MISCELLANEOUS

8008  CONFERENCE ATTENDANCE

Reference to conference shall mean all conferences and trips.

8008.1 Philosophy
(Discretionary Education Code Section 70902)

Cerritos College recognizes the value of conferences as a source of information for keeping abreast with educational and professional changes and innovations; hence, attendance by staff members is encouraged.

8008.2 Budget Provision
(Discretionary Education Code Section 70902)

The administrative staff shall recommend to the Board of Trustees an annual budget which shall be used to pay actual and necessary expenses incurred by staff members in attendance at conferences.

8008.3 Allowable Expenses Via Air Travel
(Discretionary Education Code Sections 70902, 72423, and 87032)

Transportation via commercial airline is recommended when the distance from the College is greater than 135 miles one way and reimbursement shall be no greater than the sum of the following:

1) Round trip airfare via the fastest, most economical, most direct route;

2) Reimbursement for conference travel will be airline if distance greater than 135 miles, or as authorized per Board Policy 8164.3, or gasoline reimbursement with proper documents (receipts for credit card/cash purchasing). The reimbursement will not exceed airline fare to the destination per Board Policy.

3) For trips under 135 miles one way from the College, only mileage reimbursement for use of personal vehicles will be authorized. When two or more persons attend the same conference via personal automobile, they are encouraged to use only one vehicle.

4) Transportation allowance for use of employee vehicle to and from air terminal made in accordance with Board-adopted policy;
5) Parking fee at the terminal;

6) Limousine service or taxi fare between air terminal and conference destination, up to $15.00 per day.

Any variation in transportation to and from local air terminals other than by personal automobile will require prior approval.

8008.4 Use of Private Transportation
(Required Education Code Sections 70902, 72423, and 87032)

Transportation to and from conferences by private conveyance may be utilized when authorized by the Board. The total reimbursement for such transportation shall be according to Board-adopted policy up to 135 miles one way from the College. Beyond this distance the maximum amount allowed shall not exceed the amount for which an individual would qualify under Section 8008.3 above.

Reimbursement for use of privately-owned vehicles shall be at the United States Internal Revenue Services' Standard mileage Rate that is in effect as of January 1 of each year for the entire calendar year.

8008.5 Other Conference Expenses
(Required Education Code Sections 70902, 72423, and 87032)

Conference expenses, other than transportation, shall be reimbursed as follows:

1. Registration fees verified by receipt or other evidence of payment for registration;

2. Lodging cost verified by receipt;

3. Meals, not to exceed per diem as established through the annual District budget process;

4. Portering, not to exceed $4 per conferences.

5. Pursuant to Education Code Section 32435 the District shall not expend any public funds on the purchase of alcoholic beverages. If an employee requests and is erroneously granted a reimbursement for the purchase of alcoholic beverages in violation of subdivision (a) of Education Code Section 32435, the employee may refund the reimbursement.

8008.6 If conference breakfasts, luncheons, dinners, or banquets are attended, this allowance may be increased, when approved by the President/Superintendent or
his/her designee. For conferences more than 135 miles one way from the College, expenses for meals shall be allowed only for the amount of time required to go via air transportation the most direct route.

8008.7 Car Rental
(Discretionary Education Code Sections 70902, 72423, and 87032)

Reimbursement for car rental shall not be allowed unless approval is granted prior to attending the conference.

8009 SPECIAL IN-SERVICE TRAINING SESSIONS AND MEETINGS
(Discretionary Education Code Section 70902)

The Board of Trustees may authorize the payment of expenses for special in-service training sessions and meetings subject to the following provisions:

1) The President/Superintendent is authorized to approve special in-service training sessions and meetings, provided budget appropriations are not exceeded. Actual expenses shall be presented to the Board of Trustees on the monthly purchase order list.

2) The authorized expenses shall include supplies, refreshments, and other expenses necessitated by the special in-service training sessions or meetings attended by Board members and employees and representatives of the Board. Expenses shall not be authorized for routine meetings of staff members, or for non-employees of the District.

3) Requests for approval of such expenses shall be submitted through the normal administrative channels to the President/Superintendent for approval two weeks prior to the special in-service training session or meeting. Requests for approval shall include the following:
   a. The requesting department or office.
   b. Names, location and date(s) of in-service training session or meeting.
   c. Summary of purpose of the in-service training session or meeting.
   d. Estimated number of participants at the in-service training session or meeting.
   e. List of the expense items; e.g., supplies, refreshments, and mileage.
f. Cost limit on the expense items.

4) Examples of in-service meetings authorized pursuant to this policy:

   Staff Development Meetings
   General Faculty Meetings
   In-Services Faculty Meetings conducted by
   President's Office/Instructional Services
   In-Services Classified Meetings
   Part-Time Faculty Orientations - In-Service
   Full-Time Faculty Orientations - In-Service

8010 COPYRIGHT LAW
(Discretionary Education Code Section 70902)

It is the policy of the Board of Trustees, Cerritos Community College District that its employees and students shall comply with the copyright laws as embodied in Title 17, United States Code. Failure of District employees and students to comply with copyright regulations may result in District and/or personal liability.

The administration is directed to implement procedures to carry out the policy. Such regulations shall deal with the following areas:

a. Print materials not produced within the District by its employees or staff;

b. Non-print materials not produced within the District by its employees or staff;

c. Performing arts, including musical and dramatic productions;

d. Computer software not produced within the District by its employees or staff; and,

e. District-produced materials, including print, non-print, and computer software.