Business Office

2025 Spring Training

February 26, 2025

Welcome

- Please remain on mute; there will be Question & Answer sessions

- Use the chat feature to ask questions

- 10-minute break

- Submit Evaluation Form to BusAdmin-Assistant@redwoods.edu

Datatel Tips

- The "wildcard" - an ellipsis (…) is for more than just adding to the end of your search
  - It can be used at the beginning, middle, end and more than once in your search.
    - Example: 11006…4020…5… will pull up all expense object codes for your department
  - You can use many combinations of ellipses to find what you are looking for.

- In some areas of Datatel, use the '=' sign when creating new descriptions for codes, etc. to retain capitalization, etc.

- Shift + 2 = @ will recall the last GL code, student ID number, vendor, etc. that was looked up.

- Use F2 to drill in.
- F8 to cancel.
- F9 to save.

- If you cannot delete something from a field:
  - Click on the line number to delete.
  - Press Ctrl + Alt + D to delete.

- You can download many reports and various other information to Excel to review.

CR COLLEGE OF THE REDWOODS

Signatures/Approval Thresholds

- **$0 to $11,480**
  - Deans, Directors, and Cost Center Managers

- **$11,481 to $57,400**
  - Senior Staff

- **$57,401 to $459,200**
  - VP of Administrative Services or the President

- **$459,201 and greater**
  - The President

**Please note, for all submissions the requester cannot also be the approver.

**Reference: BP 6150 / AP 6150

Signatures/Approvals for Business Office Paperwork

Senior Staff refers to the President and the Vice Presidents only; this includes the following four individuals who currently serve as Senior Staff for College of the Redwoods:

Dr. Keith Flamer	President
Dr. Crystal Morse	Vice President of Instruction & Student Development
Julia Morrison	Vice President Administrative Services
Alia Dunphy	Associate Vice President of Human Resources

Example signature/approval hierarchy with 3 managers reporting through each other and then to a VP:

Employee A (a Manager/Assistant Director) reports to Employee B (a Manager/Director) who reports to Employee C (a Manager/Director) who then reports to Senior Staff D (Senior Staff/VP). When Employee A needs to fill out travel paperwork, have requisitions approved, etc. they have their Manager/Director (Employee B) sign/approve as their Manager and finally their VP signs as the Senior Staff. This scenario leave Employee C completely out of the equation.

Fiscal Year-End

2024/2025 ➡ **2025/2026**

Budget Codes/GL Codes/Line Items

- Every financial transaction that we make must be linked to the appropriate budget code to ensure proper booking.

- A budget code is broken out into 5 sections, each section is its own category.

Budget Code Breakdown

11006 Subfund

- Set by College and determines the funding source such as District or Restricted Program

4020 Cost Center

- Set by College and determines the department

008 Program

- Set by College and additional description of department area

0956 Activity

- Set by Chancellor's Office and determines the purpose of the expenditure

54300 Object

- Set by the Chancellor's Office and determines the type of expense

Breakdown of a Subfund

1	10	06
	11006	

Entity	Fund	Subfund
1	110	11006

Entity

1 – District
2 – Foundation

Fund

110 - GF Unrestricted

Subfund

11000-11009 - GF Unrestricted

11010-11079 - GF Restricted

2xxxx - Foundation

Object Codes

4xxxx	Revenue
51xxx	Instruction Salary
52xxx	Non Instruction Salary
53xxx	Employee Benefits
54xxx	Supplies/Materials
55xxx	Operating Expenses/Services
56xxx	Capital Outlay
57xxx	Other Outgoing

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Chart Of Accounts

- The Chart of Accounts is located on the Business Office webpage under Business Office Forms. An updated Chart of Accounts is uploaded every month to this page.

- The Chart of Accounts can be used to help figure out the correct GL coding for purchases.

Budget Reports

- **ACBL** – Check account available balance, allocated budget, actual expenses & details, and encumbrances.

- **AHST** – Check multiple year's available balance, allocated budget, actual expenses & details, and encumbrances.

- **GLSA** – Snapshot of the budget, showing revenue, expenses, encumbrances, and available budget. Good to use for budget transfers and a quick overall view.

- **GLTB** – Breakdown of the budget – showing details of each line item for revenues and expenses. Can be exported to excel. Good to use for billing purposes.

ECBR – Payroll Detail Report

- An ECBR Report is a detail of payroll costs broken down by salary and benefits.

- It can be used to assist with budgeting and tracking payroll costs. Reviewing individual salary codes in Datatel does not provide detail of which employees make up the totals. An ECBR report can provide you with that detail.

- An ECBR can be requested by:
  - Funding Source
  - Employee

Once you receive your report, you can sort for your

fldDate	fldReferenc	fldEmployee	dEmployeeN	clcAcctSegm	t			clcObject	clcEarnings	clcSTRS	clcPERS	clcFICA	clcH&W	clcSUI	clcWC	clcTotalBenefits	clcTotalCost
31-Jul-18	REG			11000	6051	0	6720	52120	$1,141.24	$0.00	$206.13	$87.31	$1,670.32	$2.74	$13.47	$1,979.97	$3,121.21
31-Jul-18	REG			11000	6051	0	6720	52120	$3,395.60	$0.00	$613.31	$259.77	$1,700.88	$8.15	$40.07	$2,622.18	$6,017.78
31-Jul-18	REG			11000	6051	0	6720	52110	$7,677.21	$0.00	$1,386.66	$570.16	$1,715.02	$17.89	$90.59	$3,780.32	$11,457.53
31-Jul-18	REG			11000	6051	0	6720	52111	$3,150.75	$0.00	$569.09	$241.04	$1,708.40	$7.56	$37.18	$2,563.27	$5,714.02

Budget Planning for 2025/2026

- Please make an appointment by emailing budget@redwoods.edu for assistance in planning your budget for 2025/2026.

- When planning your new fiscal year budget, it is helpful to use your previous fiscal year budget/actuals as a guide.

- You can request the budget form from budget@redwoods.edu to assist with creating your budget.

Loading the Budget

- Once budgets are loaded, remaining available fund balances will be loaded in contingency accounts (GL codes ending in -57990).

- **<u>Do not attempt to pay expenses from object code 57990</u>**, this object is for budget only, not actuals.

- Move funds from contingency to the appropriate GL expense code.

- You can move funds by doing a budget transfer.

Loading the Budget

- The Business Office attempts to load the budget as soon as possible at the beginning of the fiscal year.

- Submit your department's budget to budget@redwoods.edu

Budget Submitted By	Budget Loaded By
June 23, 2025	July 1, 2025
July 21, 2025	July 29, 2025

Year End

- Monitor your budgets to make sure that you do not exceed what has been allocated.

- Review budgets regularly to ensure that salaries and benefits are coded correctly. If something looks incorrect, please request an ECBR by emailing budget@redwoods.edu.

- Get all expenditures posted for 2024/2025 as soon as possible.

- Complete final adjustments to programs in July.

- All GL accounts will be closed in August.

Questions?
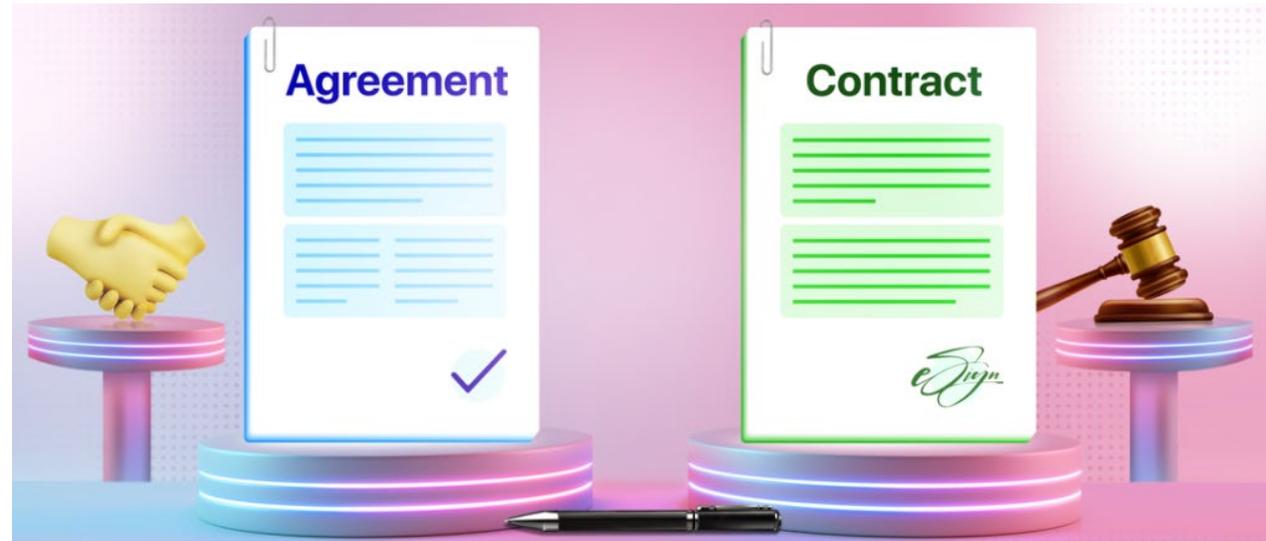
Contracts

When is a Contract Required?

- Contracts are required for:

  - Services > $1,000
  - Goods > $114,800
    - This amount is updated each year in January.

Types of Contracts

- **Services Agreement for Service Providers**
  - District is hiring an outside entity to provide specific professional services.
- **CUPCCAA Contracts**
  - This contract is specifically for construction or public works projects.

What is a public works project?

Construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds.

Contract Terms

- Continuing contracts for work or **services** furnished to the District are not to exceed **five** years.

- Contracts for **goods** (materials and supplies) are not to exceed **three** years.

Insurance Requirements

- At a minimum **professional liability** insurance is required for:
  - Service Providers
  - Engineers
  - Architects
  - Other licensed professionals

- College of the Redwoods must be listed as "Additional Insured" on the Certificate of Insurance.

- If performing repairs or services on District property, the vendor must provide proof of the following:
  - Commercial
  - Auto and
  - Workers Compensation Insurance

NOTE: A business license is required for an independent contractor/sole proprietor.

Reminders

- Contracts are not enforceable until ratified by the Board of Trustees.

- Email contracts to: contracts@redwoods.edu

- Approval Limits:
  - Cost Center Managers < $11,480.
  - The VP of Instruction and Student Development, AVP of Human Resources < $57,400.
  - The VP, Administrative Services < $459,200.
  - The President has no limit.

  These amounts change annually in January.

PURCHASING GOODS AND SERVICES

Purchasing

Purchasing - Reminders

- Use the most recent versions of these forms:

  - Re-encumber
  - Dis-encumber
  - Vendor Application

Purchasing - Reminders

- Enter the AP Type in the REQM screen
    - For a District purchase – REG
    - For a Foundation purchase – FND
- Shipping vs. Shipping & Handling
    - Shipping – Not Taxed
    - Shipping & Handling – Taxed
- Mark Requisition Done – YES
- GL codes ending with **_56xxx_** must have the **_Director, Administrative Services_** as the final approver in Datatel.

Purchasing - Reminders

- If you enter the requisition, you must have a separate approver on your requisition. You cannot enter it and approve it.

- Send back-up documentation ex: quote, contract, or invoice to purchasing@redwoods.edu to process the requisition and have it turned into a PO/BPO.

- Use the Printed Comments section and remember to use the tilde sign ~ before and after ~ to ensure the comments print on the PO or BPO.

Purchasing – Reminders & New Processes

- **Amazon Business Account**
    - Amazon purchases should be done with a BPO.
    - District staff should not purchase items with a Cal Card.
    - Facilities & Maintenance approval of furniture-related purchases.

- **Staples Advantage Account**
    - The District has a Business Account with Staples.
    - Staples purchases should be done with a BPO.
    - District staff should be utilizing this account and avoid purchasing items on Staples.com with a Cal Card.

- **CDW-G is our primary vendor for technology**
    - Quotes should be requested from the IT department via the ticket system.

- ❖ Departments will continue to place their own orders after they receive their PO/BPO, except for Technology purchases.

Purchasing

Technology Purchases

- All technology purchases must start with the IT Department. This includes hardware, software, Licenses and Services.

- For SaaS (Software as a Service) Departments are required to bring IT into the planning phase to ensure compliance.

Purchasing

Please note that the approval limits on the following slide pertain to approving and/or signing for the following:

- **Requisitions**

- **Contracts**

- **Re-Encumbers**

Purchasing

- **Approval Limits (AP 6150):**

  - Deans, Directors, and Cost Center Managers have an approval limit **up to $11,480**.
  - The VP of Instruction and Student Development, AVP of Human Resources have an approval limit **up to $57,400.**
  - The VP, Administrative Services has an approval limit **up to $459,200**.
  - The **President has no limit.**
  - GL codes ending with ***56xxx*** must have the ***Director, Administrative Services*** as the final approver in Datatel.

Purchasing - Fiscal Year Transition

- Important Dates for **General Fund**

  ## April 22, 2025
  - last day to create a requisition

  ## April 29, 2025
  - last day purchase orders and blanket purchase orders will be created

Purchasing - Fiscal Year Transition

- Important Dates for **Grants and Categorical Programs**

May 20, 2025

- last day to create a requisition

May 27, 2025

- last day purchase orders and blanket purchase orders will be created

Purchasing - Fiscal Year 2026

- June 2025

- Continue to close Fiscal Year 2024/2025 purchase orders and blanket purchase orders

- Prepare for 2025/2026 requisitions with departments

Purchasing - Fiscal Year 2026

- Important Dates

  - When can departments create requisitions for FY 2025/2026?
    - Monday, June 2, 2025

  - Requisitions for 2025/2026 date must be dated **07/01/2025**

Purchasing - Fiscal Year Transition

- **Check your e-mail!**
  - Departments will receive an e-mail listing all open purchase orders and blanket purchase orders on Monday, April 14, 2025.

  - Respond to purchasing@redwoods.edu **and** accounts-payable@redwoods.edu which purchase orders and/or blanket purchase orders can be closed.

  - In your email please specify the:
    - Purchase order number
    - Vendor name

Questions?

Travel

AP7400

Reminders, Updates, and Fiscal Year Transition

Travel Program Updates

- ACBL must be attached with the Travel Advance/Travel Expense Request.

- ACBL must be attached with the Local Mileage Reimbursement Request.

- Per Diem Rates recently increased.

- Travel Forms for 2025/2026 will be posted on the Business Office website by June 3rd.

- Email all travel-related forms to travel@redwoods.edu.

Travel Program - Reminders

- Forms and Resources can be found on the Business Office Webpage
  https://www.redwoods.edu/fs/forms-resources/_business-office/

- **Please use the most recent forms**

- Travel Request Authorization

- TAR – Travel Advance Request (Optional, unless requesting meal advance)

- TER – Travel Expense Request (Post-Travel) Required – Must be completed within 14 days following the trip end date.

Travel Program - Reminders

- Each employee must fill out travel documents

- Travel Insurance is not an allowable expense

- Meals while traveling can not be paid with a Cal Card

- Mileage reimbursement rate for 2025

  - $0.70 per mile

- Utilize the Hotel/Motel Transient Occupancy Tax Waiver

Permanent Employees
Requirements for Driving – Reminders

- Automobile Use Permission Form

- In-District Travel Authorization (covers the Fiscal Year)

- Complete Defensive Driving Training (DDT)

  - Assigned by Human Resources

Travel Program - Fiscal Year Transition

- Employees traveling during Fiscal Year Transition - paperwork deadline is **July 3, 2024.**

- Utilize travel advance funds:

  - Cal Cards will be turned off on Wednesday, May 21, 2025.

  - Chevron fuel cards should not be used June 23 – 30, 2025.

  - Utilize the authorization form from hotels to charge Cal Card in advance.

Travel Program

Fiscal Year 2025/2026

- Required Forms:

    ❑ In-District Travel Request Authorization Form

    ❑ Auto Use Permission Form

- Updated Forms will be available on the website by June 3rd

- Submit on or before June 30, 2025 to travel@redwoods.edu

Questions?

Back in 10 minutes

Non-Permanent Employee Driving Request Requirements

- Students

- Temporary Employees

- Volunteers
    - Now required to have fingerprints completed
    - Consult HR prior to beginning driving paperwork

Approval Packet Requirements

- Copy of Driver's License

- Certified Copy of DMV Record – current or within the semester

- Copy of Proof of Insurance – if close to expiring please send updated one once available

- Auto Use Permission Form

- Volunteer Form (not applicable to temporary employees)

- Protocols for driving District vehicles

- Defensive Driving Training (DDT)

Process

- Once the items on the previous slide are collected and processed for signature, please submit to BusAdmin-Assistant@redwoods.edu.

- Executive Assistant to VP, Administrative Services (EA) will review for completeness and request VP, Administrative Services approval.

- Once approved EA will ask Human Resources to assign Defensive Driver Training (DDT).

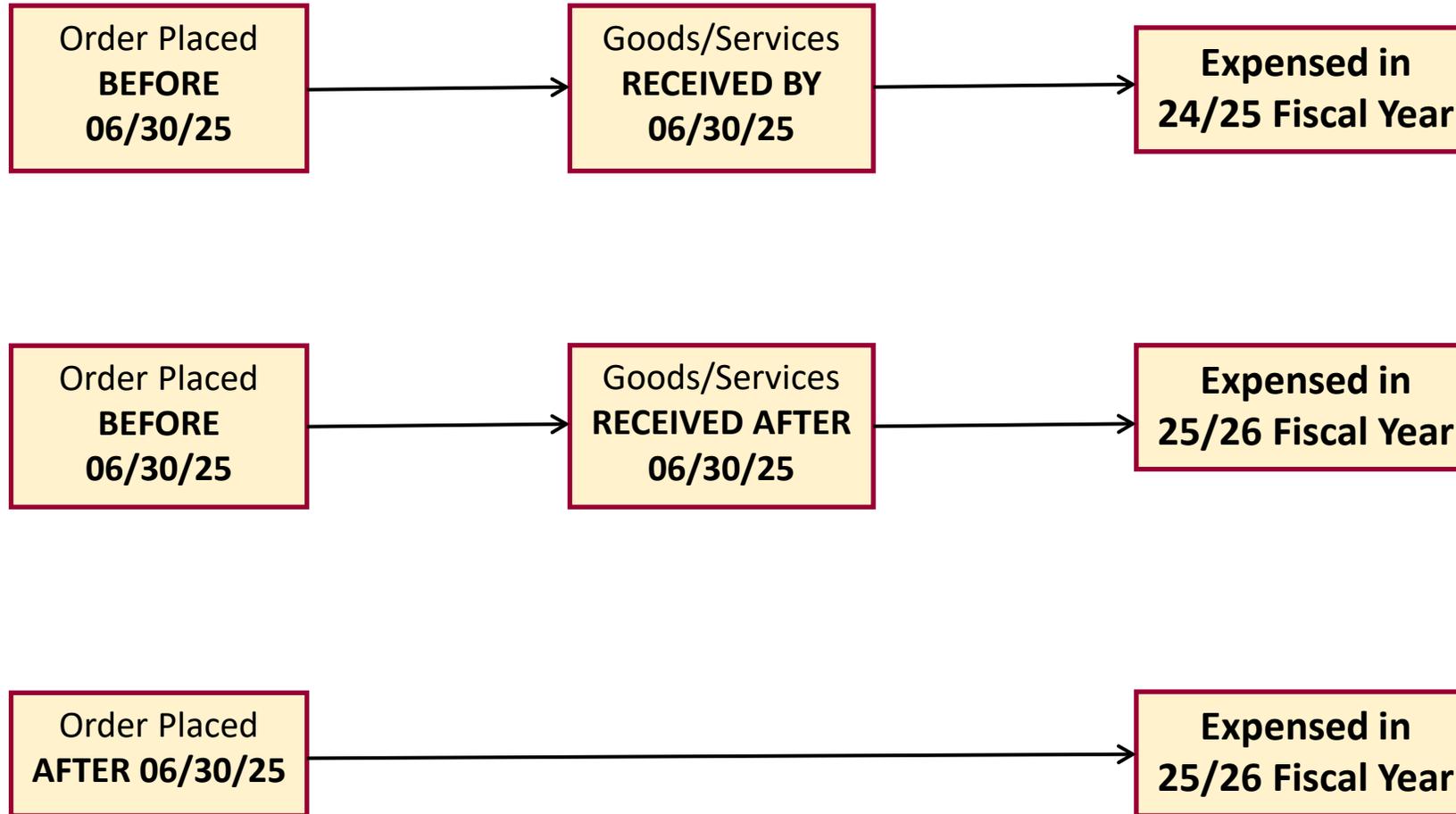- Once DDT is complete, EA will send approval letter to requestor.

Questions?

Delivery & Expense Dates

Order Placed **BEFORE** 06/30/25 → Goods/Services **RECEIVED BY** 06/30/25 → **Expensed in 24/25 Fiscal Year**

Order Placed **BEFORE** 06/30/25 → Goods/Services **RECEIVED AFTER** 06/30/25 → **Expensed in 25/26 Fiscal Year**

Order Placed **AFTER 06/30/25** → **Expensed in 25/26 Fiscal Year**

Fiscal Year 2024/2025 Invoices
Due June 23, 2025

- Recurring Monthly Payments

- Supply Account Invoices

- Service Invoices

- Delivered Orders

Close 2024/2025 Blanket Purchase Orders

Email both purchasing@redwoods.edu and accounts-payable@redwoods.edu

Benefits of Closing Blanket Purchase Orders

- Free up encumbered funds
- Assists in year-end closing process

COLLEGE OF THE REDWOODS

2025/2026 Requisitions

Entry can begin on June 2, 2025

Must be dated July 1, 2025

▶ **Recurring Monthly Expenses**

▶ **Time Sensitive Payments**

▶ **Charge Accounts**

▶ **Rents / Utilities / Services**

Revolving Cash Request Process

- Revolving Cash Requests are employee reimbursements for out-of-pocket expenditures
- Submit as soon as possible
  - *When you submit could affect the fiscal year it is paid out of*
- Submit Revolving Cash Requests to accounts-payable@redwoods.edu
- Requests must be signed by all parties and must be accompanied by
    - Revolving Cash Request Detail Form
    - Original receipt(s)
    - GL codes
    - Proof of Availability of Budget
      - Submit a screen shot of ACBL

Revolving Cash Request Process

Revolving Cash – Fiscal Year Transition

Last day to submit Revolving Cash Requests
to the Business Office

**Thursday
June 26, 2025**

CR COLLEGE OF THE REDWOODS

Cal Cards

&

Sales Tax

Cal Cards - Reminders

- Move budget to cover your expenses; **BEFORE** <u>submitting your reconciliation</u>.

- If you are using someone else's GL code on your reconciliation; approval is needed as backup.

- Include both the credit card transaction receipt and a **detailed receipt**, even if they are hand-written by the establishment you are purchasing from.

- Review the reconciliation before submitting for signature processing.
  - Check that the charge amounts on the statement are listed correctly and in order on the reconciliation and match the receipts.
  - Ensure that you have all receipts.
  - Enter a description for each receipt, this is entered into Datatel for future reference.

Cal Cards - Reminders

- If you provide a meal/food/etc. you must have a **Meal Roster Sign-In for Food Purchases.** This form must accompany the receipt on the monthly reconciliation. The form can be found on the Business Office webpage.

- If you have been approved for ASCR funding, you must attach the minutes from the ASCR meeting that the purchase, etc. was approved.

- Use Datatel as a tool to see if a vendor is already set up for the requisition process, do not use a Cal Card for a vendor that is in our system.
  - Examples: CDW-G, Staples, Amazon, etc.

- Utilize the **Amazon Business Account** and the **Staples Advantage** account. Consider the cost savings to your budget, program, etc.

COLLEGE OF THE REDWOODS

Cal Cards - Reminders

- **Prohibited** transactions:

    - Computer or technology purchases.

    - Payment for services (examples: advertising, consulting, or any other labor).

    - Purchase of alcohol or any substance, material, or service which violates policy, law, or regulation pertaining to the District.

    - Cash advances.

    - Rental of facilities not related to travel.

    - Personal or unauthorized use.

    - Gifts, gratuities (tips), gift cards or any cash convertible instrument.

    - Food related to travel.

Cal Cards - Reminders

Give detail in the Description, instead of:

Give more detail, such as:

Cal Cards - Reminders

Get a detailed receipt for all charges.

Cal Cards

- What is the last day to use a Cal Card for this fiscal year?
  - **Monday, May 19, 2025.**

- When will my Cal Card be deactivated for year-end processing?
  - **Wednesday, May 21, 2025.**

- When will my Cal Card be reactivated for 2025/2026?
  - **After July 1, 2025, and once the 2025/2026 Cal Card Agreement has been received.**

- When is the monthly statement reconciliation due in the Business Office?
  - ***As soon as possible*, but no later than the 15th of the month following the statement date.**

- Who needs to sign off on a Cal Card?
  - **The cardholder, the supervisor, and the Vice President or the President (*if applicable*).**

- Why is it so important to complete and submit my Cal Card in a timely manner?
  - **The sooner the reconciliation is submitted to the Business Office it can be processed and posted. Making your budget much more accurate as you review it for expenditures, etc.**

Cal Cards

Why is it necessary to fill out a new Cal Card Agreement each fiscal year?

- Accountability

- Reminders of the do's and don'ts of being a responsible cardholder

- Updates on policies and procedures for cardholders

- Changes may occur each fiscal year

Before Submitting Your Statement

- Do a final review to verify the statement reconciliation is correct and complete

  - GL Codes

  - Explanation of what was purchased

  - Correct purchase amount

  - All receipts attached

- Cal Cards are due in the Business Office as soon as possible, but no later than the 15th of the following month

- **Email your completed Cal Card Reconciliation packet to** BusAdmin-Assistant@redwoods.edu **for Adobe Sign signature processing**

Sales Tax vs. Use Tax

Retailer/Seller charges **Sales Tax**, they are responsible for reporting and paying to the State of California.

No tax charged, the District is responsible for accruing and reporting **Use Tax** on those purchases and paying the tax to the State of California.

Tax applies to the sale of merchandise. We are paying tax to use, store, or consume items purchased.

Current Sales/Use Tax Rates

valid through Monday, March 31, 2025

- Eureka Main Campus ~ Humboldt County   7.75%

- Hoopa K-T Site ~ Humboldt County   7.75%

- City of Crescent City ~ Del Norte County   8.25%

- City of Eureka   9.25%

  - Workforce & Community Education

  - Adult Education

Note: Tax rates can/do change periodically, usually in January and April of each year.

An email will be disseminated from Business Office Staff.

Sales/Use Tax Rates as of **April 1, 2025**

- Eureka Main Campus ~ Humboldt County   8.75%

- Hoopa K-T Site ~ Humboldt County   8.75%

- City of Crescent City ~ Del Norte County   8.25%

- City of Eureka   10.25%

  - Workforce & Community Education

  - Adult Education

Note: Tax rates can/do change periodically, usually in January and April of each year.

An email will be disseminated from Business Office Staff.

Sales/Use Tax Rates as of **April 1, 2025**

DISTRICT TAX RATES CHANGING BY CITY					
(Includes County Rate Changes if Applicable)					
City	County	Current Code	New Code	Current Rate	New Rate
City of Arcata	Humboldt	425	B35	8.50%	10.25%
City of Blue Lake	Humboldt	A17	B36	8.75%	9.75%
City of Eureka	Humboldt	936	B37	9.25%	10.25%
City of Ferndale	Humboldt	A19	B38	8.50%	9.50%
City of Fortuna	Humboldt	460	B39	8.50%	9.50%
City of Rio Dell	Humboldt	B15	B40	8.50%	9.50%
City of Trinidad	Humboldt	426	B41	8.50%	9.50%
DISTRICT TAX RATES CHANGING BY COUNTY					
(This rate applies in all unincorporated areas and in incorporated cities that do not impose a district tax. For specific city rates within these counties, please refer to the table above.)					
County	Prior Code	Current Code	Current Rate	New Rate	
Humboldt County	389	B33	7.75%	8.75%	

Questions?

Requests for Certificates of Insurance

Protecting the District while non-CR entities and individuals use District property.

OR

Covering CR Staff, Faculty and Students while using non-District property.

Certificate of Insurance

Facility Use Requests, Tabling, and Events
A non-CR entity is using District Property

- AP 6700 – Use of District Facilities
    - Updated March 7, 2023

- Requests are to be made 30 days in advance.

- Any person applying for use of District property on behalf of any group must be a member of that group and have written authorization to represent that group.

Certificate of Insurance

When a non-CR affiliated event occurs on District property, what insurance is needed?

- Contact BusAdmin-Assistant@redwoods.edu to review the insurance coverage needs for each event.

- Events will require the group to add College of the Redwoods as "Additional Insured."

- What if the group or vendor does not have insurance?
  TULIP event insurance is available. Contact BusAdmin-Assistant@redwoods.edu

- Individuals will require a **Release of Liability Waiver**.

Northern California ReLiEF Protected Insurance Program for Schools	**CERTIFICATE OF COVERAGE**	Issue Date 10/9/2024

ADMINISTRATOR: Keenan & Associates 1111 Broadway, Suite 2000 Oakland, CA 94607	LICENSE # 0451271	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.
Caitlin Harris License No: 4401566 charris@keenan.com	310-212-0363 x4103	ENTITIES AFFORDING COVERAGE:
COVERED PARTY: Eureka City Schools North Coast SIG 2100 J Street Eureka CA 95501		ENTITY A: Northern California ReLiEF ENTITY B: Protected Insurance Program for Schools ENTITY C: ENTITY D: ENTITY E:

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN.   THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS
A	**GENERAL LIABILITY** [✓] GENERAL LIABILITY [ ] CLAIMS MADE [✓] OCCURRENCE [✓] GOVERNMENT CODES [✓] ERRORS & OMISSIONS [✓] SEXUAL ABUSE AND MOLESTATION [ ]	NCR 00104-38	7/1/2024 7/1/2025	$ 25,000	COMBINED SINGLE LIMIT EACH OCCURRENCE $ 1,000,000
A	**AUTOMOBILE LIABILITY** [✓] ANY AUTO [✓] HIRED AUTO [✓] NON-OWNED AUTO [✓] GARAGE LIABILITY [✓] AUTO PHYSICAL DAMAGE	NCR 00104-38	7/1/2024 7/1/2025	$ 25,000	COMBINED SINGLE LIMIT EACH OCCURRENCE $ 1,000,000
A	**PROPERTY** [✓] ALL RISK [✓] EXCLUDES EARTHQUAKE & FLOOD [ ] BUILDER'S RISK	NCR 00104-38	7/1/2024 7/1/2025	$ 25,000	$ 500,250,000 EACH OCCURRENCE
A	**STUDENT PROFESSIONAL LIABILITY**	NCR 00104-38	7/1/2024 7/1/2025	$ 25,000	$ Included EACH OCCURRENCE
B	**WORKERS COMPENSATION** [✓] EMPLOYERS' LIABILITY	PIPS 00143-21	7/1/2024 7/1/2025	$	[ ] WC STATUTORY LIMITS [✓] OTHER $ 1,000,000 E.L. EACH ACCIDENT
	EXCESS WORKERS COMPENSATION [ ] EMPLOYERS' LIABILITY			$	$ 1,000,000 E.L. DISEASE - EACH EMPLOYEE $ 1,000,000 E.L. DISEASE - POLICY LIMITS
	OTHER			$ $	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS:

Proof of coverage as respects to the agreement between the College of the Redwoods and Eureka City Schools for the Sportsmanship Summit on 10/21/24 and the Niclai Basketball Tournament on 2/12/25 through 2/13/25.

CERTIFICATE HOLDER: College of the Redwoods 7351 Tomkins Hill Road Eureka CA 95501	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS John Stephens AUTHORIZED REPRESENTATIVE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS:

Proof of coverage as respects to the agreement between the College of the Redwoods and Eureka City Schools for the Sportsmanship Summit on 10/21/24 and the Niclai Basketball Tournament on 2/12/25 through 2/13/25.

ENDORSEMENT

ADDITIONAL COVERED PARTY

COVERED PARTY	COVERAGE DOCUMENT	ADMINISTRATOR
Eureka City Schools North Coast SIG	NCR 00104-38	Keenan & Associates

Subject to all its terms, conditions, exclusions, and endorsements, such additional covered party as is afforded by the coverage document shall also apply to the following entity but only as respects to liability arising directly from the actions and activities of the covered party described under "as respects" below.

Additional Covered Party:

College of the Redwoods 7351 Tomkins Hill Road Eureka CA 95501

As Respects:

Proof of coverage as respects to the agreement between the College of the Redwoods and Eureka City Schools for the Sportsmanship Summit on 10/21/24 and the Niclai Basketball Tournament on 2/12/25 through 2/13/25.

Redwoods Community College District are named as Additional Covered Parties but only as respects to operations under the Agreement are concerned.

CR COLLEGE OF THE REDWOODS

Certificate of Insurance

Why would I need a Certificate of Insurance (COI) when using non-District property?

Statewide Association of Community Colleges Protected Insurance Program for Schools	**CERTIFICATE OF COVERAGE**	Issue Date 1/15/2025

ADMINISTRATOR: LICENSE # 0451271 Keenan & Associates 10860 Gold Center Drive, Suite 350 Rancho Cordova, CA 95670 Rhiannon Phipps License No. 0M75256 916-859-7160 x4257 rphipps@keenan.com	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.
COVERED PARTY: Redwoods Community College District Northern Calif Community Colleges SIA 7351 Tompkins Hills Road Eureka CA 95501	ENTITIES AFFORDING COVERAGE: ENTITY A: Statewide Association of Community Colleges ENTITY B: Protected Insurance Program for Schools ENTITY C: ENTITY D: ENTITY E:

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS
A	GENERAL LIABILITY [√] GENERAL LIABILITY [ ] CLAIMS MADE [√] OCCURRENCE [√] GOVERNMENT CODES [√] ERRORS & OMISSIONS [√] SEXUAL ABUSE AND MOLESTATION [ ]	SWC 00100-38	7/1/2024 7/1/2025	$ 1,000	COMBINED SINGLE LIMIT EACH OCCURRENCE $ 1,000,000
A	AUTOMOBILE LIABILITY [√] ANY AUTO [√] HIRED AUTO [√] NON-OWNED AUTO [√] GARAGE LIABILITY [√] AUTO PHYSICAL DAMAGE	SWC 00100-38	7/1/2024 7/1/2025	$ 1,000	COMBINED SINGLE LIMIT EACH OCCURRENCE $ 1,000,000
A	PROPERTY [√] ALL RISK [√] EXCLUDES EARTHQUAKE & FLOOD [ ] BUILDER'S RISK	SWC 00100-38	7/1/2024 7/1/2025	$ 1,000	$ 500,250,000 EACH OCCURRENCE
A	STUDENT PROFESSIONAL LIABILITY	SWC 00100-38	7/1/2024 7/1/2025	$ 1,000	$ Included EACH OCCURRENCE
B	WORKERS COMPENSATION [√] EMPLOYERS' LIABILITY	PIPS 00101-21	7/1/2024 7/1/2025	$	[ ] WC STATUTORY LIMITS [√] OTHER $ 1,000,000 E.L. EACH ACCIDENT
	EXCESS WORKERS COMPENSATION [ ] EMPLOYERS' LIABILITY			$	$ 1,000,000 E.L. DISEASE - EACH EMPLOYEE $ 1,000,000 E.L. DISEASE - POLICY LIMITS
	OTHER			$ $	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS:

Proof of coverage as respects the agreement between Redwoods Community College and 9th District Agricultural Association AKA Redwood Acres Fairgrounds for the use of Redwood Acres parking area in front of cow palace as a farm share pick up location from June 20, 2025 – Oct. 31, 2025

CERTIFICATE HOLDER: Agreement Term: June 20, 2025 – Oct. 31, 2025 9th District Agricultural Association AKA Redwood Acres Fairgrounds Attn: Risk Management 1776 Tribute Road, Suite 100 Sacramento CA 95815	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS John Stephens AUTHORIZED REPRESENTATIVE

www.eCertsOnline.com

Questions?

Business Office Contacts

	https://www.redwoods.edu/services/bo/
Accounts Payable (A/P)	accounts-payable@redwoods.edu
Accounts Receivable (A/R)	amy-miller@redwoods.edu *and* ericka-barber@redwoods.edu
Budget	budget@redwoods.edu
Cal Cards	ericka-barber@redwoods.edu
Certificates of Insurance	busadmin-assistant@redwoods.edu
Contracts	contracts@redwoods.edu
Purchasing	purchasing@redwoods.edu
Student Accounts	business-office@redwoods.edu
Travel	travel@redwoods.edu

CR COLLEGE OF THE REDWOODS

Thank you for attending!

Any Questions?

College of the Redwoods

2025 Spring Business Office Training Evaluation Form

https://forms.office.com/r/VCK4T0VHtK