



District Consultation Council Meeting

May 18, 2026

2:00 p.m.

Anaheim Campus – Room 105 (1st Floor)

Videoconferencing participation available from the Cypress College President’s Conference Room and the Fullerton College President’s Conference Room B

AGENDA

CALL TO ORDER

- 1. Opportunity for Public Comment

MEETING SUMMARY

- 1. April 27, 2026 Summary **Action**

STRATEGIC GOALS & PLANNING

- 1. Budget Update **Information**
- 2. Exploration of a Status Change for North Orange Continuing Education **Information**

OPERATIONAL REVIEW

- 1. Job Family Study Update **Information**

POLICY

- 1. New Administrative Procedures: AP 6605, All-Inclusive Restrooms and AP 6606, All-Inclusive Locker Room, Changing, and Shower Facilities **Action**
- 2. Revised AP 4250, Scholastic Notice, Pause, and ~~Readmission~~ Restart **Action**
- 3. Revised AP 7400, Employee Travel and Conference Attendance **Action**

OTHER ITEMS

- 1. June 22, 2026 DCC Meeting **Discussion**

DISTRICT CONSULTATION COUNCIL
April 27, 2025

SUMMARY

MEMBERS PRESENT: Byron D. Clift Breland, Danielle Davy (for Annalisa Webber), Steven Estrada, Brandon Floerke, Karla Frizler, Bridget Kominek, Candace Lynch, Flavio Medina-Martin, Khaoi Mady, Jaclyn Maggini, Kathleen McAlister, Cynthia Olivo, John Parker, Michelle Patrick Norng, Aaron Pilkey, Valentina Purtell, Joel Salcedo, Marlo Smith, Kai Stearns, Scott Thayer, and Jennifer Vega La Serna.

VISITORS: Erika Almaraz, Jenelle Herman, Naveen Kanal, Connie Moreno Yamashiro, Gabrielle Stanco, and Rick Williams.

ABSENT: Elaine Loayza and Irma Ramos.

CALL TO ORDER: Chancellor Byron Clift Breland called the meeting to order at 2:10 p.m. and there were no public comments.

MEETING SUMMARY

Summary: The summary of the March 23, 2026 meeting was approved as submitted. **There was consensus to approve the summary.**

STRATEGIC GOALS & PLANNING

2026-2030 Districtwide Strategic Plan: Jennifer Vega La Serna, Vice Chancellor, Educational Services and Institutional Effectiveness, and Gabrielle Stanco, District Director, Research, Planning and Data Management, presented the 2026-2030 Districtwide Strategic Plan which was developed by a districtwide workgroup (the “Design Team”) authorized by DCC. The resulting draft Strategic Plan, representing the collaborative work of stakeholders from across the District, was presented to DCC for a first read in March 2026. Concurrently, Design Team members shared the draft with their respective constituent groups to gather feedback. The revised draft Strategic Plan, incorporating constituent feedback, was presented to DCC for further discussion and included an updated timeline for the development of the 2026-2030 District-wide Strategic Plan to reflect progress made to date. Revisions made to the current draft which were based on the feedback that was received that included the following:

- Item 1.b – Included student retention.
- Item 1.b – Within the District function, added a new sentence: “The District will also evaluate District-wide, fiscally supported initiatives to assess effectiveness and inform future resource allocation.”
- Item 2.b – Added a third KPI helpful to highlight the third KPI: “Number of District systems, forms, or processes reviewed and updated to improve clarity, usability, and accessibility for employees.”

The timeline was updated to include review by the Board in May 2026. The Plan will then return to DCC in Fall 2026 and return to the Board for final review once approved by the Chancellor.

OPERATIONAL REVIEW

NOCCCD Decision Making Resource Manual – 2026 Update: Jennifer Vega La Serna, Vice Chancellor, Educational Services and Institutional Effectiveness, presented the Decision Making Resource Manual as part of the scheduled three-year review to ensure it remains current, effective, and aligned with organizational priorities and governance standards. The Manual provides an opportunity to assess whether existing decision-making frameworks continue to support timely, transparent, and accountable processes.

She requested members help identify any required updates, refinements, or clarifications in order to guide revisions to strengthen consistency and effectiveness in decision-making across the District. She also asked that the chairs of each of the committees review the Manual with their members at their next meeting.

The Decision Making Resource Manual will return to DCC for approval.

NOCCCD Integrated Planning Manual – 2025-26 Update: Jennifer Vega La Serna, Vice Chancellor, Educational Services and Institutional Effectiveness, and Gabrielle Stanco, District Director, Research, Planning and Data Management, presented a review of the NOCCCD Integrated Planning Manual as part of the three-year review requirement of planning and decision-making processes. DCC is responsible for reviewing and approving updates to the Manual to ensure it reflects current practices and supports continuous improvement. The Institutional Effectiveness Coordinating Council (IECC) completed a review and proposed updates to the Manual to align with the 2026–2030 District-wide Strategic Plan and current District planning practices. Major updates in this iteration of the Manual included:

- Updated Mission Statement and Strategic Directions to reflect the most recent Board-approved mission and the 2021–2030 Educational and Facilities Master Plan refresh.
- Updated accreditation references and approach, including removing embedded standards language in favor of coordinated crosswalks with campus accreditation teams.
- Revised District-wide Strategic Plan framework and assessment process to focus on District-wide systems, services, and leadership functions, rather than aggregating campus-level activities.
- Updated budget allocation section to reflect current practices and remove redundancies with the Budget Allocation Handbook.

The NOCCCD Integrated Planning Manual – 2025-26 Update will return to DCC for approval.

Digital Accessibility Compliance Update: Khaoi Mady, Interim Executive Director Information Technology, provided a digital accessibility compliance update. He shared that districtwide collaboration is underway to investigate the current state of digital accessibility, identify key challenges, and begin developing a strategic roadmap to achieve accessibility goals, and Distance Education, Communications, IT, and Disabled Student Services teams have been consulted to identify key challenges and develop a strategic plan with actionable goals.

The accessibility compliance deadline has been extended to April 26, 2027, and the District has affirmed its commitment to the Accessibility Capability Maturity Model (ACMM) and to engage in a partnership with the California Community Colleges Chancellor's Office Accessibility Center.

An ACMM site visit is scheduled for October 8–9, 2026, which will support evaluation and planning efforts to strengthen districtwide accessibility practices.

The District website will serve as the central repository for information and training resources, and Khaoi Mady will continue to provide updates in order for DCC to remain engaged.

NOCCCD AI Readiness Plan Update: Khaoi Mady, Interim Executive Director Information Technology, provided an update on the District's AI readiness noting that District Information Services is collaborating with campus IT teams to establish security guardrails and foundational infrastructure to support Microsoft Copilot and Google Gemini for instruction with a focus on secure and responsible adoption. The targeted timeline for a usable AI environment is expected to be ready for deployment by Fall 2026. Governance and policy development is also underway with the formation of an AI Policy Workgroup that is comprised of appointed faculty and classified staff representatives and meets weekly to develop a draft districtwide policy framework which will be presented to the District Technology Committee (DTC) for approval. The policy would not interfere with use of AI in the classroom which would still be under the purview of faculty.

In response to questions regarding expectations for AI usage by students or employees, it was noted that the policy would address both, and it was noted that employee training would need to be provided on usage and its ramifications. It was also recommended that the workgroup composition be expanded to include managers who could provide guidance.

POLICY

Revised Board Policies & Administrative Procedures – General District Revisions: The proposed revisions to the following BP and APs were recommended in order to correct/update general information. Additional revisions include minor grammar corrections in keeping with District practices.

- AP 4010, Academic Calendar
- AP 4225, Course Repetition
- BP 7220, Classified Employees
- AP 7230-2, Confidential Employees – Holidays
- AP 7240-2, Management Employees – Holidays

There was unanimous consensus to approve the revised Administrative Procedures and post them on the District website and forward the revised Board Policies to the Board for their consideration.

Revised Board Policies & Administrative Procedures – CCLC Revisions: The proposed revisions to the following BPs and APs were recommended by the CCLC Policy and Procedure Legal Updates Service. Additional revisions include minor grammar corrections in keeping with District practices.

- AP 2340, Agendas
- BP 2365, Recording
- BP 2710, Conflict of Interest
- AP 2710, Conflict of Interest
- BP 3250, Institutional Planning

- AP 3415, Immigration Enforcement Activities
- AP 4100, Graduation Requirements for Degrees and Certificates
- AP 5050, Student Success and Support Program
- BP 5400, Associated Students Organization
- AP 5400, Associated Students Organization

There was unanimous consensus to approve the revised Administrative Procedures and post them on the District website and forward the revised Board Policies to the Board for their consideration.

New APs – Inclusive Restrooms and Inclusive Locker Room Facilities: DCC received a third reading of the proposals for administrative procedures regarding inclusive restrooms and inclusive locker room facilities to codify existing campus and District commitments.

During the discussion, Jenelle Herman, Cypress College LGBTQIA2S+ Liaison, addressed questions regarding feedback from the California Community College Athletic Association (CCCAA), similar policies at other colleges and universities, access to facilities for unhoused students, transgender use, and the development of a corresponding Board Policy.

Members noted that the language in section 3.0 regarding the “mix of individual and private restrooms” seemed to reference the same thing and in the restroom AP, provided additional language for section 4.0 regarding the all-inclusive restrooms on every floor, and expressed concern with the language in section 6.0 which implies that all existing restrooms would be required to have all of the listed items including stalls with floor to ceiling doors for maximum privacy.

In response to questions regarding campus implementation of the approved APs, the Chancellor recommended bringing it to the Council on Budget and Facilities and President Olivio noted that, in general, when something is approved it is discussed at President’s Advisory Council (PAC) with the expectation that it will be operationalized by members in their areas of supervision.

The Chancellor thanked everyone for the work invested in developing the policy language and stated the draft procedures would return to the next DCC meeting for action.

Next DCC Meeting: The next DCC meeting will take place on Monday, May 18, 2026 in Room 105 at the Anaheim Campus.

ADJOURNMENT: The meeting was adjourned at 3:33 p.m.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 13, 2026

From: John Parker, Vice Chancellor, Administrative Services

Re: Agenda Item for District Consultation Council Meeting of May 18, 2026

1. AGENDA ITEM NAME

Budget Update

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only	<input checked="" type="checkbox"/>	Second Reading	<input type="checkbox"/>
Review/Discussion	<input type="checkbox"/>	Action	<input type="checkbox"/>
First Reading	<input type="checkbox"/>	Consent Agenda Item	<input type="checkbox"/>

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **20 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

Provide DCC members with an update on the budget.

5. RECOMMENDATION:

It is recommended that the Council review the information shared on the fiscal updates presented by staff.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Executive Director, Fiscal Affairs

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 13, 2026

From: Valentina Purtell, NOCE President

Re: Agenda Item for District Consultation Council Meeting of May 18, 2026

1. AGENDA ITEM NAME

Exploration of a Status Change for North Orange Continuing Education

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only	<input checked="" type="checkbox"/>	Second Reading	<input type="checkbox"/>
Review/Discussion	<input type="checkbox"/>	Action	<input type="checkbox"/>
First Reading	<input type="checkbox"/>	Consent Agenda Item	<input type="checkbox"/>

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

The proposed agenda item for the North Orange County Community College District Consultation Council is to discuss a recommendation for North Orange Continuing Education to enter an exploratory phase to determine the requirements, feasibility, and next steps associated with a potential transition from an Education Center to a Community College.

The recommendation recognizes NOCE’s more than 50-year history of offering accessible higher education and acknowledges its growing role as a statewide leader in noncredit education aligned with Vision 2030 priorities.

The rationale for exploring college status includes the opportunity to strengthen seamless student pathways into occupational degree programs, enhance student identity and belonging, expand Credit for Prior Learning opportunities, support strategic enrollment growth, reinforce NOCE’s statewide leadership role, and promote long-term fiscal sustainability through expanded programming and a different funding model. The exploration phase would involve dialogue with stakeholders and review of accreditation, programmatic, fiscal, and governance considerations before any formal action is taken.

5. RECOMMENDATION:

It is recommended that DCC receive information on the exploration of a status change for North Orange Continuing Education.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

NOCE Academic Senate, NOCE President’s Cabinet (pending May 20th meeting), Chancellor’s Staff

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 13, 2026

From: Ariel Gentalen, LGBTQIA2S+ Resource Program Special Projects Manager, Fullerton College and Jenelle Herman, LGBTQIA2S+ Liaison, Cypress College

Re: Agenda Item for District Consultation Council Meeting of May 18, 2026

1. AGENDA ITEM NAME

New Administrative Procedures – Inclusive Facilities

- **AP 6605, All-Inclusive Restrooms**
- **AP 6606, All-Inclusive Locker Room, Changing, and Shower Facilities**

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Fourth Reading	X
Review/Discussion		Action	X
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

A workgroup comprised of district wide representation developed proposals for AP Inclusive Restrooms and AP Inclusive Locker Room Facilities to codify existing campus and district commitments to inclusive facilities. The North Orange County Community College District is committed to providing an inclusive, supportive, and non-discriminatory learning and working environment for all, ensuring that every student and employee has equal access to the district’s educational programs, services, and activities. An equitable learning and working environment must be reflected in our physical spaces across the District, ensuring accessibility, safety, and inclusion.

DCC reviewed drafts of the proposed language at the February 23, 2026, March 23, 2026, and April 27, 2026 meetings where feedback was provided. Modifications since the last reading of the proposed policies include:

- **Revised language from the DCC April 27, 2026 meeting discussion (noted in red).**
- **Language recommendations from legal counsel (noted in green) include revisions to AP 6605 to make clear that the District is not seeking to eliminate single gender restrooms and mirrors similar language that is already included in AP 6606.**
- **Legal counsel also recommended that the language in section 3.0 in AP 6605 regarding individual and private rooms be clarified to reflect the difference between the terms and to identify what the mix is.**
- **The policy numbering was modified to renumber the proposed policies.**

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.

5. RECOMMENDATION:

It is recommended that DCC members review and adopt proposed AP 6605, All-Inclusive Restrooms and AP 6606, All-Inclusive Locker Room, Changing, and Shower Facilities.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Senior Leadership Consulted:

- Dr. Byron D. Clift Breland (Chancellor, District)
- Dr. Cynthia Olivo (President, Fullerton College)
- Valentina Purtell (President, NOCE)
- Dr. Sonia de la Torre (VPSS, Fullerton College)
- Dr. Paul de Dios (VPSS, Cypress College)
- Dr. Tony Jake (VPAS, Cypress College)
- Martha Gutierrez (VPSS, NOCE)

Shared Governance Groups and Impacted Programs:

- CSEA President (District)
- Classified Senate (Cypress)
- DSS (NOCE, Fullerton College, Cypress)
- Diversity Advisory Committee (Fullerton College)
- DEIAA Committee (NOCE)
- EOPS (Fullerton College, Cypress)
- Facilities and Maintenance (Fullerton College)
- SEA Committee (NOCE)
- Queer Student Advisory Committee (Fullerton College)
- LGBTQIA2S+ Students (Cypress, Fullerton College, NOCE)

Consulted Faculty and Staff:

- Craig Goralski (Professor, Cypress College)
- Jaclyn Magginetti (Professor, Cypress College)
- Dr. Connie Moreno Yamashiro (Director, Student Development and Engagement Fullerton College)
- Bridget Kominek (Faculty Senate President, Fullerton College)
- Saimy Castillo Bolivar (Student Trustee, Fullerton College)
- Gilberto Valencia (Coordinator, Cadena Cultural Center, Fullerton College)
- Deb Perkins (Director, Student Equity and Success, Counseling and Student Services, NOCE)
- Michelle Patrick (Academic Senate President, NOCE)
- Terry Cox (Director, Administrative Services, NOCE)
- Christian Garcia (LGBTQIA+ Program Coordinator, NOCE)

AP 6605 All-Inclusive Restrooms

Reference:

California Health and Safety Code, Division 104, Part 15, Chapter 2, Article 5, Section 118600;
California Building Code, Title 24, Part 2, Chapter 11B;
California Historical Building Code;
Education Code Section 66027.7

- 1.0 The North Orange County Community College District is committed to providing an inclusive, supportive, and non-discriminatory learning environment for all students and to ensuring that every student has equal access to the District's educational programs, services, and activities. All District and campus planning shall prioritize accessible, equitable, inclusive, and safe restrooms for all students and employees.
- 2.0 The following guidelines have been established to create consistency and reliability for students and employees regarding the availability of all-inclusive restrooms. These guidelines exist to affirm the identities and physical needs of students and employees, and expand inclusivity beyond the minimum requirements outlined by the Division of State Architects.
- 3.0 The District recognizes that all-inclusive restrooms must be highly visible, non-gender-segregated multi-user spaces, providing **a mix of individual and private rooms** that contain toilets and sinks.
 - 3.1 The District further recognizes all-inclusive restrooms must exist in safe, secure, highly trafficked, commonly used, and accessible locations, consistent with other facilities.
 - 3.2 Their access and visibility shall be equal to that of other restrooms, consistent with the access and hours of operation for that area.
 - 3.3 They must be marked on the exterior door, as well as on campus maps, with all-inclusive restroom signage consistent with current best practices, across the District.
 - 3.4 Any final recommendations for all-inclusive signage, design, and amenities should include DSS and LGBTQ+ liaisons at each campus to ensure continuity, inclusivity, and representation across the District.
- 4.0 The District shall provide all-inclusive restrooms in all new construction and major renovation plans **in addition to traditional, gender-specific bathroom facilities**. At minimum, there shall be one all-inclusive restroom on every floor **in new construction and major renovation plans**, in every building, with a preference towards all-inclusive multi-stall facilities, in accordance with current best practices for accessibility and gender inclusion.
- 5.0 All efforts shall be made to make the existing restrooms as inclusive as possible. This does not include modifications to identified historic buildings protected by the California Historical Building Code as defined in Sections 18950 to 18961 of Division 13, Part 2.7 of Health and Safety Code.

AP 6605 All-Inclusive Restrooms

- 6.0 The District shall ensure that newly constructed, renovated, and current existing restrooms are equally well-equipped to meet the diverse needs of all students, employees, and visitors, regardless of gender identity, accessibility, mobility, or additional individual needs. This can include but is not limited to menstrual products, changing tables, ~~stalls with floor to ceiling doors for maximum privacy,~~ in-stall trash receptacles, handrails, mirrors, and clear signage, **and stalls with floor to ceiling doors for maximum privacy, where feasible.**

See Board Policy 6600, Capital Construction; AP 6600-2, All-Inclusive Locker Room , Changing, and Shower Facilities; AP 7120-13, Employee Records: Gender Identity, Gender Expression, and Chosen Name; and AP 5041, Student Records: Gender and Chosen Name.

Date of Adoption: TBD

PROPOSED

AP 6606 All-Inclusive Locker Room, Changing, and Shower Facilities

- 1.0 The North Orange County Community College District is committed to providing an inclusive, supportive, and non-discriminatory learning and working environment for all, ensuring that every student and employee has equal access to the District's educational programs, services, and activities. All District and campus planning shall prioritize accessible, equitable, inclusive, and safe facilities for all students and employees.
- 2.0 The following guidelines have been established to create consistency and reliability for students and employees regarding the availability of all-inclusive locker room, changing, and shower facilities. These guidelines exist to affirm students and employees' identities and physical needs.
- 3.0 The District recognizes that inclusive locker room, changing, and shower facilities are designed to be accessible and comfortable for everyone. These facilities shall offer a private, safe, and inclusive space for all users, including but not limited to those with housing insecurity, gender diversity, disabilities, and a need for caregivers. All users shall be offered the same level of privacy and access to lockers, toilets, showers, sinks, and changing facilities.
- 4.0 The District shall make every effort to ~~make~~ **ensure that** the existing locker room, changing, and shower facilities as inclusive as possible. Every locker room, changing, and shower facility shall be equally well-equipped to meet the diverse needs of all students, employees, and visitors, regardless of gender identity, accessibility, mobility, or additional individual needs. Inclusive locker room, changing, and shower facilities shall include private showers, private toilet stalls, with a private sink area, that have shared locker space. Efforts shall be made to update existing locker room, changing, and shower facilities to include multiple private showers, private changing areas, and gender-inclusive signage consistent with current best practices. Any final recommendations for all-inclusive signage, design, and amenities should include DSS and LGBTQ+ liaisons at each campus to ensure continuity, inclusivity, and representation across the District.
- 5.0 All future locker room, changing, and shower construction and/or major renovations shall include the development of a universal, all-gender locker room with completely private changing rooms, showers, and toilets, that can be used by all students, employees and visitors, regardless of who they are or how they may identify, in addition to existing, gender-specific locker room facilities. These all-inclusive universal locker room facilities must exist in safe, secure, and accessible locations, consistent with other gendered facilities.

See Board Policy 6600, Capital Construction; AP 6600-1, All-Inclusive Restrooms; AP 7120-13, Employee Records: Gender Identity, Gender Expression, and Chosen Name; and AP 5041, Student Records: Gender and Chosen Name.

Date of Adoption: TBD

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 13, 2025

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of May 19, 2026

1. AGENDA ITEM NAME

Revised AP 4250, Scholastic Notice, Pause, and ~~Readmission~~ [Restart](#)

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion		Action	X
First Reading	X	Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **20 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

AP 4250 was previously revised by DCC on November 24, 2026 to update the scholastic terminology at the request of members and also to align with amendments by the Board of Governors to Title 5, California Code of Regulations to update the naming references to “probation” and “dismissal” and revise and standardize academic renewal standards within the California community college system. At its May 12, 2026 meeting, the Board of Trustees adopted the same revisions to BP 4250 along with further changes to the title and content of the policy. Revisions to AP 4250 are now presented to ensure alignment between the corresponding policies.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, revised AP 4250 be posted on the District website..

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Board of Trustees

AP 4250 Scholastic Notice, Pause, and ~~Readmission~~ Restart

Reference:

**Education Code Section 70902 subdivision (b)(3);
Title 5 Sections 55030 - 55034**

1.0 Credit Program Students

1.1 Scholastic Notice

- 1.1.1 Placement on Notice: A student is placed on academic notice when their cumulative GPA (grade point average) falls below 2.0; a student is placed on progress notice when fifty percent (50%) or greater of all units attempted result in grades of "W" (Withdrawal), "FW" (Failure to Withdraw), "NC" (No Credit), "I" (Incomplete), and "NP" (No Pass).
- 1.1.2 A student is not placed on notice until ~~he or she has~~ they have enrolled in 12 semester units in a college within the North Orange County Community College District.
- 1.1.3 Scholastic Notice Notification: At the end of the fall or spring semester during which a student qualifies for notice status, a letter or other communication will be sent, including the district policy regarding scholastic notice and a description of support services available to help the student improve academic performance.
- 1.1.4 Appeal of Scholastic Notice: A student placed on either academic notice or progress notice may file a written petition of appeal if they believe an error has been made. The appeal will be reviewed by the Admissions and Records Office.
- 1.1.5 Removal from Scholastic Notice: A student will be removed from notice when their cumulative grade point average is 2.0 or greater, and/or the cumulative percentage of "W", "FW", "NC", "I", and "NP" grades is less than fifty percent (50%) of all units attempted.

1.2 Scholastic Pause

1.2.1 Standards for Scholastic Pause:

- 1.2.1.1 Academic Pause: A student on academic notice shall be ~~dismissed~~ subject to scholastic pause if the student has earned a cumulative grade point average of less than 2.0 in all units completed in each of two consecutive semesters excluding summer sessions.
- 1.2.1.2 Progress Pause: A student on progress notice shall be ~~dismissed~~ subject to scholastic pause if their percentage of units for which a "W", "FW", "NC", "I", and "NP" were received reaches or exceeds fifty percent (50%) for two consecutive semesters excluding summer sessions.

AP 4250 Scholastic Notice, Pause, and ~~Readmission~~ Restart

1.2.1.3 Transcript Notation: Scholastic pause will be permanently noted on the student's transcript.

1.3 Scholastic Pause Notification: At the end of the semester after which a student becomes eligible for scholastic pause, a letter or other communication will be sent, including a description of the pause status and the procedure to petition for ~~readmission~~ restart to the college.

1.4 Appeal of Scholastic Pause: A student placed on either academic or progress pause may file a written petition of appeal if they believe an error has been made. The appeal will be reviewed by the Admissions and Records Office.

1.5 ~~Readmission~~ Restart After Scholastic Pause:

1.5.1 Petition for ~~Readmission~~ Restart: Students on scholastic pause may petition for ~~readmission~~ restart to the college ~~after being dismissed~~ by filing a written petition. The procedure and deadlines to file a petition will be included in the Scholastic Pause Notification as noted in section 1.3.

1.5.2 Review of Petition for ~~Readmission~~ Restart: The petition will be reviewed by the Admissions and Records Office.

1.5.3 Standards for ~~Readmission~~ Restart: The following will be considered during the review of a student's petition for ~~readmission~~ restart:

1.5.3.1 Documentation of extenuating circumstances during the semesters on which the ~~dismissal~~ scholastic notice was based.

1.5.3.2 A marked improvement between the semesters on which the ~~dismissal~~ scholastic notice was based.

1.5.3.3 An atypical academic performance during the semesters on which the ~~dismissal~~ scholastic notice was based compared to prior academic history.

1.5.3.4 Documentation of formal or informal educational experiences since completion of the semesters on which the ~~dismissal~~ scholastic notice was based.

1.5.3.5 Documentation of an improved grade point average as a result of grade changes, fulfillment of incomplete courses or academic renewal.

1.5.4 Denial of Petition for ~~Readmission~~ Restart: If a student's petition for ~~readmission~~ restart is denied, the student may file a new petition for ~~readmission~~ restart after an absence of one semester.

1.5.5 Approval of Petition for ~~Readmission~~ Restart: If a student's petition for ~~readmission~~ restart is approved, the student will remain on notice status

AP 4250 Scholastic Notice, Pause, and ~~Readmission~~ Restart

until their cumulative grade point average is 2.0 or greater, and/or until their cumulative percentage of “W”, “FW”, “NC”, “I”, and “NP” grades is less than fifty percent (50%) of all units attempted.

1.5.6 Conditions After Readmission: ~~A readmitted~~ If restarted, a student is considered a conditional registrant and will be ~~dismissed~~ subject to scholastic pause again the next semester if they do not maintain a grade point average of 2.0 or above and/or receives grades of “W”, “FW”, “NC”, “I”, and “NP” in fifty percent (50%) or more of ~~his or her~~ their current units.

1.5.6.1 ~~A readmitted~~ If restarted, a student whose academic performance is 2.0 or above, and completes all courses attempted in the semester after ~~readmission~~ restarting may continue as a conditional registrant even though the cumulative grade point average or withdrawal ratio remains in pause status.

2.0 Noncredit Program Students

2.1 Placement on Scholastic Notice: A student enrolled at North Orange Continuing Education (NOCE) is placed on program notice when the academic program requirements as set forth by the department are not met.

2.2 Scholastic Notice Notification: At the end of the noncredit term or the equivalent thereof during which a student qualifies for notice status, a letter or other communication will be sent, including the District policy regarding scholastic notice and a description of support services available to help the student improve academic performance.

2.3 Appeal of Scholastic Notice: A student placed on program notice may file a written petition of appeal if they believe an error has been made. The appeal will be reviewed by a Vice President or designee at NOCE.

2.4 Removal from Scholastic Notice: A student enrolled at NOCE will be removed from notice when the academic progress requirements as set forth by the department are met.

2.5 Scholastic Pause

2.5.1 Standards for Progress Pause: An NOCE student on program notice shall be ~~dismissed~~ subject to scholastic pause if the academic progress requirements as set forth by the department are not met for two consecutive terms or the equivalent thereof.

2.5.2 Pause Notification: At the end of the term or the equivalent thereof after which a student becomes eligible for scholastic pause, a letter or other communication will be sent including a description of the pause status and the procedure to petition for ~~readmission~~ restart to NOCE.

AP 4250 Scholastic Notice, Pause, and ~~Readmission~~ Restart

2.5.3 Appeal of Pause: A student placed on program pause may file a written petition of appeal if they believe an error has been made. The appeal will be reviewed by a Vice President or designee at NOCE.

2.6 ~~Readmission~~ Restart after Scholastic Pause

2.6.1 Petition for ~~Readmission~~ Restart: Students may petition for ~~readmission~~ restart to NOCE after being ~~dismissed~~ subject to scholastic pause by filing a written petition. The procedure and deadlines to file a petition will be included in the Scholastic Pause Notification as noted in section 2.5.2.

2.6.2 Review of Petition for ~~Readmission~~ Restart: The petition will be reviewed by a Vice President or designee at NOCE.

2.6.3 Standards for ~~Readmission~~ Restart: The following will be considered during the review of a student's petition for ~~readmission~~ restart.

2.6.3.1 Documentation of extenuating circumstances during the terms or equivalents thereof on which the ~~dismissal~~ scholastic pause was based.

2.6.3.2 An atypical academic performance during the terms or equivalents thereof on which the ~~dismissal~~ scholastic pause was based compared to prior academic history.

2.6.3.3 Documentation of formal or informal educational experiences since completion of the terms or equivalents thereof on which the scholastic pause was based.

2.6.4 Denial of Petition for ~~Readmission~~ Restart: If a student's petition for ~~readmission~~ restart is denied, the student may file a new petition for ~~readmission~~ restart after an absence of one term or the equivalent thereof.

2.6.5 Approval of Petition for ~~Readmission~~ Restart: An NOCE student whose petition for ~~readmission~~ restart is approved will remain on notice status until the academic progress requirements as set forth by the department are met.

2.6.6 Conditions after ~~Readmission~~ Restart

2.6.6.1 ~~A readmitted~~ If restarted, the NOCE student is considered a conditional registrant and will be ~~dismissed~~ subject to scholastic pause again the next term or the equivalent thereof if the academic progress requirements as set forth by the department are not met.

2.6.6.2 ~~A readmitted~~ If restarted, the NOCE student may continue as a conditional registrant even though compliance with NOCE academic progress requirements remains in pause status.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 4
Academic Affairs

AP 4250 Scholastic Notice, Pause, and ~~Readmission~~ Restart

See Board Policy 4250 Probation, Dismissal, and Readmission; Board Policy 5500, Standards of Student Conduct; and Administrative Procedure 5500, Standards of Student Conduct.

Date of Adoption: June 14, 2005

Date of Last Revision: November 24, 2025 District Consultation Council
April 29, 2025 District Consultation Council
March 28, 2022 District Consultation Council
September 25, 2017 District Consultation Council
May 23, 2016 District Consultation Council
August 24, 2015 District Consultation Council
December 8, 2008 Chancellor's Cabinet

PROPOSED

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 13, 2026

From: John Parker, Vice Chancellor, Administrative Services

Re: Agenda Item for District Consultation Council Meeting of May 18, 2026

1. AGENDA ITEM NAME

Revised AP 7400, Employee Travel and Conference Attendance

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Third Reading	X
Review/Discussion	X	Action	X
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **20 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

District Travel policy has not been updated in several years. In response to recent concerns regarding reimbursement procedures and alternative solutions to handling travel reimbursements, a workgroup was formed to review Administrative Procedure (AP) 7400.

Workgroup members included: Jacqueline Aguet (CC); Mary Helen Albrecht (CC); Cynthia Guardado (FC); Naveen Kanal (FC); Erin Sherard (NOCE); Michelle Tee (NOCE); and Lourdes Valiente (NOCE).

The workgroup is recommending the enclosed revisions to AP 7400.

5. RECOMMENDATION:

It is recommended that DCC members approve the revisions to AP 7400.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Campus Budget Officers and Chancellor's Staff.

AP 7400 Employee Travel and Conference Attendance

Reference:

Education Code Section 87032;
26 U.S. Code Section 62 subdivision (c);
2 Code of Federal Regulations Part 200.4745;
IRS Publication 463;
IRS Publication 15-B

- 1.0 ~~This is a general policy of the North Orange County Community College District for the conveyance of employees on District business and authorized activities. Travel and transportation expenses will be reimbursed only up to approved amounts and are subject to limitations established by staff development or other funding sources.~~ **The Chancellor has designated authority for approval of travel requests to the Presidents and Vice Chancellors for employees in each of their respective areas. All travel outside the United States must be approved in advance by the Board of Trustees.**

Employee travel will be reimbursed for actual, ordinary, necessary, and reasonable expenses incurred while on official business, up to approved amounts, and subject to compliance with state and federal regulations and guidelines, and sponsoring agency requirements if applicable. All travel expenses including mode of transportation should be the most economical, practicable, reasonable, and safe.

- 1.1 For purposes of this policy, ~~off-campus~~ travel shall be defined as including ~~international, national, regional, state, or sectional~~ **off-campus meetings, workshops, conferences, trainings, or conventions** ~~whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the individual normally teaches or works or studies~~ **that are within the scope of the employee's job assignment.** Reimbursement shall be for actual, necessary and reasonable expenses. ~~This also includes business mileage incurred by the individual using a personal vehicle in the performance of duties which require travel away from the individual's regular work location.~~ Not included in the above definition are:
- 1.1.1 Meetings **or workshops** where participants receive college credit **for salary advancement,** except for those individuals receiving continuing education credit for maintaining their professional licenses.
 - 1.1.2 Meetings that pay a salary or honorarium to participants.
 - 1.1.3 Meetings of professional organizations with interests outside the scope of the employee's normal work assignment.
 - 1.1.4 Special interest meetings outside the scope of the definition.
- 2.0 Trustees' travel expenses are discussed in BP/AP2735, Board Member Travel.
- 3.0 Student travel expenses and employee expenses incurred while travelling with students are discussed **in** BP/AP4300, Field Trips and Excursions.
- 4.0 ~~General principles are as follows~~ **Ground Transportation:**

AP 7400 Employee Travel and Conference Attendance

- 4.1 All employees driving either their privately owned ed/leased vehicle, ~~leased~~, or District-owned vehicles for District related activities must certify that they possess a valid California Driver's License.
- 4.2 All uses of College campus transportation, including the use of District-owned vehicles, must be for ~~official~~ authorized District related activities.
- ~~4.3 Privately owned vehicles of authorized District employees may be used for District transportation purposes with reimbursements within Board policy. Employees must certify that their vehicle is covered by automobile insurance as required by California law.~~
- ~~4.4 Transportation provided by the College/District is limited by the availability of vehicles and prior approval of the trip.~~
- 4.53 District-owned/leased vehicles are available at each campus for the use of by authorized personnel for approved District business. Transportation provided by the campus or District is limited by the availability of vehicles and prior approval of the trip.
- 4.64 Mileage Reimbursement: Privately owned or privately leased vehicles may be used when District-owned vehicles are not available. ~~Any employee~~ Employees who ~~is~~ are authorized to use his/her their privately owned or privately leased vehicle to travel off-campus for approved District related activities may receive reimbursement for business mileage incurred through each use in accordance with the following guidelines: ~~Reimbursement of business mileage includes all maintenance, fuel, oil, and related costs including the cost of insurance. All persons driving on District business shall take the most direct route possible. Reimbursement for such business mileage shall be at the prevailing IRS standard rate.~~
- 4.4.1 Employees must certify that their personal vehicle is covered by automobile insurance as required by California law.
- 4.4.2 All persons driving on District business shall take the most direct route possible that is practicable, reasonable, and safe.
- 4.4.3 Reimbursement for such business mileage shall be at the prevailing IRS standard rate.
- ~~4.6.1 Mileage shall be calculated as the distance from the employee's regular work location to his/her off-campus business destination and return to regular work location.~~
- 4.4.4 Transportation expenses between an employee's home and the employee's main or regular work location are considered personal commuting expenses by the IRS. Personal commuting expenses including commute miles are not reimbursable regardless of the employee's work schedule, time of day, or day of the week (IRS Publication 463).

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4.4.5 Business mileage will be reimbursed and include:

4.4.5.1 Roundtrip miles driven between home and an off-site location.

4.4.5.2 Roundtrip miles driven between an off-site location and another off-site location.

4.4.5.3 Roundtrip miles driven between a main or regular work location and an off-site location.

4.4.5.4 Roundtrip miles driven between District or campus sites subject to the applicable collective bargaining agreement.

~~4.4.6.2~~ If the employee does not both leave and return to his/her regular work location, the total miles driven less regular commute miles shall be reimbursed. Business mileage shall be calculated as total actual miles driven (commute miles are not deducted). Google Maps or other similar online map printouts should be submitted with the request for mileage reimbursement when roundtrip mileage is ~~20~~ 40 miles or greater.

~~4.6.3~~ Miles to and from an airport/train station in excess of regular commute miles shall be reimbursed.

~~4.4.7~~ Mileage reimbursement claims must be approved and submitted to Campus Business Office or District Accounts Payable within fifteen (15) business days following the month the mileage was incurred.

~~4.6.4~~ 7 If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expense at the established rate.

4.5 ~~4.6.5~~ Transportation-related expenses which are directly associated with business mileage **travel** and are **ordinary**, reasonable, and necessary, **and most economical, practicable, and safe** shall be reimbursed. Allowable expenses include parking fees; bridge, highway and tunnel tolls; **rideshare services from the airport to the hotel, or from the hotel to the conference (i.e. conference sessions and off-site events)**. ~~All claimed transportation related expenses shall be authenticated by submission of original itemized valid receipts. **Itemized receipts are required for transportation expenses over \$75. If submitting an itemized receipt for rideshare services, the itemized receipt must include pickup and drop-off locations and the reason for the trip (e.g., airport to hotel; hotel to conference).**~~

4.5.1 Receipts are not required for parking fees; bridge, highway, tunnel tolls; or rideshare if the expense is below \$35 (per expense).

4.5.2 All claimed transportation related expenses shall be authenticated by submission of original itemized valid receipts only if the expense is \$35 or over (per expense). If using rideshare services, the itemized

AP 7400 Employee Travel and Conference Attendance

receipt must include pickup and drop-off locations and the traveler must include the reason for the trip (e.g., airport to hotel; hotel to conference).

4.6 Gratuity and tips for transportation services must not exceed 20% of the base cost of the service.

4.7 Personal transportation expenses while on business travel are not reimbursable (e.g., transportation expenses related to entertainment or personal side trips).

~~4.8 The most economical and reasonable form of ground transportation is reimbursable. For a roundtrip from home to an airport, reimbursement of mileage and parking is District standard. If using a different mode of transportation (e.g., Uber, Lyft, other rideshare service, etc.), a cost savings analysis must be provided with the reimbursement request. If the mode of transportation chosen is not the most economical, transportation expense can be reimbursed up to the District standard.~~

~~4.7 If an employee is assigned to perform work outside his/her regular hours of employment, or on an emergency or non-scheduled basis, the employee shall receive reimbursement for the total mileage traveled in connection with the assignment.~~

5.0 ~~Travel/conference expenses are allowed as follows:~~ Travel: Employees authorized to attend off-campus meetings, workshops, conferences, trainings, or conventions may receive reimbursement for expenses incurred in accordance with the following guidelines:

~~5.1 Authorization to approve travel/conference requests, within budget, has been delegated by the Board of Trustees to the Chancellor or their designee. An employee's travel request must be approved before travel. Refer to the Accounts Payable webpage for detailed procedures and instructions.~~

5.2 To minimize out-of-pocket business expenses, employees may utilize the District's travel agent. Refer to the Accounts Payable webpage for more information.

~~5.2~~3 Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, private vehicles and other usual means of conveyance. All travel expenses and mode of transportation (e.g., airfare versus mileage; mileage versus Uber; etc.) must be ordinary, reasonable, necessary, and most economical practicable, reasonable, and safe. Reimbursable travel expenses include: airfare; parking; lodging; registration; meals not covered by conference registration and during the period of travel; car rentals; ground transportation (including mileage, Uber, Lyft, or other rideshare service); and fares (including gratuity not to exceed 20% of the fare). Claims for reimbursement must be supported by Travel expenses, other than employee meals, must be authenticated by original

AP 7400 Employee Travel and Conference Attendance

itemized ticket stubs or original itemized receipts only if the expense is \$35 or over (per expense), ~~provided by the commercial carrier.~~

~~5.23.1~~ Airfare must be the most economical and class roundtrip ordinary, necessary, practicable, reasonable, and safe using only commercial carriers. The expense of traveling by commercial carrier will be allowed on the basis of actual cost. Use of personal airline or hotel points would not be reimbursable. ~~All accumulated airline mileage benefits earned while on District business and paid by the District shall be used for the benefit of the District. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District.~~

~~5.23.1.1~~ The District will not cover additional fees such as extra legroom, seat selection fees, early check-in fees, exit row upgrades, additional baggage fees over a single checked bag plus a single carry-on bag if applicable, travel insurance, or any other upgraded or additional costs. Any upgraded or additional costs are personal expenses and will not be reimbursed, unless specifically approved in advance by the appropriate Chancellor's Staff member and documented on a Business Necessity Form (see section 5.67).

~~5.23.1.2~~ If the most economical and class roundtrip is not available, or departure/arrival times are unreasonable, include a screenshot to show that the flight booked was the most economical and reasonable option available at the time of booking for audit purposes. A Business Necessity Form is not required. The District standard for economical, reasonable, and practicable airfare includes flight change, flight cancellation to travel credit, carry-on, and one (1) checked bag.

5.3.1.3 In the event of an emergency, if a flight needs to be cancelled or changed, the employee would be reimbursed with documented justification approved by the immediate supervisor.

5.3.1.4 The immediate supervisor would be the primary approver on flight selection.

~~5.23.2~~ When attending a conference to which the employee has traveled by common carrier, the employee may rent an automobile for local transportation. The cost of the ~~car~~ vehicle rental shall be ~~the most economical available~~ practicable, reasonable, and safe for the number of employees traveling together. The District will not reimburse for premium or luxury vehicles, any other upgrades, or additional costs other than fuel and car rental insurance without business justification. The actual cost incurred of renting a vehicle, including the cost of fuel and rental car insurance, is reimbursable. Itemized

AP 7400 Employee Travel and Conference Attendance

receipts are required for travel expenses over \$75 \$35. Mileage is not reimbursable when renting a vehicle.

5. ~~23~~.3 Reimbursement for travel by private vehicle shall not exceed the lowest roundtrip commercial airfare. ~~Other transportation-related expenses which are directly associated with conference or meeting attendance and reasonably incurred shall be reimbursed. Allowable expenses include parking fees, bridge, highway and tunnel tolls, fare for streetcars, rental cars, shuttles, ferries, taxis, buses, and subways. All transportation-related expenses claimed shall be authenticated by original itemized receipts.~~
5. ~~23~~.4 ~~College~~ Campus/District staff shall not pilot or charter personal or private aircraft when traveling within the scope of their employment, ~~unless this method of travel is covered by District liability insurance and the pilots are approved by the District and the District's liability carrier.~~
- 5.2.4.1 ~~Reimbursement for travel by privately owned or leased aircraft shall be the prevailing STATE RATE or the commercial carrier cost, whichever is less, not to exceed actual and necessary rental/lease costs.~~
5. ~~23~~.5 Registration fees charged in connection with approved attendance at conferences, conventions, committee meetings, in-service training seminars and so forth, are allowable at actual cost. The conference agenda is required and should show conference dates, times, and meals provided, and registration fees. Itemized receipts are required for registration fees over \$75 \$35. ~~Actual charges must be verified by original itemized registration receipt or bona fide itemized registration application form. Registration expense may be reimbursed to the employee or, alternatively, may be paid directly to the vendor.~~
5. ~~23~~.6 Lodging within 50 miles of the employee's primary work location is not allowable unless specifically approved in advance by the appropriate Chancellor's Staff member College President or Vice Chancellor and documented on a Business Necessity Form (see section 5.67). Actual lodging cost, not to exceed charges at the published standard single occupancy room rate for the conference, shall be ~~allowed~~ reimbursed. An original itemized receipt for lodging expense must show conference rate or single occupancy rate for the hotel room. Receipt must be submitted with the reimbursement claim. ~~to be allowable.~~ No other receipt will be accepted--i.e., credit card receipt.
5. ~~23~~.6.1 If lodging is shared with another employee, each will be reimbursed only for ~~his/her~~ their share of the charges.
5. ~~23~~.6.2 When an employee shares lodging facilities with a non-district person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate. All reimbursement claims for such instances must show the rate for single occupancy.

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5. ~~23~~.6.3 ~~Normally, lodging~~ 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 ~~supported by a written statement explaining the necessity.~~ specifically approved in advance by the appropriate Chancellor's Staff member College President or Vice Chancellor and documented on a Business Necessity Form (see section 5.67). Special circumstances which result in significant monetary savings, such as a Saturday night stay, may be reimbursed if supported by a written statement.
5. ~~23~~.6.4 The District does not allow business lodging booked from vacation rental companies such as Airbnb, VRBO, etc., unless approved in advance by the Chancellor appropriate College President or Vice Chancellor.
5. ~~23~~.6.5 Employees should complete a Hotel/Motel Transient Occupancy Tax Waiver Form to present upon check-in. Not all hotels accept the form, but when they do it provides substantial savings to the District.
5. ~~23~~.7 ~~All meals for which expenses are actually incurred shall be paid.~~ Meal allowances are applicable only when travel away from home requires an overnight stay (IRS Publication 463) or the employee will be in travel status away from home for more than 12 consecutive hours in lieu of staying overnight, or travel is multi-day. For fractional parts of a day which do not require overnight travel, the appropriate meal expense shall be reimbursed using the current IRS rates for the high-low method. All meals for which expenses are actually incurred shall be reimbursed using the U.S. General Services Administration (GSA) meals per diem rate for the applicable location. On partial travel days, the standard meal allowance shall be prorated. Travel meal reimbursement is intended to cover the incremental expense of having to eat out and is not intended to cover the entire cost of meals.
5. ~~23~~.7.1 When the cost of meals is included in a registration fee, separate reimbursement for the covered meals is not allowed.
- 5.3.7.2 If attending training or a conference, meals per diem may be approved as an exception if the traveler is at least 30 miles from both the official main or regular work location and the traveler's home if specifically approved in advance by the appropriate College President or Vice Chancellor and documented on a Business Necessity Form. (IRS 1.32.1.8)
5. ~~23~~.7.23 No receipts are required for meal reimbursement. The District instead will reimburse employees using the GSA meals per diem rate as noted above.

AP 7400 Employee Travel and Conference Attendance

~~5.23.8~~ **Incidental &** Miscellaneous travel expenses ~~essential to the transaction of official District business are reimbursable to the employee when~~ **must be ordinary, necessary, reasonable, most economical practicable, and will be reimbursed as follows:** ~~reasonably incurred and evidenced by submission of valid receipts.~~

~~5.23.8.1~~ Allowable expenses incurred in conducting District business are: ~~minor supplies, postage, reproduction costs, telephone and electronic communication expenses.~~ **Miscellaneous travel expenses essential to the transaction of official District business may include minor supplies, postage, reproduction costs, telephone and electronic communication expenses. Itemized receipts are required for expenses over \$75 \$35.**

~~5.23.8.2~~ **Incidental expenses such as fees and tips given to baggage carriers and hotel staff are only reimbursed when travel requires overnight stay. Incidental expenses are reimbursed using the GSA per diem rate and do not require itemized receipts.**

~~5.23.8.3~~ **Gratuity and tips are limited to 20% of the base cost of the service. Tips for transportation services are reimbursable and require an itemized receipt if the transportation expense including the tip is over \$75 \$35. Tips for hotel and restaurant staff or other food services are included in the meals and incidentals per diem reimbursement rates and are only reimbursed with an overnight stay.**

~~5.23.9~~ Certain travel expenses are considered personal expenses and not essential to District business. Such non-reimbursable expenditures include, **but are not limited to: travel insurance,** entertainment expense, leisure tours or personal side trips, personal telephone calls, **in-room internet connectivity where there is no business need,** traffic or parking citations except for those related to malfunctioning equipment on District owned/leased vehicles, **valet parking (unless valet parking is the only parking option available), sundry items (toiletries, clothing), tips/gratuities other than as noted in this administrative procedure,** and alcoholic beverages.

~~5.34~~ **Group travel must be booked through the District's travel agency and in accordance with this administrative procedure.**

~~5.45~~ **Travel advances may be requested for the following:**

~~5.45.1~~ **Transportation, registration, and lodging payable directly to the third party vendor can be paid in full. An employee also has the option to book travel through the District's travel agency to minimize paying out-of-pocket for business travel.**

AP 7400 Employee Travel and Conference Attendance

5.-45.2 Prepaid reimbursements to the employee may be requested only for costs that will be incurred prior to travel. Other costs that will be incurred during travel will be reimbursed upon return.

5.-45.3 Travel advances will not be authorized for any employee whose expenses will be reimbursed directly to the employee by an external sponsor, or for any employee who has not settled prior travel advances with the District.

5.-45.4 Travel advances for conferences paid with a grant or categorical funds is not allowable when the payment and conference dates are after the performance period unless specifically approved in writing by the sponsoring agency.

5.-45.5 Travel advance requests must be submitted to District Accounts Payable at least fifteen (15) business days in advance to allow time for processing. Include a copy of the conference agenda. Also include the invoice if requesting a travel advance payable directly to a third party vendor, or the quote if using the District's travel agency. If requesting prepaid reimbursements, include itemized receipts (or payment confirmations showing last 4 digits of the credit card used for payment) for all expenses regardless of the dollar amount.

5.56 The District is committed to facilitate timely reimbursements within 90 business days of submission of complete and accurate travel claims. In order to do so, ~~Within fifteen (15) business days of returning from travel,~~ travelers should submit their travel claims for processing within fifteen (15) business days of returning from travel. ~~travel claims must be reviewed and approved by the immediate supervisor and submitted to District Accounts Payable for processing. Refer to the Accounts Payable webpage for detailed procedures and instructions.~~

5.-56.1 A claim form should include a check payable to NOCCCD if the amount of expenses claimed are less than the amount advanced to the employee and should be submitted within fifteen (15) business days from returning.

5.-56.2 The claims for reimbursement must include itemized receipts for travel expenses incurred by the employee ~~that are over \$75~~ \$35 (except employee meals) including registration, transportation, lodging, car rental, airport/hotel parking, etc., along with a copy of the conference agenda and if applicable the Business Necessity Form for approved exceptions.

5.-56.3 Only allowable expenditures up to the amounts authorized will be reimbursed, unless approved by the appropriate College President or Vice Chancellor.

5.67 Business necessity means the expense is ordinary, reasonable, indispensable ~~(the only means to accomplish the purpose for business~~

AP 7400 Employee Travel and Conference Attendance

~~travel), practicable, and provides a direct benefit to the District or campus. An exception to this administrative procedure may be approved when there is a business necessity and in accordance with the following guidelines.~~

~~5.6.1 Expenses that primarily provide a social or personal benefit are not considered business expenses by the IRS and are not reimbursable.~~

~~5.6.27.1~~ Exceptions must be specifically approved in advance by the appropriate Chancellor's Staff member College President or Vice Chancellor and documented on a Business Necessity Form.

6.0 The Chancellor will provide annual reports to the Board of Trustees on all professional conference travel with the exception of employee expenses incurred while traveling with students.

7.0 Should the District contract with a third party to provide ACH reimbursement capabilities, virtual debit cards for travel, and travel booking services, the cost of these services would be added to all employee reimbursement requests as a flat fee, which would be posted on the Accounts Payable webpage. The fee would be charged to the same budget covering the cost of the reimbursement.

See Board Policy 2735, Board Member Travel; Administrative Procedure 2735, Board Member Travel; Board Policy 4300, Field Trips and Excursions; Administrative Procedure 4300, Field Trips and Excursions; and Board Policy 7400, Travel and Conference Attendance.

Date of Adoption: February 12, 2002

Date of Last Revision: August 24, 2020 District Consultation Council
November 26, 2019 Board of Trustees
November 22, 2011

AP 7400 Employee Travel and Conference Attendance

Reference:

Education Code Section 87032;
26 U.S. Code Section 62 subdivision (c);
2 Code of Federal Regulations Part 200.4745;
IRS Publication 463;
IRS Publication 15-B

1.0 The Chancellor has designated authority for approval of travel requests to the Presidents and Vice Chancellors for employees in each of their respective areas. All travel outside the United States must be approved in advance by the Board of Trustees.

Employee travel will be reimbursed for actual, ordinary, necessary, and reasonable expenses incurred while on official business, up to approved amounts, and subject to compliance with state and federal regulations and guidelines, and sponsoring agency requirements if applicable. All travel expenses including mode of transportation should be **practicable, reasonable, and safe.**

1.1 For purposes of this policy, travel shall be defined as including off-campus meetings, workshops, conferences, trainings, or conventions that are within the scope of the employee's job assignment. Reimbursement shall be for actual, necessary and reasonable expenses. Not included in the above definition are:

1.1.1 Meetings or workshops where participants receive college credit for salary advancement, except for those individuals receiving continuing education credit for maintaining their professional licenses.

1.1.2 Meetings that pay a salary or honorarium to participants.

1.1.3 Meetings of professional organizations with interests outside the scope of the employee's normal work assignment.

1.1.4 Special interest meetings outside the scope of the definition.

2.0 Trustees' travel expenses are discussed in BP/AP2735, Board Member Travel.

3.0 Student travel expenses and employee expenses incurred while travelling with students are discussed in BP/AP4300, Field Trips and Excursions.

4.0 Ground Transportation:

4.1 All employees driving either their privately owned/leased vehicle or District-owned vehicles for District related activities must certify that they possess a valid California Driver's License.

4.2 All uses of campus transportation, including the use of District-owned vehicles, must be for authorized District related activities.

AP 7400 Employee Travel and Conference Attendance

- 4.3 District-owned/leased vehicles are available at each campus for use by authorized personnel for approved District business. Transportation provided by the campus or District is limited by the availability of vehicles and prior approval of the trip.
- 4.4 **Mileage Reimbursement:** Privately owned or privately leased vehicles may be used when District-owned vehicles are not available. Employees who are authorized to use their privately owned or privately leased vehicle to travel off-campus for approved District related activities may receive reimbursement for business mileage incurred through each use= in accordance with the following guidelines:
- 4.4.1 Employees must certify that their personal vehicle is covered by automobile insurance as required by California law.
- 4.4.2 All persons driving on District business shall take the most direct route possible that is practicable, reasonable, and safe.
- 4.4.3 Reimbursement for such business mileage shall be at the prevailing IRS standard rate.
- 4.4.4 Transportation expenses between an employee's home and the employee's main or regular work location are considered personal commuting expenses by the IRS. Personal commuting expenses including commute miles are not reimbursable regardless of the employee's work schedule, time of day, or day of the week (IRS Publication 463).
- 4.4.5 Business mileage will be reimbursed and include:
- 4.4.5.1 Roundtrip miles driven between home and an off-site location.
- 4.4.5.2 Roundtrip miles driven between an off-site location and another off-site location.
- 4.4.5.3 Roundtrip miles driven between a main or regular work location and an off-site location.
- 4.4.5.4 Roundtrip miles driven between District or campus sites subject to the applicable collective bargaining agreement.
- 4.4.6 Business mileage shall be calculated as total actual miles driven (commute miles are not deducted). Google Maps or other similar online map printouts should be submitted with the request for mileage reimbursement when roundtrip mileage is **40** miles or greater.
- 4.4.7 If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expense at the established rate.

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- 4.5** Transportation-related expenses which are directly associated with business **travel** and are **ordinary**, reasonable, necessary, **practicable, and safe** shall be reimbursed. Allowable expenses include parking fees; bridge, highway and tunnel tolls; **rideshare services from the airport to the hotel, or from the hotel to the conference (i.e. conference sessions and off-site events)**.
- 4.5.1** **Receipts are not required for parking fees; bridge, highway, tunnel tolls; or rideshare if the expense is below \$35 (per expense).**
- 4.5.2** **All claimed transportation related expenses shall be authenticated by submission of original itemized valid receipts only if the expense is \$35 or over (per expense). If using rideshare services, the itemized receipt must include pickup and drop-off locations and the traveler must include the reason for the trip (e.g., airport to hotel; hotel to conference).**
- 4.6** **Gratuity and tips for transportation services must not exceed 20% of the base cost of the service.**
- 4.7** **Personal transportation expenses while on business travel are not reimbursable (e.g., transportation expenses related to entertainment or personal side trips).**
- 5.0** **Travel: Employees authorized to attend off-campus meetings, workshops, conferences, trainings, or conventions may receive reimbursement for expenses incurred in accordance with the following guidelines:**
- 5.1** **An employee's travel request must be approved before travel. Refer to the Accounts Payable webpage for detailed procedures and instructions.**
- 5.2** **To minimize out-of-pocket business expenses, employees may utilize the District's travel agent. Refer to the Accounts Payable webpage for more information.**
- 5.3** **All travel expenses and mode of transportation (e.g., airfare versus mileage; mileage versus Uber; etc.) must be ordinary, ~~reasonable, necessary, and most economical~~ practicable, reasonable, and safe. Reimbursable travel expenses include: airfare; parking; lodging; registration; meals not covered by conference registration and during the period of travel; car rentals; ground transportation (including mileage, Uber, Lyft, or other rideshare service); and fares (including gratuity not to exceed 20% of the fare). **Travel expenses, other than employee meals, must be authenticated by** original itemized ticket stubs or original itemized receipts **only if the expense is \$35 or over (per expense).****
- 5.3.1** **Airfare must be ~~the most economical and class roundtrip~~ ordinary, necessary, practicable, reasonable, and safe using only commercial carriers.** The expense of traveling by commercial carrier will be allowed on the basis of actual cost. **Use of personal airline or hotel points would not be reimbursable.**

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- 5.3.1.1** The District will not cover additional fees such as extra legroom, seat selection fees, early check-in fees, exit row upgrades, additional baggage fees over a single checked bag plus a single carry-on bag if applicable, travel insurance, or any other upgraded or additional costs. Any upgraded or additional costs are personal expenses and will not be reimbursed, unless specifically approved in advance by the appropriate Chancellor's Staff member and documented on a Business Necessity Form (see section 5.67).
- 5.3.1.2** The District standard for economical, reasonable, and practicable airfare includes flight change, flight cancellation to travel credit, carry-on, and one (1) checked bag.
- 5.3.1.3** In the event of an emergency, if a flight needs to be cancelled or changed, the employee would be reimbursed with documented justification approved by the immediate supervisor.
- 5.3.1.4** The immediate supervisor would be the primary approver on flight selection.
- 5.3.2** When attending a conference to which the employee has traveled by common carrier, the employee may rent an automobile for local transportation. The cost of the **vehicle** rental shall be **practicable, reasonable, and safe for the number of employees traveling together.** The District will not reimburse for premium or luxury vehicles, any other upgrades, or additional costs other than fuel and car rental insurance without business justification. The actual cost incurred of renting a vehicle, including the cost of fuel and rental car insurance, is reimbursable. Itemized receipts are required for travel expenses over \$35. Mileage is not reimbursable when renting a vehicle.
- 5.3.3** Reimbursement for travel by private vehicle shall not exceed the lowest **roundtrip** commercial airfare.
- 5.3.4** **Campus**/District staff shall not pilot or charter personal or private aircraft when traveling within the scope of their employment.
- 5.3.5** Registration fees charged in connection with approved attendance at conferences, conventions, committee meetings, in-service training seminars and so forth, are allowable at actual cost. **The conference agenda is required and should show conference dates, times, and meals provided, and registration fees.** Itemized receipts are required for registration fees over \$35.
- 5.3.6** Lodging within 50 miles of the employee's primary work location is not allowable unless specifically approved in advance by the appropriate **College President or Vice Chancellor** and documented on

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a Business Necessity Form (see section 5.7). Actual lodging cost, not to exceed charges at the published standard single occupancy room rate for the conference, shall be reimbursed. An original itemized receipt for lodging expense must show conference rate or single occupancy rate for the hotel room. Receipt must be submitted with the reimbursement claim. No other receipt will be accepted--i.e., credit card receipt.

5.3.6.1 If lodging is shared with another employee, each will be reimbursed only for their share of the charges.

5.3.6.2 When an employee shares lodging facilities with a non-district person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate. All reimbursement claims for such instances must show the rate for single occupancy.

5.3.6.3 Lodging expenses are reimbursed for the actual dates of the approved conference. The night the conference ends may be reimbursed if specifically approved in advance by the appropriate College President or Vice Chancellor and documented on a Business Necessity Form (see section 5.7).

5.3.6.4 The District does not allow business lodging booked from vacation rental companies such as Airbnb, VRBO, etc., unless approved in advance by the Chancellor appropriate College President or Vice Chancellor.

5.3.6.5 Employees should complete a Hotel/Motel Transient Occupancy Tax Waiver Form to present upon check-in. Not all hotels accept the form, but when they do it provides substantial savings to the District.

5.3.7 Meal allowances are applicable only when travel away from home requires an overnight stay (IRS Publication 463) or the employee will be in travel status away from home for more than 12 consecutive hours. All meals for which expenses are actually incurred shall be reimbursed using the U.S. General Services Administration (GSA) meals per diem rate for the applicable location. On partial travel days, the standard meal allowance shall be prorated. Travel meal reimbursement is intended to cover the incremental expense of having to eat out and is not intended to cover the entire cost of meals.

5.3.7.1 When the cost of meals is included in a registration fee, separate reimbursement for the covered meals is not allowed.

5.3.7.2 If attending training or a conference, meals per diem may be approved as an exception if the traveler is at least 30 miles from both the official main or regular work location and the traveler's home if specifically approved in advance by the

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appropriate College President or Vice Chancellor and documented on a Business Necessity Form. (IRS 1.32.1.8)

5.3.7.3 No receipts are required for meal reimbursement. The District instead will reimburse employees using the GSA meals per diem rate as noted above.

5.3.8 Incidental & Miscellaneous travel expenses must be ordinary, necessary, reasonable, practicable, and will be reimbursed as follows:

5.3.8.1 Miscellaneous travel expenses essential to the transaction of official District business may include minor supplies, postage, reproduction costs, telephone and electronic communication expenses. Itemized receipts are required for expenses over \$35.

5.3.8.2 Incidental expenses such as fees and tips given to baggage carriers and hotel staff are only reimbursed when travel requires overnight stay. Incidental expenses are reimbursed using the GSA per diem rate and do not require itemized receipts.

5.3.8.3 Gratuity and tips are limited to 20% of the base cost of the service. Tips for transportation services are reimbursable and require an itemized receipt if the transportation expense including the tip is over \$35. Tips for hotel and restaurant staff or other food services are included in the meals and incidentals per diem reimbursement rates.

5.3.9 Certain travel expenses are considered personal expenses and not essential to District business. Such non-reimbursable expenditures include, but are not limited to: travel insurance, entertainment expense, leisure tours or personal side trips, personal telephone calls, in-room internet connectivity where there is no business need, traffic or parking citations except for those related to malfunctioning equipment on District owned/leased vehicles, valet parking (unless valet parking is the only parking option available), sundry items (toiletries, clothing), tips/gratuities other than as noted in this administrative procedure, and alcoholic beverages.

5.4 Group travel must be booked through the District's travel agency and in accordance with this administrative procedure.

5.5 Travel advances may be requested for the following:

5.5.1 Transportation, registration, and lodging payable directly to the third party vendor can be paid in full. An employee also has the option to book travel through the District's travel agency to minimize paying out-of-pocket for business travel.

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- 5.5.2 Prepaid reimbursements to the employee may be requested only for costs that will be incurred prior to travel. Other costs that will be incurred during travel will be reimbursed upon return.
- 5.5.3 Travel advances will not be authorized for any employee whose expenses will be reimbursed directly to the employee by an external sponsor, or for any employee who has not settled prior travel advances with the District.
- 5.5.4 Travel advances for conferences paid with a grant or categorical funds is not allowable when the payment and conference dates are after the performance period unless specifically approved in writing by the sponsoring agency.
- 5.5.5 Travel advance requests must be submitted to District Accounts Payable at least fifteen (15) business days in advance to allow time for processing. Include a copy of the conference agenda. Also include the invoice if requesting a travel advance payable directly to a third party vendor, or the quote if using the District's travel agency. If requesting prepaid reimbursements, include itemized receipts (or payment confirmations showing last 4 digits of the credit card used for payment) for all expenses regardless of the dollar amount.
- 5.6 The District is committed to facilitate timely reimbursements within 90 business days of submission of complete and accurate travel claims. In order to do so, travelers should submit their travel claims for processing within fifteen (15) business days of returning from travel.
- 5.6.1 A claim form should include a check payable to NOCCCD if the amount of expenses claimed are less than the amount advanced to the employee and should be submitted within fifteen (15) business days from returning.
- 5.6.2 The claims for reimbursement must include itemized receipts for travel expenses incurred by the employee **that are over \$35** (except employee meals) including registration, transportation, lodging, car rental, airport/hotel parking, etc., along with a copy of the conference agenda and if applicable the Business Necessity Form for approved exceptions.
- 5.6.3 Only allowable expenditures up to the amounts authorized will be reimbursed, unless approved by the appropriate College President or **Vice Chancellor.**
- 5.7 Business necessity means the expense is ordinary, reasonable, **practicable,** and provides a direct benefit to the District or campus.

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5.7.1 Exceptions must be specifically approved in advance by the appropriate College President or Vice Chancellor and documented on a Business Necessity Form.

6.0 The Chancellor will provide annual reports to the Board of Trustees on all professional conference travel with the exception of employee expenses incurred while traveling with students.

7.0 Should the District contract with a third party to provide ACH reimbursement capabilities, virtual debit cards for travel, and travel booking services, the cost of these services would be added to all employee reimbursement requests as a flat fee, which would be posted on the Accounts Payable webpage. The fee would be charged to the same budget covering the cost of the reimbursement.

See Board Policy 2735, Board Member Travel; Administrative Procedure 2735, Board Member Travel; Board Policy 4300, Field Trips and Excursions; Administrative Procedure 4300, Field Trips and Excursions; and Board Policy 7400, Travel and Conference Attendance.

Date of Adoption: February 12, 2002

Date of Last Revision: August 24, 2020 District Consultation Council
November 26, 2019 Board of Trustees
November 22, 2011



BUSINESS NECESSITY FORM

Documentation of business necessity and advance approval are required for:

- Transportation upgrades (extra legroom, additional baggage fees, etc.);
- Lodging for conferences within 50 miles of the District Office or College site;
- Lodging expenses for the night after the conference ends;
- Meals per diem if the traveler is attending training or a conference, and is at least 30 miles from both the official main or regular work location and the traveler's home; and or
- Any other exception to Administrative Procedure 7400.

Employee Name	Conference Title	Conference Dates	Location

Justification for business expense:

Approvals:

Employee Name Employee Signature Date

Immediate Supervisor Name Immediate Supervisor Signature Date

Required if using Professional Development (PD) funding

PD Approver Name PD Approver Signature Date

Chancellor's Staff Member Name Chancellor's Staff Member Signature Date

Include this completed form as part of your back-up when submitting your travel claim.