



**Northern California Community  
Colleges**  
**Self-Insurance Authority**

*Butte-Glenn  
Community College  
District*

Sent by E-mail and U.S. Mail

June 10, 2016

*Feather River  
Community College  
District*

Marin County Civil Grand Jury  
3501 Civic Center Drive, Suite 275  
San Rafael, CA 94903

*Lassen  
Community College  
District*

Re: 2015-16 Grand Jury Report  
Response by the Northern California Community Colleges Self  
Insurance Authority

*Marin  
Community College  
District*

*Mendocino-Lake  
Community College  
District*

To Whom It May Concern:

Thank you for this opportunity to respond to your 2015-16 Grand Jury  
report regarding web transparency.

*Napa Valley  
Community College  
District*

Introduction

*Redwoods  
Community College  
District*

The Northern California Community Colleges Self Insurance Authority  
("NCCCSIA") is a regional joint powers authority serving eleven community  
college districts in Northern California with regard to college district self-  
insurance/insurance issues pertaining to worker's compensation and first  
and third party liability claims against member districts.

*Shasta-Tehama-  
Trinity Joint  
Community College  
District*

NCCCSIA does not have any employees. It does not have a physical office.  
It is not a "Marin-based agency." NCCCSIA complies with the Brown Act  
and all other legal requirements.

*Siskiyou Joint  
Community College  
District*

NCCCSIA is governed by a Board of Directors. The Board members are  
appointed by member districts. The Board typically meets four times per  
year. Its agendas are posted at the NCCCSIA Board President's college  
district in compliance with the Brown Act.

*Solano  
Community College  
District*

*Yuba  
Community College  
District*

NCCCSIA Board members are all public employees of member districts;  
they are not elected officials. They do not receive any compensation for  
their service on the Board. Members are entitled to claim reimbursement  
for some expenses incurred while serving on the Board (see the attached  
reimbursement policy).

Response to Recommendations

R1. NCCCSIA does not have a stand-alone web site at this time. Due to the significant cost to create and maintain such a website as described in the report, the NCCCSIA Board is not willing to commit to this proposal at this time. The Board may revisit this issue at a future planning meeting.

R2. NCCCSIA keeps updated and files its Statement of Facts as required by law. State law does not require the Statement to be filed with the Marin County Clerk since NCCCSIA does not maintain an office in Marin County.

R3. As noted above, NCCCSIA does not have a stand-alone web site at this time. Government Code section 53909 does not exist. NCCCSIA submits to the Controller the financial information required by Government Code section 12463.

This response was approved in open session by the NCCCSIA Board at its June 8, 2016 meeting.

Sincerely,



Andrew Suleski  
Board President

Attachment: Board Policy 4.8.



**Northern California Community Colleges  
Self-Insurance Authority**

<b>Date Presented:</b> 9/8/94	<b>Section IV</b>
<b>Date Adopted:</b> 9/8/94	<b>SIA Administration</b>
<b>Subject Matter:</b> Travel Policy	

**POLICY # 4.8**

The SIA has adopted a policy for reimbursement of travel expenses to the members.

**Travel Policy**

It shall be the policy of the NCCC SIA to reimburse the actual and necessary expenses incurred by any member (or alternate in the absence of the member representative) on authorized SIA business. Other District Representatives shall be reimbursed at the Board's discretion. The total of the transportation cost between two points of air travel will be no more than coach air fare plus any estimated transportation costs.

- Reimbursement will normally be limited to:
  - Mileage from home/airport/home or to meeting site
  - Coach airfare
  - Lodging (single rate only)
  - Registration
  - Taxi/shuttle service
  - Parking
  - Meals
  - Porterage
- Original receipts are required for:
  - Airfare
  - Lodging
  - Registration
  - Taxi/shuttle service
  - Parking

**Mileage:** Mileage shall be reimbursed at the current IRS rate for the most direct route to the site of the meeting or conference. Mileage from home/airport/home will also be reimbursed. Mileage reimbursement shall not exceed actual cost of coach airfare.

**Meals:** Actual and necessary meal expenses incurred will be reimbursed as follows: \$10 breakfast, \$15 lunch, \$31 dinner. Meals included in registration will not be reimbursable.

**Adjunct Travel:** Travel will be reimbursed for the actual dates of the meeting or conference only, plus travel days. Other business expenses incidental or adjunct to a conference or meeting will not be eligible for reimbursement.

**MOVED:** Larry Perryman                      **SECOND:** Jacques Whitfield  
**AYES:**            9      **NOES:**            0      **ABSTAIN:**            0      **ABSENT:**            2

**Revised:** 12/07/00