

**February 13, 2020, 3:00 p.m. – 4:30 p.m.**  
Academic Center, Room 303, KTD

TOPIC	DESCRIPTION	Information/ Discussion Action
1. Agenda	Review/Revise/Approve	Action
2. Minutes	Approve Minutes from 12/12/2019 Meeting	Action
3. President's Report	<ul style="list-style-type: none"> <li>Capital Projects Update</li> <li>Learning Resource Center (LRC) Design</li> </ul>	Information/Discussion
4. Board Policies/Administrative Procedures	<ul style="list-style-type: none"> <li>AP 4105 Distance Education (10 + 1)</li> <li>AP 7400 Travel</li> </ul>	Information/Discussion
5. Reports	Guided Pathways Scale of Adoption Self-Assessment – Review (Tonya)	Information/Discussion
6. Board of Trustees	Review February 18, 2020 Board Agenda	Information
7. Constituent Reports	Reports from senates and other constituent updates	Information/Discussion/ Approval
8. Meeting Wrap Up	Review/confirm actions made at meeting/ identify items for next meeting.	Discussion
9. Meeting Schedule	March 5, 2020 April 16, 2020 May 7, 2020 September 10, 2020 October 15, 2020 November 12, 2020 December 10, 2020	Information
10. Adjourn Meeting		

**Members:**

David Wain Coon, Chair

**Faculty:**

Meg Pasquel

Peggy Dodge

Karen Robinson

**Classified:**

Maridel Barr

Monica Applegate

**Students:**

Hellen Sigaran, ASCOM  
President

Fernando Sanchez Lopez,  
ASCOM Vice President

Luanne Mullin, ESCOM  
President

**Managers:**

Jonathan Eldridge

Greg Nelson

Mia Robertshaw

**Resources:**

Cabinet Members

Isidro Farias

**Staff Support:**

Micol Benet

**Ex-Officio for CSEA**

Keli Gaffney, CSEA Pres.

**December 12, 2019**

Academic Center, Room 303, KTD

Present: Jonathan Eldridge, Greg Nelson, Isidro Farias, Peggy Dodge, Maridel Barr, Valerie M., Marian Mermel, Luanne Mullen, Hellen Sigaran (student rep); Fernando Sanchez Lopez (student rep); Micõl Benèt (Mici)

Absent: David Wain Coon, Karen Robinson, Meg Pasquel

The meeting was called to order at 3:02 p.m. by Vice President Jonathan Eldridge, who chaired the College Council in the absence of Superintendent/President Coon, who was at a Marin Promise meeting.

1. **Agenda** –The agenda was approved by consensus, after a minor change to an agenda item. *GRIT's* Discontinuance Policy was corrected to *GRC's* Discontinuance Policy.
2. **Minutes** - The minutes of the October 10, 2019 and November 10, 2019 meeting were approved.
3. **President's Report**

#### End of Year

Vice President of Student Learning and Success, Jonathan Eldridge, summarized the College's many achievements in 2019. He also pointed out that the year 2020 brings College of Marin 6 years closer to its Centennial celebration. He then synopsised the many events of the Fall 2019 semester as well as progress on capital projects.

#### Capital Projects Update

Vice President of Administrative Services, Greg Nelson, provided an update on the following: progress of the merger of the Reading and Writing Lab into the portables; the Extended Opportunity Programs and Services (EOPS) and CalWorks move; the planned Maintenance and Operations move for April; Fusselman Hall's water proofing and seismic retrofitting scheduled to begin; and the anticipated stages of the Learning Resource Center (LRC) moves.

#### LRC Moves

Vice President Eldridge gave the Council a schedule of move dates for those currently located in LRC along with new locations (see attached). The Reading and Writing Lab merger will allow the labs to operate as an integrated whole that provides extended hours for students. Also, if the demolition schedule remains on track, more summer sessions will be scheduled at the Indian Valley campus to minimize disruption to the students.

Luanne and Marian separately thanked Isidro and Monica for facilitating a smooth and seamless transition for ESCOM's move to their new location, in the Student Services building.

**4. Board Policies & Administrative Procedures**

GRC's Discontinuance Policy

Peggy Dodge provided an update on the Governance Review Council (GRC), its Discontinuance Policy and explained how the GRC oversees committees. After review of College of Marin's committees, the GRC discovered several discontinued committees. This led to the creation of a draft policy in order for the Academic Senate to follow a consistent process for the discontinuance or reformation of committees.

Peggy presented the policy, in draft form, to the College Council, in its finalization/formation stages (see attached). The Council then discussed the policy and provided feedback about possible limitations of only allowing certain groups to initiate the process of discontinuance or reformation of committees. The Academic Senate will take the feedback into consideration.

*Action Item:* Vice President Eldridge will bring the draft GRC Discontinuance Policy to the Planning and Resource Allocation Committee (PRAC) for review.

*Action Item:* College Council members will review the draft GRC Discontinuance Policy more closely and submit any suggestions to Meg for the Academic Senate's consideration.

Tracking Policy Changes

Due to questions that arose in the October 10, 2019 College Council meeting, Micöi Benèt (Mici) explained that after consulting with the College Council League of California (CCLC), and other college administrators who are tasked with keeping policies and procedures up to date, that the Microsoft "track changes" feature is strongly discouraged. Avoiding the Microsoft "track changes" during Administrative Procedure (AP) review is consistent with her predecessor Kathy Joyner's methods.

However, for clarity in version control issues, when policies and procedures are under review by multiple governing bodies and individuals simultaneously, there needs to be a reminder regarding a consistent, uniform method of tracking changes.

*Action Item:* Moving forward in 2020, Mici shall create clear and simple instructions for recommending changes to policies (for the Board of Trustees) and procedures for the senates, departments and administration.

Announce Upcoming APs for February Meeting

Mici announced that several APs, from the most recent CCLC Legal Update, will be presented to the Council in February of 2020. The Council was also advised to anticipate significant legal updates in April/May of 2020.

The Council was informed that AP 4105 (Distance Education) expected to have changes approved by Academic Senate.

*Action Item:* Mici to obtain AP 4105 with AS recommended changes before the next meeting, if available.

**5. Board of Trustees**

VP Eldridge reviewed the December 17, 2019 Board Meeting agenda with the Council, which included the annual Organizational meeting, rotation of officers, and introduction of new Directors and a faculty member.

**6. Constituent Reports**

Classified Senate

Maridel updated the Council on her debrief with Superintendent/President Coon and Lucca, regarding the Classified's Halloween fundraiser. Overall the feedback was very positive. However, a key area to address for next year's event will be to have a sign at the ticket table that informs students about the separate free food. There was some confusion about this and some students did not attend the event because they thought they had to pay.

Other updates included that there have been some key changes to the Classified board beginning with the resignation of the treasurer; Kim Foulger will serve as the interim treasurer; the 2020 Calendar of Events is in the planning phase and awaits PRAC feedback; and Cara Kreit will speak at the Professional Learning Day about the Classified Senate revitalization efforts.

Academic Senate

Peggy reported that United Professors of Marin (UPM) is in contract negotiations and that evaluation procedures fall under the 10 +1. UPM is consulting with the Academic Senate (AS) and subsequently the AS is engaging in robust dialogue about issues such as sabbatical leave. While sabbatical funding is negotiated between the UPM and the District, without AS interference, the AS feels the content of the proposal should be in its purview.

ASCOM

Helen reported that finals week has been extremely busy. Fernando described end of semester events for students that included handing out free test supplies, such as blue books, scantrons, and pencils, outside of the LRC during finals week. ASCOM has been

busy planning a student retreat to explore the U.S. Constitution, in the Spring 2020 semester, before the elections. Other activities are in the planning phase and will take place in the Student Services Quad, outside the cafeteria. Fernando announced that the vacant student position was filled by Oliver Reyes, who works with the technology department. Lastly, current semester peer evaluations are underway.

#### ESCOM

Luanne reported that the December 7, 2019 ESCOM holiday party, at St. John's Parish Hall, located in Ross, was a tremendous success. Even though it took place during one of the heaviest rain storms of the year, over 100 people attended the event, along with Trustees Long and Conti.

Upcoming Author series include "The Creative Spark" by Michael Shapiro, and "Elderhood" by Louise Aronson. Finally, ESCOM reported that they will hold a retreat and visioning session in January of 2020.

#### **7. Meeting Wrap Up**

- Mici will present Administrative Procedures in the next meeting.
- Academic Senate will provide AP 4105 recommended changes before the next meeting, if available.
- Vice President Eldridge will bring the draft GRC Discontinuance Policy to the Planning and Resource Allocation Committee (PRAC) for review.
- College Council members will review the draft GRC Discontinuance Policy more closely and submit any suggestions to Meg for the Academic Senate's consideration.

8. **Meeting Schedule:** Next Meeting will be in February (02/13/2020).

9. **Adjourn Meeting** – Meeting was adjourned at 3:54 p.m.

**AP 4105 DISTANCE EDUCATION****References:**

Title 5 Sections 53200, 55200 et seq.;  
34 CFR Section 602.17;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;  
42 U.S. Code Sections 12100 et seq.;  
29 U.S. Code Section 794d;  
ACCJC Accreditation Standard II.A.1.

Per Title 5 Section 55200, distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. All distance education is subject to the general requirements under Title 5 as well as the specific requirements of articles 55200 and 55204. In addition, instruction provided as distance education is subject to the requirements that may be imposed by the American with Disabilities Act (42 U.S.C. Section 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794d).

The U.S. Department of Education defines distance education as education that uses one or more technologies [outlined in paragraph (1) through (4) of the definition] to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. (Title 34 Subtitle B, Chapter IV Part 600 Subpart A section 600.2)

College of Marin offers Distance Education courses via two delivery modes: online and hybrid:

- 1) Online: a course in which 100% of instruction takes place entirely online with no mandatory face-to-face meetings, synchronous visits, and/or campus visits. Instructional time follows the Carnegie unit, which means that faculty must plan an approximate one-to-two ratio of instructional time to homework and study.
- 2) Hybrid: a course that provides instruction both online and face-to-face with at least one mandatory on-campus meeting. Mandatory meetings are regularly scheduled and the dates are posted in the schedule of classes. Students are informed of mandatory meetings in the schedule of classes. Instructional time follows the Carnegie unit, which means that faculty must plan an approximate one-to-two ratio of instructional time to homework and study.

**Course Approval**

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 titled Program and Curriculum Development. Distance

education courses shall be approved under the same conditions and criteria as all other courses.

Each proposed or existing course offered by distance education shall be reviewed and approved separately by the District Education Committee (DEC). Separate course outlines are required for each on-line or hybrid version of a course. Each course outline must include the Distance Education addendum of the Course Outline of Record template.

If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the district's adopted course approval procedures. (5 CCR Section 55206).

### **Distance Education Faculty Certification**

When approving distance education courses, the Distance Education Committee will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.
- **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the Distance Education Committee and Curriculum Committee's approval procedures.

**Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

### **Faculty Training:**

Before a distance education course is assigned, faculty must earn a certificate of completion in the *Online Education Standards and Practices (OESP)* course through the @One Project sponsored by the California Community College Chancellor's Office Telecommunication and Technology Infrastructure Program.

The cost of the OESP course will be reimbursed from the Distance Education budget.

Whether teaching hybrid and/or online courses, faculty must demonstrate proficiency in the technical and pedagogical aspects of such courses using the approved District Learning Management System (LMS) before being assigned to teach such a course. Prior to the launch of the course, faculty are required to meet at intervals with the Distance Education Coordinator and Instructional Technologist to review their curricular plan, receive appropriate training on course design, and review their final course product.

### **Waivers and Evidence of Equivalency**

Faculty who have completed equivalent professional development in online pedagogy and teaching best practices at an accredited institution within the past three years may be exempt from the required faculty certification. Faculty will need to arrange a meeting with the Distance Education Coordinator and Instructional Technologist to present an example of an on-line a course they have developed, and show evidence of professional development and on-line teaching experience.

### **Instructor Contact**

Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

Title 5 sections 55204 and 53200 require “regular and effective contact” in all distance education courses. Federal regulations require not only regular and effective contact, but also “substantive” interaction between the students and instructor. Each course or portion of a course delivered through distance education will demonstrate instructor-to-student(s), student-to-student, and student-to-content interactions.

**Best practices for Establishing Regular, Effective, and Substantive faculty-initiated contact:**

- Specify course policy in the syllabus regarding frequency and timeliness of all contact initiated by the professor.
- Provide response time in syllabus for student questions and assignment feedback (e.g. 24 - 48 hours)
- Explain course policy regarding student initiated contact (where to post questions, assignments, etc.) in the syllabus
- Clarify important dates, such as assignment and assessment deadlines, not only in the beginning but also throughout the course

**Best Practices for Ensuring Ongoing Regular and Effective Contact:**

- Assign and monitor weekly assignments and projects that promote collaboration among students
- Pose questions in the discussion boards that encourage critical thinking skills and promote interaction among all course participants
- Participate regularly in discussion activities with students and ensure that discussions remain on topic
- Monitor student engagement to ensure that students participate with depth
- Include means for varied types of interaction in the course design
- Maintain an active presence in discussion boards, chat rooms, and other interactive forums
- Give frequent and substantive feedback throughout the course

**Methods of Establishing Regular and Effective Contact**

- Course announcements (e.g., videos, weekly summary, weekly review, textbook readings)
- Personalized feedback on assignments
- Interactive discussion boards (e.g., question and answer forums)
- Videoconferencing (e.g., Skype, Zoom, CCC Confer)
- Collaborative projects (e.g., group blogs, group discussions, wikis)
- Instructor-created lessons and documents
- Instructor-created created modules or lectures (e.g., recordings, streaming videos, slides with audio narration, podcasts, webinars, screencasts)
- Emails, private messaging, and chat sessions

**Accessibility Compliance**

All distance education is subject to the requirements of Title 5 as well as the requirements imposed by the Americans with Disabilities Act (42 U.S. Code Sections 12100 et seq.) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S. Code Section 794d). Distance Education courses will be reviewed by Student Accessibility Services (SAS) to determine ADA compliance. The College’s Assistive and Instructional Technologists will assist faculty in meeting ADA compliance obligations when needed. Faculty must engage in relevant training from the College to ensure that they understand accessibility as it relates to instruction and curriculum. Likewise, any material or technology in support of any



instructional activity must be vetted for accessibility compliance by a designated campus authority.

The term “accessible” means that a person with a disability is given the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and integrated manner, with equivalent ease of use (Office of Civil Rights (OCR), 2011).

Distance education courses must closely mirror current compliance requirements or as ADA has been interpreted by ongoing litigation and/or OCR Letters-of-Instruction. That is, distance education courses must be developed with an interface, design, and content that facilitates equitable access to all material or experiences either through industry standard assistive computer technology or any other accommodation. Additionally, instructional materials should closely align with emerging Universal Design best practices.

All course content delivered via distance education must be accessible to all persons including those with disabilities.

All activities and instructional media shall be accessible, including:

- Accurately captioned videos
- Transcribed audio files
- All objects (including images, formulas, tables and charts) have meaningful alternative text
- Readable course materials and html pages using effective font, color contrast, and spacing
- Meaningful hyperlinked text
- Documents that are accessible and reflect best practice standards (e.g. including the use of headers, alt text, a readable font, document tags, OCR etc.)
- Provision of an ADA statement and contact information for Student Accessibility Services in the course syllabus.

Accessibility also applies to websites, software, and other required course materials not contained within the District Learning Management System (LMS).

### **FERPA Compliance and LMS Course Merging**

Faculty may merge their courses in the District Learning Management System (LMS) to save time distributing the same course content to students across multiple course sections. However, due to the Family Educational Rights and Privacy Act (FERPA) regulations, students can only have access to other students’ information in the course in which they are enrolled. This means, students may not interact in the LMS with students from another course section.

To comply with FERPA when distributing course content in merged courses, Faculty must restrict students’ ability to view and interact with other students in another course section. Recommendations for meeting FERPA guidelines in the LMS and a Merged Course Request Form are available on the Online Learning website.

### **Enrollment, Attendance, and Participation in Distance Learning Courses**

Students will register and enroll in distance learning courses in the same manner as traditional courses. All distance education courses follow College of Marin’s attendance and drop policies (AP 5070 and AP 5075). The U.S. Department of Education views attendance in an online class as active engagement, such as writing in discussion forums, submitting assignments, taking quizzes and/or exams, or other interactive

class activities. Due to the potential for financial aid fraud in online programs, the U.S Department of Education has determined that there should be “regular and substantive interaction between students and faculty” in online courses. Hence, the “Last Day of Attendance” counted in the online classroom is the last day of class participation by the student.

Based on the aforementioned guidelines, the instructor should determine the last day of attendance for students via the following methods:

- 1) Prior to the first census date, the instructor will initiate activities that require student participation.
- 2) The instructor will include various robust assessments and assignments on a frequent basis throughout the semester.

**Participation and drop policies must be clarified in the online syllabus and align with the College’s policies.**

### **Scheduling of Distance Education Courses**

Area deans (in collaboration with department chairs) determine and approve faculty assignments for all courses, including distance education sections. Faculty will be assigned to teach distance education courses after completing the aforementioned certification process and meeting state and federal requirements.

### **Faculty Office Hours**

For office hour obligations, faculty must refer to the UPM contract.

### **Student Authentication**

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall utilize one or more of these methods to authenticate or verify the student’s identity:

- Secure credentialing/login and password;
- Proctored examination; or
- new or other technologies and practices that are effective in verifying student identification

The District utilizes a Learning Management System (LMS) whereby students must authenticate their identity. In order to access the LMS, students must log into the MyCOM Portal with their College of Marin-issued student user name and password.

The Chief Instructional Officer shall provide a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

### **Test Proctoring**

Some distance education courses may require that exams be taken in a proctored setting and faculty will clearly communicate in their syllabus if there are any proctoring requirements for the course.

### **Distance Education Support Services**

The District provides online assistance in the following areas:

- Learning Management System (LMS) technical support through an on-line help center
- Online writing assistance through the Online Writing Center (OWC)
- Research assistance through the Library's "Ask a Librarian" service
- Tutoring appointments through the Teaching and Learning Center
- Counseling services through "Ask a Counselor"

The Assessment and Testing Center provides proctored exams with an instructor's approval. Specific instructions about taking an exam in the Assessment and Testing Center can be found on the Assessment and Testing Center's Webpage.

Office of Primary Responsibility:      Assistant Vice President of Instructional Support

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Date Approved: June 28, 2011

Revised: June 19, 2012

Revised: May 1, 2014

Revised: September 20, 2016

**Revised:** March 13, 2018

## Human Resources

**AP 7400 TRAVEL****Reference:**

Education Code Section 87032

The District may reimburse, to the extent possible within necessary financial constraints, expenses incurred in travel, conferences, and meetings (e.g. professional associations, educational organizations, and associations). Employees are expected to travel in the most economically prudent manner possible. **Prior to travel, employees must obtain approval for travel to conferences, training, and similar activities by submitting a written request to their appropriate manager or designee(s). Managers may or may not approve an employee's travel request as it fits within their respective budgets. Pursuant to AB1887, all District employees must adhere to the [Out of State Travel Ban](#) policy prior to submitting a travel request.**

District employees performing District services, regardless of funding sources, will be reimbursed, as provided by Education Code Section 87032 for authorized actual and necessary expenses incurred. Travel allowances will be limited to Education Code requirements, contractual agreements, necessity of travel, and this administrative procedure.

**1. The Headquarters for claiming travel allowances is the location assigned by the immediate supervisor.**

The assigned headquarters is the location to and from which mileage reimbursement is authorized. For employees who spend more than fifty percent of their assigned days at one location, that location will be designated the headquarters location. For employees with less than fifty percent of their assigned days in one location, a centralized location in the most predominantly traveled area will be designated the headquarters location.

**2. Automobile Travel**

In cases where authorized travel is by District-owned automobile, actual and necessary travel expense will not include mileage expense. Travel reimbursement will be made for travel to/from the job location and headquarters when an employee uses his/her own vehicle for official District business in the performance of regularly assigned duties.

If an employee is directed to begin or end their work day at a work site that is not the headquarters, reimbursement would only be authorized for the additional increment beyond the normal commute to headquarters.

When work requires more than one trip to the work location or headquarters on a normal

work day, travel expenses will be paid for all additional travel.

The District's insurance does not provide primary coverage for the owner of privately owned vehicle for claims or losses while he/she is operating his/her own vehicle on District business. For travel associated with field trips, see BP/AP 4300 titled Field Trips and Excursions.

All operators of vehicles must have a valid California driver's license appropriate for the use of the vehicle used on District business. In order to collect private auto mileage reimbursement, proof of current insurance coverage must be on file with the District.

Ferry, bridge, or toll charges may be claimed in addition to mileage allowances.

Mileage shall be reimbursed at the established Internal Revenue Service (IRS) standard mileage reimbursement rate.

### **3. Automobile Rental**

The use of rental vehicles is limited to situations where District vehicles or commercial transportation either are not available, or their use impractical as determined by the Superintendent/President or designee(s). The use of the most economical vehicle will be required, if available and otherwise appropriate. Employees are encouraged to carpool in rented vehicles when possible. Rental car expenses must be supported by receipts. The District insurance does not cover physical loss of, or damage to, rental vehicles. Rental agencies normally provide full coverage insurance for a nominal fee and may be purchased and included in the expense reimbursement.

### **4. Public Carrier Travel**

The expense of traveling by public carrier (rail, bus, airplane, etc.) will be allowed on the basis of actual cost. All travelers will be expected to use the most economical mode of transportation where practical and in the best interest of the District. If the requestor uses a more expensive mode of transportation, the District will only reimburse at the most economical travel rate. Direct expense and the employee's time will be considered in the choice of method of transportation.

### **5. Lodging**

Reasonable and necessary lodging will be reimbursed as supported by receipts. All lodging must be in the geographical area of the conference or meeting and must be approved in writing in advance by the Superintendent/President or designee(s). When a traveler shares lodging with a non-District traveler (spouse/partner, members of a family, friends, etc.), a reimbursement to the traveler is limited to the rates for the District traveler only. Except in extenuating circumstances, lodging will not be paid when the conference or meeting is within commuting distance (fifty-mile radius of the District offices). The District traveler should always request the government/conference/most economical rate and request that the Transient Occupancy Tax be waived at the time of the reservation and/or check-in. Overnight lodging for employees living within the geographical area of the conference or meeting, shall be approved on a case-by-case

basis. Exceptions may be approved, in writing, by the Superintendent/President or designee.

#### **6. Conference Fees**

Reasonable and necessary registration fees will be reimbursed for pre-approved attendance and as supported by receipts. Participant must be authorized to represent the District and conference/meeting must be in the best interest of the District.

#### **7. Meals**

The actual and necessary cost of meals during the travel event, plus reasonable and customary gratuities, will be paid upon submission of original, itemized receipts. If meals are included in the cost of a conference, workshop, or other travel event, charges for additional meals that substitute for the included meals will not be reimbursed. When meals are charged to an employee's hotel room, the original itemized receipt for the meal must be provided – a line-item charge on the hotel bill will not be sufficient. Credit card receipts which do not itemize the contents of meals purchased will not be reimbursed.

Meals will not be reimbursed for travel that begins and ends on the same day unless travel is greater than 60 miles. Exceptions may be considered on a case-by-case basis by the unit budget manager.

The maximum allowance for meals shall be \$10 for breakfast, \$15 for lunch, and \$25 for dinner **OR a maximum of \$50 per day for all meals (including** reasonable/customary gratuities and applicable local tax) Any expenses in excess will not be reimbursed by the District.

#### **8. Miscellaneous Expenses**

Certain miscellaneous expenses related to official District business will be allowed if identified, such as transportation, parking fees, internet access, taxi service, reasonable/customary gratuities, and telephone calls. Receipts will be obtained when reasonably possible. Expenses must be individually itemized in order to be eligible for reimbursement.

#### **9. Non-Reimbursable Items**

The District will not provide reimbursement for parking or traffic violations, personal services, valet and laundry services, auto repairs when using personal automobile, entertainment, trip insurance, or any expenses considered to be excessive.

The traveler will not be reimbursed for non-District travelers (spouse/partner, members of a family, friends, other conference participants, etc.). The District will not allow reimbursement for alcoholic beverages (nor taxes and tips related to alcohol purchases), tobacco-related products, movies (at a theater or in room), laundry, non-District

travelers' meals, car washes, fuel for the employee's personal vehicle, additional hotel rooms or costs of any kind for non-District travelers who accompany employee, or any other expenses determined by the District to be unreasonable, excessive, non-business related, or a misuse of public funds.

#### **10. Emergency Contact Information While Traveling**

It will be the responsibility of the District traveler to inform his/her immediate supervisor of his/her contact information while traveling. This is necessary so that the employee can be contacted in case of emergency.

#### **11. Approval Authorization - Conference Leaves**

##### **(a) United Professors of Marin (UPM) Collective Bargaining Members**

Requests for conference leave shall be made in accordance with the collective bargaining agreement. Travel reimbursements shall be in accordance with District procedures.

##### **(b) All Other Employees**

Request for conference leave shall be made to and approved by the employee's supervisor/manager on the specified forms. Travel reimbursements shall be in accordance with District procedures.

##### **(c) The Superintendent/President has the final authority to approve travel requests.**

#### **12. Approval Authorization – Out-of-State**

Out-of-state travel for all District employees shall be approved in advance by the Superintendent/President.

All travel outside the United States must be approved in advance by the Board of Trustees.

#### **13. Procedure for Claiming Expense Reimbursement**

Reimbursement of expenses for authorized travel shall be submitted on the Claim for Reimbursement Form as follows:

- a) Claims shall be submitted within 60 calendar days following completion of travel.
- b) The only exception to item (a) above is at fiscal year-end, the claim form must be turned in not later than July 6.
- c) Travel expense claims will be signed by the traveler and approved by the appropriate person (see section on Approval Authorization).
- d) Each claim will be itemized by date, nature of expense, and the amount for which reimbursement is claimed. Claims will be for "actual and necessary" expenses and supported by receipts when applicable.

The Superintendent/President reserves the right to make exceptions to the above regulations.



#### **14. Travel Advance**

Travel advances are entirely discretionary and, in most instances, will only be authorized to cover meals and incidental costs for approved travel. All travel advances must be approved in writing by the Superintendent/President or designee(s). Advances will be adjusted upon the filing of a Claim for Reimbursement Form of actual and necessary expenses incurred in accordance with this procedure. Advances will not be paid more than 30 calendar days prior to travel. Employees who receive a cash travel advance, and then are unable to attend the travel event, must reimburse the entire travel advance to the District within ten calendar days of the original dates of travel. Failure to do so may result in a payroll deduction of the entire amount of the advance from the next occurring pay period. Abuse of travel advance privileges may result in denial of future travel advance requests and shall be considered a misappropriation of funds by the employee. No such advance shall be considered for any purpose as a loan to such employee.

Also see BP 2725 titled Board Member Travel

Office of Primary Responsibility: College Operations

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**Date Approved:** June 19, 2012

*(Replaces College of Marin Procedure 6.0009 DP.1)*