



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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Associate Vice President
NORVAL WELLSFRY

January 20, 2015

Dr. Jose Ortiz
Chancellor
Peralta Community College District
333 East Eighth Street
Oakland, CA 94606

Dear Chancellor Ortiz:

A *draft* team membership list for the external evaluation visit to Peralta Community College District, scheduled for Monday, March 9-12, 2015 is enclosed. If you identify any conflict of interest or other concerns about the team composition, please let me know as soon as possible.

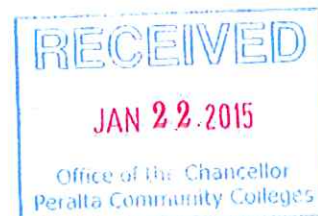
The Team Chair will contact you to make arrangements for the visit, plan a tentative schedule, and make room reservations for the team. Since the Team Chair will meet with the team in the afternoon and evening preceding the visit, the District is encouraged not to schedule any event to interfere with this preliminary meeting.

Sincerely,

Mr. G. Jack Pond
Vice President

GJP/tl

Enclosure



November 19, 2014

**Peralta Community College District
External Evaluation Visit Team Roster
Monday, March 9-Thursday, March 12, 2015**

Chair

Dr. Henry Shannon
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ACADEMIC REPRESENTATIVES

Faculty

Faculty

Faculty

ADMINISTRATIVE REPRESENTATIVES

OTHER REPRESENTATIVES

Research

January 26, 2015

**Berkeley City College
External Evaluation Visit Team Roster
Monday, March 9-Thursday, March 12, 2015**

Chair

Ms. Renee Martinez
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Faculty

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San Bernardino CA 92410

Mr. Charles Sasaki
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ADMINISTRATIVE REPRESENTATIVES

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Marysville CA 95901

Trustee
Ms. Mayra Cruz
Trustee
San Jose/Evergreen CCD
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San Jose CA 95128

January 23, 2015

**College of Alameda
External Evaluation Visit Team Roster
Monday, March 9-Thursday, March 12, 2015**

Chair

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Faculty

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Orange CA 92869

Faculty

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Dr. Lawrence Bradford
Vice President of Academic Affairs
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Los Angeles CA 90047

Ms. Kimberly Schenk
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Dr. Derek Lerch
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Mr. Otto Lee
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OTHER REPRESENTATIVES

Research

Dr. Sheila Pisa
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16130 Laselle St.
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January 28, 2015

**Laney College
External Evaluation Visit Team Roster
Monday, March 9-Thursday, March 12, 2015**

Chair

Dr. Sonya Christian
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Assistant

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ACADEMIC REPRESENTATIVES

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Faculty

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Mr. Kevin Fleming
Dean of Instruction, Career &
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Norco CA 92860

Mr. Mark Williams
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Dr. Sherrie Guerrero
Associate Superintendent-Instruction
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Laney College
External Evaluation Visit Team Roster
Page Two

ADMINISTRATIVE REPRESENTATIVES

Dr. Michael Collins
Vice President of Administrative Services
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1530 West 17th Street
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Dr. John Weispfenning
President
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OTHER REPRESENTATIVES

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Ms. Crystal Kollross
Interim Director Institutional Effectiveness
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1570 E. Colorado Blvd.
Pasadena CA 91106

January 23, 2015

Merritt College
External Evaluation Visit Team Roster
Monday, March 9-Thursday, March 12, 2015

Chair

Dr. Loretta Adrian
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Fountain Valley CA 92708
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ACADEMIC REPRESENTATIVES

Faculty

Mr. Thomas Jones
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Faculty

Dr. Timothy Brown
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Faculty

Dr. Anu Khanna
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Communications
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Dr. Michael Allen
Vice President, Academic Affairs
Los Angeles Mission College
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Sylmar CA 91342

Merritt College
External Evaluation Visit Team Roster
Page Two

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President
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Assistant Superintendent/VP Student Services
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Dr. Arleen Satele
Vice President Administrative Services
Santiago Canyon College
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Orange CA 92869

OTHER REPRESENTATIVES

Research

Mr. Ted Wieden
Interim Senior Dean of
Efficiency/Accreditation Liaison Officer
Diablo Valley College
321 Golf Club Road
Pleasant Hill CA 94523



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Vice President
KRISTA JOHNS

Vice President
GARMAN JACK POND

Associate Vice President
JOHN NIXON

Associate Vice President
NORVAL WELLSFRY

November 7, 2014

This same letter was sent to all College Presidents.

Dr. Eric Gravenberg
Interim President
College of Alameda
555 Ralph Appezato Memorial Parkway
Alameda, CA 94501

Dear President Gravenberg:

I am writing to provide information about the upcoming external evaluation visit to your campus this fall. College of Alameda is being evaluated against the Eligibility Requirements, Accreditation Standards, and Commission policies.

As your College staff learned during Self Evaluation training, the accrediting process will focus attention on evidence that the institution meets each of the Commission requirements listed above. The documentary evidence provided to the external evaluation team should be organized so that it is easily accessible and available in the campus room set aside for the team. If your College is providing documentation in an electronic format, please give the team access to this documentation before it arrives on campus if possible.

The external evaluation team may ask for any specific documentation or information from the College during the visit. The *Guide to Evaluating Institutions* and the *Guide to Evaluating Distance Education and Correspondence Education* are intended to provide suggestions of evidence that could be used to address each Accreditation Standard. In 2011 the Commission developed a guide for external evaluation team members to use for Standard III.D – **Financial Resources**. A copy of the Required Evidentiary Documents for Financial Review is enclosed.

I also want to remind you that external evaluation teams must examine the quality of educational programs and student support services provided at off-campus sites. U.S. Department of Education regulations require all off-campus sites that offer 50% or more of a program, degree or certificate be visited by the external evaluation team.

Teams must also have appropriate access to courses, programs and student support services provided through electronic media, i.e., distance or correspondence education. The team will review them before the date scheduled for the campus visit. Please make sure you arrange for electronic access to these programs and services.

**Required Evidentiary Documents for Financial Review
Supplemental Guidelines for Standard III.D for CALIFORNIA PUBLIC INSTITUTIONS**

ACCREDITATION QUESTIONS	EVIDENCE
Has the college received any qualified or adverse opinions in audit reports in the last 3 years from district, state or federal programs?	Audit Reports (last 3 years)
Has the college implemented all audit recommendations? Have there been the same recommendations for more than one year? What is the auditor's response to the management actions taken?	Management response to auditor's findings and recommendations (last 3 years) CCFS 311 (last 3 years)
What is the institution's unrestricted fund balance and reserves and how has it changed over the last three years?	CCFS 311Q (Most recent quarter) Fiscal Trend Analysis of 311 Data (Can be accessed online at CCCCO website.)
Does the College maintain a minimum 5% unrestricted reserve of cash or cash equivalent?	Audit Report
Has the State Chancellor's Office had to intervene regarding fiscal stability or compliance?	Letter of agreement between State Chancellor's Office and District, Chancellor's Office communication document, Fiscal Health Certificate
Does the college have long term debt financing?	Audit Report
Does the institution have an obligation for post retirement health benefits (OPEB), compensated absences, and other employee related obligations? If it does, has it done the actuarial study and identified the liability? Is there a plan for funding them?	Actuarial study for post-retirement health benefits, collective bargaining agreements, board policies, actuarial report, reserve reports. Institutional Plan for funding the liability
Does the institution have limits on accrual of unused vacation time? Compensatory time? Is the institution enforcing its policy on limits?	Leave Accrual Policy in Contractual Agreement and Labor Agreements, Board Policies, Human Resource Records
Is the fiscal entity self insured for health benefits, workers compensation, and unemployment? How are reserve levels set?	District Self Certification
Does this fiscal entity have obligations for future total compensation expenditures driven by collective bargaining agreements or other agreements (corporate-buy outs, management/employee agreements, etc?) if so, what are they? Of what significance are they? What is the plan for funding these future obligations?	Current Bargaining agreements District Funding Plan Executive Officer agreements regarding buy-outs and other conditions of employment



**Required Evidentiary Documents for Financial Review
Supplemental Guidelines for Standard III.D for CALIFORNIA PUBLIC INSTITUTIONS**

ACCREDITATION QUESTIONS	EVIDENCE
Does the institution and the foundation have an agreement/contract on the role of the foundation? Does it require that the foundation have an independent audit?	Copy of the Agreement Copy of Foundation audited financial statements (last 3 years) Required Continuing Disclosure submittal
Does the college or district have a Prop 39 bond fund?	Copy of minutes from Bond Oversight Committee Copy of audit reports from the last 3 years
Does the college have policies and procedures regarding purchasing? Are they being followed?	Self Certification Policies
Will additional buildings be opened in the next 2-3 years? Is there a plan to fund staff, utilities and operating expenses associated with additional facilities coming online within the next 2-3 years?	Copy of the most current Facility Master Plan Funding Plan Educational Master Plan Total Cost of Ownership Plan Staffing/Human Resources Plan
Is there evidence that planning integrates fiscal and other resources?	Internal documents
Is there evidence that the institution monitors student financial aid obligations such as student loan default rates and compliance with federal regulations?	Annual Financial Report, Financial Aid Compliance Reports

Edited: March 5, 2013





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President
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Vice President
KRISTA JOHNS

Vice President
GARMAN JACK POND

Associate Vice President
JOHN NIXON

Associate Vice President
NORVAL WELLSFRY

January 16, 2015

This same letter was sent to all College Presidents.

Dr. Deborah Budd
President
Berkeley City College
2050 Center Street
Berkeley, CA 94704

Dear President Budd:

A *draft* team membership list for the external evaluation visit to Berkeley City College, scheduled for Monday, March 9-Thursday, March 12, 2015 is enclosed. If you identify any conflict of interest or other concerns about the team composition, please let me know as soon as possible.

One printed and one electronic copy of the Institutional Self Evaluation Report, including evidence in an electronic format, one catalog, and one class schedule should be sent to each team member 60 days prior to the visit in addition to the two hard copies of the above and one electronic version sent to the Commission office.

The Team Chair will contact you to make arrangements for the visit, plan a tentative schedule, and make room reservations for the team. Since the Team Chair will meet with the team in the afternoon and evening preceding the visit, the College is encouraged not to schedule any event to interfere with this preliminary meeting.

Sincerely,

Mr. G. Jack Pond
Vice President

GJP/tl

cc: Dr. May Chen, Accreditation Liaison Officer

Enclosure