Adopted:** August 7, 2000

**Revised:**

*(Replaces SMC BP 6270)*



**BP 6905**

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**BP 6905      FOOD SERVICES**

The District will provide food services facilities to faculty, staff, and students by authorizing the administration to contract with independent vendors to provide such services.

Reference: AR 6905

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**Adopted: August 7, 2000**

**Revised:**

*(Replaces SMC BP 6265)*





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**BP 6950 DRUG AND ALCOHOL TESTING (U.S.DEPARTMENT OF TRANSPORTATION)**

The District is committed to establishing and maintaining an alcohol and drug testing program to help prevent accidents and injuries resulting from the misuse of alcohol and use of controlled substances by any of the District's employees employed in classifications where such employees are required to possess a commercial driver's license.

This policy is implemented pursuant to and in compliance with requirements of the Federal Omnibus Transportation Employee Testing Act of 1991. The District shall adhere to all federal regulations adopted to enforce the Omnibus Transportation Employee Testing Act of 1991.

Any covered employee who violates the provisions of this policy, as more specifically set forth in Administrative Regulation 6950 Drug and Alcohol Testing (U.S. Department of Transportation) may be subject to discipline, up to and including dismissal in accordance with applicable Education Code provisions and provisions of any applicable collective bargaining agreement.

**References:**

- 49 Code of Federal-Regulations § 382 Parts 40 et seq.;
- 49 Code of Federal-Regulations § Parts 382 et seq.

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**Adopted:** July 9, 2001

**Revised:**

*(Replaces SMC BP 3112)*



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**BP 6960 SUSTAINABILITY/ENVIRONMENTAL RESPONSIBILITY**

The Board of Trustees will utilize Santa Monica College’s adopted “Guidelines for Implementation of the California Environmental Quality Act (CEQA)” when contemplating proposed activities that may have potential significant environmental effects. These Guidelines are consistent with and authorized by the California Environmental Quality Act (Public Resources Code Sections 21000 et seq.).

**Zero Waste Events**

The Board of Trustees recognizes and affirms the economic and environmental benefit of Zero Waste Practices in diverting food waste from landfill. Zero Waste includes recycling but goes beyond recycling by taking a whole system approach to the vast flow of resources and waste through human society. Zero Waste maximizes recycling, minimizes waste, reduces consumption, and ensures that products are made to be reused, repaired or recycled back into nature or the marketplace. Industry standard for Zero Waste is 90 percent diversion of waste, allowing for minor waste generation at events.

In support of Santa Monica College’s institutional commitment to sustainability, Zero Waste practices will be integrated into all college events where food and related materials are present.

**References:**

Public Resources Code Sections 21000 et seq.;  
Title 5 Sections 57050-57060

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**Adopted:** January 14, 2002 (for BP 6360) and  
January 12, 2010 (for BP 2480)

**Revised:**

*(Replaces SMC BP 2480 and BP 6360)*