

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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MEMORANDUM

July 18, 2013

FP 13-08
Via email only

TO: Chief Executive Officers
Chief Business Officials

FROM: Frederick E. Harris, Assistant Vice Chancellor
College Finance and Facilities Planning

SUBJECT: State Approval of Educational Centers

Please accept this memo as a review of important current authorities, processes and submittal deadlines for approval of Educational Centers.

Important statutory and regulatory references are:

- **California Code of Regulations, title 5, section 55180** allows for state approval of a proposed educational center if it has generated at least 500 FTES annually (per the district's most recent "final attendance report," which, consistent with section 58003.4(b)-(c), refers to the Annual Apportionment Attendance Report [CCFS-320] unless a Revised Annual [Recal] CCFS-320 Report is filed by the district for the fiscal year in question, in which case, the Recal report is deemed to be the "final attendance report" for that fiscal year). This approval allows the new site to become eligible to compete for state capital outlay funds.
- **Budget Act of 2013, Ch. 20, Item 6870-101-0001, Provision 17 (p. 514-516)**, requires the Chancellor of the California Community Colleges to "provide a report by November 1 of each year, to the Department of Finance and the Legislative Analyst, on the number of new centers and colleges added for the current fiscal year and those anticipated to be added for the prospective budget year."

Required district submittals for the review and approval of a new educational center:

- Preliminary Notice
 - Informs the Chancellor's Office that a district's planning process may include the development of one or more centers in a specified region.
- Letter of Intent
 - District notification to the Chancellor's Office of a specific need to expand services via an educational center in a given area (see attached checklist). If approved by the Chancellor's Office, the district proceeds to develop a needs assessment.

- Needs Assessment
 - A formal analysis that provides data and detailed programmatic, fiscal and other justifications for establishing a new educational center (see attached Needs Assessment checklist). After the Chancellor's Office completes its review of this document, an action item will be prepared for the Board of Governors.

Important deadlines in the review and approval of proposed new educational centers:

- **By July 30** district submits 3 copies of the Needs Assessment, accompanied by a certification of the center's FTES as reported in the district's most recent **final** attendance report (for this submission, the district will forward center FTES as reported on the Annual CCFS-320 Report due to the Chancellor's Office by July 15; if the district subsequently submits a Recal CCFS-320 Report to the Chancellor's Office, which is due by November 1, the district will update its Needs Assessment by forwarding an updated center FTES certification as reported in the district's Recal CCFS-320 to its assigned Facilities Specialist no later than November 15).
- **By November 1** the Chancellor's Office submits a report to the Department of Finance and the Legislative Analyst on the number of new educational centers and colleges approved in the current fiscal year and proposed for the budget year.
- **The next January** after review by all divisions in the Chancellor's Office is completed, the request to approve the proposed educational center will be scheduled for action by the Board of Governors.

Please note that Needs Assessments received after July 30 will not be reviewed by the Chancellor's Office until the next fiscal year.

Example: *Happy Ranch CCD* seeks approval of its new educational center in 2013-14 based on the district's 2012-13 final attendance report. In this example, the new *Happy Ranch CCD* educational center exceeds the minimum 500 FTES for educational center approval and actually generated 1,200 FTES in 2012-13:

July 30, 2013	<i>Happy Ranch CCD</i> submits a Needs Assessment for review by the Chancellor's Office based on its 2012-13 final attendance report (as defined above).
November 1, 2013	Chancellor's Office submits a report of all new and proposed educational centers to the Department of Finance and the Legislative Analyst, including the request from <i>Happy Ranch CCD</i> .
January 2014	After completion of the review by the Chancellor's Office, the Board of Governors agenda for the January meeting will include an action item to approve <i>Happy Ranch CCD</i> as a new educational center.
July 1, 2014	After approval of its new educational center by the Board of Governors in 2013-14, <i>Happy Ranch CCD</i> will first become eligible to receive an increase in its basic apportionment allocation in 2014-15 since its new educational center exceeded 1,000 FTES. *

* If the *Happy Ranch CCD* new educational center generated less than 1,000 FTES but more than 500 FTES in 2012-13, the site could be approved as an educational center but would only be eligible to compete for state capital outlay funds in the next fiscal year. The district would not be eligible for an increase in its basic apportionment allocation.

Interim Policy Implementation for Fiscal Year 2013-14

In recognition that districts did not have prior notice of the July 30 deadline for the submittal of Needs Assessments in 2013-14, districts may submit Needs Assessments **by September 2, 2013**. After a review by all divisions in the Chancellor's Office is completed, the requests to approve the proposed educational centers will be scheduled for action by the Board of Governors at either the March 2014 or May 2014 Board of Governors meetings.

If you have any questions or comments, please contact Susan Yeager at the Chancellor's Office at 916-327-5366 or syeager@cccco.edu.

Enclosures