

Outcomes Report  
Business Services Guide  
June 20, 2015

District Office Business Services department wishes to thank the Chabot-Las Positas Association of Retired Employees (CARE) for its generous support of development of the Business Services Guide.

The department contracted with Ryland School Business Consulting (<http://www.rylandsbc.com/>) to interview staff to complete the content portion of the Guide. This phase was completed in March 2015. The CARE grant funds were used to partially offset the consulting cost.

Once the content was completed, a student helped insert hyperlinks (see Attachment A), convert all forms to Adobe fill-in forms (see Attachment B), include other functionality such as generation of an email by clicking on a staff name (see Attachment C), and provide instructions on accessing other related software (see Attachment D). This work was completed in May 2015.

A focus group was formed in May 2015 to preview and comment on a draft of the Business Services Guide. More than 25 faculty, staff, and administrators were invited to participate in the focus group meetings. The first meeting was held May 27. Many useful comments were received during this meeting, which have been incorporated into the Guide. The first focus group meeting also helped highlight some technology issues which need to be tested further. Focus group meetings will continue to be held over the summer.

The CARE support propelled the project forward by allowing us to complete the content and define processes. The work of the focus group will improve the quality of the Guide. The target date for posting the Guide on the website is October 15. I would be happy to demo the Guide to the CARE group at a future meeting.

Respectfully submitted,  
Barbara Yesnosky  
Director, Business Services  
Supervisor: Lorenzo Legaspi, Vice Chancellor, Business Services

## Attachment A

Upon clicking the hyperlink for the IRS letter, the user will see the letter from the IRS confirming the tax id number of the district. This letter is often needed when the colleges apply for grants from governmental or private agencies.

### *Federal Tax ID Number*

The Chabot-Las Positas Community College District's Tax ID number is **94-1670563**. Click [here](#) for a copy of the letter from the Internal Revenue Service regarding the District's tax status.

Attachment A, continued

Internal Revenue Service

Date: January 3, 2007

CHABOT-LAS POSITAS COMMUNITY COLLEGE  
DISTRICT  
5020 FRANKLIN DRIVE  
PLEASANTON CA 94588-0000

Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201

Person to Contact:  
Mr. Schatz ID 31-08701  
Customer Service Representative  
Toll Free Telephone Number:  
877-829-5503  
Federal Identification Number:  
94-1670503

Dear Sir or Madam:

This is in response to your request of January 3, 2007, regarding your organization's federal tax status.

Our records indicate that your organization may be a governmental instrumentality or a political subdivision of a state.

No provision of the Internal Revenue Code imposes a tax on the income of governmental units (such as states and their political subdivisions). Therefore, it has been the position of the Service that income of governmental units is not generally subject to federal income taxation. If, however, an entity is not itself a governmental unit (or an "integral part" thereof), its income will be subject to tax unless an exclusion or exemption applies.

One exclusion is provided by section 115(1) of the Code, which excludes from gross income:  
"... income derived from ... the exercise of any essential governmental function and accruing to a State or any political subdivision thereof ..."

Your organization's income may not be subject to tax, either because the organization is a governmental unit (or an "integral part" thereof), or because the income is excluded under section 115. In addition, your organization may also be eligible to receive charitable contributions, which are deductible for federal income, estate, and gift tax purposes. Also, your organization is probably exempt from many federal excise taxes.

Your organization may obtain a letter ruling on its status under section 115 by following the procedures specified in Rev. Proc. 2002-1 or its successor.

Your organization may also qualify for exemption from federal income tax as an organization described in section 501(c)(3) of the Code. If the organization is an entity separate from the state, county, or municipal government, and if it does not have powers or purposes inconsistent with exemption (such as the power to tax or to exercise enforcement of regulatory powers), your organization would qualify under section 501(c)(3). To apply for exemption, complete Form 1023 and pay the required user fee.

Attachment B

All Business Services forms were converted to Adobe fill-in forms. This is the Contract for Services form used to hire independent contractors.

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
Contract for Services**

This is an agreement for special services between the Chabot-Las Positas Community College District ("District") and \_\_\_\_\_ independent contractor ("Contractor"), entered this \_\_\_day of \_\_\_\_\_.

**THIS IS NOT AN EMPLOYMENT CONTRACT**

1. Contractor agrees to perform the following services in his/her capacity as an independent contractor:

2. Contractor hereby understands that no employment relationship is established by this contract for services. The Contractor shall provide his/her own Workers' Compensation Insurance and shall properly report all income in accordance with federal and state law.
3. Services shall begin on or about \_\_\_\_\_, \_\_\_\_\_, and terminate on or before \_\_\_\_\_, \_\_\_\_\_. Services shall not be assigned nor subcontracted to another party without written consent of the District.
4. District agrees to pay Contractor the sum of \$\_\_\_\_\_, payable as follows, upon receipt of an invoice, if the services performed are satisfactory to the District.

Date	Payment

5. District retains the right to cancel this contract in the event of funding shortage or for any other reason by written notice of not less than 30 calendar days. In such case, Contractor will be paid for services rendered through the date of cancellation only. Addresses stated below will be used for notice purposes.
6. This contract is not valid until signed and accepted by the Vice Chancellor, Business Services, nor does the District assume any liability for work performed prior to acceptance by the Vice Chancellor, Business Services.

**SIGNED**

contractor  
Temporary Address:

Permanent Address:

Social Security/ Tax ID#

**SIGNED for the DISTRICT**

INITIATING MANAGER	DATE
PRESIDENT/VICE CHANCELLOR	DATE
DIRECTOR, PERSONNEL SERVICES	DATE
VICE CHANCELLOR, BUSINESS SERVICES	DATE

Budget Account Code                      PO/Bd Rec

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Payment Authorization**

Payment No.	Date	Signature
1.		
2.		
3.		

## Attachment C

By clicking on the contact name, an email will be generated in Outlook.

### Contact Information

Please contact [Victoria Lamica](#) if you have questions regarding Purchasing and Warehouse Services. She can be reached at 925-485-5233.

## Attachment D

The Guide also includes instructions for accessing other systems, such as the Maintenance & Operations work order form. (The vendor has granted us permission to include their software screenshots in the Guide.)

