Chabot-Las Positas CCD
Board of Trustees Workshop
Accreditation Update
October 7, 2014

District/Colleges Recommendations

Presented by:
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Accreditation 2009
District/Colleges Recommendation #1:

- To meet the standards the team recommends that the district and the college maintain an <u>updated functional map</u> and that the district and the college engage in a program of systematic evaluation to assess both the effectiveness of district and college functional relationships and the effectiveness of services that support the institution.

- References: Standard III.A.6 and Standard IV.B.3

District/Colleges Recommendation #1
What is the Functional Map?

- The Functional Map is intended to illustrate how the two colleges and the district manage the distribution of responsibility by function.

- The Functional Map creation was based on criterion outlined in the "Policy on Evaluation of Institutions in Multi-College/Multi-Unit Districts or Systems" section of the *Accreditation Reference Handbook (ACCJC Publication).*

- The Delineation of the Functional Map indicates the level and type of responsibility:

  ➤P = <u>Primary Responsibility</u> indicates leadership and oversight of a specified function which may include design, development, implementation, and successful integration.

  ➤S = <u>Secondary Responsibility</u> indicates support of a specified function which may include feedback, input, and communication to assist with successful integration.

  ➤SH = <u>Shared Responsibility</u> indicates that the district and colleges are equally responsible.

  ➤N/A = <u>Not Applicable</u> indicates neither the district nor the colleges has responsibility.

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District/Colleges Recommendation #1
Status of Functional Map Update:

- October 2012 – Reviewed with Chancellor's Cabinet and Chancellor' Council for recommendations from governance bodies but no changes made at that time.

- September 2014 – Chancellor's Senior Leadership Team (SLT) comprised of Chancellor, Presidents, Vice Chancellors, and CTO did a comparison of Functional Map with 7 other colleges.

- Selected 4 districts that were included in the School Services of CA. Organizational Review Report dated April 2014: West Valley-Mission, Grossmont-Cuyamaca, San Bernardino, and San Jose-Evergreen CCDs.

District/Colleges Recommendation #1 Status of Functional Map Update:

- Included 3 other CA. Community College districts: Riverside, Peralta, and San Mateo CCDs.

- SLT reviewed and validated the indicators in the Functional Map and created a preliminary "draft".

- "Draft" Functional Map will be distributed to the Chancellor's Cabinet and Chancellor's Council for review and suggestions for modifications through the governance bodies.

- Final revisions to be completed by March 2015.

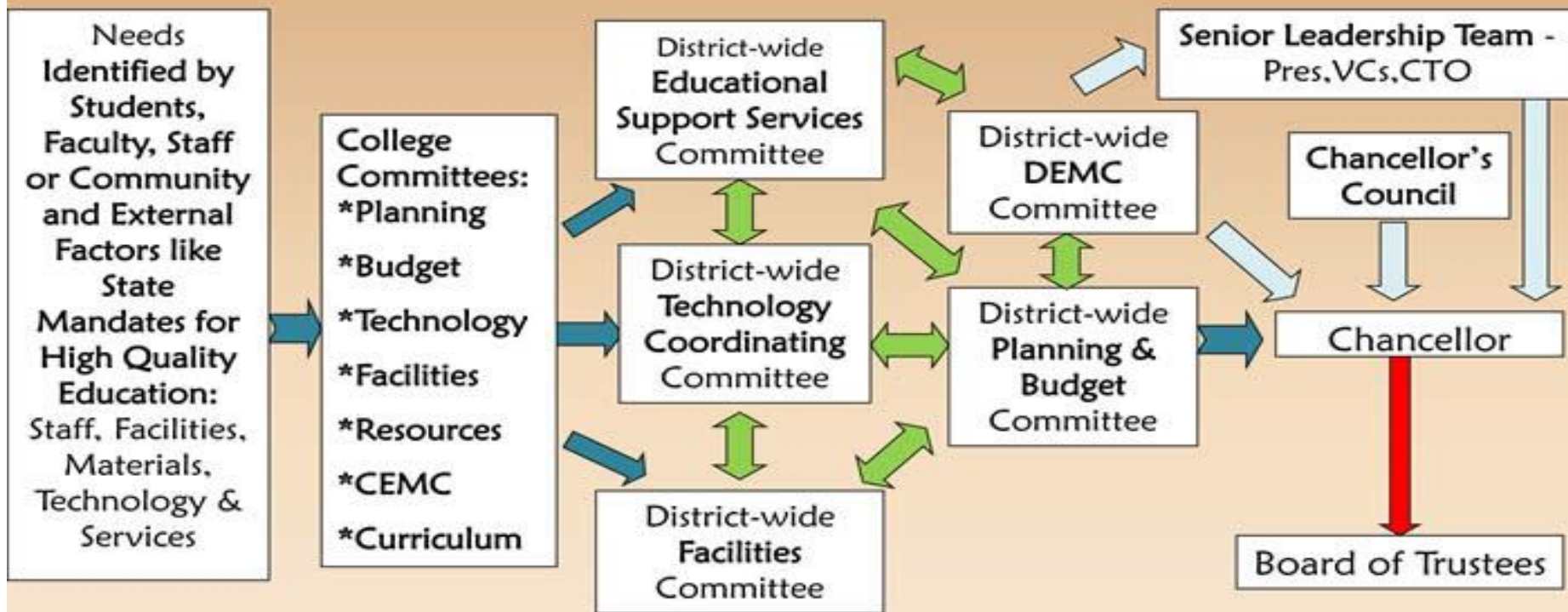# District/Colleges Recommendation #1 Integrated Planning & Budget Model:

- The new Integrated Planning and Budget Model (IPBM) was adopted and approved by the Board of Trustees on March 18, 2014. The development of this new model followed the new Chancellor's listening sessions and resulted in a Chancellor's Work Group.

- The IPBM impact on the Functional Map will result in <u>more shared</u> and <u>collaborative decision-making</u> within an open and transparent process.

- The 4 new district-wide committees will better integrate the planning and budget processes to establish a closed loop process that considers all the supporting factors for education services, technology, and facilities.

Revised IPBM

Needs Identified by Students, Faculty, Staff or Community and External Factors like State Mandates for High Quality Education: Staff, Facilities, Materials, Technology & Services

College Committees:
*Planning
*Budget
*Technology
*Facilities
*Resources
*CEMC
*Curriculum

District-wide **Educational Support Services** Committee

District-wide **Technology Coordinating** Committee

District-wide **Facilities** Committee

District-wide **DEMC** Committee

District-wide **Planning & Budget** Committee

Senior Leadership Team - Pres,VCs,CTO

Chancellor's Council

Chancellor

Board of Trustees

Note: The District Curriculum Committee (DCC) will continue to operate autonomously as a separate committee.

Legend:
- Green arrows represent consultation not hierarchical or process arrows.
- Blue arrows represent process and flow of information.
- Gray and Red arrows represent reporting channels.

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District/Colleges Recommendation #1 Review of CLPCCD Board Policies:

- Board Policies were routed through the Chancellor's Council for review and recommendations for updates by the appropriate constituent groups were made through the shared governance process.

- About 65% of Board Policies are completed with first and second readings through the Board of Trustees: Chapter 1 District, Chapter 2 Board of Trustees, Chapter 4 Academic Affairs, & Chapter 6 Business Services.

- The remaining Board Policies are scheduled for completion by May 2015: Chapter 3 General Institution, Chapter 5 Student Services, & Chapter 7 Human Resources.

Accreditation 2009 District/Colleges Recommendation #2:

• To meet the standards the team recommends that the district and the college complete the evaluation of the <u>resource allocation process</u> in time for budget development for the 2010-2011 academic year, ensuring transparency and assessing the effectiveness of resource allocations in supporting operations.

• References: Standards III.D.I and Standard III.D.3 and Standard IV.B.3

District/Colleges Recommendation #2 Budget Allocation Model (BAM)

- The District Budget & Study Group (DBSG) was given the responsibility in 2010 to make recommendations to the Chancellor on a new budget allocation model.

- At their March 15, 2013 meeting, the DBSG approved and adopted a new Budget Allocation Model (BAM) and forwarded their recommendation to the Chancellor.

- The new Budget Allocation Model (BAM) was approved by the Board of Trustees on March 19, 2013.

- The new BAM was utilized in the development of a 3-year budget cycle starting with 2013-2014 fiscal year and will be reviewed annually.

District/Colleges Recommendation #2 Budget Allocation Model (BAM)

- As part of the BAM recommendation, there was an agreement to conduct an external study of the District Operations (District Office and Maintenance & Operations).

- School Services of California completed the Organizational Review and presented the results to the Board of Trustees on April 15, 2014.

- The Chancellor has started to implement some of the School Services recommendations that are high priority for our district.

District/Colleges Recommendation #2 Planning & Budget Committee:

- The new district-wide Planning & Budget Committee (PBC) began meeting in August 2014.

- The PBC will discuss and make recommendations on district-wide budget policies (including the Budget Allocation Model) and issues related to academic, administrative, and regulatory needs.

- The PBC will regularly assess the committee processes and use assessment results for continuous improvement.

District/Colleges Recommendation #2
ACCJC Special Financial Report

- ACCJC submitted a Request letter on February 5, 2013 for a Special Report from CLPCCD to require the District/Colleges to develop a long range budget plan to address deficit spending and low reserve levels.

- The District reported that CLPCCD adopted a new Budget Allocation Model for 2013-2014 fiscal year funding.

- The District eliminated deficit spending and increased reserves to the appropriate level through expenditure reductions and increases in revenue.

- ACCJC sent a Response letter on July 3, 2013 that they reviewed and accepted the CLPCCD Special Report.

Accreditation 2009
District/Colleges Recommendation #6

- In order to improve, the team recommends that the Board establish and formally adopt a clearly delineated <u>orientation program for new Board members</u>.

- References: Standard IV.B.I.d and Standard IV.B.I.e. and Standard IV.B.I.f

District/Colleges Recommendation #6
Board of Trustees Training:

- The Board of Trustees had a series of retreats with the Chancellor on July 31, 2013 and March 4, 2014 to discuss the role of the Board on Accreditation.

- The Board attended the Governance Institute on Student Success (GISS) that was a 3-day ACCT Training Workshop from March 14 through March 16, 2014 that covered the role of the Board in Student Success.

- Following the GISS Workshop, the Board developed a Board Action Agenda for Student Success that is reflected in the Board Calendar of Events.

District/Colleges Recommendation #6
Board of Trustees Training:

- The Board of Trustees completed a self-evaluation during the GISS Training Workshop which was a comprehensive model that will serve as a benchmark for the Board. The Board received a summary of the results online.

- A special Board retreat was held on June 24, 2014 which focused on the goals and accomplishments at the colleges regarding the steps they have taken to comply with the Student Success Support Program (SSSP).

- The Board approved the revised District Mission Statement on July 15, 2014.

District/Colleges Recommendation #6
Board of Trustees Training:

- The Board passed a resolution endorsing the Community College League of California (CCLC) Leadership Advisory Committee for Educational Services (ACES) who provides the Excellence in Trusteeship Program (ETP). (There are 7 different areas for trustees to get certified and one of the key areas is accreditation).

- The Board Chair Workshop in Sacramento is held annually for new Board members.

- The Community College League of California holds an annual workshop in August for Student Trustees. Also, the Chancellor meets with Student Trustees for an orientation on their role shortly after they assume their position.

Questions?

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