

***P*resident's
*O*ffice**

President's Office

Board of Trustees Authorization Procedure

The Coast Community College District Board of Trustees meets, on the average, twice a month. Deadlines for meeting agenda items are established by the Board of Trustees Office.

The campus Personnel Services Office processes all Personnel Action Forms (PAF's) for personnel actions affecting the regular assignment and employment of full and part-time faculty, managers, classified managers, classified supervisory managers, classified staff, non-classified hourly employees, and student assistants.

Curriculum items are submitted by the Office of Instruction.

Funded programs and applications for grants are submitted by the campus Fiscal Services Office.

The President's Office is responsible for submitting the following Board agenda categories:

1. Community Services – programs and employment of professional experts, presenters, and independent contractors.
2. Informative Reports – special items of interest to the Board.
3. Financial Approvals – special payments; student accident insurance, etc.
4. Special Personnel Assignments – classified or academic, independent contractors, (paid by purchase order); volunteers.
5. Policy Implementations
 - A. Special projects/programs
 - B. Institutional memberships (new memberships or renewals)
 - C. Contractual agreements with outside agencies
6. Student Trips (overnight only)

7. Travel Authorizations – Faculty and Staff

- A. Meetings, conferences, etc. requiring reimbursement or travel outside the five-county area require Board approval on a Conference Authorization Form.
- B. Local Trips – requests for travel that meet the following conditions are approved by the College President on a Local Trip Form.
 1. Destinations are within the five county area of Orange, Los Angeles, Riverside, San Bernardino, and San Diego.
 2. No reimbursement is sought.
 3. Are not overnight trips but require absence from duty at least one day.

Based on the Board Office deadlines, the President's Office determines campus deadlines and notifies all offices of the Board meeting dates and President's Office deadlines.

The GWC President's Office has developed campus Board Authorization forms, which are available in that office, for the categories listed above. The conference authorization form is a District form.

Conference and Professional Meeting Attendance

District Policy Governing Attendance

Attendance at meetings, conferences and conventions will be authorized when such attendance bears a direct and vital interest to the District. Evidence should be presented at the time of the request with respect to the manner in which the district would be benefitted 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. The Chancellor is authorized to

exercise judgment in the event of extreme hardship or substantial impairment to the District.

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 and require no overnight stay need only be approved by the President of the college or designee on a Local Trip Form.

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 expected mode of travel 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.

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 \$70/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.

Employees of the District

1. **Approval for Trip:** The approval of the Board of Trustees must be secured prior to the attendance at any convention or conference which would require the employee to absent himself/herself from his/her regular assignment or for which a request for reimbursement of expenses incurred by attendance at such convention would be asked. Request forms for this purpose are available from the Office of the President.
2. **Commitment:** The approval of the Board of Trustees should be secured before an employee accepts an office, committee assignment or program assignment which would require him/her to absent himself/herself from his/her regular assignment, or when transportation expenses to the District would be involved.

3. **Claims:** All claims for travel expenses shall be itemized on the proper claim form titled "Claim for Reimbursement of Expenses," accompanied by the necessary receipts for registration fees, hotel bills and public transportation, and submitted within the shortest reasonable time after completion of the trip.
4. **Attendance Required:** When expenses are paid for attendance at a conference or convention, it is expected that the employee will be present for the duration of such conference or convention.
5. **Time of Arrival:** Persons attending conferences are expected to arrive as near to the time conferences are scheduled to start as transportation schedule will permit.
6. **Time of Departure:** Persons attending conventions or conferences should depart for home upon the first available transportation following the last session except when the final session ends in late afternoon or evening and the distance to be traveled is more than 150 miles.
7. **Reimbursement Limitations:** 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:

1. **Lodging:** Reimbursement for actual, reasonable, and necessary expenses.
Meals: \$35.00/day without receipts or \$50.00/day with receipts.

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, Orange County.)

8. **Lodging:** Receipts, reservations, and limitations
 - A. Receipts for lodging, European plan, or board and lodging, American plan, shall be furnished and shall show the dates for which the charge is made.
 - B. When making hotel reservations, a request should be made for an average-priced room in the hotel housing the meeting.
 - C. Limitations — see 7 above.

9. **Meals:** Reporting for reimbursement, cost per day and limitations
 - A. Each meal eaten is to be listed by date and identified as breakfast, lunch or dinner.
 - B. Cost per day — see 7 above.
 - C. Meals limitation depending on departure time (Costa Mesa) is as follows:
 1. 8:00 a.m. or after — no breakfast
 2. 12:00 noon or after — no lunch
 3. 6:00 p.m. or after — no dinner
10. **Transportation:** Airplane, district- and privately-owned automobiles
 - A. All air travel must be by air coach unless given special Board authorization or unless schedule problems arise.
 - B. Travel by district-owned automobile will be approved by the Chancellor. (Reservations must be made in the office of District Administrative Services.)
 - C. When a party desires to drive his/her privately-owned automobile for personal convenience, authorization for expense reimbursement must be secured from the Administrative Services Office.

Claims for mileage shall be allowed for the use of privately-owned automobiles at such rates as have been set by the Board of Trustees.
11. **Miscellaneous Transportation Expenses:** All streetcar, ferry, taxi, bus fares, bridge and road tolls or parking charges incurred while on official business or necessary in order to attend sessions may be claimed when properly itemized on claim form. Use of rental cars must receive advance Board approval.
12. **Reporting All Claims:** After a conference has been Board approved, the Coast Community College District "Claim for Reimbursement of Expenses" form will be sent from the Board of Trustees' office with notification of Board approval and a listing of expenditures approved. The form should be completed and returned to the Administrative Services Office within ten days after conference attendance.

Foundation Office

The Golden West College Foundation, governed by a volunteer board of directors, is a non-profit corporation organized for the purpose of developing community support and funding to support the college's mission through private gifts. Donations to the Foundation have tax deductible advantages, and it is a method for community interaction with the college. Contributions may be made in the form of cash, stock, equipment, property, and deferred gifts such as bequests and charitable remainder trusts.

In addition to receiving for and managing a student scholarship program, the Foundation conducts an annual campaign to fund various campus needs that are identified through the campus planning process.

Support groups to promote the college through fundraising activities and volunteer service are encouraged. Departments interested in organizing a support group may contact the Foundation Office for information on the process. Currently, there are four volunteer support groups (auxiliaries). They are: Patrons, Hens & Chickens Quilt Fellowship, Pacific Coast Civic Light Opera, and Nursing Alumni Associates.

Guidelines for support groups, fundraising, and the acceptance of gifts by college faculty and staff have been established. The general policy is for faculty and staff to receive permission through the established channels before receiving any gift, soliciting for gifts, or using the college name for fundraising purposes.

Public Relations Office

The mission of the Public Relations Office (PRO) is increasing enrollment by creating and maintaining a positive public image of the college, its programs, faculty, staff, administrators and students. All public relations services are intended to enhance the stature of the college, to promote its goals, to expand awareness of GWC and to build goodwill between Golden West College and the communities it serves.

To accomplish these goals, the PRO uses a wide range of strategies, including media relations, advertising, community relations, a marketing plan, an annual report, a master calendar, and our presence on the World Wide Web. The PRO also coordinates campus tours, answers inquiries from the public, provides support for special events and develops brochures, flyers, posters and other printed promotional materials.

The PRO provides counsel to the college President, administrators, division deans, faculty, students and classified staff regarding all issues and potential problems of a public relations nature. The PRO also provides assistance to campus members with publications, advertising, writing and editing, and the marketing of specific programs. The PRO is also primarily responsible for photography of a historic nature and for current publications. Public Relations maintains faculty and staff biographical files along with historic items, including memorabilia.

Our presence on the World Wide Web is an important aspect of the Public Relations Office's mission to represent the college in a manner commensurate with stated campus goals. Through this medium, prospective students and supporters worldwide are introduced to Golden West College via its electronic View Book. They will find the complete and current college Catalog, the complete and current academic Schedule(s) of Classes and the complete Community Services Programs. In addition, admissions procedures and other vital campus information is made available. The many support services and cultural activities that are an integral part of GWC for students and community members are also featured. We invite divisions, departments, faculty, staff, administration and alumni to participate in our site with their individual pages. PRO offers guidance and assistance in the development of these additions, in keeping with the image and intent of our web site.

Golden West encourages its employees to share our programs and successes with the public through the media. However, all such press contacts are to be done in coordination with the PRO to ensure the college speaks with one voice. This creates a consistent, credible and positive image. The efforts of the PRO assures that all interaction with the media is fair, reliable and professional.

All contacts with the media, including newspapers, magazines, radio and television, are to be coordinated with the PRO. Policy guidelines concerning publicity, promotion and crisis communications are written and established by the Public Relations Office and are available to any campus member upon request. Media relations services include: the writing, researching and distribution of press releases, feature stories and electronic bulletins; the creation and development of promotional videos and public service announcements; photography for campus publications and to accompany releases; and the initiation of media contacts and daily response to media inquiries.