

**COAST COMMUNITY COLLEGE DISTRICT
 CHANCELLOR'S CABINET MEETING
 Monday, May 7, 2012
 8:30 - 10:30 a.m.
 District Office
 Conference Room F (Chancellor's Wing)**

TOPIC	BACKGROUND	DUE DATE	ACTION	ASSIGNEE
1. Homework Assignment from April 9 - Report on a Disruptive Innovation in Higher Education (Jones)	Definition of Disruptive Innovation: an idea that improves a product or service in ways the market does not expect, mainly by offering it at a more affordable price, convenient method and/or often to a different consumer			
2. Policy Review - BP 6701, Use of Facilities and Cosponsored Events (Dunn)				
3. Policy Review - BP 6702, Usage Fees for Facilities and/or Equipment, Coastline – Golden West – Orange Coast (Dunn)				

Next Meeting Date:
 Monday, June 11, 2012, 8:30 a.m.
 Coastline Community College
 College Center, Fourth Floor Conference Room

TOPIC	BACKGROUND	DUE DATE	ACTION	ASSIGNEE
4. Policy Review - BP 6964, Disposition of District Property (Dunn)				
5. Policy Review - BP 6965, Sale or Lease of Real Property (Dunn)				
6. Policy Review - BP 6966, Land Utilization/Joint Use Development (Dunn)				
7. Policy Review - BP 6970, Transportation Regulations (Dunn)				
8. Policy Review - BP 6971, Mileage Reimbursement (Dunn)				

Next Meeting Date:
Monday, June 11, 2012, 8:30 a.m.
Coastline Community College
College Center, Fourth Floor Conference Room

TOPIC	BACKGROUND	DUE DATE	ACTION	ASSIGNEE
9. Policy Review - BP 6972, Attendance at Meetings, Conferences, and Conventions (Dunn)				
10. Policy Review - BP 6973, Participation in Events Which Include Charitable Contribution or Political Donation (Dunn)				
11. Policy Review - BP 6974, Participation in Overnight Athletic Events (Dunn)				

Next Meeting Date:
Monday, June 11, 2012, 8:30 a.m.
Coastline Community College
College Center, Fourth Floor Conference Room

Coast Community College District
BOARD POLICY
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BP 6701 Use of Facilities and
Cosponsored Events

Education Code 82537, 82542

The use of college facilities including fee schedules for District and Non-District users shall be governed by rules and regulations established by the Board of Trustees in accordance with the [California](#) Education Code.

The District may cosponsor the use of its facilities when the activity provides a clear benefit to the District. The Chancellor and/or College President shall authorize all cosponsorship activities. The District Offices and each College shall maintain records of cosponsored activities and shall submit an annual report of such cosponsored activities to the Vice Chancellor, Finance and Administrative Services by no later than June 30th of each year. This report shall set forth estimated amount of rental fees the District Offices and/or the Colleges would have realized had the cosponsorship of the activity not occurred.

Adopted September 3, 1986
Revised February 16, 2011
Replaces CCCD Policy 040-2-1, Fall 2010
Revised April __, 2012

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Coast Community College District
BOARD POLICY
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BP 6702 Usage Fees for Facilities and/or Equipment
Coastline – Golden West – Orange Coast

Education codes 81550-81553

All facility requests are processed through the individual campuses. User fees listed below are in addition to staffing fees (\$40.00 per staff per hour). Rates listed are all per hour. All equipment and personnel requests are coordinated through the following offices: Coastline Administrative Services; Golden West Administrative Services and Community Services; Orange Coast Maintenance & Operations and Bursar's Office.

CLASSROOMS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Up to 50	\$25.00	\$35.00
Up to 100	\$35.00	\$45.00
Up to 150	\$40.00	\$45.00
Up to 210	\$50.00	\$65.00
Up to 400	\$130.00	\$175.00
Lab Classroom	\$40.00	\$50.00
Computer Center/Lab	\$80.00	\$105.00
PARKING LOTS (4 hour minimum)		
Per Space	\$5.00	\$7.00

GYMNASIUM & RELATED

Additional deposit required for damages or unusual clean-up. Amount to be determined by campus personnel. Full or partial refund will be returned following inspection of facility after event has occurred.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Small Gym Floor	\$100.00	\$155.00
Large/Main Gym Floor	\$150.00	\$235.00
Dance Room	\$50.00	\$90.00
Strength/Fitness Studio	\$75.00	\$140.00
Foyer Area	\$35.00	\$45.00
Weight Room	\$75.00	\$140.00
Locker Room (per room)	\$45.00	\$80.00
Aerobics Room	\$45.00	\$80.00
Cardio Lab	\$45.00	\$80.00
Biddle Field	\$45.00	\$80.00

ATHLETIC FIELDS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Track	\$75.00	\$140.00
Soccer	\$75.00	\$140.00
Practice Soccer	\$45.00	\$80.00
Softball Fields	\$115.00	\$165.00
Utility Fields	\$45.00	\$80.00
Baseball Field (90 min + \$40.00)	\$115.00	\$165.00
Par Course	\$115.00	\$165.00
Practice Football	\$45.00	\$80.00

TENNIS/OUTDOOR COURTS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Tennis (Per court)	\$15.00	\$20.00
Volleyball/Basketball	\$35.00	\$45.00
Handball (GWC only, per court)	\$15.00	\$20.00

POOL	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Renter provided		
Certified Lifeguard required	\$80.00	\$115.00

OTHER FEES – ATHLETICS

Other fees not included in basic usage fee: One rate for Non-Profit and Commercial

1. Microphone \$10.00/hr
2. P.A./Stereo \$40.00/hr
3. Scoreboard \$40.00/hr
4. Event Markers \$40.00/hr

LEBARD STADIUM (4 hour minimum)	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
(No services)		
School games	\$400.00	
CIF Playoffs	\$600.00	
Non-profit Use	\$750.00	
Football Practice	\$275.00	
Commercial Use		\$1,500.00

Locker Rooms, Utility Fields, Strength lab, Handball 101 (classroom) and Training Room additional fees.

- Staffing at \$40 per person per hour.
- Lighting \$250

LEBARD STADIUM PARTIAL DAY USE RATES

(One rate for both Non-Profit and Commercial)

Stadium and Field House

1. Use of Stadium and Field House where wear and tear would occur to the facility: (i.e. football, soccer or rugby practice, etc.)
 - a. First hour \$400
 - b. Each additional hour \$180 (not to exceed 3 hours)
 - c. Labor costs not included Staffing at \$40 per person per hour.

2. Use of Stadium and Field House where no wear and tear would occur to the facility: (i.e. team pictures, commercial shoots, etc.)
 - a. First hour: \$180
 - b. Each additional hour \$60 (not to exceed 3 hours)
 - c. Labor costs not included Staffing at \$40 per person per hour.

OCC HORTICULTURE GARDENS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Garden	\$90.00	\$120.00
OCC QUAD	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Quad	\$90.00	\$120.00
OCC STUDENT CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Conference Rooms	\$15.00	\$20.00
Lounge	\$90.00	\$120.00
Main cafeteria Floor Area	\$135.00	\$190.00
Captain's Table	\$90.00	\$12.00
GWC COMMUNITY CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Cafeteria (4 hours min)		
Meetings and Seminars	\$115.00	\$165.00
Dances	\$150.00	\$235.00
College Center Patio	\$35.00	\$45.00
GWC COMMUNITY CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Room 102 (Dining Room)	\$35.00	\$75.00
With Kitchen Fee	\$15.00	\$20.00
OCC DRAMA LAB	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Lab	\$165.00	\$235.00
OCC ART GALLERY	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Main Gallery	\$100.00	\$165.00
Children's Gallery	\$50.00	\$75.00
OCC ART CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Foyer	\$115.00 ¹	\$165.00
OCC FACULTY HOUSE	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Lounge	\$35.00	\$75.00
GWC QUAD	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Quad	\$90.00	\$120.00
GWC AMPHITHEATER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Theater	\$145.00	\$250.00

GWC THEATER (4 hour minimum)

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Performance	\$200.00	\$300.00
Rehearsal	\$100.00	\$150.00

Basic usage fees include:

1. Main floor (340 seats)
2. Front and side stages
3. (1) Technical Coordinator (required)
4. (1) House Manager (required-performance only)
5. (30) lights-flat lighting plot
6. (2) dressing rooms-men's/ladies
7. (1) cashier's booth
8. (1) microphone on stand or podium
9. (1) tape deck and use of Theater sound system

Other fees not included in basic usage fee:

1. Technical Coordinator (required) \$45.00/hr
2. Fly crew person \$35.00
3. Lighting instruments \$10.00/instrument
4. Wireless microphone system \$450.00/day
5. Sound technician \$40.00/hr
6. Lighting technician \$40.00/hr
7. Stage technician \$35.00/hr
8. Spot light technician \$30.00/hr
9. Cashier \$25.00/hr
10. Spot Light \$100.00/4hrs
11. Stage Manager (required to be provide by renter)
12. Usher (4 required to be provided by renter)

GWC STAGE WEST

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Performance	\$100.00	\$145.00
Rehearsal	\$75.00	\$80.00

Basic usage fees include:

1. Full use of facility
2. 4-hour use of house
3. (1) technician

Other fees not included in basic usage fee:

1. Additional Staff
2. Custodial(hourly basic)

GWC RECORDING STUDIO

In no case will the Recording Studio be used without employing GWC Studio Engineers. The Recording Studio will be available only to in-district and non-profit groups.

Usage fee for in-district use and other schools in the community, including Studio Engineer's fee:

Studios A and B \$80.00/hr

Usage fees for non-profit groups only (not available for commercial use):

Studio A \$100.00/hr

Studio Engineer \$50.00/hr

Studio B \$75.00/hr

Studio Engineer \$50.00/hr

ROBERT B. MOORE THEATRE/OCC

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC LECTURE	\$150.00	\$225.00
1. Mid stage, apron		
2. House (916 seats)		
3. One technician		
4. Six (6) lighting instruments		
5. One (1) dressing room (if available)		
6. Ticket booth		
7. Two (2) microphones, stands, cables, tape or CD playback		
8. House sound system (Board, EQ, speakers, amps)		

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC MUSIC-SMALL BAND	\$250.00	\$350.00
1. Mid stage		
2. House (916) seats)		
3. Two (2) technicians		
4. Sixty-two (62) lighting instruments		
5. Two (2) dressing rooms (if available)		
6. Ticket booth		
7. Sixteen (16) microphones, stands and cable, tape or CD playback		
8. House sound system (Board, EQ, speakers, amps, etc.)		

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC MUSIC ORCHESTRA	\$300.00	\$450.00
1. Full stage		
2. House (916 seats)		
3. Two (2) technicians		
4. Sixty (60) lighting instruments		
5. Orchestra shell		
6. Chairs, stands, platforms		
7. Two (2) dressing rooms (if available)		
8. Ticket booth		

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC DANCE CONCERT/VARIETY SHOW	\$300.00	\$450.00
1. Full Stage		
2. House (916 seats)		
3. One hundred twenty-eight (128) lighting instruments		
4. Two (2) technicians		
5. Two (2) dressing rooms (if available)		
6. Ticket booth		
7. Six (6) microphones, stand and cables, tape or CD playback		
8. House sound system (Board, EQ, speakers, amps, etc.)		

FEES NOT INCLUDED IN BASIC USAGE FEES

1. Staff Technician (overtime)	\$45.00/hr
2. One hour manager (overtime)	\$35.00/hr
3. Lighting instruments	\$10.00 per instrument
4. Wireless microphone system	\$60.00 per channel
5. Spotlight	\$100.00/4 hrs

**EQUIPMENT RENTAL CHARGES-PER DAY
CCC-GWC-CCC**

Overhead	\$10.00
Caramate	\$15.00
Lecternette	\$15.00
Microphone/Cable	\$10.00
Data Projector	\$75.00
25" Color TV/VHS Cart	\$40.00
Stereo Cassette Player	\$10.00
PA System/Portable Speak Mic	\$50.00
LCD Projector	\$100.00
Pianos (Requires tuning each way (one for stage and one for rental paid by user)	
Upright	\$150.00 or current cost of tuning
Grand	\$200.00 or current cost of tuning

Extra Charges-Prevailing hourly rates (minimum \$40 per person per hour) including fringe benefits will be assigned.

1. Projectionist
2. AV technician
3. Lifeguards
4. Locker room attendant
5. Special security
6. Scoreboard operations
7. Extra Custodial
8. Security
9. Stage hands-special set-ups
10. Food service workers
11. Any other school employees required to work

BOATHOUSE RENTAL FEES/OCC	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Entire Facility -full day	\$2,000.00	\$5,000.00
Entire Facility-half day	\$1,500.00	\$2,000.00

Ground level areas including 100 linear feet of dock space (excluding lower bays)		
Ground Level-full day	\$600.00	\$1,000.00
Ground level-half day	\$400.00	\$750.00

Upstairs bay view classroom maximum (50) persons day/eves		
Upstairs-full day	\$250.00	\$500.00
Upstairs-half day	\$155.00	\$350.00
Upstairs bay view classroom maximum (125) persons day/eves		
Upstairs-full day	\$450.00	\$650.00
Upstairs-half day	\$300.00	\$450.00

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Conference Room-Water View (12) people		
Conference room-full day	\$200.00	\$400.00
Conference room-half day	\$125.00	\$250.00
Kitchen usage-half day	\$50.00	
Kitchen usage-full day	\$75.00	

NOTE: Half day is four hours or less; anytime between 7:00 a.m. and 5:00 p.m.
 Full day is more than four hours; anytime between 7:00 a.m. and 5:00 p.m.
 Evening is anytime between 6:00 p.m. and 11:00 p.m.
 Weekend and weekday rates are the same

District Conference/Board Rooms (4 hours minimum) NON-PROFIT COMMERCIAL

Room A (A120-02) - Seats 14	\$120.00	\$150.00
Room D (B230-06) - Seats 8	\$100.00	\$125.00
Room E (B220-01) - Seats 14	\$120.00	\$150.00
Room F (B200-01) - Seats 16	\$140.00	\$175.00
Room G (B210-06) - Seats 8	\$100.00	\$125.00
Room H (B200-07)* - Seats 20	\$160.00	\$200.00
Room I (C310-07) - Seats 20	\$140.00	\$175.00
Board Room* - Seats 180 **	\$600.00	\$750.00

All conference rooms and Board room are available only during District business hours between 8:00 a.m. and 5:00 p.m. Rooms are not available on weekends or District holidays.

*** Projector and screen available for use in these rooms. Additional staffing charges will apply.**

**** Arrangement must be made a minimum of ten (10) business days in advance of the event to execute a contract determining the technical assistance needed.**

RESTRICTED USE OF DISTRICT SERVICES, FACILITIES, OR EQUIPMENT BY DISTRICT EMPLOYEES

No employee of the Coast Community College District shall use any shop or laboratory facility or equipment of the District (excluding recreational facilities) on personal projects or for personal benefit unless such use has been approved by the administration in charge as making a contribution to the educational program, or unless the employee is enrolled in the program as a student. Employees shall pay the established rate, if any, for services offered by any instructional program the same as would students or members of the community. Any work or service performed for any employee shall be done only when consistent with the current instructional objectives of the particular program and if the performance of that same work or service is available to students or members of the community.

ORANGE COAST COLLEGE AND GOLDEN WEST COLLEGE PHYSICAL EDUCATION Facility Usage by District Employees

During Staffed Hours:

During Non-Staffed Hours:

OCC/GWC physical education staff with key access to department facilities may use such facilities and supervise the use by other staff members with the approval of the Physical Education and Athletics Dean. Non-staff individuals may not use such facilities without the written approval of the Dean.

DISPOSITION OF DISTRICT PROPERTY

The Board shall adhere strictly to procedures prescribed by the Education Code in the sale or lease of real property.

The Board shall authorize the disposal of surplus or obsolete supplies and equipment which are no longer suitable for District purposes and authorize the Chancellor or designee to dispose of such supplies and equipment in conformance with the law and District procedures.

Education Code 81360-81380, 81450-81459

LENDING OF EQUIPMENT

District property or equipment shall not be loaned to any individual or any organization for private use. District property or equipment may be loaned to other school districts or to public agencies in accordance with the Education Code. Such loans, in reasonable amounts and for reasonable periods, shall be the responsibility of the Chancellor following recommendation by one or more of the college presidents or the Vice Chancellor, Administrative Services.

Adopted September 18, 1985
Revised September 7, 1989
Revised April 5, 1994
Revised September 11, 1996
Revised June 25, 1997
Revised August 17, 2005
Revised February 16, 2011
Replaces CCCD Policy 040-2-1.1, Spring 2011

Coast Community College District
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BP 6964 Disposition of District Property

Education Code 81360-81380, 81450-81459

The Board shall strictly adhere ~~strictly~~ to the requirements procedures prescribed by the California Education Code ~~in when the sale selling or or leasing~~ of real property.

The Board shall authorize the disposal of surplus or obsolete supplies and equipment which are no longer suitable for District purposes. The Board authorizes the Chancellor or designee to dispose of such supplies and equipment in conformance with state law and District procedures.

Adopted September 3, 1986
Replaces CCCD Policy 040-2-3, Fall 2010
Revised April __, 2012

Coast Community College District
BOARD POLICY
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BP 6965 Sale or Lease of Real Property

Education Code 81370, 81371, 81372

The District's Board of Trustees authorizes the Vice Chancellor, Finance and Administrative Services, or their designee, to perform any [all](#) required actions under Education Code Sections 81370 and 81371. The Vice Chancellor, Finance and Administrative Services, or their designee, shall receive all oral bids or sealed proposals for matters relating to the sale or lease of real property. The Vice Chancellor, Finance and Administrative Services, or designee, shall provide the Board, or its designated committee, with periodic updates concerning the sale or lease of Real Property within the District. No sale or lease of real property shall be conducted without prior Board approval.

Adopted November 20, 1985
Replaces CCCD Policy 040-2-12
Revised April ____, 2012

Coast Community College District
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BP 6966 Land Utilization/Joint Use Development

The Board of Trustees endorses the concept of joint use development of surplus parcels of property owned by the Coast Community College District. ~~in considering an for such development of any parcel, the resolution shall also specify the intended usage of any proceeds derived bearing in mind the needs of the District and its campuses and facilities.~~ Any enabling resolution presented to the Board for the development of any land parcel shall also specify the intended usage of the parcel, and the compatibility of the intended use with any proceeds derived bearing in mind the needs of the District, ~~and~~ its campuses, and the neighboring community, ~~and facilities~~.

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Adopted November 18, 1987
Replaces CCCD Policy 040-2-13, Fall 2010
Revised April , 2012

Coast Community College District
BOARD POLICY
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BP 6970 Transportation Regulations

[Education Code 82305.6](#)

Transportation of students and District Personnel on District-authorized field trips and overnight trips shall be provided ~~and governed according~~ consistent with to California law and such regulations established by the Chancellor. Such regulations shall be ~~and~~ published as an Administrative Procedure.

Adopted June 15, 1988
Revised February 21, 1996
Replaces CCCD Policy 040-5-1, Spring 2011
[Revised April _____, 2012](#)

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**Coast Community College District
BOARD POLICY
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BP 6971 Mileage Reimbursement

Education Code 72423, 87032

Board Members and District Employees shall be reimbursed ~~at by a mileage rate the then~~ prevailing mileage rate to be established by the Internal Revenue Service, unless the employee is otherwise compensated by a monthly mileage stipend. ~~Board of Trustees.~~

~~Any Such~~ reimbursement ~~shall be~~ for travel by private vehicle on District business must approved by specified action of the Board of Trustees, ~~or~~ by the designated District or College official authority. Claims for reimbursement for mileage must be submitted for the month in which they were accrued by no later than the end of the following month.

~~The mileage reimbursement rate for District employees shall be the same as the current Internal Revenue Service Standard Mileage Rate.~~

Adopted June 20, 1984

Revised Annually January 1

Revised January 20, 1999

Replaces CCCD Policy 040-5-2, Spring 2011

April _____, 2012

Coast Community College District
BOARD POLICY
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BP 6972 Attendance at Meetings, Conferences and Conventions

Education Code 72423, 87032

The Board may authorize attendance at meetings, conferences, and conventions ~~will be authorized~~ when such attendance bears a direct and vital interest to the District. Requests for attendance at meetings, conferences, and/or conventions should contain evidence ~~should be presented at the time of the request with respect to the manner in which setting forth the basis on which~~ the District would ~~be benefited~~ as the result of such attendance.

Regulations governing District-employee attendance and participation in off-campus meetings, conferences, and conventions with Board approval shall be established by the Chancellor, ~~and published in Administrative Procedure 0040-5-3.~~ Attendance at meetings and conferences shall be approved by the Board of Trustees, ~~however,~~ ~~the~~ Chancellor is authorized to exercise judgment in the event of ~~extreme~~ hardship, critical need, ~~or~~ substantial impairment to the District. The District shall not unreasonably deny an employee such authorization.

Requests to attend meetings and conferences in the five-county area of Orange, Los Angeles, Riverside, San Bernardino and San Diego for which no reimbursement is sought need only be approved by the ~~P~~resident of the college, the Chancellor, or designee.

Persons not District employees, and Board members, who are authorized by the Board to participate in a meeting, conference, or convention shall be reimbursed for actual expenses of meals, lodging, and transportation.

Travel by regular scheduled air coach shall be the default expected mode of travel ~~mode for~~ outside the ~~above~~ five-county area for all District-authorized travel. ~~Travel by personal automobile must be specifically authorized and reimbursement will be made based on exact mileage not to exceed air coach equivalency.~~ Employees shall submit a quote for all coach air travel prior to driving outside of the five-county area.

District employees shall use only regularly scheduled airlines to travel by air on District business. ~~Any other form of air transportation is not permitted without the prior written authorization of the Chancellor or Vice Chancellor of Administrative Services.~~

Flight tickets can be procured by purchase order and registration fees can be paid in advance if sufficient time is allowed to handle it in this manner. In addition, the following options are available (only one option may be used):

1. With a reservation, first-night lodging can be secured for the trip by purchase order.
2. Advance of \$100/day can be secured through the District Purchasing Department with the letter of authorization and attached "Claim for Reimbursement of Expenses" form. The advance thus received will be deducted from the total conference reimbursement claim.

Reimbursement limitations for meals and lodging shall be reviewed and established by the Board of Trustees:

Reimbursement limitations for meals and lodging are as follows:

Meals: A maximum of \$50.00/day without receipts, with sublimits not to exceed \$152.00 for breakfast, \$2548.00 for lunch, and \$3520.00 for dinner. When itemized receipts are submitted, the maximum daily rate shall be, or \$7564.00/day, with receipts. Employees are prohibited from requesting meal expense reimbursements for those meals provided while in attendance at conferences or meetings.

Lodging: Reimbursement for actual, reasonable, and necessary expenses.

Reimbursement shall include mileage to and from the airport when air travel is involved. (Those individuals receiving a mileage allowance (stipend) will only be allowed to claim reimbursement for mileage to and from the airport if they are flying out of an airport other than John Wayne, Outside of Orange County.) Employees shall submit receipts for taxi, shuttle, bus, public transportation, and parking in order to receive reimbursement.

Adopted October 16, 1985

Revised November 5, 1986

Revised December 7, 1988

Revised May 2, 1990

Revised September 18, 1991

Revised November 16, 2005

Replaces CCCD Policy 040-5-3, Spring 2011

Revised April ____, 2012

Coast Community College District
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**BP 6973 Participation in Events Which Include a Charitable
Contribution or Political Donation**

The Board of Trustees stands opposed to the participation by Board members or employees in [at](#) events or conferences, [held](#) at District expense, where the price of the dinner or admission [to the event or conference](#) includes in part, or in whole, a charitable contribution or a political donation.

Adopted November 5, 1986
Replaces CCCD Policy 040-5-3.1, Spring 2011
[April _____, 2012](#)

Coast Community College District
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BP 6974 Participation in Overnight Athletic Events

Coaches who accompany students on Board approved overnight trips for Commission on Athletics approved sports [activities](#) shall be reimbursed a flat rate of \$80 without receipts, or up to \$125 with appropriate [itemized](#) receipts, per overnight stay to cover lodging and meals.

Bus drivers who provide transportation for events for students or District employees will be reimbursed for lodging (private room) and meals at an amount not to exceed Board approved District-wide conference allowances.

Adopted January 17, 1989
Revised February 21, 1996
Revised November 18, 1998
Replaces CCCD Policy 040-5-4, Spring 2011