

Chancellor's CABINET HIGHLIGHTS



This is a publication of the Contra Costa Community College District Chancellor's Office
Dr. Helen Benjamin, Chancellor

Members of the Chancellor's Cabinet: *Helen Benjamin*, Chancellor; *Peter García*, President, DVC; *Eugene Huff*, Executive Vice Chancellor, Administrative Services; *Robert Kratochvil*, President, LMC; *Tim Leong*, Director, Communications and Community Relations; *Mojdeh Mehdizadeh*, Executive Vice Chancellor, Education and Technology; *Sally Montemayor Lenz*, Associate Vice Chancellor, Education Services; *Jonah Nicholas*, Associate Vice Chancellor/Chief Financial Officer; *Denise Noldon*, President, CCC; *Ray Pyle*, Chief Facilities Planner *Dio Shipp*, Associate Vice Chancellor/Chief Human Resources Officer

February 2014

~ Mission

The mission of the Chancellor's Cabinet is to serve as the leadership team ensuring the capacity of our District to educate students effectively and meet the needs of our communities in partnership with classified staff, faculty, and other managers.

Asset Protection Task Force

Cabinet agreed to create a Districtwide Asset Protection Task Force to help review and offer recommendations to the Cabinet on access and key controls, and improving policies and procedures related to new employees or changing work locations.

Continuation of Learning Management Task Force

Mojdeh received Cabinet consensus to seek a revised charge for the districtwide Learning Management System Task Force and will bring a recommendation back for further Cabinet input and review.

2014-15 Enrollment Management Discussion

Cabinet discussed strategies to achieve 2013-14 FTES targets, and the implications those efforts may have on 2014-15 enrollment management decisions. Cabinet also discussed the possible role online education may bring to the District.

SFSU President Leslie Wong Meets with Cabinet

San Francisco State University President Leslie Wong and Vice President Robert Nava updated Cabinet about the college and future opportunities for partnership.

Districtwide Financial Aid Position

Cabinet reviewed and accepted the revised job description and salary range for a new Districtwide Financial Aid position. The position goes to the Governing Board for approval.

The Contra Costa Community College District, founded in 1948 and governed by a publicly elected five-member board, is one of the largest multi-college community college districts in California. The mission of the District is to attract and transform students and communities by providing accessible, innovative and outstanding higher education learning opportunities and support services.

Final Approval to Policies and Procedures

The following policies and procedures were given final Cabinet approval.

Number	Policy/Procedure
Bus. 11.01	Purchasing Procedure
HR 1080.17	Emergency Operations Plan (New)
Bus. 8.21	Student Trips Outside the Country/State <u>Out-of-Country/State Trips for Educational Programs</u>
HR 1120.07	Retiree Benefit Provisions
HR 1050.17	Attendance at Educational Activities <i>(Delete)</i>

PURCHASING PROCEDURE

The purchasing of services and materials shall be centralized in the Purchasing Department under the Director of Purchasing and Contracts. All purchasing shall be in accordance with state law, as follows.

- Price quotations shall be solicited from vendors who offer the services, supplies and equipment needed by the District. In all cases where the same price is submitted by two or more vendors on the same or equal services or merchandise and one vendor has a place of business in the Contra Costa Community College District, the award shall be made to the local vendor.
- The Purchasing Department shall maintain a mailing list of vendors who are interested in quoting prices. Since publishing of the Notices to Bidders constitutes official notice of a bid, the District assumes no responsibility for the failure of a vendor to receive a bid unless the request is in response to the published notice. Bids shall be opened at public bid opening conducted by the Purchasing Department. The price quotations of each bid shall either be read in public or a tabulation prepared for interested bidders.

Awarding of Bids and Contracts – The awarding of bids and contracts shall be subject to the following conditions.

- a. Any and all bids and contract proposals may be rejected by the District.
- b. All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- c. Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
- d. Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.
- e. For the purposes of bid evaluation and selection when the district determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the governing board in accordance with this section.
- f. "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defines by the Board, achieved through methods in accordance with this section and determines by objective performance criteria that may include price, feature, long-term functionality, life-cycle costs, overall sustainability, and required services.

Formal Bidding Process – No contract for public projects (construction and maintenance) in excess of the amount as specified in Public Contract Code (PCC) 22032 (c) shall be let without formal, advertised bid.

No contract for materials, supplies, equipment repair and services in excess of the amount established by PCC Section 20651 shall be let without formal, advertised bid.

District Office Purchasing will publish a Request for Bid at least once a week for two weeks in a local newspaper of general circulation. The typical bid will require 45 to 60 days from the first date of publication to the awarding of the contract by the Governing Board. More time may be required dependent on the complexity of the procurement. Adequate time for the bid process should be included in the planning of a project. (Education Code 81641)

Informal Bidding Process – Purchase shall be on the open market by written quotation or telephone quotation and award for expenditures under the amount established by PCC Section 20651 with a minimum solicitation of at least three quotations, except that on purchases of \$5,000 or under buyers may exercise discretionary judgment on the number of bids solicited and the firm to which award is made, consistent with quality, delivery and service.

Contracts for public projects (construction and maintenance) shall be coordinated with the Facilities Planning department and may be let by the informal procedures set forth in the California Uniform Construction Cost Account Act (PCC 22032 (b)).

Purchase without Estimate or Bid – Purchase of supplementary textbooks, library books, educational films, audio-visual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the operation of the District may be made without securing quotations or advertising for bids. (Education Code 81651)
Professional Services (i.e., architects, engineers, environmental consultants, etc.) are not required to be bid. The District, however, may solicit proposals, as determined by the Chief Administrative Services Officer or designee (Government Code 4525 and 4526).

Contracts for public projects under the amount specified in PCC 22032 (a) are not required to be bid. Projects in excess of \$15,000 shall have three (3) quotes submitted to Purchasing with the purchase requisition.

Per PCC 22033, it shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the bidding process.

Delegation of Purchasing Authority – College and District managers are granted authority to procure goods and services in accordance with Business Procedure 11.15.

Purchases exempt from this administrative procedure are:

- a. purchase through the State of California, Department of General Services pursuant to Education Code 81653;
- b. purchases from the federal government or any agency thereof of any surplus property as defined in the Surplus Property Act of 1944; and
- c. purchases from any public agency or corporation within Contra Costa County.

Formal or Informal bidding requirements may be waived by the Director of Purchasing for the following reasons:

- a. emergencies which arise due to circumstances external to, or beyond the control of, staff members. (Those situations which arise from failure to plan adequately will not be considered emergencies – see PCC 22035.); and
- b. material desired is available from only one source and three bids can not be obtained. This does not authorize purchase by brand name to the exclusion of all others.

Summary of Procedures – Departments are encouraged to contact the Purchasing Department to discuss the appropriate procedure for acquiring goods and/or services. The following general categories cover most types of purchases and contracts.

- a. Miscellaneous Services Contracts: For contracting procedures for a wide variety of services, such as independent contractors, personal and professional services, and instructional services, not relating to public construction/projects. See Business Procedure 9.40 through 9.45 for detailed information. These services are generally not required to be bid as they are unique, specialized or professional.

For miscellaneous services, departments shall obtain a proposal from the recommended firm, complete the District's short form contract; and submit the documents to the contracts manager in the District office. Contracts over the bid limits established by the Public Contracts and Government Code statutes require Governing Board approval. Departments should seek the advice of the Director of Purchasing to determine if the service requires proposals.

- b. Public Projects – Construction and Improvements (PCC Section 22002 C): (1) Construction, re-construction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility; and (2) Painting or re-painting any publicly owned, leased or operated facility.

The District has adopted the California Uniform Public Construction Cost Accounting Act's bidding requirements, see Business Procedure 11.02.

Departments shall submit Purchase Requisitions for these projects (see Business Procedure 11.03).

- c. Public Projects – Maintenance Work (PCC Section 22002 (d)): (1) Routine, recurring, and usual work, or the preservation or protection of any publicly owned or operated facility; (2) Minor painting; (3) Resurfacing of streets (less than 1 inch); and (4) Landscape maintenance, mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler system.

As with construction projects, above, the District has adopted the California Uniform Public Cost Accounting Act's bidding requirements.

EMERGENCY OPERATIONS PLAN

As a result of a number of emergencies and disasters in California, the State of California recognized the need for greater coordination between emergency responders. Provisions of the California Code of Regulations (Title 19) now require all state and local government agencies to utilize the Standardized Emergency Management System (SEMS when responding to multi-jurisdictional or multi-agency emergencies). The basic framework of SEMS incorporates the use of the Incident Command System (ICS), Multi-Agency Coordination System (MACS), and the state's Master Mutual Aid Agreement. SEMS provides for a five-level emergency response organization, activated as needed, to provide an effective response to emergencies involving multiple agencies or jurisdictions.

The District's Emergency Operations Plan (EOP) provides direction in the event of such an emergency. It is the goal and purpose of this plan to protect the safety and security of those associated with the District should an emergency occur. The effective use of this plan will help:

1. Protect life and safety
2. Reduce property and environmental damage
3. Minimize disruption and economic losses
4. Shorten the recovery period

To ensure effective implementation of this plan, all employees designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in the plan and other associated supporting documents. All District employees must be informed that as public employees, they are also service workers during national, state and local emergencies.

The District's response to a major crisis will be conducted within the framework of the plan except when directed otherwise by the Chancellor or designee. The plan includes a chain of command that establishes decision-making authority during an emergency. Information regarding the District's Emergency Operations Plan may be found on the District website under the Police Services Department or in the Police Services Office at each major site.

Definitions

Chief Administrator: the highest ranking District official present at a site or facility.

Emergency: a sudden state of danger that occurs unexpectedly and that demands immediate action to protect the health and safety of individuals within the site. Examples of emergency situations are: bomb threat, earthquake, explosion, fire, hazardous materials spill/release, hostage situation, shooting or terrorist incidents or other conditions other than conditions resulting from a labor controversy.

Emergency Operations Center (EOC): staffed by one or more key administrators depending on the situation and response. The EOC staff will direct the District's response to the emergency situation, coordination with outside agencies and requests for outside support. EOC in conjunction with the Chief Administrator will determine the "All-Clear" when the disaster is over.

Incident Management Teams (IMT): comprised of supervisory or management level employees designated with emergency or incident management responsibilities at a District site or sites.

Crisis Management Response Structure

In the event of an emergency, the District Chief of Police or designee will contact a member of the Incident Management Team (IMT) on the affected site or sites to report the situation. The IMT may consist of representatives from Police, Information Technology, Business Services, Facilities Maintenance, Marketing, Student Services, Counseling, Human Resources and/or Cafeteria Services.

The IMT will convene (via conference call if necessary) and decide whether to declare a state of emergency, begin the process of notifying the community and media if necessary, and review and discharge responsibilities as detailed in the plan. The Chief Administrator or designee will convene the IMT and activate the Emergency Operations Center (EOC) for the necessary execution of the plan.

Update and Drill

The IMT and designees will review and update this plan each year or more frequently, as needed. IMT members will practice emergency procedures on a regular basis and will obtain training or re-training as needed.

Incident Management Team Responsibilities

The manner in which District resources (including employees and equipment) are utilized during an emergency will be determined by the IMT under the direction of the District Chief of Police or designee. Emergency operations will remain in effect until the Chief Administrator deems the site ready to return to normal operation.

In all types of emergencies, once professional response agencies arrive at the scene (e.g.; Police Department, Fire Department, Emergency Medical Services personnel) these agencies will assume control of all field response operations. The site IMT and EOC will act as resources to these responders.

Education Code 32280, 71095
Government Code Section 3100, 8607(a)
Homeland Security Act of 2002
National Fire Protection Association 1600
Homeland Security Presidential Directive-5
Executive Order S-2-05
19 C.C.R Sections 2400-2450

STUDENT TRIPS OUTSIDE THE COUNTRY/STATE OUT-OF-COUNTRY/STATE TRIPS FOR EDUCATIONAL PROGRAMS

The following are requirements which must be adhered to in planning and conducting student trips outside the United States and outside the state:

1. Trips must be conducted through agencies, organizations, companies, or vendors which are reputable and have been in business successfully at least five (5) years planning and conducting student trips and educational programs.
2. In planning out of country/state trips, the College instructional staff must involve the campus Business Director in the initial stages of the planning process.
3. The Business Director shall be responsible for ensuring that a contract/agreement is negotiated that is between the vendor and the Contra Costa Community College District. The contract must contain a hold harmless indemnification provision acceptable to the District. Evidence must be provided that the vendor possesses general comprehensive liability insurance in an amount no less than One Million Dollars (\$1,000,000) combined single limit. The vendor shall provide a Certificate of Insurance naming the Contra Costa Community College District as an "additional insured".
4. The Business Director shall be responsible for ensuring that the vendor will provide accidental death and dismemberment coverage (no less than \$10,000) for participants. Additionally the vendor shall provide accident and sickness insurance (no less than \$10,000 with a deductible no greater than \$100) for each trip participant. This cost of these coverages may be included in the cost paid by the students for participating in the trip. Additional coverages may be provided for individual purchase by the participants.
5. The contract/agreement for the out of country/state trip must be submitted to the Vice Chancellor, Finance and Administration for review prior to any advertising or promotion. The Vice Chancellor, Finance and Administration will submit the contract/agreement to the Board of Trustees for approval. The trip may be promoted following approval of the Board of Trustees.
6. The contract/agreement must be executed for the District by an authorized signatory such as a designated Assistant Secretary to the Board of Trustees.

STEPS TO FOLLOW IN PLANNING AND IMPLEMENTING OUT-OF-COUNTRY/STATE TRIPS/EDUCATIONAL PROGRAMS

1. The trip coordinator should present idea/concept to supervising instructional manager for approval of the College President.
2. Once the trip has college approval, the trip coordinator should contact an agency, organization, company, or vendor which will conduct the trip or educational program and inform the Business Director.
3. The Business Director should work with the vendor to ensure that all District requirements for out-of-country/state trips/educational programs are met.
4. The supervising instructional manager should submit a request for Board of Trustees approval of the out-of-country/state trip/educational program.
5. The trip coordinator should advertise and promote the trip/program.
6. Once participants have been determined, the trip coordinator should submit hold harmless agreement forms signed by each participant (or parent/guardian if the participant is under age 18) to the Business Director.
7. * The trip coordinator should ensure that participants are informed of the appropriate travel documents to leave and re-enter the country.

8. * If program participants under the age of 18 are traveling with an adult other than the parents, or with only one (1) parent, notarized statements signed by **both** parents giving approval for the participant to leave the country must be completed. The statement must also report the employer of the parents. 9. The trip coordinator should leave the names of program participants and a phone number where he/she can be reached while out of the country/state with the supervising instructional manager in case of an emergency need to contact a participant.

10. The trip coordinator should obtain from each participant the name, address, phone numbers each participant designates for notification in case of an emergency while on the out-of-country/state trip. The trip coordinator should have this information in possession at all times while on the trip.

*** Applies only to out-of-country trips.**

OUT-OF-COUNTRY/STATE TRAVEL CHECKLIST

- _____ College approval of concept.
- _____ Board of Trustees approval
- _____ Contract negotiated with reputable vendor
- _____ Medical and accidental death insurance provided by contract
- _____ General comprehensive liability insurance provided by contract in minimum amounts required by policy
- _____ Hold harmless agreement forms signed by all participants or guardians/parents and submitted to Business Director
- _____ * Appropriate travel documents for each participant to leave and re-enter the country
- _____ * Authorization statements for participants under the age of 18 not traveling with **both** parents
- _____ List of program participants and phone number and address where trip coordinator can be reached (while on the trip) must be submitted to the supervising instructional manager
- _____ Trip coordinator must have in possession while on the trip the name, address and phone numbers provided by each participant for notification in case of an emergency during the trip.

*** Applies only to out-of-country trips.**

In order to advance the District's educational mission, instructional and student trips (excluding athletics) outside the state or country are necessary to provide instruction and training that is not available within the District. To implement these types of trips efficiently, manage risk and provide opportunities at a reasonable cost to participants, the following requirements for planning and conducting student trips apply to both categories:

PLANNING AND IMPLEMENTING OUT-OF-COUNTRY/STATE TRIPS FOR EDUCATIONAL PROGRAMS

1. The trip coordinator shall present the idea/concept to the supervising instructional manager for subsequent review and approval by the college President.
2. Once the trip has college approval, the trip coordinator shall contact an agency, organization, company or vendor who will coordinate the trip or educational program, as necessary. Upon selection of an appropriate vendor, the trip coordinator must then inform the college Business Officer.
3. The college Business Officer shall work with the vendor to ensure that all District requirements for out-of-country/state trips are met.

4. After the tentative contract/agreement has been negotiated by the college, the supervising manager shall then submit the request and contract/agreement to the Chief Administrative Services Officer for review and submittal to the Governing Board for approval of the out-of-country/state trip.
5. After approval, the trip coordinator may advertise and promote the trip/program.
6. All individuals who participate in these trips must have paid all required fees and upfront costs for travel no later than two weeks prior to the start of the trip – there are no exceptions to this requirement.
7. A list of all trip participants shall be submitted to the college President or designee for review prior to travel. Once trip participants have been approved, the trip coordinator shall submit hold harmless agreement forms signed by each participant (or a signed form from a parent/guardian if the participant is under age 18) to the college Business Officer. These documents are to be submitted to the college President for review no later than thirty days prior to travel. Only approved faculty and staff are authorized to travel as representatives of the District.
8. Program instructors, instructional aides, or designated college supervisors/managers, as approved by the college President, may accompany student groups on out-of-country/state trips. Students who participate in these trips must be in good academic standing and meet applicable program study requirements, if any, that are necessary for the out-of-country/state program of study.
9. The District is neither liable nor responsible for any individual (friend, family member or other non-program-related District employee) who is not approved to participate in the instructional/student trip and who is not listed in the travel documents approved by the college. These individuals are prohibited from using the name of the District or any of its colleges in any way that may cause another party to believe that s/he is an authorized representative of the District or colleges.
10. The trip coordinator shall leave a list with the names of program participants and two telephone numbers (a personal cell phone, with an alternate number for an accompanying staff member, or a number for the travel agent, tour guide, or hotel where the group will be staying) with the program instructional manager at the college (or their designee) in the event that a participant needs to be contacted in case of an emergency.
11. The trip coordinator shall also obtain from participants the name, address and telephone numbers of a person, or persons, that each participant designates for notification in case of an emergency while on the out-of-country/state trip. The trip coordinator shall have this information in his/her possession at all times while on the trip, with a copy kept at the college with the program instructional manager or designee. In the event of an emergency while traveling, the trip coordinator, or other approved District employee, shall immediately contact the appropriate agencies (i.e., police and/or fire department) as required, contact persons designated in the travel insurance documents and then the program manager or designee at the college. The program manager shall then contact the college President to inform him/her of the nature of the emergency and the status of the trip.

REQUIREMENTS FOR OUT-OF-COUNTY/STATE TRIPS FOR EDUCATIONAL PROGRAMS

1. The trip must be approved by the college President or designee, who shall also approve the students who will participate.
2. The trip must receive prior authorization by the Governing Board.
3. In planning the trip, college staff must meet with and discuss the proposed trip with the campus Business Officer in the initial stages of the planning process. If District-owned vehicles are to be utilized, this must be noted on the travel request. After review by the college Business Office, the proposed travel must be reviewed and approved by the college President.

4. A trip that is coordinated through an agency, organization, company or vendor shall use one that is reputable and which has been planning student trips and educational programs successfully for at least five years.
5. The college Business Officers shall also be responsible for ensuring that a contract/agreement is negotiated between the travel agency or firm and the Contra Costa Community College District. The contract must contain a hold harmless indemnification provision that is acceptable to the District.
6. The college Business Officers shall also be responsible for ensuring that the vendor will provide accidental death and dismemberment coverage of no less than \$10,000 for each trip participant. Additionally, the vendor shall provide accident and sickness insurance (no less than \$10,000 with a deductible of no greater than \$100) for each trip participant. The cost of this coverage shall be included in the cost paid by the students, faculty or staff who are participating in the trip. For the purposes of the study abroad programs, evidence must be provided that the vendor possesses general comprehensive liability insurance of no less than \$1,000,000 combined single limit and the vendor shall provide a certificate of insurance naming Contra Costa Community College District as "additional insured." Additional coverages may also be provided for individual purchase by the participants, if desired.
7. The contract/agreement for the trip must be submitted to the Chief Administrative Services Officer for review prior to any advertising or promotion of the trip and no later than ninety days before the commencement date. After review of the contract/agreement, the Chief Administrative Services Officer will then submit the contract/agreement to the Governing Board for approval. The trip may then be advertised and promoted, following Board approval.
8. The contract/agreement must be executed for the District by an authorized signatory, such as a designated Assistant Secretary to the Governing Board.

ADDITIONAL REQUIREMENTS FOR OUT-OF-COUNTRY TRIPS

In addition to the previously-listed requirements for out-of-country trips (only), the following apply.

1. If a District-owned vehicle will be used for out-of-country travel, the college Business Officer shall procure the necessary automotive liability insurance for out-of-country travel, if required. The cost of this additional insurance shall be incurred by the trip participants.
2. The trip coordinator shall ensure that participants are informed of required travel documents to leave and re-enter the country and shall verify that the participants have the necessary travel documents well in advance of the travel date. The coordinator must also obtain documentation to validate that all approved participants have paid all trip fees and costs of travel in advance prior to travel. This requirement must also be confirmed by the college Business Officer no later than fourteen days prior to travel.
3. If program participants under the age of 18 are traveling with an adult other than their parents/guardians, or with only one parent/guardian, notarized statements signed by both parents/guardians giving approval for the participant to leave the country must be completed. The statement must also report the employer of the parents/guardians. Participants in the study abroad programs must be 18 years of age or older.

RETIREE BENEFIT PROVISIONS

1. The District contribution for health and dental for designated employee groups is as follows:
 - a. Retired prior to July 1, 1984 - based on 100% of premium for retiree and dependents.
 - b. Hired prior to July 1, 1977 and retired prior to December 31, 1990 - based on 100% premium for retiree and dependents.
 - c. Currently active employees hired prior to July 1, 1984 - District will provide 100% of premium at the time of retirement for employee and dependents.
 - d. For employees hired on or after July 1, 1984 and retired on or before June 30, 1996, the following 80 point system shall apply:

Any employee retiring under STRS or PERS shall be eligible for District contribution of health and dental benefits provided to current employees within an approved District program provided the following requirements are met at the date of retirement.

- The minimum age at the date of retirement is 55 or more,
AND
 - The years of service when added together equals a minimum of eighty (80)
(e.g., 55+25, 56+24, 57+23, 65+15, 70+10).
 - The District shall pay 100% of the maximum premium amounts for the retiree and 50% of the premium requirements for the dependents.
- e. For employees hired on or after July 1, 1984 and retired on or after July 1, 1996, the following point system shall apply:

80 Points. Any employee retiring under STRS or PERS shall be eligible for District contribution of health and dental benefits provided to current employees within an approved District program provided the following requirements are met at the date of retirement:

- The minimum age at the date of retirement is 55 (members of STRS) or 50 (members of PERS) or more,
AND
- The years of service when added together equals a minimum of eighty (80).
(STRS e.g., 55+25, 56+24, 57+23, 65+15, 70+10)
(PERS e.g.; 50+30, 51+29, 52+28, 65+15, 70+10)
- The District shall pay 100% of the maximum premium amounts for the retiree and 50% of the premium requirements for the dependents.

70 Points. The District shall pay 50% of the maximum premium amounts for the retiree and 25% of the premium requirements for the dependents, for retirees who have met eligibility by:

- Attaining 55 years of age (members of STRS), or
50 years of age (members of PERS),
AND
- having worked full-time in the District for a minimum of ten (10) years,
AND
- The sum of age and full-time years in the District equals a minimum of seventy (70).
(STRS e.g., 55+15, 56+14, 57+13)
(PERS e.g., 50+20, 51+19, 52+18)

DELETE THIS PROCEDURE

~~ATTENDANCE AT EDUCATIONAL ACTIVITIES~~

~~All requests by staff members to participate in educational activities (conferences, workshops, meetings, etc.) shall be submitted to the Chancellor, College President or designated appropriate manager in writing. The request shall include an explanation of the activity, its purpose, and the ultimate benefit to the District. It shall also include an estimate of the total amount of the expenses to be incurred by the District.~~

~~Should the provisions of attendance be such that a part of the expense is to be paid by another agency or reimbursed to the District, the details of this transaction shall be included with the request and submitted to the Accounting Office when the expense claim is filed.~~