



Rancho Santiago Community College District
District Council Meeting
February 16, 2016
Executive Conference Room
3:00 – 5:00 p.m.

Agenda

1. Approval of Minutes of November 30, 2015 Meeting
2. Revised 2016 District Council Meeting Schedule Rodríguez
3. February 22 Board of Trustees Meeting Agenda/Board Planning Session Rodríguez/Didion
4. Reorganizations Didion
5. Administrative Regulations Didion
 - a. AR 2105 – Selection and Regulations of Student Trustee
 - b. AR 3411 – Accessibility of Electronic and Information Technology
 - c. AR 3412 – Contracts-Accessibility of Information Technology
 - d. AR 3510 – Workplace Violence
 - e. AR 6012 – Sustainable Practices
 - f. AR 6520 – Security for District Property
 - g. AR 7120.3 – Management Recruitment and Selection
 - h. AR 7400 - Travel
6. Governance Summit Didion
7. Committee Reports
 - a. Planning & Organizational Effectiveness Committee Didion
 - b. Human Resources Committee Didion
 - c. Fiscal Resources Committee Hardash
 - d. Physical Resources Committee Hardash
 - e. Technology Advisory Group Krichmar
8. Constituent Representative Reports
 - a. Academic Senate - SAC Jones
 - b. Academic Senate – SCC Evet
 - c. Classified Staff Andrews
 - d. Student Government – SAC Cortes
 - e. Student Government – SCC Underwood
9. Other

Next Meeting: March 7, 2016



Rancho Santiago Community College District District Council Meeting

MINUTES November 30, 2015

Members:	Raúl Rodríguez	Present
	John Didion	Present
	Peter Hardash	Present
	Jim Kennedy for Erlinda Martinez	Present
	John Weispfenning	Present
	Elliott Jones	Present
	Corinna Evett	Present
	Tom Andrews	Absent
	Oscar Cortes	Absent
	Kevin Pham	Present
	Lee Krichmar	Present
	Bonnie Jaros	Present
	Mary Mettler	Present
	Jim Granitto	Absent
	Victoria Williams	Present

- Approval of Minutes of November 2, 2015
It was moved by Dr. Mettler, seconded by Dr. Jaros and carried unanimously to approve the minutes of the November 2, 2015 meeting.
- December 7, 2015 Board of Trustees Meeting Agenda
Chancellor Rodríguez shared highlights of the agenda for the December 7, 2015 Board of Trustees Meeting.
- Reorganization
Executive Vice Chancellor Didion presented a reorganization involving the Career Technical Education Regional Consortia transfer from SCC to the District Office with the other grant/special projects. It was moved by Ms. Evett, seconded by Dr. Jaros and carried unanimously to approve the reorganization as presented.
- Governance Summit
Mr. Didion and Ms. Evett presented POE's recommendation regarding the logistics and agenda for the December 9 Governance Summit to be held in the district office from 2 to 4 p.m. It was decided the Chancellor will extend the invitation to the Summit to all participatory governance committee members.

5. AB 1725 Refresher Course

Dr. Rodríguez reported that he invited CCLC President Larry Galizio and State Academic Senate President David Morse to make a presentation/refresher course to the Trustees regarding the implementation of and roles of the administration and faculty in accordance with AB1725. The presentation will be made at a Board meeting in the spring of 2016.

6. Committee Reports

a. Planning and Organizational Effectiveness Committee (POE)

Mr. Didion stated that his report was made during discussion of the Governance Summit.

b. Human Resources Committee (HRC)

Mr. Didion presented the Fall 2016 Full-time Faculty Obligation recommendation from the HRC. It was stated that, depending on retirements or terminations between now and spring break, these numbers would change accordingly. The recommendation was also made with the understanding that the district would receive no funded growth in credit. If this changes, the Full-time Faculty Obligation would increase. It was moved by Mr. Didion, seconded by Mr. Hardash and carried unanimously to approve the Full-time Faculty Obligation as presented.

c. Fiscal Resources Committee (FRC)

Vice Chancellor Hardash reported that the Legislative Analyst Office report on the 2016-2017 budget has been distributed to FRC members and the next meeting will be held in January 2016.

d. Physical Resources Committee (PRC)

Mr. Hardash reported that the next meeting of the PRC will be February 3, 2016.

e. Technology Advisory Group (TAG)

Asst. Vice Chancellor Krichmar reported that the next TAG meeting will be held on December 3. Ms. Krichmar also presented an update on the work of TAG and the response to the offer of district email account to our students.

7. Constituent Representative Reports

a. Academic Senate/SAC: Academic Senate President Jones reported that the Student Equity Plan was approved and planning was taking place for the spring retreat.

b. Academic Senate/SCC: Academic Senate President Evett reported on the topics to be discussed at the December 1 meeting and that planning was taking place for the spring retreat.

c. CSEA: Ms. Williams reported that an effort is being made to reach out to classified staff to encourage their committee involvement and importance of reporting back on their committee assignments so information can be communicated to all classified staff.

d. Student Government/SAC: No report.

e. Student Government/SCC: ASG President Kevin Pham reported on the ASG activities at SCC.

8. Other
No discussion
9. Next Meeting: The next District Council meeting will be held on Monday, December 14, 2015 in the Executive Conference Room (#114).

Meeting Adjournment: 3:40 p.m.

Approved:



REVISED

Rancho Santiago Community College District
2015 - 2016 District Council Meetings

District Council meetings are held in the **Executive Conference Room (#114)** from **3:00 – 5:00 p.m.** Meeting participants include Chancellor’s Cabinet members, Presidents of the district governance groups, and the Chairs and Co-Chairs of the district’s five participatory governance committees. The Executive Assistant to the Chancellor provides administrative support to the committee.

Fall 2015

July 13 - cancelled	October 19
August 10	November 2
August 31	November 30
September 21	December 14
October 5	

Spring 2016

February 1 16 (T)	May 2 9
March 7	May 16 23
March 21	June 6
April 11 4	June 20
April 25 18	

AR2105 Selection and Regulations of Student Trustee

The Student Trustee shall be selected by the following process:

Eligibility

1. Interested students must submit an application, accompanied by a resume, at ~~one of the colleges'~~ their home campuses' Student Life office by the election deadline. If a resume is not included with the application, the applicant will not be eligible.
2. Applicants are required to perform a brief presentation of introduction and any other necessary information regarding their candidacy and qualifications at a Board of Trustees meeting prior to the spring elections held at both credit colleges.
3. The Associated Student Government Advisors, from both Santa Ana College and Santiago Canyon College ~~colleges~~, shall review the applications to ensure that each candidate meets the following criteria:
 - a. Current RSCCD student.
 - b. Current enrollment in 6 or more units.
 - c. Cumulative GPA of ~~2.2~~ 3.0 or higher at the time of application.
 - d. Verifiable RSCCD student government/organization experience, defined as the completion of ~~14 weeks~~ one traditional semester as a voting member in the ASG Senate, Executive Cabinet, or ICC Executive Board, ~~a Shared Governance Council, or as an officer in a college club/organization.~~
 - e. Completion of at least 12 units at either Santiago Canyon College and/or Santa Ana College within the past two (2) academic years prior to the time of application.
 - f. Meets RSCCD employment requirements.
 - g. Has not previously served any part of a Student Trustee term at RSCCD or any other California Community College, with the exception of an acting Student Trustee capacity, under the Vacancy section below.
 - h. Must be in good disciplinary standing and must not have pending disciplinary action in RSCCD.

Election

- ~~3~~ 4. All eligible Student Trustee applicants will be placed on the Associated Student election ballot at each credit college for student voting in the spring. The candidate receiving the plurality of the combined votes at both colleges shall be elected as the Student Trustee.

Term of Office

- ~~4~~ 5. June first (1st) to May thirty-first (31st) shall be the term of the Student Trustee. No person may serve for more than one term.
- ~~5~~ 6. The new Student Trustee shall be oriented and trained by the outgoing Student Trustee prior to assuming office on June 1st.
- ~~6~~. ~~The new Student Trustee receive an orientation by the Associated Students leadership and their advisors at both colleges two weeks prior to the start of the fall semester.~~
7. The eligibility requirement (under Eligibility section above) must be maintained throughout the term of office.

8. The Board of Trustees President or designee will act as a mentor to the Student Trustee to provide guidance throughout term.
9. One mentoring activity will be provided to the Student Trustee by the Chancellor upon assuming office, ensuring the incoming Student Trustee understands the inherent roles and responsibilities.

Duties

~~8-~~ 10. The duties and responsibilities of the RSCCD Student Trustee shall include, but are not limited to the following:

- a. Participate in mentoring activities with members of the Board of Trustees and the Chancellor throughout the year as appropriate.
 - b. Will identify an Administrator from either SAC or SCC as an advisor to cultivate leadership growth throughout their term.
 - ~~a-c.~~ Attend at least one of the following meetings per campus: an joint meeting with the ASGSAC and ASGSCC Executive Cabinet, ASGSAC and ASGSCC Senate, CEC and OEC Student Leadership, or similar leadership groups, and SAC and SCC Advisors once a month in each semester.
 - ~~b-d.~~ Attend meetings of the Board of Trustees and act as the primary liaison between the RSCCD Board of Trustees and the Associated Students of Santa Ana College and Santiago Canyon College, including CEC and OEC.
 - ~~e-e.~~ Fulfill all duties and responsibilities of a Student Trustee as stated in the California Education Code and the RSCCD Board of Trustees policies including BP 2105 and BP 2715.
 - ~~d.~~ ~~Participate in mentoring activities with members of the Board of Trustees and the Chancellor as appropriate.~~
 - ~~e-f.~~ Complete mid-semester grade check ~~sheet~~ and submit to the Office of Student Life Coordinators.
 - ~~f-g.~~ Enroll in and complete 6 units per semester and maintain a minimum ~~2.2~~ 3.0 GPA for the semester and overall. (Non-compliance with this requirement will result in removal from office).
- ~~9-11.~~ The Student Trustee shall be voting member on the RSCCD Board of Trustees (however, the vote is advisory) and a non-voting member on the ASGSAC and ASGSCC Executive Cabinets. The Student Trustee shall be independent from all other members of the ASGSAC and ASGSCC as a paid employee of the District.

Vacancy

- ~~10-12.~~ Should the Student Trustee resign, be dismissed, or recalled, the two college credit student presidents shall alternate attending Board meetings as the acting Student Trustee until a special election is held. Service as the acting Student Trustee does not count toward the one-year term limit in Section 2 g. above.
- ~~11~~ 13. The Student Trustee must comply with the duties outlined above or be subject to a fact-finding investigation to determine possible noncompliance of the Student Trustee's duties by an AD HOC committee. The student members comprising the committee will be considered voting members while the Advisor or Associate Dean of Student Life and Leadership will be present to provide guidance and fairness to all parties. The committee will be comprised of:
 - a. Each campus ASG President and Vice-President.
 - b. One Supreme Court Justice, and one Senator from each campus.

c. An ASG Advisor or Associate Dean of Student ~~Services~~ Life and Leadership.

d. A 2/3 vote of the total voting committee membership determining there is noncompliance with the Student Trustee is needed to ~~impeach the Student Trustee~~ move the impeachment process forward to a joint SACASG and SCCASG Senate meeting. Less than a 2/3 vote will yield no action. ~~If the Student Trustee is impeached, a recall election shall be scheduled.~~

Recall

12. ~~The Student Trustee will be subject to a recall election if a recall petition is signed by at least 3% of currently enrolled RSCCD students, which includes non-credit students. The recall will be successful if at least 5% of currently enrolled students vote in favor of the recall.~~
14. A Special Meeting comprised of both SACASG and SCCASG Senate branches will be co-chaired by the ASGSAC and ASGSCC Chief Justices to determine if there is noncompliance of the Student Trustee. Both campuses' ASG Advisors or Associate Deans of Student Life and Leadership will be present to provide guidance and fairness to the process. The combined branches must have a majority of Senators present to meet quorum, which will be based on all eligible Senators from both campuses. If quorum is not met, the joint meeting will be rescheduled. If quorum is met, the Chief Justices will make a presentation of the evidence/findings of noncompliance of the Student Trustee to the Senate branches. At this meeting the Student Trustee will have the opportunity to speak on the alleged evidence of noncompliance as well as have her Board of Trustees mentor be present and speak on her behalf. A 2/3 vote of all senators present is needed to schedule a recall election for the removal of the Student Trustee.
15. The recall election to remove the Student Trustee from their position will be successful if a simple majority of students who voted, voted in favor of the removal. The yielded voting average of the last three annual ASG elections at both Santa Ana College and Santiago Canyon College will determine the threshold of votes needed for a successful removal. The election shall not be sufficient to remove the student trustee unless the number of students who vote in the election equals, or exceed the average of the number of student voters who voted in the previous three ASG elections. The voting average will also be determined by the total number of unduplicated voters in said elections.
16. The ASG President or a designee at each campus will be responsible for relaying all necessary information regarding the special election to their respective student body.
17. As per California Assembly Bill AB 1358 Section 1b, the Santa Ana College and Santiago Canyon College ASGs who have adopted Student Representation Fee legislation are authorized to use said funds in order to promote the special election.

Revised February 10, 2014

AR 3411 ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY (New)

References:

Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code, Section 794d);
36 CFR, Sections 1194.1, et seq.;
Government Code, Section 11135;
Title 5, Sections 59300, et seq.

Electronic and information technologies are a means by which Rancho Santiago Community College District provides information to students, faculty, staff, and other constituents. The need to ensure accessibility to all members of the campus community is critical as more administrative services and learning environments are based on electronic and information technologies. It is also a part of the District's ongoing commitment to establishing a barrier free learning community, or universal access, to all individuals.

Individuals with disabilities are guaranteed access to educational institutions and systems of communication under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Amendments to Section 508 of the Rehabilitation Act clarify accessibility requirements for electronic and information technologies developed, procured, maintained, or used by federal agencies.

The technical standards of Section 508 provide criteria specific to the following technologies:

- a. Software Applications and Operating Systems (1194.21)
- b. Web-based Intranet and Internet Information and Applications (1194.22)
- c. Telecommunications Products (1194.23)
- d. Video and Multimedia Products (1194.24)
- e. Self-contained, Closed Products (1194.25)
- f. Desktop and Portable Computers (1194.26)
- g. Functional Performance Criteria (1194.31)
- h. Other Electronic technologies

Furthermore, California Government Code Section 11135 states the following:

(1) In order to improve accessibility of existing technology, and therefore increase the successful employment of individuals with disabilities, particularly blind and visually impaired and deaf and hard-of-hearing persons, state governmental entities, in developing, procuring, maintaining, or using electronic or information technology, either indirectly or through the use of state funds by other entities, shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations.

(2) Any entity that contracts with a state or local entity subject to this section for the provision of electronic or information technology or for the provision of related services shall agree to respond to, and resolve any complaint regarding accessibility of its products or services that is brought to the attention of the entity.

Also refer to BP 3720 titled Computer and Network Use and AR 3720 titled Information Resource Use. District procedures for obtaining and using electronic and information technology must be followed; refer to AR 6365 Contracts – Accessibility of Information Technology.

Adopted: _____

AR 3412 CONTRACTS – ACCESSIBILITY OF INFORMATION TECHNOLOGY (New)

References:

Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code, Section 794d);

36 CFR, Sections 1194.1 et seq.;

Government Code, Section 11135;

Title 5, Sections 59300 et seq.

All information technology-related contracts must address accessibility requirements per 29 U.S. Code, Section 794d.

Whenever the District enters into a contract for the purchase, development, procurement, maintenance, or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code, Section 794d) and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

Each contract with such a vendor shall contain the following provision:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement and/or action for damages."

Adopted: _____

AR3510 - Workplace Violence Plan

Legal References: Cal/OSHA; Labor Code Sections 6300 et seq.; Title 8 Section 3203; Code of Civil Procedure Section 527.8; Penal Code Sections 273.6; 626.9; 626.10;

Rancho Santiago Community College District is committed to providing a safe work and educational environment that is free of violence and the threat of violence.

Responding to Acts or Threats of Violence

The top priority in this process is effectively handling critical workplace incidents involving actual or potential violence. Violence or the threat of violence against or by any employee of the District or any other person is unacceptable. Immediate action will be taken to stop any act or threat of violence on district property.

A non-employee on District property, who commits or threatens violent behavior, shall be subject to criminal and civil sanctions, including removal from the property, restraining orders and prosecution.

Any District employee or student who violates this policy shall be subject to appropriate disciplinary action pursuant to the applicable policies and procedures of the District, and may further be subject to such additional civil and criminal sanctions, including but not limited to, restraining orders, criminal charges, and civil law suits, as permitted by law.

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor and to the District Safety Department. In emergency situations, the employee may also call the local law enforcement agency by calling 9-1-1.

No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, the District Safety Department, 3-3-3 and the local police, 9-1-1, will be called.

Definitions of Acts or Threats of Violence:

- Striking, punching, slapping or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his or her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his or her duties.
- RSCCD's employees, students, and volunteers, or any visitor or other third party attending a sporting, entertainment, or educational event, or visiting an academic or administrative office building, or dining facility, are further prohibited from carrying, maintaining, or storing a firearm or weapon on any college facility, even if the owner has a valid permit, when it is not required by the individual's job, or in accordance with the relevant RSCCD Policies for Student Life. This prohibition applies to all events on campus where people congregate in any public or outdoor areas. Any such individual who is reported or discovered to possess a firearm or weapon on district property will be asked to remove it immediately.

Failure to comply may result in a student conduct referral and/or arrest, or an employee disciplinary action and/or arrest.

The following groups are exempted from this regulation: Employees may possess a firearm or weapon only if the employee is:

1. Required to possess the firearm or weapon as a part of the employee's job duties with RSCCD;
2. Using the firearm or weapon in conjunction with training received by the employee in order to perform the responsibilities of his/her job with the district.
3. Exemptions as outlined in California Penal Code 626.9.

Threat Assessment Teams (TAT) and Behavioral Assessment Teams (BAT)

Each college shall establish a committee with responsibility for education, threat assessment and violence prevention on campus. The membership of this body shall include representatives from the following areas: student affairs, safety & security, a mental health professional or counseling services representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. The team is charged with using its judgment to assess, intervene, and follow policies for individuals whose behaviors may present a threat to the safety of the campus community as appropriate; working with enforcement and mental health agencies to expedite assessment and intervention; and developing comprehensive fact-based assessments of students, employees, or other individuals who may present a threat to the university. The TAT / BAT is empowered to take timely and appropriate action, consistent with the judgment of the team, college policy and applicable law.

Each Threat Assessment Team or Behavior Assessment Team shall publish periodic guidance to faculty, staff and students regarding the following:

- a. how to recognize and report aberrant or potentially harmful behavior that may represent a threat to the community;
- b. policies and procedures for the assessment of individuals whose behavior may present a threat;
- c. appropriate means of intervention with such individuals;
- d. college/system action to resolve potential threats; and to whom on the college's threat assessment team, or through what method, potentially threatening behavior should be reported

Employee and student responsibilities should include:

- a. Administrators, faculty members, staff members, and students should take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in this policy.
- b. Department heads, directors, and supervisors are also responsible for communicating the policy to all employees under their supervision, overseeing facility safety, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats;
- c. Reporting incidents or threats of violence to their immediate supervisor, Human Resource Office, campus safety & security, Threat Assessment Team members, or other designated individuals or offices stated by board policy or administrative regulation. This can be completed in person, via telephone, or by using the online Maxient reporting tool.
- d. Providing Human Resources and the immediate supervisor, or a college's Safety & Security office, with a copy of any Protective Orders from a court which lists the College Campus / Office as protected areas so that appropriate enforcement activities occur.
- e. No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.

Human Resources will coordinate employee-related preventive measures, including conducting criminal conviction checks in accordance with RSCCD policy, providing awareness programs to new employees, coordinating referrals to the employee assistance program, advising employees and managers, making referrals to the TAT / BAT and providing case management, providing conflict resolution services, and coordinating with other college and community resources to support victims of violence.

Student Affairs will coordinate student-related preventive measures including training for professionals, student employees, and students through the on-call process and through other education and training methods. The Associate Dean of Student Development is responsible for responding to and adjudicating violations of the College Student Code of Conduct policy. The Associate Dean of Student Development staff will coordinate and convene the Crisis Intervention Team, the goal of which is to coordinate support services and administrative response to crises involving students, make referrals to the Threat Assessment Team, and provide case management.

Procedures for reporting or responding to threats by any person:

Any individual who believes there is an immediate danger to the health or safety of any member of the college community should call the District Safety & Security or local law enforcement (911) immediately. Individuals should call the District Safety & Security (714-564-6330) to notify the Threat Assessment Team about a concerning behavior or situation observed. Members of staff or faculty can make use of the MAXIENT online reporting tool, which is available on everyone's desk top computer.

EMERGENCIES OR PERSONS OF CONCERN: Students, faculty, staff, and visitors may report emergencies, criminal actions and suspicious behavior to the District Safety & Security (714-564-6330) or by dialing 333 from any campus phone or by activating the blue emergency phones located on campus. If "911" is dialed from a cellular phone or pay phone, the call will be routed to an off-campus police department or dispatch center. If this should occur, the caller should describe the nature of the emergency to the dispatcher. In order to avoid this type of delay, campus patrons may consider programming cellular phones to the District Safety & Security (714-564-6330). All non-emergency calls to the District Safety & Security should also be directed to (714-564-6330).

DISTRESSED EMPLOYEES: Concerns about the behavior of or statements made by RSCCD employees, full or part time, including faculty employees, administrative or confidential employees, classified may be reported to Assistant Vice Chancellor of Human Resources at 714-480-7490. Matters needing immediate attention should be directed to the District Safety & Security at 714-480-7331.

DISTRESSED STUDENTS: The Associate Dean of Student Development Office, or Safety & Security out of normal office hours, takes reports of students who may be in distress. The Associate Dean of Student Development reporting system allows faculty members and critical staff members to submit information about a student whose exhibited behaviors or statements may be of concern (in or outside of the classroom). Contact may be made by phone to the respective campus Associate Dean or the MAXIENT reporting system available on the computer desktop of every network computer. Matters needing immediate attention should be directed to District Safety & Security at 714-480-7331.

Responsible Manager: Chief, District Safety and Security

Revised: September 21, 2015

Title Revised: _____

AR ~~3406~~ 6012 Sustainable Practices

Legal reference: AB 939 Waste Management Reduction Act; Title 8, Section 340 et seq.;
Executive Order B-18-12; California Code of Regulations, Title 24, Part 11; California
2010 Green Building Standards Code

ENVIRONMENTALLY PREFERABLE PURCHASES

The Rancho Santiago Community College District, and colleges including Santa Ana College and Santiago Canyon College, shall, whenever possible, use recycled products and recycled materials to meet their needs. This regulation is enacted to demonstrate compliance with the Waste Management Reduction Act and to foster market development for recycled products.

PURCHASING PRACTICES

- A. The District, colleges and departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- B. The District may require procurement of designated recycled products or recycled products above the levels required by this regulation.
- C. The District shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- D. The District and colleges shall promote the use of recycled products publicizing its procurement regulation whenever practicable.
- E. The District will purchase Energy Star certified appliances, machines, and computers whenever available.

MANAGEMENT RESPONSIBILITIES FOR RECYCLED PRODUCTS

The Director of Purchasing shall coordinate the implementation of this regulation. He/she will establish a list of recycled products that shall be purchased by all departments whenever practicable and will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available and make available to departments specifications on the new product along with a list of suggested uses. The Director of Purchasing will also work with departments to establish minimum recycled content standards for designated recycled products to maximize recycled product availability, recycled content, and competition.

WASTE MANAGEMENT AND RECYCLING WASTE

The District is committed to reducing the amount of solid waste that enters landfills. Toward that end, the District will conduct annual audits of solid waste to monitor the reduction of waste. To reduce waste, the District will establish a recycling program at all District-owned facilities to recover materials, such as: white paper, colored paper, cardboard, aluminum, glass, plastic, and compostable waste. Designated storage areas will be established to store recyclable materials.

The District and colleges will act to make resource conservation an integral part of its waste reduction and recycling programs.

- A. The District and colleges will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
- B. The District and colleges will decrease the amount of waste of consumable materials by: a) reduction of the consumption of consumable materials wherever possible; b) full utilization of all materials prior to disposal; and c) minimization of the use of non-biodegradable products whenever possible.
- C. The District and colleges will cooperate with, and participate in, recycling efforts of service area cities and the county. As systems for the recovering of waste and recycling are developed within service area cities and the county, the District will participate by appropriately separating and allowing recovery of recyclable waste products.
- D. The District will purchase, where financially viable, recycled products. The District will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
- E. Representatives of the District and colleges will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.

HAZARDOUS MATERIALS

The District must post at least one CAL/OSHA Notice related to hazardous materials in each location where business is conducted and in a conspicuous place where notices to employees are customarily posted. Where employers are engaged in activities that are physically dispersed such as construction or transportation, the notice required shall be posted at each location to which employees report each day. Where employees do not usually work at, or report to, a single location the notice or notices shall be posted at the location or locations from which the employees operate to carry out their activities. The District shall take steps to insure that such notices are not altered, defaced or covered by other material.

The notice shall inform employees that employers who use any substance listed as a hazardous substance by Cal/OSHA regulations must provide employees with information on the contents of material safety data sheets (MSDS) or equivalent information about the substance which trains employees to use the substance safely. The notice must also state that the employer is required to make available on a timely and reasonable basis a MSDS on each hazardous substance in the workplace upon request of an employee, collective bargaining representative, or an employee's physician. The notice must also state that employees have the right to see and copy the medical record and other records of employee exposure to potentially toxic materials or harmful physical agents.

If the District is required to conduct tests or to engage in monitoring or measuring to determine employee exposure to hazards by specific standards it shall notify the affected employee or employees or their representative, prior to commencement of the date, time and place of the testing, monitoring or measuring of employee exposure.

The District must provide an employee or employees, or their representatives with the opportunity to observe the testing, sampling, monitoring or measuring undertaken pursuant to such standards. Whenever any employee has been or is being exposed to toxic materials or harmful physical agents in concentrations or at levels exceeding those prescribed by applicable standard, order, or special order, the District must promptly notify any employee so affected in writing of the fact that the employee has been exposed, and of the corrective action being taken.

Hazardous materials and items with hazardous materials within them, such as solvents, used motor and lubricant oils, chemical fertilizers, pesticides, herbicides, tires, light bulbs, lithium-based batteries, wet cell batteries, used vegetable oils, print toner cartridges, etc., must be disposed of properly and whenever possible they should be recycled.

ENERGY

The District recognizes the necessity and urgency of reducing energy consumption, conserving energy, and developing alternative sources of energy that are renewable. Fossil fuels, from which nearly all the nation's energy is currently produced, are non-renewable resources which are becoming increasingly scarce and expensive. Executive Order B-18-12, by the Governor of California, orders that state agencies take measures to reduce greenhouse gas emissions, to reduce grid-based energy consumption, and that any planned new construction or major renovation project over 10,000 square feet use clean, on-site power generation such as solar photovoltaic, solar thermal, wind power generation, or other clean power generation methods.

The District will benchmark its energy consumption and strive to continuously improve its energy efficiency on an annual basis. This includes: the review and replacement, if necessary, of HVAC systems for optimal heating and cooling performance; the establishment of appropriate set points for heating and cooling of college and district facilities; the replacement of light bulbs with energy efficient LED or other long-lasting bulbs; and the appropriate scheduling of facilities to reduce the number of buildings operating with partial or low occupancy.

The District will explore and implement, whenever feasible, energy generation technology for existing buildings or as standalone projects.

RESOURCE CONSERVATION

The District is committed to protecting and conserving natural resources. The District will raise awareness about environmental issues and sustainable practices through both one-time and ongoing activities. The District will produce a newsletter to all employees on a regular basis and incorporate environmental and sustainability issues into professional development programs. The Colleges will be encouraged to celebrate

Earth Day and to involve student groups in such events and to undertake other projects that promote sustainable practices.

ENVIRONMENTAL EDUCATION AND TRAINING

The District will advance understanding of environmental issues and sustainable practices by encouraging and supporting college faculty in creating and implementing curriculum and developing academic programs. Toward that end, the faculty of Santa Ana College and Santiago Canyon College are encouraged to include environmental issues and concerns in existing curriculum and to develop new curriculum in Environmental Studies or related areas. The District will foster environmental awareness by incorporating environmental and sustainability issues into professional development workshops and materials for faculty and staff.

FACILITIES AND CONSTRUCTION

The District will model environmental stewardship by following principles of sustainable design and construction. On all District/College demolition and building projects, contractors shall be required to separate demolition and construction debris by type of material, e.g., concrete, asphalt, wood, metal (ferrous and non-ferrous), excavation soil, and other such materials. All new buildings shall be designed to achieve the U.S. Green Building Council's Leadership in Energy and Environmental Design's New Construction (LEED NC) Silver rating. All major capital projects, whether new construction or renovation projects, shall meet the California Code of Regulations Green Building Standards Code (CALGreen) Tier 2.

GROUNDS AND LANDSCAPING

The District recognizes that due to long-term concerns for drought conditions in California and the necessity to conserve water, it is imperative that water consumption be reduced districtwide. One of the major sources of water consumption is the use of sprinklers to water landscaped areas and athletic fields. To reduce water consumption, the District will use automated control systems for sprinklers to allow the ability to turn off sprinklers in the event of rain or to make other necessary adjustments. Landscaping for new buildings or renovation of landscaped areas will use drip irrigation systems and/or xeriscaping to take advantage of native and drought tolerant plants that do not require irrigation. Mulch will be used whenever possible to assist with retaining moisture in landscaped areas.

The use of chemical fertilizers, insecticides, and herbicides for grounds and landscape activities shall be discontinued unless there is no viable replacement product. Alternative methods of managing insect populations, weed control, and plant nutrition shall be explored and adopted when feasible.

TRANSPORTATION AND AIR QUALITY

The workforce at the District Office and at both Santa Ana College and Santiago Canyon College commute to work as does the student population at both colleges. To promote carpooling, the District and the Colleges shall develop plans for expanded bicycle racks or storage facilities, reserve preferential parking spaces for carpools and users of hybrid or electric vehicles, and encourage employees and students to use mass transportation options. When purchasing vehicles for the District/College fleets, only hybrid or electronic vehicles shall be considered.

COMMUNITY PARTNERSHIPS

The District and Colleges shall seek partnerships that are focused on sustainability with community organizations.

Responsible Manager: Chancellor; Presidents; Vice Presidents of Administrative Services; Director of Purchasing

Revised June 16, 2014 _____ **(Previously AR3700, 3701, 3702 AR3406)**

Security for District Property – ~~AR-3510~~ 6520

Reference:

ACCJC Accreditation Standard III.B.1

Security of district property requires the effort and cooperation of all employees and departments, who are expected to take reasonable precautions to safeguard district property in their work areas.

The District Safety and Security Department is responsible for patrolling district property and will be alert for safety and security hazards. District safety officers will either take corrective action or will report problems to appropriate Maintenance and Operations staff. District Safety will monitor fire, security and life safety alarm systems, and will respond to alarm activations and will report malfunctions to appropriate Maintenance and Operations staff or alarm service providers for immediate remedial action.

On each campus the Vice President Administrative Services, or their designee, are responsible for the annual testing of the fire, life safety alarm systems, the annual certification of all fire extinguishers and other related testing and maintenance of the fire, life safety alarm systems. At the District Office this will be managed by District Facilities. Any faults or defective equipment identified in the testing, should be prioritized and rendered functional immediately after testing occurs. Notice of the completed certifications should be sent to the Chief, Safety & Security.

Santa Ana College (SAC) will be responsible for Centennial Education Center (CEC), Digital Media Center (DMC), and The Orange County Sheriff's Regional Training Academy (OCSRTA). Santiago Canyon College (SCC) will be responsible for Orange Education Center (OEC).

Maintenance and Operations staff are responsible for maintaining facilities to ensure the safety and security of persons and property. Attention will be given to provide and maintain appropriate lighting and landscaping, proper functioning locks, doors, windows and other security hardware and fire and life safety/security alarm systems.

The Information Technology Services Department is responsible for providing security measures, software and hardware, for the District's data storage, processing and communications systems.

The District Safety and Security Department will provide first response to emergencies and will notify appropriate district staff and outside agencies as needed.

When unsafe circumstances exist on and around district property, the District Safety Department will provide appropriate warnings, including posting alert bulletins and sending email notices. To address major incidences of theft or loss of district property, the ~~Director~~ Chief of District Safety and Security will convene an ad hoc Property Protection Task Force comprised of affected staff and administrators to review safety and security practices and procedures and to recommend corrective actions.

Keys and key records shall be maintained by the Administrative Services office at each college and major site. Procedures for secure storage, issuing, returning and monitoring keys shall be established. All keys for new equipment, furniture, and buildings are to be turned in to the administrative services office to maintain control and accurate records. Keying of new buildings and re-keying of existing facilities shall be executed in accordance with guidelines established by the District Support Services office to insure integrity of the entire system. District-wide standards for key systems and access control systems will be established.

Revised ~~January 10, 2005~~ February 2016 (Previously AR 3510)

AR 7120.3 Management Recruitment and Selection

SECTION 1 RECRUITMENT

Requisitions

New and replacement management positions require the line administrator to submit a Personnel Requisition online. All new positions will be reviewed through the normal college or District participatory governance process and recommended to the Chancellor by the responsible College President or Vice Chancellor.

An interim appointment not to exceed two years may be made before the regular selection process is initiated and completed. Such appointments shall be made by the Chancellor or College President. Regular hiring procedures must be completed within two years after the interim appointment has been made.

Announcement Procedures

The Executive Vice Chancellor of Human Resources and Educational Services or designee will review each approved Personnel Requisition prior to the preparation of the Job Announcement. When appropriate, the Executive Vice Chancellor of Human Resources and Educational Services or designee will meet with the requester to review and clarify special requests, job descriptions, minimum qualifications, or other aspects of the opening. Any new or revised position descriptions shall be submitted to the Board of Trustees for approval. Following this review, the Human Resources Department will prepare the Job Announcement. The requester will be notified and provided three working days to review the Job Announcement before posting and distribution. Any substantive changes initiated by Human Resources Department will be discussed with the requester prior to posting.

Each Job Announcement will include the:

- job title
- department
- location
- special funding information
- desired starting date
- a description of the position (responsibilities)
- minimum qualifications
- other requirements
- salary information
- a brief description of benefits available
- screening criteria
- method of application
- the specific employment tests that will or might be used in the screening process

The Human Resources Department will post and advertise the Job Announcement to the RSCCD website, CCC Registry and a variety of agencies, organizations, publications, and websites. The Job Opportunities listing will be distributed to all RSCCD email users. Additional distribution may be decided in consultation with the appropriate President, or when hiring a district administrator, the Chancellor depending on available resources, time constraints, and need. The Human Resources Department shall prepare and make the necessary arrangements for all advertising.

The open application period is a minimum of 20 working days in order to provide adequate time for effective recruitment. After the closing date, the Equal Employment Opportunity Officer or designee shall determine if an adequate applicant pool has been recruited. The closing date may be extended if an adequate pool is not

achieved and additional recruitment efforts are required. In such cases, the College President, Chancellor and/or chair of the screening committee will be consulted, and applicants on file will be notified of the extended filing period. If a priority date system is used (e.g. the position is advertised as "open until filled") screening may begin after the Equal Employment Opportunity Officer determines that there is an adequate applicant pool. In special cases (sudden resignation, death, special projects, etc.), the time line and selection process may need modification due to business necessity. In all such cases the College President, or when hiring a district administrator, the Chancellor or designee, may recommend a modified process to the Executive Vice Chancellor of Human Resources and Educational Services or designee.

Position openings will normally require distribution of the job announcement outside the District. Exceptions require written request and justification. Exceptions shall be approved by the Equal Employment Opportunity Officer or designee. The open application period for internal recruitment is a minimum of ten working days. Job announcements will be emailed to all email users.

SECTION 2 APPLICATION PROCESS

Application Materials

All applicants, internal or external, must submit the online application, resume, and all supplemental materials prescribed on the Job Announcement to be considered for an opening. Applicants must apply separately for each opening unless an exception has been created for a specific position and is clearly explained on the job announcement.

SECTION 3 SCREENING COMMITTEES

Membership

Screening committee membership is a vital part of an employee's job within the District. It is a major factor in shaping the future of the institution.

The screening committee chair will be the College President, Vice Chancellor or designee. The screening committee chair will consult with the appropriate Academic Senate President(s) and CSEA President to discuss the ideal representation of each constituency group, the possible inclusion of a faculty or classified co-chair as well as other relevant matters related to the position. Following consultation, the Chair will determine the composition of the screening committee, which may include appropriate administrators, appropriate campus group representation, area specialists, students, and community members.

Campus groups appointing representatives to the screening committee will be notified of management vacancies by the chair. The President of the Academic Senate or designee shall appoint the faculty representative(s) and the CSEA President or designee shall appoint the classified representative(s) to the screening committee. An Equal Employment Opportunity Monitor shall be appointed by the Chair in consultation with the District Equal Employment Officer or designee. The Chair may appoint additional administrators, classified managers, area specialists, students, and community members as appropriate.

The complete list of committee members will be submitted by the Chair to the College President/Vice Chancellor for review and then forwarded to the Human Resources Department.

The Equal Employment Opportunity Officer or designee will review the committee composition for appropriate diversity and to ensure that screening committee members are not applicants or related to any

applicant by blood, marriage or domestic partnership. If modification to committee membership is required, the Equal Employment Opportunity Officer or designee will consult with the screening committee chair.

Orientation

The Equal Employment Opportunity Officer or designee shall orient the screening committee before screening begins. The purpose of this orientation is to familiarize the members with:

- The role of the Human Resources Department in the recruitment, selection and placement process.
- resources available to the committee
- the role of the Equal Employment Opportunity Monitor
- the charge of the committee, as well as the legal obligations and liabilities
- any other items of interest to the membership.

Responsibilities

Screening committees recommend finalists to the appropriate President/Vice Chancellor or designee. As such, in the screening process, each is acting as an agent of the Board of Trustees. Therefore, it is important for members to know how screening processes work, to maintain the confidentiality of the deliberations and to follow equal employment opportunity guidelines. Should individual committee members be named as defendants in a complaint or lawsuit, the Board will indemnify those members, provided each has followed prescribed policy and processes in executing his/her committee responsibilities. Screening committee members are expressly prohibited from meeting or conferring with one another outside of scheduled meetings to discuss any candidates or issues related to the screening process. All discussions of candidates or screening-related issues must occur with the entire committee at a scheduled meeting.

Committee members must submit all notes, screening forms or other screening materials to the chair at the conclusion of the screening process. These will be submitted to Human Resources for retention and storage. Should future complaints or lawsuits be filed, the notes, forms and/or other material will be made available to the committee members.

Persons serving on screening committees shall participate in both phases of the screening tasks (application materials screening, i.e., paper screening, and the interview phase). Any exceptions should be based on factors that do not adversely affect equal employment opportunity, e.g., a subject matter expert is engaged to evaluate technical interview responses. Exceptions must be approved by the District EEO Officer or designee.

The role of the Equal Employment Opportunity Monitor will include the following:

- serve as a voting member of the committee
- monitor the selection process for adherence to established procedures and sound personnel practices
- serve as a resource in the areas of EEO
- serve as liaison, as necessary, between the committee and the Human Resources Department and the Equal Employment Opportunity Officer to address issues and concerns as related to the screening process
- If the EEO Monitor resigns from the committee, the chair will contact the District EEO Officer or designee to find a replacement

If a committee member has concerns about the screening process. Those concerns should be brought to the EEO Monitor. If the EEO Monitor is unable to address the concerns, the committee member should bring the concerns to the chair and the District EEO Officer or designee.

Committee Procedures

The committee will establish the screening process, calendar, screening criteria, interview questions, and any other employment tests.

The committee will attempt to reach consensus regarding the selection of candidates. Consensus is defined as unanimity. Prior to paper screening, the committee must agree by 2/3 majority on a procedure to follow if consensus cannot be reached. Some suggestions for the committee to consider are:

- *Super majority (e.g. 2/3 majority)
- *Simple majority

The committee must provide job-related reasons for the non-selection of all applicants.

Scheduling

Screening committees are responsible for scheduling meetings for the purposes of planning, screening, interviewing and deliberation. Every effort shall be made to schedule screening committee meetings to accommodate schedules of committee members. Classified staff should be encouraged by their supervisors to accept screening committee membership or serve as an Equal Employment Opportunity Monitor.

Whenever possible, meetings should be scheduled during the regular Fall/Spring faculty work year. A faculty member may be compensated for meetings scheduled outside of the Fall/Spring semesters or a Summer/Intersession during which the faculty are not assigned.

SECTION 4 SCREENING PROCESS

Paper Screening

All requirements set for applicants can be viewed as employment tests by the courts, e.g., application forms, minimum application material requirements, written samples, transcripts, etc. Therefore, it is imperative that everything requested of applicants be directly relevant to the position and be a reliable predictor of success in the position. If there are qualifications required or preferred that are not addressed by the application form, consideration should be given to using a supplemental application form.

In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Educational experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.
4. Program development.
5. Community involvement.
6. Demonstrated experience in working with a diverse socioeconomic community.
7. Demonstrated ability to work cooperatively with others.

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of interview.

The committee will use the approved screening criteria to select candidates for interview. Screening at this point in the process must be based solely on the application materials submitted.

At the completion of paper screening, the chair shall provide the following reports to the Human Resources Department:

1. Screening Review Form – identifies the selected candidates and the reasons for the non-selection of all other candidates
2. Screening certification Form– identifies the dates, locations, times and instructions for the Interviews
3. Proposed interview questions, employment tests and descriptions of any demonstrations

Interviews

Interviews may also be viewed by the courts as employment tests. The Human Resources Department will review all interview questions and related screening activities for reliability and validity, as well as conformity to EEO guidelines. Interviews will normally be scheduled no earlier than five (5) working days following the receipt of the screening materials in the Human Resources Department. It is the responsibility of the Human Resources Department to contact applicants and set up interview times.

Sufficient time should be provided to allow a proper assessment of the candidate's qualifications (a minimum of a 30-minute time period should be allocated for each candidate). The interview packet will be transmitted electronically to the chair.

Interview questions must be job related and should be tests of a candidate's knowledge and abilities, as well as being reflective of minimum, required and preferred qualifications. During the actual interviews by the screening committee, the same questions shall be asked of all candidates. Follow-up questions are discouraged, but may be asked if a response is unclear or the candidate obviously misunderstood the questions. Consistency across candidates is of utmost importance in defending the screening process.

During the interview session, those selected may, in addition to the above, be evaluated on the following factors.

1. Oral communication skills
2. Presentation
3. Problem solving skills
4. Successful problem solving or performance demonstration
5. Writing skills/demonstration

Writing Samples:

Requiring a writing sample can be an effective means of evaluating writing ability and can be accomplished in one of three ways:

1. Requesting a writing sample as part of the original application requirements.
2. Requesting a written report or hypothetical problem solving situation be prepared and brought to the interview.
3. By incorporating a written exercise as part of the interview process, e.g., immediately preceding or following the oral questions.

Presentations

Presentations can be an important evaluation technique for the screening committee. Screening committees are encouraged to require presentations of applicants. Presentations would reflect typical working situations the candidate would encounter in the job for which they are applying.

Paper and Pencil Tests

Paper and pencil tests must have both reliability and validity, as well as job-relatedness.

SECTION 5 RECOMMENDATIONS

Following the interview process, the committee will consider the qualifications of those interviewed and will recommend a minimum of two unranked finalists to the Human Resources Department using the Interview Report Form. The Executive Vice Chancellor of Human Resources and Educational Services or designee shall review the Interview Report Form and consult with the chair if there are any questions regarding committee recommendations. If the committee cannot recommend at least two finalists, it will provide the College President/Vice Chancellor or designee with written rationale for its recommendation.

The chair may proceed with the reference check process while the review is in progress. The chair and committee shall determine those to be contacted as references. The recommended finalists' Reference Check Forms, shall be submitted to the College President/Vice Chancellor or designee.

The committee co-chairs will complete and submit the following documents to Human Resources:

1. Interview Report Form, which identifies selected finalists and indicates specific reasons for selecting or not recommending candidates as finalists.
2. Finalist Recommendation Form, listing the finalists in unranked order and signed by all committee members.
3. All committee notes, forms and other screening materials for retention and storage.

SECTION 6 FINAL INTERVIEW AND SELECTION

The hiring administrator's office shall contact the finalists and schedule interview appointments. The final interview may include other administrators or a representative from the screening committee at the discretion of the hiring administrator.

Following the final interviews, the hiring administrator shall provide the Human Resources Department with the name of the individual who will be recommended to the Board of Trustees and will submit all screening materials and forms to Human Resources for retention.

The successful finalist will be personally informed by the College President, Vice Chancellor, or designee. It is also the responsibility of the College President, Chancellor or designee to personally contact unsuccessful finalists.

SECTION 7 UNSUCCESSFUL SEARCHES

When a recruitment fails to yield a sufficient number of candidates who meet minimum qualifications or established criteria for interview or selection, the College President/Vice Chancellor and the Executive Vice Chancellor of Human Resources and Educational Services will determine if the search will continue, be extended, deferred to a later date or abandoned.

Revised: February 16, 2016

AR 7400 Travel

Reference: Education Code Section 87032

The Chancellor has designated authority for approval of travel requests to the ~~Executive Vice Chancellor,~~ Vice Chancellors and Presidents for employees in each of their respective areas. The travel requests may be for attendance at meetings, workshops, conferences, trainings or conventions that are within the scope of the employee's job assignment. The Chancellor must approve in advance all travel outside of the United States.

Employee travel will be reimbursed for actual, necessary, and reasonable expenses up to approved amounts as described in this Administrative Regulation and ~~are~~ may be subject to additional limitations established by staff development or other funding sources.

Mileage:

Employees required to use their personal automobiles for travel within or outside the district to carry out their job assignments may receive reimbursement for business mileage incurred in accordance with the following guidelines:

1. Reimbursement for such business mileage shall be at the prevailing IRS standard rate.
2. All employees driving on district business shall take the most direct route possible.
3. Mileage shall be calculated as the distance from the employee's regular work location to his/her off-campus business destination and return to regular work location.
4. If the employee does not both leave and return to his/her regular work location, the total miles driven less regular commute miles shall be reimbursed.
5. Employees requesting reimbursement must certify that their vehicle is covered by automobile insurance as required by district rules and regulations for Public Liability and Property damage.
6. A Mileage Reimbursement Claim shall be filed with the District Accounts Payable Department ~~within 30 days from the date~~ within 15 days following the month the mileage was incurred and only used when no other expenses are associated with the travel except related parking and tolls.

Travel:

Employees authorized by the Chancellor, ~~Executive Vice Chancellor,~~ Vice Chancellors or Presidents to attend meetings, workshops, conferences, trainings or conventions may receive reimbursement for expenses incurred in accordance with the following guidelines:

1. A Conference Request/Claim Form must be completed and prior authorization obtained before attendance at any event.
2. Allowable expenses associated with travel include only reasonable and necessary expenses: transportation, lodging, registration, meals, car rentals, shuttles, taxi fares, parking, mileage (to and from the airport that exceeds the daily commute of the employee) and other miscellaneous incidental charges such as, minor supplies, postage, reproduction costs, telephone and electronic communication expenses. All expenses should be the most economical and must be authenticated by the original itemized receipts. No reimbursements shall be made for tips/gratuities ~~in excess of 20% of the billed amount,~~ entertainment expenses, valet parking, personal expenses including telephone calls and entertainment expenses, or the purchase of alcoholic beverages. Lodging for conferences within 50 miles of the District Office or College site is not allowable unless specifically approved in advance by the Chancellor, Vice Chancellor or President with documentation of the business necessity. Normally, lodging expenses are reimbursed for the actual dates of the approved conference. The night before or the night the conference ends may be reimbursed if specifically approved in advance by the Chancellor, Vice Chancellor or President with documentation of the business necessity.

3. Travel advances may be requested for the following:
 - a. Transportation, registration, and lodging payable directly to the third party vendor can be paid in full.
 - b. Cash advances to the employee are limited to 75% of the approved estimated expenses.
 - c. Travel advances will not be authorized for any employee whose expenses will be reimbursed by outside funding or for any employee who has not reconciled prior travel advances with the district.
 - d. Air travel and lodging expenses are commonly arranged on the Internet and charged to the employee's credit card. As an alternative they may be booked using the District authorized travel agency.
 - e. When selecting the travel agency, favorable consideration shall be given to travel agents whose businesses are located within the Rancho Santiago Community College District.
 - f. The district shall not contract with a travel agency owned or partially owned by an employee or a relative of an employee of the district. Further, the district shall not contract with an employee of a travel agency who is also an employee or a relative of an employee of the district.
 - g. Employees shall use only commercial carriers for travel and are expected to use the most economical mode of transportation ~~where practical and in the best interest of the district~~ unless specifically approved in advance by the Chancellor, Vice Chancellor or President with documentation of the business necessity.
 - h. Lodging shall be reimbursed at the single occupancy rate.
4. All meals for which expenses are actually incurred shall be paid at the per diem rate per meal using the current single low level IRS rates ~~for the high-low method~~. For fractional parts of a day that do not require overnight travel, the appropriate meal expenses shall be reimbursed.
 - a. The philosophical basis for meal reimbursement is to cover the incremental expense of having to eat out and not having the ability to eat at home. It is not intended to cover the entire cost of the meal.
 - b. When the cost of meals is included in a registration fee, separate reimbursement for the covered meals is not allowed.
 - c. No receipts are required for meal reimbursement since we are paying the IRS per diem rates.
5. A Conference Request/Claim Form must be submitted to the District Accounts Payable Department to account for expenses within ~~fifteen (15) twenty (20)~~ business days from returning.
 - a. The claims for reimbursement must include original itemized receipts for all expenses incurred by the employee including registration, transportation, lodging, car rental, etc.

Responsible Manager: Assistant Vice Chancellor of Fiscal Services

Revised May 20, 2013