Accreditation Update
Accreditation Status: Probation
Accreditation Update

Goal: Removal of Probation status

- During this time we are still fully accredited
- Probation is a result of not fully addressing the recommendations received in 2006
  - 2008 follow up visit, we showed progress, however, we did not reach sustainability
- Two recommendations and actions taken are the purpose for the follow up visit
- Four District recommendations are being addressed by the District
  - We will receive the responses and actions taken to address the recommendations from the D.O. to insert into our follow up report
College Recommendations

Recommendation #1:
As previously stated in Recommendation 2 by the 2006 Comprehensive Evaluation Team and in order to meet Standards, the planning process needs to reflect an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation that use data as the central focus to inform decisions. The process needs to be made clear to the college constituencies so they understand the steps, as well as which plan informs which plan. In addition, human resource planning for classified personnel and administrators needs to be evidence-based and integrated with institutional planning and program review. An evaluation of the effectiveness of the planning process as well as the effectiveness of programs and services needs to be included. (I.B.2, I.B.3, I.B.6, I.B.7, III. A.6)

Elements of this recommendation:
1. Systematic cycle of evaluation, Integrated planning
2. Resource allocation
3. Implementation, and re-evaluation that use data as the central focus to inform decisions
4. Process needs to be made clear… understand the steps
5. Which plan informs which plan
6. Human resource planning… integrated with institutional planning and program review
7. Evaluation of the effectiveness of the planning process
Evidence of Addressing Recommendation #1

• Strengthened the Infrastructure for planning process
  – Created Shared Governance calendar inclusive of all planning meeting dates/retreats for 2012-2013; approved at CPC
  – “College Planning Documents calendar” approved at CPC
    • Includes deadlines for planning documents—shows how one is needed before the others as is demonstrated in the diagram
  – Planning Retreat August 24, 2012 to address integrating SLOs, Program Review (evidence/data), with budget into planning process.
    • Completing the cycle, evaluating, and planning for the next cycle
  – Updated College Participatory Governance Agreement
  – Updated/Clarified our Planning diagrams
    • Planning Document Flow (next slide)
    • Planning Process Explained (see hand out)
  – Updated Unit Planning forms to clarify budget integration into prioritization
Evidence of Addressing Recommendation #1 cont.

- Human Resources Plan completed
- Evaluation of planning process began Spring 2012 using Network analysis methodology to examine information flow of shared governance committees
  - Further metrics/evaluation of effectiveness established
  - Continuing Implementation of evaluation this fall
    - When: December
    - Where: Shared Governance Committees (CPC/Academic Senate committees— in other words: we will see you 😊)
    - Who: Jim, Ellen, Kristi
- Resource allocation and linking to priorities
  - Budget Timeline (next slide)
    - Outlines deadlines; training; quarterly reconciliation meetings; consequences for budget overrun
    - Enforcement done by Vice Presidents and subsequently the President holding VPs accountable
## Proposed 2012-2013 Budget Timeline
Revised: Oct. 8, 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st of each month</td>
<td>Vice Presidents run Cluster reports; All employees with budgets run budget reports. Action: examine for accuracy, ensure staying within budget, complete eBTAs to &quot;cure&quot; ALL Account(s) which have exceed their budget. Non-compliance will have consequences which may include removal of budgetary oversight responsibility.</td>
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<tr>
<td>July 1, 2012</td>
<td>Budgets established for 2012-13. Action: using the portal, create all budget accounts and complete eBTAs. Who: All employees with budgetary oversight responsibility.</td>
</tr>
<tr>
<td>Aug. 20</td>
<td>Academic Affairs complete hourly assignments for Fall 2012; clean up database.</td>
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<tr>
<td>Sept. 4</td>
<td>Student Services complete hourly assignments for Fall 2012; clean up database.</td>
</tr>
<tr>
<td>Aug. 17</td>
<td>Administrative Services: SPOC run report of assignments and clean up database.</td>
</tr>
<tr>
<td>Sept. 10</td>
<td>All cancelled courses/cancelled assignments for Fall 2012 processed. VPs ensure compliance.</td>
</tr>
</tbody>
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| Oct. 15-26         | **Quarterly reconciliation meetings**  
*Action: meet with Nestor/Art/Tomlinson*  
*Who: All employees with budgetary oversight responsibility must schedule appointments or it will be scheduled for you. Non-compliance will have consequences which may include removal of budgetary oversight responsibility.*  
*Dec. 21*  | Mid-year projections; mid-year possible reductions (D.O.) |
| Jan. 5             | Dedicated Revenue Projection 2013-14 due to D.O. from the campus. |
| Jan. 6             | **2013-14 Campus Op Plan development begins.**  
  - Budget Managers receive and complete total employee worksheet and the total account worksheet  
  - Budget Managers review both work sheets for any possible changes/corrections with respect to: employee addition, departmental reallocation, retirement, resignation and unpaid leave and also for account. Budget Managers input and recommendations/corrections will be used for the Budget development and preparation process for the unrestricted funds only  
  - **New employees hired after Dec. 15, 2012 need to be manually entered on Op Plan worksheets**  
  - Admin Services will send a separate letter for the categorical and the enterprise program funds that will be distributed later with the District projections data memo  
  - Corrected worksheets (2 see above) submitted to cluster VP for approval; once approved by VP he/she send to Arif. Deadline: Tuesday, January 31, 2013.  
| Jan. 16-30         | **Quarterly reconciliation meetings**  
*Action: meet with Nestor/Art/Tomlinson*  
*Who: All employees with budgetary oversight responsibility must schedule appointments or it will be scheduled for you. Non-compliance will have consequences which may include removal of budgetary oversight responsibility.*  
| Jan. 22-            | Academic Affairs complete hourly assignments for Spr. 2013; clean up database. |
| Feb. 4             | Student Services complete hourly assignments for Spr. 2013; clean up database. |
| Jan 23             | **2013-2014 Enterprise program allocation (historical) data from District Office: Deadline to submit forms/data to Admin Services: Feb 10, 2013.** |
| Jan. 30            | All equipment and necessary supplies for 2012-13 budget cycle must be ordered. |
College Recommendations

Recommendation #2:

In order to meet the Standard, and to adequately monitor salary and benefit expenditures and insure the institution practices effective oversight of finances, the team recommends that salary actions should first be reviewed for available and adequate funding prior to initiating the employment process. (III.D.2.d)

Elements of this recommendation:

1. Monitor salary and benefit expenditures
2. Insure the institution practices effective oversight of finances
3. Review salary actions prior to employment
Evidence of Addressing Recommendation #2

- Form created to obtain approvals *prior* to data entry of PCRs
  - 3 Positions were cancelled when college realized no funding to pay for them
  - Compliance by every Cluster at the college needed to continue to address this recommendation

- Recommendation forwarded by Budget Committee to have all SFP/Categorical positions cover employee benefits; Recommendation proceeded to CPC, and then President

- Recommendation forwarded by Budget Committee to change to a Centralized Budget Model instead of Decentralized
  - Increases oversight and control
  - Improves monitoring of expenses

- Recommendation that Staffing Committee (with renaming of Human Resources Committee) become a “clearance committee” to ensure that positions have gone through college planning process integrating with budget allocation
Workshops series on budget development, oversight, and accountability need to continue.
  - November procurement training at Harbor

Proposed Budget Timeline (mentioned in Recommendation #1)

Emergency Budget Taskforce created for
  1. Better oversight of expenditures
  2. Eliminate potential deficit spending

College Budget passed at Budget Meeting Aug. 21, 2012

College Priorities for 2012-13 approved at College Planning Committee Meeting Aug. 20, 2012
Where do we go from here?

- Jan. 17, 2013 Academic Senate will approve Follow-up Report
- Jan. 28, 2013 CPC will approve Follow-up Report
- Feb. 6, 2013 Board of Trustees approve Follow-up Report
- March 15, 2013 Follow-up Report received by ACCJC
- Visit to follow
Questions? Answers