



**Rancho Santiago Community College District**  
**District Council Meeting**  
**April 1, 2019**

**Executive Conference Room #114**  
**3:00 – 5:00 p.m.**

**Agenda**

- |   |           |
|---|-----------|
| 1. Approval of Minutes of March 4, 2019 Meeting - <b>ACTION</b> | Rodríguez |
| 2. Board Policies - <b>INFORMATION</b>                          |           |
| a. BP 3900 Speech: Time, Place and Manner                       | Green     |
| b. BP 5500 Standards of Student Conduct                         | Green     |
| 3. Administrative Regulations - <b>ACTION</b>                   |           |
| a. AR 6305 Reserves   | Hardash   |
| b. AR 7400 Travel   | Hardash   |
| 4. Committee Reports - <b>INFORMATION</b>                       |           |
| a. Planning & Organizational Effectiveness Committee            | Perez     |
| b. Human Resources Committee                                    | Green     |
| c. Fiscal Resources Committee                                   | Hardash   |
| d. Physical Resources Committee                                 | Hardash   |
| e. Technology Advisory Group                                    | Gonzalez  |
| 5. Constituent Representative Reports - <b>INFORMATION</b>      |           |
| a. Academic Senate - SAC  | Zarske    |
| b. Academic Senate – SCC  | DeCarbo   |
| c. Classified Staff   | Nolan     |
| d. Student Government – SAC                                     | Ceja      |
| e. Student Government – SCC                                     | Ostrow    |
| 6. Other  |           |

**Next Meeting: May 6, 2019**



## Rancho Santiago Community College District District Council Meeting

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### MINUTES

March 4, 2019

Members:	Raúl Rodríguez	Present
	Peter Hardash	Present
	Enrique Perez	Present
	Tracie Green	Present
	Linda Rose	Present
	John Hernandez	Present
	Jesse Gonzalez	Present
	Monica Zarske	Present
	Michael DeCarbo	Present
	Roy Shahbazian	Absent
	Michael Taylor	Present
	Sheryl Martin	Present
	Diane Hill	Present
	Amber Stapleton	Present
	Susan Hoang	Absent
	Breanna Ceja	Present
	Evan Ostrow	Present
Guests:	Adam O'Connor	

Vice Chancellor Peter Hardash convened the meeting at 3:08 p.m.

1. Approval of Minutes of January 28, 2019 Meeting

It was moved by Dr. Hernandez, seconded by Ms. Stapleton and carried unanimously to approve the minutes of the January 28, 2019 meeting.

2. March 4, 2019 Board of Trustees Meeting

Mr. Hardash shared highlights of the agenda for the February 4, 2019 Board of Trustees meeting.

Dr. Rodríguez, Mr. Gonzalez and Ms. Ceja arrived at the meeting at this time.

3. 2019-2020 Tentative Budget Assumptions

Mr. Hardash presented the 2019-2020 Tentative Budget assumptions that were recommended by the Fiscal Resources Committee (FRC). Discussion ensued. It was moved by Ms. Zarske, seconded by Mr. Perez and carried unanimously to approve the 2019-2020 Tentative Budget Assumptions.

4. AR 2431 – Chancellor Selection

Mr. DeCarbo shared the following questions about AR 2431:

a. Committee Composition

- 1) The AR lists “Two management representatives from each campus” - the current committee only has one from each campus
- 2) The AR lists “Two confidential employees” – seems disproportionate
- 3) The Student Trustee should be replaced by the ASG President from each college, while not a voting member on the Board, the Student Trustee will be able to offer her/his insight at that level.

b. Committee Procedures

- 1) Details on how to get consensus is missing; should be similar to AR 7120.3 Management Recruitment and Hiring

Vice Chancellor Green stated that the Chancellor is hired by the Board of Trustees who can handle as they deem appropriate. Best practices guided the development of AR 2431, which had not been in place for past Chancellor hiring processes.

In response to Committee Composition, Ms. Green stated the following:

- 1) The intent was “Two management representatives, one from each campus” and this reflects the current committee composition
- 2) Confidential employees support the Chancellor, board of trustees and board office on a daily basis and it is appropriate they have a voice on the committee.
- 3) The Student Trustee’s role in the process is to represent the students by participating as a member of the selection committee; the Student Trustee has no role/voice in the board’s interview, deliberations and selection.

In response to Committee Procedures, Ms. Green stated that the board supports the constituent groups being a part of the process and has expectation that the committee would work collegially.

Mr. DeCarbo requested that, once the current Chancellor selection process is complete, AR 1431 be reconsidered and taken through the HR Committee with a final recommendation to District Council.

The Chancellor and Vice Chancellor Green agreed to this request.

5. Reorganizations

- a. Reorg #1119 – DO-Publications/Graphic Communications: it was moved by Mr. DeCarbo, seconded by Ms. Zarske and carried to approve Reorg #1119 with an abstention by Ms. Martin.
- b. Reorg #1131 – DO-Fiscal Services/Accounting: it was moved by Mr. DeCarbo, seconded by Dr. Hernandez and carried to approve Reorg #1131 with an abstention by Ms. Martin.
- c. Reorg #1132 – DO-ITS: it was moved by Dr. Hernandez, seconded by Ms. Stapleton and carried unanimously to approve Reorg #1132.
- d. Reorg #1133 – DO-District Safety and Security: it was moved by Dr. Hernandez, seconded by Ms. Zarske and carried to approve Reorg #1133 with an abstention by Ms. Martin.

6. Board Policy

- a. BP 3730 – Information Security Standards (NEW) – Asst. Vice Chancellor Gonzalez presented a new board policy relating to data security, which is recommended by the State Chancellor’s office. District Council members unanimously endorsed this new policy to be presented to the Board Policy Committee.

7. Administrative Regulation

The following administrative regulation was presented for review and approval:

- a. AR 3730.1 – Information Security – Logging and Monitoring (NEW) Discussion ensued. It was moved by Ms. Zarske, seconded by Ms. Stapleton and carried unanimously to approve the administrative regulation.

The approved regulation will be posted to the district website.

8. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
Mr. Perez reported on the February 27, 2019 meeting and reminded all about the Strategic Planning Retreat is scheduled for May 10, 2019. Mr. DeCarbo encouraged all the it was important the pre-retreat assignment sent out February 13 be completed so that there is work product for use at the retreat.
- b. Human Resources Committee (HRC)  
Ms. Green reported that the February 13, 2019 meeting was cancelled and the next meeting is scheduled for March 13, 2019.
- c. Fiscal Resources Committee (FRC)  
Mr. Hardash reported on the February 20, 2019 meeting and that FRC was working with the consultants on the budget allocation model in line with the new Student Centered Funding Formula (SCFF). The next meeting is scheduled for March 20, 2019.
- d. Physical Resources Committee (PRC)  
Mr. Hardash reported that the next meeting is scheduled for March 6, 2019. All material is on the PRC webpage.

8. Committee Reports (continued)

e. Technology Advisory Group (TAG)

TAG Chair Jesse Gonzalez reported on the February 20, 2019 meeting. He stated that he is working with Ellucian on eliminating the downtime that has been occurring. Dr. Rodríguez also inquired about the district's ability to support a 25% growth in the online program. Mr. Gonzalez committed to working with the colleges to support this growth.

9. Constituent Representative Reports

a. Academic Senate/SAC: Ms. Zarske reported on the activities of the SAC Academic Senate.

b. Academic Senate/SCC: Mr. DeCarbo reported on the activities of the SCC Academic Senate.

c. CSEA: Ms. Martin reported on CSEA activities and announced two additions to their E-Board – Leanna Nolan, Treasurer and Catherine Gutierrez, Secretary.

d. Student Government/SAC: Ms. Ceja reported on the activities of the SAC ASG.

e. Student Government/SCC: Mr. Ostrow reported on the activities of the SCC ASG.

10. Other

No discussion.

11. Next Meeting: The next meeting be held on Monday, April 1, 2019 in the Executive Conference Room (#114).

Meeting Adjourned: 4:15 p.m.

Approved: xxxxxxxx

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 3  
General Institution

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**BP 3900 Speech: Time, Place and Manner**

**Reference(s):**

Education Code Sections 66301 and 76120

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

~~The colleges of the District have areas that are designated public forums available for the exercise of expression use by students, employees and members of the public. The colleges of the District are non-public forums, except for those areas that are designated public forums available for the exercise of expression use by students, employees and members of the public.~~  
The Chancellor shall enact such administrative regulations as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the designated public forums.

The administrative regulations promulgated by the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated, the distribution of printed materials or and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

**Revised: January 13, 2014 (Previously BP5420)**

**Revised: xxxxxxxx, 2019**

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 5  
Student Services

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**BP 5500 Standards of Student Conduct**

**References:**

Education Codes 66300 and 66301;  
ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

**I. GUIDELINES FOR STUDENT CONDUCT**

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.

F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.

G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.

H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.

I. Misrepresentation of oneself or of an organization to be an agent of the district.

J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.

K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.

L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.

M. Expression which is libelous, slanderous, obscene (according to current legal standards) or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.

~~N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.~~

~~O.N.~~ Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.

~~P.O.~~ Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.

~~Q. P.~~ Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race, or ethnicity, religion, age, sexual orientation or any other status protected by law.



~~R. Q.~~ Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, ~~which includes physical as well as verbal abuse, including the use of racial epithets and hate speech;~~

~~S.~~ ~~Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.~~

~~T. R.~~ Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;

U.S. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:

- (a) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.
- (b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
- (c) Using or causing to be used, computer services without permission.
- (d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
- (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
- (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
- (g) Using any account or password without authorization.
- (h) Allowing or causing an account number or password to be used by any other person without authorization.
- (i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.

(j) Use of systems or networks for personal commercial purposes.

(k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

~~V. I.~~ Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

## **II. DISCIPLINARY ACTIONS FOR STUDENTS**

Student conduct must conform to the standards established by the Board of Trustees. Violations are subject to the following types of disciplinary actions. (These disciplinary actions are listed in degree of severity, but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination.)

A. WARNING - Verbal notice to the student that continuation or repetition of specific conduct may be cause for other disciplinary action.

B. REPRIMAND - Written reprimand for violation of district rules, with copy to the student and to the student disciplinary file. A reprimand admonishes the offender to avoid any future infractions of district rules.

C. PROBATION - Probation is a disciplinary action which allows the offender to return to the district with the understanding of expected appropriate future behavior. Probation may include exclusion of the individual(s) from extra-curricular district activities that would be set forth in the written notice of probation. The probation would be for a specified period of time and appropriate notice will be sent to any advisor(s) of student organizations(s) involved. Any further violations of the Standards of Student Conduct during this probationary period will result in further, more serious disciplinary action against the offender.

D. RESTITUTION - Reimbursement by the offender(s) for damage(s) or for the misappropriation of district property may take the form of appropriate community service to repair or otherwise compensate for damage(s) or loss(es).

E. REMOVAL - An instructor or department administrator may remove a student from his or her class or departmental service for up to two days, and shall report all such action to the academic dean of the appropriate division and to the administrative designee responsible for student discipline.

The administrative designee responsible for student discipline may suspend privileges from that class, campus service, office, department, or the entire campus based upon the violation, for up to ten days.

During the period of the removal, the student shall not be returned to a class from which he or she was removed without the concurrence of the instructor and administrative designee responsible for student discipline; nor shall the student be returned to the service, department, office from which they were removed, or the campus, without concurrence of appropriate administrator.

If the student is a minor, the college president, or designee shall ask the parent or guardian to attend a conference regarding the removal as soon as possible, and if the parent so requests, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall attend (depending on the college).

F. SUSPENSION - The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause, as defined in Section I, A-V herein, for any of the following periods:

- (a) From one or more classes for less than the remainder of the school term.
- (b) From one or more classes for the remainder of the school term.
- (c) From all classes and activities of the college for up to two (2) academic years.

During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.

G. EXPULSION - Expulsion may be for good cause (refer to Section I, A-V), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

### **III. DUE PROCESS**

No student shall be suspended for more than ten days or expelled unless the conduct for which the student is being disciplined is related to college activity or attendance, and the student is afforded the right of due process.

The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be in violation of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.

During the due process investigation period and hearing, the designated investigating administrator may allow, disallow and/or select individuals who will be included in the process. For actions regarding minor students, parental notification and/or involvement is required.

#### **A. Suspension**

Any suspension of more than ten days must be accompanied by a due process hearing as outlined in Section IV of this policy.

Whenever a minor student is suspended from a college of the District, the parent or guardian shall be notified in writing by the chancellor, or a designee.

**B. Expulsion**

Only the Board of Trustees may expel a student. Expulsion shall be accompanied by a due process hearing as outlined in Section IV of this policy.

**IV. DUE PROCESS HEARING**

1. A student who is being considered for suspension or expulsion shall be afforded a due process hearing before a Disciplinary Hearing Board designated by the chancellor or the chancellor's designee. The chancellor or designee shall provide that a reasonable opportunity for a hearing is afforded the student within ten days.

2. The Disciplinary Hearing Board shall be composed of the following individuals appointed by the chancellor or designee:

- 1 RSCCD Student
- 1 Administrator
- 1 Faculty Member
- 1 Classified Staff

3. The student shall be notified in writing at least two school days before the hearing of the following:

- (a) The time, date, and place set for the hearing;
- (b) The charges to be brought;
- (c) Documentary evidence that will be introduced at the hearing;
- (d) The right of the student to appear in person and present his or her position;
- (e) The right to cross-examine the district's witnesses if the witness(es) elect(s) to be present;
- (f) The right to present evidence or witness(es) on own behalf.
- (g) In cases of alleged sexual assault, technical rules of evidence shall not apply; no past sexual history may be introduced as part of the testimony, except that the past sexual history of the alleged victim shall be permitted if offered as evidence of the character or trait of character of the victim for the purposes described in California Evidence Code 1103.

4. The hearing board shall hear evidence and witnesses presented by the district and by the student. In the event the student for whom the hearing is held, or other key parties, is not present at the hearing, the Hearing Board will proceed without the individual(s). The Hearing Board shall render its decision on the evidence presented within two school days of the close of the hearing. The hearing board shall notify the Dean of Student Affairs at Santa Ana College or the Vice President of Student Services at Santiago Canyon College or their designee of the

decision and will notify the student by certified mail of the outcome of the hearing. If the recommendation is for suspension or expulsion, the student will be notified in writing of their right to appeal the decision to the Board of Trustees.

Any request by the student to appeal the decision to the Board of Trustees must be made within forty-eight hours of receipt of the letter sent by the aforementioned administrator outlining the hearing board's decision. If the decision supports a recommendation for expulsion, the suspension will continue until the Board of Trustees can hear the appeal.

If the recommendation opposes suspension or expulsion, the recommendation shall be final, and, the chancellor or designee shall reinstate the student immediately to their status prior to the hearings.

The Board shall, unless a request has been made by the student for an open session, hold closed sessions under the following conditions:

- (a) If the Board is considering the suspension or expulsion of the student.
- (b) If a public hearing upon such question would lead to the giving of information concerning the student which would be in violation of Section 76243 of the Education Code.

5. Before calling such closed session, the chancellor or designee shall, in writing, by registered or certified mail, if the student is a minor notify the parent or guardian, or the student, if the student is an adult, of the intent of the Board to call and hold such closed session. Unless the student, or the student's parents (if the student is a minor) within forty-eight hours after receipt of such written notice, request in writing that the hearing be held in open session, the appeal shall be conducted in closed session. If such written request is served upon the clerk or secretary of the Board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any other student shall be in closed session. Whether the matter is considered at a closed session or open meeting, final action of the Board shall be taken at a public meeting and the result of such action shall be a public record of the district.

6. The appeal before the Board of Trustees shall be a review of the evidence presented to the Hearing Board, and an opportunity for both sides to present oral argument. No new evidence or witnesses will be heard unless the Board of Trustees so requests.

7. The decision of the Board of Trustees shall be final. Students expelled or suspended for more than one academic year from attendance at colleges or programs of the district shall be entitled to make an annual appeal to the Board of Trustees of the expulsion or suspension by written request directed to the Secretary of the Board that the matter be placed on the agenda of the Board of Trustees. Such appeals shall be conducted as provided in this policy.

Additional copies of the following Rancho Santiago Community College District student policies are available in the RSCCD catalog and the offices of Student Services at both Santa Ana College and Santiago Canyon College:

- Student Code of Conduct
- Sexual Harassment Policy/Complaint Procedures
- Academic Honesty Policy
- Grievance Procedures for Students

Revised: July 21, 2014 (Previously BP5201)

Revised: xxxxxxxxxxxx, 2019

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 6  
Business and Fiscal Services

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**AR 6305 Reserves**

Per the Board of Trustees and Board Policy 6250, the district fund balance shall maintain a minimum ~~five percent (5%)~~ twelve and a half percent (12.5%) reserve ~~fund balance~~ for contingencies which may occur in the course of the fiscal year. This reserve shall be known as the Board Policy Contingency.

The Vice Chancellor of Business Operations and Fiscal Services and the Assistant Vice Chancellor of Fiscal Services shall monitor the reserves so that it maintains a minimum ~~five percent (5%)~~ twelve and a half percent (12.5%) balance.

In the event the Board of Trustees determine a need to allocate a portion of the Board Policy Contingency and this reserve becomes less than 12.5%, the Chancellor shall, within 120 days, present a plan to replenish the one-time draw down of the reserve to at least 12.5%. This replenishment plan will be discussed through the normal participatory governance process and will include details on the amount required and timeline for replenishing the reserve.

The Board of Trustees must approve utilization of monies from the reserve for contingencies (Board Policy Contingency) by a two-third majority vote.

**Responsible Manager:** Assistant Vice Chancellor of Fiscal Services

**Revised: November 2, 2015 (Previously AR 6200)**

**Revised: August 1, 2016**

**Revised: xxxxxxx, 2019**

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 7  
Human Resources

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## **AR 7400 Travel**

### **References:**

Education Code Section 87032  
2 Code of Federal Regulations Part 200.474

The Chancellor has designated authority for approval of travel requests to the 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 may be subject to additional limitations established by staff development or other funding sources.

The district retains the right to direct employees to attend relevant conventions or conferences.

### **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 roundtrip as the distance from the employee's regular place of work location to his/her the off-campus business destination and return to regular work location.~~ Actual claimed business mileage driven will be reimbursed. Attach Google Maps or other similar online map printouts to support all mileage claims.
4. ~~If the employee does not both leave and return to his/her the regular place of work location, the total miles driven less minus the 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 **form** shall be filed with the District's Accounts Payable Department 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.



7. If any other travel-related expenses are incurred, the mileage reimbursement should be included on the Conference Request Claim form instead of using the Mileage Reimbursement Form.

### Travel:

Employees authorized by the 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/~~Travel~~ Request Claim ~~F~~form must be completed, signed by the requestor, and required prior authorization signature obtained before attendance at any event. For any overnight stays within California, employees should fill out the last page of the form titled Hotel/Motel Transient Occupancy Tax Waiver to present upon check-in. Not all hotels accept the form, but when they do, it provides substantial savings to the district.
2. Allowable expenses associated with travel include only reasonable and necessary expenses: transportation, lodging, registration, meals not covered by conference registration and during the period of travel, car rentals, ground transportation (including Uber, Lyft or other rideshare transportation) fares (including gratuity not to exceed 20% of the fare), 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 with documentation of the business necessity.
  - a. All expenses should be the most economical and must be authenticated by the original itemized receipts, other than meals.
  - b. Transportation expenses must be the lowest economical and class roundtrip airfare using only commercial carriers for travel, or mileage not to exceed lowest economical roundtrip airfare, unless specifically approved in advance by the Chancellor, Vice Chancellor or President with documentation of the business necessity.
  - c. As each airline's options differ and are continuously changing, employees shall confirm that the fare booked is the particular airline's lowest economical fare. The district will not cover additional fees such as extra legroom, early check-in fees, exit row upgrades, additional baggage fees over a single checked bag plus a single carry-on bag if applicable, or any other upgraded or additional costs. Any upgraded or additional costs are personal expenses and will not be reimbursed.
  - d. If traveling with supplies, equipment or other heavy materials required for participation in the conference or event, employees should consider the cost of other courier or shipping methods to determine if it is less costly than checking additional bags (Purchasing Services department can assist with these options). In either case, documentation of the business necessity for this additional cost is required.
  - e. No reimbursements shall be made for tips/gratuities other than as noted in this Administrative Regulation, trip insurance, valet parking, personal expenses including telephone calls and entertainment expenses, or the purchase of alcoholic beverages.
  - f. Car rentals must be booked based on the most economical class of vehicle for the number of people traveling together. The District will not reimburse for premium or luxury vehicles or any other upgrades or additional costs.

- g. 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.
  - h. ~~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.
  - i. The district shall not pay for lodging that exceeds the published standard single occupancy room rate for conferences. Most conferences offer a block of rooms at a reduced rate to those who book early, it is recommended that employees plan accordingly to book at the lower rates. Employees should also ask if a government rate is available and less expensive.
  - j. The district does not allow business lodging booked from vacation rental companies such as Airbnb, VRBO, etc.
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 may be requested only for costs that will be incurred prior to travel, and are limited to 75% of the total approved estimated expenses, including any expenses paid directly to vendors. Other costs that will be incurred during travel will be reimbursed upon return.
  - 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 typically~~ arranged on the Internet and charged to the employee's credit card. As an alternative ~~they~~ employees may ~~be booked using through~~ the District's authorized travel agency (For more information, see the FAQs on the Accounts Payable website). Booking through the travel agency will increase the total amount by at least \$35 per transaction, the travel agency service fee.
  - ~~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 and class of transportation 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 standard room single occupancy rate.~~
  - i. Prepayments or advances for conferences paid with grant or categorical funds is not allowable when the payment and conference dates cross fiscal years without documentation of the specific authorization by the grant.
  - j. If using the District's authorized travel agency to book air travel, please submit a purchase requisition in Colleague for the air travel and submit a scanned **copy** of your approved Conference Request Claim form to the

District's Purchasing Services Department via email to [purchasing@rsccd.edu](mailto:purchasing@rsccd.edu).

- k. For all other travel/cash advances, a purchase requisition is not needed. Please submit one (1) **copy** of your approved Conference Request Claim Form to the District's Accounts Payable Department via interoffice mail. Include a copy of the conference agenda. Also include the invoice if requesting a travel advance payable directly to a third party vendor. If requesting a cash advance, include all travel confirmations/documentation that equals the total estimated expenses.
  - l. Travel advances must be submitted 15 business days in advance to allow time for processing.
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 rate. For fractional parts of a day that do not require overnight travel, the appropriate meal expenses shall be reimbursed.
- a. The philosophical basis for intent of travel 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**. If the employee decides to purchase a meal instead of the included meal, this is a personal expense and will not be reimbursed.
  - c. No receipts are required for meal reimbursement., ~~since we are paying~~ the District instead will reimburse the employees using the IRS per diem rates as noted above.
5. ~~A Conference Request/Claim Form must be submitted to the District Accounts Payable Department for all expenses w~~Within fifteen (15) business days ~~from~~ of returning from travel, the original Conference Request/Claim form must be reviewed and approved by the Immediate Management Supervisor to account for all expenses, and submitted via interoffice mail to the District's Accounts Payable Department. ~~The claim form should include a check payable to RSCGD if the amount of expenses claimed are less than the amount advanced to the employee.~~
- a. A claim form should include a check payable to RSCGD if the amount of expenses claimed are less than the amount advanced to the employee and should be submitted to the District's Accounts Payable Department within fifteen (15) business days from returning.
  - b. The claims for reimbursement **must include** original itemized receipts for **all** expenses incurred by the employee (**except meals**) including registration, transportation, lodging, car rental, airport/hotel parking, etc., along with a copy of the conference agenda and memo of explanation for miscellaneous expenses or any exceptions explaining the business necessity with the Immediate Management Supervisor approval.
  - c. Only allowable expenditures up to the amount authorized will be reimbursed.

**Responsible Manager:** Assistant Vice Chancellor of Fiscal Services

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