CHANCELLOR’S CABINET & DINNER MEETING
MAY 21, 2014, 3:30PM
EDUCATIONAL SERVICES CENTER
6TH FLOOR LARGE CONFERENCE ROOM

AGENDA

- SIS Update—Regalado

- Discussion of ASO Budgets—Barrera
  (attachment)

- Work Week Schedule for Summer 2014—All Presidents
  College Presidents will inform others of their plans, if any, to adjust the work week
  schedule at their colleges.

- Update on CEOCCC Board Meeting—Burke
  President Burke will provide a summary report on the proceedings of this month’s
  CEO Board meeting. (attachment)

- Enrollment Targets for 2014-15/Planning Considerations—Gordon
  (attachment)

- Request for Authorization to Hire Process—Román, Barrera
  Discussion will focus on the new process to be implemented with regard to all hiring.

- Discussion on ISA and Consulting Instructor Assignments—Román,
  Barrera

- FON Update—Román
ASO Accounts

Education Code Section 76065 provides: “The governing board of any community college district shall provide for the supervision of all funds raised by any student body or student organization using the name of the college. The cost of supervision may constitute a proper charge against the funds of the district. The governing board of a community college district may also provide for a continuing audit of student body funds with community college district personnel.”

Administrative Regulation S-2 provides, in relevant part:
“...The College President shall be directly responsible for the conduct of the Associated Student Organization financial activities and shall be governed in this exercise by the Rules of the Board of Trustees and Administrative Regulations.

e. All funds raised or expended in and for the common treasury and general welfare of the Associated Student Organization shall be maintained by the college’s Chief Business Officer (or designee), in keeping with all District policies and procedures, in consultation with the ASO Advisor and ASO Treasurer/Financial Officer, under the direction of the College President/or designee...

RESPONSIBILITIES OF THE COLLEGE CHIEF BUSINESS OFFICER (OR DESIGNEE)

a. Act as custodian of the Associated Student Organization Fund, and shall be responsible, under the direction of the College President, for all cash collection of ASO student funds, and for maintaining records as prescribed by the Rules of the Board of Trustees.
b. Furnish information to the ASO Finance Committee necessary for the preparation of the annual ASO Budget, and prepare related reports as otherwise required. This includes prior year information and estimated income.
c. Provide the ASO Finance Committee monthly financial reports on revenue (actual and expected) and expenditures.
d. Inform the ASO Finance Committee of the need, and extent of any required budget adjustments, based upon estimated revenues, which may require adjustments to conform to actual income. A specific timeline shall be provided.
e. Ensure that all expenditures are in accordance with the approved budget and in compliance with appropriate rules and regulations.
f. Provide access to books and records of Associated Student Organization activities to the Associated Student President, ASO Advisor and ASO Treasurer/Financial Officer.
g. Provide information to the Associated Student President, ASO Advisor and ASO Treasurer/Financial Officer regarding the locations of bank accounts, reserves and the interest earned.
h. Provide Associated Student President, ASO Advisor and ASO Treasurer/Financial Officer with quarterly updated information on all accounts....” [emphasis added]
See also http://www.laccd.edu/About/Documents/AdministrativeRegulations/S-3.pdf
and http://www.laccd.edu/About/Documents/AdministrativeRegulations/S-4.pdf
**LOS ANGELES COMMUNITY COLLEGES**  
**OFFICE OF THE CHANCELLOR**  
**ADMINISTRATIVE REGULATIONS**

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| CHANGES: Replaces Administrative Regulations E-26, 27, E-28, E-29, E-30, E-31, E-33, E-46 |

1. **RESPONSIBILITIES OF THE FINANCE COMMITTEE**

a. **Membership**

   (1) A Finance Committee shall be established with membership limited to the following:

   (a) The Treasurer/Financial Officer of the Associated Student Organization, who shall act as the Chairperson and a voting member of the Finance Committee.

   (b) President of the Associated Student Organization.

   (c) One elected member of the governing body of the Associated Student Organization appointed by the President of the Associated Student Organization and approved by a majority of the governing body.

   (d) The Chief Student Services Officer or ASO Advisor.

   (e) One faculty member appointed by the President of the College.

   (f) The Chief Business Officer (or designee), serving as ex-officio member with no vote.

   (2) The Chief Business Officer (or designee) is responsible for ensuring that all actions by the Associated Student Organization Finance Committee are in accordance with Board Rules and District Policies, and is required to report to the College President any potential violations.

   (3) Student members of the Finance Committee must be paid members of the Associated Student Organization.
b. Responsibilities

(1) The ASO Finance Committee shall:

(a) Plan, approve and submit the initial annual ASO budget, prepared on a line item basis, to the Associated Student Organization governing body for approval.

(b) Submit the initial approved annual ASO budget to Chief Student Services Officer who shall forward it to the College President for approval.

(c) Determine the disposition of financial requests, which alter the original fiscal operation plan, such as creation/deletion of accounts, transfer of funds, account augmentation, etc.

(d) Oversee fiscal accountability of ASO funds.

(e) Monitor, evaluate and assist the ASO Treasurer/Financial Officer in the execution of the ASO budget expenditures and record keeping.

2. PROCEDURES

a. Action taken at any ASO Finance Committee meeting is not considered legal unless there is a quorum of three voting members with a minimum of two students and the Chief Student Services Officer or ASO Advisor.

b. A minimum of three favorable votes is required for Finance Committee approval on an item, regardless of the number of committee members present.

c. ASO expenditures from approved budget line items and General Operations Accounts (e.g., supplies, printing and on-going equipment Maintenance agreements) that are $1,000 or less, while subject to the approval requirements contained in Administrative Regulation S-4, Section 1, do not require Finance Committee approval prior to those expenditures. All other expenditures from approved budget line items and General Operations Accounts, with the exception of specific expenditures previously approved by the Finance Committee and expenditures for travel from an approved budget line for travel, require Finance Committee approval prior to their expenditure. However, all requests pertaining to the alteration of the initial ASO budget must be referred to the Finance Committee before submission to the governing body of the Associated Student Organization for action. Recommendations of the Finance Committee on all requests received must be reported in writing to the governing body.

d. Actions of the Finance Committee may be overridden or amended by a 2/3 of the ASO governing body, present and voting at the meeting when such actions are reported. Actions overridden or amended shall be referred back to the Finance Committee for further consideration.
e. The Finance Committee shall consider items overridden by the ASO governing body at its next regularly scheduled meeting. The action on those items must be reported in writing at the next regularly scheduled meeting of the governing body.

f. Any item overridden once by the governing body, and not approved by the Finance Committee upon its review and reconsideration, may be approved by a vote equal to 2/3 of the full governing body of the ASO, at a subsequent meeting.

g. Only the Finance Committee shall have the authority to determine the budgetary source or sources of budget line items.

The college president, or designee, as trustees, shall review all proposed Associated Student Organization Fund expenditures and may disallow inappropriate expenditures. If the College President disallows expenditures, the College President shall notify the ASO President in writing.

3. BUDGET

a. The Associated Student Organization annual budget shall outline and control in detail the entire ASO student financial program for each fiscal year.

b. Budget Development

(1) No later than the Monday of the first week in April, the Chief Business Officer (or designee) shall provide the ASO Finance Committee with a report on the expected revenue, from all sources, for the upcoming school year, and historical data on expenditures.

(2) No later than the third week in May, the ASO Finance Committee shall prepare, approve and submit the proposed budget for the upcoming fiscal year, prepared on a line item basis, to the Associated Student Organization governing body for approval.

(3) The Associated Student budget for the fiscal year, commencing July 1, shall be completed and approved by the ASO governing body and submitted to the College President through the Chief Student Services Officer no later than June 30.

c. If the Associated Student Organization fails to enact a budget, the College President is authorized to adopt the immediately preceding fiscal year’s budget to ensure continuity of operation.

d. Until the annual budget is approved, the College President may authorize, in writing, financial actions necessary to fulfill legal contracts and commitments. The Chief Business Officer or designee is not permitted to make any expenditure during that period without written approval of the College President. The Associated Student Organization President, Chief Student Services Officer and ASO Advisor shall be notified in writing within three working days of such action.
e. Approval of the budget does not eliminate the requirement for an individual authorization for expenditures where authorization is specifically required.

f. Adjustments to the annual fiscal operation plan must follow the same approval procedure as the original fiscal operation plan.

g. The Chief Business Officer (or designee) will furnish a prior year balance accounting to the ASO governing body, to the Chief Student Services Officer, and the ASO Advisor by September 1.

4. RESERVES

a. The Chief Business Officer (or designee) shall provide the ASO Finance Committee with quarterly reports on the status (including interest and expenditures) of all reserves.

b. Project Reserves

   (1) The Associated Student Organization may, by action of the governing body and with the approval of the College President, set aside funds for a specific future project, which shall be classified as a Project Reserve.

   (2) All established Project Reserves must be reviewed annually by the Chief Business Officer or designee and recommend any adjustments to the Finance Committee, which shall make recommendations to the governing body and the College President for approval.

   (3) Project Reserves may be established from current operating funds, gifts, or by segregation of available surplus. Interest earned by such funds may be credited to the project reserves earning it. Establishment of, addition to, or reduction of a Project Reserve must be approved by a 2/3 vote of the Associated Student Organization and the College President.

   (4) The College President has the authority to cancel Project Reserves as deemed necessary to assure that the Associated Student Organization Fund activities are conducted in a prudent and responsible manner.

c. Working Capital Reserve

   Working Capital Reserves must be established for scholarships or other identified needs.

d. Contingency Reserves

   (1) The Associated Student Organization may, by action of the governing body and with the approval of the College President, set aside funds for contingencies.
(2) Contingency Reserves shall be reviewed annually by the Chief Business Officer or designee and adjustments recommended to the Finance Committee, which shall make recommendations to the governing body and the College President for approval.

5. ASO FUND-NET WORTH

   a. Profit or loss on ASO financial operations shall be closed/posted to Associated Student Organization net worth and is available for subsequent budgeting, except when a deficit balance exists in net worth. Net worth consists of the difference between assets (what is owned) and liabilities (what is owed); the net worth of the Associated Student Organization is divided into two parts.

   (1) Reserves, which earmark a portion of the ASO equity for inventory investment, future specific projects, and unknown contingencies.

   (2) Surplus, which is the portion of the ASO equity available for use.

6. PROFITS FROM ASO ACTIVITIES

   a. Profits from Associated Student Organization activities are Associated Student Organization funds, and may not be credited to trust accounts, or later diverted to accounts of special groups, or the college general fund.

   b. Sharing of income and expenses from activities co-sponsored by the Associated Student Organization and the District must be agreed to in writing prior to initiation of the activity. This Agreement shall be ratified by the ASO Governing Body and signed by the ASO President and the College President.

7. LOANS

   a. The Associated Student Organization may co-sponsor or loan funds to clubs or other campus groups through written agreement with the Governing Body. Such co-sponsorships or loans must be made through regular procedures involving the recommendation of the Finance Committee and approval of the Governing Body and have the approval of the College President. Procedures for the repayment of the loans and/or agreement to participate in profits must be made in writing prior to any agreement.

8. AUDIT

   a. Associated Student Organization Fund books, financial records and procedures are subject to annual audit. The ASO may also request an external audit, but the cost of that audit will be paid out of ASO funds.
b. Reports of the audit are submitted to the ASO Advisor, ASO President, the Chief Student Services Officer, the Chief Business Officer, the President of the College, and the Chancellor.

c. Audit information, except that containing confidential information, shall be released to the Associated Student Organization by the College President or designee.
CEO CCCC Meeting Notes – May 16, 2014

1. Opening

1.1 Roll Call

1.2 Minutes – Approved as submitted

2. Board President Report:

Thank you to the CEO CCCC Board members for your efforts this year.

3. League CEO Report:

The Southern California CEO Meeting at Lake Arrowhead was a success. Many attendees commented that they preferred the Lake Arrowhead location, and the event will be retuning there in spring 2015. There was a technical assistance visit at Hartnell College on participatory governance in collaboration with the ASCCC. The annual trustees conference was held in Newport Beach and was well attended.

4. Officers Nominating Committee Report

4.1 Report from the Officers Nominating Committee Chair:

President Elect—Frank Gornick; Vice President—Ron Galatolo; Vice President, North—Kim Perry; and Vice President, South—Jamillah Moore; these are nominations with the exception of the President-Elect on whom we voted last year at this time. The vote for the nominees will take place next month.

5. Legislation and Finance:

5.1 State Budget:

Increased revenues were not applied in the May Revise as we anticipated. The proposed January budget was a good starting point. In the Revise, there is reference to protection for downturns in property taxes and enrollment fee shortfalls. There is a reduction in growth from 3 percent down to 2.75 percent; the League’s position was 2 percent for growth. We will not know where we are as a system with growth/restoration until after P2. Several significant districts are down hundreds/thousands of FTES, including Foothill/De Anza, Mendocino Lake, Santa Barbara, and CCSF, which will require half of the stability funding expenditures. There is a proposal to drop the growth/restoration to 2.5 percent, giving first call of the released 0.25 percent funding to districts carrying overcap through the great recession and use of $16M for the STRS fix. Chancellor Harris does not support us going to the legislature and saying we need fewer dollars to grow/restore. If we back down on restoration, we are admitting we don’t need funds for access. Is that the message we want to
send to the legislature and the Governor? Should we go for a three-year overcap formula in the budget proposal for FY 2016?

The proposed change in the noncredit CDCP rate to match credit apportionment is included for action in FY 2016. We need to be cautious with this adjustment in apportionment rates because strings may be attached including items such as a CDCP FON. The LAO was insistent on the scheduled maintenance dollars; the LAO does not feel we have the need for or the data to support instructional equipment dollars. We probably need to build a database of the needs for instructional equipment to ensure we have the necessary information to convince the legislature of the needs. It is possible we could get some of the funds applied toward instructional equipment. The $50M for CTE will be distributed regionally and will be a blended rate between CTE and non-CTE courses. There was significant discussion in sub-committee hearings about how the $50M could be used by the local K-12 districts. These are one-time funds. How do we build a program and sustain it with one-time dollars?

The CEO Board is committed to working with the CCCCQ to discuss the funding formula to address those small colleges that need additional support because they are no longer growing.

5.2 State Teachers Retirement System:

There is a twenty-eight million dollar impact in FY 2015. We are going to address the problem because it will require significant state borrowing in future years if we do not address it now. The Governor and STRS want to require 100 percent funding in 33 years. What is the target year and at what valuation? PERS is a larger issue in terms of overall dollars and is planned to go to a 20 percent employer contribution.

5.3 Governor’s Proposed “Rainy Day” Fund:

There will be a proposal for a “Rainy Day” Fund on the November ballot.

5.4 State Legislation:

AB 1942 – Community colleges: accreditation
Would regulate the accreditation process in California by recommending provisions, including the following:

Visiting Teams
- The team should proportionally reflect the participatory governance structure of community colleges
- Members of the team must be independent of the agency.

Sanctions Process:
- If the accrediting agency intends to impose a sanction more severe than recommended by the evaluation team, the agency must then conduct a new hearing after waiting at least two weeks to take public comment.
- In the conduct of Commission meetings relating to a California institution, there must be adequate notice of the hearing and the public must have a chance to speak. The
agency may decide to go into closed session when members of the agency deliberate on the fate of the college.

Appeals Process:
- Requires that the appeals process is governed by a third-party arbitrator agreed upon by both the college and the Commission.

Recommend an oppose position.

AB 2087 – Community colleges: Board of Governors of the California Community Colleges
Would require the Board of Governors, when appointing a special trustee that usurps the power of a locally elected board, to cite specific benchmarks defining when local control can be restored and provide for meaningful consultation with local stakeholders.

Recommend an oppose position.

AB 1068 – Community colleges: accreditation
Would require the Chancellor’s Office of California Community Colleges to study the feasibility of the state to establish a commission to accredit California community colleges.

Recommend an oppose position.

AB 1451 – Concurrent enrollment in secondary schools and community colleges
Authorizes a governing board of a community college district to enter into a partnership with a school district with the goal of developing seamless pathways from high school to community college for CTE, transfer preparation, improving high school graduation, or helping students achieve college and career readiness.

Recommend a support position.

AB 2559 – Community college employees: suspension
There are certain rules and proceedings that colleges must follow when suspending employees. This bill would require an involuntary leave with partial or full compensation to qualify as a suspension.

Recommend an oppose position.

SB 850 – Community College Districts: Baccalaureate Degrees and Pilot Program
Authorizes the Chancellor of the California Community Colleges to authorize the establishment of one baccalaureate degree pilot program per college per district. Provides that the baccalaureate degree pilot program shall consist of a limited number of colleges. Requires a baccalaureate degree pilot program to expire 8 years after the creation of the program. The pilot will include fifteen colleges in fifteen districts expiring in 2023.

Recommend a support position.
5.5 Addendum: State Legislation:

SB 173 – Adult/Noncredit Education Funding
The bill would require the Department of Education, in conjunction with the Office of the Chancellor of California Community Colleges, to have a joint accountability system and common assessment model for purposes of placement in adult education courses. The amended bill is now more closely aligned with AB 86.

Recommend a support, if amended, position.

5.6 Possible Initiative: Split Roll Property Tax

Evolve, a San Francisco-based community organization, has begun contacting local government officials to urge a “split roll” or “commercial property loophole” tax change to Prop 13. Estimates are that it would generate $4-5 billion in revenue. It is not clear whether the effort to create a split roll would be via the initiative process or through a constitutional amendment placed on the ballot by the Legislature. It is too late to begin an initiative campaign for November 2014. It is likely any signature gathering efforts would be for the 2016 general election. It is likely the opposition to a ballot measure would be enormous and could provoke further political shifts in California that could interfere with the progress made since the passage of Prop 30 to restore the services that were decimated during the great recession.

6. Association Operations:

6.1 Appointment of At-Large Positions:
Helen Benjamin was elected to a second three-year at-large term.

6.2 Consultation Council:
Equity Plans—EOP&S advocates are showing up in a variety of venues and are vocal about wanting the $100 million in Student Success funds for their programs. We need additional information on their concerns. Budget and legislation were the foci of the discussion.

6.3 Partnership with the Chancellor:

On Monday, May 19, 2014, there will be five new members of the Board of Governors. There will be an orientation for these new members at the Board meeting on Monday morning. A detailed handout was distributed regarding the CCSF accreditation response.

7. Education Issues:

7.1 Accreditation:
The CEOCCC Board letter was sent but no response has been received from the ACCJC.
A summary of the regional meetings with the ACCJC and the subsequent discussions at the regional conferences was provided. The following is a summary of the proposed action steps to be taken in improving the accreditation process, communication, and relationships:

1. Collaboration and Communication
   a. Suggest an annual meeting be held with the members to include a financial status report.
   b. Respect the role of chancellors in multi-college districts

2. Professional Development
   a. Develop a strategic professional development plan
   b. Hold an annual accreditation conference
   c. Improve college training for accreditation
   d. Improve team training

3. Reaffirmation/Accreditation
   a. Focus on prevention/advance warning of institutional shortfalls
   b. Strengthen the peer-based, collegial approach
   c. Shift focus to institutional quality and improvement vs. threat of sanction and public disgrace

There are two very negative articles out today related to the ACCJC. There is going to be a rebuilding of the confidence and trust necessary for the ACCJC as we move past these issues.
### FTES Needs for 2013-14 and 2014-15

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| **2013-14 FTES -- SECOND PERIOD PROJECTION** |
| Credit | 13,030 | 20,976 | 7,015 | 5,803 | 14,082 | 4,644 | 11,532 | 12,287 | 6,757 | 472 | 0 | 96,597 |
| Non-Cr Regular | 475 | 456 | 52 | 126 | 281 | 100 | 142 | 80 | 227 | 0 | 0 | 1,939 |
| Non-Cr Enhanced | 674 | 830 | 0 | 165 | 0 | 416 | 343 | 579 | 7 | 0 | 0 | 3,014 |
| **Total** | 14,178 | 22,262 | 7,068 | 6,093 | 14,363 | 5,160 | 12,017 | 12,945 | 6,992 | 472 | 0 | 101,550 |

### 2014-15 Planning Considerations

#### 2013-14 FTES Base

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#### 2013-14 Possible Funded FTES with growth of 1.63% => BASE for 2014-15

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#### 2014-15 Possible Funded FTES with growth of 2.75%

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#### 2014-15 Possible Funded FTES with growth of 3.00%

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<tr>
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<th>East</th>
<th>Harbor</th>
<th>Mission</th>
<th>Pierce</th>
<th>Southwest</th>
<th>Trade-Tech</th>
<th>Valley</th>
<th>West</th>
<th>ITV</th>
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<th>Total</th>
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<td>347</td>
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#### 2014-15 Possible Funded FTES with growth of 4.00%

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### Difference between 2.75% and 4.00% scenarios

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<th>Pierce</th>
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<th>Trade-Tech</th>
<th>Valley</th>
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AGENDA

1. **Update on Negotiations with AFT 1521A** (Roman).
   Dr. Roman will provide an update on current negotiations with this union.

2. **Discussion on Requirements for Sending Materials to Board Members**
   (Goulet and Barrera)
   A review will be provided regarding requirements and process for sending materials to Board members.

3. **Discussion on Protocol for Inviting/Welcoming Board Members** (Goulet)
   A proposed procedure will be presented for discussion.

4. **Discussion on Logistics for January 28th Meetings** (Barrera)
   The schedule for the day will be reviewed as will responses for Ad Hoc Committee on Outreach and Recruitment.

5. **Debriefing Update on the First Meeting of the Blue Ribbon Panel on Campus Safety and Emergency Preparedness**
   (Rodriguez, Barrera)
   As a result of this first meeting, subcommittees will be formed and will be meeting which may involve participation of college personnel.

**DINNER: 5:30PM**

**CUCINA RUSTICA**
888 Wilshire Boulevard
Los Angeles, CA 9001