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

Peralta Community College District

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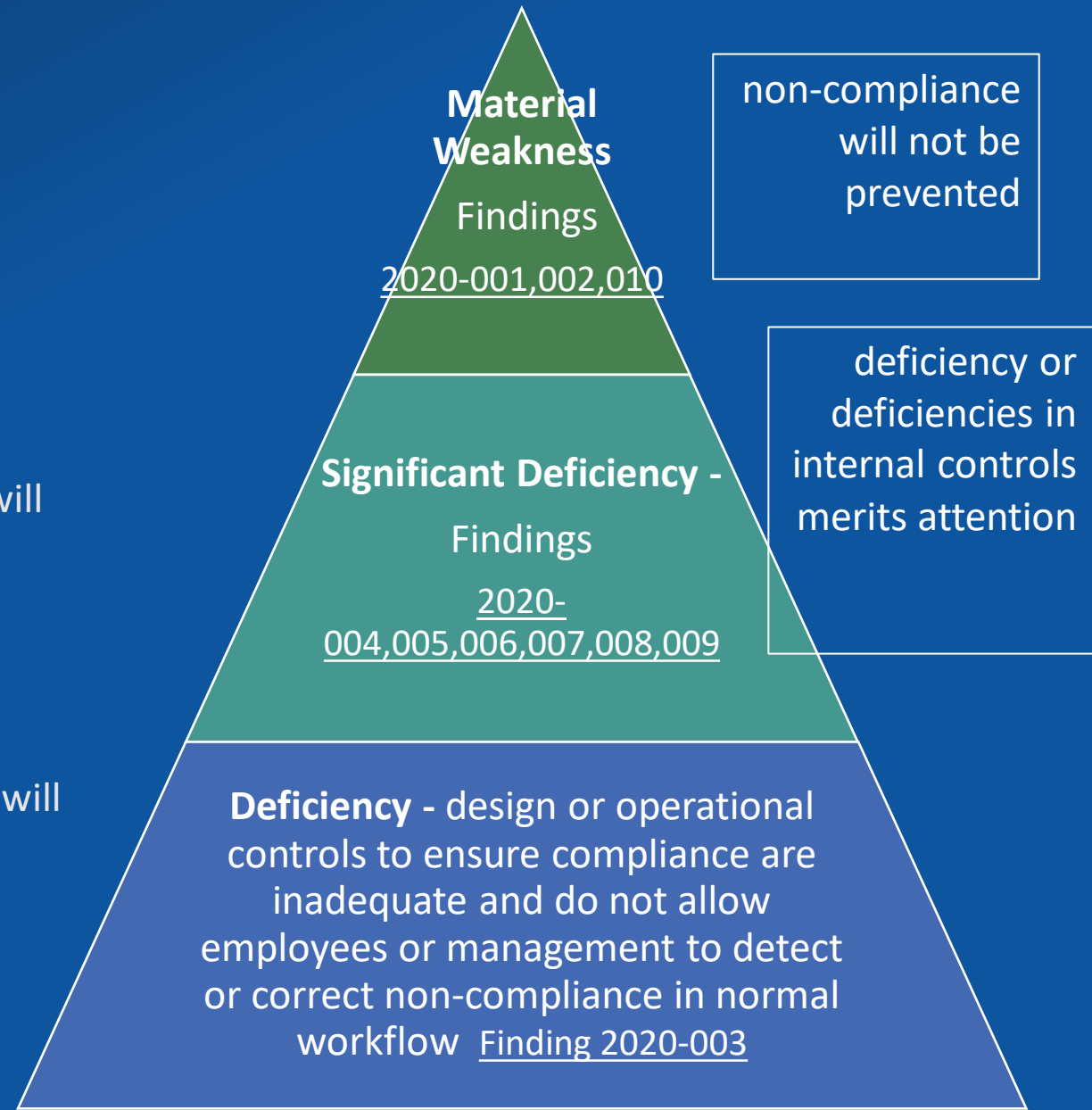
Improved but still needs work; Covid has and hasn't helped; Need staffing

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

Material Weakness
Findings
2020-001,002,010

non-compliance will not be prevented

Significant Deficiency -
Findings
2020-004,005,006,007,008,009

deficiency or deficiencies in internal controls merits attention

Deficiency - design or operational controls to ensure compliance are inadequate and do not allow employees or management to detect or correct non-compliance in normal workflow Finding 2020-003

Peralta Community College District

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 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

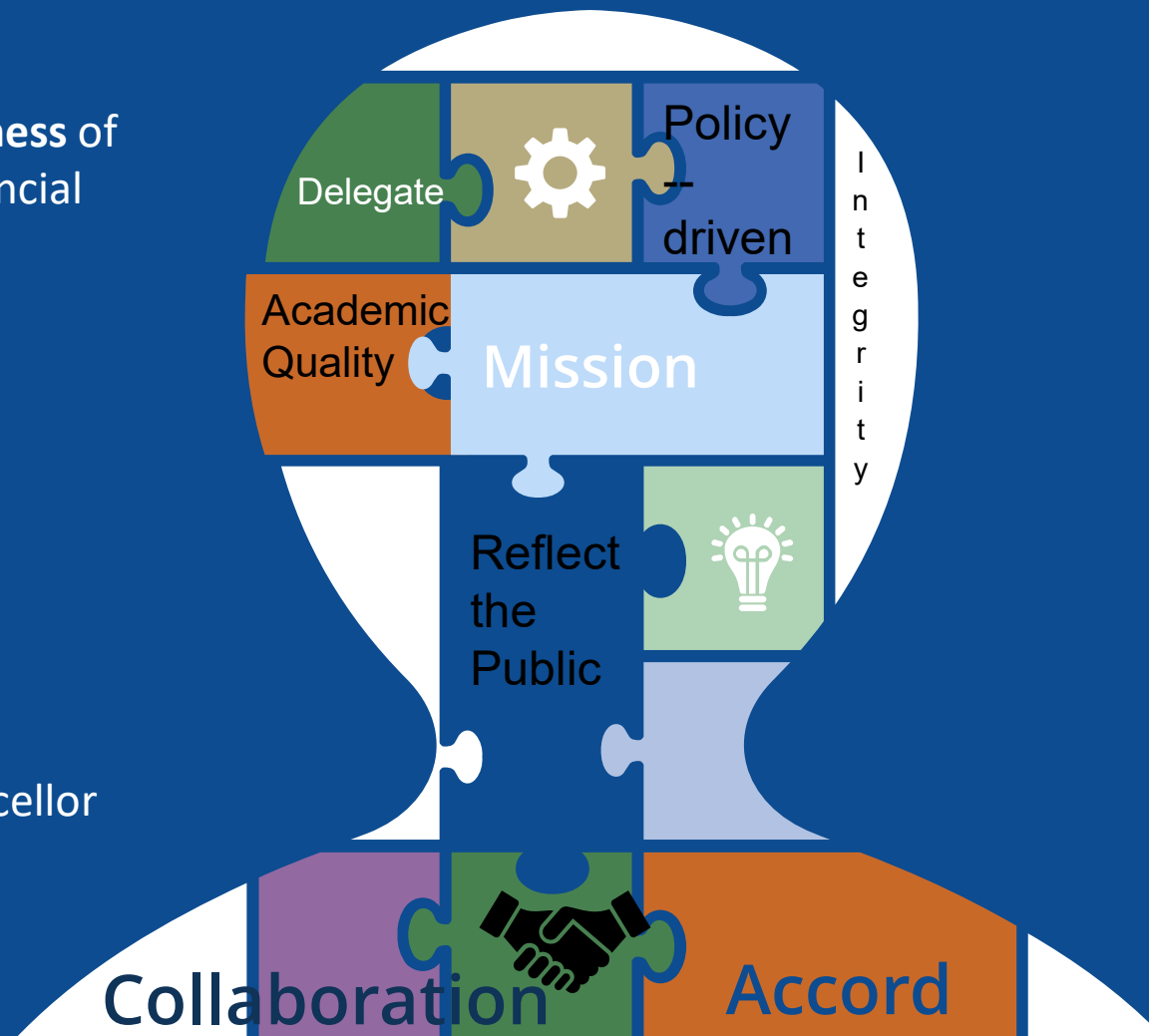- #9 delegate full responsibility and authority to the Chancellor

Delegate
Policy-driven
Academic Quality
Mission
Integrity
Reflect the Public
Collaboration
Accord

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

2020/21 Board BP/AP Analysis

BP/AP	Title	Last Reviewed	Legally Require	Legally Advised	Good Practise	Required Accreditatio	Prio
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

Peralta Community College District
Board Policy / Administrative Procedure Flowchart

Approval

- AP Chancellor Approves
- BP Board Approval

Consultation

- Participatory Governance Council — Consultative Group(s)
- Chancellor's Cabinet - Chapter Leads Review + Distribute

Review

- Appropriate VC with Area Expertise
- Chancellor Designee Facilitator
- Approval Without Change
- Review Update Additions

Policy and Procedure Submission

- Any PCCD Group or Individual with area expertise
- CCLC biannual Systemic Policy and Procedure Updates
- Regular 7-year Policy and Procedure Review by Chancellor Cabinet leads

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.

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

- **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 ant 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)	• 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	• 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)	• 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	• 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
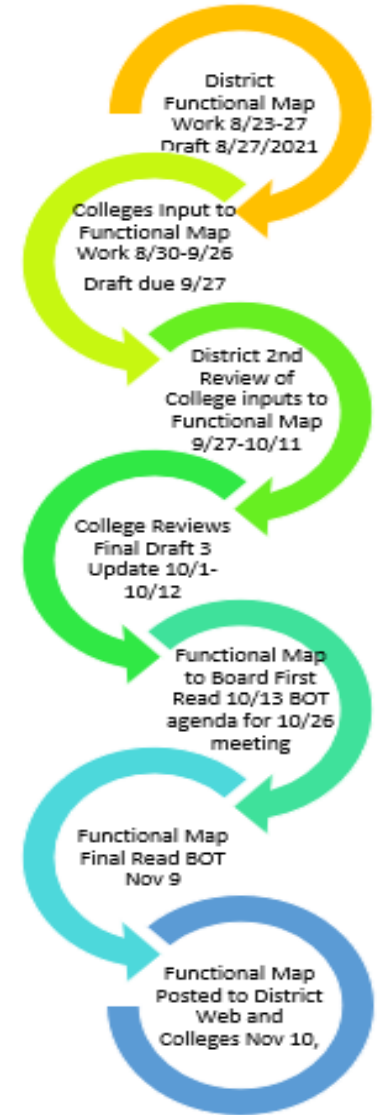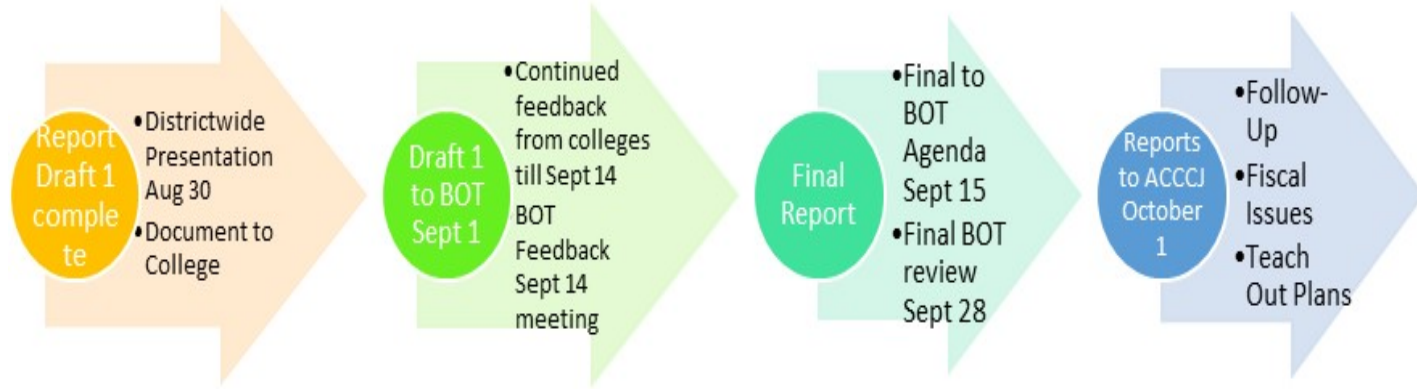- 4 Meetings on the Audit
- 5 meetings on reporting

Adil Ahmed	Jannett Jackson	Richard Davis
Amy H. Lee	Jennifer Ma	Ron McKinley
Angelica Garcia	Joseph Bielanski	Royl Roberts
Angie Harris	Joseph Koroma	Rudy Besikof
Antoine Mehouelley	Joyce Brown-Willis	Sasha Amiri
Atheria Smith	Kuni Hay	Sean Brooks
Brenda Johnson	Lilia Chavez	Siri Brown
David M. Johnson	Loan Nguyen	Stacey Shears
Denise Richardson	Maisha Jameson	Tami Taylor
Derek Pinto	Mark Johnson	Tina Vasconcellos
Diana Bajrami	Marla Williams-Powell	Vu Nguyen
Ernesto Nery	Momo Lim	Janet Fulks
Francisco Herrera	Nathaniel Jones III	
Garth Kwiecien	Phasasha Pharr	
Hemanth Kumar	Rebecca Opsata	
	Rupinder Bhatia	

Timelines

PCCD Functional Map Iterative Development and Deadlines

Report Draft 1 complete
- Districtwide Presentation Aug 30
- Document to College

Draft 1 to BOT Sept 1
- Continued feedback from colleges till Sept 14 BOT Feedback Sept 14 meeting

Final Report
- Final to BOT Agenda Sept 15
- Final BOT review Sept 28

Reports to ACCCJ October 1
- Follow-Up
- Fiscal Issues
- Teach Out Plans

District Functional Map Work 8/23-27 Draft 8/27/2021

Colleges Input to Functional Map Work 8/30-9/26 Draft due 9/27

District 2nd Review of College inputs to Functional Map 9/27-10/11

College Reviews Final Draft 3 Update 10/1-10/12

Functional Map to Board First Read 10/13 BOT agenda for 10/26 meeting

Functional Map Final Read BOT Nov 9

Functional Map Posted to District Web and Colleges Nov 10,

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!

Reach out to us at info@Peralta.edu

@PeraltaColleges

@PeraltaColleges

@peraltacolleges

Peralta Community College District