

Chancellor's CABINET HIGHLIGHTS



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

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September 2013

~ 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.

2014 Bond Polling Discussion

Cabinet reviewed and discussed the parameters of the 2014 bond polling that will be conducted by EMC Research's Alex Evans.

Campus Safety

Cabinet reviewed and gave approval to begin the shared governance process on a proposal by Chief Charles Gibson to install a surveillance system districtwide to improve student and employee safety.

Strategic Planning Update

Greg Stoup gave Cabinet an update and received feedback on plans to hold districtwide strategic planning activities over the next few months.

Preparation for Special Governing Board Session on Diversity

Nitasha Sawhney of Garcia, Hernandez, Sawhney & Bermudez LLP obtained Cabinet input on the upcoming special Governing Board meeting on diversity in the workplace.

Accreditation Discussion

Cabinet held a discussion with City College of San Francisco's Thelma Scott-Skillman and offered them support for their upcoming accreditation report.

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
BP 9.22	Employee Reimbursement
SS 3005	Intercollegiate Athletics
SS 3005.01	An Agreement Concerning Intra District Athletic Participation (delete)

EMPLOYEE REIMBURSEMENT

This procedure specifies District guidelines concerning authorized expenses and expense reimbursement procedures. Employees are entitled to claim reimbursement for actual, reasonable and necessary expenses arising from the discharge of their official duties, subject to prior authorization of the College President, Chancellor, college President or designee.

Travel Reimbursement

The purpose of travel is for District business which cannot be accomplished by telephone or correspondence and includes attendance at professional conferences or special meetings. Such travel is to be accomplished at the lowest possible cost to the District. Prior to commencing travel, each employee must have approval from his or her immediate supervisor.

An original, dated and itemized receipt must accompany all reimbursement requests. In general, each claim must be self-explanatory. Written correspondence is required if explanation is needed to clarify the expense.

If the expense reimbursement is for attendance at a professional conference, an agenda from the conference shall be attached to the expense reimbursement claim. Reimbursement will not be made for employees who choose to use personal travel points and/or miles to make purchases related to District travel.

Business travel reimbursement guideline is provided in Business Procedure 9.21. Employees are entitled to claim reimbursement for actual, reasonable and necessary expenses arising from the discharge of their official duties, subject to prior authorization. Prior authorization shall be provided on Request for Leave form number 7170.

- 1. Meal Expenses. Meal expenses will be reimbursed only when an employee has received prior approval to attend an activity on behalf of the District, and the number and type of meals are stipulated on the expense claim. Reimbursement will be made for the actual meal expense when the employee is assigned to be at other than a District location during a regular meal period subject to the following maximums:

Table with 3 columns: Meal Type, Maximum With Receipt, Maximum Without Receipt. Rows include Breakfast, Lunch, and Dinner with corresponding maximum values.

If actual meal costs including gratuities are less than the maximum, only the actual costs can be claimed. Any claims in excess of the above amounts must include receipts, supported by a written justification and approved by both the immediate supervisor and location Business Manager. If the receipt is not itemized, the reimbursement will be subject to the maximum without a receipt. No reimbursement will be made for meals included as part of a conference fee or for alcoholic beverages.

2. Expenses for Communication of College Educational Programs and Activities.

- a. Costs associated with informing or making known to the citizens of the District, its education programs and activities will be either paid directly to an outside vendor or through employee reimbursement.

b. ~~Form 7170 is the attachment used for preapproval of direct pay or employee reimbursement for communication of educational programs and activities. Check the ~~other~~ box and put in the name of the event.~~

c. ~~Use form 7027 for expense reimbursement.~~

32. Mileage Expenses. Reimbursement for the use of a personal automobile is subject to the following conditions:

- a. When an employee has been authorized to attend an activity on behalf of the District at a destination other than the regular work location.
- b. When a classified employee who is exempt from overtime pay provisions is required by the employee's supervisor to return to work after the employee's regular workday or workweek.
- c. Where an employee is required to travel from the employee's residence directly to a destination other than the regular work location or is required to return home from a point other than the regular work location, reimbursement shall not exceed:
 - (1) the mileage which would be paid if the employee had traveled between the employee's working base and the assigned destination, or
 - (2) payment for the actual miles traveled if less than mileage computed between working base and destination.

3. International Travel. All expense reimbursement requests for international travel should include:

a. Travel itinerary and leave form.

b. Back-up showing the exchange rate for the applicable travel dates.

c. A summary sheet itemizing all expenses that includes a description for each expense item and lists the amount paid in local currency. The total should be converted to USD within the summary sheet using the exchange rate provided in 3c.

4. Other Reimbursable Travel Expenses. The following other expenses will be reimbursed when an employee is authorized to attend an activity on behalf of the District.

a. Public carrier costs when use of a personal or District vehicle is not practical. ~~If an employee travels by means of personal vehicle, reimbursement will be made for lesser of the total miles traveled between the regular work location and the approved destination or from employee residence to the approved destination. Reimbursement will be made at either the current rate per mile or the amount that would have been reimbursed for commercial travel (coach class) plus mileage to and from a point of departure and a point of return by public carrier whichever is less. Should the employee elect to use his or her vehicle, reimbursement will be limited to the local mileage rate not to exceed the cost of round trip airfare. If a personal vehicle is used for trips of several days duration, costs incurred for food or lodging en route are not reimbursable.~~

b. Lodging will be reimbursed at the single occupancy rate and will cover all applicable taxes. Early arrival and/or later departure dates require written approval. Any claims other than accommodation charges must be supported by written justification and should be listed under the other expenses category on the reimbursement request. An itemized closing bill from the hotel showing "paid" status should be attached to the reimbursement request.

c. Telephone and internet charges required in connection with District business.

- d. Portage, parking, taxi, and bridge tolls.
 - e. Registration fees.
 - f. Gratuities in accordance with local custom. The amount shall be included in the applicable expense item.
5. **Procedure for Claiming Expense Reimbursement.** Reimbursement for expenses shall be claimed on the Expense Claim, ~~form 7027~~ (see Exhibit A) as follows:
- a. Claims should be submitted ~~no later than the fifteenth of the month for expenses incurred in the previous month~~ promptly within 30 days after the expenses are incurred.
 - b. One copy of each claim is to be forwarded to the District Accounting Office.
 - c. Each claim must be itemized by date, nature of expense and the amount for which reimbursement is claimed. Claims must be for "actual and necessary" expense.
 - d. Itemized receipts or valid invoices must be submitted to substantiate expenditures for lodging, public carrier fees and for meals when claiming an amount greater than the ~~without receipt~~ amounts. All small receipts must be attached to an 8x11 sheet of paper in date order to prevent the receipts from being lost.
 - e. When travel is by personal automobile in lieu of public carrier, the reimbursement claim must so specify. If two employees travel together to a meeting in one car, only one claim shall be submitted for transportation.
 - f. The expense claim must list all expenses in connection with the authorized attendance. A separate section is provided to report direct payments made by the District for transportation or direct prepayments for such expenses as registration, banquet fees, etc.
6. **Procedure for Direct Payment of Expenses.** Employees may arrange for direct payment of expenses as follows:
- a. Direct billing of commercial transportation costs (air fare, train fare, and car rental costs when authorized). All billing will be paid through a voucher payment request. A notation of transportation costs billed direct should also be made on the employee's expense claim form.
 - b. Prepayments. Checks will be issued and sent directly to the payee in advance for preregistration or other flat rate conference or meeting fees and ~~first night~~ lodging when necessary. Requests for direct payments should be made ~~on the Request for Cash Advance (form 4cd-261)~~ through a voucher payment request with the required supporting documentation attached. A notation of these prepayments should also be made on the employee's expense claim form.

Contra Costa Community College District

NAME OF EMPLOYEE (Please print or type) _____ name _____

EXPENSE CLAIM
Itemize by date

Print on **YELLOW** paper

DATE	PURPOSE OF EXPENSE	PERSONAL VEHICLE USE RECORD		OUT-OF-POCKET EXPENSES				
		Miles	From	To	Meals (Identify type and cost)	Lodging (list cost and attach receipt)	Other Description	Amount
		Total miles	0.0	0.0 miles * \$0.565 / mi.	Total Meals	Total Lodging	Total Other	Total Out-of-pocket Expenses \$

DIRECT PAYMENT OF EXPENSE NOT INCLUDED IN TOTAL AMOUNT CLAIMED
 Transportation or other - billed direct. SPECIFY _____ \$ -
 Prepayments -- checks sent direct in advance. SPECIFY _____ \$ -

TRANSPORTATION EXPENSE:
Round trip from _____ to _____
 Name of public carrier used (attach receipt) _____
OR
 Personal vehicle used in lieu of public carrier.
 Total Transportation expense _____ \$ -

Total Travel & Meeting Expense \$ -

Budget Account	00 - 00 - 000000 - 000000	-	00000	-	00000	Amount
Budget Account						Amount
Budget Account						Amount

I hereby certify that the above items constitute a true statement of actual and necessary expenses incurred in the performance of authorized duties
Signature of Employee _____ Date 01/00/00 Reviewed by _____ Department or Division Head _____
Address address _____ Authorized by _____ President or Designee _____

Maximum meal costs including gratuities which will be reimbursed are as follows:

	<u>Maximum With Receipt</u>	<u>Maximum Without Receipt</u>
Breakfast.....	\$10.00	\$ 7.50
Lunch.....	17.50	12.50
Dinner.....	35.00	20.00

If actual meal costs including gratuities were less than the maximum, only the lower actual cost can be claimed. Reimbursement in excess of the above amount may be claimed only when the employee has no choice of an appropriate place or menu. These claims in excess of the above amounts must include receipts, supported by a written justification and approved by both the immediate supervisor and location Business Officer.

Charges for parking, bridge tolls, taxi, airport limousine, conference fees, portering, service and business-related telephone calls must be specified in the column labeled "Other". Do not list gratuities as a separate item.

Mileage Table (one-way) when personal vehicle is used:

Mileage Table, one way:

<u>FROM</u>	<u>TO</u>					
	<u>BWC</u>	<u>DO</u>	<u>DVC</u>	<u>CCC</u>	<u>LMC</u>	<u>SRC</u>
Brentwood Center (BWC)	-	29	26	42	13	36
Contra Costa College (CCC)	42	19	21	-	30	42
Diablo Valley College (DVC)	26	7	-	21	14	23
District Office (DO)	29	-	7	19	17	28
Los Medanos College LMC)	13	17	14	-	30	42
San Ramon Center (SRC)	36	28	23	42	35	-

Direct travel between above locations will be reimbursed at the mileage rates as shown. Additional travel in the area of destination shall be reported by including "and vicinity" on the itemized claim. If travel occurs outside of the District, a map displaying mileage shall be submitted.

INTERCOLLEGIATE ATHLETICS

If intercollegiate competition in a sport is not offered at the campus a student is attending, an eligible student may compete in only that sport at either of the other District colleges, i.e., the student may compete for one college within the District while attending another and be eligible in accordance with rules of the California Community College Athletic Association, California Community Colleges ~~Commission on Athletics~~ **Athletic Association** Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation. Students will be responsible for their transportation costs between campuses of the District under this policy.

Necessary transportation for team members and District employees shall be provided at District expense. The President is authorized to designate both classified and certificated staff members who are to travel with the athletic team and whose necessary expenses are to be reimbursed from the funds of the District. Each expense claim shall be approved retroactively by the Board.

All trips outside the State of California must receive prior authorization by the Board. No expenses of team members participating in an athletic contest outside the State of California shall be paid with District funds. Transportation may be provided by use of District equipment or a contract to provide transportation.

Education Code Sections 66271.6, 66271.8, 67360 et seq.
Title IX, Education Amendments of 1972

DELETE THIS PROCEDURE

AN AGREEMENT CONCERNING INTRA-DISTRICT ATHLETIC PARTICIPATION

1. ~~The colleges of the Contra Costa Community College District support the CCLC Commission on Athletics Constitution in all respects. The following statement emphasizes this belief.~~

~~Proselyting is defined as a soliciting of any individual who is a resident of another Contra Costa Community College's service area. Such activity on the part of any member college or its employees is forbidden.~~

2. ~~The intent of this procedure is to enable CCCCD high school student athletes the opportunity to be contacted by a CCCCD institution offering their sport(s) of choice. This procedure reflects high schools and sports programs in the county and colleges respectively as of July 1, 1999.~~

~~Contra Costa, Diablo Valley, or Los Medanos can at any time terminate any portion of this amendment simply by contacting the appropriate Athletic Director(s). This will allow for the addition, if any, to intercollegiate athletic offerings at any of the three district institutions.~~

~~Representatives of the respective colleges may recruit from the following high schools of their service are:~~

- a. ~~CONTRA COSTA COLLEGE: De Anza, El Cerrito, John Swett, Kennedy, Pinole Valley, Richmond, Salesian, all continuation high schools in this service area.~~
- b. ~~DIABLO VALLEY COLLEGE: Acalanes, Athenian, Berean Christian, California, Campolindo, College Park, Los Lomas, Miramonte, Monte Vista, Northgate, San Ramon, all continuation high schools in this service area.~~
- c. ~~LOS MEDANOS COLLEGE: Antioch, Deer Valley, Freedom, Liberty, Pittsburg, all continuation high schools in this service area.~~
- d. ~~DUAL RECRUITING BY DIABLO VALLEY COLLEGE AND LOS MEDANOS COLLEGE: Alhambra, Clayton Valley, Concord, De La Salle, Carondelet, Mt. Diablo, Ygnacio Valley.~~

~~Restricted High School(s): Salesian, Berean Christian, Alhambra~~

~~Salesian High School: On Campus- only representatives of Contra Costa College may recruit on campus at Salesian High School. Off Campus- any representative of Diablo Valley College and Los Medanos College may speak with any Salesian High School student as long as he/she is a resident of the service area of Diablo Valley College or Los Medanos College.~~

~~Berean Christian: On Campus- Only representatives of Diablo Valley College may recruit on campus at Berean Christian High School. Off Campus- any representatives of Contra Costa College and Los Medanos College may speak with any Berean High School student as long as he/she is a resident of the service area of Contra Costa College or Los Medanos College.~~

~~Alhambra High School: Diablo Valley College and Los Medanos College will be allowed dual recruitment at Alhambra High School for men's sports only. Students for all women's sports may be recruited by Diablo Valley College only.~~

Diablo Valley College and Los Medanos College have mutually agreed upon the following:

For intercollegiate football only: Regarding home visits of De La Salle High School students. Home visits will only take place at the homes of each student in his/her designated district, of De La Salle High School. "Other Visits" may take place at the respective college campus.

3. ~~Sports Program Recruitment~~

- a. ~~CCC: Can recruit from LMC service area high schools for the following sports only: men's and women's track and field, and women's soccer.~~
- b. ~~CCC: Can recruit from DVC and LMC service area high schools for the following sport only: men's soccer.~~
- c. ~~DVC: Can recruit from CCC and LMC service area high schools for the following sports only: men's and women's water polo, men's and women's swimming, men's and women's tennis, and wrestling.~~
- d. ~~DVC: Can recruit from LMC service area high schools for the following sports only: men's and women's cross country, men's and women's track and field, and women's soccer.~~
- e. ~~LMC: Can recruit from DVC and CCC service area high schools for the following sport only: men's volleyball.~~