



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Advisor Travel Guidelines Faculty and Staff Chaperoning Student Travel 2018-2019

1. In the event of a possible emergency, call **9-1-1**. Do not make assumptions or take matters into your own hands.
2. Advisors must travel with students to and from activities (if out of San Diego County).
3. All overnight travel requires prior approval of the Board of Trustees
4. Students are not to be transported in employees' personal cars.
5. Overnight stays for students and advisors are limited to the hotel and not personal residences, or short-term rentals (i.e., Airbnb).
6. Students are not permitted to stay in the same hotel room as advisors.
7. Hotel rooms must be limited to authorized students from the District. Individuals who are not District students are not permitted to stay overnight in the same hotel rooms as District students.
8. Use, possession or distribution of alcohol or illegal drugs is not permitted on campus or at District/campus sponsored events and activities, including District sponsored travel. See the District Drug and Alcohol Abuse and Prevention Program at <http://sdccd.edu/DAAPP>.
9. Student Code of Conduct applies at all times (Reference: *BP 3100, Student Rights, Responsibilities, Campus Safety and Administrative Due Process*).
 - In the event of a serious violation of the Student Code of Conduct, advisors should:
 - Document the incident
 - Send the student home
 - Report the matter to the dean responsible for the travel, as well as the Dean of Student Affairs
 - All Student Code of Conduct violations should be reported to the Dean of Student Affairs after the trip and the *Incident Report* form completed. Violations can also be reported online at <https://publicdocs.maxient.com/incidentreport.php?SanDiegoCCD>, or using the paper form.
10. Note that travel to the certain states is restricted in accordance with the attached memorandum. Faculty advisors should contact the Dean of Student Affairs office before planning travel to any restricted state, regardless of funding source.
11. All incidents involving gender-based violence should be reported to the Title IX Coordinator immediately:

District Title IX Coordinator
Christopher May
619-388-6805

You may also contact the Title IX Deputies at the respective campus:

City	Marciano Perez Dean, Student Affairs 619-388-3498	Miramar	Adrian Gonzales Vice President, Student Services 619-388-7810
Mesa	Ashanti Hands Vice President, Student Services 619-388-2678	Continuing Ed.	Star Rivera-Lacey Vice President, Student Services 619-388-4935

12. Advisors should maintain emergency information for all students, and relevant campus departments at all times, including:
 - Medication (if any)
 - Phone Numbers
 - Medical Conditions
 - Medical Insurance (if any)
 - Emergency Contact Information
 - Dean's Emergency Contact Number (to be obtained by advisor before travel)
13. Minors who travel must have a FERPA release from a parent or guardian (Reference: Administrative Procedure *AP 3125.2 Student Travel – Permission, Release and Waiver Form*).
14. All expenditures submitted for reimbursement must be applied for and approved in advance with the exception of unforeseen expenditures and emergencies.
15. Students are not permitted to participate in activities or sightseeing that are unauthorized.
16. Students must participate in all required events and activities.



San Diego Community College District
Office of the Chancellor

August 25, 2017

Dear SDCCD Colleagues:

I am pleased to inform you that at its meeting of August 24, 2017, the San Diego Community College District (SDCCD) Board of Trustees passed the Resolution below (also attached), supporting the intent of Assembly Bill 1887. This legislation bans California's public agencies from using state funds for travel to eight (8) states that have enacted laws that discriminate against the LGBTQ community. Our district now officially prohibits the use of district funds for travel to these states, with a few exceptions pertaining to required travel by student groups and others. We are proud to do whatever we can to support the rights of the LGBTQ community.

A handwritten signature in black ink, appearing to read "Constance M. Carroll". The signature is fluid and cursive.

Constance M. Carroll, Ph.D.
Chancellor
San Diego Community College District

Resolution of the Board of Trustees
San Diego Community College District

The San Diego Community College District Board of Trustees supports the travel restrictions identified in AB 1887.

WHEREAS, the San Diego Community College District prides itself on a strong commitment to equity, inclusion, and diversity in the education of students and employment of faculty, staff, and administrators, without regard to race, ethnicity, heritage, national origin, immigration status, marital status, religion, age, gender, sexual orientation, gender identity, gender expression, genetic information, medical condition, or disability; and

WHEREAS, effective January 1, 2017, Assembly Bill (AB) No. 1887 prohibits California state-funded and state-sponsored travel to states that have implemented laws that authorize or allow discrimination on the basis of sexual orientation, gender identity, gender expression, same-sex relationship, or same-sex marriage; and

WHEREAS, this new law requires the California Attorney General to develop, maintain, and publish a list of states that are subject to the travel ban; and

WHEREAS, the California Attorney General has determined that certain states, including Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, and Texas, and as may be further amended by the California Attorney General, are subject to the travel ban as these states have implemented laws that authorize or allow discrimination on the basis of sexual orientation, gender identity, gender expression, same-sex relationship, or same-sex marriage; and

WHEREAS, the travel ban restrictions set forth in AB 1887 apply only to state agencies, departments, boards, authorities, commissions, The California Community Colleges, the University of California, and the California State University, but may impact local public agencies such as the San Diego Community College District;

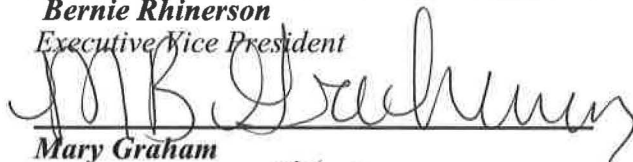
NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the San Diego Community College District hereby declares that San Diego Community College District funds and resources shall not be used to fund, sponsor, or support employee or student travel to states that are subject to the travel ban, with the exception of those situations specifically exempted in the legislation, as determined by the Chancellor.



Maria Nieto Senour, Ph.D.
President



Bernie Rhinerson
Executive Vice President



Mary Graham
Vice President for Institutional Effectiveness

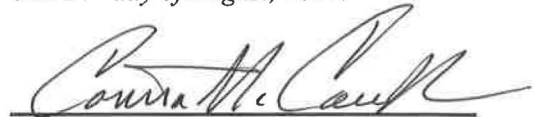


Rich Grosch
Vice President for Educational Collaboration



Peter Zschiesche
Vice President for Community Development

Passed and adopted by the Board of Trustees of the San Diego Community College District in San Diego, California, this 24th day of August, 2017.



Constance M. Carroll, Ph.D.
Chancellor

