



Friday, August 22, 2014 Meeting  
Long Beach City College  
4901 Carson St (Building P, Room 104), Long Beach, CA 90808  
11:30 a.m. to 12:30 Lunch  
12:30 p.m. to 5:30 p.m. Meeting Begins

Saturday, August 23, 2014  
Long Beach Westin Hotel  
333 E. Ocean, Long Beach, CA 90802  
9:00 a.m. to 4:00 p.m. Executive Committee Meeting Resumes

*The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Felipe Grimaldo at (916) 445-4753 or by sending a written request to him at the Executive Committee's address 555 Capitol Mall, Suite 525, Sacramento, CA 95816 or [Felipe@asccc.org](mailto:Felipe@asccc.org) no less than five working days prior to the meeting. Providing your request at least five business days before the meeting will help ensure availability of the requested accommodation.*

*Public Comments: A written request to address the Executive Committee shall be made on the form provided at the meeting. Public testimony will be invited at the beginning of the Executive Committee discussion on each agenda item. Persons wishing to make a presentation to the Executive Committee on a subject not on the agenda shall address the Executive Committee during the time listed for public comment. Public comments are limited to 3 minutes per individual and 30 minutes per agenda item.*

*Materials for this meeting are found on the Senate website at: [http://www.asccc.org/executive\\_committee/meetings](http://www.asccc.org/executive_committee/meetings).*

**I. ORDER OF BUSINESS**

- A. Roll Call**
- B. Approval of Agenda**
- C. Public Comment**

This portion of the meeting is reserved for persons desiring to address the Executive Committee on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.

- D. Calendar**
- E. Dinner Arrangements**

**II. CONSENT CALENDAR**

- A. Committee Membership**
- B. Executive Committee May 31, 2014 Meeting Minutes**
- C. ASCCC Policy Review and Approval**

**III. REPORTS**

- A. President's Report – 15 mins.,**
- B. Executive Director's Report – 10 mins.,**
- C. Foundation President's Report – 10 mins.,**
- D. Legislative Activities, (Action, as necessary), Bruno – 30 mins.**
- E. Chancellor's Office Liaison Report – 15 mins.,**

A liaison from the Chancellor's Office will provide the Executive Committee members with an update of system-wide issues and projects.

- F. Liaison Oral Reports (*please keep report to 5 mins., each*)**

Liaisons from the following organizations are invited to provide the Executive Committee with update related to their organization: AAUP, CCA, CCCI, CFT, FACCC, CPFA, and Student Senate.

#### IV. ACTION ITEMS

- A. Budget Committee Recommendations – 40 mins., North/Adams**  
The Executive Committee will consider for approval the 2014 – 15 ASCCC Budget and modifications to the Senate’s Accounting Policy.
- B. Officers’ Report – 20 mins., Morse**  
The Executive Committee will consider for approval recommendations from the Officers regarding the Executive Directors evaluation and briefly discuss the purpose, structure, and schedule of the Officers’ meetings.
- C. Regional and Town Hall Meetings – 45 mins., Committee Chairs**  
The Executive Committee will consider for approval regional meetings for 2014 – 15.
- D. Academic Academy Theme – 15 mins., Morse**  
The Executive Committee will consider for approval the theme for the 2015 Academic Academy.
- E. Exemplary Award Theme – 10 mins., Rutan**  
The Executive Committee will consider for approval the theme for the 2015 Exemplary Award.
- F. Fall Plenary Session Theme – 30 mins., Morse/Adams**  
The Executive Committee will consider for approval the theme for the Fall Plenary Session and discuss ideas for keynote presentations and breakouts.
- G. ADT Draft Paper – 30 mins., Bruno**  
The Executive Committee will consider for approval a draft paper on the Associate Degree for Transfer.
- H. Assessment Forms for Professional Development College – 20 mins., Davison**  
The Executive Committee will provide suggestions for improvement and consider approval of the assessment forms for PDC participants.
- I. Senate Facebook Page – 20 mins., Adams**  
The Executive Committee will consider for approval setting up a Senate Facebook page.
- J. Committee Priorities – 60 mins., Morse**  
The Executive Committee will discuss outstanding resolutions and provide direction to committee chairs regarding priorities for this year’s work.
- K. CTE Proposals – 45 mins., Officers**  
The Executive Committee will consider for approval proposals for the Senates Perkins 1b funds and a CTE curriculum academy.

#### V. DISCUSSION

- A. Board of Governors/Consultation Council – 30 mins., Morse/Bruno**  
The Executive Committee will be updated about the Board of Governors and Consultation Council Meetings.
- B. Accreditation Issues – 15 mins., Morse/Bruno**  
The Executive Committee will discuss the Bureau of State Audit Report on accreditation and other accreditation issues.
- C. Technology Initiatives – 60 mins., Senate Representatives (time certain Friday, 4:00 p.m.)**  
The Executive Committee will be updated about the current status of the three technology initiatives.
- D. SCP Presentation – 25 mins., North/Costa (time certain 9:00 a.m.)**  
The Executive Committee will be provided background information about C-ID and SCP
- E. C-ID Report – 15 mins., Bruno**  
The Executive Committee will be updated on C-ID and current discussions.
- F. Strategic Planning – 20 mins., Bruno/Adams**  
The Executive Committee will be briefed about the strategic planning process.

**VI. REPORTS** *(if time permits, additionally Executive Committee announcements and report may be provided)*

**A. Committee Reports**

**B. Task Force Reports**

**C. Liaison Reports**

1. CAI Steering Committee Report, Freitas
2. CCCAOE, North
3. CIO, Grimes-Hillman
4. OEI, Crump
5. SACC, Grimes-Hillman
6. WEDPAC\_EDPAC, North

**D. Senate Grant and Project Reports**

1. C-ID
2. SCP

**VII. ADJOURNMENT**





## 2014-2015 EXECUTIVE COMMITTEE MEETING DATES

\*Meeting will typically be on Friday's from 11:00 a.m. to 6:00 p.m. and  
Saturdays from 8:30 a.m. to 4:00 p.m.<sup>1</sup>

<b>Meeting Type</b>	<b>Date</b>	<b>Location</b>	<b>School Contact</b>
Executive Meeting	August 22 – 23, 2014	Long Beach Westin/ Long Beach CC	David Morse/ Madeleine Hinkes
Executive Meeting	September 6, 2014	Sacramento Westin	
Executive Meeting	September 12 – 13, 2014	San Diego City/SD Doubletree	Cynthia/Berta Harris
Executive Meeting	October 10 – 11, 2014	Lake Tahoe Resort/ Lake Tahoe College	Michelle Risdon
Area Meetings	October 24 – 25, 2014	Various	
Session Executive	November 12, 2014	Irvine College	Kathy Schmeidler
Fall Session	November 13 – 15, 2014	Marriott Irvine	
Executive Meeting	January 9 – 10, 2015	Modesto Doubletree/ Modesto JC	James Todd
Executive Meeting	February 6 – 7, 2015	Hotel/San Jose City College	Jesus Covarrubias
Executive Meetings	March 6 – 7, 2015	Riverside Mission/ Riverside CC	Lee Nelson
Area meetings	March 27 – 28, 2015	Various	
Session Executive	April 8, 2015	Berkeley College (TDC)	Cleavon Smith
Spring Session	April 9 – 11, 2015		
Executive/Orientation	May 29 – 31, 2015	Seascape Aptos	
<b>EVENTS<sup>2</sup></b>			
Accreditation	February 20 – 21, 2015	North	
Academic Academy	March 12 – 14, 2015	Westin Costa Mesa (TBC)	
Vocational Leadership	May 7 – 9, 2015	South	
Faculty Leadership	June 11 – 13, 2015	North	
Curriculum	July 9 – 11, 2015	Doubletree Anaheim/Orange	

<sup>1</sup> Times may be adjusted to accommodate flight schedules to minimize early travel times.

<sup>2</sup> Executive Committee members are not expected to attend these events.



# September 2014

September 2014

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 31	Sep 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	Oct 1	2	3	4

Fall Session Area meeting information due to Tonya (Sacramento) - Felipe

Executive Meeting

10:00am Basic Skills CB21 C-ID Course Descriptor Development (Northern California)

Consultation Council Meeting (Sacramento) - Felipe

6:30pm Cofo Meeting (Sacramento) - Felipe

Agenda Due! Accreditation and Draft Program Due Accreditation Executive Agenda Items

Fall Session Save the Date Emailed (Senate Office) - Felipe

10:00am Basic Skills CB21 C-ID Course Descriptor Development (Southern California)

**September 5, 2014**

Friday

All Day **Fall Session Area meeting information due to Tonya -- Sacramento**  
Fall Session Area meeting information due by September 5, 2014 to Tonya.

All Day **Fall Session Area meeting information due to Tonya -- Sacramento**  
Fall Session Area meeting information due by September 5, 2014 to Tonya.

**September 8, 2014**

Monday

12:00 AM - 12:00 AM **Board of Governors Meeting -- Sacramento**  
The California Community Colleges Board of Governors will hold a meeting in Sacramento, CA.

12:00 AM - 12:00 AM **Board of Governors Meeting -- Sacramento**  
The California Community Colleges Board of Governors will hold a meeting in Sacramento, CA.

**September 9, 2014**

Tuesday

12:00 AM - 12:00 AM **Board of Governors Meeting -- Sacramento**  
Please See Above

12:00 AM - 12:00 AM **Board of Governors Meeting -- Sacramento**  
Please See Above

**September 12, 2014**

Friday

12:00 AM - 12:00 AM **Executive Meeting**

12:00 AM - 12:00 AM **Executive Meeting**

**September 13, 2014**

Saturday

12:00 AM - 12:00 AM **Executive Meeting**  
Please See Above

12:00 AM - 12:00 AM **Executive Meeting**  
Please See Above



**September 15, 2014**

Monday

All Day **Fall Session Save the Date Emailed -- Senate Office**  
This mailing introduces the Fall Session theme and directs people to the website.

All Day **Fall Session Save the Date Emailed -- Senate Office**  
This mailing introduces the Fall Session theme and directs people to the website.

**September 17, 2014**

Wednesday

6:30 PM - 8:30 PM **Cofa Meeting -- Sacramento**  
The Council of Faculty Organizations will hold a meeting in Sacramento, CA.

6:30 PM - 8:30 PM **Cofa Meeting -- Sacramento**  
The Council of Faculty Organizations will hold a meeting in Sacramento, CA.

**September 18, 2014**

Thursday

All Day **Consultation Council Meeting -- Sacramento**  
The California Community Colleges Consultation Council will hold a meeting in Sacramento, CA.

All Day **Consultation Council Meeting -- Sacramento**  
The California Community Colleges Consultation Council will hold a meeting in Sacramento, CA.

**September 19, 2014**

Friday

10:00 AM - 3:00 PM **Basic Skills CB21 C-ID Course Descriptor Development -- Northern California**

10:00 AM - 3:00 PM **Basic Skills CB21 C-ID Course Descriptor Development -- Northern California**

**September 20, 2014**

Saturday

10:00 AM - 3:00 PM **Basic Skills CB21 C-ID Course Descriptor Development -- Southern California**

**September 20, 2014 Continued**

**Saturday**

**10:00 AM - 3:00 PM**

**Basic Skills CB21 C-ID Course Descriptor Development -- Southern California**

**September 24, 2014**

**Wednesday**

**All Day**

**Agenda Due! -Accreditation and Academic Academy -- ASCCC Office**

1. Draft program due agenda deadline, September 24th, 2014, for the first reading at the October Executive Committee Meeting and final ready in January.

**All Day**

**Agenda Due! -Accreditation and Academic Academy -- ASCCC Office**

1. Draft program due agenda deadline, September 24th, 2014, for the first reading at the October Executive Committee Meeting and final ready in January.

**All Day**

**Draft Program Due Accreditation Institute and Academic Academy**

**All Day**

**Draft Program Due Accreditation Institute and Academic Academy**

**All Day**

**Executive Agenda Items Deadline -- Senate Office**

**All Day**

**Executive Agenda Items Deadline -- Senate Office**

# October 2014

October 2014						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
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November 2014						
Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 28	29	30	Oct 1	2	3	4
5	6	7 Fall Session Presenters List Due (Senate Office) - Felipe	8	9	10 Fall Session Final Breakout Descriptions Due (Senate Office) - Felipe	11 Executive Meeting
12	13	14	15 6:30pm CoFo Meeting (Sacramento) - Felipe	16 Consultation Council Meeting (Sacramento) - Felipe	17 Fall Session A/V Needs Due (Senate Office) - Felipe 10:00am COR Mega Review (Southern	18
19	20	21	22 Deadline for Print Requests (Senate Office) - Felipe	23	24 Deadline for Fall Session Website Postings (Senate Office) - Felipe	25 Area Meeting Resolutions Due Area A & B
26 Resolutions Due Area C & D	27	28	29 Fall Session Pre-registration Deadline (Senate Office) - Felipe	30	31	Nov 1

**October 7, 2014**

**Tuesday**

**All Day**

**Fall Session Presenters List Due -- Senate Office**

Fall Session Presenters list due to President and Executive Director by October 7, 2014.

**All Day**

**Fall Session Presenters List Due -- Senate Office**

Fall Session Presenters list due to President and Executive Director by October 7, 2014.

**October 10, 2014**

**Friday**

**12:00 AM - 12:00 AM**

**Executive Meeting**

**12:00 AM - 12:00 AM**

**Executive Meeting**

**All Day**

**Fall Session Final Breakout Descriptions Due -- Senate Office**

Fall Session Final breakout descriptions due to Julie by October 10, 2014.

**All Day**

**Fall Session Final Breakout Descriptions Due -- Senate Office**

Fall Session Final breakout descriptions due to Julie by October 10, 2014.

**October 11, 2014**

**Saturday**

**12:00 AM - 12:00 AM**

**Executive Meeting**

**Please See Above**

**12:00 AM - 12:00 AM**

**Executive Meeting**

**Please See Above**

**October 15, 2014**

**Wednesday**

**6:30 PM - 8:30 PM**

**CoFo Meeting -- Sacramento**

The Council of Faculty Organizations will hold a meeting in Sacramento, CA.

**6:30 PM - 8:30 PM**

**CoFo Meeting -- Sacramento**

The Council of Faculty Organizations will hold a meeting in Sacramento, CA.



**October 24, 2014 Continued**

**Friday**

**12:00 AM - 12:00 AM**

**Area Meeting**

**All Day**

**Deadline for Fall Session Website Postings -- Senate Office**

All Fall Session presentations, handouts, and materials due for posting to website to Tonya by October 24, 2014.

**All Day**

**Deadline for Fall Session Website Postings -- Senate Office**

All Fall Session presentations, handouts, and materials due for posting to website to Tonya by October 24, 2014.

**October 25, 2014**

**Saturday**

**12:00 AM - 12:00 AM**

**Area Meeting**

**Please See Above**

**12:00 AM - 12:00 AM**

**Area Meeting**

**Please See Above**

**All Day**

**Resolutions Due Area A & B**

**All Day**

**Resolutions Due Area A & B**

**October 26, 2014**

**Sunday**

**All Day**

**Resolutions Due Area C & D**

**All Day**

**Resolutions Due Area C & D**

**October 29, 2014**

**Wednesday**

**All Day**

**Fall Session Pre-registration Deadline -- Senate Office**

Last day to pre-register for Fall Session: October 29, 2014.

**All Day**

**Fall Session Pre-registration Deadline -- Senate Office**

Last day to pre-register for Fall Session: October 29, 2014.

# November 2014

November 2014

December 2014

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 26	27	28	29	30	31	Nov 1
2	3 Boarding Pass and Breakouts Printing Reminder (Senate Office) - Felipe	4	5	6	7 Deadline: Preliminary Speaker List Due! Preliminary Speakers List Due Accreditation	8
9	10	11	12 Session Executive	13	14 Fall Pleannym Session	15
16	17 Board of Governors Meeting (Foothill-DeAnza CCD) -	18	19 6:30pm CoFo Meeting (Rancho Mirage) - Felipe	20 Consultation Council Meeting (Rancho Mirage) - Felipe	21	22
23	24	25	26	27	28	29
30	Dec 1	2	3	4	5	6

**October 26, 2014**

**Sunday**

**All Day Resolutions Due Area C & D**

**All Day Resolutions Due Area C & D**

**October 29, 2014**

**Wednesday**

**All Day Fall Session Pre-registration Deadline -- Senate Office**  
Last day to pre-register for Fall Session: October 29, 2014.

**All Day Fall Session Pre-registration Deadline -- Senate Office**  
Last day to pre-register for Fall Session: October 29, 2014.

**November 3, 2014**

**Monday**

**All Day Boarding Pass and Breakouts Printing Reminder -- Senate Office**  
"Print you Boarding Pass and Breakouts" email will be sent out on November 3, 2014

**All Day Boarding Pass and Breakouts Printing Reminder -- Senate Office**  
"Print you Boarding Pass and Breakouts" email will be sent out on November 3, 2014

**November 7, 2014**

**Friday**

**All Day Deadline! Preliminary Speaker List Due! -- ASCCC**  
1. Submit preliminary speaker list to President and Executive Director by November 7th, 2014.

**All Day Deadline! Preliminary Speaker List Due! -- ASCCC**  
1. Submit preliminary speaker list to President and Executive Director by November 7th, 2014.

**All Day Preliminary Speakers List Due Accreditation Institute and Academic Academy -- Senate Office**  
1. Submit preliminary speaker list to President and Executive Director by November 7, 2014.  
a. Please note that anyone who is not on your committee (including Executive Committee members need to be approved prior to approaching them).



**November 7, 2014 Continued**

Friday

All Day Preliminary Speakers List Due Accreditation Institute and Academic Academy -- Senate Office

1. Submit preliminary speaker list to President and Executive Director by November 7, 2014.
  - a. Please note that anyone who is not on your committee (including Executive Committee members need to be approved prior to approaching them).

**November 12, 2014**

Wednesday

All Day Session Executive

All Day Session Executive

**November 13, 2014**

Thursday

12:00 AM - 12:00 AM Fall Plenary Session

12:00 AM - 12:00 AM Fall Plenary Session

**November 14, 2014**

Friday

All Day Fall Plenary Session  
Please See Above

All Day Fall Plenary Session  
Please See Above

**November 15, 2014**

Saturday

12:00 AM - 12:00 AM Fall Plenary Session  
Please See Above

12:00 AM - 12:00 AM Fall Plenary Session  
Please See Above

**November 17, 2014**

**Monday**

12:00 AM - 12:00 AM

**Board of Governors Meeting -- Foothill-DeAnza CCD**

The California Community Colleges Board of Governors will hold a meeting at the Foothill-DeAnza CCD.

12:00 AM - 12:00 AM

**Board of Governors Meeting -- Foothill-DeAnza CCD**

The California Community Colleges Board of Governors will hold a meeting at the Foothill-DeAnza CCD.

**November 18, 2014**

**Tuesday**

12:00 AM - 12:00 AM

**Board of Governors Meeting -- Foothill-DeAnza CCD  
Please See Above**

12:00 AM - 12:00 AM

**Board of Governors Meeting -- Foothill-DeAnza CCD  
Please See Above**

**November 19, 2014**

**Wednesday**

6:30 PM - 8:30 PM

**CoFo Meeting -- Rancho Mirage**

The Council of Faculty Organizations will hold a meeting in Rancho Mirage, CA.

6:30 PM - 8:30 PM

**CoFo Meeting -- Rancho Mirage**

The Council of Faculty Organizations will hold a meeting in Rancho Mirage, CA.

**November 20, 2014**

**Thursday**

All Day

**Consultation Council Meeting -- Rancho Mirage**

The California Community Colleges Consultation Council will hold a meeting in Rancho Mirage, CA.

All Day

**Consultation Council Meeting -- Rancho Mirage**

The California Community Colleges Consultation Council will hold a meeting in Rancho Mirage, CA.



**December 1, 2014**

**Monday**

**All Day**                      **Accreditation and Academic Academy Travel Requests, Hotel Requests, and AV needs Deadline -- Senate Office**  
2.        Committee Member/Presenter (once approved) travel requests, hotel requests, and AV needs due to Tonya by December 1, 2014.

**All Day**                      **Accreditation and Academic Academy Travel Requests, Hotel Requests, and AV needs Deadline -- Senate Office**  
2.        Committee Member/Presenter (once approved) travel requests, hotel requests, and AV needs due to Tonya by December 1, 2014.

**December 17, 2014**

**Wednesday**

**All Day**                      **Academic Academy Draft program outline due -- Senate Office**  
1.        Draft program outline with topics for the second reading at the January Executive Committee Meeting (***due agenda deadline, December 17, 2014***).

**All Day**                      **Academic Academy Draft program outline due -- Senate Office**  
1.        Draft program outline with topics for the second reading at the January Executive Committee Meeting (***due agenda deadline, December 17, 2014***).

**All Day**                      **Executive Agenda Items Deadline -- Senate Office**

**All Day**                      **Executive Agenda Items Deadline -- Senate Office**

**All Day**                      **Final Program Due Accreditation Institute -- Senate Office**  
  
1.        Program (with descriptions, committee members, and other presenters) due for final reading at the January Executive Committee Meeting (***due agenda deadline, December 17, 2014***).

**All Day**                      **Final Program Due Accreditation Institute -- Senate Office**  
  
1.        Program (with descriptions, committee members, and other presenters) due for final reading at the January Executive Committee Meeting (***due agenda deadline, December 17, 2014***).

**December 22, 2014**

**Monday**

**All Day**

**Due -Accreditation -- ASCCC Office**

1. Committee Member/Presenter travel requests, hotel requests and AV due to Tonya by December 22nd, 2014.
2. Final Program with descriptions due to Executive Director by agenda deadline, December 24th, 2014.

**All Day**

**Due -Accreditation -- ASCCC Office**

1. Committee Member/Presenter travel requests, hotel requests and AV due to Tonya by December 22nd, 2014.
2. Final Program with descriptions due to Executive Director by agenda deadline, December 24th, 2014.

**All Day**

**Presenters Travel, Hotel and AV Requests Accreditation Institute**

**All Day**

**Presenters Travel, Hotel and AV Requests Accreditation Institute**





## Executive Committee Agenda Item

<b>SUBJECT:</b> ASCCC Committee Proposed Membership		Month: August	Year: 2014
		Item No II A	
		Attachment: YES	
<b>DESIRED OUTCOME:</b>	The Executive Committee will be provided with the lists of committee memberships.	Urgent: NO	
		Time Requested: 3 minutes	
<b>CATEGORY:</b>	Consent Calendar	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>REQUESTED BY:</b>	Julie Adams	Consent/Routine	X
		First Reading	
<b>STAFF REVIEW<sup>1</sup>:</b>	Felipe Grimaldo	Action	
		Information	

*Please note: Staff will complete the grey areas.*

**BACKGROUND:**

The Executive Committee will be provided with the lists of proposed committee memberships. Once approved, the names on the lists will serve on Academic Senate standing committees, papers, and task forces.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.







Elections	Dolores Davison	Julie Adams	ED	Academic Senate
Legislative	Julie Bruno	Julie Adams	ED	Academic Senate
		Kale Braden	Theatre Sciences	Cosumnes River
		Dan Crump	Library Science	American River
		Silvester Henderson	Music/Senate President	Los Medanos
		Angeles Abraham	Counseling	Los Angeles Trade Tech
		Stacey Searl-Chapin	Political Science	Mt. San Antonio College
		Dan Crump	Library Science	American River
		Julie Adams	ED	Academic Senate
		Matt Clark	Math	Woodland (A)
		Sam Foster	Chemistry	Fullerton (D)
Local Senates	Kale Braden	Buran Haider	Biological Science	San Diego Miramar (D)
		Kathy Oborn	Sociology/AJ	Pierce (C)
		Cleavon Smith	English	Berkeley CC (B)
		Maria Biddenback	Nursing	Napa Valley (B)
		Mary Ann Valentino	Psychology	Fresno City (A)
		Eve Adler	Nursing	Santa Monica (C)
		Candace Lynch-Thompson	English/ESL	NOCCD
		Jarek Janio	ESL/ABE/High School Diploma/ Citizenship	Santa Ana
		Wheeler North	Aviation	San Diego Miramar
		David Norton	Student Success Center	Copper Mountain
Noncredit	Debbie Klein	Debra Edwards	Counseling	Southwestern
		Jason Eddington	Math	Medancino
		Leigh Anne Shaw	ESL	Skyline
		Julie Bruno (V-President)	Communications Studies	Sierra
		Wheeler North (Treasurer)	Aviation	San Diego Miramar
		John Stanskas (Secretary)	Chemistry	San Bernardino Valley
		Julie Adams (Executive Director)	ED	Academic Senate
		Lorraine Slatter-Farrell	Child Development & Education	Mt. San Jacinto
		Julie Adams	ED	Academic Senate
		Daphne Figueroa	Chemistry	San Diego Miramar
Professional Development	Dolores Davison	Alex Immerblum	English	East LA
		Gloria Arevalo	Articulations	Ventura
		Arnita Porter	Business	WLAC

Resolutions	John Freitas	<p>Julie Adams</p> <p>Debbie Klein</p> <p>Kale Braden</p> <p>Randy Beach</p> <p>Michelle Sampat</p> <p>Julie Adams</p> <p>Julie Bruno</p> <p>Phil Crawford</p> <p>Melynie Bransford-Schiel</p> <p>Adrienne Foster</p> <p>April Juarez</p> <p>Paul Setziol</p> <p>Wheeler North</p> <p>Yvonne Valenzuela</p> <p>Shuntay Taylor</p> <p>Tiffany Tran</p> <p>Eric Narveson</p> <p>Michael Wyly</p> <p>James Todd (Secretary)</p> <p>Michelle Grimes-Hillman (Treasur</p> <p>Ginni May</p> <p>Richard Mahon</p>	<p>ED</p> <p>Anthropology</p> <p>Theatre Sciences</p> <p>English</p> <p>Reading</p> <p>ED</p> <p>Communications Studies</p> <p>Political Science/Sociology/Law</p> <p>Economics</p> <p>DSPS</p> <p>Child Development &amp; Education</p> <p>Music</p> <p>Aviation</p> <p>Transfer Center Director</p> <p>Counseling</p> <p>AO</p> <p>History</p> <p>English</p> <p>Anthropology</p> <p>Psychology</p> <p>Mathematics/Statistics</p> <p>Humanities</p>	<p>Academic Senate</p> <p>Gavilan</p> <p>Cosumnes River</p> <p>Southwestern</p> <p>Mt. San Antonio</p> <p>Academic Senate</p> <p>Sierra</p> <p>San Jose City</p> <p>Copper Mountain</p> <p>West LA</p> <p>Long Beach City</p> <p>De Anza</p> <p>San Diego Miramar</p> <p>Golden West</p> <p>West Hills</p> <p>Irvine Valley</p> <p>Evergreen Valley</p> <p>Solano</p> <p>Modesto Junior</p> <p>Mt. San Antonio</p> <p>Sacramento City</p> <p>WLAC</p>
Standards and Practices	Craig Rutan			
Transfer and Articulation (rename)	Cynthia Rico			
Foundation	Julie Bruno President			



Membership Paper Task Forces

Task Force	Chair	Membership	Discipline	College	Contact Info	Resolutions
Distance Education	John Freitas	Gregory Beyerer	History	Cosumnes	gregory.beyerer@crc.losrios.edu	9.06 S98; 9.03 S13; 9.04 S13; 13.03 S13; 19.06 S13
		Stephanie Curry	Library	Reedley	stephanie.curry@reedley.edu	
		Christina Gold	History	El Camino	cgold@elcamino.edu	
		Biju Raman	Math/Chemistry	Palo Verde	biju.raman@paloverde.edu	
		Lisa Storm	AJ	Hartnell	lstorm@hartnell.edu	
Part Time	Dolores	Valerie Chau	CSIS (PT)	Palomar	vchau@palomar.edu	19.07 S13
		Richard Mahon	Humanities	Riverside		
		Rich Hansen	Math	DeAnza	hansenrichard@deanza.edu	
		Louise Lodato	Public Administration (PT)	Mission	lgodato@hotmail.com	
		Berta Harris	Child Development	San Diego City	beharris@sdccd.edu	
		Phil Crawford	Political Science/Sociology/Law	San Jose City	picrawford@aol.com	
		Michelle Pilati	Psychology	Rio Hondo	mpilati@riohondo.edu	
		Dave DeGroot	Articulation Officer	Allan Hancock	ddegroot@hancockcollege.edu	
		Cynthia Rico	Counseling	San Diego Mesa	crico@sdccd.edu	
		Craig Rutan	Physics	Santiago Canyon	Rutan_Craig@sccollege.edu	
CI-TMC	Julie Bruno	Erik Shearer	Studio Arts	Napa Valley	eshearer@napavalley.edu	
		Magdalena Kwiatkowski	ESL	San Diego CE		
		Steven Hall		Butte		
		Adrea Phillips	Counseling	Contra Costa	aphillips@contracosta.edu	
Faculty Development	Kale Braden	Morrie Barenbaum	Astromoy	Santiago Canyon		
		Dan Walsh	Geography/GIS	Saddleback	dwalsh@saddleback.edu	



**Task Forces Membership**

10-Jun-14

Task Force	Chair	Membership	Discipline	College	Contact Info	Resolutions
DE Task Force	John Freitas	Dolores Davison	History/Womens' Studies	Foothill	davisond@fhda.edu	
		Kale Braden	Theatre Sciences	Cosumnes River	<a href="mailto:BradenC@crc.losrios.edu">BradenC@crc.losrios.edu</a>	
		Gregory Beyrer		Cosumnes River College		
		Eileen Smith		Shasta		
		Chris Gold		El Camino College		
		Fabiola Torres		Glendale College		
Elections TF	Dan Crump	Julie Adams	Executive Director	ASCCC		
		Connie Zuercher	PE	Sacramento City		
PE Task Force	Kathy O'Connor	Karen Kane	PE	LBCC		18.02 S14
		Brian SOS	PE	Santa Ana		
		Fabio Gonzales	PE	San Jose City		
					Need another counselor	





**DRAFT**

**EXECUTIVE COMMITTEE MEETING**

*Asilomar Conference Grounds  
800 Asilomar Ave, Pacific Grove, CA 93950  
(831) 372-8016*

**Friday, May 30, 2014**

**I. ORDER OF BUSINESS**

**A. Roll Call**

President B. Smith called the meeting to order at 12:10 pm and welcomed members and Felipe Grimaldo, the Senate's newly hired executive assistant.

Members present: Julie Adams, Julie Bruno, Dianna Chiabotti, Dan Crump, Dolores Davison, John Freitas, Lesley Kawaguchi, Michelle Grimes-Hillman, David Morse, Wheeler North, Cynthia Rico, John Stanskas, and Phil Smith.

Incoming Executive Committee members present: Kale Braden, Phil Crawford, Debbie Klein, Craig Rutan, and James Todd.

**B. Approval of Agenda**

**MSC (North, Davison) to approve the agenda.**

**C. Public Comment**

No public comment.

**D. Calendar**

Adams noted that the calendar will be discussed in more detail on Saturday.

**E. Dinner Arrangements**

Grimaldo provided members with dinner location and logistics.

**II. CONSENT CALENDAR**

Members requested items II. A. February 28 – March 1, 2014, minutes and II. D. Caucus recognition be pulled from the consent calendar.

**MSC (Freitas/Davison) to approve the Consent Calendar as amended.**

**A. Executive Committee Minutes**

Members discussed changes to February 28 – March 1, 2014, meeting minutes and suggested modifications.

A member requested clarification to the February 28, 2014 minutes. Under item IV. B. there is a motion to suspend the rules to allow the public to engage with the Executive Committee about the

resolution on the CCC mission without any explanation for why the motion was included. The member explained that part of the issue was that resolutions were discussed on both Friday and Saturday and different things happened. The member requested that the minutes be amended to reflect the conversation about why the motion occurred.

**MSC (Rico/Freitas) to approve the February 28 – March 1, 2014 meeting minutes as amended.**

**Action:**

J. Bruno will modify the minutes as amended and send revised minutes out via email for final approval.

**A. Executive Committee Meeting Dates**

The Executive Committee approved the following meeting dates for the 2014 – 15 Executive Committee meetings on consent.

Meeting Type	Date
Executive Meeting	August 22 – 23, 2014
Executive Meeting	September 6, 2014
Executive Meeting	September 12 – 13, 2014
Executive Meeting	October 10 – 11, 2014
Area Meetings	October 24 – 25, 2014
Session Executive	November 12, 2014
Fall Session	November 13 – 15, 2014
Executive Meeting	January 9 – 10, 2015
Executive Meeting	February 6 – 7, 2015
Executive Meetings	March 6 – 7, 2015
Area meetings	March 27 – 28, 2015
Session Executive	April 8, 2015
Spring Session	April 9 – 11, 2015
Executive/Orientation	May 29 – 31, 2015

**EVENTS**

Accreditation	February 20 – 21, 2015
Academic Academy	March 12 – 14, 2015
Vocational Leadership	May 7 – 9, 2015
Faculty Leadership	June 11 – 13, 2015
Curriculum	July 9 – 11, 2015

**B. Foundation Directors**

The Executive Committee approved the following Executive Committee members who will serve on the Foundation Board of Directors on consent.

- Julie Bruno, president
- James Todd, secretary
- Michelle Grimes-Hillman, treasurer

### **C. Caucus Recognition**

A member requested to pull II. D. LGBT Caucus as an Executive Committee Caucus for discussion. A concern was raised that the LGBT Caucus list of membership included nonfaculty. Additionally, it was noted that Executive Committee members should be removed from the membership list. While Executive Committee members can attend Caucus meeting, our policy does not allow Executive Committee members to be a member of the Caucus. It was noted that after the removal of the Executive Committee and the non-faculty members, the LGBT Caucus would still need to meet the minimum requirement to have caucus renewed.

**MSC (North, Davison) to approve continued recognition of the LGBT Caucus.**

#### **Action:**

The Standards and Practices Committee to clarify the procedures of who needs to be on the caucus list.

### **D. Distance Education Task Force Name Change**

The Executive Committee approved changing the name of the Distance Education Task Force to Online Education and making it a Senate standing committee on consent.

## **III. REPORTS**

### **A. President's Report**

President B. Smith provided the following report:

- Fred Harris, who served as Vice Chancellor in Facilities and Planning, is now serving as a vice president at Gavilan College. Fred Harris' previous position is now vacant.
- There is a name circulating around the Governor's Office for the Vice-Chancellor of Academic Affairs position.
- An update on AB86 and conversations in the Chancellor's Office.

### **B. Executive Director's Report**

Adams highlighted the written report included in the agenda, particularly the new addition of staff and the office move. In November, the Senate Office will be moved to One Capitol Mall, which is a smaller space.

### **C. Legislative Activities, (Action, as necessary)**

Members were updated on legislative activities.

**IV. OLD BUSINESS (Possible Action)**

**A. Professional Development College**

Members discussed the PDC Leadership Module pilot criteria for the Professional Development College (PDC). At the previous Executive Committee meeting, members discussed the PDC and raised a number of concerns, which are addressed in the application presented at this meeting.

**MSC (North/Freitas) to approve both the criteria and application form.**

**B. Curriculum Institute**

Members discussed the final Curriculum Institute program.

**MSC (Rico/North) to approve the final Curriculum Institute program.**

**C. Academic Academy Theme**

Members discussed the theme for the Academic Academy. Several ideas were offered including student success (counseling, educational plans, student success plans, etc.), and distance education. It was recommended that a plan be developed that lists all the essential topics that need to be addressed and then determine the best venue to share the information. The officers will consider this discussion and other pertinent information and bring back a recommendation to the August meeting for approval.

Action:

The Officers to discuss the theme for the Academic Academy and bring back a recommendation to the August meeting.

**D. ASCCC Committee and Task Force Evaluation**

Members discussed an evaluation of last year's committee, task forces, and advisory groups. The survey results provided advice to the Executive Committee about the structure of accomplishing the work of the Senate. Overall, committee members felt that work of the Senate should return to the Standing Committees with only selected tasks completed by task forces or advisory.

**V. NEW BUSINESS (Possible Action)**

**A. Committee Resolution Status Report**

Members reviewed the Action Tracking sheet.

**B. Resolution Assignment Report**

Members discussed the resolution assignments for the 2014-15 Resolutions.

**MSC (Kawaguchi/North) to approve the resolutions as amended.**

**C. Spring 2014 Plenary Referred Resolutions**

Members discussed referred resolutions from Fall 2013 and Spring 2014 plenary sessions. Resolutions 1.06 R S14 and 13.05 R S14 were assigned to resolutions.

**MSC (North/Morse) to render 1.07 R S14 and 1.07.01 R S14 and 1.08 R S14 and 1.08 R S14 moot.**

**MSC (Davison/North) to render 12.02 R F13 moot.**

**D. 2013 – 14 Budget Extension**

Members discussed extending the 2013 – 14 budget to cover July and August to allow essential planning discussions to occur. This year several critical conversations are in process and need to play out before an informed budget is developed. Since this information is needed to develop the 2014-15 budget, the Treasurer and Executive Director are requesting to use unexpended balances from the 2013 – 2014 budget for July and August. The Budget and Finance Committee will submit a revised budget in August for consideration for approval by the Executive Committee.

**MSC (Grimes-Hillman/Davison) to approve using unexpended balances from the 2013 – 2014 budget for the months of July and August.**

Action:

The Budget and Finance Committee will bring a revised 2014 – 15 budget to the August meeting for discussion and approval.

**VI. INFORMATION AND REPORTS**

**A. Chancellor's Office Liaison Report**

No report.

**B. Liaison Oral Reports**

No report.

**VII. FIRST READING (No Action)**

**A. Resolutions Handbook**

Members discussed the Resolutions Handbook and suggested modifications. This item will return to the next meeting for consideration for approval.

**B. Distance Education Effective Practices Paper Draft**

Members reviewed the draft paper and provided feedback. This item will return to the next meeting for consideration for approval.

**VIII. INFORMATION AND REPORTS (No Action)**

**A. Board of Governors/Consultation Council**

B. Smith informed members of the new members to the Board of Governors members. She noted that the Consultation Council discussed primarily the budget. The Executive Committee will be updated about the Board of Governors and Consultation Council Meetings.

**B. Foundation Report, Bruno**

Written report submitted.

**C. C-ID/TMC Report, Bruno**

Bruno updated members on C-ID activities including recent memorandums sent by the Chancellor's Office regarding timeline for ensuring all Associate Degrees for Transfer (AD-T) have an approved C-ID description by June 2015. Members also discussed the area of emphasis resolution and status of the disciplines.

**D. Committee Reports**

1. Resolutions Committee, Freitas

**E. Task Force Reports**

1. Distance Education Task Force, Freitas

**F. Liaison Reports**

1. Intersegmental Committee of the Academic Senates (ICAS), B. Smith

**IX. New Business (No action/Next Agenda)**

**Adjournment**

President B. Smith adjourned the meeting at 4:40 p.m.

Respectfully submitted by  
Felipe Grimaldo, Executive Assistant  
Julie Adams, Executive Director  
Julie Bruno, Secretary



## Executive Committee Agenda Item

SUBJECT: ASCCC Policy Review and Approval		Month: August	Year: 2014
		Item No: II. C	
		Attachment: YES	
DESIRED OUTCOME:	The Executive Committee will review and consider for approval three policies.	Urgent: NO	
CATEGORY:		Action	Time Requested: 15 minutes
REQUESTED BY:	J. Bruno	<b>TYPE OF BOARD CONSIDERATION:</b>	
STAFF REVIEW <sup>1</sup> :	Julie Adams	Consent/Routine	X
		First Reading	
		Action	
		Information	

*Please note: Staff will complete the grey areas.*

### BACKGROUND:

In Fall 2013, as directed by the Executive Committee, the now defunct Internal Policy Committee revised a number of existing policies and created new ones, as necessary. The policies were brought to the Executive Committee for review in January 2014 but were tabled for the remainder of the year so that the Executive Committee could concentrate its efforts on establishing an Open Meeting policy. As a result of the Executive Committee’s singular focus on one policy, it never reviewed the other policies that IPC crafted.

Therefore, the following policies are now brought forward for the Executive Committee’s review and approval:

- Honoring Faculty Policy (revised)
- Listserv Policy (revised)
- Vendor Policy (new)

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.





#### 40.00 HONORING FACULTY LEADERS

There are times when a faculty member(s) or the Executive Committee may want to honor faculty who have served the Academic Senate by supporting the mission and vision through a variety of capacities (e.g., committee member, Executive Committee member, advisory group). The following are some of the ways that the ASCCC or the Executive Committee can honor faculty including

- Emeritus status – retired faculty only (noted in bylaws)
- Resolution (honorary or adopted resolution)
- Contribution to the Academic Senate Foundation including to the level of Leadership Circle
- Contribution to a charitable organization suggested by the family of the deceased up to the amount of registration at one plenary session
- Proclamation
- Recognition in the *Rostrum*, a plenary session program, or other printed material of the ASCCC

If the Executive Committee or a faculty member(s), working through their Area, determines that a faculty member should be honored, the following criteria will be considered:

1. The faculty member must be a deceased, or retired community college faculty member, who has completed at least five (5) years of significant service to the Academic Senate for California Community Colleges.
2. The faculty member must be recognized for exceptional contributions supporting the aims and functions of the ASCCC.

The honoring of Executive Committee members who have served a full term or longer is under the discretion of the Executive Committee. A request to honor an Executive Committee member must be agendaized for action at a regular meeting of the Executive Committee.



## APPENDIX A

### HOW TO USE THE SENATE LISTSERV

As a form of communication to the field, Area representatives can post to the Area listservs. The following procedure will facilitate the use of the Area listservs.

#### **Policy for Using the Listserv**

The ASCCC provides a listserv to each Area representative to communicate with the Area's colleges. Staff maintains these listservs or individuals voluntarily sign up via the Senate website. Area representatives should only use the listserv to communicate Senate information and not information specific to colleges. Instead, Area representatives can direct faculty to join the unofficial Google Group ([cccsenates@googlegroups.com](mailto:cccsenates@googlegroups.com)) and send specific questions to that list.

When using the listserv, Area representatives should be mindful to use appropriate listserv etiquette such as avoiding emoticons, sarcasm, and other language that could be misconstrued. The following is a list of types of documents to be shared via the listserv. If you receive a request to send something that is not on this list, please check with the President or Executive Director before forwarding out on the listserv:

- Area meeting agendas, materials, draft resolutions, notes
- Senate event reminders or updates—plenary session, institutes, regional meetings
- Award notifications specific to your area (i.e., request for readers)—Exemplary, Hayward, Diversity

Area representatives, however, should be careful not to duplicate information sent to the Senate President listserv as many of the delegates on that listserv are also on the Area listserv. Information sent via the Area listserv should be unique to the Area. For example, information that all Areas need to know (i.e., Discipline's List Revision additional background information), should be sent via the Senate President listserv and not the Area listservs. Area representatives should consider whether or not the information would benefit all areas and share with other Areas or send to the Executive Director to send to other listservs.

#### **Procedure for using the Area Representative Listserv**

Area representatives will develop a message and email with the address to his/her area listserv ([AreaA@listserv.ccnnext.net](mailto:AreaA@listserv.ccnnext.net), [AreaB@listserv.ccnnext.net](mailto:AreaB@listserv.ccnnext.net), [AreaC@listserv.ccnnext.net](mailto:AreaC@listserv.ccnnext.net), or [AreaD@listserv.ccnnext.net](mailto:AreaD@listserv.ccnnext.net)). This is the same way that you would compose any other email and can also include attachments or links as necessary.

Once the message is composed and sent to your area listserv address, you will receive the following message from the CCC Technology Center LISTSERV Server with the following message:

For security reasons, the AREA list has been configured to request positive confirmation of messages posted to the list. You must now confirm that the enclosed message did originate from you. To do so, simply reply to the present message and type "OK" (without the quotes) in the text of your message, **or click on the link below**. If this does not work, or if the message did NOT originate from you, contact the list owner for assistance.

To APPROVE the message: [**CLICK ON THE LINK**].

Once you confirm that the message did originate from you, click on the provided link and you will then receive the message. If you don't receive a message, your message was most likely not successful. Check to see if an email was received by the Senate Office. If not, then resend. [Note: Sometimes the listserv is slow to provide a confirmation email. ]

As Area Representatives you might receive an email from senate presidents or others that they would like to be added to the Area listserv or another Senate listserv. Please inform them that they can subscribe to the listserv by visiting the Senate's website at <http://asccc.org/signup-newsletters>. In addition, they can also unsubscribe (if the past president wishes to do so) from the list. Please contact the Senate office if you have any questions.

# **ASCCC Vendor Policies**

**DRAFT**

**December 6, 2013**

Specific vendors are welcome to attend Academic Senate for California Community Colleges (ASCCC). The Senate holds two annual business meetings where representatives for each 112 community colleges attend to discuss the future of community colleges and provide guidance to the Executive Committee and staff on the direction of the Senate. On occasion, vendors may be invited to participate in our events as speakers, or as vendors in our vendor booth area. This document is designed to communicate the Senate's vendor policies to those vendors who are invited to attend our events.

## **Pre-Conference Vendor Speakers**

Occasionally, ASCCC will host pre-conference breakouts. The speakers for this pre-conference are by invitation only. Speakers are identified by the Executive Committee and approved by the President based on the needs of the membership. Vendors who are invited to make a presentation at a pre-conference are required to pay a vendor fee and can present their products or services during the pre-session but are prohibited from selling during the event. All pre-conference sessions are subject to presentation review by the ASCCC Executive Director to ensure the membership is getting information that meets their needs, not just prospective selling.

## **Vendor Fair**

Occasionally, ASCCC chooses to have a vendor fair in conjunction with events. The participants for this vendor fair are by invitation only. The vendors selected are based on the needs of the ASCCC membership. All participants are required to complete an application form (see attached sample form) that details the specific logistics of that particular vendor fair and pay a vendor fee. The fee includes one table with electrical power for the duration of the vendor fair. Selling is only allowed within the vendor fair area and only during non-conference times (before conference start, breaks, lunch, after conference ends). The fee includes conference registration and hosted meals for one person. If additional vendor staff attends, they must register as a vendor for the conference. This allows them to attend the conference and be included in all ASCCC hosted meals. The vendor fair will have a limited time span. However, the registered vendors are welcome to attend the remaining conference.

**ASCCC reserves the right to have sessions where no vendors are allowed.**

**The speaker's fee covers conference registration and all ASCCC hosted meals for one person.**

## ASCCC Vendor Agreement

As a vendor in good standing, I understand that I am allowed to attend the ASCCC as a participant with no intent of selling my product during the event. The Senate event is my opportunity to understand the needs of the ASCCC membership so we can better develop solutions to meet those needs. I may make contacts during the event that leads to selling opportunities in the future. However, my participation in the event does not allow me to use the ASCCC membership list as a cold call opportunity and I will not share ASCCC membership information with anyone else.

I understand that ASCCC members may want to learn about my products during non-conference time; however, unsolicited sales presentations or pressure during the conference will not be tolerated. I understand that if I demonstrate this behavior the Executive Director will issue me one warning and if I repeat the behavior, I will be asked to leave the conference and will not be allowed to attend future conferences.

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Vendor's Signature

Reference: <http://www.accis-wa.org/Documents/ACCIS%20Vendor%20Guidelines.pdf>

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Form to be modified based on event.

ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES

# FALL PLENARY SESSION NOVEMBER 7, 2013 IRVINE MARRIOTT EXHIBITOR REGISTRATION FORM

Name \_\_\_\_\_

Organization \_\_\_\_\_

Title \_\_\_\_\_

Email address \_\_\_\_\_

Phone number \_\_\_\_\_

## REGISTRATION

By checking this box you are agreeing to Exhibit at the ASCCC Fall Plenary Session and the information that follows:  Exhibitor Registration: \$500

This fee includes exhibit table and recognition in the onsite program. Please provide your logo as a .png file by October 7th. If logo is received after this date we cannot guarantee it will be included in the program.

If you need to cancel, please contact ASCCC immediately. Your exhibit fee helps us provide for an exceptional meeting experience. A full refund, minus a \$50 administrative fee, will be issued if cancellation is received by October 16, 2013. Any cancellations received after October 16, 2013 will be reviewed by the Executive Director. If it is too late to remove your logo from the program, your registration fee will not be refunded and we will work with you to provide materials to the attendees on your behalf.

Exhibits are open from 10am – 3:30pm on Thursday, November 7, 2013

## PAYMENT INFORMATION

by check: Make payable to the Academic Senate

Expiration Date: \_\_\_\_\_ (mmyy) Card Code: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Email \_\_\_\_\_

Phone: Fax: \_\_\_\_\_





## Executive Committee Agenda Item

SUBJECT: Legislative Update		Month: August	Year: 2014
		Item No. III D.	
		Attachment: YES	
DESIRED OUTCOME:	The Executive Committee will be informed about current legislation	Urgent: NO	
CATEGORY:	Legislation	Time Requested: 30 minutes	
REQUESTED BY:	Julie Bruno	<b>TYPE OF BOARD CONSIDERATION:</b>	
STAFF REVIEW <sup>1</sup> :	Felipe Grimaldo	Consent/Routine	
		First Reading	
		Action	
		Information	X

*Please note: Staff will complete the grey areas.*

**BACKGROUND:**

The Executive Committee will receive a report on currently proposed legislation that impacts the Senate’s areas of purview and on previous Senate positions that apply to those pieces of legislation where appropriate.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.



**Legislative Report**  
**July 30, 2014**  
**(Update)**

**Assembly Bills**

**AB 1271 (Bonta)\*:** Inmate Education--Waives open course requirements for community college courses offered in state correctional facilities and allows attendance hours generated by credit courses at all correctional facilities to be funded at the full credit rate instead of the noncredit rate. Eliminates a disincentive for community colleges to provide credit courses to inmates of correctional institutions. Chancellor's Office supported.

**Status:** Passed the Assembly and was sent to the Senate Education Committee. **Bill was amended and re-referred to Senate Appropriations Committee. It is no longer on the Chancellor's Office watch list.**

**ASCCC Positions/Resolutions:** No resolutions related to this topic.

**AB 1348 (Perez):** Higher Education Authority – creates replacement for CPEC.

**AB 1348 would repeal statutes establishing the duties of CPEC and establish the California Higher Education Authority, as the replacement for CPEC. Amendments to AB 1348 have recently been posted and the author intends to move the bill. AB 1348 would establish the California Higher Education Authority which would be governed by a 13-member board of directors, appointed by the Governor, the Speaker and the Senate Committee on Rules. The board of directors will be required to convene a technical working group to advise on data and policy matters before the board of directors. The working group is to be comprised of the following:**

- § \_CEOs of each of the segments of public postsecondary education,**
- A chair or the designee of the largest association of the independent California colleges and universities.**
  - Chair, or designee of the chair, of the Bureau for Private Postsecondary Education advisory committee.**
  - Chair or designee of the chair, of the California Student Aid Commission.**
  - Chair or designee of the chair, of the academic senate for each of the segments of public postsecondary education.**
  - The Superintendent of Public Instruction, or designee.**
  - The California Higher Education Authority would be tasked with**

duties similar to that of CPEC, including making policy recommendations, research, etc.

**Status:** In the Senate Appropriations Committee. This bill is moving forward. There are questions as to how it would be funded and there is opposition by all the segments of higher education since there is not segmental representation on the board of directors.

**ASCCC Positions/Resolutions:** I have not found any positions or related to this topic. We have things dealing with CPEC but not with a CPEC replacement or with this legislation.

**AB 1451 (Holden):** Concurrent Enrollment-- authorizes a community college district and school district to enter into formal concurrent enrollment partnerships and removes specified state policy barriers to concurrent enrollment. Specifies that school districts and community colleges enter into partnership agreements, vetted through open public hearings, and that traditional community colleges not be displaced as a result of the agreement. Sunset date of July 1, 2020. Last amended June 25. Chancellor's Office sponsored.

**Status:** Passed by the Assembly and Senate Education Committee with amendments and was sent to the Senate Appropriations committee.

**ASCCC Positions/Resolutions:** We have several resolutions that generally support concurrent enrollment. Two of them are 4.01 F07 and 4.02 F07. Beth wrote a *Rostrum* article on them in 2007, as did Jane (same issue of the *Rostrum*, it appears). While we do not have anything specifically on this legislation, those resolutions seem to generally apply. However, other faculty organizations are opposed to the language which states that "a community college district may limit enrollment in a community college course to solely high school pupils if the course is offered at a high school campus, is not otherwise offered at the high school" when other provisions are met. (This language still exists.)

**AB 1557 (Holden):** Board of Governors— Requires that, beginning with the next vacancy, one voting member of the Board of Governors must be a member or former member of the Armed Forces of the United States who has demonstrated expertise and leadership in the field of veterans' affairs. The bill would also have added to the board of governors one voting

student member who and one nonvoting student member, each of whom is a member or former member of the Armed Forces of the United States. **In the Senate Education Committee, the bill was amended to delete language adding board members and instead broaden the description of qualifications, "including but not limited to: disabled persons, veterans, racial and gender."**

**Status: On the Senate Floor**

**ASCCC Positions/Resolutions:** None.

**AB 1942 (Bonta): Accreditation:** This bill has been significantly amended and scaled back since it was first introduced. It now requires the accrediting commission to report to the Legislature on decisions affecting a college's accreditation and on policy changes that affect the accreditation process. The Chancellor's Office is required to ensure that the report is submitted. Additionally, the BoG is required to review the accreditation status of a college when determining compliance. **Last amended July 2, 2014.**

**Status: In the Senate Appropriations Committee.**

**ASCCC Positions/Resolutions:** This bill has been heavily amended, and most of the aspects that various groups found objectionable have been deleted. There does not appear to be anything that we would specifically object to.

**AB 1950 (Campos)\*: Career Education Incentive--**Creates incentives for school districts, county offices of education, charter schools, and community college districts to establish regional career education consortia to coordinate, deliver, and implement high-quality and cost-effective career and college preparation programs in kindergarten and grades 1 to 12. As amended, now says grades 1 to 14, and adds that the bill would authorize these consortia to be organized as joint powers agencies. The bill would specify information to be collected and reported annually by the consortia to the governing boards of the member local educational agencies, including member community college districts, no longer requires the superintendent of public instruction to develop an evaluation instrument for the program.

**Status: Still held in Assembly Appropriations Committee.**

**ASCCC Positions/Resolutions:** Resolutions 21.02 F00 encourages faculty participation in regional CTE consortia, although it also calls for ASCCC to make the appointments to such consortia. More recently, Resolution 9.10 F11 sort of applies and seems to speak favor of this sort of effort, but it is a stretch. There are also a couple of resolutions from 1994 but they do not seem very useful for this.

**AB 1977 (Hernandez)\*:** Educational Partnerships-- Appropriates \$82.2 million from the General Fund for the University of California to allocate to Student Academic Preparation and Educational Partnerships to meet program goals, including an unspecified minimum allocation to the Puente program. These programs include Puente, MESA (Mathematics, Engineering, and Science Achievement), and EAOP (Early Academic Outreach Program).

**Status:** **Still held in Assembly Appropriations Committee.**

**ASCCC Positions/Resolutions:** I do not see any resolutions or positions that directly apply to this one. It is an additional priority enrollment group added on, but on the other hand we have always supported these programs. I suspect faculty would favor this but it is hard to say for sure.

**AB 2087 (Ammiano):** Amended to require the Board of Governors to amend Title 5 regulations on assigning a special trustee to include requirements that the special trustee identify benchmarks and standards that would lead to the local board regaining its authority. The special trustee would also be required to provide for consultation with the district prior to making decisions.

**Status:** **On the Senate Floor.**

**ASCCC Positions/Resolutions:** None.

**AB 2247 (Williams):** Accreditation--Requires that final accreditation documents be made available to the public through the college's website.

**Status:** **With the Senate Appropriations Committee.**

**ASCCC Positions/Resolutions:** Bob Shireman actually contacted David and urged our support because he says it would force greater transparency from for-profits. To this point, this bill is consistent with our positions. It's really just about making

documents public so far. For example, Resolution 2.08 F13 calls for transparency in the accreditation process.

**AB 2558 (Williams):** Faculty and Staff Development--Implements recommendations of the Chancellor's Office Professional Development Committee. Mostly good or innocuous. Removes outdated language of professional development funding from AB 1725, but does not replace it with any sense of stable or ongoing funding. **The DoF is opposing the provision that authorizes the use of state money for professional development if it becomes available. Also, the Governor isn't generally in favor of categoricals, which doesn't bode well.** Chancellor's Office sponsored.

**Status:** **In the Senate Appropriations Suspense File.**

**ASCCC Positions/Resolutions:** We passed a resolution supporting the majority of the bill but asking that the language on funding remain. No one else is supporting. We continued to stress the need for funding in order to make the bill have any meaning.

**AB 2705 (Williams):** Faculty Designations--Amends existing law that related to community college faculty to change references from part-time faculty to contingent faculty. "Contingent" was an amendment from "associate."

**Status:** **On the Senate Floor.**

**ASCCC Positions/Resolutions:** Resolution 19.04 S13 called for us "recommend local senates engage with their part-time faculty in an open and inclusive discussion and democratic decision-making process regarding local terminology used to refer to part-time faculty." It is unclear how that affects our position on this bill. On the one hand, we are in favor of more respectful nomenclature for part-time faculty. On the other, our resolution makes it a local issue. Based on that we could say we would oppose this, but that may not be what faculty want. Other faculty groups seem to be supporting.

## Senate Bills

**SB 173 (Liu):** Noncredit Education – The bill includes the following: (1) Require the Department of Education and the CCC Chancellor's Office to

coordinate and issue assessment policy guidelines regarding the assessments to be used by school districts and community college districts for purposes of placement in adult education courses offered by those districts at part of an adult education consortium; (2) Require the DoE and the Chancellor's Office, as part of the report required under the adult education consortium program, to jointly develop and issue policy recommendations to the Legislature regarding a comprehensive accountability system for adult education courses offered by school districts and community college districts in accordance with prescribed requirements; (3) Require the Chancellor's Office and the State Department of Education to coordinate and issue recommendations, *including as to whether or not fees should be assessed*, and fee policy guidelines to be used by school districts and community college districts regarding the authority to charge fees for courses offered pursuant to the adult education consortium program; (4) Require the Office of the Chancellor of the California Community Colleges, in conjunction with the State Department of Education, to annually report on the number and types of courses being taught and the number of students being served with funding provided to the adult education consortia; (5) Require the Chancellor's Office to annually report on the number and types of noncredit courses being taught and the number of students being served with funding provided to the community colleges for noncredit courses offered pursuant to a specified statute; (6) Require the Chancellor's Office to identify any deficits in course offerings based upon levels, types, and needs for adult education programs identified in adult education consortium plans.

**Status:** Referred to the Senate Appropriations Committee's Suspense File.

**ASCCC Positions/Resolutions:** The aspects of this bill that we were most clearly opposed to have been deleted. However, there is now a lot of language on accountability that we need to look very closely at.

**SB 174 (De Leon): Cal Grants--**Requires the treasurer to certify monies available in the CATC Fund each year for allocation to the California Student Aid Commission (Commission), and requires the Commission to administer the funds for the purpose of increasing Cal Grant B Access Awards from \$1,473 up to \$5,000. This bill is contingent upon the enactment of SB 798, meaning both bills must become law to be in effect.

**Status:** Assembly Appropriation Committee's Suspense File.



**ASCCC Positions/Resolutions:** We have several resolutions in support of Cal Grants and, by implication, in support of increasing access to them. Resolution 20.01 F02 talks about lowering eligibility requirements. Resolution 6.06 S10 talks about defending Cal Grants. It seems that we would support this.

**SB 850 (Block):** Bachelor's Degree Pilot Program-- Would authorize the Board of Governors, in consultation with the California State University and the University of California, to establish a BA degree pilot program at 15 community college districts which would be determined by the Chancellor and approved by the BOG. Each participating district would be authorized to offer one type of BA degree at one campus within the district. BA degrees offered would be limited to degrees not offered by the CSU or the UC and in areas with unmet local workforce needs. A district participating in the program shall submit their plans for the program to the Chancellor for review and to the BOG for approval. Fees for upper division coursework shall be set by the Legislature. The program would commence in the 2017-18 year and would require degrees to be completed by 2022-23.

**Status:** Passed in the Assembly Committee on Higher Education and is in the Assembly Appropriations Committee.

**ASCCC Positions/Resolutions:** 6.01 S10 took a position against the bachelor's degrees, although that resolution seems to be mostly focused on the financial situation at the time. Resolution 6.09 S10 asked us to explore the issue of granting bachelor's degrees. Our resolution at spring plenary maintained our position of opposition until more research is done.

**SB 897 (Steinberg):** Career Pathways Trust--Clarifies that public sector entities can participate in the 2013 Career Pathways Trust. Requires the commission to incorporate a specified social studies framework into the history-social science framework. The bill emphasizes the importance of basic teaching of American government and civics engagement, and registering to vote in some adult education courses.

**Status:** In the Assembly Committee on Appropriations.

**ASCCC Positions/Resolutions:** The bill seems mostly like a restructuring and clarification of current requirements. It does not appear that we have any established positions that are relevant.

**SB 965 (Leno)\*:** CCSF Funding-- Requires the Board of Governors to provide San Francisco Community College District with revenues prescribed in the measure to support the City College of San Francisco which has experienced a dramatic drop in its funding. The bill was previously more general but not is directly about CCSF. Chancellor's Office sponsored.

**Status:** Held in senate appropriations, but language to support CCSF was included in the budget bill.

**ASCCC Positions/Resolutions:** We have several resolutions aimed at helping CCSF, including 2.07 F13 and 1.04 F12. But these resolutions are not about funding.

**SB 967 (De Leon):** Sexual Assault--Requires the governing boards of each community college district, the California State University, the University of California to adopt policies concerning campus sexual violence, domestic violence, dating violence and stalking, including an affirmative consent standard in the determination of whether consent was given by a complainant. Requires these boards to adopt certain sexual assault policies and protocols.

**Status:** In the Assembly Appropriations Committee

**ASCCC Positions/Resolutions:** We have anything on this specific topic but the idea seems consistent with numerous positions we have taken in the past. BOG is very interested in this topic.

**SB 1028 (Jackson):** Cal Grants--Requires the California Student Aid Commission (CSAC) to include consideration of California's long-term unemployed in selecting students to receive a Cal Grant C award. The bill raises Cal Grant C awards for all recipients to \$3,009 and up to \$5,000, and allows these funds to be expended for living expenses which make-up a majority of a college student's budget and cost of attendance. The bill requires CSAC to consult with the Economic and Workforce Development Division of the CO, the California Workforce Investment Board, and if possible representatives of leading competitive and emerging industry clusters, workforce professionals and career and technical education set

determine which occupational training programs and industry clusters should be prioritized.

**Status:** **In the Assembly Appropriations Committee.**

**ASCCC Positions/Resolutions:** See SB 174 above.

**SB 1068 (Beall)\*:** Accreditation-- SB 1068 was originally drafted to authorize a community college district to select its accrediting body, and would require the Board of Governors to analyze the possibility of creating an independent accrediting body. The Senate Education Committee passed SB 1068 as amended according to the recommendations in the Committee's analysis. The bill would now require the Board of Governors to report to the Legislature on the feasibility of creating an independent accrediting agency to accredit the California Community Colleges. The report would also include an analysis of accreditation across the United States and make recommendations as to whether California would be better served from a single accreditor for the state's community colleges by using the senior accrediting organization, Western Association of Schools and Colleges. The report would also include an examination of the possibility of multiple state accreditors as a means to ensure the highest quality of California community colleges. CCCI Supported.

**Status:** **Still held by Senate Appropriations Committee.**

**ASCCC Positions/Resolutions:** Most of the aspects of this bill that some organizations were objecting to have been taken out. A lot of what is here is consistent with faculty's sentiments and with some of our positions, specifically with Resolution 2.04 S10 which called for us to research alternatives to ACCJC.

**SB 1196 (Liu):** Postsecondary Education Goals – Establishes that the Governor, or designee, shall, in consultation with the 5 segments of postsecondary education, private industry, and policy research entities, establish educational attainment goals for the segments and have a target date to achieve those goals. A technical working group, composed of a representative from each segment, one from the DoF, one from the LAO, and one to three members with expertise in accountability efforts, will advise in the development of the plans to achieve the educational attainment goals. These metrics are defined and formally adopted based upon recommendations by the working group. Also ties progress toward

these goals to general apportionment funding in the UC system. FACCC and CCLC are actively opposed.

**Status:** *With the Assembly Appropriations Committee.*

**ASCCC Positions/Resolutions:** This will raise concerns about Performance Based Funding, and we certainly have positions against that. Resolution 5.02 1997 is the most applicable. Consider opposing this alongside FACCC, CCLC, and the unions.

**SB 1369 (Block):** Disability Services Programs--Amends statute relating to the Disability Services Program and the use of the term, "students with disabilities," instead of "disabled students." SB 1369 requires the regulations adopted by the Board of Governors to provide the apportionment of funds to each community college district to offset the direct excess costs ensuring that students with disabilities enrolled in state supported programs or courses receive academic adjustments, auxiliary aids and services.

**Status:** *With the Assembly Appropriations Committee.*

**ASCCC Positions/Resolutions:** No reason to oppose this bill. Resolution 6.02 F01 supports it fairly directly.

**SB 1400 (Hancock):** Expulsion--Authorizes a community college district to require a student to apply for reinstatement upon the expiration of a protective order issued by a court against the student, and to clarify that a district must initiate this process prior to the expiration of the restraining order. A student is allowed to re-register at the expiration of a protective order without a review by the district, even though the circumstances of the protective order may still be in effect. The intent of the measure is to describe a process for a student to re-register but also for the district to review the application to ensure the student's interests are balanced with the need to maintain a safe campus.

**Status:** *On the Assembly Floor.*

**ASCCC Positions/Resolutions:** We do not appear to have anything directly addressing this. No reason to oppose.

**SB 1425 (Block):** Retroactive Awarding of Degrees— Requires each CC district to perform retroactive degree audits to identify those students who have completed degrees, certificates, or transfer requirements in up

to 12 of the highest demand fields of study during the past 2 years. Students are notified of the eligibility and shall have the option to “opt out” if they wish. Requires the Chancellor’s Office to purchase degree audit software for each district that doesn’t already own it and specifies that districts shall manage it use by the campuses. The CO shall oversee the implementation of the bill over a staggered timetable until all campuses have the software and have performed retroactive degree audits by 2017.

**Status:** Passed in the Assembly Committee on Higher Education and is in the Assembly Appropriations Committee.

**ASCCC Positions/Resolutions:** Resolution 13.01 F12 asks us to explore the automatic awarding of degrees, which we are doing. We have had some concerns expressed about the idea, but we do not have a concrete position at this point. In any case this bill does not make the award automatic but gives students the option, so our resolution may not apply.

\* Scheduled for removal from Chancellor’s Office update.



July 14, 2014

### **Workforce Investment Act Reauthorization Bill Sent to the President**

For over a decade, Congress has worked on reauthorizing the Workforce Investment Act. With Senate passage of the bipartisan, bicameral Workforce Innovation and Opportunity Act (WIOA), Congress appears close to achieving that long-overdue reauthorization. WIOA is a compromise of the Senate's Workforce Investment Act of 2013 and the House's Supporting Knowledge and Investing in Lifelong Skills (SKILLS) Act. The bill provides for a six-year reauthorization, including a two-year implementation period.

The bill passed the Senate by a vote of 95 – 3, and passed by the House by a vote of 415-6 and is expected to be signed into law by the President before mid-term elections. Passage of this reauthorization only marks one step in this process however. Both the Department of Labor and Department of Education will be developing significant regulatory guidance following passage and during implementation.

### **House and Senate Release HEA Reauthorization Proposals**

Following numerous hearings in the House and Senate, both chambers have released priorities for the upcoming reauthorization of the Higher Education Act (HEA). Democrats on the Senate's Health, Education, Labor, and Pensions (HELP) Committee released a comprehensive discussion draft reauthorization bill in late-June. Additionally, House Education and Workforce Committee Republicans issued a white paper on their principles for reauthorization. Both proposals provide good insight on what priorities the parties wish to pursue for reauthorization, as well as areas of agreement.

**Senate** - The HELP Committee Democrat's discussion draft, known as the Higher Education Affordability Act (HEAA), creates a fairly comprehensive reauthorization framework for the HEA. The bill includes a number of priorities for community colleges. It creates a new authorization for competitive grants to support community college and industry partnerships. It also reinstates Pell Grant eligibility for Ability to Benefit students enrolled in career pathway programs, and brings back the year-round Pell Grant for full-time students who have successfully completed at least one full-time course load. HEAA also extends the inflationary period for the Pell program through 2021. Additionally, it provides for an early notification of financial aid options for students as young as 8th grade, and expands access to dual enrollment programs.

HEAA makes the standardized financial aid award letter (also known as the shopping sheet) mandatory, and authorizes the college scorecard website. For borrowers in repayment, the bill creates a single income driven repayment option, automatically enrolls delinquent borrowers into an income driven repayment plan, and allows private student loans to be discharged in bankruptcy. The bill also increases oversight of federal student loan servicers, especially those caught violating service requirements. Additionally, the bill permits 'prior-prior year,' allowing students to use family income data from two years prior to the date of the FAFSA application. It also requires institutions to certify new private student loans before funds can be disbursed. HEAA provides a new authorization for State-Federal College Affordability Partnership block grants to states as incentive for state investment in college affordability and support for low-income students. The bill proposes a funding stream to encourage states to offer in-state tuition to DREAMers.

**House** – In the House, the reauthorization of the Higher Education Act (HEA) has not resulted in renaming the measure and is still referred to the HEA. The House Republican’s HEA white paper is a precursor to the release of additional bills addressing HEA reauthorization. The proposal calls for “one grant, one loan, and one work-study program,” as well as a consolidation of repayment plans for federal student loans. It also proposes a “Flex Pell Grant” that will allow students to draw down funds year round, and calls for unspecified changes to the Pell Grant program to put it on more “stable footing.” The white paper recommends enhancing financial literacy for students, demonstration projects such as competency based learning, and improved data collection by IPEDS, including completion rates of Pell Grant recipient. It also focuses on reducing federal regulations, taking aim at the proposed college ratings system, gainful employment, and state authorization regulations.

The House committee will likely move forward with a piecemeal approach to reauthorization of the HEA. The first bill, the Strengthening Transparency in Higher Education Act creates a “College Dashboard” website that is consumer tested, consistent with other federal higher education data, and includes information on completion rates of non-traditional and Pell Grant students. The second bill, the Empowering Student through Enhanced Financial Counseling Act requires students that participate in the federal loan program receive interactive counseling each year and when they exit their program. It also requires additional counseling for students regarding the terms and conditions of their Pell Grants and federal student loans. The third bill, which is bipartisan, is aimed at reforming the FAFSA. The Simplifying the Application for Student Aid Act would allow students to use family income data from two years prior to the date of the FAFSA application. Additional bills are expected throughout the summer, including a proposal on teacher preparation.

## **CONGRESSIONAL COMMUNITY COLLEGES BILLS OF INTEREST**

### **H.R. 357: GI Bill Tuition Fairness Act of 2013**

This bipartisan legislation introduced by Representative Jeff Miller (R-FL), Chairman of the House Veterans Committee, and ranking member Representative Mike Michaud (D-ME), would require courses of education provided by public institutions of higher education that are approved for purposes of the educational assistance programs administered by the Secretary of Veterans Affairs to charge veterans tuition and fees at the in-state tuition rate. This bill was approved by the House on a 390-0 vote and sent to the Senate where it was referred to the Senate Committee on Veterans. The Senate has an identical version of this bill, S. 257 by Senator John Boozman (R-AR) which is currently being heard in the Senate Committee on Veterans’ Affairs.

### **H.R. 359: CAMPUS Safety Act of 2013**

This bill, introduced by Representative Robert Scott (D-VA) would establish and operate a National Center for Campus Public Safety. The Center would: (1) provide quality education and training for public safety personnel of institutions of higher education and their collaborative partners, including campus mental health agencies; (2) foster quality research to strengthen the safety and security of institutions of higher education; and (3) serve as a clearinghouse for the identification and dissemination of information, policies, protocols, procedures, and best practices relevant to campus public safety, including off-campus housing safety, the prevention of violence against persons and property, and emergency response and evacuation procedures. This bill is in the House Judiciary Committee and was referred to Subcommittee on Crime, Terrorism, Homeland Security, and Investigation.

### **H.R. 803: The Support Knowledge and Investing in Lifelong Skills Act (SKILLS Act)**

H.R. 803, also known as the SKILLS Act relates to statewide and local workforce investment systems and activities, identification of eligible training services providers, and use of funds for employment and training activities. As for community colleges, this bill would facilitate greater collaboration with community colleges by allowing states to determine the standards required for eligible training providers and allows local boards



to contract with community colleges directly to provide training to large groups of participants instead of on an individual basis. H.R. 803 would also consolidate 35 existing streams of funding into a single Workforce Investment Fund. This Republican bill, introduced by Representative Virginia Foxx (R-NC), passed out of the House Education and Workforce Committee with a 23-0 vote. The Democrats left the hearing early in protest from not being included in the drafting of the bill, so none of the Democrats voted. This bill passed in the House and recently (June) in the Senate, and the differences in between the two versions are being resolved between the House and Senate.

#### **H.R. 1949: Improving Postsecondary Education Data for Students Act**

This bill, sponsored by Representative Luke Messer (R-IN) passed out of the House and was referred to the Senate on May 23, 2013. It would direct the Secretary of Education to convene the Advisory Committee on Improving Postsecondary Education Data to conduct a study on improvements to postsecondary education transparency. Specifically, the task force will explore factors that students and families have, want, and need when researching their postsecondary education options. This bill is being considered in the Senate Committee on Health, Education, Labor and Pensions.

#### **H.R. 2637: the Supporting Academic Freedom Through Regulatory Relief Act**

H.R. 2637 introduced by Representative Virginia Foxx (R-NC) was amended in the House Committee on Education and the Workforce. This bill repeals: 1) the gainful employment regulation; 2) the state authorization regulation, which forces states to follow federal requirements when deciding whether to grant an institution permission to operate within the state; and 3) the credit hour regulation, which establishes a federal definition of a credit hour and increases the government's control over institutions' academic affairs. In addition, the bill amends the incentive compensation regulation to ensure third-party service providers are allowed to enter into tuition sharing agreements with nonprofit colleges and universities to aid in the development of distance education platforms. It would also prohibit the Department of Education from issuing related regulations until after Congress reauthorizes the Higher Education Act. This bill was amended in the House Committee on Education and the Workforce on September 10, 2013, and was placed on the House Union Calendar.

#### **S. 3: Strengthen our Schools and Students Act**

Senate Bill 3 introduced by, by Senator Harry Reid (D-NV), S. 3 would build on recent efforts to continue to make higher education more affordable and to improve access and success for all students. It would also provide all teachers with the support they need to ensure student success, including the creation of a new national Science, Technology, Engineering, and Mathematics (STEM) Master Teacher Corps to recognize and help retain STEM teachers and strengthen STEM education in public schools in the United States. This bill is in the Senate Health, Education, Labor and Pensions Committee.

#### **S. 216: Tyler Clementi Higher Education Anti-Harassment Act of 2013**

Senator Frank Lautenberg (D-NJ) introduced Senate Bill 216 on February 4, 2013, which would prevent harassment at institutions of higher education. It would authorize the Secretary of Education to award grants, on a competitive basis, to eligible entities to enable them to carry out authorized activities such as counseling or redress services to students who have suffered from harassment or students who have been accused of subjecting other students to such harassment; or to educate or train students, faculty, or staff of institutions of higher education about ways to prevent harassment or ways to address such harassment if it occurs. This bill is waiting to be heard in the Senate Health, Education, Labor and Pensions Committee. The House version of this bill is H.R. 482 and is currently in the House Subcommittee on Higher Education and Workforce Training.

### **H.R. 3230/S. 2450: Veteran's Health Care/ Access of Veterans to Medical Services**

Legislation in the House and Senate, designed to provide resources to address the Veteran Administration's healthcare crisis, also includes provisions supporting other veteran benefits, including a provision similar to H.R. 357 that supports in-state tuition for veterans using the Post-9/11 GI Bill, and the Montgomery GI Bill. As written, the section would require the Veteran's Administration to disapprove courses provided by a public institution of higher learning for purposes of Post-9/11 GI Bill and Montgomery GI Bill (MGIB) education benefits, if the institution charges tuition and fees at a rate that is higher than residents. The Senate passed the bill in June and currently the differences in between the two versions are being resolved among between the House and Senate.

### **S. 1356: The Workforce Investment Act of 2013**

This bipartisan bill, introduced by Senator Patty Murray (D-WA) and Senator Johnny Isakson (R-GA) on July 31, 2013, is the Senate's version of reauthorizing the Workforce Investment Act. The bill focuses on effective use of real-world data, performance indicators, and stringent assessments and evaluations to determine the impact of workforce investments. It also restructures state and local Workforce Investment Boards (WIB) by making state WIB seats optional and unlike the House's SKILLS Act (H.R. 803) it would keep the community colleges seat on the boards. The Senate bill also closely aligns workforce systems with regional economic development and labor markets. In doing so, it would reauthorize the Community Based Job Training Grants program, which would provide competitive grants to support community college partnerships that train individuals in high-demand industry sectors and occupation. S. 1356 was approved by the Senate Committee on Health, Education, Labor and Pensions on November 10th and will next be up for a vote on the Senate floor.

### **S. 1990: Eligibility for Postsecondary Education Benefits**

S. 1990 by Senator David Vitter (R-Louisiana). This bill would prohibit states from offering in-state tuition to undocumented immigrants unless they offer in-state tuition to all Americans. The author contends that 15 states have exploited a loophole in federal immigration policy to extend in-state tuition to undocumented immigrants. States are currently prohibited from granting postsecondary education benefits to undocumented immigrants on the basis of residency. However, through the use of a different criteria, such as graduation from an in-state high school (similar to California's AB 540), states have been granting in-state tuition regardless of immigration status. If enacted, this bill would force states to either grant in-state tuition to Americans from every U.S. state or deny in-state tuition to undocumented immigrants that are currently considered residents.



July 15, 2014

## OVERVIEW

When the Legislature returns on August 4, 2014, that Monday morning the Senate Appropriations Committee will hold a bill hearing that includes many of our Assembly bills of interest. Each house posts a "Daily File" that includes information on the Legislature and upcoming events. The Daily File must be checked constantly for revisions and updates. Besides the Appropriations Committee hearings, other legislative activity currently posted in the Daily File includes informational hearings and select committee hearings. Of note for higher education is the hearing scheduled by the Select Committee on Campus Climate on Wednesday, August 6, 2014. Chaired by Assembly Member Shirley Weber, the Select Committee will "...Examine protocols and practices of California's higher education institutions while exploring recommendations to encourage campus safety and promote healthier campus climates." Additional information on this hearing and other events can be found on the Legislative Counsel's website (address below) and on the Assembly's website: [www.assembly.ca.gov](http://www.assembly.ca.gov).

During the Legislature's Summer Recess, most of the activity on legislation is in preparing analyses and working on amendments for bills that will be heard in the fiscal committees. On **August 15, 2014**, all measures must pass the fiscal (Appropriations) committees in the second house. This is one of the most significant deadlines on the legislative calendar, when many bills are held in committee because of costs and cost pressures, and those measures that pass have a good chance of reaching the Governor's desk for signature. Up until the deadline, legislative members, staff and lobbyists will work to ensure their top priority bills make it out of the committee.

We noted in the last update that measures we have been tracking that have failed deadlines are listed separately within each priority level (tier) in the matrix. We have also removed bills from this update that have failed legislative deadlines. Brief summaries are provided below for selected measures in our top priority level, Tier 1. In addition, you will find the attached legislative matrix, which is in priority order. For details and copies of any bill, please contact the Governmental Relations division of the Chancellor's Office or visit the Legislative Counsel's website at: <http://www.leginfo.ca.gov> or its new website at: <http://leginfo.legislature.ca.gov/>. The new website allows you to compare prior versions of the measure, the law as amended, as well as other features.

## ACADEMIC PROGRAMS

- **AB 1451 (Holden) Concurrent Enrollment.** AB 1451 authorizes a community college district and school district to enter into a formal concurrent enrollment partnership with the goals of helping high school students achieve college and career readiness, improving high school graduation rates, reducing community college remediation rates, and developing seamless pathways from high school to community college career technical education (CTE) programs or preparation for transfer. The bill also removes specified state policy barriers to concurrent enrollment.
  - **Position:** Sponsor/Support
  - **Status:** AB 1451 passed the Assembly and the Senate Education Committee and was sent to the Senate Appropriations Committee.
  
- **AB 2352 (Chesbro) Community Colleges: Early, Middle College High School.** AB 2352 (Chesbro) Community Colleges: Early, Middle College High School. AB 2352 makes an exception from the low enrollment priority requirement for a student enrolling at a community college course who is attending an early college high school if that course is required for the student's early college high school program.
  - **Status:** AB 2352 passed in the Senate Committee on Education, and is with the Senate Appropriations Committee.

- **AB 2557 (Williams) Community Colleges: Intercession Extension Program.** AB 2557 deletes Pasadena City College as one of the six “eligible community college campuses” to participate in the new intercession extension pilot program created by AB 955 (Williams) from 2013. Pasadena City College requested to withdraw from the program.
  - **Status:** AB 2557 passed in the Senate Committee on Education, and is with the Senate Appropriations Committee.
- **SB 850 (Block) Community College Districts: Baccalaureate Degree Pilot Program.** SB 850 would authorize the Board of Governors, in consultation with the California State University and the University of California, to establish a BA degree pilot program at up to 15 community college districts which would be determined by the Chancellor and approved by the BOG. Each participating district would be authorized to offer one BA degree program at one campus within the district. BA degrees offered would be limited to degrees not offered by the CSU or the UC and in areas with documented unmet local workforce needs. A district participating in the program shall submit their plans for the program to the Chancellor for review and to the BOG for approval. Fees for upper division coursework in a BA degree program shall be set by the Legislature. The program would commence in the 2017-18 academic year and would require degrees to be completed by the end of the 2022-23 academic year.
  - **Position:** Support
  - **Status:** SB 850 passed in the Assembly Committee on Higher Education and is in the Assembly Appropriations Committee.
- **SB 1425 (Block) Community Colleges: Retroactive Awarding of Degree.** SB 1425 requires each community college district to perform retroactive degree audits to identify those students who have completed degrees, certificates, or transfer requirements in up to 12 of the highest demand fields of study during the past two years. Those students would be notified as to their eligibility to receive the degree or certificate and shall have the option to “opt out” if they wish. The bill also requires the Chancellor’s Office to purchase degree audit software for each district that doesn’t already own it, and specifies that the districts shall manage its use by the campuses. The Chancellor’s Office shall oversee the implementation of this bill over a “staggered” time table until all campuses have degree audit software and have performed retroactive degree audits by the year 2017.
  - **Status:** SB 1425 passed in the Assembly Committee on Higher Education and is in the Assembly Appropriations Committee.

## ADULT EDUCATION

- **SB 173 (Liu) Education Funding: Adult Education.** SB 173 requires the California Department of Education and the Chancellor’s Office to coordinate and issue assessment policy guidelines regarding assessments to be used by school districts and community college districts for purposes of placement in adult education courses offered by those districts as part of an adult education consortium. The bill would also require the department and the chancellor’s office, as a part of the report required under the adult education consortium program, to jointly develop and issue policy recommendations to the Legislature regarding a comprehensive accountability system for adult education courses offered by school districts and community college districts in accordance with prescribed requirements.
  - **Status:** SB 173 was referred to the Senate Appropriations Committee’s Suspense File.
- **SB 897 (Steinberg) Educational Competitive Grant Programs: Adult Education.** SB 897 clarifies that public sector entities can participate in the 2013 Career Pathways Trust. Requires the commission to incorporate a specified social studies framework into the history-social science framework. The bill emphasizes the importance of basic teaching of American government and civics engagement, and registering to vote in some adult education courses.
  - **Status:** SB 897 is in the Assembly Committee on Appropriations.

## CAREER TECHNICAL EDUCATION, CONTRACT EDUCATION, ECONOMIC DEVELOPMENT

- **SB 923 (Pavley) Educational Apprenticeship Innovation Act.** SB 923 enacts the Educational Apprenticeship Innovation Act to award a competitive grant to school districts, county offices of education, charter schools, and community college campuses to promote apprenticeships, pre apprenticeships, and career pathways among local educational agencies, institutions of higher education, and businesses of importance to local economics. The bill would also specify certain criteria to determine the competitive values of an application for the grant.
  - **Status:** SB 923 is in the Assembly Education Committee. SB 923 is in the Assembly Appropriations Committee and was referred to the Suspense File.

## FACILITIES

- **AB 1906 (Wilk) Community College Property: Direct Costs for Use.** AB 1906 amends existing law authorizing the governing board of a community college district to grant the use of college facilities or grounds for use by community groups. AB 1906 expands the definition of direct costs to include the share of costs for maintenance, repair, restoration and refurbishment proportional to an entity's use of the college facilities or grounds. This bill requires the Board of Governors Community Colleges to develop regulations for determining specific allowable costs.
  - **Status:** AB 1906 passed both houses and is back in the Assembly for concurrence with Senate amendments.
- **AB 2235 (Buchanan) Kindergarten-University Public Education Facilities.** AB 2235 would place a Kindergarten-University Public Education Facilities Bond Act of 2014 on the November 2014 statewide election ballot. AB 2235 provides an unspecified amount of state general obligation bonds to K-12 schools, the California Community Colleges, the University of California, the Hastings College of the Law, and the California State University for construction and modernization of education facilities. The bond amount in the bill was set at \$9 billion, of this amount; \$2 billion is allocation to community colleges, \$500 million each to the University of California and the California State University, with the remaining \$6 billion for K-12. The analysis in the Senate Education Committee recommended a bond amount of \$2 billion, with an expectation of a much larger bond on the ballot in 2016. The revised amount would provide \$1 billion for K-12 and \$1 billion for all three segments of higher education with each segment getting one-third of the \$1 billion. However, the author and the chair met before the hearing to discuss the staff recommendations, and eventually agreed to remove the language that described the amounts in the bond to allow the author to continue to move the bill while working with leadership and the Governor's Office to determine if there will be a bond, and at what amount.
  - **Position:** Support
  - **Status:** AB 2235 passed in the Assembly and the Senate Education Committee and will be heard next in the Senate Governance and Finance Committee. AB 2235 is in the Senate Appropriations Committee. The latest version in print does NOT list specific amounts for each segment of education, nor does it include a total bond amount.

## FACULTY AND STAFF

- **AB 2558 (Williams) Community Colleges: Faculty and Staff Development.** AB 2558 is the Board of Governors sponsored legislation to revitalize professional development for both faculty and staff as directed by recommendations from the Student Success Task Force and the Professional Development Committee which concluded its work in September 2013. Specifically, AB 2558 updates outdated statute to reflect a renewed focus on professional development; authorizes the use of state money for professional development activities if it becomes available through the state budget; and clarifies that all employees, classified staff and administrators as well as faculty, be eligible to receive professional development opportunities from participating districts.
  - **Position:** Sponsor/Support
  - **Status:** AB 2558 is in the Senate Appropriations Suspense File.

- **AB 2705 (Williams) Community Colleges: Faculty.** AB 2705 amends existing law that related to community college faculty to change references from full-time and part-time faculty to full-time faculty, and contingent faculty.
  - **Status:** AB 2705 is on the Senate Floor.
- **ACR 95 (Gomez) California Community Colleges: Part-Time Faculty.** ACR 95 expresses the intent of the Legislature that community college districts not reduce the hours of part-time faculty for the purpose of avoiding implementation of the federal Patient Protection and Affordable Care Act.
  - **Status:** Chaptered.

#### FISCAL ISSUES, FUNDING, ETC.

- **SB 1391 (Hancock) Inmate Education Programs: Computation.** Current language in SB 1391 is similar to earlier versions of AB 1271 in that it waives open course requirements for community college courses offered in state correctional facilities and allows attendance hours generated by credit courses at all correctional facilities to be funded at the full credit rate instead of the noncredit rate. SB 1391 also requires the California Department of Corrections and Rehabilitation (CDCR), in collaboration with the Chancellor, to establish the Innovative Career Technical Education Grant Program to provide planning grants to up to 20 community colleges in order to provide career technical education courses to inmates in state correctional facilities. The bill specifies that \$2 million, provided in the 2014-15 Budget Act, is appropriated from CDCR the Chancellor's Office for this program.
  - **Status:** SB 1391 passed in the Senate Education Committee and was sent to the Appropriations Committee.

#### GOVERNANCE

- **AB 1348 (Pérez, J) Postsecondary Education: California Higher Education Authority.** Although the California Postsecondary Education Commission (CPEC) was defunded by the Budget Act of 2011, statutes remain. AB 1348 would repeal statutes establishing the duties of CPEC and establish the California Higher Education Authority, as the replacement for CPEC. Amendments to AB 1348 have recently been posted and the author intends to move the bill. AB 1348 would establish the California Higher Education Authority which would be governed by a 13-member board of directors, appointed by the Governor, the Speaker and the Senate Committee on Rules. The board of directors will be required to convene a technical working group to advise on data and policy matters before the board of directors. The working group is to be comprised of the following:
  - CEOs of each of the segments of public postsecondary education,
  - A chair or the designee of the largest association of the independent California colleges and universities.
  - Chair, or designee of the chair, of the Bureau for Private Postsecondary Education advisory committee.
  - Chair or designee of the chair, of the California Student Aid Commission.
  - Chair or designee of the chair, of the academic senate for each of the segments of public postsecondary education.
  - The Superintendent of Public Instruction, or designee.
  - The California Higher Education Authority would be tasked with duties similar to that of CPEC, including making policy recommendations, research, etc.
  - **Status:** AB 1348 is in the Senate Appropriations Committee.
- **AB 1557 (Holden) Board of Governors.** AB 1557 requires the next Board of Governors vacancy be filled by a veteran who has shown expertise and leadership in veterans' issues. This is for one of the twelve Board positions that require Senate confirmation, and for the next vacancy after the bill is enacted. AB 1557 also adds two student members, one voting and one nonvoting, who are members or former

member of the Armed Forces of the United States. In the Senate Education Committee, the staff analysis recommended that the bill be amended to delete language adding board members, and instead broaden the description of the board members' qualifications to encourage that the members of the Board include diverse representatives of as many of the unique demographic groups of persons found in California, "...including but not limited to: disabled persons, veterans, racial and gender." The bill passed with the staff recommendation as the Committee's amendments

- **Status:** AB 1557 is on the Senate floor.
- **AB 1942 (Bonta) Community Colleges: Accreditation.** AB 1942 has been significantly amended since it was first introduced. AB 1942 requires the accrediting commission to report to the Legislature on decisions that affect a college's accreditation and to report on policy changes that affect the accreditation process. The Board of Governors is also required to review the accreditation status of a college when determining compliance with minimum conditions.
  - **Status:** AB 1942 is in the Senate Appropriations Committee. The version now in print has been amended as recommended by the Senate Education Committee which require a report to the Legislature by the accreditation commission, and requiring the Chancellor's Office to ensure the report is submitted.
- **AB 2087 (Ammiano) Board of Governors of Community Colleges.** AB 2087 requires the Board of Governors to amend Title 5 regulations on assigning a special trustee to include requirements that the special trustee identify benchmarks and standards that would lead to the local board regaining its authority. The special trustee would also be required to provide for consultation with the district prior to making decisions.
  - **Status:** AB 2087 is on the Senate Floor.
- **AB 2247 (Williams) Postsecondary Education: Accreditation Documents.** AB 2247 requires each campus or other unit of the University of California, California State University and the California Community Colleges that receives public funding through state or federal financial aid programs, is accredited by an accrediting agency recognized by the United States Department of Education and to make final accreditation documents available to the public via the institution's website.
  - **Status:** AB 2247 is with the Senate Appropriations Committee.
- **HR 41 (Ting and Ammiano) Relative to City College of San Francisco.** House Resolution 41 Urges the Accrediting Commission for Community and Junior Colleges (ACCJC) to consider the progress of City College of San Francisco (CCSF) toward achieving compliance with standards and to provide CCSF additional time to continue solving problems while keeping its accreditation intact. House Resolutions require adoption by a majority vote of the Assembly.
  - **Status:** Adopted
- **SB 1196 (Liu) Public Postsecondary Education: State Goals.** SB 1196 establishes that the Governor or designee shall, in consultation with the segments of postsecondary education, private industry, and policy research entities, establish educational attainment goals for the segments and a target date to achieve those goals. It also requires the segments to adopt a plan to achieve those goals. The governor or designee shall convene a technical working group to advise in the development of the plans. The working group would be composed of a representative from each segment; one from the Department of Finance; one from the LAO; and one to three members with expertise in accountability efforts. The working group will identify specific metrics for measuring goals from last year's SB 195 and set performance targets.
  - **Status:** SB 1196 is with the Assembly Appropriations Committee.
- **SR 47 (Leno) Relative to City College of San Francisco.** Senate Resolution 47 urges the Accrediting Commission for Community and Junior Colleges (ACCJC) to consider the progress City College of San Francisco (CCSF) has made and, as necessary, provide the college with additional time to continue

solving problems and keep its accreditation intact. Senate Resolutions require adoption by a majority vote of the Senate.

- **Status:** Adopted

## MISCELLANEOUS

- **AB 1969 (Levine) Intersegmental Coordination of Technology and Data.** AB 1969 requires the 3 segments of public postsecondary education to coordinate efforts when purchasing technology and software to enhance student achievement. The coordination required in this provision would apply to purchases of more than \$1 million. It also requires the segments to develop procedures to coordinate and share student performance data as they invest in and upgrade infrastructure and software. Status: AB 1969 passed in the Assembly Higher Education Committee and was sent to the Assembly Appropriations Committee.
  - **Status:** AB 1969 is with the Senate Appropriations Committee.

## NURSING

- **AB 548 (Salas) Nursing Programs: Community Colleges.** AB 548 extends the sunset provision in Education Code Section 78261.5 until January 1, 2020. Originally introduced by AB 1559 (Berryhill) in 2007, Section 78261.5 authorizes a set of criteria added to the screening process for applying to nursing programs. The reasoning for the multicriteria addition was to allow for a more diverse field of candidates while improving the passing rate for the nursing licensing exam and improving the chances for successful completion in community college nursing programs.
  - **Status:** AB 548 passed both houses and is back in the Assembly for concurrence with Senate amendments.

## STUDENT SERVICES

- **AB 1930 (Skinner) CalFresh: Student Eligibility.** AB 1930 requires county welfare departments to exempt students who participate in the California Community College Extended Opportunity Programs and Services program from the student work requirement when determining eligibility for the state's food stamp program (CalFresh).
  - **Status:** AB 1930 is in the Senate Appropriations Committee.
- **SB 967 (De León) Student Safety: Sexual Assault.** SB 967 requires the governing boards of each community college district, the California State University, the University of California to adopt policies concerning campus sexual violence, domestic violence, dating violence and stalking, including an affirmative consent standard in the determination of whether consent was given by a complainant. Requires these boards to adopt certain sexual assault policies and protocols.
  - **Status:** AB 967 is with the Assembly Appropriations Committee.
- **SB 1023 (Liu) Community Colleges: Foster Youth.** SB 1023 authorizes the Chancellor's Office of the California Community Colleges to enter into agreements with community college districts to provide additional funds for services in support of postsecondary education for foster youth. These services and support include child care and transportation allowances, books and supplies, counseling and mental health services, career counseling and housing assistance.
  - **Status:** SB 1023 is with the Assembly Appropriations Committee.
- **SB 1369 (Block) Community Colleges: Disability Services Program.** SB 1369 amends statute relating to the Disability Services Program and the use of the term, "students with disabilities," instead of "disabled students." SB 1369 requires the regulations adopted by the Board of Governors to provide the apportionment of funds to each community college district to offset the direct excess costs ensuring that



students with disabilities enrolled in state supported programs or courses receive academic adjustments, auxiliary aids and services.

- **Status:** SB 1369 is with the Assembly Appropriations Committee.
- **SB 1400 (Hancock) Community Colleges: Expulsions.** SB 1400 authorizes a community college district to require a student to apply for reinstatement upon the expiration of a protective order issued by a court against the student, and to clarify that a district must initiate this process prior to the expiration of the restraining order. A student is allowed to re-register at the expiration of a protective order without a review by the district, even though the circumstances of the protective order may still be in effect. The intent of the measure is to describe a process for a student to re-register but also for the district to review the application to ensure the student's interests are balanced with the need to maintain a safe campus.
  - **Status:** SB 1400 is on the Assembly Floor.

### **TUITION, FEES, FINANCIAL AID**

- **AB 1285 (Fong) Postsecondary Education: Cal Grant Program.** AB 1285 would phase in the elimination of a Cal Grant B restriction that prevents 98% of first year recipients from using their award to cover tuition and fees. The Cal Grant B award serves the lowest income students and pays for tuition and fees (only 2% of grant Cal Grant B recipients may use their award for these costs), books, supplies, food, rent and transportation. Recent amendments to the bill prohibit colleges and universities from supplanting institutional need-based grants with funds provided for Cal Grant B awards. Further, postsecondary institutions are required to maintain funding amounts for these grants at a level that is equal to the level maintained for undergraduate students during the 2013–14 academic year. This bill would become operative on July 1, 2015.
  - **Status:** AB 1285 is in the Senate Appropriations Committee.
- **AB 1456 (Jones-Sawyer) Tuition Fees Pilot Program.** AB 1456 requires the California Student Aid Commission, the Trustees of the California State University, and the Board of Governors of the California Community Colleges, and requests the Regents of the University of California to conduct a study of the effects of enacting a Pay it Forward, Pay it Back Pilot Program to replace the current system of charging students upfront tuition and fees, including for room and board, for enrollment at public institutions of higher education
  - **Status:** AB 1456 was not scheduled for a hearing by the Senate Education Committee.
- **AB 1976 (Quirk-Silva) Student Financial Aid.** AB 1976 increases to 50,000 the number of Competitive Cal Grant A and B awards that may be granted in an academic year, commencing with the 2015-16 academic year.
  - **Position:** Support
  - **Status:** AB 1976 is in the Senate Appropriations Committee.
- **AB 2000 (Gomez) Public Postsecondary Education.** AB 2000 provides that a student could qualify for exemption from nonresident tuition either by attending high school in California for three or more years or by attainment of credits from a California High school equivalent to three or more years of full-time high school coursework, in addition to the other conditions referenced in Education Code Section 68130.5.
  - **Status:** AB 2000 is in the Senate Appropriations Committee's Suspense File.
- **AB 2160 (Ting) Postsecondary Education: Financial Aid.** AB 2160 requires a grade point average (GPA) verification for all high school seniors and graduates from the prior academic year at public schools to be submitted to the California Student Aid Commission (CSAC) electronically by a school or school district official.
  - **Status:** AB 2160 is in the Senate Appropriations Committee.

- **AB 2201 (Chavez) US Selective Service: Financial Aid Ineligibility.** AB 2201 establishes a program through the Department of Motor Vehicles to register males between 18 and 26 years old for Selective Service when they submit an application for an original or a renewal of a driver's license. This includes registration as a conscientious objector. Federal law requires males between the ages of 18 and 26 years of age to register for the Selective Service System, and failure to register results in fines and the loss of government benefits including Pell Grants, federal employment and services, and in some cases local government employment. The US Selective Service System has received thousands of letters from students in California who were unaware of their obligation to register for Selective Service until they were denied financial aid for college expenses. California loses an estimated \$100 million in lost student financial aid, job training and employment based on letters sent to the US Selective Service System. Recent amendments delay implementation of this measure until January 1, 2016. The US Selective Service System is providing \$200,000 to the Department of Motor Vehicles to cover the costs of implementing this system. The Chancellor's Office supported a similar bill in 2011 because of the loss of financial aid to California students, but that measure did not include funding from the US Selective Service System and was held in the Appropriations Committee.

  - **Position:** Support
  - **Status:** AB 2201 is in the Senate Appropriations Committee.
  
- **AB 2445 (Chau) Community Colleges: Transportation Fees.** AB 2445 makes minor changes to current statute that authorizes a community college district to enter into a contract for the specified transportation services if a majority of the students of that district, or campus of that district, approve the payment of a certain fee within the same time period.

  - **Status:** Chaptered.
  
- **SB 174 (De León) Student Financial Aid: Cal Grant Program.** SB 174 provides for the use of voluntary tax contributions to the College Access Tax Credit Fund (CATC Fund). The bill requires the Treasurer to certify monies available in the CATC Fund each year for allocation to the California Student Aid Commission (Commission), and requires the Commission to administer the funds for the purpose of increasing Cal Grant B Access Awards from \$1,473 up to \$5,000. This bill is contingent upon the enactment of SB 798, meaning both bills must become law to be in effect.

  - **Position:** Support
  - **Status:** SB 174 is in the Assembly Appropriations Committee's Suspense File.
  
- **SB 798 (De León) Income Taxes: Credit to Education Funds.** SB 798 allows a tax credit under the Personal Income Tax and Corporation Tax law for voluntary contributions to the College Access Tax Credit Fund (CATC Fund) established by this bill for purposes of distributing Cal Grant B Access Awards to students. This bill is contingent upon the enactment of SB 174.

  - **Position:** Support
  - **Status:** SB 798 is with the Assembly Appropriations Committee.
  
- **SB 845 (Correa) Electronic Disbursements of Student Financial Aid.** SB 845 requires the Board of Governors of the California Community Colleges and the Trustees of the California State University, and requests the Regents of the University of California and each governing body of an accredited private postsecondary educational institution, to develop model contracts that would govern at each campus within their respective systems the disbursement of a financial aid award, scholarship, campus-based aid award, or school refund on a debit, prepaid, or preloaded card and to make those contracts publicly available on their respective internet websites.

  - **Status:** Chaptered.
  
- **SB 1028 (Jackson) Student Financial Aid: Cal Grant C Awards.** SB 1028 requires the California Student Aid Commission (CSAC) to include consideration of California's long-term unemployed and low income students in selecting students to receive a Cal Grant C award. The bill allows these funds to be expended for living expenses. The bill requires CSAC to consult with the Economic and Workforce

Development Division of the California Community Colleges Chancellor's Office, the California Workforce Investment Board, and if possible representatives of leading competitive and emerging industry clusters, workforce professionals, and career technical educators to determine which occupational training programs and industry clusters should be prioritized.

- **Position:** Support
- **Status:** SB 1028 is with the Assembly Appropriations Committee.

## VETERANS

- **AB 13 (Chávez) Nonresident Tuition Exemption: Veterans.** AB 13 authorizes community colleges, California State University, and the University of California to exempt a student veteran from paying nonresident tuition exemption. The intent of the bill is to assist student veterans regardless of their current state of residency or where they were last stationed.
  - **Position:** Support
  - **Status:** Passed the Assembly, Senate Education and Senate Appropriations Committees, but subsequent amendments caused the measure to be sent back to the Senate Education Committee where a hearing date has not been set. AB 13 has not moved since 2013. The author's office asked for a hearing on the measure, but it was not scheduled for a hearing in the Senate Education Committee after being sent to the Education Committee by the Senate Rules Committee after recent amendments.

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**California Community College Chancellor's Office Legislative Tracking Matrix  
2014 Legislative Session: 7/15/2014**

BILL	AUTHOR	SUBJECT	First House						Second House						STATUS
			Policy Cmte	Fiscal Cmte	Floor	Desk/Rules	Policy Cmte	Fiscal Cmte	Floor	Concurrence					
<b>BILLS TRACKED BY THE CHANCELLOR'S OFFICE - TIER 1</b>															
AB 13	Chavez	Nonresident Tuition Exemption: Veterans	X	X	X	X	X	X	X	X	X	X	X	Senate Ed.	
AB 640	Hall	Cal Grant Program: Renewal Awards	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 1285	Fong	Student Financial Aid: Cal Grant Program	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 1348	Perez J	California Higher Education Authority	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 1446	Mullin	Designation of Voter Registration Agencies	X	X	X	X	X	X	X	X	X	X	X	Senate Floor	
AB 1451	Holden	Concurrent Enrollment in Secondary School (Sponsor)	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 1557	Holden	Board of Governors of Community Colleges	X	X	X	X	X	X	X	X	X	X	X	Senate Floor	
AB 1906	Wilk	Community College Property: Direct Costs for Use	X	X	X	X	X	X	X	X	X	X	X	Senate Floor	
AB 1930	Skinner	CalFresh: Student Eligibility	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 1942	Bonta	Community Colleges: Accreditation	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 1969	Levine	Intersegmental Coordination in Governance Software Purchasing	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 1976	Quirk-Silva	Student Financial Aid (Support)	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 2000	Gomez	Public Postsecondary Education (Support)	X	X	X	X	X	X	X	X	X	X	X	Senate Approps. Suspend	
AB 2087	Ammiano	Board of Governors of Community Colleges	X	X	X	X	X	X	X	X	X	X	X	Senate Floor	
AB 2099	Frazier	Postsecondary Education	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 2160	Ting	Cal Grant Program: Grade Point Average	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 2201	Chavez	US Selective Service: Financial Aid Ineligibility (Support)	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 2235	Buchanan	Kindergarten-University Public Education Facilities (Support)	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 2247	Williams	Accreditation Documents	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 2352	Chesbro	Community Colleges: Early, Middle College High School	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 2445	Chau	Community Colleges: Transportation Fees	X	0	X	X	X	0	X	X	0	X	X	Chaptered	
AB 2557	Williams	Community Colleges: Intersession Extension Program	X	X	X	X	X	X	X	X	X	X	X	Senate Approps.	
AB 2558	Williams	Community Colleges: Faculty and Staff Development (Sponsor)	X	0	X	X	X	0	X	X	0	X	X	Senate Approps. Suspend	
AB 2705	Williams	Community Colleges: Faculty	X	0	X	X	X	0	X	X	0	X	X	Senate Floor	
ACR 95	Gomez	Community Colleges: Part-Time Faculty	X	0	X	X	X	0	X	X	0	X	X	Chaptered	
ACR 119	Muratsuchi	Community Colleges: Career Technical Education	X	X	X	X	X	X	X	X	X	X	X	Senate Approps. Suspend	
HR 41	Ting	City College of San Francisco (Support)	X	0	X	X	X	0	X	X	0	X	X	Enacted	
SB 173	Liu	Education Funding: Adult Health and Safety Education	X	X	X	X	X	X	X	X	X	X	X	Asm. Approps. Suspend	
SB 174	De Leon	Student Financial Aid: Cal Grant Program (Support)	X	X	X	X	X	X	X	X	X	X	X	Asm. Approps. Suspend	
SB 798	De Leon	Income Taxes: Contributions to Education Funds (Support)	X	X	X	X	X	X	X	X	X	X	X	Asm. Approps.	

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BILL	AUTHOR	SUBJECT	First House			Second House			STATUS
			Policy Cmte	Fiscal Cmte	Floor	Desk/Rules	Policy Cmte	Fiscal Cmte	
SB 850	Block	Community College Districts: BA Degree Pilot Program (Support)	X	X	X	X	X	X	Asm. Approps.
SB 897	Steinberg	Educational Competitive Grant Programs: Adult Education	X	X	X	X	X	X	Asm. Approps.
SB 923	Pavley	Educational Apprenticeship Innovation Act	X	X	X	X	X	X	Asm. Approps. Suspense
SB 967	De Leon	Student Safety: Sexual Assault (Support)	X	X	X	X	X	X	Asm. Approps.
SB 1023	Liu	Community Colleges: Foster Youth (Support)	X	X	X	X	X	X	Asm. Approps.
SB 1028	Jackson	Student Financial Aid: Cal Grant C Awards (Support)	X	X	X	X	X	X	Asm. Approps.
SB 1196	Liu	Public Postsecondary Education	X	X	X	X	X	X	Asm. Approps.
SB 1369	Block	Community Colleges: Disability Services Program	X	X	X	X	X	X	Asm. Approps.
SB 1391	Hancock	Inmate Education Programs: Computation (Support)	X	X	X	X	X	X	Asm. Approps.
SB 1400	Hancock	Community Colleges: Expulsions	X	0	X	X	X	0	Asm. Floor
SB 1425	Block	Community Colleges: Retroactive Awarding of Degree (Concern)	X	X	X	X	X	X	Asm. Approps.
SR 47	Leno	City College of San Francisco (Support)	0	0	X	0	0	0	Adopted
<b>BILLS TRACKED BY THE CHANCELLOR'S OFFICE - TIER 1: FAILED DEADLINES</b>									
AB 1456	Jones-Sawyer	Higher Education: Tuition and Fees: Pilot Program	X	X	X	X			Senate
AB 1538	Eggman	Student Financial Aid: Cal Grant Program	X	X					Asm. Approps. Held
AB 1540	Hagman	Enrollment in Secondary School and Community College	X	X					Asm. Approps. Held
AB 1950	Campos	Career Education: Career Education Incentive Program	X	X					Asm. Approps. Held
AB 2566	Weber	Student Financial Aid: Cal Grant Programs (Support)	X	X					Asm. Approps. Held
SB 965	Leno	San Francisco Community College District: Funding (Sponsor)	X	X					Senate Approps. Held
SB 999	Liu	CalFresh: Student Eligibility	X	X					Senate Approps. Held
SB 1068	Beall	Board of Governors of the California Community Colleges	X	X					Senate Approps. Held
SB 1149	Galgiani	Cal Grant Program and Renewal Awards	X	X					Senate Approps. Held
<b>BILLS TRACKED BY THE CHANCELLOR'S OFFICE - TIER 2</b>									
AB 330	Chau	Student Financial Aid: Disclosures	X	X	X	X	X	X	Senate Approps.
AB 675	Fong	Community Colleges: Employment of Faculty	X	0	X	X	0	X	Concurrence
AB 1318	Bonilla	Student Financial Aid: Cal Grant Program	X	X	X	X	X	X	Senate Approps.
AB 1431	Gonzalez	School District and Community College Elections	X	X	X	X	X	X	Senate Approps.
AB 1433	Gatto	Student Safety	X	X	X	X	X	X	Senate Approps. Suspense
AB 1521	Fox	Local Government Finance: Property Tax Revenue	X	X	X	X	X	X	Senate Approps.
AB 1549	Rendon	Postsecondary Education: Equity in Higher Education Act	X	X	X	X	X	X	Senate Approps.
AB 1568	Grove	Public Contracts: Direct Quotes	X	X	X	X	X	X	Senate Approps.

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BILL	AUTHOR	SUBJECT	First House			Second House			STATUS
			Policy Cmte	Fiscal Cmte	Floor	Desk/Rules	Policy Cmte	Fiscal Cmte	
AB 1590	Wieckowski	Student Financial Aid: Cal Grant Program	X	X	X	X	X	X	Senate Floor
AB 1606	Chavez	Community College Employee: Leaves of Absence	X	0	X	X	0	X	Chaptered
AB 1668	Wieckowski	Educational Facilities Authority	X	X	X	X	X	X	To Governor
AB 1797	Rodriguez	California Workforce Investment Board	X	X	X	X	X	X	To Governor
AB 1927	Frazier	Student Financial Aid: Debit Cards	X	X	X	X	X	X	Senate Approps.
AB 1953	Skinner	Higher Education Energy Efficiency Act: Grants	X	X	X	X	X	X	Senate Approps.
AB 1979	Nazarian	School Facilities: School Finance Authority	X	X	X	X	X	X	Senate Approps.
AB 1989	Chesbro	Underage Drinkers: Winemaking, Brewery Science Students	X	0	X	X	0	X	To Governor
AB 2033	Salas	Agriculture Career Technical Education: Funding	X	X	X	X	X	X	Senate Approps.
AB 2148	Mullin	Workforce Development Annual Report Card	X	X	X	X	X	X	Senate Approps.
AB 2216	Muratsuchi	Regional Occupational Centers and Programs: Funding	X	X	X	X	X	X	Senate Approps.
AB 2295	Ridley-Thomas	Community Colleges: Substitute, Short Term Employees	X	X	X	X	X	X	Senate Approps.
AB 2350	Bonilla	Prevention of Pregnancy Discrimination, Education	X	X	X	X	X	X	Senate Approps.
AB 2377	Perez J	State Student Loan Refinancing Program	X	X	X	X	X	X	Senate Approps.
AB 2736	Higher Ed. Cmte	California State University	X	X	X	X	X	X	Senate Approps.
SB 845	Correa	Electronic Disbursement of Student Financial Aid	X	X	X	X	X	X	Chaptered
SCR 79	Galgiani	School and College Textbooks: Recycled Paper	X	X	X	X	X	X	Assembly Floor
SR 23	Steinberg	Standing Rules of the State Senate	X	X	X	X	X	X	Enacted
<b>BILLS TRACKED BY THE CHANCELLOR'S OFFICE - TIER 2: FAILED DEADLINES</b>									
AB 1677	Gomez	Nursing Education: Services in Public Hospitals	X	X					Asm. Approps. Held
AB 2431	Dababneh	Animal Research	X	X					Asm. Approps.
ACA 2	Nestande	Education Finance: Payment of State Apportionments	X						Asm. Education
SB 240	Yee	Polling Places: Higher Education Campuses	X	X	X	X			Assembly
SB 520	Steinberg	Student Instruction: State Online Grants	X	X	X	X			Asm. Higher Ed.
SB 1017	Evans	Taxation: Oil Severance Tax Law	X	X					Sen. Approps. Held
<b>BILLS TRACKED BY THE CHANCELLOR'S OFFICE - TIER 3</b>									
AB 194	Campos	Open Meetings: Protections for Public Criticism	X	0	X	X	X	0	Senate Floor
AB 834	Williams	Performance Sheets	X	X	X	X	X	X	Enrolled
AB 876	Bonta	Telecommunications: Teleconnect Committee Fund	X	X	X	X	X	X	Senate Approps.
AB 1711	Cooley	Administrative Procedures Act: Impact Assessment	X	X	X	X	X	X	Senate Approps.
AB 2060	Perez V	Postrelease Community Supervision: Workforce Training	X	X	X	X	X	X	Senate Approps.

**California Community College Chancellor's Office Legislative Tracking Matrix  
2014 Legislative Session: 7/15/2014**

BILL	AUTHOR	SUBJECT	First House			Second House				STATUS
			Policy Cmte	Fiscal Cmte	Floor	Desk/Rules	Policy Cmte	Fiscal Cmte	Floor	
AB 2476	Bonta	Employment After Retirement: Eligibility	X	X	X	X	X	X		Senate Approps.
AB 2548	Ting	Postsecondary Education	X	X	X	X	X	X		Senate Approps.
AB 2675	Lowenthal	State Agency: Public Contracts	X	X	X	X	X	X		Senate Approps.
SB 837	Steinberg	Schools: Transitional Kindergarten	X	X	X	X	X	X		Asm. Approps.
SB 915	Hill	Standardized Tests: Cancellation or Invalidation	X	X	X	X	X	X		Asm. Floor
SB 1022	Huff	Labor Market Outcome	X	X	X	X	X	X		Asm. Approps.
SB 1069	Torres	Student Tuition Recovery Fund: Claims	X	X	X	X	X	X		Senate Floor
SB 1200	Pacilla	Public Postsecondary Education and Academic Standards	X	X	X	X	X	X	X	Concurrence
SB 1210	Lara	Postsecondary Educational Loan Program	X	X	X	X	X	X		Asm. Approps.
SB 1219	Torres	Public Employees' Retirement: Service After Retirement	X	X	X	X	X	X		Asm. Approps.
SB 1220	Torres	State Teachers Retirement	X	X	X	X	X	X		Asm. Approps.
SB 1248	Lara	Academic Achievement Gap Task Force	X	X	X	X	X	X		Asm. Approps.
<b>BILLS TRACKED BY THE CHANCELLOR'S OFFICE - TIER 3: FAILED DEADLINES</b>										
AB 1734	Jones-Sawyer	Public Contracts: Small Business Participation	X	X						Asm. Approps. Held
AB 1783	Jones-Sawyer	Public Employees: Rights	X	X	X	X	X			Senate P.E. & R.
AB 2092	Chavez	Donahoe Higher Education Act: 4-year Baccalaureate Degree	X	X						Asm. Approps. Held
SB 1021	Wolk	School Districts: Parcel Taxes	X	X	X	X				Asm. Rev. & Tax. Failed
AB 2278	Weber	State Agency Contracts: Small Business	X	X						Asm. Approps. Held
AB 2519	Patterson	Personal Income Taxes: Credit: Education Expenses	X	X						Asm. Approps. Held
SB 1264	Pavley	Financial Aid: Assumption Program of Education Loans	X	X						Senate Approps. Held
<b>BILLS TRACKED BY THE CHANCELLOR'S OFFICE - Budget</b>										
AB 1469	Skinner	Budget Act STRS	X	0	X	X	X	0	X	Chaptered
SB 852	Leno	Budget Act	X	0	X	X	X	0	X	Chaptered
SB 858	Leno	Budget Act Omnibus	X	0	X	X	X	0	X	Chaptered
SB 859	Leno	Budget Act LCFF	X	0	X	X	X	0	X	Chaptered
SB 860	Leno	Budget Act Omnibus Higher Education	X	0	X	X	X	0	X	Chaptered
SB 869	Leno	Budget Act School Facilities Bond 2/3	X	0	X	X	X	0	X	Chaptered
<b>Status</b>										
Held = The bill was placed in the inactive file, kept in the committee w/o a vote, its hearing was cancelled, or it did not meet legislative										
Failed = The bill was heard in committee or on the floor and did not pass. Reconsideration may have been granted.										
Contact: Raul Arambula, Governmental Relations - rarambul@cccoco.edu; (916) 327-6227										





## Executive Committee Agenda Item

SUBJECT: Budget and Finance Committee Recommendations		Month: August	Year: 2014
		Item No IV. A	
		Attachment: YES	
DESIRED OUTCOME:	The Executive Committee will consider for approval the 2014 – 15 ASCCC Budget and modifications to the Senate’s Accounting Policy.	Urgent: YES	
		Time Requested: 40 mins.	
CATEGORY:	Action Items	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	Wheeler North/Julie Adams	Consent/Routine	
		First Reading	X
STAFF REVIEW <sup>1</sup>	Julie Adams	Action	X
		Information	

*Please note: Staff will complete the grey areas.*

**BACKGROUND:**

At its May – June 2014 meeting, the Executive Committee approved using unexpended balances from the 2013 – 14 budget to cover July and August activities to allow critical planning discussions to occur. This action was based on the fact that the following critical conversations were in process and needed to play out before an informed budget was developed:

1. Proposed (5/20/14) Legislative augmentation to Governor’s May Revise includes \$500,000 for C-ID articulation work;
2. Pending grant conversations (May and June) with Chancellor’s Office, CalPASS, and other groups;
3. Operational changes – new office, moving expenses, etc.;
4. Committee planning (standing committees vs. task forces);
5. Goals for next year and other outstanding issues.

This item presents a 2014-2015 revised budget for discussion and approval.

In addition, the Senate’s accounting functions were outsourced to the Tax Office last year. As a result some modifications need to be made to the Senate’s Accounting Policies. Executive Committee members will discuss these changes.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.



**ACA7667**

**Income Statement Budget Comparison**

**As of June 30, 2014**

**Sage Style Income Statement**

	07/01/2013 Through 06/30/2014 Actual	Year Ending 06/30/2014 Budget*	Proposed 07/01/2014 Budget
<b>Income Statement</b>			
<b>Revenue</b>			
Membership Dues	289,565	296,995	305,905
<i>Program Fees</i>			
Fall Session	92,695	75,000	90,000
Spring Session	94,230	75,000	90,000
Accreditation	73,845	42,350	70,000
Curriculum Institute	136,660	136,700	140,000
Leadership Institute	47,052	0	50,000
Academic Academy	48,822	33,000	50,000
<u>Total Program Fees</u>	<u>493,304</u>	<u>362,050</u>	<u>490,000</u>
<i>Grant Revenue</i>			
Federal Grants			
Vocational Ed	0	100,000	200,000
<u>Total Federal Grants</u>	<u>0</u>	<u>100,000</u>	<u>200,000</u>
<i>State Grants</i>			
Governor's Grant	468,000	468,000	468,000
C-ID	211,538	192,308	200,000
SB70-SCP	669,357	938,738	263,100
<u>Total State Grants</u>	<u>1,348,895</u>	<u>1,599,046</u>	<u>931,100</u>
<i>District Grants</i>			
Basic Skills	0	0	0
Common Assessment	0	0	540,200
NonCredit Taskforce	0	1,997	20,251
ICAS Competency Statements	8,749	45,000	16,000
<u>Total District Grants</u>	<u>8,749</u>	<u>46,997</u>	<u>576,451</u>
<u>Total Grant Revenue</u>	<u>1,357,644</u>	<u>1,746,043</u>	<u>1,982,825</u>
Donations	0	0	0
<i>Other Income</i>			
In-Kind Income	0	20,000	20,000
Other Revenue	0	0	0
Interest Income	396	0	400
Recovery of Bad Debt	0	0	0
Technical Assistance Revenue	6,181	0	0
<u>Total Other Income</u>	<u>6,577</u>	<u>20,000</u>	<u>20,400</u>
<b><u>Total Revenue</u></b>	<b><u>2,147,090</u></b>	<b><u>2,425,088</u></b>	<b><u>2,799,130</u></b>
<b>Expenses</b>			
<i>Executive</i>			
Instructional Salaries			
Reassign Time			
President, Senate	46,224	46,224	45,345
Vice President, Senate	-3,165	10,580	15,698
Secretary, Senate	25,116	12,558	5,605

Treasurer, Senate	8,161	8,161	10,882
Faculty Coordinator, C-ID	0	13,000	24,233
Faculty Coordinator, SB70	0	104,715	26,290
Executive Board, Senate	90,053	109,418	149,863
Committees, SB70	0	0	0
<b>Total Reassign Time</b>	<b>166,389</b>	<b>304,656</b>	<b>277,914</b>
<b>Stipends</b>			
Stipends, Senate	0	0	0
Stipends, C-ID	144,432	69,000	150,000
Stipends, Common Assessment	0	0	370,000
Stipends, SB70	51,140	21,900	
<b>Total Stipends</b>	<b>195,572</b>	<b>90,900</b>	<b>520,000</b>
<b>Total Instructional Salaries</b>	<b>361,961</b>	<b>395,556</b>	<b>797,914</b>
<b>Executive Activities</b>			
Exec Meetings	52,808	60,000	60,000
Orientation	17,008	0	10,000
Technical Assistance	5,018	0	2,000
Local Senate Visits	365	1,000	10,000
Strategic Planning			20,000
Field Activities	534	500	1,200
Presentations	137	300	1,000
Basic Skills			40,000
Professional Development College			7,000
Regional Meetings	4,445	7,200	20,000
Area Meetings	1,610	2,000	2,500
Committees	20,213	29,000	45,000
Task Forces			10,000
<b>Total Executive Activities</b>	<b>102,139</b>	<b>100,000</b>	<b>228,700</b>
<b>Total Executive</b>	<b>464,100</b>	<b>495,556</b>	<b>1,026,614</b>
<b>Liaison</b>			
Chancellor's Office			
CO Committees	63	0	10,000
CO Task Forces	44	0	5,000
CO Advisory Groups	645	0	2,000
CO Consultation	36,269	30,000	25,000
CO Board of Governors	6,763	5,000	5,000
<b>Total Chancellor's Office</b>	<b>43,784</b>	<b>35,000</b>	<b>47,000</b>
<b>Groups</b>			
COFO	0	0	0
FACCC	1,296	1,500	1,500
ICC	0	0	1,000
ICAS	9,459	6,000	5,000
RP Group	1,681	2,500	7,500
<b>Total Groups</b>	<b>12,436</b>	<b>10,000</b>	<b>15,000</b>
<b>Conferences</b>			
Registration	2,404	4,000	7,000
Hotel	3,332	0	5,000
Travel	2,234	0	10,000
SCP Conferences and Presentations	3,389	0	3,000
<b>Total Conferences</b>	<b>11,359</b>	<b>4,000</b>	<b>25,000</b>
<b>Total Liaison</b>	<b>67,578</b>	<b>49,000</b>	<b>87,000</b>
<b>Programs</b>			
Plenary Session			

Fall Session	68,743	60,225	70,000
Spring Session	89,035	66,540	90,000
Total Plenary Session	157,778	126,765	160,000
<b>Institutes</b>			
Academic Academy	35,713	33,000	40,000
Accreditation Institute	35,567	35,720	40,000
Curriculum Institute	78,281	94,295	80,000
Faculty Leadership	62,138	0	70,000
Vocational Leadership	46,570	100,000	200,000
Total Institutes	258,269	263,015	430,000
<b>Grant Meetings</b>			
Grant Meetings, C-ID - 5000	4,808	10,708	200,000
Grant Meetings, SCP - 5000	40,026	543,081	263,100
Grant Meetings, Noncredit TF	0	0	20,251
Grant Meetings, Common Assessment	0	0	74,000
Grant Meetings, BSI	0	0	0
Grant Meetings, Competency Statements	1,468	45,000	16,000
Total Grant Meetings	46,302	598,789	573,351
<b>Advertising &amp; Publications</b>			
Website, Senate	7,180	70,000	30,000
Website, C-ID - 4000	19,464	32,000	
Website, SCP - 4000	33,721	0	0
Publications	17,423	20,000	20,000
Total Advertising & Publications	77,788	122,000	50,000
<b>Total Programs</b>	540,137	1,110,569	1,213,351
<b>Salaries and Benefits</b>			
Staff Salaries	176,647	198,869	280,000
Staff Salaries, C-ID - 2000	60,478	48,000	0
Staff Salaries, SCP - 2000	330,069	55,366	0
Benefits	48,010	28,033	50,000
Benefits, C-ID - 3000	12,302	9,200	0
Benefits, SCP - 3000	63,577	8,000	0
Benefits - Flex	3,490	0	0
Staff Training/Development	2,447	7,000	12,000
Payroll Processing	718	3,144	0
Payroll Taxes - Employer	5,297	5,408	7,000
<b>Total Salaries and Benefits</b>	703,035	363,020	349,000
<b>Nonpersonnel</b>			
<b>Equipment</b>			
Equipment Lease / Rental	2,588	7,860	3,000
Equipment Purchase	1,573	15,000	10,000
Maintenance	1,330	1,620	2,500
Repairs	-53	0	500
Parking	3,752	4,275	1,000
Moving	0	0	20,000
IT/Software	1,509	0	2,500
<b>Total Equipment</b>	10,699	28,755	39,500
<b>Office</b>			
Insurance	1,017	9,210	4,000

Phones - Office	563	1,800	1,000
Phones - Remote	2,063	6,780	3,000
Internet	242	0	1,000
Postage / Shipping	305	0	400
Subscriptions	2,475	2,000	4,000
Rent / Lease	29,613	87,919	45,000
Supplies	1,930	3,324	3,000
Supplies, C-ID - 4000	1,249	2,000	0
Supplies, SCP - 4000	8,021	5,676	0
Copying	0	20,000	20,000
Professional Services	26,969	72,800	80,000
Other Operating, C-ID - 5000	24,069	8,400	0
Other Operating, SCP - 5000	146,907	200,000	0
Operational Support, Common Assessment	0	0	96,200
Remote Office Space	699	564	800
Legal Services	6,713	20,000	20,000
<b>Total Office</b>	<b>252,837</b>	<b>440,473</b>	<b>278,400</b>
<b>Total Operations</b>	<b>966,571</b>	<b>832,248</b>	<b>666,900</b>
<b>Business Expenses</b>			
Bad Debt Expense	355	0	0
Bank / Finance Charges	519	240	1,000
Depreciation Expense	0	2,200	0
Loss on Disposal of Assets	0	0	0
Miscellaneous	0	0	0
Credit Card Processing Fees	8,838	0	10,000
Uncategorized Expense	2,026	0	0
<b>Total Business Expenses</b>	<b>11,739</b>	<b>2,440</b>	<b>11,000</b>
<b>Total Nonpersonnel</b>	<b>275,275</b>	<b>471,668</b>	<b>328,900</b>
<b>Total Expenses</b>	<b>2,050,126</b>	<b>2,489,813</b>	<b>3,004,865</b>
<b>Total Income Statement</b>	<b>96,964</b>	<b>-37,033</b>	<b>-205,735</b>

\*Budget approved 8/2013 with modifications in April 2014

Priorities	Recommendation
Reasonable reserve	\$ 300,000
PDC/Professional Development	Budget line item created for professional development
Regional meetings	increased budget for holding meetings
Local Senates (outreach/communication)	increased budget
AB86	Added funds to regional meetings for holding townhall mtgs
CB21/Basic Skills	Used remaining 3CSN funds and added funds
Task Forces	Added funds to cover CB21/Basic Skills Task Force
Vocational Education	Submitted proposal to DC to share with VQ
External relations	funds in other areas will accommodate this priority
Strategic Planning	added strategic planning item and funds
Staff Retention and morale	

**The Academic Senate for  
California Community Colleges**

**Accounting Policies**

**Prepared by:  
Julie Adams, Executive Director  
Katrina Salazar, Chief Financial Officer**

**Updates Approved: Executive Committee, May 2011**

**Draft July 2014**

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**Accounting Policies**  
**The Academic Senate For California Community Colleges**

**1.0 General Accounting Policies**

**1.10 Accounting Method**

It is the policy of the Academic Senate to use the accrual basis of accounting that recognizes revenues when they have been earned and expenses when they have been incurred.

Salaries and Fringe Benefits Accruals

It is the policy of the Academic Senate to accrue unpaid salaries, vested annual leave, and fringe benefits in the financial statements of the Academic Senate, according to function.

Accounts Payable Accruals

It is the policy of the Academic Senate to accrue all unpaid expenses on the financial records at the end of the year.

**1.20 Fiscal Year**

The Academic Senate has adopted a fiscal year ending June 30.

**1.30 Chart of Accounts**

It is the policy of the Academic Senate to maintain a chart of accounts. The chart of accounts must be reviewed and updated as necessary at least every six months and shall be issued to all employees involved with account coding responsibilities or budgetary responsibilities.

**1.40 Clearing Accounts**

It is the policy of the Academic Senate to use clearing accounts for certain expenses which require additional research for proper allocation. All items posted to a clearing account shall be re-allocated to the appropriate account before the close of the fiscal year.

**1.50 Prepaid Expenses**

It is the policy of the Academic Senate to treat payments of expenses that have a time-sensitive future benefit as prepaid expenses on the financial records and to expense them in the proper period. Prepayment of any expense in the amount of \$500 or less will not qualify as a prepaid expense. Records of prepaid expenses will be maintained and budgets will be established accordingly.

**Accounting Policies**  
**The Academic Senate For California Community Colleges**

**1.60 Deferred Revenues**

It is the policy of the Academic Senate that revenues that have not been earned will be included with deferred revenues on the financial statements and recorded as revenue when earned.

**1.70 Capitalization and Depreciation**

Capitalization Cut-off Point

It is the policy of the Academic Senate to capitalize and depreciate assets which cost in excess of \$1,500 individually. An asset will be expensed in the period purchased if the individual asset costs \$1,500 or less.

Depreciation

All capitalized items will be depreciated over the useful life of the asset using the straight-line method. The useful life of the asset will be determined as follows:

- Computer Software                      3 years
- Computers and Equipment            5 years
- Office Furniture                        7 years

Fully depreciated fixed assets will remain on the Academic Senate's statement of financial position until they are disposed of or otherwise deemed worthless.

Leases

It is the policy of the Academic Senate to record leases as either capital leases or operating leases in the financial records. Capital leases will be recorded on the Statement of Financial Position. Operating leases will be recorded as an expense in the period paid.

**1.80 Financial Statement Presentation of Net Assets**

In accordance with Accounting Standard Codification 958-205-06-6A (formerly Statement of Financial Accounting Standard (SFAS) 117), it is the policy of the Academic Senate to present the net assets on the statement of financial position in the following categories: unrestricted, temporarily restricted, or permanently restricted.

Board-Designated Funds

It is the policy of the Academic Senate to treat board-designated funds as unrestricted net assets on the statement of financial position.

**Accounting Policies**  
**The Academic Senate For California Community Colleges**

Temporarily Restricted Net Assets

It is the policy of the Academic Senate to add together all temporarily restricted net assets for statement of financial position presentation.

Permanently Restricted Net Assets

It is the policy of the Academic Senate to add together all permanently restricted net assets for statement of financial position presentation.

**2.0 Expenditure and Accounts Payable Policies**

**2.10 Procurement Policies**

Bid Requirements and Vendor Approval

It is not generally the policy of the Academic Senate to require bids for any expenditure. If the Academic Senate enters into a grant agreement with an agency which requires the use of bids, the Executive Director will draft and the Budget and Finance Committee will approve a bid policy.

The decision to approve a vendor will be made by the Executive Director.

Purchase Orders

It is generally the policy of the Academic Senate not to require a purchase order system.

**2.20 Expenditure Authorization**

It is the policy of the Academic Senate to require the completion and approval of an Expense Authorization Form for each expenditure.

**2.30 Office Supply Purchases**

It is the policy of the Academic Senate to maintain control of the ordering and storage of office supplies.

**2.40 Vendor Review and Approval**

It is the policy of the Academic Senate to perform a review of vendors to whom payments were made each quarter. An annual review shall be performed when approving the 1099's issued for each calendar year.

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### 2.50 Cash Disbursements Policies

It is the policy of the Academic Senate to keep unused check supplies safeguarded under lock and key. [Manual cChecks](#) will be issued as needed and a log shall be maintained. [All accounts payable checks are issued through Bill.com as described in section 6.20.](#)

It is the policy of the Academic Senate to require the completion and approval of an Expenditure Authorization Form or Expense Reimbursement Form to which the approved invoices or expense vouchers are attached.

### 2.60 Travel Expenses

It is the policy of the Academic Senate to reimburse the relevant expenses incurred by individuals while serving in an official capacity on behalf of the Academic Senate as [provided in the approved budget approved by the Executive Committee and by the confirmed by Executive DirectorPresident](#). A person is expected to neither gain nor lose money while traveling on Academic Senate business and shall travel in the most economic means possible considering the circumstances of the travel. Travel expenses will be reimbursed up to the current approved limit based on relevant state and federal guidelines. The ~~President or~~ Executive Director may authorize higher limits in high cost areas [if funds are available in the approved budget](#).

The policies listed below are intended to provide ease of use and administration while maintaining prudent accountability.

All expenses shall be paid in accordance with Senate policies. Any items remitted for reimbursement or charged directly to the Academic Senate which exceed those outlined in Senate policies will be capped at the limits outlined in Senate policies. The excess charges will not become the responsibility of the Senate and shall not be charged to the Senate Grant or any other grant administered by the Academic Senate.

Travel will be reimbursed as authorized in accordance with the following:

1. When personal contact is the most efficient and/or effective method of conducting Academic Senate business.
2. When the most economical method of transportation is selected. For airline travel, when individual effort to obtain state or lowest rate for airfare is used.
3. When attendance at a conference or meeting is limited to persons concerned with the topics discussed or the business to be transacted.

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4. When travel is scheduled to avoid backtracking and duplicate travel whenever possible.
5. When appropriate receipts and reports have been submitted.

Employees and committee members are expected to use economy lots whenever possible and be aware that, for overnight travel, parking costs may exceed the cost of door-to-door shuttle service. Therefore, individuals might give consideration to using available shuttle services.

When travel arrangements require an individual to leave home before 6:00 am or return later than 7:00 pm, reimbursement for additional meal expenses may be authorized.

**Authorizations** Signature of the ~~Chief Financial Officer~~ Executive Director on the Academic Senate Expense Reimbursement Form will constitute authorization for the ~~Executive Director~~ Tax Office to issue a warrant for said amount and will also serve as the second signature on the disbursement. For those expenditures over \$50,000, the Treasurer's signature on the Expense Reimbursement Form will constitute authorization for the Tax Office to issue a warrant.

It is the responsibility of the ~~Chief Financial Officer~~ Office Manager, in consultation with the Executive Director, to ascertain the necessity and reasonableness of the expenses for which reimbursement is claimed. Claiming an expense does not guarantee reimbursement. **No Person May Encumber An Expense on Behalf of the Academic Senate In Excess of \$200 Without Prior Approval of the ~~President and/or~~ Executive Director based on available funds in the approved budget.**

**Travel Advances** It is the policy of the Academic Senate not to supply travel advances.

**Personal Mileage** Employees and committee members will be reimbursed for use of their personal cars on Academic Senate business at the current federal rate. Commuting mileage will not be reimbursed.

**Public Carrier** Employees and committee members traveling by public carrier must use the Senate Office to book travel. However, costs will be reimbursed if a more cost-effective means of travel (such as ordering online) is available. Receipts are necessary. The Academic Senate will reimburse individuals for the State of California rate when traveling by air between California cities. Individuals must obtain prior approval from the Executive Director ~~or President~~ to be fully

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reimbursed for air travel costs that exceed the State of California Rate.

**Lodging** Lodging facilities must be approved by the Executive Director ~~or President~~. Employees and committee members will be reimbursed entirely for the basic room charge and applicable taxes. Receipts are necessary.

**Meals** Employees and committee members will be reimbursed at the California State per diem rate for the cost of meal. Receipts are ~~not~~ necessary for meals.

**Taxi** Actual taxi fares, including tips, will be reimbursed entirely when no other reasonable mode of transportation is available. Receipts are necessary if the fare exceeds \$10. Tips must be noted on taxi receipts.

**Parking, Tolls and Public Transit** Parking fees, toll expenses and public transit fees will be reimbursed. Receipts are not necessary for individual amounts less than \$10.

**Car Rentals** Car rentals will be reimbursed if approved in advance by the Executive Director. Receipts are required.

**Supplies** Executive Committee members may be reimbursed for supplies, postage, equipment, hosted functions, and other charges necessary for the completion of official business. Receipts are required.

**Conference Fees** Travel expenses and registration fees incurred while attending an authorized conference, convention, or business meeting within California will be reimbursed. Receipts are required. (See Executive Committee policy on non-Senate conference attendance.)

**Out of State Travel** All out-of-state travel must be approved by the Executive Committee in advance.

**Reports** With the exception of official Academic Senate meetings (standing and ad hoc committees), where minutes are kept, a **written report** of the meeting must be ~~attached to~~submitted with the expense form before reimbursement for travel expenses can be made.

**Lost Receipts** If the employee or committee member is unable to locate a required receipt for valid expenditures, the Academic Senate requires the completion of an affidavit (lost receipt) form for each separate invalidated expenditure. However, receipts are not necessary for amounts less than \$10. ~~Approval for amounts over the policy may be given by the Executive Director.~~

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**Senate Credit Card** The Senate credit card should only be used for expenses that would be within the approved reimbursement policies. The actual receipt(s) should accompany the credit card reconciliation by-for each individual for all items purchased using the Senate credit cards.

**2.70 Accrual of Accounts Payables**

It is the policy of the Academic Senate to accrue unpaid expenses on its financial records if such expenses are in excess of \$250 individually. Accordingly, expense reimbursement requests are to be prepared and submitted by July 15 for any expenses incurred on or before June 30.

**2.80 Photocopy Expenses**

It is the policy of the Academic Senate to allocate photocopy expenses to the function responsible for incurring the expense. This policy applies to both in-house and out-of-house photocopying expenses.

**2.90 Postage and Overnight Expenses**

It is the policy of the Academic Senate to maintain a postage log and to charge each respective function for actual postage used. This policy applies to both in-house and out-of-house postage expenses. Employees are prohibited from using the Academic Senate's postage meter for personal mail.

The Academic Senate strives to use the most cost-effective manner in which to disseminate information. Accordingly, the Senate does not make a practice of sending things for overnight delivery. However, the Senate does require the use of approved vendors to maintain the lowest cost for overnight delivery when necessary.

**2.100 Telephone Expenses**

It is the policy of the Academic Senate to maintain records of phone line usage. Telephone, modem, and fax expenses will be allocated in accordance with the percentage of overhead calculation based on employees assigned to a particular function.

The Senate employees shall not make personal long distance phone calls at the Senate's expense.

**2.110 Check Signing Authority**

It is the policy of the Academic Senate to give check-signing authority to the



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following positions:

- President
- Treasurer
- Executive Director

No check signer shall sign a check issued in his/her name. In addition, the following shall apply:

- Treasurer or President approves Expense Reimbursement Forms submitted by the Executive Director ~~and that authorizes the Tax Office to generate a checksigns checks made-out\_~~ to the Executive Director.

The employee who prepared or requested the check is not authorized to sign it. Additionally, individuals involved with the preparation of checks and bank reconciliations are prohibited from having check-signing authority.

#### **3.0 Voided / Lost Checks**

It is the policy of the Academic Senate to account for voided checks within the accounting software. All voided checks will be defaced and kept in numerical order.

In the event of a lost check, it is the policy of the Academic Senate to issue a stop-payment order with the bank before issuing a new check. The Academic Senate requires that the recipient reimburse the Academic Senate for the cost to issue a stop-payment on the lost check unless the Executive Director specifically waives this fee.

#### **4.0 Stale-Dated Checks**

It is the policy of the Academic Senate to make every attempt possible to contact the payees of outstanding checks that have failed to clear the bank.

Checks that have been outstanding in excess of six months will be declared stale-dated and attempts to contact the payee will ensue. Checks outstanding in excess of one year will be handled in accordance with applicable state escheat or unclaimed property law. A log of checks that have been turned over to the state will be completed and made available for the annual audit.

#### **5.0 Revenue Recognition**

It is the policy of the Academic Senate to generally recognize revenue at the date of the invoice. All fees received in advance of an institute to be held after

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fiscal year end are to be recorded as deferred revenue.

**5.10 Invoicing of Revenues**

It is the policy of the Academic Senate to create an invoice for all grant revenue, dues, services, and products in order to properly track payments by source. All invoices will be tracked through accounts receivable in the financial statements.

**5.20 In-Kind Donations Revenue**

As discussed above, it is the policy of the Academic Senate to accrue expenditures in excess of \$250. Although the Academic Senate fully expects to receive an invoice for the accrued expenditures, there are certain instances when the agency providing the service for which the expenditure was accrued never generates a bill to the Academic Senate. Examples of transactions for which the Academic Senate may not receive an invoice are as follows:

- Expenditures for postage and printing services provided by the Chancellor's office that exceed the annual allowance provided the Academic Senate by the Senate grant.
- Reassigned time payable to a member District/College for the time spent by a District/College employee on Academic Senate business.

The Senate will make every attempt possible to contact the provider of the service that has failed to invoice the Academic Senate for services provided. If an invoice for services rendered is not received one year after the invoice was accrued, it is the policy of the Academic Senate to recognize those services as in-kind contributions.

It is not the policy of the Academic Senate to recognize in-kind contributions on any portion of a transaction that was charged to and reported as the expenditure of a grant. Rather, the Academic Senate will generate the appropriate expense form and supporting documentation for any unpaid grant expenditures; a check will be generated and mailed to the provider of the service.

**5.30 Recognition of Chancellor's Office Allowance for Postage and Copies**

The Chancellor's Office provides the Academic Senate with printing and postage services. An annual allowance is established and services provided in excess of the allowance are to be repaid to the Chancellor's Office upon receipt of an invoice. The original intent of the allowance was to provide the Academic Senate with services free of charge. Once the Academic Senate began to service grants, the services rendered began to exceed the annual allowance. Accordingly, the Academic Senate policy is to pass through the printing and

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postage expenditures applicable to the individual grant.

The Academic Senate policy is to track the services rendered by the Chancellor's Office and recognize the associated expense and revenue.

**6.0 Cash Receipts and Cash Handling Policies**

**6.10 Check Endorsement/Stamp**

It is the policy of the Academic Senate to immediately log all receipts to the organization in order to maintain controls. The Academic Senate requests that all amounts owed to the Academic Senate be paid by check. When received, checks are endorsed with a stamp which denotes:

Pay to Order of the Bank Name  
For Deposit Only  
Account number

**6.20 Bank Reconciliations**

It is the policy of the Academic Senate to address bank statements to the Executive Director who shall perform an initial review of the transactions. A copy of each bank statement shall be emailed to the Treasurer upon receipt. ~~The Treasurer also has limited online bank account viewing privileges and can monitor transactions and balances independently throughout the month.~~ Once the bank account has been reconciled by the Tax Office, the Treasurer shall review and approve the bank reconciliation along with the original supporting documentation.

~~Neither the Executive Director nor the Treasurer will have access to the BW System located in the Senate Office or the checks. The Treasurer does not have a key to the Senate Office. Neither the Executive Director nor the Treasurer have editing access within the Intacct Accounting software. Check disbursements are issued through Bill.com payables management software and the Bill.com interfaces transactions within Intacct. The Tax Office issues warrants from the two source documents, Expense Authorizations or Expense Reimbursements. Source document must contain signed approval by Executive Director, and Treasurer, if required by designated minimums or for checks to the Executive Director. Warrants are approved by Tax Office Accountants and submitted for final approval and payment authorization by Executive Director. All check stock is provided by Bill.com Inc., maintained at their location, and issued by their bill payment service. All supporting documents and check copies are maintained~~

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[digitally in Bill.com](#)

**6.30 Credit Card Receipts**

It is the policy of the Academic Senate to accept payment by credit cards. The Academic Senate will levy a fee upon the payer to cover processing and administrative costs associated with the transaction.

**7.0 Accounts Receivable and Invoicing Policies**

**7.10 Invoicing Policy**

It is the policy of the Academic Senate to create an invoice for all grant revenue, dues, services, and products in order to properly track payments by source. [The invoices are created through Bill.com receivables management software with](#) ~~After the invoice is created, documentation supporting the invoice shall be stapled to the invoice and it shall be filed in the invoice binder in numerical order~~[digitally stored, which are issued in numerical order.](#)

**7.20 Accounts Receivable Write-Off Policies and Authority (Bad Debts)**

It is the policy of the Academic Senate to ensure that individuals are afforded every opportunity to process and pay invoices recorded as accounts receivable by the Academic Senate before write-off procedures are initiated.

If an invoice is written-off, the following accounting treatment applies:

- Invoices written off that are dated during the current year will be treated as a reduction of the appropriate revenue account.
- Invoices written off that are dated prior to the current year will be treated as bad debt expense.
- An allowance for bad debt will not be recorded.
- The invoice tracking sheet is updated to record the date written off.
- The invoice is added to the invoice write off tracking sheet.

**7.30 Tracking Procedure Policy for Accounts Receivable Write-Offs**

It is the policy of the Academic Senate to continue collection efforts on all unpaid invoices. An Uncollected Invoices Tracking Sheet shall be maintained by the [Staff Accountant-Office Manager](#) to continue tracking invoices that are selected for write off. The entity (District/College) or Individuals deemed responsible for payment and listed on the Uncollected Invoices Tracking Sheet will not be allowed to register for any future events until payment is received.

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**7.40 Non-sufficient Funds Checks Policy**

It is the policy of the Academic Senate to record checks returned by the bank because of non-sufficient funds in the accounting records as an accounts receivable due from the individual who wrote the check. The Academic Senate will also hold the individual liable for any bank charges associated with the non-sufficient funds checks.

**7.50 Refund Policy**

It is the policy of the Academic Senate to publish the Academic Senate's Refund Policy on session enrollment forms. No refunds will be given beyond the cut off date unless approved by the Executive Director.

**8.0 Payroll and Pay Period Record Keeping Policies**

The Executive Director has the authority to hire and fire, set salary schedule and vacation as appropriate to run the office according to the [Executive Director duties guidelines](#) set forth by the Budget and Finance Committee and included in the overall approved budget.

The Executive Director has the authority to determine if an employee is exempt or non-exempt and to determine the rate at which each individual employee will be paid as long as the rate falls within the maximum pay scale as documented. These rates will be reviewed annually by the Budget and Finance Committee who will revise them as necessary. Executive Director payroll decisions are limited by the overall approved budgets. The President must approve any exceptions to the above maximums. In no case will the exception be allowed if this will cause the budget to be exceeded.

**8.10 Time Sheets**

It is the policy of the Academic Senate to require the completion of timesheets for purposes of meeting requirements for allocating compensation.

**8.20 Pay Periods**

The Senate will issue paychecks semi-monthly on the 15th and the last day of the month. In the event those days fall on the weekend or a holiday, the pay day will be the last business day preceding the off day.

**8.30 Vacation/Leave Policy**

Mandatory Vacations

It is the policy of the Academic Senate to require employees, other than the Executive Director, to take annual leave due them.

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#### Annual Leave Payments

It is the policy of the Academic Senate to cap vacation hours at a total of 160 hours except for the Executive Director. At that point, the employee will cease to accrue additional vacation. Academic Senate requires employees to schedule vacation with advance approval in order to minimize the amount of unused vacation. All eligible employees are required to take compensated vacation time each year.

#### Compensatory Time Off

It is the policy of the Academic Senate to comply with state overtime laws and regulations. Hourly employees earning overtime will bank one and a half hours for each hour of overtime worked. This time is tracked and will be recorded as a liability in the financial statements. See the Personnel Policy for established limits and further detail.

#### **8.40 Salary and Benefit Allocations**

##### Fringe Benefits

It is the policy of the Academic Senate to distribute fringe benefits to the functions of the Academic Senate based on actual salaries charged to the functions. Fringe benefits include medicare taxes, unemployment taxes, employee insurance premiums, state disability insurance, flexible benefits and pension payments.

##### Salary Allocations

It is not the policy of the Academic Senate that all employees complete and sign time sheets for every pay period. However, the Academic Senate requires that all employees complete an allocation worksheet to document time spent on various activities (or functions) in increments of not less than one-quarter hour. From this information, the Office Manager will prepare an official documentation of time spent per activity. Compensation will be charged to the various activities based on the pro-rata share of actual hours worked.

#### **8.50 Flexible Benefits Account**

It is the intention of the Academic Senate to provide all permanent employees with full health and welfare benefits. To this end, the Academic Senate budgets the full cost of health and welfare benefits for the employee. Notwithstanding this goal, the Academic Senate recognizes that certain employees may not use the full benefit for health and welfare insurance expenses. In recognition of this fact, the Academic Senate will allow each employee to request the balance of the budget be placed in a Flexible Benefits Account from which they may request reimbursement for eligible benefit expenses. All reimbursements from the

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Flexible Benefits Account will be taxable to the employee.

Benefits eligible for reimbursement under the Flexible Benefits Account include, but are not limited to, medical, dental, and other healthcare expenses; childcare; and education costs for the employee or the employee's children. The Flexible Benefits Account shall not be paid to the employee as cash-in-lieu of benefits; it may only be used for approved flexible benefits. All requests for reimbursement of eligible benefit expenses shall be made in writing, supported by receipts, and shall be approved by the ~~Chief Financial Officer or~~ Executive Director. The Flexible Benefits Account shall be closed out at the end of each fiscal year and amounts not used by the employee shall revert to fund balance.

**9.0 Miscellaneous Accounting and Management Policies**

**9.10 Financial Statement Preparation and Distribution**

It is the policy of the Academic Senate to prepare and distribute monthly financial statements that will include the Statement of Functional Operations and the Academic Senate – Senate Grant Statement of Operations.

The Budget and Finance Committee shall receive a quarterly report that includes a Summarized Budget to Actual Income Statement (Statement of Financial Position) and a Balance Sheet (Statement of Changes in Net Assets). The Executive Director shall have available for their review the detailed Budget to Actual Income Statement for each grant, a detailed Budget to Actual Income Statement for just Senate operations and the associated Income Statements from the [BW-Intacct](#) accounting system.

The Budget Performance Report (budget to actual) shall be reviewed monthly by the Executive Director, regularly by the Treasurer, periodically by the Executive Committee and each spring by the Budget and Finance Committee and the organization's delegates

**9.20 Overhead Allocation**

It is the policy of the Academic Senate to allocate overhead expenses to the various functions of the Academic Senate based on the allocation of time per the work assignments and/or employee timesheets.

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**9.30 Rent**

It is the policy of the Academic Senate to distribute rent expense to the various functions of the Academic Senate based on the percentage of employees assigned to that function in relation to the total number of employees of the Academic Senate.

**9.40 Computer File Back-Up Policy**

It is the policy of the Academic Senate to maintain a computer file back-up system for accounting records. All accounting, accounts payable, accounts receivable, and payroll data files and back-up documentation are stored on secure cloud based platforms. This includes Intacct Accounting software, Bill.com payables and receivables management software, and ADP payroll processing software.

**9.50 Computer Passwords**

It is the policy of the Academic Senate ~~that each~~ ~~to assign unique computer passwords to each~~ individual who has access to ~~the Accounting computer system~~ Bill.Com have a unique identification login.

**9.60 Budget and Finance Committee**

It is the policy of the Academic Senate to maintain a Budget and Finance Committee consisting of the Treasurer, President, Vice President, Secretary, Executive Director, and another committee member as appointed by the President. The Treasurer will chair the committee, prepare the agenda, ensure corrective action is taken when necessary, and report on budget committee action to the Executive Committee.

The Budget and Finance Committee has the authority to adjust the budget line item within category total and/or up to 10% between categories based on budget performance and need.

The Budget and Finance Committee, excluding the Executive Director, will also function as the Audit Committee, as required by the Non-Profit Integrity Act of 2004.

**9.70 Bartering Prohibited**

It is the policy of the Academic Senate to prohibit entering into bartering agreements with members whereby dues are foregone in exchange for goods or services provided by the member.

Any other type of bartering agreement, in any form, is also prohibited.



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**9.80 Credit Cards**

It is the policy of the Academic Senate to issue credit cards to the following individuals:

- President
- Vice President
- Treasurer
- Executive Director

**9.90 Loans Prohibited**

It is the policy of the Academic Senate to prohibit loans to employees, members or individuals under all circumstances.

**9.100 Bonding of Employees**

It is the policy of the Academic Senate to bond all employees involved in the financial functions of the Academic Senate.

**9.110 Contract Signing Authority**

It is the policy of the Academic Senate to grant authority to sign contracts to the President, Treasurer and Executive Director, as long as the financial implications of the contract are included in the Academic Senate's budget.

If the financial implication of signing a contract is not included in the Academic Senate's budget, the Budget and Finance Committee must approve the contract and bring the necessary budget revisions to the Executive Committee for approval and ratification before authority to sign the contract is granted.

**9.120 Journal Entries**

It is the policy of the Academic Senate to control the journal entry posting process to ensure access is restricted, usage is for specific purposes, and to obtain the review and approval of the Executive Director. Journal Entries may only be posted by authorized accounting personnel of The Tax Office, Inc. All journal entries require back up document signed by Executive Director, which is then digitally saved in Bill.com file storage.

~~Access: The Business Works (BW) system restricts access to posting journal entries unless the proper clearance is granted. Access to post journal entries is granted only to the Chief Financial Officer.~~

Usage: Journal entries are used for very specific purposes:

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- To correct the coding of cash disbursements and cash receipts that are originally coded to the wrong account.
- To allocate operating costs to a specific grant based on the respective percent of staff time worked on the grant during that period.
- To manually correct balance sheet items other than cash at year end. (Examples are cash on hand, receivables, prepaid expenses, accounts payable, accrued expenses, fixed assets and so forth.)
- To reverse manual accruals posted in the prior year that have an affect on current year.
- To post prior year audit adjustments in the current year.
- Journal entries are not posted to cash. If an item adjusts cash, it must be posted as a bank transaction.

**10.0 Tax, Audit, and Records Management Policies**

**10.10 Access to Records by Individuals, Members and the Public**

It is the policy of the Academic Senate to allow individuals, members and the public to inspect the following records of the Academic Senate:

- Form 990
- Original applications for tax-exempt status
- Academic Senate By-Laws
- Executive Committee Policies
- Executive Committee Minutes
- Audited financial statements

**10.20 Federal Identification Number**

The Senate may print the Academic Senate's Federal Identification Number on any of the Academic Senates documents which may trigger a customer's request for this information.

**10.30 Independent Contractors**

It is the policy of the Academic Senate to evaluate criteria established by the IRS when assigning an individual employee or independent contractor status. All persons qualifying as independent contractors will sign an Independent Contractor Agreement. In addition, it is policy of the Academic Senate to report stipends paid to committee members as IRS Form 1099 miscellaneous income. In compliance with federal guidelines, a 1099 will be issued to each qualifying person whose annual compensation exceeds the federal exemption limit.

**10.40 IRS Form 1099**

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It is the policy of the Academic Senate to complete IRS Form 1099 for all individuals and vendors receiving \$600 or more from the Academic Senate. A Log of Vendor Federal Identification Numbers will be maintained.

**10.50 Record Retention and Destruction**

It is the policy of the Academic Senate to retain records as required by law and to destroy them when appropriate. The Senate will retain records as required by law and destroy them when appropriate.

The appropriateness of the destruction of records will be determined by the following timetable:

<u>Records</u>	<u>Length of Time</u>
Worker's Comp Accident Reports	7 years
Accounting Ledger Records	7 years
Accounts Payable Support	7 years
Bank Reconciliations	4 years
Canceled Checks	4 years
Chart of Accounts	Permanent
Contracts	Permanent
CPA Audited Financial Statements	Permanent
Depreciation Records	7 years
Employee Personnel Records	Permanent
Grant Records	Permanent
Insurance Policies	4 years
Invoice Records	4 years
Minutes	Permanent
Payroll Records (keep annual reports permanently)	7 years
Legal Correspondence	Permanent
Tax Records	7 years
Trust Records	Permanent

**10.60 Selection of CPA Firm**

It is the policy of the Academic Senate to contract with the CPA firm selected to audit the Academic Senate for a period not to exceed five years. At the end of this period proposals from a minimum of five CPA firms specializing in auditing not-for-profit organizations shall be solicited and a recommendation to the Budget and Finance Committee shall be made for final selection. Re-awarding the contract for auditing services to the existing auditing firm is acceptable as long as the interview and selection criteria clearly indicate the firm is the most qualified and cost effective.

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**10.70 Annual Information Returns**

In compliance with Federal and State requirements, it is the policy of the Academic Senate to file the federal Form 990, Return of Organization Exempt From Income Tax, and the state Form 199, California Exempt Organization Annual Information Return on an annual basis. Additionally, the organization will file California Statements of Information (SI-100) bi-annually, and the State Attorney General Annual Registration Renewal Fee Report (RFF-1) annually.

**10.80 Unrelated Business Income Tax (UBIT)**

It is the policy of the Academic Senate to avoid activities which will generate UBIT. Any exception to this policy must be approved in advance by the Executive Committee.

**10.90 Accounting and Support Services Provided to the Foundation**

It is the policy of the Academic Senate to provide accounting and support services to The Foundation of the Academic Senate for California Community Colleges. In view of Foundation needs that may be readily met by the Academic Senate through the use of its trained personnel and available facilities, the Academic Senate intends to enter into an annual agreement with the Foundation to do the following:

- a. Provide at nominal rates technology support service as well as online access to such Academic Senate files as are relevant to the business and purpose of the Foundation.
- b. Provide at nominal rates access to the Academic Senate's auxiliary services including copy services, internet and website, graphics, mail service, event scheduling, and related activities.
- c. Provide at nominal rates access to and services provided by the Academic Senate's employees, accounting staff, support staff, and independent contractors as deemed necessary.
- d. Provide at nominal rates office space, general supplies and other goods or services as deemed necessary to fill the Foundation's operational needs.

## Executive Committee Agenda Item

SUBJECT: Officers' Report		Month: August	Year: 2014
		Item No: IV. B	
		Attachment: NO	
DESIRED OUTCOME:	The Executive Committee will consider for approval recommendations from the Officers regarding the Executive Directors evaluation.	Urgent: YES	
		Time Requested: 20 mins.	
CATEGORY:	Action	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	David Morse	Consent/Routine	
		First Reading	X
STAFF REVIEW <sup>1</sup> :	Julie Adams	Action	X
		Information	

*Please note: Staff will complete the grey areas.*

### BACKGROUND:

The ASCCC officers will report to the Executive Committee on two matters discussed at recent meetings:

The executive director's contract calls for an evaluation based on goals that are established through consultation with the ASCCC president. The other officers were also included in the discussion of these goals, which took place on the day before the Curriculum Institute (July 9). At this meeting, the officers agreed with the executive director on the following six goals for 2014-2015:

- Begin CEO succession planning
- Facilitate strategic planning process and implement the plan
- Provide opportunities for professional development of office staff
- Identify methods to encourage retention of office staff
- Work with Standards and Practices in facilitating the annual evaluation of the Senate
- Help to strengthen relationships with other constituents and system partners

These goals are submitted to the Executive Committee for approval.

The officers will also explain the purpose, structure, and schedule for the Officers Committee meetings.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.





## Executive Committee Agenda Item

SUBJECT: Regional and Town Hall Meetings		Month: August	Year: 2014
		Item No. IV. C	
		Attachment: NO	
DESIRED OUTCOME:	The Executive Committee will consider for approval regional and town hall meetings for 2014 – 15.	Urgent: YES	
		Time Requested: 45 mins.	
CATEGORY:	Action Item	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	Committee Chairs	Consent/Routine	
STAFF REVIEW <sup>1</sup> :	Julie Adams	First Reading	X
		Action	X
		Information	

*Please note: Staff will complete the grey areas.*

### BACKGROUND:

Last year, the Executive Committee had several conversations about the need to have more regional meeting to address several critical issues. The following provides possible topics for regional meetings:

- Equity Plans and Student Success Plans
- Curriculum (see below for tentative agenda and possible dates)
- Distance Education
- AB86 – Noncredit

### Curriculum Regional Possible Agenda Items:

- 1) Welcome and Introductions
- 2) Important ASCCC Dates
- 3) Report from the CO
- 4) Hot Topics
- 5) ADTs, C-ID, and COTs
  - a) Update
  - b) Deadlines
- 6) AB 86 and all things non credit
- 7) PCAH update

Possible dates: October 17 – 18, 2014.

### Student Equity and Success (EDAC/TAC)

Possible dates: September 26 – 27 OR October 3 – 4, 2014.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.







## Executive Committee Agenda Item

SUBJECT: Academic Academy Theme		Month: August	Year: 2014
		Item No. IV D	
		Attachment: NO	
DESIRED OUTCOME:	The Executive Committee will consider for approval the theme for the 2015 Academic Academy.	Urgent: Yes	Time Requested: 15 minutes
CATEGORY:	Action	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	David Morse	Consent/Routine	
		First Reading	X
STAFF REVIEW <sup>1</sup> :	Julie Adams	Action	X
		Information	

*Please note: Staff will complete the grey areas.*

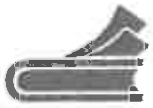
### BACKGROUND:

At the May-June 2014, Executive Committee meeting, members discussed the theme for the Academic Academy and offered a number of possible topics including student success (counseling, educational plans, student success plans, etc.), and distance education. Based on the conversation, members requested that the officers consider this discussion and other pertinent information and bring back a recommendation to the August meeting for approval. The officer met in July and will present a recommendation for the theme for the Academic Academy.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.





## Executive Committee Agenda Item

SUBJECT: Exemplary Award Theme		Month: August	Year: 2014
		Item No. IV. E.	
		Attachment: NO	
DESIRED OUTCOME:	The Executive Committee will consider for approval the theme for the 2015 Exemplary Award.	Urgent: NO	
		Time Requested: 10 minutes	
CATEGORY:	Action	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	Craig Rutan	Consent/Routine	
		First Reading	X
STAFF REVIEW <sup>1</sup> :	Julie Adams	Action	X
		Information	

*Please note: Staff will complete the grey areas.*

**BACKGROUND:**

Each year the Standards and Practices Committee recommends to the Executive Committee the theme for the Exemplary Award. The theme approved by the Executive Committee last year was *“Assessment for Placement: Effective Practices, Alternatives, and Improving Outcomes”*. However, not enough applications were received to present this award, which is disappointing as this is one of the awards presented at the Board of Governors meeting. The Executive Committee will discuss possible themes for the 2014 -15 Exemplary Award.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.



## Executive Committee Agenda Item

SUBJECT: Fall Plenary Session Theme		Month: August	Year: 2014
		Item No: IV.F.	
		Attachment: Yes	
DESIRED OUTCOME:	The Executive Committee will consider for approval the theme for the 2015 Fall Plenary Session.	Urgent: Yes	
		Time Requested: 30 minutes	
CATEGORY:	Action	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	David Morse/Julie Adams	Consent/Routine	
		First Reading	X
STAFF REVIEW <sup>1</sup> :	Felipe Grimaldo	Action	X
		Information	

*Please note: Staff will complete the grey areas.*

### BACKGROUND:

The 2014 Fall Plenary Session is just a few months away – November 13 – 15, 2014 in Irvine California. The Executive Committee will begin its planning process for developing the Session program. Members will consider for approval a theme, as well as discussion ideas for keynote speakers, breakouts, and timeline.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.



## 2014 Fall Session Timelines

### Due in August 2014

- Draft papers by Agenda Deadline—August 6, 2014 for first reading (Send with Agenda item)
- Executive Committee to approve theme at the August Executive Committee Meeting
- Possible Breakout Topics due to Julie – August 27, 2014 (for September Agenda)

### Due in September 2014

- Area meeting information due by September 5, 2014 to Tonya
- Session Save the Date Emailed: September 15, 2014
  - This mailing introduces the theme and directs people to the website.
- Draft papers by Agenda Deadline—September 24, 2014 for second reading (Send with Agenda item)
- Pre-session resolutions due – September 24, 2014 to Julie

### Due in October 2014

- Presenters list to President and Executive Director by October 7, 2014.
- Final breakout descriptions due to Julie by October 10, 2014
- A/V Needs due to Tonya by October 17, 2014.
- Area Meetings: October 24-25, 2014
- Deadline for Area Meeting resolutions to Julie.
  - Area A & B October 25, 2014; Area C & D October 26, 2014
  - Deadline for any print requests to Tonya: October 22, 2014
- All presentations, handouts, and material due for posting to website to Tonya by October 24, 2014.
- Last day to pre-register: October 29, 2014 (end of day)
- “Print your Boarding Pass and Breakouts” Email Out: November 3, 2014

### Due in November 2014

- Fall Session November 13-14, 2014







## Executive Committee Agenda Item

SUBJECT: Associate Degree for Transfer Guidelines Paper		Month: August	Year: 2014
		Item No. IV. G	
		Attachment: Paper prompts and Outline	
DESIRED OUTCOME:	Review and comment on the ADT paper.	Urgent: NO	
		Time Requested: 30 minutes	
CATEGORY:	Information	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	J. Bruno	Consent/Routine	
		First Reading	
STAFF REVIEW <sup>1</sup> :	Felipe Grimaldo	Action	
		Information	X

*Please note: Staff will complete the grey areas.*

### BACKGROUND:

In fall 1013, the body adopted a resolution calling for a paper establishing guidelines and effective practices for local development and implementation of an Associate Degree for Transfer. In response to the resolution, a task force was formed to write the paper over the summer and fall for adoption by the body at the fall 2014 plenary session. In the process of developing the guidelines, the paper will be vetted through various stakeholders including, but not limited to, the Intersegmental Curriculum Workgroup, the C-ID Advisory Committee, Articulation Officers, Counselors, and others, as necessary. With the possibility of a rather vigorous consultation process looming, the taskforce determined that it would be useful to have the Executive Committee review the paper outline sooner rather than later. As a result, the outline and paper prompts have been submitted for review in August. A first reading of the paper will be placed on the agenda for September with the second and final reading to follow in October.

At the writing of this agenda item, a draft of the paper is under development. The taskforce will meet again on August 15<sup>th</sup> and decide if the draft paper is ready for review. If so, the paper will be disseminated electronically with the hope of receiving significant feedback from the Executive Committee members.

### Current Taskforce Members:

Julie Bruno  
Dave Degroot  
Michelle Pilati  
Cynthia Rico  
Craig Rutan  
Erik Shearer

<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.



## ASCCC Prompts for Paper Development

Paper Topic: Effective practices for the development and implementation of ADTs.  
Proposed completion date: To be presented at fall 2014 plenary session for adoption.

1. Is this a new paper, a revision of, or an update to an existing senate paper? This is a new paper.
2. Is this paper resolution driven? If so, please copy and paste the resolution below. If no, skip to question number 4.

### **Associate Degree for Transfer Development and Implementation Guidelines Fall 2013 Resolution 09.01**

Whereas, The California Community College Chancellor's Office based upon the passage of SB 1440 has set Associate in Arts for Transfer and Associate in Science for Transfer degree completion goals;

Whereas, California community college campuses are mandated to rapidly develop and implement Associate Degrees for Transfer (ADT) to improve student transfer completion and to streamline the transfer process;

Whereas, There are minimal guidelines and/or best practices available to assist instructional faculty, counselors, and articulation officers with ADT development issues such as campus coordination and oversight, alignment with and application of the Transfer Model Curriculum (TMC), modification of courses to meet C-ID descriptors; and

Whereas, There are no written guidelines and/or best practices available for student services faculty to address ADT implementation issues such as reciprocity, course pass pass-alongs, course substitutions, pass/no pass and C- grading, external examinations;

Resolved, That the Academic Senate for California Community Colleges in consultation with the Academic Senate of the California State University develop guidelines and/or best practices for the development and implementation of ADTs and report to the body by Fall 2014.

3. If the paper is requested by resolution, do you believe that the paper as requested by the resolution is feasible? Yes
  - If no, why do you believe the paper is not feasible?

- Would a white paper, Rostrum article, session breakout, or some other form of communication to the field be more appropriate or effective? No. There has been significant communication with the field on most aspects of ADTs. A paper is the most appropriate response.
  - If the paper is feasible but the resolution does not provide clear direction, how will you find the focus? What information or direction will you need from Exec to complete the work? Clear focus is provided.
4. If the paper is not requested by resolution, what is the justification for writing the paper? Where and how did the idea for the paper originate? N/A
5. List the main points, topics, or section headers of the paper or a narrative describing the approach to the paper. Please describe any relevant data to be included in the content of the paper or data that is necessary to complete the paper. You may include this information in outline form if appropriate.

See attached outline.

6. Do you plan to include appendices in the paper? If so, what type? Provide an example, if appropriate.

Yes. Appendices

1. Acronym glossary
  2. Rostrum Article on Deadlines (MP and JB to write for fall)
  3. TMC Development Guidelines
  4. ADT samples that show how to adapt the TMC to local populations,
  5. Reciprocity Documents
  6. Resource Page with links to websites
7. Do you need to gather information from the field (i.e., in the form of a survey or other) to inform the content of the paper? No.
8. Do you have other information, comments, questions, or concerns? Not at this time.

Guidelines for the Development and Implementation of Associate Degrees for Transfer  
Outline Draft – July 2, 2014

By: Julie Bruno, Dave Degroot, Stephanie Dumont, Michelle Pilati, Cynthia Rico, Craig Rutan,  
and Erik Shearer

I. Introduction

II. Resolution:

Whereas, The California Community College Chancellor's Office based upon the passage of SB 1440 has set Associate in Arts for Transfer and Associate in Science for Transfer degree completion goals;

Whereas, California community college campuses are mandated to rapidly develop and implement Associate Degrees for Transfer (ADT) to improve student transfer completion and to streamline the transfer process;

Whereas, There are minimal guidelines and/or best practices available to assist instructional faculty, counselors, and articulation officers with ADT development issues such as campus coordination and oversight, alignment with and application of the Transfer Model Curriculum (TMC), modification of courses to meet C-ID descriptors; and

Whereas, There are no written guidelines and/or best practices available for student services faculty to address ADT implementation issues such as reciprocity, course pass pass-alongs, course substitutions, pass/no pass and C-grading, external examinations;

Resolved, That the Academic Senate for California Community Colleges in consultation with the Academic Senate of the California State University develop guidelines and/or best practices for the development and implementation of ADTs and report to the body by Fall 2014.

III. History of C-ID and TMC (Existing document)

IV. Effective Practices

a. External Process (MP and JB)

i. TMC

1. What it is and how to read it
2. Discussion of C-ID and articulation

ii. CO Template

1. What it is and how to read it
2. CSU GE and IGETC patterns

iii. ADT

b. Local Process – do your homework

i. Local review of TMC by Discipline faculty (Erik)

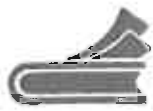
1. Once TMC is posted to C-ID website, review for local need
2. Considerations

- a. Obligation to create degree if there is a local degree already - SB 440 (TOP Codes)
- b. Alignment with current curriculum
  - i. What's there, what's not
  - ii. What do you need to develop
  - iii. Faculty expertise and availability
  - iv. Modification of current curriculum
- c. Alignment with local CSU programs
  - i. Student pathways data – where are student going
  - ii. Creating degree consistent with discipline tenets but useful to students
  - iii. Major preparation requirements
  - iv. Which CSU has determined TMC as similar
- d. Relevant student data, if useful and available
  - i. Students pursuing existing local degree and why
  - ii. If working, why?
  - iii. Can you construct an ADT to serve these students?
  - iv. Course enrollment trends
  - v. Program impact on discipline TMC and prerequisite courses
- e. Integrity of the degree
- f. Consequences of adding the degree
  - i. Faculty workload
  - ii. Faculty Expertise
  - iii. Resources
  - iv. Planning
- g. Determination of development of ADT
- ii. If yes, discipline faculty in consultation with counselors, A.O., Curriculum Chairs (Craig)
  - 1. Pull CO template from CO website – Sept 1st and Feb 1st
  - 2. Develop draft ADT using the CO template
  - 3. Review curriculum for alignment to C-ID and articulation for CSU and UC
  - 4. Curricular revisions
    - a. Revise courses, if necessary, and submit CORs to C-ID
    - b. Develop new courses, as necessary, and submit to C-ID
    - c. Curriculum process and nimbleness
      - i. Timeline Considerations
        - 1. Looking local process
        - 2. Backtrack to ensure there is enough time to completion deadline
      - ii. Ability to fast track
        - 1. Curriculum committee process
        - 2. Academic Senate process

- 3. BoT process
      - a. What do they need to see?
      - b. Policy on BoT approval designee (Napa)
    - iii. Approval from CO
      - 1. CI needs BoT approval date
      - 2. Requirement of both CSU and IGETC patterns
    - 5. Obtain approval of ADT through local process
      - a. Effective June 2015, courses submitted on the CO template must have C-ID approval in core and list A.
      - b. List B and C-ID and articulation issues
    - 6. Fill out submit to CO
      - iii. Adding local flavor to your TMC aligned degree (Examples) (MP)
- V. After the approval of the ADT (Cynthia)
  - a. Communication and Marketing to Students
  - b. Advising
- VI. Policies relating to ADT (DD)
  - a. Reciprocity
  - b. Policy on substantive change for resubmission to C-ID
  - c. Examination of AP policy and alignment with CSU
  - d. Pass/NP
- VII. Special Considerations
  - a. Philosophy statement on meeting student need over faculty privileges (JB)
  - b. Unit creep, GE Bloat – within discipline or more general (Craig)
  - c. TMCs without departmental home – organizational structure (MP)
  - d. IGETC for STEM (MP)
  - e. Collaborative Programs (JB)
- VIII. Effective Practices
- IX. Appendices
  - a. Acronym glossary
  - b. Rostrum Article on Deadlines
  - c. TMC Development Guidelines
  - d. Reciprocity Documents
- X. Resource Page with links to websites







## Executive Committee Agenda Item

<b>SUBJECT:</b> Assessment forms for Professional Development College participants		Month: August	Year: 2014
		Item No. IV H	
		Attachment: YES	
<b>DESIRED OUTCOME:</b>	Suggestions for improvement and approval by the Executive Committee	Urgent: YES	
		Time Requested: 20 mins.	
<b>CATEGORY:</b>	Professional Development	<b>TYPE OF BOARD CONSIDERATION:</b>	
<b>REQUESTED BY:</b>	Dolores Davison	Consent/Routine	
		First Reading	X
<b>STAFF REVIEW<sup>1</sup></b>	Julie Adams	Action	X
		Information	

*Please note: Staff will complete the grey areas.*

**BACKGROUND:**

The Professional Development College has enrolled its first cohort effective July, 2014. Each participant in the first module (Leadership) has been provided with a mentor and a list of required and optional activities in which he/she is expected to participate. In order to gauge the progress of the participants, and to ensure that the mentors are able to track that progress, the Professional Development College task force suggested the creation of assessment forms for both the participants and the mentors to fill out. Attached are the self- assessment form for participants in the PDC Leadership Module and the mentor assessment form. Ideally, these forms would be provided to the mentors and the participants prior to the October 2014 Area meetings.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.



## Professional Development College Self-Assessment

This form is designed to be a self-assessment of your progress thus far and will be used by your mentor(s) in assessing your progress in the program. Please fill out this form as completely as possible.

Name: ----- Mentor: \_\_\_\_\_

Please rate your progress on the following items using the rating scale in each area of 1= Growth Opportunities to 5 = Strengths.

**RATINGS:** (If unsure of a category, leave blank)

**1**
**2**
**3**
**4**
**5**  
**Growth Opportunities**
**Competencies**
**Strengths**

	1	2	3	4	5
1. Participation Level in the Program	1	2	3	4	5
2. Communication with Mentor and Cohort	1	2	3	4	5
3. Understanding of Leadership Role	1	2	3	4	5
4. Contributions to Your College as a Faculty Leader	1	2	3	4	5
5. Overall Rating of Progress	1	2	3	4	5

6. Describe the areas in which you have experienced growth since beginning the Leadership Module of the Professional Development College.

7. Describe how the program has helped you contribute to your professional community. Provide specific examples of your contribution to your professional community.

8. Describe the areas in which you would like to continue to improve your performance in the program.

9. Describe how you plan to improve your performance (from #8 above) in the program. Include actions related to your individual performance and those related to your interaction with your mentor and cohort, if applicable.

## Professional Development College Mentor Assessment

This form is designed to be used by the mentors in assessing progress and participation in the program. Please fill out this form as completely as possible.

Participant Name: \_\_\_\_\_ Mentor: \_\_\_\_\_

Please rate the progress of the participant in the following areas using the rating scale of 1 = Growth Opportunities to 5 = Strengths.

**RATINGS:** (If unsure of a category, leave blank)

1	2	3	4	5
<b>Growth Opportunities</b>		<b>Competencies</b>		<b>Strengths</b>

	1	2	3	4	5
1. Participation Level in the Program	1	2	3	4	5
2. Communication with Mentor and Cohort	1	2	3	4	5
3. Understanding of Leadership Role	1	2	3	4	5
4. Contributions to College as a Faculty Leader	1	2	3	4	5
5. Overall Rating of Progress	1	2	3	4	5

6. What events/institutes /other activities has the participant been involved in? Please include all relevant activities.

7. Describe the areas in which you have seen growth by the participant in the Leadership Module of the Professional Development College. Provide specific examples when possible.

8. Describe the areas in which you would like to see improvement by the participant in the program. Are there areas which would benefit from more involvement by the Executive Committee members or others? If so, please provide specific information when possible.





## Executive Committee Agenda Item

SUBJECT: Senate Facebook Page		Month: August	Year: 2014
		Item No. IV.1	
		Attachment: NO	
DESIRED OUTCOME:	The Executive Committee will consider for approval setting up a Senate Facebook page.	Urgent: NO	
		Time Requested: 20 mins.	
CATEGORY:	Action	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	Julie Adams	Consent/Routine	
		First Reading	X
STAFF REVIEW <sup>1</sup> :	Felipe Grimaldo	Action	
		Information	

Please note: Staff will complete the grey areas.

### BACKGROUND:

Over the years, the Executive Committee has had a variety of conversations about developing a Facebook page since Facebook has existed. In January 2011, the Executive Committee had a lengthy discussion about website communication technologies and social media to enhance the work of the Senate. A majority of members at that time felt that web communications should be directed to the Senate website instead of Facebook or other forms of social media. However, other members disagreed with the recommendation acknowledging that while there is concern over the safety, privacy, and professionalism of Facebook, there is also a desire to communicate with a larger audience on a more broad and contemporary platform. Since this conversation, Facebook's popularity and security has matured and it might be time for the Executive Committee to again discuss whether or not the Senate should have a Facebook page.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.







## Executive Committee Agenda Item

SUBJECT: Committee Priorities		Month: August	Year: 2014
		Item No: IV J.	
		Attachment: YES	
DESIRED OUTCOME:	The Executive Committee will discuss outstanding resolutions and provide direction to committee chairs regarding priorities for this year's work.	Urgent: YES / NO	
		Time Requested: 60 mins.	
CATEGORY:	Action	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	Morse	Consent/Routine	
STAFF REVIEW <sup>1</sup> :	Julie Adams	First Reading	X
		Action	X
		Information	

*Please note: Staff will complete the grey areas.*

### BACKGROUND:

Last year many of the ASCCC Standing Committees were replaced by task forces or ad hoc groups. While some resolutions were accomplished, many committee resolutions were assigned without any action. In July, the committee chairs received the attached document with the assigned resolutions for their committee. The Executive Committee will review these resolutions and determine the priorities for the committee in 2014 – 15.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.





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**Accreditation and Assessment Committee Resolutions**

**General Information**

<b>Year</b>	<b>Resolution</b>	<b>Resolution Name:</b>	<b>Status:</b>	<b>Comments</b>
S14	2.03	<u>Explore Use of Simulated Accreditation Site Visits</u>	Assigned	
S12	2.01	<u>Accreditation Effective Practices Paper</u>	Assigned	
S11	2.01	<u>Use of Outside Researchers in Accreditation</u>	Not Addressed	
S10	2.02	<u>Making ACCJC Correspondence and Recommendations Public</u>	Assigned	
S10	9.05	<u>Embedding Program SLOs in Program Review</u>	Assigned	
F10	2.01	<u>Federalization of Higher Education</u>	To be Addressed	
F08	2.03	<u>Influencing Federal Accreditation Outcomes</u>	Ongoing	
F05	2.03	<u>Accreditation and Support for Local Senates</u>	Ongoing	



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**CTE Leadership Committee Resolutions Report**

General Information

<b>Year</b>	<b>Resolution</b>	<b>Resolution Name:</b>	<b>Status:</b>	<b>Comments</b>
S09	13.01	<u>Exploring Computer Competencies Needed for Student Success</u>	In Progress	
F09	21.01	<u>Occupational Programs Course Expansion</u>	In Progress	
S06	20.03	<u>Vocational Program Faculty Involvement in Decision-Making for Alternative Calendars</u>	In Progress	
F06	7.02	<u>Reaffirming Career Ladders</u>	In Progress	



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**Curriculum Committee Resolutions Report**

General Information:

Year	Resolution	Resolution Name:	Status:	Comments
S13	9.01	<u>Investigate Regional Coordination of Course Offerings</u>	Assigned	
F13	15.01	<u>Explore Potential Impacts of Endorsing LEAP General Education Outcomes</u>	Assigned	
S12	9.02	<u>Local Implementation of C-ID</u>	Assigned	
S12	9.03	<u>Implementing Prerequisites for Enhancing Student Success</u>	Assigned	
S12	9.06	<u>Transfer Model Curriculum Aligned Associate Degrees for Transfer</u>	Assigned	
S12	11.01	<u>Creation of Distance Education Effective Practices Resource</u>	Assigned	
F12	9.04	<u>Ensuring Availability of Major Preparation</u>	Assigned	
F11	6.01	<u>General Fund Dollar Support for Community Service Courses</u>	Not Addressed	
F11	9.01	<u>Encourage Local Flexibility and Innovation in Revision of Basic Skills Delivery</u>	Assigned	
F11	9.02	<u>Defining Credit and Noncredit Basic Skills and Basic Skills Apportionment</u>	Assigned	
S11	9.05	<u>Local Senate Oversight of All College Offerings</u>	Assigned	
F11	13.04	<u>Course Development and Enrollment Management</u>	Assigned	
S11	15.01	<u>Reciprocity for TMC Courses in Associate Degrees for Transfer</u>	Assigned	
S11	18.04	<u>Academic Credit for Veterans and Military Service Members</u>	Assigned	
F10	9.01	<u>Developing a Reference Document for Curriculum</u>	Assigned	



**Educational Policies Committee Resolutions Report**

<b>Year</b>	<b>Resolution</b>	<b>Resolution Name:</b>	<b>Status:</b>	<b>Comments</b>
F07	4.02	<u>Concurrent Enrollment for Secondary Students</u>	In Progress	
S09	13.05	<u>Influence of Outside Organizations on Policies</u>	Ongoing	
S09	17.04	<u>Resources for Senate/Bargaining Unit Relations</u>	In Progress	
S09	13.13	<u>Institutional Review Board</u> <u>Coordinating a variety of Basic</u>	Assigned	
F11	13.1	<u>Skills Instruction through</u> <u>Implementation of the ERWC</u>	Assigned	
F11	13.2	<u>Supplemental Instruction Survey</u> <u>and Glossary</u>	Assigned	
F12	13.01	Automatic Awarding of Earned Degrees or Certificates	Assigned	
F12	17.01	<u>Approval of Grant Driven Projects</u>	Assigned	
S13	13.05	Revisit Failing Students for an Egregious Act of Cheating	Assigned	



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**Equity and Diversity Action Committee Resolutions**

General Information:

Year	Resolution	Resolution Name:	Status:	Comments
S14	3.01	<u>Infusing Cultural Competence</u>	In Progress	
S12	13.06	<u>Success of Latino Student Achievement</u>	Assigned	
S11	13.01	<u>Need for Behavioral Intervention Teams</u>	Assigned	
S11	13.05	<u>Local College Participation in the LGBT-Friendly Campus Climate Index</u>	Assigned	
S10	1.02	<u>Plan to Infuse Cultural Competence</u>	In Progress	
S10	1.07	<u>Faculty Hiring Resources</u>	In Progress	
S10	13.07	<u>Changes in Traditional Student Makeup</u>	Assigned	
S09	1.02	<u>Assessment of Inclusive Practices</u>	In Progress	
S09	3.02	<u>Support for Gay, Lesbian, Bisexual and Transsexual/Transgender (GLBT) Students and Staff</u>	Assigned	
S07	3.01	<u>Honors Programs and Student Equity</u>	In Progress	
F05	3.01	<u>Accreditation and Equity Planning</u>	In Progress	
S04	13.03	<u>Model Employment Application</u>	In Progress	



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**Legislative and Governmental Relations Committee**

General Information

Year	Resolution	Resolution Name:	Status:	Comments
S00	7.02	<u>Full-time Faculty Positions</u>	Ongoing	
S99	9.04	<u>ESL and CalWORKs</u>	To be Addressed	
S99	20.01	<u>Loan Forgiveness</u>	To be Addressed	
F98	5.04	<u>Full-time Faculty for Noncredit</u>	Ongoing	
F98	5.05	<u>Oppose Performance Based Funding</u>	Ongoing	
S98	7.03	<u>Instructional Materials</u>	Ongoing	
F97	19.06	<u>Reaffirm Support of AB 1353/New Faculty</u>	Ongoing	
F97	5.01	<u>Noncredit Funding</u>	In Progress	
F97	22.01	<u>Welfare to Education Then to Work</u>	In Progress	
F96	6.04	<u>Cap Removal</u>	Ongoing	
F96	13.03	<u>Teacher Retirement</u>	In Progress	
F96	6.01	<u>Chancellor's Office Washington Connection</u>	Ongoing	
F96	6.03	<u>Encouraging Student Voting</u>	Ongoing	





**Academic Senate  
for California Community Colleges**

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**Noncredit Committee Resolutions Report**

General Information:

Year	Resolution	Resolution Name:	Status:	Comments
S14	9.01	<u>Academic Senate Involvement in AB 86 Regional Planning Consortia</u>	Assigned	
S13	13.01	<u>Support for Local Control in Noncredit Instruction Programs</u>	Assigned	
S12	14.01	<u>Progress Indicator Implementation for Noncredit Coursework</u>	Assigned	
S12	19.01	<u>Faculty Training for Implementation of Noncredit Progress Indicators</u>	Assigned	
S10	9.06	<u>Curricular Priorities Versus Budget-Driven Priorities</u>	Assigned	
S10	13.04	<u>Improving Noncredit Accountability Reporting through Progress Indicators</u>	Assigned	
F10	13.01	<u>Fostering Dialog between Adult Education and Noncredit</u>	Assigned	
F07	13.01	<u>The Effect of Calendar Compression on Noncredit Instruction</u>	Ongoing	
F07	5.03	<u>Noncredit Enhanced Funding Effective Practices</u>	Ongoing	
F07	19.02	<u>Benefits of Full time Faculty in Noncredit</u>	Ongoing	
F06	5.02	<u>Aligning Credit/Noncredit Attendance Counting</u>	In Progress	



**Academic Senate**  
for California Community Colleges

**Professional Development Committee Resolutions Report**

<b>Year</b>	<b>Resolution</b>	<b>Resolution Name:</b>	<b>Status:</b>	<b>Comments</b>
S14	12.02	<u>Faculty Professional Development</u>	Assigned	
S13	19.05	<u>Professional Development and Training</u>	Assigned	
S13	19.03	Develop Training Guidance for Faculty Engaged in Peer Evaluations	Assigned	
F12	19.01	<u>Faculty Professional Development College Program</u>	Assigned	
F11	19.07	<u>Review of Title 5 Regulations Pertaining to Professional Development</u>	Assigned	
S10	1.08	<u>Preparing Faculty for Service on Academic Senate Committees</u>	Assigned	



**Online Education Committee Resolutions Report**

General Information:

Year	Resolution	Resolution Name:	Status:	Comments
S13	9.03	<u>Conditions of Enrollment for Online Instruction</u>	In Progress	<p>The task force submitted a survey to the field in fall 2013 to determine what the colleges are doing to prepare students for the online education environment. The survey results were reviewed and reported to the body as part of the "Hot Topics in Distance Education" breakout session at the Spring 2014 Plenary Session. Best practices in student preparation for distance education courses as identified in the literature were also reviewed by the task force and reported to the body as part of the same breakout.</p> <p>Potential regulatory changes regarding required orientations would need to be reviewed by the CCCCO Educational Technology Advisory Committee (ETAC).</p>
S13	9.04	<u>Investigate and Determine Appropriateness of Massive Open Online Courses</u>	Completed	<p>A breakout session on MOOCs was presented at the Fall 2013 Plenary Session. Additional information was also presented at the DE Task Force "Hot Topics in Distance Education" breakout session at the Spring 2014 Plenary Session, as well as in an article in the March Rostrum. There are no existing Academic Senate positions on the efficacy of MOOCs, and the task force found no need to recommend new Academic Senate positions at this time.</p>
S13	13.03	<u>Aligning Attendance Accounting for Credit Distance Education Courses with Credit Onsite Courses</u>	In Progress	<p>The Distance Education Task Force drafted a brief survey targeted at CIOs to determine if the attendance accounting methods for online courses affect their enrollment management practices, particularly if their colleges are on compressed calendars. The President shared the draft survey with the CIOs to seek input. There were concerns that the survey included misconceptions about attendance accounting methods. The planned follow-up with the CIOs still needs to occur.</p>

S13	19.06	<u>Certification of Faculty to Teach Distance Education Courses</u>	Completed	<p>The task force submitted a survey to the field in fall 2013 to determine what the colleges are doing to prepare their faculty to teach in the online environment. The survey results were reviewed and reported to the body as part of the "Hot Topics in Distance Education" breakout session at the Spring 2014 Plenary Session. Best practices in faculty preparation to teach online courses as identified in the literature were also reviewed by the task force and reported to the body as part of the same breakout.</p>
F11	19.01	<u>Electronic Materials and Best Practices</u>	Completed	<p>A breakout session titled "E-Instructional Materials" was presented in support of this resolution at the Fall 2011 plenary session. The Chancellor's Online Materials Fee Advisory Committee was convened prior to the Fall 2011 plenary session to address the issue of online materials fees and propose revisions to the Title 5 regulations. The committee recommended changes to Title 5 sections 59400, 59402, 59404, 59406 and 59408 that were approved by the Board of Governors in May 2012 and effective September 7, 2012.</p>



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**Standards and Practices Committee Resolutions Report**

General Information:

Year	Resolution	Resolution Name:	Status:	Comments
S14	1.02	<u>Adopt the Documents Guidelines for the Periodic Review of the Academic Senate for California Community Colleges and Periodic Review of the Academic Senate for California Community Colleges Review Criteria</u>	Assigned	
S14	1.03	<u>Applying the Brown Act to ASCCC Executive Committee Meetings</u>	Assigned	
S14	1.05	<u>Evaluate Representative Positions of the Academic Senate for California Community Colleges Executive Committee</u>	Assigned	
S13	1.01	<u>Caucuses Procedures and Guidelines and Bylaws Revision</u>	In Progress	
S13	10.01	<u>Adopt the Proposal to Add Kinesiology to the Disciplines List</u>	Assigned	
S13	10.02	<u>Disciplines List – Chicano Studies</u>	Assigned	
S13	10.03	<u>Disciplines List – Health Education</u>	Assigned	
S13	10.04	<u>Disciplines List – Peace Studies</u>	Assigned	
S13	10.06	<u>Disciplines List – Pharmacy Technology</u>	Assigned	
S13	10.07	<u>Improvements to the Disciplines List Process</u>	Assigned	
F13	10.01	<u>Adding Currency Requirements in the Disciplines List</u>	Assigned	
F12	18.01	<u>Support the Elimination of the Basic Skills Restriction for Tutoring Apportionment</u>	Assigned	
S11	10.11	<u>Associate Degree Equivalency Guidelines</u>	Assigned	
S11	10.12	<u>Supplemental Learning Assistance and Tutoring Center Coordinator Minimum Qualifications</u>	Assigned	
S10	10.01	<u>Noncredit Minimum Qualifications</u>	In Progress	

S10	10.02	<u>Title 5 §53410 Clarification of Minimum Qualifications for Disciplines Not Requiring a Master's Degree</u>	In Progress	
S10	10.03	<u>Removing Faculty Minimum Qualifications from Title 5</u>	Assigned	



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**Relations with Local Senates Committee Resolutions**

General Information:

Year	Resolution	Resolution Name:	Status:	Comments
S12	21.02	CTE Program Review	Assigned	
S07	1.02	<u>Ensuring Participatory Governance</u>	Ongoing	
S06	1.02	<u>Assistance for Local Senates</u>	Ongoing	
F06	1.02	<u>Explore Local Shared Governance Policies</u>	Not Addressed	
F05	1.02	<u>Effective Practices</u>	Not Addressed	
S05	1.04	<u>Topic Experts Provided by Academic Senate</u>	Ongoing	
S01	17.01	<u>Urge Newly Elected Local Presidents to Attend Leadership and Sessions</u>	Ongoing	



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**Transfer and Articulation Committee Resolutions Report**

*General Information*

<b>Year</b>	<b>Resolution</b>	<b>Resolution Name:</b>	<b>Status:</b>	<b>Comments</b>
F11	8.01	<u>Update Senate Paper Role of Counseling Faculty in California Community Colleges</u>	Assigned	
F11	8.02	<u>Faculty Advisors</u>	Assigned	
F11	13.12	<u>California Community College Honors Program Completion Recognition on CSU Transfer Application</u>	Assigned	
F10	6.01	<u>Evaluation and Revision of Financial Aid Systems</u>	Infeasible	
S08	8.01	<u>Support for Online Counseling Services</u>	In Progress	
S08	13.04	<u>Effective Practices for Online Tutoring</u>	To be Addressed	
F01	4.03	<u>Student Athletes</u>	In Progress	
S01	8.05	<u>Student Athletes</u>	In Progress	
F99	8.01	<u>Web Advising</u>	In Progress	





## Executive Committee Agenda Item

SUBJECT: CTE Proposals		Month: August	Year: 2014
		Item No: IV. K.	
		Attachment: YES	
DESIRED OUTCOME:	The Executive Committee will consider for approval proposals for the Senates Perkins 1b funds and a CTE curriculum academy.	Urgent: YES	
		Time Requested: 45 mins.	
CATEGORY:	Action	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	Officers	Consent/Routine	
		First Reading	
STAFF REVIEW <sup>1</sup> :	Julie Adams	Action	X
		Information	X

*Please note: Staff will complete the grey areas.*

### BACKGROUND:

The Senate has been approached by several groups interested in partnering with the Senate to facilitate the work of the Chancellor’s Office, career technical education (CTE) faculty, Sector/Deputy Sector navigators, and Regional Consortia. The attached three proposal reflect these discussions as summarized below:

1. Perkins 1b CTE Leadership Funds: For more than 10 years, the Senate has been granted Perkins 1b funds to hold the Vocational Leadership Institute. Two years ago, the Chancellor’s Office expressed the need to expand the Institute into more leadership training. Last year, North and Adams, in collaboration with CTE faculty, drafted a proposal to increase the development of CTE leaders. Attached is a similar proposal with input from the Officers and the Chancellor’s Office for using the Perkins 1b funds allocated for CTE faculty leadership development.
2. CTE Curriculum Academy: The Officers were approached by the Chancellor’s Office to develop a proposal to hold a curriculum academy for Sector and Deputy Navigators and CTE faculty members. The attached proposal was developed based on conversations about the needs expressed by the Chancellor’s Office.
3. SCP: The C-ID Leadership (Julie Bruno and Julie Adams) was approached to see if there was a way that the Senate (through SCP and C-ID) could assist with regional efforts in the CTE area, particularly related to the \$50M CTE Trust Funds and the 1070 grants. The attached proposal is based on this conversation and has had input from Michelle Pilati (C-ID Faculty Coordinator) and Kris Costa (SCP Articulation Liaison).

The Executive Committee will review the proposals and consider for approval moving them forward.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.



## ASCCC Proposal for use of Perkins 1B funds

### Proposal

The Senate proposes to develop more regional coordination by collaborating with the regional consortia and sector navigators in fostering the state's leadership development priorities. Currently, significant players in career technical education (CTE) and/or economic workforce development (EWD) and new CTE faculty do not necessarily have experience working in the academic environment that is central to community colleges. Additionally, many CTE faculty are not connected to the state's efforts in the CTE or economic development. As a result it is imperative that CTE faculty leaders have the training to understand and inform others about faculty governance responsibilities, faculty purview in academic and professional matters, and the required process to move curriculum through the local curriculum committee efficiently, as well as work with their colleagues and with other state organizations to meet the needs of the community and industry. This work has the potential to provide great benefit for each one of these groups as they become better able to engage in local processes.

### Goal

The goal is to better align with and support the CCCCO CTE/EWD division restructuring under the "Doing What Matters" campaign. This goal seeks to ensure that all relevant parties are connected to the processes related to CTE, are better equipped to work together as existing programs are perfected, can provide resources to develop new programs, and collaborate to meet the needs of students by preparing them for the workforce and/or advanced education. The objectives noted below are intended to both develop and support CTE faculty so they can participate more actively in leadership roles regionally and statewide. The key goal is to develop CTE faculty leaders to become informed participants in the ongoing dialog with the variety of state players.

### Content Objectives

Objectives are to provide professional development in the following content areas:

- Regional coordination of CTE curriculum and other innovative strategies
- Collegial consultation and local college governance
- Curriculum processes (local and state) as they relate to CTE faculty
- C-ID, TMCs/1440 and CTE model curriculum
- SCP and articulation
- Credit by Exam and dual enrollment
- Sector and regional operations—history, communication, collaboration, etc.
- CTE accountability metrics and other data efforts impacting CTE
- Others as identified

## ASCCC Proposal for use of Perkins 1B funds

### Networking objectives

The idea would be to bring together several groups who do not normally meet to provide them with exposure in the areas noted above. One flaw in similar efforts has been the requirement for each of these groups to meet separately in different venues such as on campus, at conferences, or other activities.

### Implementation

#### Leadership Team

- Committee Composition:
  - Fifteen CTE faculty appointed by the Senate representing each DWM region.
  - A Faculty Chair appointed by the Senate.
  - TAP, Curriculum Approval Processes as a CO Liaison
- Individual Team Member Responsibilities:
  - Attend Senate events (Plenary sessions, curriculum, accreditation, or other as deemed relevant)
  - Attend all Regional Consortium meeting in their region
  - Attend CCCAOE Conferences, at least one
  - Complete CCCAOE Leadership Academy
  - Complete Launchboard training
  - Establish connection with the local region campuses designee
  - Work with Sector, & Deputy Sector Navigators, and faculty in their region to facilitate conversations and curriculum development
  - Participate in monthly check ins with TAP as needed
  - Work with TAP, Curriculum Approval Process to ensure common message is delivered across regions, and to trouble shoot problems
  - Complete the ASCCC/DWM CTE Curriculum Academy (soon to be developed)
  - Attend Leadership Team meetings
  - Complete Launchboard Training
  - Become an expert on :
    - Governance
    - ASCCC positions
    - Curriculum processes
    - Other necessary topics
- Compensation:
  - Reimbursement for travel and approved expenses
  - Reassigned time – at minimum 20%

#### Additional Events

- Attend CTE Curriculum Academy
- Regional events in Fall  
Several one-day events (north and south) for the purpose of recruiting and developing CTE faculty leaders and to create opportunities for CTE Faculty, EWD Sector Navigators, Deputy

## ASCCC Proposal for use of Perkins 1B funds

Sector Navigators, CTE Regional Consortia Leaders and CCCCCO Staff to network and become informed about the roles each group plays in the state.

Note: to inform these events, a survey will be sent to the field of the needs for information

### Outcomes

- CTE faculty more informed (demonstrated via survey at the beginning of the year and end)
- Report of activities
- Greater connection between CTE faculty and Sector and Deputy Navigators
- Greater connection between CTE faculty and Regional Consortium
- Momentum Points linked to this effort:
  - MP 15. Completed two courses in the same CTE Pathway  
Above work will help:
    - ensure that the pathways are clearly delineated
    - increase collaborative work within and across sectors
    - increase connections with SWP
  - MP 17. Completed a non-CCCCO-approved certificate within a CTE pathway  
Above work will help:
    - Determine methods for colleges that share certificates and degrees
    - Increase look at curriculum regionally and look for gaps and possible collaborations
  - MP 18. Completed a CCCCCO-approved certificate within a CTE pathway  
Above work will help:
    - Faculty and others create ideas/resources for faculty to contextualize basic skills and/or technological support tools for basic skill development
  - MP 25. Transferred from community college to a four-year university in the same CTE pathway  
Above work will help:
    - Work with C-ID/SWP and sectors to create/refine CTE transfer pathways

**Budget: \$100,000**



## **Curriculum Academy Proposal**

### **Purpose**

The Senate proposes to develop a Curriculum and Leadership Academy tailored to provide comprehensive curriculum training to “Doing What Matters” sector navigators and deputy sector navigators, as well as the ASCCC CTE leadership team, and CTE faculty. This work will provide great benefit for participants, as they will become better able to engage in local, regional, and state curriculum processes.

### **Goals**

The goal of this proposal is to provide attendees with an understanding about how to navigate the local, regional, and statewide governance and curriculum processes. The anticipated outcome of this goal is to increase the number of courses aligned with C-ID and decrease the time spend designing and modifying curriculum. At the end of the Curriculum Academy participants will receive an Academic Senate CTE Curriculum Certificate.

### **Content Objectives**

The proposed activity is to hold a two-day event in January 2015 that will be an intensive training geared to help all participants better navigate the many curriculum process and include a series of curriculum modules that could be archived and available for future training or refresher. The first day of the event attendees will participate in a Leadership Academy offered by CCCAOE. The second day attendees will complete a series of modules intended to immerse individuals in curriculum basics, effective practices for curriculum development, PCAH, C-ID, and other aspects related to curriculum development and processes.

Stackable content modules will be developed that are linked to a certificate of completion and an electronic badge that are co-branded between the ASCCC and DWM.

Spring objectives include expanding the trainings to the 15 regions and possibly offering fellowships to two college faculty members (e.g. AS President and Curriculum Chair). This expansion might also include an online preparation and a one-day regional training.

### **Coordination**

In collaboration with the ASCCC Executive Committee, the ASCCC Leadership Team and the CO Technical Assistance Provider (TAP) for Curriculum Approval Processes will develop the program and facilitate the two-day event.

### **Attendees**

At least 100 participants will attend the two-day event including the 80 “Doing what Matters” key talent, ASCCC CTE Leadership team, CTE faculty, and presenters.

### **Outcomes**

- Curriculum training modules for CTE faculty
- ASCCC /DWM CTE Curriculum Certification

- Report of activities including tracking completion by participants individually, by college, by region and by sector
- Greater connection between CTE faculty and Sector and Deputy Navigators
- Greater connection between CTE faculty and Regional Consortium
- Momentum Points
  - MP 15 – Completed two courses in the same CTE pathway: This certificate program will help ensure that CTE programs have course work that is linked and sequential easing students/ completion of courses. Further the C-ID training in this effort will further support this possibility.
  - MP – 17 Completed a non-CCCCO approved certificates with in a CTE pathway  
Increasing curriculum process knowledge will increase appropriate low-unit certificates through clear curriculum paths will increase this.
  - MP 18 – Completed a CCCCCO-approved certificate in a CTE pathway  
Increased curriculum knowledge should increase the formation of, improvement of, certificates aligned with industry needs thus resulting in an increase in awards.
  - MP – 25 Transferred from a community college to a four-year university in the same CTE pathway.  
Increase in knowledge of participants should increase their ability to align appropriate paths with 4-year colleges.

**Budget: \$100,000**



## **Regional Articulation Coordination Proposal**

### Purpose:

The purpose of this proposal is to assist the many initiatives and grants that are in process across the state tasked with enhancing high school to college articulation.

### Background Information

The Academic Senate for California Community Colleges is currently leading two grants which work together to improve the transfer and articulation processes—the Course Identification Numbering System (C-ID) and the Statewide Career Pathways (SCP) project. The C-ID System facilitates transfer between California Community Colleges and the California State University by bringing faculty from both segments together to develop descriptors for courses and model curriculum for certificates and degrees. Community college courses are submitted and reviewed by faculty to receive a C-ID designation. The C-ID process results in statewide articulation between and among California community colleges and, in some instances articulation with specified CSUs. The work of C-ID has changed the landscape of California Community Colleges and has provided a mechanism by which real conversations can occur across segments locally, regionally, and statewide.

SCP is similar in function as it brings faculty together to discuss articulation. High school teachers and community college faculty meet to develop statewide articulation templates and programs of study to help high school students transition successfully into a community college course or to earn college credit via credit by exam. SCP is also piloting an online High School Counseling tool that will link the programs of study to the C-ID System. It is anticipated that this tool kit will not only provide a useful tool for counselors to use to provide students with a plan but it will also communicate to counselors and parents the requirements of the Associate Degree for Transfer, general education, as well as other suggested activities (student intern, clubs, etc.).

In 2014, \$250 million dollars were awarded to 42 Local Education Agencies to support Career Pathways Programs that follow a Linked Learning Model. One of the Essential Elements of a Linked Learning Model is the post secondary connections that allow students to prepare for college study by taking articulated courses at the high school, earn college credit by examination for articulated high school courses, and/or participate in dual enrollment programs. Each of the applications that were awarded identified articulation and dual enrollment as need areas and areas for funds to be allocated; however, no agency has been identified in the CCPT chain of communication to coordinate the effort. SCP and C-ID can provide this statewide connection and coordination.

Additionally, regions were awarded SB1070 dollars earmarked for the development of priority need areas in the region that will move the needle on key momentum points in a student's progression through a program of study, such as college credit attainment in high school through articulation and credit by examination or dual enrollment, development of a program of study aligned to post-secondary certification and/or credentials, and student certification. In all cases, regions have called upon the work of the Academic Senate to support the efforts as they move forward in the region.

## Proposal

The Academic Senate for California Community Colleges proposes to provide all regions with resources to develop articulation with high schools, to assist in coordinating efforts across regions, and to bring faculty together to develop curriculum in CTE areas. The Academic Senate strongly believes that this proposal would reduce the duplication of efforts that currently exist in grants awarded to a college or region. By providing a statewide coordinated effort, the Academic Senate can provide a framework to facilitate statewide alignment of college coursework and programs using a proven method of template-based articulation and conversations in a wide range of occupations and sectors that are demonstrated to be in-demand in the state and region labor markets. In order to support the work of the SB1070 grantees and the recipients of the CCPT grant awards, and working with Sector Navigators at all levels, Academic Senate will facilitate the following activities:

## Activities

- Meet with Sector and Deputy Sector Navigators, Regional Consortia, Chancellor's Office, faculty, and industry to identify priority and emerging disciplines.
- Coordinate statewide and regional events that support development of programs in priority and emerging disciplines that provide solutions to regional economic needs.
- Recruit high school teachers and community college faculty in the identified disciplines to create common metrics for use regionally and locally.
- Develop model curriculum for Associate of Science degrees, and certificates – specifically those that are in high demand within regional economies, are priority sectors identified by the region, are in emerging sectors identified by the region and have potential to be articulated across institutions
- Develop programs of study in CTE areas that can assist regions in the retooling of programs that are not working or not meeting a labor market need.
- Represent statewide efforts and provide resources for practitioners at regional meetings and conferences
- Provide and promote the high school Counseling Tool Kit
- Populate the C-ID system with CTE courses to enhance more intrasegmental transfer

## Costs

\$1,500,000



## Executive Committee Agenda Item

SUBJECT: Board of Governors/Consultation Council Meetings		Month: August	Year: 2014
		Item No. V. A	
		Attachment: YES	
DESIRED OUTCOME:	The Executive Committee will be updated about the Board of Governors and Consultation Council Meetings.	Urgent: NO	
		Time Requested: 30 mins.	
CATEGORY:	Discussion	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	David Morse/Julie Bruno	Consent/Routine	
		First Reading	
STAFF REVIEW <sup>1</sup> :	Julie Adarns	Action	
		Information	X

*Please note: Staff will complete the grey areas.*

**BACKGROUND:**

President Morse and Vice President Bruno will highlight the Board of Governors and Consultation meetings for June and July. Members are requested to review the agendas and summary notes (website links below) and come prepared to ask questions.

Full agendas and meeting summaries are available online at:

<http://extranet.cccco.edu/SystemOperations/BoardofGovernors/Meetings.aspx>

<http://extranet.cccco.edu/SystemOperationsm/ConsultationCouncil/AgendasandSummaries.aspx>

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.



## **Officers of the Board**

**Manuel Baca, *President***

**Geoffrey L. Baum, *Vice President***

## **Chancellor's Office**

**Brice W. Harris, *Chancellor***

## **Members of the Board of Governors**

**Arnoldo Avalos**

**Manuel Baca**

**Jena Barrera**

**Geoffrey L. Baum**

**Natalie Berg**

**Joseph J. Bielanski, Jr.**

**Thomas Epstein**

**Cecilia V. Estolano**

**Danny E. Hawkins**

**Lance T. Izumi**

**Deborah Malumed**

**Gary Reed**

**Nancy Sumner**

**Colin van Loon**

**July 7-8, 2014**

**Chancellor's Office**

**1102 Q Street, 3<sup>rd</sup> Floor**

**Sacramento, CA 95811**

**2014 Board of Governors  
Meeting Schedule**

**Sacramento, CA**

*January 13-14, 2014*

*March 3-4, 2014*

*May 19-20, 2014*

*July 7-8, 2014*

*September 8-9, 2014*

*November 17-18, 2014  
(Foothill-De Anza CCD)*

**2015 Board of Governors  
Meeting Schedule**

**Sacramento, CA**

*January 20-21, 2015*

*March 16-17, 2015*

*May 18-19, 2015*

*July 20-21, 2015*

*September 21-22, 2015*

*November 16-17, 2015*

**Mission Statement**

**“Empowering Community Colleges Through  
Leadership, Advocacy and Support.”**

The Board of Governors of the California Community Colleges, by statute, provides leadership and policy direction in the continuing development of the California Community Colleges system. Among its charges are establishing minimum academic and personnel standards; evaluating and reporting on the fiscal and educational effectiveness of the 72 districts; conducting research and providing appropriate information services; and administering fiscal support programs (both operational and capital outlay).

The 17-member board, appointed by the governor, includes 12 public members (two of whom must be current or former elected members of local boards); one voting and one non-voting student member currently enrolled in a community college; two voting tenured faculty members; and one voting classified staff member.

The work of the board is supported by the staff of the California Community Colleges Chancellor’s Office.

**Board of Governors Meeting**

**Monday, July 7, 2014**

**12:00 noon**

**Chancellor's Office**

1102 Q Street, 3<sup>rd</sup> Floor

Sacramento, CA 95811

916-445-8572

All Board of Governors meetings are held in locations that are wheelchair accessible. Other disability-related accommodations, such as alternate media materials, sign language interpreters, or real time transcription, will be provided to persons with disabilities upon request. Persons requesting such accommodations should notify Clarissa Rangel at 1102 Q Street, Sacramento, California, 95811 or [crangel@cccco.edu](mailto:crangel@cccco.edu), 916.445.8508, no less than five working days prior to the meeting. The Chancellor's Office will make efforts to meet requests made after such date, if possible.

Public testimony will be invited in conjunction with board discussion on each item. A written request to address the board shall be made on the form provided at the meeting.

Persons wishing to make a presentation to the board on a subject not on the agenda shall address the board during the time listed for public forum.

Items placed on the consent calendar will be voted on by a single board action, without staff or public presentations, and without board discussion. Any board member may remove an item from consent by informing the president of this intent. A member of the public may request that an item be removed from consent by filling out a request to testify in accordance with section 41 of these Procedures and Standing Orders of the Board of Governors, or by asking a board member to remove an item from consent. The item shall then be removed from consent if any board member exercises his or her authority to remove an item from consent.

**Roll Call**

**Pledge of Allegiance**

**President's Report**

**Chancellor's Report**

**Chancellor's Office**

**Brice W. Harris**  
Chancellor

**Erik Skinner**  
Deputy Chancellor

**Michelle Goldberg**  
Interim  
General Counsel

**Paul Feist**  
Vice Chancellor for  
Communications

**Linda Michalowski**  
Vice Chancellor for  
Student Services and  
Special Programs

**Patrick Perry**  
Vice Chancellor for  
Technology, Research, and  
Information Services

**Vince Stewart**  
Vice Chancellor for  
Government Relations

**Van Ton-Quinlivan**  
Vice Chancellor for  
Workforce and Economic  
Development

**Dan Troy**  
Vice Chancellor for  
Fiscal Policy

## CONSENT CALENDAR

**July 7-8, 2014, Meeting Minutes (Erik Skinner) Item 1.1**

This item recommends approval of the May 19-20, 2014, board meeting minutes.

**Approval of Contracts and Grants (Erik Skinner) Item 1.2**

This item recommends that the Board of Governors approve entering into the contracts and grants described in the July 2014 agenda.

## ACTION

**Reappointment of a Special Trustee for San Francisco Community College District (Erik Skinner) Item 2.1**

This item presents for consideration the reappointment of a special trustee at San Francisco Community College District.

**2015-16 Capital Outlay Projects (Dan Troy) Item 2.2**

This item presents the proposed California Community Colleges 2015-16 Capital Outlay Spending Plan for consideration and action.

**California Community Colleges 2015-16 Five-Year Capital Outlay Plan (Dan Troy) Item 2.3**

This item requests approval of the California Community Colleges 2015-16 Five-Year Capital Outlay Plan prepared pursuant to the requirements of Government Code sections 13100-13102 and Education Code sections 67501 and 67503.

**Student Success and Support Program Funding Regulation (Second Reading and Adoption) (Linda Michalowski and Dan Troy) Item 2.4**

This item requests the Board of Governors to authorize the Chancellor to lower the requirement for district matching funds for the Student Success and Support Program through proposed changes to California Code of Regulations, title 5, section 55518.

**Enrollment Priorities Regulations (Second Reading and Adoption) (Linda Michalowski) Item 2.5**

This item requests approval of changes that are proposed to amend California Code of Regulations, title 5, section 58108, to implement statutory changes affecting students eligible for priority enrollment and to conform these regulations to the financial assistance award regulations by permitting foster youth to retain their eligibility for priority enrollment regardless of their academic standing.

**Student Success Initiative Implementation - System Goals (Goals for the California Community College System) (Patrick Perry) Item 2.6**

This item requests to approve the implementation of a Student Success Task Force recommendation. The specific item seeking approval is the System Goals, a series of statewide measures and goals that are aligned with student success.

*\*The time listed for the Board of Governors meetings are approximate. Meetings may begin earlier or later than scheduled, depending upon when a previous meeting adjourns.*



## FIRST READING

**BOG Fee Waiver – Ineligible Student Regulations (Linda Michalowski) Item 3.1**

This item requests a proposed change to add section 58629 to the California Code of Regulations, title 5, to permit a district that erroneously awarded a Board of Governors Fee Waiver to an ineligible student to waive that student's repayment of the waived enrollment fee under specified conditions.

**Credit Course Repetition Regulations (Erik Skinner) Item 3.2**

This item requests changes to the regulations governing the types of courses that a district can properly designate as repeatable have resulted in students not being able to repeat general work experience courses. Proposed changes would permit students to be able to repeat all cooperative work experience courses.

**Attendance Accounting- In-service Training Instruction Regulations (Erik Skinner) Item 3.3**

This item requests proposed changes to California Code of Regulations, title 5, sections 58006 and 58051 to allow community college districts more flexibility in computing attendance for public safety in-service training courses.

## INFORMATION AND REPORTS

**Presentation by Kathleen Hall Jamieson, Ph.D. from the Annenberg Public Policy Center of the University of Pennsylvania (Erik Skinner) Item 4.1**

This item presents information on efforts made to engage community college students more fully in civic education and the constitution.

**State and Federal Legislative Update (Vince Stewart) Item 4.2**

This item presents information on state and federal legislative activities.

**Foundation for California Community Colleges – 2020:  
A Vision for Success (Keetha Mills) Item 4.3**

This item presents information on the Foundation's newly developed long-range strategic plan that will guide priorities through the year 2020. This item will also include highlights from fiscal year 2014 and will preview the Foundation's fiscal year 2015 annual plan and budget.

**Multi-Agency Collaboration to Address California's Workforce Needs (Van Ton-Quinlivan) Item 4.4**

This item presents information on the recent collaboration between the California Workforce Investment Board, California Department of Education and the California Community Colleges Chancellor's Office on the administration of the \$250 million California Career Pathway Trust program in the 2013-14 state budget.

**Student Support (Re)defined: Six Factors that Matter to Student Success (Linda Michalowski)**

**Item 4.5**

This item presents information on a three-year study developed by the Research and Planning Group for California Community Colleges (RP Group) and how they have made the results accessible to colleges with publication of a practical action guide.

**2015-16 System Budget Request (Dan Troy)**

**Item 4.6**

This item presents an update on the development of the 2015-16 System Budget Request and provides an opportunity for Board discussion and input.

**Update on the 2014-15 Budget Approved by the Legislature (Dan Troy)**

**Item 4.7**

This item presents an overview of the 2014-15 budget approved by the Legislature as it relates to the California Community Colleges.

**Board Member Reports**

**Item 4.8**

Board members will report on their activities since the last board meeting.

**PUBLIC FORUM**

People wishing to make a presentation to the board on a subject not on the agenda shall observe the following procedures:

- A. A written request to address the board shall be made on the form provided at the meeting.
- B. Written testimony may be of any length, but 50 copies of any written material are to be provided.
- C. An oral presentation is limited to three minutes. A group wishing to present on the same subject is limited to 10 minutes.

**NEW BUSINESS**

**RECESS**

*\*The time listed for the Board of Governors meetings are approximate. Meetings may begin earlier or later than scheduled, depending upon when a previous meeting adjourns.*

**Tuesday, July 8, 2014**  
**10:00 a.m.\***  
**Sterling Hotel**  
1300 H Street  
Sacramento, CA 95814  
916-476-3695

**CLOSED SESSION:**

The Closed Session (1) may commence earlier than 10:00 a.m.; (2) may begin at or before 10 a.m. be recessed, and then reconvened the following day; or (3) may commence later than 10 a.m.

**CLOSED SESSION AGENDA**

Conference with Legal Counsel – Existing Litigation: Under Government Code section 11126(e)(1) and (e)(2)(A), the California Community Colleges Chancellor's Office hereby provides public notice that some or all of the following pending litigation will be considered and acted upon in closed session:

- *Community Initiatives, Inc., v. Harris, Brice, et al.*, San Francisco Superior Court, Case No. CPF 13-512950, California Court of Appeals, First Appellate District, Division Four, No. A140645
- *Martinez, Jesus, et al. v. Harris, Brice, et al.*, Los Angeles Superior Court of California, Case No. BS145681
- *Padilla & Associates v. San Joaquin Delta Community College District, et al.*, San Joaquin Superior Court, Case No. 39-2011-00271550-CU-BC-STK

Conference with Legal Counsel – Anticipated Litigation: Under Government Code section 11126(e), the Board of Governors hereby provides public notice that it may meet in Closed Session to decide whether there is significant exposure to litigation, and to consider and act in connection with matters for which there is significant exposure to litigation. Under Government Code sections 11126(e)(1) and (e)(2), the Board of Governors hereby provides public notice that it may meet in Closed Session to decide to initiate litigation and to consider and act in connection with litigation it has decided to initiate.

Personnel Matters: Under Government Code section 11126(a), the Board of Governors hereby provides public notice that it may meet in Closed Session regarding the appointment, employment, evaluation of performance, or dismissal, discipline, or release of public employees, or a complaint or charge against public employees. Public employees include persons exempt from civil service under Article VII, Section 4(e) of the California Constitution.

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**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLORS OFFICE**

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SACRAMENTO, CA 95811

(916) 445-8752

<http://www.cccco.edu>



**AGENDA**

**Consultation Council  
Thursday, June 19, 2014  
Chancellor's Office, Room 3B and C  
9:30 a.m. to 2:00 p.m.  
1102 Q Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95811**

The items on this agenda will be discussed at the upcoming Consultation Council Meeting.

- 1. Student Senate Update**
- 2. State and Federal Legislative Update**
- 3. System Goals**
- 4. 2014-15 State Budget Update**
- 5. 2015-16 State Budget Request**
- 6. Credit Course Repetition Regulations**
- 7. Attendance Accounting – Inservice Training Regulations**
- 8. BOG Fee Waiver – Ineligible Student Regulations**
- 9. Other**



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**AGENDA**

**Consultation Council  
Thursday, July 24, 2014  
Chancellor's Office, Room 3B and 3C  
10:30 a.m. to 2:00 p.m.  
1102 Q Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95811**

**The items on this agenda will be discussed at the upcoming Consultation Council Meeting.**

- 1. June 19, 2014, meeting summary**
- 2. Student Senate Update**
- 3. State and Federal Legislative Update**
- 4. 2015-16 System Budget Request**
- 5. Bureau of State Audits Report on CCC Accreditation**
- 6. Listening Session: One-Time \$50 million CTE Enhancement Fund**
- 7. Proposition 39 Energy Efficiency Projects**
- 8. Student Success and Support Program Institutional Match**
- 9. Other**







## Executive Committee Agenda Item

SUBJECT: Accreditation Issues		Month: August	Year: 2014
		Item No: V B	
		Attachment: NO	
DESIRED OUTCOME:	The Executive Committee will discuss the Bureau of State Audit Report on accreditation and other accreditation issues.	Urgent: NO	
		Time Requested: 15 Minutes	
CATEGORY:	Discussion	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	David Morse	Consent/Routine	
		First Reading	
STAFF REVIEW <sup>1</sup> :	Julie Adams	Action	
		Information	X

*Please note: Staff will complete the grey areas.*

**BACKGROUND:** In June the California Bureau of State Audits released a report on community college accreditation. This report, which can be found at [https://www.faccc.org/images/auditor\\_accjc\\_report.pdf](https://www.faccc.org/images/auditor_accjc_report.pdf), contained a number of recommendations regarding the Accrediting Commission for Community and Junior Colleges (ACCJC) in specific and community college accreditation in general. The recommendations were discussed at the July Consultation Council meeting. The Executive Committee will consider the recommendations from the report as well as pending legislation regarding accreditation and other issues relevant to the accreditation process.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.



## Executive Committee Agenda Item

SUBJECT: Technology Initiatives		Month: August	Year: 2014
		Item No: V. C.	
		Attachment: YES (membership)	
DESIRED OUTCOME:	The Executive Committee will be updated about the current status of the three technology initiatives.	Urgent: YES	
CATEGORY:		Time Requested: 60 mins.	
REQUESTED BY:	Senate Representatives	<b>TYPE OF BOARD CONSIDERATION:</b>	
STAFF REVIEW <sup>1</sup>		Consent/Routine	
		First Reading	
		Action	
		Information	X

*Please note: Staff will complete the grey areas.*

### BACKGROUND:

At its November meeting, the California Community College Board of Governors approved \$31 million in funding online tools that are anticipated to streamline assessment for entering students (Common Assessment Initiative -- CAI), help them develop education plans (Educational Planning Initiative - EPI), and expand the range of courses that can be taken online (Online Education Initiative -- OEI). During the summer, these initiatives have made significant progress. Pilot colleges have been identified, faculty have been appointed, and steering committees are meeting.

The attached reports provide a brief background about each initiative as well as a short summary of current status. The lead Executive Committee member (noted below) on these initiatives will provide a more detailed report at the meeting for discussion by the Executive Committee. In addition, the OEI Executive Director Pat James will provide a summary about the current direction of the OEI initiative.

CAI—Craig Rutan

EPI—Cynthia Rico

OEI – John Freitas

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.



## Common Assessment Initiative Update

The Common Assessment Initiative (CAI) was established to create a common assessment instrument that will be available to all California community colleges. The assessment will include an adaptive test on mathematics, English, and ESL and will include a set of validated multiple measures that colleges may use to assist in the placement of students. The common assessment will be available to all colleges and will allow students to only be assessed once, even if they need to move from one college to another.

CAI has a steering committee to oversee the entire project. The steering committee consists of representatives from ASCCC, the RP Group, the Chancellor's Office, the Chief Executive Officers, the Chief Instructional Officers, the Chief Student Services Officers, Cal Pass Plus, and SSCCC. There are also several workgroups that are investigating various pieces of the project and will make recommendations to the steering committee. These workgroups include multiple measures, English, ESL, mathematics, and the technology platform.

The initiative is progressing very quickly and several key steps have already been completed or have already begun. These include:

- Selection of 12 pilot colleges
  - Bakersfield College
  - Butte College
  - Chaffey College
  - DeAnza College
  - Delta College
  - Diablo Valley College
  - Fresno City College
  - Rio Hondo College
  - Sacramento City College
  - Saddleback College
  - Santa Monica College
  - West Los Angeles College
- A Request for Information (RFI) was distributed to vendors to determine what would be possible for the assessment test. A full report on the RFI will be presented to the steering committee on August 12, but the RFI responses indicated that the desired parameters of the assessment are feasible, that the vendors are open to partnerships, and the vendors have offered some creative innovations that may be incorporated into the final product.
- California is not the first state to look into common assessment, although it is the largest. The steering committee was presented information about

the efforts in other states to determine if anything being used in those states could work in California.

- Workgroups for multiple measures, English, ESL, and mathematics have already begun meeting. These groups are to determine a list of skills to be assessed, how those skills might be assessed, and what measures could be added to the test results to assist colleges with student placement.
- A Request for Proposals (RFP) will be distributed to vendors in late October/early November. This RFP will include the skills identified by the workgroups and information pulled from the RFI.
- Pilot colleges will begin testing pieces of the assessment in Spring 2015.
- The Common Assessment will be available to colleges in Spring 2016.

More information about the CAI can be found at <http://cccassess.org>. The website includes committee minutes, information about common assessment efforts in other states, and a link to sign up for email updates on the project.

Common Assessment Initiative (CAI) Steering Committee Membership  
As of August 7, 2014

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Education Planning Initiative Update  
August 23, 2014

**Governance Structure:**

Attached are three committee rosters:

- 1) Educational Planning Steering Committee (EPISC)
- 2) Pilot Colleges Workgroup \*
- 3) Portal Workgroup \*

The EPISC, is overseeing the work of the whole project and in practice should be receiving periodic updates about the work of the two workgroups. The two workgroups are comprised of those on the EPISC and, in the case of the portal workgroup, more members were solicited to serve.

**Committee Progress as of now:**

The pilot colleges workgroup is in discussion in describing essential features or components of what the Educational Planning Tool and Degree Audit software should deliver. Elements that these features should include are currently being discussed in small groups comprising of members of this workgroups and the topics are: Catalog and Course Equivalencies; Populate from SIS; Matriculation Processes/Counseling; Special Programs; Transfer/Templates; Special Messaging; Self Service; Case Management

At the July, 2014 meeting the portal workgroup decided on the first 10 essential portlets to be considered for the system student webportal. This workgroup also divided into small workgroups and will be detailing those features or functionality of these portlets. The topics are: Student Passport; College Success Explorer; College Explorer; Predictive Analytics/Success & Momentum Prompt/System Data; Gather Access and Career Resources; Smart Calendaring.

The goal of the discussions in both these workgroups is from these detail listings, is to then use the information to inform the RFP for vendors who will be competing to help build the education planning tool, the degree audit tool, and the portlets (apps) for the student webportal.

**This initiative is working on an aggressive deadline:**

The target time for the RFP to be sent is late September early October.

The target date to have a vendor confirmed is December 31, 2014

The target date to have the system somewhat functioning and the integration with SIS is around February 1, 2014

The target date to release an educational planning tool 1.0 is June 1, 2015

The target date to have a student webportal functions is also June 1, 2015

**Future meetings:**

- 1) Pilot colleges workgroup is on September 4, 2014
- 2) Portal colleges workgroup is on September 5, 2014

Both meeting will be held in Sacramento at the Marriott Courtyard



## Education Planning Initiative Steering Committee (EPISC)

### 2013-2014 Membership

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June 30, 2014

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June 30, 2014

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## Online Education Initiative Update

The Online Education Initiative (OEI) was established by the 2014 Budget Act to fulfill the legislative intent “to maximize the development of online courses available across campuses to alleviate shortages of certain core courses at certain campuses.” The project is funded by a Chancellor’s Office grant awarded to the Foothill-De Anza CCD/Butte-Glenn CCD consortium. The funding includes initial funding of \$16.9 million plus \$10 million per year for the grant period. The project includes the development of a common course management system (CCMS), student readiness modules, online tutoring and faculty professional development. Initially, the focus will be on offering courses that have been approved by C-ID and are part of Associate Degrees for Transfer.

OEI has a steering committee to oversee the entire project. The steering committee includes representatives from the ASCCC, the RP Group, the Chancellor’s Office, the Chief Executive Officers, the Chief Instructional Officers, the Chief Student Services Officers, Chief Business Officers, Chief Information Systems Officers, Distance Education Coordinators and SSCCC. Ex officio members include representatives from the Chancellor’s Office and the OEI Executive Director. There are also several workgroups that are investigating various pieces of the project and will make recommendations to the Steering Committee. These workgroups include academic affairs, student services, professional development, common course management system and pilot consortium colleges/bylaws.

The initiative is progressing very quickly and several key steps have already been completed or have already begun. These include:

- Selection of 24 pilot colleges on three different tracks: student readiness module pilot (spring 2015), online tutoring pilot (spring 2015) and “full launch” pilot (summer 2015)

<b>Student Readiness (Spring 2015)</b>	<b>Online Tutoring (Spring 2015)</b>	<b>Full Launch (Summer 2015)</b>
Antelope Valley	Barstow	Butte
Cabrillo	Canyons	Coastline
Hartnell	Columbia	Foothill
MiraCosta	Imperial Valley	Shasta
Monterey Peninsula	Mt SAC	Fresno City
Ohlone	Pierce	Lake Tahoe

Rio Hondo	Saddleback	Mt San Jacinto
West Los Angeles	Victor Valley	Ventura

- The permanent Executive Director, Patricia James-Hanz was hired by the Foothill-De Anza CCD (the fiscal agent for the project) in June.
- A Request for Information (RFI) was distributed to vendors to determine what would be possible for the CCMS. The RFIs are in the process of being evaluated in order that the RFP can be developed. Because of the complexity of the work involved, the CCMS workgroup is being expanded to include more members, including more faculty from the Steering Committee or others appointed by the Academic Senate.
- California is not the first state to attempt an online education consortium as envisioned by the OEI, although it is the largest. If this project is successful has the potential to be a model for the rest of the country.
- Workgroups began meeting immediately after the initial OEI Steering Committee meeting in early April. These groups are working to determine solutions to matters such as what courses to offer, how to deal with registration priority matters, development of the student readiness modules and online tutoring system, how to assess the quality of courses offered by pilot colleges and readiness of faculty to teach online, the specifications for the CCMS, and the charter for the operation of the pilot consortium.
- A Request for Proposals (RFP) will be distributed to vendors by September 15. Review of proposals and selection of vendors will occur during the fall, with the recommendation going to the Steering Committee by November 21. This RFP will be developed by a working group consisting of the expanded CCMS workgroup plus additional members appointed from the "full launch" pilot colleges.
- Pilot colleges will begin testing in Spring 2015 (student readiness, online tutoring) and Summer 2015 ("full launch" on the CCMS).

More information about the OEI can be found at <http://ccconlineed.org>. This website includes committee minutes, roster, past agendas and other information about the project (it is a little behind in being updated).



## Executive Committee Agenda Item

SUBJECT: SCP Presentation		Month: August	Year: 2014
		Item No: V D	
		Attachment: NO	
DESIRED OUTCOME:	The Executive Committee will be provided background information about C-ID and SCP.	Urgent: NO	
		Time Requested: 25 min.	
CATEGORY:	Discussion	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	Wheeler North/Kris Costa	Consent/Routine	
		First Reading	
STAFF REVIEW <sup>1</sup> :	Jullé Adams	Action	
		Information	X

Please note: Staff will complete the grey areas.

### BACKGROUND:

Statewide Career Pathways: Creating School to College Articulation provides a statewide framework to assist high school and college faculty to collaborate and develop programs of study that include articulation of high school coursework. Articulation agreements vary by discipline and may include alignment of course skills, concepts and sequences, advanced placement possibilities and credit by examination options. While our schools and colleges have already participated in many efforts to align curriculum and develop articulated programs of study especially through CTE Transitions activities, faculty have indicated several unmet needs which this project addresses.

Project activities include:

- Develop a system of articulation support, accessible across the state.
- Develop statewide programs of study, to be used as a basis for local discussion.
- Provide opportunities and support for faculty at schools and colleges to discuss alignment of curriculum across segments.
- Create outreach strategies to encourage participation of students, parents and schools/college personnel.
- Increase communication among faculty and staff at community colleges statewide whom are implementing CTE Transitions projects.
- Collaborate with C-ID projects to create seamless transitions to transfer majors at Cal State Universities.

The project is led by a steering committee with members from community college and high school faculty and administration, the California Department of Education, the System Office for the

California Community Colleges, CTE Transitions and ROCPs. The committee began its work in July 2006 after Senator Scott's Vocational Education legislation, SB 70, was chaptered into the Education Code. The bill focuses on improving the linkages and career-technical pathways between high school and California community colleges. Most of the community college response to the legislation was through programs coordinated directly from the System Office; however, the Academic Senate for California Community Colleges focused on the design and implementation of one project, SCP

Subsequently, in September 2012, Senator Steinberg's SB1070, continued the work of SB70 and was chaptered into the Education Code, establishing the Career Technical Education Pathways Program, which would require the Chancellor of the California Community Colleges and the Superintendent of Public Instruction to assist in the development and strengthening of linkages and career technical education pathways between high schools and community colleges to accomplish specified objectives.

#### **UPDATE ON CURRENT STATUS:**

##### **Current Projects:**

- Programs of Study template development
  - Nutrition and Dietetics – meeting September 5
  - Human Services – meeting September 4
- Pilot to articulate courses with C-ID Descriptor – starting with AG Descriptors
- Upcoming SCP Steering Committee Meeting
- Counselor Tool Kit
  - Pilot schools coordination
  - Marketing firm to complete pilot-requested changes and needs
- Collaborating on grant proposal for funding through one-time CTE Enhancement funds

##### **Coordinating with:**

- SB 1070 Regional Consortia efforts
- CA Career Pathways Trust Recipients (42)
- Cash for College - Counselor Tool Kit.
- Launchboard – articulation data discussions

##### **Upcoming Conference Presentations:**

- August 12 – Governor's Economic Summit, Advanced Manufacturing Panel
- October 20, 28 – Orange County HS Counselor Workshops, Santa Ana on ToolKit
- October 22-24 – CCCAOE, Articulation and other issues
- November 3, 17 - Setting the Stage for Success – Presenting with DSN in Ag, Nancy Gutierrez
- November 4 – Southern California CIAC



## Executive Committee Agenda Item

SUBJECT: C-ID/TMC Update		Month: August	Year: 2014
		Item No. V E	
		Attachment: NO	
DESIRED OUTCOME:	To update the Executive Committee on the activities of the C-ID and TMC projects.	Urgent: NO	
CATEGORY:	Information – Written Report	Time Requested: 15 mins.	
REQUESTED BY:	J. Bruno/M. Pilati	<b>TYPE OF BOARD CONSIDERATION:</b>	
STAFF REVIEW <sup>1</sup> :	Julie Adams	Consent/Routine	
		First Reading	
		Action	
		Information	X

*Please note: Staff will complete the grey areas.*

### BACKGROUND:

The last meetings for the ICW (Intersegmental Curriculum Workgroup) and the C-ID Advisory Committee occurred in May. Regardless, the work on both projects continued throughout the summer. The following update is provided for the Executive Committee member's edification. Executive Committee members will also be updated about conversations with Chancellor's Office staff and the C-ID operational and technology structure.

### C-ID Reviews

Over the summer months, a comprehensive review of the various C-ID queues was conducted. The disciplines most in need of CSU reviewers were noted and an in-person meeting of reviewers in select disciplines is planned for October. In addition, instances where more CCC reviewers are needed and/or a replacement of the Primary were noted and efforts to address these needs have been completed or are underway. Many of the disciplines are in excellent shape. Below is a summary of the needs communicated to the individual at CSU who is in charge of reviewer recruitment.

Counts do not include courses that have been assigned to CSU reviewers:

1. Anthro - 230 courses CCC reviewed + 12 CCC assigned = 242
2. Art History - 134 + 3 = 137
3. Biology - 98 + 65 = 163 (all anatomy and physiology)
4. Business - 1 CSU reviewer needed to replace one who has been sitting on 30+ courses.
5. FTVE - Only 1 CSU reviewer - needs 2 more. 36 courses awaiting CSU review.
6. History - 224 + 7 = 231 (only 1 CSU reviewer just now who only reviews w'ern civ)

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.

7. Math - 423+
8. Poli Sci - 201
9. Econ - Needs a CSU reviewer. 39 courses CCC reviewed.
10. Spanish - Need 2-3 CSU reviewers. 132 + 62 = 194
11. Studio Art - 549 + 62 = 611

Progress has been made on some of the above already. It should be noted that while reviewers are needed in business, FTVE, and econ, their need is not an overwhelming one. While the issues with math have been notable for some time, they are making progress and truly benefit from having an excellent Primary.

### **C-ID Descriptor Development**

The need to develop descriptors for common basic skills courses has been identified, as well as the need to revisit the CB-21 coding. In light of the various technology initiatives and the adult education/noncredit efforts, this need has become a critical one. An event is planned to conduct this work in September.

### **TMC News**

Recently, a small error in one of the AG TMCs (a missing option) was addressed and the TOP Code for the now-vetting Public Health Sciences TMC was selected. Efforts to identify a TOP Code for FTVE are still in progress.

A new Primary and FDRG Lead for Biology is working on moving this discipline forward. It should be noted that the backlog in biology relates to courses that support other disciplines – courses not generally taught by tenured biology faculty at CSU (CSU requires reviewers to be tenure-track). The TMC for biology has vetted repeatedly and the hope is to have it finalized early in the fall term.

Research on potential “areas of emphasis” (AOEs) TMC has been conducted and is in progress. List-servs have already been create for the AOEs that ICW identified previously. It is important to encourage all faculty in the field to review the list of list-servs and to sign up for all that are of interest.



## Executive Committee Agenda Item

SUBJECT: Strategic Planning		Month: August	Year: 2014
		Item No: V F	
		Attachment: YES	
DESIRED OUTCOME:	The Executive Committee will be briefed about the strategic planning process.	Urgent: YES	
CATEGORY:		Time Requested: 20 mins.	
REQUESTED BY:	Julie Bruno/Julie Adams	<b>TYPE OF BOARD CONSIDERATION:</b>	
STAFF REVIEW <sup>1</sup> :	Julie Adams	Consent/Routine	
		First Reading	
		Action	
		Information	X

*Please note: Staff will complete the grey areas.*

**BACKGROUND:**

The 2013 – 14 Executive Committee decided to participate in strategic planning last year but no progress was made to begin the process. This year the Executive Committee will begin the progress on September 6, 2014 in Sacramento. Vice President Bruno and Executive Director Adams, in consultation with the other officers, has met with a professional Strategic Planning facilitator to develop a process that is conducive with our organizational culture. Attached is the agenda for the September 6<sup>th</sup> meeting. Executive Committee members will review the agenda and be briefed about the expectations for the day.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.





**ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES  
STRATEGIC PLANNING RETREAT  
September 6, 2014**

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**AGENDA**

**9:45 AM**      **Coffee**

**10:00 AM**      **Welcome & Introductions**

- Welcome—*President David Morse*
- Introductions & Review Agenda—*Steven Weiss*

**10:30 AM**      **Strategic Planning Primer—*Steven Weiss***

**10:45 AM**      **Affirm Mission and Values Statement**

**11:00 AM**      **Discussion Questions**

**VISION FOR THE FUTURE**

- What do we want to say we accomplished three years from now, and in five years?

**IMPACT**

- What are we doing well?

**OPPORTUNITIES**

- What are the needs of our constituents?
- What are the three biggest opportunities we want to take advantage of?

**CHALLENGES**

- What do we want to do differently?
- What do we want to stop doing?
- What are our barriers to success?

**12:00 PM**      **Working Lunch**  
[Discussion Continued]

**1:15 PM**      **Developing Strategic Priorities**

- What are Our Top Priorities?
- Select Strategic Priorities/Draft Goals [Full Group]
- Refine Goals/Draft Objectives /Develop Rationale [Small Groups]
- Share Out

**Break**

**3:00 PM**      **Strategic Planning Process Next Steps/Close Out**

**3:30 PM**      **Adjourn**





## Executive Committee Agenda Item

SUBJECT: Reports		Month: August	Year: 2014
		Item No. VI. C.	
		Attachment: YES	
DESIRED OUTCOME:	The Executive Committee will be informed about the work of the Executive Committee members	Urgent: NO	Time Requested: If time permits, verbal reports can be made
CATEGORY:	Reports	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	David Morse	Consent/Routine	
		First Reading	
STAFF REVIEW <sup>1</sup> :	Julie Adams	Action	
		Information	X

*Please note: Staff will complete the grey areas.*

### BACKGROUND:

Executive Committee members are required to make a report to the Executive Committee on the work of the Senate Standing Committees, task forces, ad hoc groups, as well as Chancellor’s Office liaison meetings. These reports are used to educate the field about the work of the Senate and to keep all Executive Committee members informed about the conversations.

These reports are typically written reports unless action is required. If time permits at the end of all action and discussion agenda items, Executive Committee members can provide a verbal report.

This section is arranged as follows:

- A. Committee Reports
- B. Task Force Reports
- C. Liaison Reports
- D. Senate Grant and Project Reports

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.





## **Common Assessment Steering Committee – July 24<sup>th</sup>, 2014 Summary**

- The Research and Planning (RP) Group is expanding its initial report to the steering committee to more information on noncognitive measures and including them in the assessment process. This information was requested by the Multiple Measures Workgroup and will be presented to the CAI-SC on September 29.
- There are three discipline workgroups that are currently meeting (English, ESL, and Mathematics). Each group has met once and will meet again during the week of July 28<sup>th</sup>, 2014.
- A detailed report from the Request for Information (RFI) will be presented to the CAI-SC during the August conference call. The information from this RFI will be added to the information gathered during the first common assessment RFI process to create the Request for Proposals (RFP).

### **Update on RFI**

The recently completed RFI included the following information:

- All of the responses affirmed that the project is feasible.
- The vendors are open to partnerships, but will need specific information from the steering committee to implement the system.
- Many vendors offered creative innovations that could be incorporated into the RFP.
- The steering committee will need to decide how to proceed on several key elements before the RFP is sent out.

### **Update on Workgroups**

All workgroups have met once and will continue to meet in July and August. The workgroups are tasked with determining the content for the assessment test, the knowledge and skills required for college level coursework, and the skills that will be assessed for the levels to be included in the assessment.

Information from the workgroups will be used to create the RFP. The RFP will be distributed to vendors in late October/early November.

- The RFP will have the assessment competencies included. These competencies must be developed by the workgroups before the September meeting of the steering committee.
- Even though there will be a single RFP for the project (not separate ones for Mathematics, English, ESL), the vendors do not need to respond to all sections of the RFP. Vendors may choose to apply for one or more parts of the RFP. There may be several vendors involved in developing the assessment technology.

By spring 2015, the workgroups need to determine:

- how to assess each competency
- how many questions for each skill to measure the full range of competencies
- how to measure performance from the lowest to the highest levels
- how to make sure the test is not overly burdensome

The workgroups started by examining the specific portions of the CB21 rubrics and the CCC ESL specs. Using these items, there are four levels below transfer level in Mathematics and English and eight levels below in ESL. The workgroups then reviewed possible testable standards that already exist (Common Core and Noncredit/Adult Education ESL) to determine if they align with CB21/ESL specs. In this process, the workgroups are trying to determine what competencies to assess for, what levels need to be assessed, and what information colleges will need from the assessments to place students.

The assessment must include information that will allow colleges to place students in transfer level courses. For mathematics, there are several different transfer level courses that colleges place students into. Should the assessment include competencies for placing students into courses like statistics, pre calculus, and calculus? Additionally, many colleges have an ESL course equivalent to freshman composition, should the assessment include competencies for these types of courses? The steering committee decided that these competencies need to be included in the assessment because the common assessment needs to enhance the assessment information that colleges already have, not reduce it.

The committee also discussed how many levels below transfer level coursework should be included. The committee agreed that all skills that are currently taught in credit, noncredit, and adult education programs should be included in the assessment. The goal is to develop one assessment system for all students, not just for credit students. The committee agreed that our goal is to create an assessment to match community college students, not a particular set of courses.

Bonnie Edwards from the Chancellor's Office indicated that they support the creation of an assessment that includes all of these competencies, but that it might require rolling the project out in stages. It is too soon to know how this expanded assessment will affect the timelines and we will work with the chosen vendors to determine what will be possible.

## **Concerns**

There were concerns expressed about whether the vendors chosen during the RFP process were guaranteed a contract even if their product was deemed to be insufficient during the pilot process. The committee was assured that the contract will include the pilot project, testing, and a requirement that the committee accepts

the work. The pilot process is will not be a rubber stamp and there is no guarantee that the vendor for the pilot will be the vendor of the final project.

**The next meeting of the CAI-SC is on August 12<sup>th</sup>, 2014.**



CCCAOE Board Notes  
June 16, 2014  
Note Taker: W. North

0900 Meeting convened

President Cummings opened the meeting and passed over outgoing board member terms to incoming terms. President Doughty continued the meeting.

Secretary Stephanie Rodriguez reviewed the prior minutes and action items from March 11<sup>th</sup>, 2014

The Board then reviewed its budget and had a meeting with its CPA/Bookkeeping services (G&J Seiberlich) to discuss which services they wished to use with this fiscal management provider. This service was adopted/contracted last year and this is their first year review of activities. The Board also discussed their Leadership Academy Budget.

The Board is currently hiring a Managing Director for the first time, interviews will be conducted tomorrow in the AM.

The Board discussed their various partnerships and who is representing each. This was a changing of the guard dialog for their liaisons. The partnerships (where CCCAOE sends a liaison) include CCLC, NCWE, FACCC, CCCIOs, EWDPAC, Consultation Council, SACC, Student Equity Workgroup, Advisory Committee on College and Career Readiness (CCSS). Legislative Advocacy Committee – appointed Mollie Smith to Chair.

Jonathan Lightman's report and annual summary of activity.  
Legislative training done by Board is very low level for members – but the Board operates at a much higher level and should be prepared to advocate from the leadership level. It was recommended that the Board to get trained at a higher level to be legislative advocates and to be regularly called upon to advocate as needed.

ACR 119, is a CCCAOE sponsored resolution. An ACR, or SCR goes to both Senate and Assembly but not the governor and acts just like a bill but does not become law. So it has some significance more than just a prettified statement. It typically is used to drive future legislation by putting something out there and testing the waters for the next cycle.

Per example one some time ago was an SCR that tasked folks to look into STRS.

This ACR suggests that the Chancellor in consultation develop at least three options for addressing long-term CTE funding issues. It also states that the Legislation will do something with these recommendations legislatively in 2015/16. It is very likely

that if this passes (which is likely since it's been entirely on the consent calendar) it will be co-opted from within the CO. CCCAOE needs to stage itself to remain in the collaborative drivers seat.

The Legislature approved the budget yesterday. Governor should be signing it, by July 31.

It includes a one time \$50M for student success in EWD. \$10M got added to it for Marty Block's SB850, not sure how that is going to play out.

DOF and LAO were in the usual disagreement, the former low, the latter high. In the end the Governor got his way. A pathetic .85% COLA, growth at 2.7%. Student Success is at \$200M ??? with various match requirements. Money put back into EOPS and DSP&S against Governor's intentions. IELM had funds that required match and the match was eliminated which freed up restrictions. STRS is the big problem State 3.05 to 6.33 by 2016/17, employees going up from 8.25 to 10.8% , employer going from 8.8% to 18.85% by 2016/17. *(WN Note: these numbers seem to be changing depending on who is reporting)*

CCC's lost over 16% in the last five years and they are now downgrading national economy numbers. So there is no rainbow at the end of this tunnel. Essentially COLA is offset by several things and the STRS repairs will eat up any new funding plus some existing funding.

Annual outcomes achieved by contracting legislative advocate: CCCAOE was invited to be on a senate panel, which is a big deal in terms of CCCAOE's growing clout. CCCAOE sponsored ACR 119 is one example. CCCAOE was invited to give testimony on other related bills. Advocate provided information conduit for CCCAOE to State and Regional advocacy efforts. And Jonathan presented at CCCAOE sessions and breakouts on a variety of topics.

Mollie Smith reviewed the results of their legislative priorities survey of the membership given in March. These include 1. Reduced timeline for program approvals, 2. K12 to CCC transitions, 3. CTE Funding, 4. CTE C-ID, 5. Alternative to competitive grants, 6. Restore SI funding, and 7. MQs for apprenticeship instructors. Members volunteered to be key leads on each of these. (Note: I volunteered in three key areas due to faculty purview - 1, 2 and 4. Also note it was discussed that #1 is really a local issue but that there is a significant need for training in curriculum processes - I volunteered to work with Kim Schenk on coordinating a strand of such breakouts at their Fall conference.)

The Board spent some time chatting about their upcoming Fall session and themes. CTE in the Spotlight: Transitioning to Tomorrow.

They had a robust discussion about interaction between the regional VPs and the Consortia Chairs (and now the SB1070 Regional Chairs.) This does not play out as

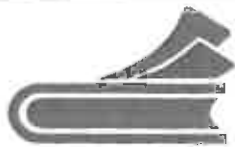
well as it could, equally across the state. They talked about ways to better improve these relationships.

They are hiring OC-One and Mark Alcorn to do some training for them to provide training of the new Board and a review of their bylaws.

Meeting adjourned 1551.







# Academic Senate for California Community Colleges

LEADERSHIP. EMPOWERMENT. VOICE.

## Report to ASCCC Executive Committee CCCCIO Executive Board Meeting July 16, 2014

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1. Introductions: The new CCCCIO President is Craig Justice from Irvine Valley College, new president-elect is Irene Malmgren, and Mary Turner was re-elected for Secretary.
2. David Morse provided the ASCCC report
3. Conjoint programs were discussed by the CIOs – CIOs really want some guidelines from the CO office
4. CIOs discussed their own training for new CIOs (Called CIO 4-1-1)
5. CO report
  - a. New Vice Chancellor was introduced
  - b. ADT deadlines and details were discussed
  - c. CIOs want the ASCCC and CO to create a combined memo (produce a Webinar) to confirm all the ADT deadlines.
  - d. The CO office confirmed that when TMC templates are published (Sept, Apr), the colleges have 18 months to complete and ADT when the college has an existing associate degree in the same TOP code.
  - e. CO office talked about general education patterns and local associate degrees (non ADTs). When the colleges select a “program outcome” of transfer when submitting the degrees to the Curriculum Inventory, the CO is requiring the colleges to use IGETC or CSU GE pattern. The CO office has not been approving degrees that use the local GE pattern when the program outcome is transfer.
  - f. CIOs want a SACC report next time.
6. Liza Becker, Mt. SAC presented a quick overview on the noncredit matriculation funding discussions as part of the ACCE report.

Submitted by: Michelle Grimes-Hillman



## Online Education Initiative (OEI) Steering Committee Meeting

August 1, 2014, 9:30am-2:30pm, Sacramento, Chancellor's Office

Welcoming remarks from Pat James, Executive Director----"we are in development," "this is a pilot," "we are building the project piece by piece," "building the ship, the ship is not in the water."

June 27 and July 18 Meeting Minutes---approved with minor corrections (DC note: I have requested that approved minutes be placed on [the ccconlineed.org](http://ccconlineed.org) website)

Ethics 101: Ethics in the RFP Process---presentation from Bill Curry (most of his work has been with federal contracts) on the role that the Committee plays in the RFI and RFP processes. He has already made a presentation to both the Educational Planning Initiative and Common Assessment Initiative committees. In response to a question from me about who was responsible for oversight (including ethical concerns), it was noted that this would be provided by the Foothill DeAnza District, as they are the Fiscal Agent for the grant. It was also noted that RFI/RFP evaluators would be asked to sign a nondisclosure agreement---it is very typical to ask RFP evaluators to keep the bidding process confidential until a contract has been successfully awarded. This only applies to the contents of the bid documents submitted by vendors. It does not apply to the bid documents prepared by the work group/consortium colleges/Butte College staff (nondisclosure info provided by James and Moreau).

### Selection of Pilot Colleges

Initially 58 colleges, 44 provided further info. 24 selected  
24 colleges will be selected to work as OEI Pilot Colleges.

Only one college---Fresno City College--- will be a pilot for all three pilots (OEI, CAI, EPI).  
The names of selected colleges are **confidential** at this time, but will be announced within one week.

Selection Team: Pat James, Michelle Pilati, LeBaron Woodyard, Bonnie Edwards, Joe Moreau, John Makevich, Steve Klein (and two other names that I didn't catch)

#### 1) Student Readiness Review November 1<sup>st</sup>

- working in their CMS with own students.
- 6-8 colleges piloting the Student readiness solutions,
- providing feedback. Spring 2015
- course review
- minimum of 2 courses each
- must have Open CCC Apply
- must agree to adopt OEI matriculation policies prior to entering into the full launch phase

#### 2) Tutoring Support Review

- 6-8 colleges piloting the Tutoring solutions
- collecting information.
- Led by OEI Chief Academic Officer (will be selected very soon),
- In their own CMS
- course review
- minimum of 2 courses each

- must have Open CCC Apply
- must agree to adopt OEI matriculation policies prior to entering into the full launch phase

### 3) Full Launch Colleges

- 8 colleges piloting the full launch and related processes
- OEI launches courses within the CCMS in June 2015 for pilot college
- Led by OEI Project Manager (Joe Moreau) and OEI Executive Director (Pat James)
- establish business and operational processes
- pilot the components of a course exchange

#### Considerations for Selection:

- Open CCC Apply
- Established Online Program
- Required or Substantial Professional Development
- Location and Type
- Diversity of CMS
- Accreditation Status (cannot be on Show Cause)
- Capacity to Add Courses
- Piloting of other projects

#### Comments

- The purpose of “three streams” for the pilot is allow the testing of the tutoring support and student readiness components on their own merits in order to minimize variables in assessing the effectiveness of these components. The whole system would then be tested in the CCMS by the “Full Launch Colleges.”
  - What will be the percentage of students (from a “teaching college”) will be able to take courses offered by their college? It was recommended to go with a ratio of 25% (DC note: participants started using the phrase “75:25” and I strongly recommended that we say “25:75” because of the common use of 75:25 for the full-time/part-time faculty ratio!).
  - What about “Regular effective contact?” This is in regards to state and federal requirements---without this, such courses could be considered correspondence courses instead of distance education courses (difference in apportionment, if nothing else).
- .....

#### Status Reports from Work Groups

- Academic Affairs---17 courses; we lack the resources to determine prioritization of top 5---what colleges are offering what courses (and are C-ID); CO can provide info (as recent as Spring 2014). Registration dates and priorities---later registration, maybe stick with legal priorities (e.g. not all colleges provide priority registration to athletes).
- Online tutoring---the Foundation for CCC is managing the RFP; ACTLA will participate in developing requirements for the RFP; mid-September release of RFP.
- Proctoring---broad input from assessment people, would also look at Learning Resource Centers; a survey was sent out to colleges---got 40 responses, especially asking about test proctoring fees; LeBaron noted that North Carolina has a proctoring agreement.
- Professional Development---Michelle Pilati reported that the work group has recommendations for standards for course design and teacher preparation. These draft standards have been on Basecamp for Steering Committee members to review. The one concern brought up at the meeting was in regards to the scoring system, in that no course should go forward if it did not

get a "3" (Accomplished) in all of the categories (note: scores are 0---not evident, 1---incomplete, 2---promising, 3-4---accomplished, and 5-6---exemplary).

- Consortium/Bylaws---the final draft of the charter for the pilot consortium was presented to the steering committee and approved. This charter emphasizes that the role of the pilot consortium is to make recommendations to the management team on operational matters only. Matters of policy are under the purview of the OEI Steering Committee. Workgroup co-chair Arnita Porter was thanked and praised for her leadership and hard work, as was launch team member Carol Lashman.





# Academic Senate for California Community Colleges

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System Advisory Committee on Curriculum (SACC) - June 19, 2014

## Report to ASCCC Executive Board

- 
- CO office has hired a few people and now have about four people are working on the ADTs. There is a backlog on approvals for courses and local degrees. Curriculum Inventory will be down during August.
  - The TOP Codes Manual is being revised to specifically replace the word “discipline” with “program” in response to resolution 9.05 passed in Spring 2013.
  - PCAH needs significant revision. In some cases the PCAH has contradictory information and in other cases the PCAH may not align with Title 5.
  - Cooperative Work Experience – Interim general counsel: Michelle Goldberg sending regulation changes to the BOG in July. § 55253 (2)(b) . “College Credit and Repetition – Work Experience(b) ~~If a college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open entry/open exit course,~~ †The district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat that a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment. “

SACC expressed concerns about non-ADT degrees marked as “transfer” in the Curriculum Inventory. The CO insists colleges must use IGETC or CSU GE Pattern. Historically colleges were permitted to allow students to choose between a local GE pattern, CSU GE, or IGETC.

- ADT approvals: 10 colleges have less than 25%, some are above 100%, and many are above 50%
- Adult Ed: SB 173 passed – SB 173 requires the California DoE and the Chancellor's Office to coordinate and issue assessment policy guidelines regarding assessments to be used by school districts and community college districts for purposes of placement in adult education courses offered by those districts as part of an adult education consortium.
- Implementation of lab units are causing some controversy.
  - Homework hours are not allowable in lab courses nor may a college collect apportionment for homework hours – Colleges will be notified at the Curriculum Institute.
  - Athletic courses listing 350 hours and do not have correct number of corresponding units.
  - Participatory lab courses have been submitted without instructional content.

- Noncredit Progress Indicators – SACC is still discussing the addition of SP (Satisfactory Progress) as a MIS indicator as there will need to be consistency in the field about its use. ESL Coding for the Data Mart Basic Skills Progress Tracker tool is coming back to SACC to look at the coding piece and ASCCC is organizing a review of CB21.
- Credit/Community Services Combination Classes– CO is develop guidelines for implementation, and will hopefully publish the guidelines by fall. The CO has raised the priority for getting guidelines to colleges as soon as possible.
- Audit fees – CO was unable to get the audit fee language changed in Ed Code this year.
- Collaborative Programs - Based on input from the spring CO/SACC survey and the CI breakout, the CO is developing guidelines and will bring these back to SACC for consultation in fall.





**Advisory Committee Meeting  
Economic & Workforce Development  
Wednesday, January 22, 2014**

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**I. Van Ton-Quinlivan, Vice Chancellor, Workforce & Economic Development Division, CCCCCO, opened meeting at 10:00 a.m. with welcome and introductions of Advisory Members.**

**Members Present, WEDPAC:**

- ✓ Ms. Van Ton-Quinlivan, Vice Chancellor, Workforce & Economic Development Division, CCCCCO
- ✓ Ms. Debra Jones, Dean, Career Education Practices, CCCCCO
- ✓ Mr. James Mayer, President/CEO, CA FWD
- ✓ Mr. Rafael Solorzano, Student Senate
- ✓ Mr. Wheeler North, Academic Senate, San Diego/Miramar College

**Members Present, EDPAC:**

- ✓ Ms. Sylvia Amitoelau, M.S.I.T., Coastline Community College
- ✓ Dr. Deborah Blue, Chancellor, State Community College District
- ✓ Mr. Jack A. Buckhorn, Business Manager, IBEW Local 551
- ✓ Dr. Sunita Cooke, President, Grossmont College
- ✓ Mr. Chris Flask, Manager, Operational Excellence, Genentech, Inc.
- ✓ Dr. Doug Houston, Chancellor, Yuba Community College District
- ✓ Ms. Mary Kimball, Executive Director, Center for Land Based Learning
- ✓ Mr. Bernie Kotlier, Executive Director, Sustainable Energy Solutions, Labor Management Cooperation Committee, CA
- ✓ Mr. Rob Sanger, Manager, Training Services, California Manufacturing & Technology Association
- ✓ Dr. Bill Scroggins, President & CEO, Mount San Antonio College

**Others:**

- ✓ Dean Simon Hoffman (sat in for Linda Rose)
- ✓ Ms. Mary Wylie

**II. Updates and Review (Van Ton-Quinlivan)**

- Review: Goals of jobs and economy and top level indicators.
- Phases of increased system responsiveness to workforce needs: administrative fixes, empower regions, rethink funding.
- Focus on empowering of regions by facilitating more regional collaboration and facilitation.
- Last meeting: reviewed administrative fixes by targeting investment by regions and sectors by providing incentive investment (EWD, SB70, Perkins), braided funding and established common accountability metrics. Funding streams approved and supported by EDPAC and BOG.
- Rethink funding; reflects Nancy Shulock report. Agreed upon enhanced funding and deliberated on three designs with outcomes in learnings and long term policy questions. Deliberations of administrative fixes were presented to Deputy Chancellor Skinner and Chancellor Harris for support.
- Innovation fund for emerging occupations.
- Governor's Office of GoBiz has taken part of toolkit for Economic Development, how to "slingshot" regional economies.
- Suggestion to have future conversations not scripted.
- Issues between WIBs and community colleges still exist.

- Proposal: Prioritize growth fund to innovation fund for developing and re-tooling CTE curriculum for emerging occupations based on regional economic needs. Work on differences between flexibility and long term funding.
- To do: EDPAC CEOs conversation to further shape policy.

### III. Empowering Regions

- Regional Economies (Jim Mayer): CA FWD, a Governor's reform. In working with regional partners, challenge in setting and aligning policies for economic activities. Harmonized the conversation to move the needle and; created action teams. Support regional economies; get job creation on City Council agenda. Need state policies to allow regional leaders to lead. Help align government leaders to make decisions that align with needs. Active in terms of advocacy.
- SDICCA Decision-making Model (Dr. Sunita Cooke, Mary Wylie): CEOs of the nine colleges meet monthly. The center of organization communication is the Workforce Development Council (WDC), enabling vertical and horizontal communication. Structure set with goals, a better process, empower existing groups, shed college hat, establish trust and relationships. share resources, and work with other regions.
- SB 1070 Response by Regions (Debra Jones): Design to scale, working regionally. Reinforce regional coordination (Grants: 2013 US DoL TAACCCT, SB 1070, Key Talent Grants, AB 86 Adult Education, Prop 39, and Career Pathways Trust. Future Grants: 2014 DoL TAACCCT, US DoE Perkins Reauthorization, US DoE WIA Title II Reauthorization, 2015-16 New Adult Education Consortia, IDRC Short Term grants).
- Thoughts on Open Questions: Need to design funding for access for the rural and limited economies. To take advantage of Recovery Act, need to strategize to utilize for job training. Find ways to incentivize partner and collaboration between urban – rural partnerships. Better utilize conference technologies. Utilize information from national organizations. Task force to put together training for urban – rural areas.
- The EDPAC CEOs scheduled to meet with Vice Chancellor of Fiscal to discuss instructional equipment and use of growth funds.

### IV. Round Robin

- Industry Representatives: Provided an update and 1 – 3 year look ahead of industry.
  - Chris Flask, Life Sciences/BioTech: Top 6 of 12 Biotech strongest in CA. Sector growth remains focused in SF Bay Area, L.A. County and San Diego County. By degree requirement, Associates Degree, more of trend in manufacturing and compliance officers. Gaps in problem solving, life sciences mismatch, and adjustment of life sciences.
  - Mary Kimball, Ag, Water and Environment: Agriculture currently in drought, causing loss of jobs. In general, expanding workforce. Model emerging from top agriculture company, Roll Global, there is an unmet need for training programs to prepare students for in demand 21<sup>st</sup> Century farming jobs. Creating Ag Tech Career Academy between Roll Global and community colleges. Governor's budget eliminating the categorical funds that currently fund vocational high schools expansion of Ag programs. If growth in RFI money, work rural, sector, and apprenticeship intersection money.
  - Rob Sanger, Advanced Manufacturing: Manufacturing is most fragmented. The National Association of Manufacturing has a good model to follow. Employers need to invest in higher level people to work with community colleges to train workforce properly. Specialty in California is Additive manufacturing, 3D parts. Manufacturing jobs for production will remain steady but the more technical jobs require specialized people. Changes in type of training to 80 % that is on-line and 20% in classroom. Automation will increase. Challenge in wage gap and income gap.
  - Bernie Kotler, Energy and Utilities: Electrical contracting in California for conventional building is in need in Silicon Valley and coastal areas. In terms of new and emerging technologies, there is need across state. Design build function is growing. Regulation of Title 24 is increasing needs in all areas of building. There is collaboration with community colleges but more will be needed.

- Overview of ITT Digital Media workforce trend is mobile. Workforce trend to digital and data as a fuel.
- EDPAC/WEDPAC Members: Describe dots that need to be connected.
  - Online education and hybrid partnered with industry. Develop soft skills via MOOCs. California Virtual Campus (CVC) is marketplace for online education through community colleges. Online devices needed for rural areas.
  - CID, matrix for college courses portable to any community college. Courses are moving to CTE model curriculum for regional statewide curriculum (vetting curriculum templates).
  - Construction industry working with employers to identify trends and refresh curriculum, integrate hybrid learning. Workforce developing high hopes for Central Valley do to infrastructure of high speed rail. Need private sector funding to return for robust economy in construction.
  - Advocating for 1358 which will raise representation fee for better connection to community college students. Make college students aware that the Student Senate represents all college students. In process of identifying a student representative to the BOG.
  - Connect present with future. Connect students with jobs that exist. Decisions need to be data driven and accelerated. Workforce is not siloed and need regional silo busters. Governor moving toward subsidiaries. Community colleges need to rethink funding and curriculum development that are adaptive to fundamental issues.

**V. Consent Items**

- Minutes from October 30, 2013 EDPAC moved and approved.
- Note: Next WEDPAC/EDPAC on May 28, 2014 from 10:00 a.m. to 2:00 p.m.

**VI. Public Comment**

- In regards to career pathway funds, found disturbing that administration believes that money will be distributed, this is not reality. Fill workforce pipeline has been concentrated in high school academies and pathway programs and now a structure is in the works that is parallel. Creating micro programs of study as foundation.

**VII. Adjournment**

- Meeting adjourned at 2:02 p.m.

