

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of September 27, 2011**

**ITEM # 32**

**ITEM TITLE:**

IT Staff Memberships to the Project Management Institute (PMI).

**SPECIFIC BOARD ACTION REQUESTED:**

Consider Approval of IT Staff Memberships to the Project Management Institute (PMI).

**ITEM SUMMARY:**

Membership to the Project Management Institute (PMI) will help IT staff to obtained knowledge for the implementation of project management techniques to improve IT processes.

The following staff has been identified to join PMI: Kyu Lee, Jonathan Olkowski and Silvia Cortez. Annual membership fees will not exceed \$700, which includes membership to PMI and the local chapter. The membership is held in the individuals' names, and cannot be held in Peralta's name. Thus, Board approval is required per Object Code Guidelines when using object code 5301 (Dues and Memberships): "Membership in the name of individual employees must have board approval."

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

Unrestricted General Funds

**BACKGROUND/ANALYSIS:**

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION:**

YES \_\_\_\_\_ NO \_\_\_\_\_

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

Ronald Gerhard, Vice Chancellor for Finance and Administration

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

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**DOCUMENT PREPARED BY:**

Prepared by: Tony Tortorice Date: 19 SEP 11  
Tony Tortorice, Chief Administrative Officer

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Ron Gerhard, electronically by re Date: 9/19/11  
Ronald Gerhard, Vice Chancellor for Finance and Administration

**FINANCE DEPARTMENT REVIEW**

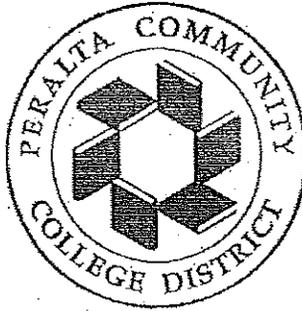
Finance review required       Finance review *not* required  
If Finance review is required, determination is:       Approved       Not Approved  
If not approved, please give reason: \_\_\_\_\_  
Signature: Ron Gerhard, electronically by re Date: 9/19/11  
Ron Gerhard, Chief Financial Officer

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required       Legal review *not* required  
If Legal review is required, determination is:       Approved       Not Approved  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda       Not Approved, but Place on Agenda  
Signature: Wise E. Allen Date: 9/20/11  
Wise E. Allen, Chancellor



## OBJECT CODE GUIDELINES

Revised: 11/31/2010

### **Purpose:**

The purpose of this document is to provide general guidance to users on appropriate object code use for the procurement of goods or services. These guidelines apply to all district funds and are intended to cover most common purchases. It is not intended to be an all-inclusive. Additionally, this is a dynamic document to be updated, revised and reviewed continuously. Please forward all comments, recommendations and suggestions to the Finance Department.

### **4000 – BOOKS, SUPPLIES AND SOFTWARE**

#### **4101 – Classroom Books**

Classroom instructional textbooks designed and intended for use by students and instructors. Titles and ISBNs must be listed separately on requisition.  
Examples: Printed textbooks, manuals, and instructor editions.

#### **4103 – Office Professional Reference/Dictionary**

Informational reference books designed and intended for use by faculty and staff. Titles and ISBNs must be listed separately on requisition.  
Examples: Legal reference books, state reporting books, and other instructional books not directly used in the classroom.

#### **4301 – Instructional Classroom Materials**

Classroom instructional materials may be printed or appear in some other form and may consist of technology-based materials and other educational materials. The cost includes all consumable materials.

#### **4303 – Subs Periodicals - Other**

Individual prints or annual subscriptions of newspapers, magazines and other print and non-print (electronic) periodicals used in connection with district business. Titles and term dates of the subscription must be included on the requisition.

**5106 – Events/programs – Outside Product**

General services for administrative or instructional purposes provided by an outside vendor not already described under another object code. Contract required.

Examples: Outside printing, document shredding, and towing.

**5107 – Election Cost**

Expenditures charged by the County Registrar of Voters for election costs associated with the election of District Board of Trustee members.

**5108 – Liability Insurance Claims**

Expenses for claims against district self-insurance. Restricted for district use.

Examples: Worker's Compensation claims and other self-insured claims.

**5202 – Travel Non-Local**

Conference, related travel, meal, and refreshment expenses for district employees. Department must include the Board Approval date on the requisition for the following reasons: conferences which are out-of-state and/or with expenses greater than \$500, refreshments and meals greater than \$500. Requisitions for meals must include the employee name, purpose of the meeting, and location of the meeting.

Examples: Conferences, refreshments for department meetings, and air flights.

**5203 – Travel Local**

Mileage expenses incurred with personal vehicle while district employees are on district business. Must be on the approved driver's list to be eligible for reimbursement.

Examples: Mileage to district meetings, off-site meetings, and site-to-site visits.

**5301 – Dues and Memberships**

Expenditures include fees for district membership in any authorized society, association, or organization and for membership fees of the governing board, its members, or its employees who are required to join a society, association, or organization because of their position or employment responsibilities. Memberships in the name of individual employees must have board approval.

Examples: Institutional and individual memberships.

**5402 – Property Insurance**

Insurance coverage for claims to district property due to fire, smoke and soot. Restricted for district use.

Examples: Arson, accidental, and brush fire insurance.

**5405 – Liability Insurance**

Insurance coverage for claims caused by district actions, errors, or omissions. Restricted for district use.

Examples: General and professional liability insurance.