



ACCJC Follow-Up Report due October 1, 2021

Chancellor Jackson, President Garcia and Dr. Janet Fulks & back-up by the expanded Chancellors Cabinet
August 30 PCCD Townhall Meeting on the ACCJC Follow-Up Report



Accreditation following the Peer Review Visits in March

ACCJC Follow-Up Report – Improvement Recommendations and Non-compliance Requirements

- **4** Colleges: Improvement Recommendations - **1** at Laney & **2** at BCC
 - Districts are not accredited therefore all four colleges share the District requirements
- **10** District REQUIREMENTS and
- **8** Fiscal Issues related to FCMAT which must be addressed in the Follow-Up report
- **2** Improvement Recommendations – not addressed in follow-up



Summary of Reporting and Requirements

- The District must analyze issues and stabilize the finances and financial aid, ensure credibility and respond to all audit findings.
- The District/colleges must clearly **delineate functions** among the district and the colleges and follow policies and procedures.
- The District and the Board of Trustees must:
 - Evaluate and delineate authority to the Chancellor
 - Act in one accord – one decision, one voice
 - Act as an independent body – free of influences
 - Review its policies and procedures **and follow them**
 - Assure academic quality and financial stability





PCCD must

#10. Clearly delineate, document and communicate the operational responsibilities and functions of the District from those of the Colleges.

#8. Regularly Assess Policies and Follow them

The District must

#1. Financial controls, evaluate financial management
Credible financial documents

#2. Respond to all external audit findings

#3. Practice effective oversight of its financial aid programs

Board of Trustees must

#4. Assure academic quality and ensure fiscal stability

#5. Once the BOT reaches a decision, all board members support

#6. Use a clearly defined policy for evaluating the Chancellor


#7 . Act as an independent, policy-making body reflecting the public's interests

#9. Delegate full responsibility and authority to the Chancellor to implement & administer board policies w/o BOT



Status of Requirements 1 Finance



- Many Reports - FCMAT, CBT, Cambridge West, ACCJC, Integrated Planning Document
- Many Consultants - PeopleSoft, EdgeRock, CBT 
- Extensive Analysis -Software Updates, Recoding & Testing, Evaluation, Improvement – still in Progress
- Financial Controls Implemented – Technical and procedural business rules e.g., approval cues, Chart of Accounts, regular testing and evaluation of financial systems, human accountability, committee checks and balances PBIM, BAM, FBC
- **Financial Picture More Stable** – SCFF embedded, Tentative budget looks good, Ending balance is improved BP 6250, CFS 311 improved reflecting more fiscal stability

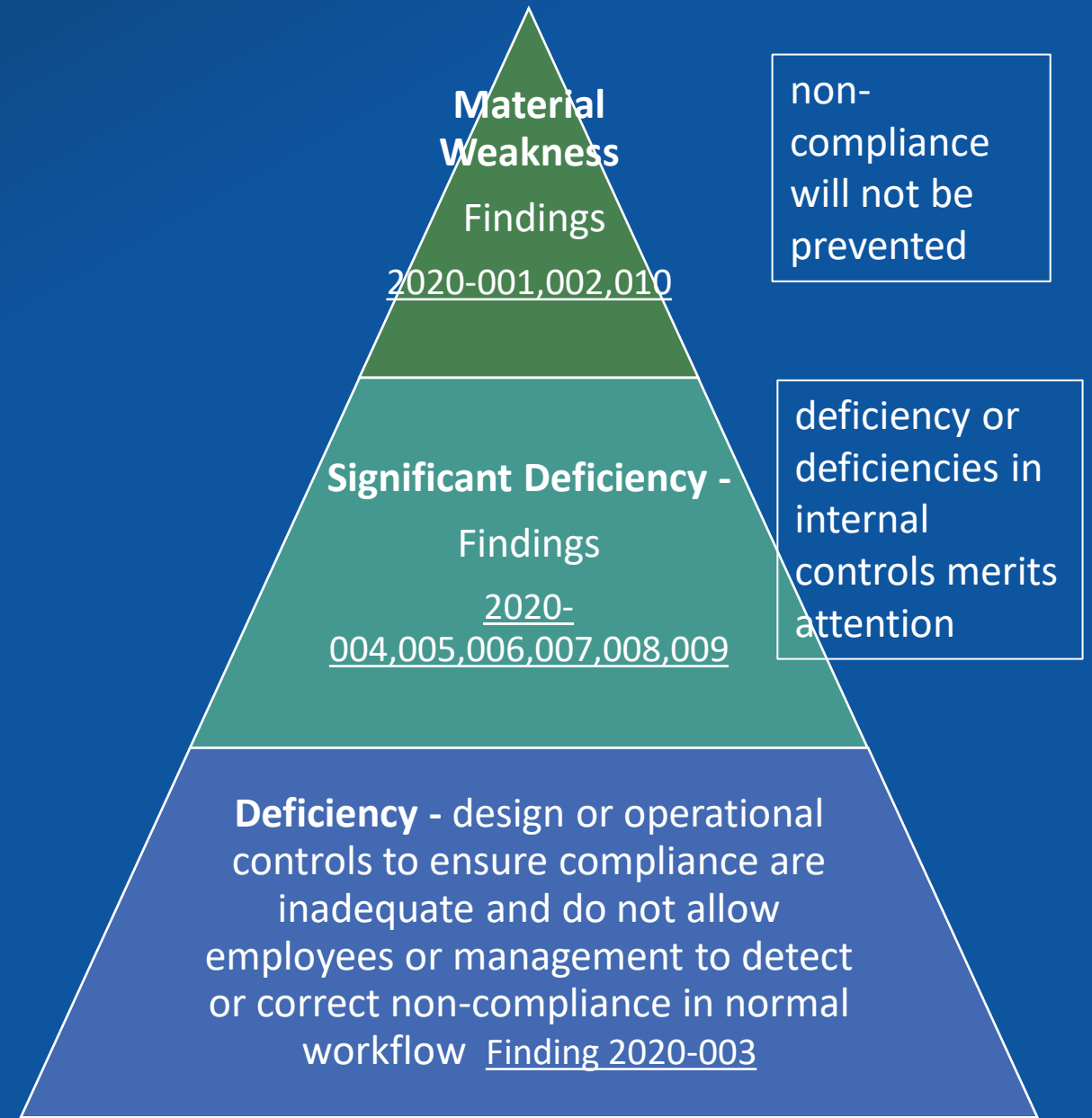
Improved but still needs work; Covid has and hasn't helped; Need staffing



Requirement #2 Audit Findings

- Audit findings: What do they mean? Deficiency, Significant Deficiency, Material Weakness
- Why should you care?
- Actively analyzing and fixing
- Requirement 1 Finance and 3 Financial Aid improvements will help
- PeopleSoft Upgrade, EdgeRock, Huron are helping
- Technology is present- Business processes need to address gaps
- Requirement 10 - Delineating functions and accountability, will help

Responding to all audit findings,
but not all fixed





Requirement 3 Financial Aid

Requirement 3: In order to meet the Standard, the district must practice effective oversight of its financial aid programs. (III.D.10)

Numerous Audit findings (and repeat findings) were related to Financial Aid and had to do with controls and accountability.

Solutions:

Technical controls are being worked on in daily meetings with consultants and weekly meetings with Financial Aid Staff

Internal Controls - Many of the functions were patches or bridges – outside of the PeopleSoft functions. Patches, do not integrate with the platform and cause problems. They are uncovering these and recoding appropriately. Improvement.

Human Controls - Training has happened but needs to be organized, not on the fly. Reorganization needs to be properly delineated with responsibilities and accountability – a person in charge. Requirement 10 Functional Map will help.

A lot of headway has been made – Policy and Procedures Manual collaboratively updated aligning colleges and district better.



Requirements 4, 5, 6, 7, 9

BOT must:

- #4 assure the **academic quality, integrity, and effectiveness** of the student learning programs and services and the financial stability of the institution
- #5 reach a decision and act as a unified board
- #6 adhere to the policy to evaluate the chancellor
- #7 function as an independent, policy-making body that reflects the public
- #8 update Board Policies and follow them
- #9 delegate full responsibility and authority to the Chancellor

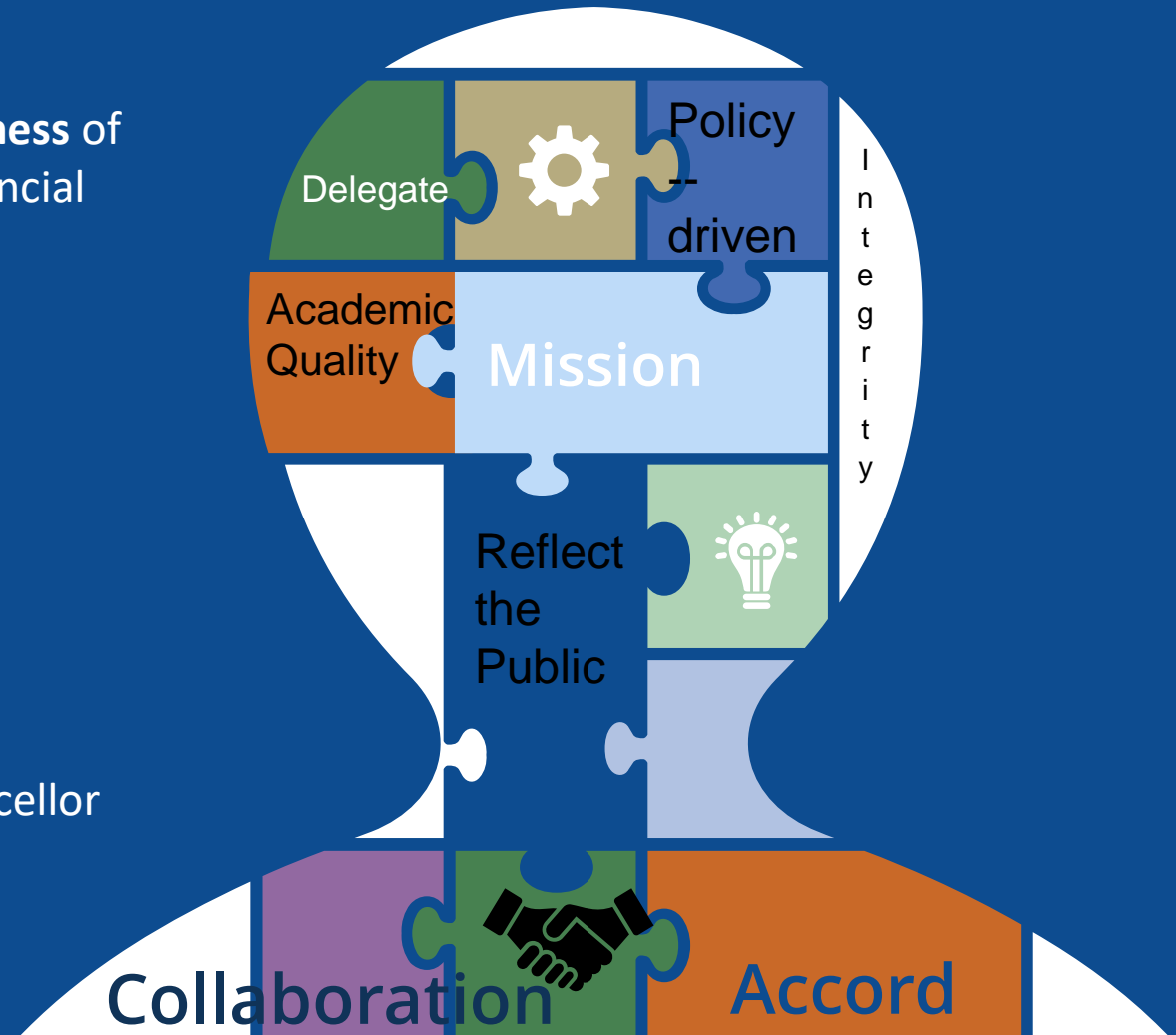


Table 1 PCCD Board Policies (BP) and Administrative Procedures (AP)

2020/21 Board BP/AP Analysis

BP/AP	Title	Last Reviewed	Legally Required	Legally Advised	Good Practice	Required Accreditation	Prioritization
CHAPTER 1							
BP 1100	The [Name] Community College District	11/15/2016	LR				4
BP 1200	District Mission	4/14/2015				A	3
CHAPTER 2							
BP 2010	Board Membership	11/15/2016	LR			A	4
BP 2015	Student Board Member(s)	4/14/2015	LR				4
BP 2100	Board Elections	6/25/2019	LR				4
BP 2110	Vacancies on the Board	9/27/2011	LR				3
BP 2200	Board Duties and Responsibilities	9/27/2011				A	1, 2
BP 2210	Officers	9/27/2011			GP		3
BP 2220	Committees of the Whole	9/27/11 (in review)		LA			1
BP 2305	Annual Organizational Meeting	9/27/2011			GP		3
BP 2310					GP		

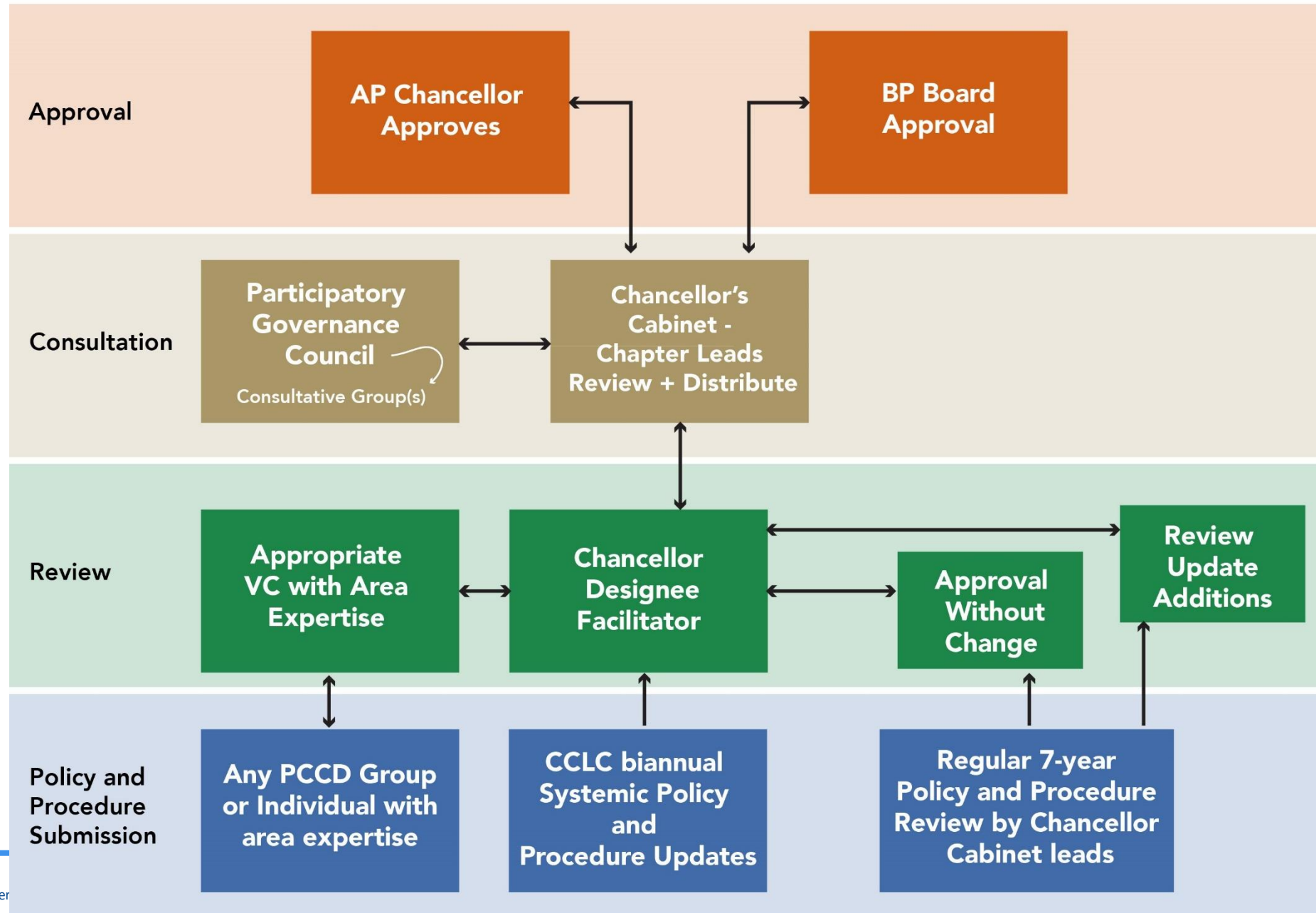
Requirement 8 – Regularly review Board Policy and follow it.

- BP/AP Taskforce:
- Created an interactive matrix of all BP and AP
- Arranged AP/BP by last date review and requirement level e.g. legally required/advised, Good Practice, Accreditation
- Included an analysis of missing BPs/APs that are legally required but missing
- Prioritized BP/APs for review; over 120 (50%) hadn't been reviewed in over 7 years
- Combined data with review done by legal interns
- Updated AP 2410 Administrative Procedures
- Created a flow chart to visualize process with 7-year review cycle, newly submitted and CCLC updates for regulatory changes



Peralta Community College District

Board Policy / Administrative Procedure Flowchart



Peralta Community College District Function Map

The Peralta Community College District (PCCD) Function Map is intended to illustrate how the four colleges and the district office manage the distribution of responsibility by function. It is based on the Policy and Procedures for the Evaluation of Institutions In Multi-College/Multi-Unit Districts or Systems of ACCJC/WASC.

It was produced as the result of a collaborative process among the four colleges of the District, Berkeley City College, College of Alameda, Laney College, Merritt College, and the Peralta Community College District Office.

The Function Map includes indicators that depict the level and type of responsibility:

P = Primary Responsibility, S= Secondary, SH = Shared Responsibility, N/A = Not App

Standard I: Institutional Mission and Effectiveness

A. MISSION		
The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.		
	College	District
1. The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.	P	S
2. The mission statement is approved by the governing board and published.	SH	SH
3. Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.	P	S
4. The institution's mission is central to institutional planning and decision-making.	P	S
B. IMPROVING INSTITUTIONAL EFFECTIVENESS		
The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of		

Requirement 10 – Functional Maps

- This does not really delineate functions in a useful way.
- With all the reorganization and staffing changes, it is important to know who is responsible.

Requirement 10 – Functional Maps

- **Action:**
- Clearly define & delineate who is responsible college/district for each function, NOT each standard
- This holds people accountable & explains how to FUNCTIONALLY get things done.
- This will be done in December.



PCCD District Functional Map



8/23/2021

Introduction

The Peralta Community College District Function map was developed to show the delineation of functions between the district and both colleges.

The purpose of this document is to clarify shared responsibilities, authority, and functions in the District and Colleges and to reference guiding Policies and Procedures related to those tasks. Where applicable, relevant Board Policies (BP) and Administrative Procedures (AP) are listed with each function. These listings are meant to serve as a quick reference and are not comprehensive to each function. Responsible District and College positions are listed for each function.

Function	District Role	College Role
Accreditation (BP 3200 AP 3200)	<ul style="list-style-type: none"> Act as liaison between colleges and district for accreditation functions and issues. Responsible for addressing accreditation standards related to centralized district functions Chief of Staff, VC of Academic Affairs and Student Success	<ul style="list-style-type: none"> Coordinate and facilitate ongoing accreditation functions. College ALOs and Presidents are primary points of contact for ACCJC. Presidents College Accreditation Liaison Officers
Admissions, Records, and Registration (BP5010, 5011 AP 5010, 5011)	<ul style="list-style-type: none"> Maintain online application (CCCApply) and automated process Set registration, rosters and related schedules. Establish Priority Registration Provide transcripts electronically and in print Offer annual training and updates to college A&R staff Serve as lead on all A&R PS functionality projects Serve as centralized registrar Ensure regulation compliance Serve as lead on annual internal audits of A&R items Maintain and monitor storage of student records (i.e. grades, attendance records etc.) Evaluates applications to determine eligibility for admission, review for complements and accuracy, code and process applications according to 	<ul style="list-style-type: none"> Maintain registration processes and services Maintain student records Designate priority registration for categorical programs and special populations Review external reporting (MIS, NSC, IPEDS) for accuracy related to student data/records Evaluate and award student degrees and certificates Assess the student requests for enrollment Educate campus staff, faculty and students enrollment forms Deans of Enrollment and college A&R staff

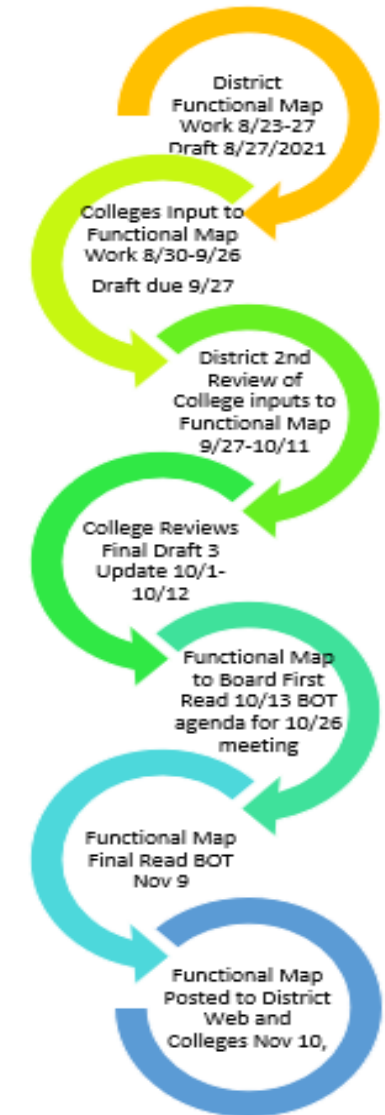
Work in August to meet the Timeline

- 8 Extended Chancellor's Cabinet meetings Mondays and Fridays – Cabinet, ALOs, VPs, VPSS, VPAS
- 10 Meetings on Finance
- 5 Meetings on Financial Aid
- 5 Meetings on Functional Map
- 4 BP/AP Taskforce meetings or sub-meetings
- 4 Meetings on the Audit
- 5 meetings on reporting

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Timeline

Date	Activity
August 1-27	Chancellors Extended Cabinet Works on Report and Research
August 30	District-wide Fireside meeting
September 1-13	Draft to Colleges for Review; comments collected
September 14	BOT reviews Draft – input collected
September 21	Report updated with comments – Marketing begins formatting
September 27	4 Identical Reports, 4 College signature pages
September 28	BOT Final Approval & Sign Off
October 1	Submission to ACCJC Commission
October 20-21	Virtual ACCJC Visit





Thank You!

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