

## RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, November 24, 2015, 2:30 p.m., Board Room

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**Members Present:** Kenn Pierson (Co-Chair and VPAA), Myeshia Armstrong (VPFB), Dr. Kevin Smith (1<sup>st</sup> VP, AS), Katie O'Brien (2<sup>nd</sup> VP, AS) Michelle Bean (Secretary, AS), John Frala (ASCCC Rep, AS), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA), Jeannie Liu (Faculty), Mark Littrell (Faculty), William Ashby (ASRHC), Sean Burton (ASRHC), Herzon Alfaro (ASRHC), Dr. Vann Priest (Mgmt. AA), Loy Nashua (Mgmt. SS)

**Members Absent:** Robert Bethel (Co-Chair and President, AS), Sheila Lynch (Parliamentarian, AS), Julius B. Thomas (Faculty), Sandra Rivera (President, CSEA), Suzanne Frederickson (CSEA), René Tai (CSEA)

**Staff Members:** Juana Mora, Howard Kummerman (Dean, IRP), René Gallegos (Recorder)

- I. **Call to Order** – Kenn called the meeting to order at 2:32 p.m. Robert is traveling and will not be attending the meeting.
  - II. **Acceptance of Minutes** – The minutes of November 10, 2015 were consensed upon as presented.
  - III. **Co-Chair's Report** – Kenn announced that the agenda has been revised with the addition of the Student Equity Plan as of this morning and copies were available in the back. The Student Equity Agenda item will be our first order of business so Juana and Loy can speak to it. First time at a PFC meeting. Been here for 9 years.
  - IV. **New Business**
    - **Student Equity Plan** – Juana Mora and Loy Nashua gave a brief update on the status of the Student Equity (SE) Plan. Juana provided a brief history on the plan. One year ago we submitted our first Student Equity plan after monies were already allocated through the CCC System. On October 20<sup>th</sup> we were notified that our funding level went from \$846,000 to \$1.6 million for this funding cycle. There were some changes that occurred in the Chancellor's Office (CO) requirements mid-cycle. Juana handed out copies including the changes that the CO made as well as the Student Equity Plan Indicators and Targeted Populations grid. There were some e activities that were submitted in the 2014-2015 plan that are not eligible for spending without first doing some modifications. Research and Planning was allocated an amount as well to track underrepresented students. The formula identifies these students. The new plan is due December 18<sup>th</sup>. The District requested an extension and the CO said no. We are working on the plan as we speak. Initially, the CO said yes and then they said no because of pressure from the State Legislature. We are submitting the plan with the goals set firmly in place. What is changing is the activities because of the new expenditure guidelines. We have not fully completed the plan because we are waiting for faculty proposals to come in to see what can be funded through Student Equity. We are doing the best we can to follow state guidelines. We feel very confident that the money will be spent directly on our students and their success. This is one-time money that we have never received before. Loy added that the CO has stated that this is a permanent line of funding. The amount would not necessarily be the same every year. Juana and Loy fielded questions from committee members.
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1. When will the new form go out to the campus community?

It will be in an email and the SE Committee is currently working on some technical difficulties encountered with the PDF form that will go out to all staff. All are welcome to apply.

2. What is the timeline since the proposal has to be sent to CO by the December 18, 2015 deadline? In the 30 days you have to get our requests back and meet the December deadline is that realistic?

No, the CO calls this a living document from what Juana has been able to gather. We are allowed to make projections and if changes need to be made then we shall follow up. Not all colleges have to grapple with this. The CO is aware and is working with individual colleges. The CO asked that schools communicate their needs.

3. What is the purpose of communicating with the CO.?

If there are substantial changes to the SE Plan that we submitted, then we can confer with the CO so that we are not penalized in the future. Henry added that he has talked to other area colleges and the SE Plans were due last Friday. We have five areas of focus. They did not say divide the funds by five and then define the activities. We have to develop activities as we go. We cannot figure it all out when the money was given to us in October. Perhaps if funds were dispersed in July it may be possible

4. Does the CO need a report as to how funds were spent and the process down the road?

Juana reported similar to other funds provided through the Chancellor's Office we absolutely are required to make an annual report. We already have that information and will continue to document throughout the process. Myeshia added that the CO will require an annual yearend report on expenditures. The 3SP and Student Equity are in beta testing for online reports. The auditors are also testing the software to ensure that we are in compliance with regulations. This process is still changing and Districts have to be flexible. Loy added that Districts were reminded that supplanting is not allowed.

5. We received Student Equity funds last year, how has that been spent?

Juana responded that the funds have been spent and accounted for. It was roughly \$800,000 that was spent by October. Juana shared a worksheet that provided the indicators as well as the CO Student Equity 2015-16 Expenditure Guidelines. The Summer Bridge program that previously served about 100 students was increased significantly and the additional new students were funded by Student Equity funds. We were also able to expand services to returning students and Veteran students.

**Student Equity Plan Indicators and Targeted Populations**

Indicators	Access	Course Completion	ESL and Basic Skills	Degree and Certificate Completion	Transfer	Other College or District-wide Initiatives Affecting Several Indicators
Targeted Populations	Hispanic	Hispanic	Males	Males	Hispanic	
	Females	Foster Youth	Hispanic	Hispanic	Males	
	Veterans			DSPS	Foster Youth	

6. So grant challenge is to get groups who are not doing as well as other groups to do better. How are we measuring this and what has the data shown that has been collected thus far? Does the Summer Bridge program stay? Are we looking at males as in is this lifting up the underserved populations?

Sergio reported that the Student Equity committee is looking at access points for students, retention rates and different demographic groups such as males and Latinos as whole group. We have more males in the Summer Bridge program than we have had in the past. Some of the requirements changed. Sergio is working with IRP on the data portion. Juana also reported that the State of California is cognizant of the changes in the new populations this is why it will take longer to gather the data and evaluate it. We just got a data analysis that works for Student Equity. The progress will not be shown in one year's time. This is a long term commitment and the results will not be evident until the 3 to 5-year mark.

Kevin requested that a bullet point form indicating what projects have already been completed would be helpful to those in the campus community who will be submitting proposals for the next cycle.

Michelle reported that she is not sure on the amount of money that was spent in the Writer's Resource Center (WRC) because this was her pilot semester. Michelle looked at indicators and 59% of participants were Hispanic students. Almost 100% have progressed and been successful. The total number of students in the WRC is 805. Michelle has been working with Evelyn in IRP and the data looks promising. Michelle encouraged all in PFC to send students to the WRC so they can receive services.

Henry reported that last January the SE funds supported the Spring Board program.

Sergio reported that now that we know the numbers are increasing with Spring Board, 70 students went through the program during the last winter session. Spring Board was offered for a week for 10 hours. Thirteen students moved up one or two math levels. We saw an improvement in assessment scores as well. Students were enrolled in Matt Pitassi's classes and about 70 students completed the Math sequences. This is a small number but we can increase the numbers in the future and build from there. The more time they spend in the program the more the assessment scores increase. We are also utilizing the same for the Summer Bridge program.

Howard reported that the data and evaluation overall will take some time. Evelyn Arias is new and funded through SE dollars. Evelyn has been running data to see what the groups are going to be and corresponding with the committee. Focus groups have been formed. Data will be critical and it is too early to report. Juana stated that Evelyn and Jim Sass have been wonderful throughout this entire process. We are starting out strong.

Henry reported that this has been a transparent process. The SE plan has to be Board approved in December. We hope this group will consense in principle. We did not want to move forward to the Board without it first going to PFC and Senate even though we do not have a written document to show you.

Kenn queried the members of PFC regarding acceptance to consensus to the proposed Student Equity concept. [Consensus reached.](#)

- Resource Allocations through Planning / Request for Facilities and IT

The remainder of requests for the resource allocations for Facilities and Information Technology were reviewed for the 2015-2016 planning year to ensure that there was no duplication for those items that are proposed for funding with the Instructional Equipment one time funds. Both Jim Poper and Gary Van Voorhis reviewed the requests.

Myeshia clarified that Human Resources has requested an upgrade of their room that they conduct interviews in. In the document of requests, it is referred to as a classroom which is standard language in the planning software. Kenn complimented the Sub-committee members for their time and effort in completing this in record time.

- BP/AP Review (13 items)
  - AP 2410 Board Policies and Administrative Procedures - [Consenses reached.](#)
  - AP 3200 Accreditation - [Consenses reached.](#)
  - AP 3410 Nondiscrimination - [Consenses reached.](#)
  - AP 3500 Campus Safety - [Consenses reached.](#)
  - AP 3518 Child Abuse Reporting - [Consenses reached.](#)
  - AP 3900 Speech: Time Place and Manner - [Consenses reached.](#)
  - AP 4222 Basic Skills Coursework - [Consenses reached.](#)
  - BP 5500 Standards of Conduct - [Consenses reached.](#)
  - BP 5700 Athletics - [Consenses reached.](#)
  - BP 6300 Fiscal Management - [Consenses reached.](#)
  - BP 6520 Security for District Property - [Consenses reached.](#)
  - BP 6330 Purchasing - [Consenses reached.](#)
  - BP 6700 Civic Center and other Facilities Use – this BP was pulled to be reviewed in the spring along with the corresponding AP.

## V. Unfinished Business

- PFC Sub-Committee
  - ❖ Instructional Equipment / Library
 

This item was moved out of order. Jeannie Liu presented on the PFC sub-committee’s work. There is a cushion of roughly \$35,000 for taxes, shipping and installation charges. The Library submitted two lists, labeled priority one and priority two with a cushion of about \$2,000 for taxes, shipping and installation charged. Jeannie was given kudos for her efforts and swift response to expedite this process.

## VI. Committee Reports

### PFC Sub-Committees

- Safety – No report.
- Staffing – No report.
- IEC – Report below.
- Program Review – Report below.
- Facilities – No report.
- Equipment & Technology – Report below.

### Other Committees

- Staff Development - Report below.
- Basic Skills – No report.
- SLO – Report below.
- Online Education (OEC) - Report below.

**IEC-** Howard reported that there are five more Program Reviews scheduled for Friday December 4<sup>th</sup>. After the last group is completed the Executive Summary will go out. The summary will get circulated and then come back to PFC in February along with the new rubric suggested by PFC. It was a bit innocuous with the programs we had to work with this year.

**Staff Development** – Katie reported that there was a meeting with President Dreyfuss to talk about the key note speaker for FLEX day. The focus for the Spring semester will be Enrollment and Student Success. We thought this would be appropriate to introduce to the campus community. Show up on FLEX day and see. Katie will be in contact with VPAA and the President's Cabinet. As far as the retreat on November 6<sup>th</sup>, the sequel was not quite as good as the first one. However, the event was still engaging. There were quite a few events on campus that conflicted with the retreat. We received constructive feedback. Maybe we should throw out inquiries to the larger campus community who may want to be part of the planning.

**SLOs-** Adam reported that the Committee met last week there was nothing significant to report. The committee is continuing to work on items to meet the demands of ACCJC and will continue to do so. Hopefully, we will be much further along come spring. Now that we have done the assessment for the SLOs we were at an 89% completion rate. We are now focusing on program level SLO's that we need to completed by February 2016. We need to ensure that all courses have program level SLOs. Information will go out to the Deans and Faculty to help get those in place.

**OEC** – Sergio reported that the committee met on November 16<sup>th</sup>. The majority felt it was a positive decision to move to Canvas. There have been difficulties migrating to the new platform from Blackboard. Training sessions will be held in the Spring semester. It was clarified that the committee decided to hold 5-hour training sessions.

## VII. Announcements

Myeshia reported that she has been visiting the various departments to discuss services that the Finance and Business area can provide. We will pilot a program this semester for students to provide a quote from any online retailers for their textbooks for the exact same textbook and Follet will honor that price. If there is overage the student will receive that amount in the form of a gift card to spend in the bookstore. The students will receive better savings. This pilot will be rolled out in the Spring semester. Myeshia provided examples of how the program works.

Will reported that the savvy student who shops online will come out ahead in this program. There can be significant difference in the pricing between online retailers and the college bookstore. He hopes they understand they are going to lose lots of money on this.

Myeshia responded that this is Follet's decision to launch this program. They will not lose money because the gift cards must be spent in the bookstore. Cards are not redeemable for cash. That promotion will be rolling out soon and there will be some fine print rules that must be followed.

Henry announced that Student Services will offer more services during the first two weeks of the Spring semester. Most SS offices will be open from 7am to 8 pm. Student Life Office will be open the first two Saturdays of the semester. A campus wide announcement will be sent out soon.

We are in desperate search mode to have a doctor in place before the spring semester. Loy is working with Mt Sac and Citrus Colleges and wondering if we can recruit from other

avenues. There may be some others that are interested through connections we may not know about. We are trying hard to have someone in place so we can have the Nurse Practitioner continue the services that were once provided.

VIII. **Public Comment** – No comments were made.

IX. **Adjournment** – The meeting was adjourned at 3:15 p.m. The next PFC meeting will be held on February 9, 2016, 2:30 – 4:00 p.m., Board Room.

ACCREDITATIONBP No.  
3200

Board Adopted: 2/18/09; 10/14/09; 12/10/14

Page 1 of 1

- I. The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges (ACCJC) and of other District programs that seek special accreditation.
- II. The Superintendent/President shall keep the Board **of Trustees** informed of approved accrediting organizations and the status of accreditations.
- III. The Superintendent/President shall ensure that the Board is involved in any accreditation process in which Board participation is required.
- IV. The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken, or to be taken, in response to recommendations in an accreditation report.
- V. The Board will designate the Superintendent/President as intermediary between the District and the Board of Trustees in the development of accreditation materials.
- VI. All written draft accreditation materials authored by various campus constituents and the Board of Trustees shall be submitted to the Superintendent/President.

Final accreditation materials shall be available for review by the District and the Board of Trustees prior to submission to the relevant accreditation agencies.

- VII. Source/Reference:

**ACCJC** Accreditation Eligibility Requirement 21, and  
**ACCJC Accreditation Standards I.C.12 and 13 (formerly** Standard IV.B.1.i  
Title 5 Section 51016

## **BP 3200 Accreditation**

### **References:**

ACCJC Accreditation Eligibility Requirement 21 and ACCJC Accreditation Standards I.C.12 and 13 (*formerly IV.B.1.i*);  
Title 5 Section 51016

**NOTE:** *This policy is required by the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) accreditation standards.*

The [ **CEO** ] shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

The [ **CEO** ] shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The [ **CEO** ] shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The [ **CEO** ] shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

**Revised 3/12, 4/14, 11/14**



STANDARDS OF **STUDENT** CONDUCTAP No.  
5500

Board Reviewed: 2/17/10, 6/13/12

Page 1 of 3

- I. Definitions: The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.
- A. Causing, attempting to cause, or threatening to cause physical injury to another person.
  - B. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in writing by the College President or Designee.
  - C. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
  - D. Committing or attempting to commit robbery or extortion.
  - E. Causing or attempting to cause damage to District property or to private property on campus.
  - F. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
  - G. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
  - H. Committing sexual harassment as defined by law or by District policies and procedures.
  - I. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.
  - J. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

STANDARDS OF **STUDENT CONDUCT**AP No.  
5500

Board Reviewed: 2/17/10, 6/13/12

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- K. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- L. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- M. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- N. Unauthorized entry upon or use of District facilities.
- O. Lewd, disorderly, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
- P. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
- Q. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- R. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
- S. Sexual assault on any District personnel, District vendor, District visitor or student, upon off-campus grounds or facilities maintained by the District, or upon grounds or facility maintained by affiliated student organizations.
- T. The obstruction or disruption, on or off-campus, of the District's educational or administrative process or any other District function.
- U. The violation of any previous order issued by the District president that is not inconsistent with any of the other provisions of this policy. This order may be given by its publication in the student newspaper or by posting a notice on an official bulletin board designated for this purpose.

STANDARDS OF **STUDENT CONDUCT**AP No.  
5500

Board Reviewed: 2/17/10, 6/13/12

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- V. Attempting to perform any previously identified act that constitutes a cause for disciplinary action.
  - W. Violation of District policies or regulations including those concerning the formation and registration of student organizations, the use of college facilities, or the time, place and manner of public expression.
  - X. Failure to comply with directions of District officials acting in the performance of their duties.
  - Y. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
  - Z. Any other cause not previously listed which is identified as good cause by the College or the Hearing Panel.
  - AA. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying.
- II. Students who engage in any of the above are subject to the procedures outlined in AP 5520, **Student Discipline Procedures**.
- III. Sources/References:
- Education Code Sections 66300, 66301  
**ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)**

## AP 5500 Standards of Student Conduct

### References:

Education Code Sections 66300 and 66301;

ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)

**Note:** *The standards of conduct for students may be included in Board Policy (see BP 5500) or delegated to the [CEO] for inclusion in these Administrative Procedures. If delegated, this procedure is legally required, and the following standards or similar ones are legally advised:*

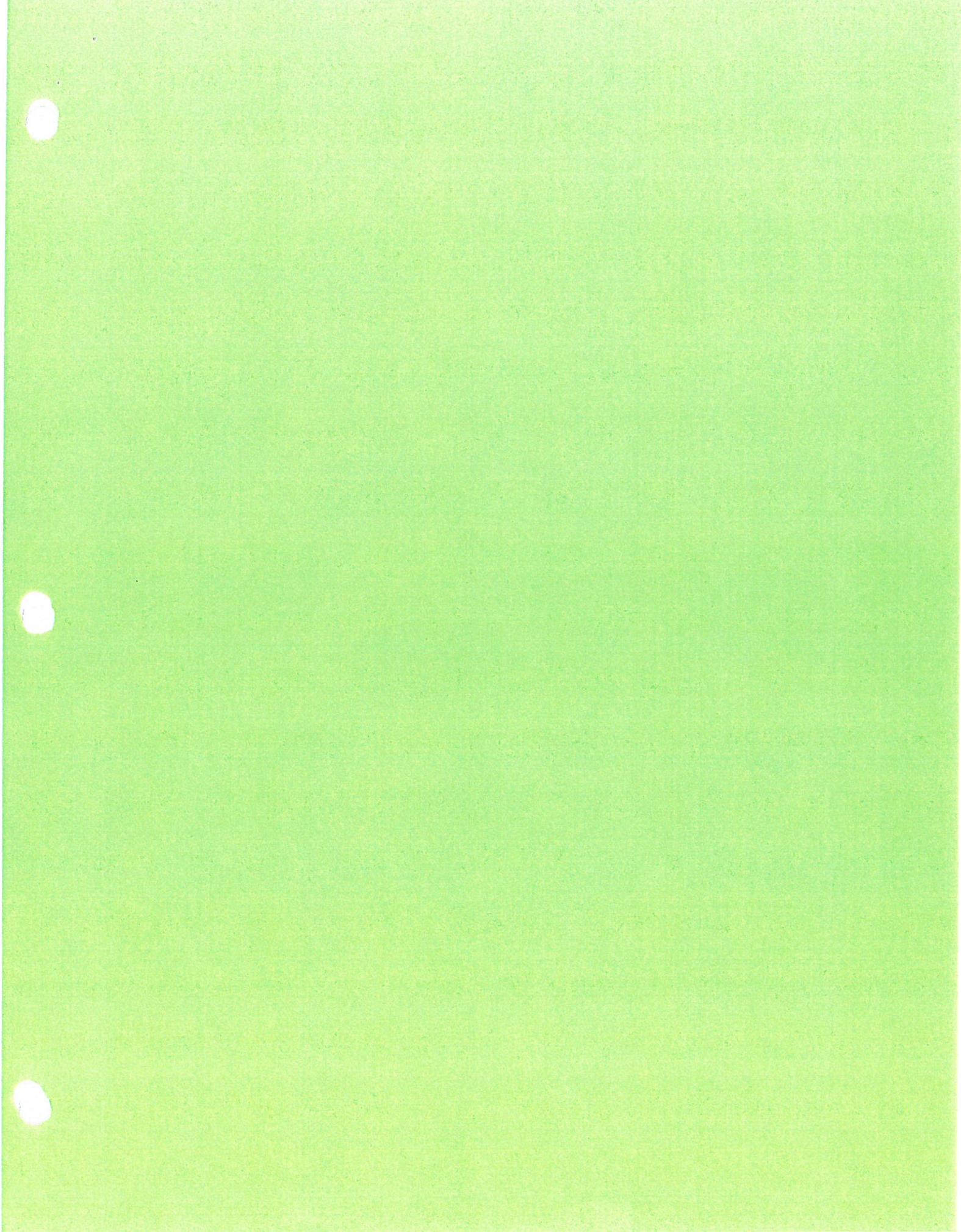
**Definitions:** The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the [*designate position*].
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by *[insert local practice]*.
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
- Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

Revised 9/01, 2/07, 3 /12, 11/14 ?



FISCAL MANAGEMENTAP No.  
6300

Board Reviewed: 12/12/63; 9/8/71; 1/10/79; 2/1/82; 11/10/93 ; 8/16/06

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- I. The Superintendent/President or his/her designee shall establish procedures to assure that the District's fiscal management is in accordance with the principals contained in Title 5, Section 58311, including:
  - A. Provide for responsible stewardship of available resources.
  - B. Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
  - C. Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
  - D. Provide that appropriate administrators keep the Board **of Trustees** current on the fiscal condition of the District as an integral part of policy and decision-making.
  - E. Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.
  - F. Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.
  - G. Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
  - H. Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.
  - I. Provide both short term and long term goals and objectives, and broad based input coordinated with District educational planning.
  - J. Ensure adequate internal controls exist
  - K. Ensure fiscal objectives, procedures, and constraints are communicated to the Board and employees
  - L. Ensure adjustments to the budget are made in a timely manner, when necessary.

FISCAL MANAGEMENTAP No.  
6300

Board Reviewed: 12/12/63; 9/8/71; 1/10/79; 2/1/82; 11/10/93 ; 8/16/06

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- M. Ensure the management information system provides timely, accurate, and reliable fiscal information.
- N. Ensure responsibility and accountability for fiscal management is clearly delineated.
- II. The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.
- III. As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.
- IV. As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.
- V. Sources/References

CCLC 6300

Education Code Section 84040(c)

Title 5, Section 58311

**ACCJC Accreditation Standard III.D.9 (formerly III.D.2)**

## AP 6300 Fiscal Management

### References:

Education Code Section 84040(c);

Title 5 Section 58311;

[ACCJC Accreditation Standard III.D.9 \(formerly III.D.2\)](#)

**Note:** *Procedures on fiscal management are **legally required**. Local practice may be inserted. Inclusion of the following minimum standards, which are selected from those listed as principles for sound fiscal management in Title 5, will, in part, assure that a procedure complies with requirements. In addition, districts should refer to commonly accepted auditing standards as criteria for fiscal management procedures.*

- Provide for responsible stewardship of available resources.
- Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.
- Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.
- Provide both short term and long term goals and objectives, and broad based input coordinated with District educational planning.

[Revised 11/14](#)



## Budget Development Calendar FY2016-17

January 7, 2016	Governor released FY2016-17 Budget Proposal
January 22, 2016	Final submission of Area Plans
February 9, 2016	President's Cabinet reviews resource allocation requests
February 23, 2016	Budget Development Calendar presented as information item to PFC
March 9, 2016	Budget Development Calendar presented as information item to Board of Trustees
March 14 & 16, 2016	Resource Allocation Committee score/prioritize resource requests
March 20, 2016	President and VP Finance & Business reviews prioritized resource requests
April 5, 2016	President's Council reviews prioritized resource requests
April 12, 2016	PFC reviews prioritized resource requests
April 15, 2016	Institutional Planning Retreat
May 15, 2016	Governor's May Revise State Budget update to Board of Trustees
June 8, 2016	Tentative Budget FY2016-17 approved by Board of Trustees
July 1, 2016	State of California budget enacted
July 1 – August 31	Finalize closing of FY2016-17
September 14, 2016	Adopted Budget FY2016-17 for approval by Board of Trustees