

## Continuous Accreditation Readiness Team (CART) Friday, February 21, 2014, 10:00 a.m.

## **Board Room**

Administrative Council	☑Kathy Berry - VP	□John Lau - VP	□Todd Finnell - VP	□Efrain Silva - Dean
Aummistrative council			☑Brian McNeece -Dean	
	☑Marion Boenheim, CHRO	☑Tina Aguirre - Dean		☑Ted Ceasar - Dean
	□Sergio Lopez - Dean	☐ Susan Carreon – Dir.	☐ Jeff Cantwell – Dir.	☐Gloria Hoisington– Dir.
	□Jose Carrillo – Dir.	□Jeff Enz – Dir.	□ Carlos Fletes – Dir.	☐ Becky Green – Dir.
	□Betty Kakiuchi – Dir.	□Omar Ramos – Dir.	□Lisa Seals – Dir.	☐ Rick Webster – Dir.
	□Bill Gay – PR Consult.			
Instructional Council	☑Craig Blek	☐Rick Castrapel	☐ Dave Drury	☐ Daniel Gilison
(Dept. Chairs and Coord.)	□Rick Goldsberry	☐Becky Green	☑Carol Hegarty	☑Gaylla Finnell
	□Jose Lopez	□ Jill Nelipovich	☑Terry Norris	☐ James Patterson
	☐Sydney Rice	□Jose Ruiz	□Ed Scheuerell	□Ed Wells
	☑Kevin White	☐Cathy Zazueta		
Other	☑Trini Arguelles (NT)	☐Michael Heumann (T)	☐ Alex Cozzani (T)	☑Eric Lehtonen (T)
	□Jessica Waddell (CC)	□Oscar Hernandez (T)	□Norma Nunez (NT)	☑Patricia Robles (C)
	□Martha Garcia (NT)	☑Mary Carter (CC)	□ASG Rep*	
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Visitors:				
Recorder:	Linda Amidon	•		

- A. Call to Order Brian McNeece
  - > The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 10:09 a.m.
- B. Review and Approval of Minutes of January 31, 2014, Meeting Brian McNeece
  - ➤ M/S/C Aguirre/Blek/ to approve the minutes of the January 31, 2014 meeting as presented.
- C. Update on Previous Discussion Items
  - 1. Preparation for Follow-Up Report Site Visit Kathy Berry
    - ACCJC will determine the site visit date, which will take place sometime before June 1; the visit team will be on campus one to two days
    - The site visit will not be as intense as the self-evaluation site visit; the team will not conduct an exit interview following its visit
  - 2. Status of 2012 Self-Evaluation Report Actionable Improvement Plans
    - Item tabled
  - 3. Report from START Committee Kathy Berry for Martha Garcia (Absent)
    - > START continues to review and develop action plans
  - 4. SPOL Overall Implementation Report Brian McNeece, Ted Ceasar
    - > Service area program review (SAPR) is currently the focus of training
    - > Two to three online training sessions have been held to date
    - > SPOL Consultant Erin Bell is available for face-to-face training
    - Institutional Research will conduct its SAPR in SPOL as a pilot
    - The setup up of the budget module is still pending
- D. New Discussion
  - 1. Special Report to ACCIC Finance Kathy Berry, Tina Aguirre
    - ➤ VP Berry made a presentation on the Special Report to the Board at its February 19, 2014, meeting highlighting the concerns expressed by the Financial Reviewer Panel; the

PowerPoint presented has since been updated to show items the college needs to respond to in the report

- ➤ VP Berry presented the updated PowerPoint to CART (see attachment):
  - ✓ The Special Report is purely a status report on the college's fiscal health and planning
  - ✓ A Special Report directive is issued only if the ACCJC has significant concerns
  - ✓ ACCJC informed Superintendent/President Jaime that it has notified the federal government and accrediting bodies of the Special Report directive; this action may trigger audits of the college's federal grants
  - ✓ The Financial Reviewer Panel Report included with the ACCJC Special Report directive indicates that "the college does not appear to be a going-concern"
    - "A going-concern" is a financial term indicating the district does not have the ability to make enough money to stay afloat or avoid bankruptcy
    - The definition of "a going concern" found on the ACCJC website indicates that an "Entity's financial condition is such that there is doubt as to the ability to continue in the future." Further, "...the entity has incurred losses in the past three years and has a negative Net Asset Balance at month/date/year..."
  - ✓ The Special Report is due April 15, 2014, but ACCJC has encouraged the college to submit the report as soon as possible; ACCJC will review both the Follow-Up Report and the Special Report at its meeting in June 2014
  - ✓ VP Berry explained the process for preparing the Special Report and the elements that must be included:
    - Due to the short timeline, a committee to prepare the report will not be established; instead, components of the report will be disseminated among various individuals to address (a Special Report due to financial concerns is normally written by the Superintendent/ President and the Chief Business Officer; or the CBO and others)
    - ACCJC wants to see what the college has done, not what the college plans to do, to address identified issues
    - The college must have a 2014-2015 balanced budget (without the use of reserves); if the budget is not balanced, the college will most likely receive a Show Cause sanction
    - Supporting graphs, charts, and other pertinent data should be included in the report
    - The college must show full compliance with accreditation standards; "planning" is referenced throughout Standard III.D.
  - ✓ VP Berry noted items that must be addressed:
    - IVC's classified salary schedule is the richest in the state
    - The college's high Full-time Faculty Obligation Number (FON)
    - 194 contract days for full-time faculty is still higher than other college districts
    - The college was aware that the collective bargaining contracts were too rich
    - Planning processes must be followed
    - Enrollment management activities have improved efficiency
  - ✓ VP Berry shared her concerns:
    - The Special Report is very serious and could affect the accreditation status of the college
- 2. Draft of Revised Eligibility Requirements Brian McNeece
- 3. Draft of Revised Standards Brian McNeece
  - ➤ The Accreditation Standards and Eligibility Requirements have been reviewed over the last few years and a draft was made available last September
  - ➤ The changes to the Standards include a simplified format, elimination of repetition/redundancy, and an increased focus on data
- E. Adjournment
  - ➤ The meeting was adjourned at 10:55 a.m.
- F. Next Meeting (CART meets the first and third Friday of each month)
  - ➤ The next regular meeting: March 7, 2014, 10:00 a.m., Board Room