

# APPENDIX T: SITE ACQUISITIONS FOR NEW COLLEGE AND CENTER DEVELOPMENT CHECKLISTS

## Letter of Intent (LOI) Checklist CCC Educational Center and Colleges

The district prepares and submits an LOI to the Chancellor’s Office no sooner than two years prior to the first year of operation of a new Educational Center. The Chancellor’s Office will transmit a response to the district within 90 days of submittal of a **complete** LOI.

The following list identifies those documents required in the Letter of Intent:

RECEIVED (✓)	REQUIRED ELEMENT
	1.1 Preliminary five-year enrollment projection and attendance (headcount & FTES) for the new Educational Center (from opening date) (10 years for new colleges)
	1.2 Enrollment history of locations other than the main campus that are being relocated and replaced by the new Educational Center
	1.3 The location of the proposed new Educational Center with a brief description of each site under consideration
	1.4 Maps of the area in which the proposed Educational Center is to be located, including a map of the proposed center, service area, population density, road/highway configurations, sphere of influence, topography, neighboring institutions, and any other features of interest
	1.5 The identification of neighboring public and independent institutions in the area in which the proposed campus is to be located
	1.6 Timeline for development of new Educational Center, and enrollment levels at opening, mid-point, and final build out
	1.7 Tentative five-year capital outlay budget starting with first appropriation for the new Educational Center
	1.8 Copy of Board of Trustees formal resolution authorizing the new Educational Center
	1.9 Copy of the Preliminary Notice Letter
	1.10 Copy of district’s most recent five-year construction plan
	1.11 Copy of Letters of Support

## Needs Assessment Checklist: Educational Center California Community Colleges (CCR Title 5, § 55180-55185)

Once the Letter of Intent is reviewed and approved by the Chancellor’s Office, an approval letter is transmitted to the district. The next step is the development of a Needs Assessment per California Community College (CCC) Guidelines. The following list identifies the discussions and documents required in the Needs Assessment:

RECEIVED (✓)	REQUIRED ELEMENT FOR NEEDS ASSESSMENT GUIDELINES
	<p>1.1 General Discussion &amp; Overview (CCR title 5, § 55180- 55184)</p> <ul style="list-style-type: none"> <li>• Description of proposal</li> <li>• Physical description of site, including maps (population densities, topography, road and highway configurations, etc.)</li> <li>• Social &amp; demographic analysis of service area</li> <li>• Socioeconomic profile of service area</li> <li>• Identify preferences and needs for community college programs, student services, and any other services on the part of individuals in the service area</li> <li>• Identify present and future labor market requirements for the proposed service area, region, and state</li> <li>• Reconcile labor market requirements and community program preferences</li> <li>• Demonstrate significant community support and identify possible community opposition</li> </ul>
	<p>1.2 Enrollment Projections (10 years from opening date) (CCR title 5, § 55180- 55182)</p> <ul style="list-style-type: none"> <li>• Provide historical enrollment data that includes Fall, Spring, and Annualized Headcount, FTES, and WSCH per Headcount</li> <li>• Projections include Fall, Spring, and Annualized Headcount, FTES, and WSCH per Headcount</li> <li>• Ensure projections justify regional demand for Educational Center status, taking neighboring districts and their excess capacity into account</li> <li>• DOF Demographic Research Unit approval</li> <li>• If existing District Colleges &amp; Centers enrollments do not exceed planned enrollments, justification of regional or local need for the new center</li> </ul>

RECEIVED (✓)	REQUIRED ELEMENT FOR NEEDS ASSESSMENT GUIDELINES
	<p>1.3 Alternative Discussion covers the following (CCR title 5, § 55184):</p> <ul style="list-style-type: none"> <li>• Expansion of existing institutions (more space)</li> <li>• Increased utilization of existing institutions (longer hours, weekends)</li> <li>• Shared use of facilities with other postsecondary institutions</li> <li>• Use of non-traditional instructional delivery</li> <li>• Private fund raising or donations of land or facilities</li> <li>• Alternate sites considered</li> <li>• Cost-benefit analysis on all alternatives and sites, strong sole sourcing justification if property already owned, discussion on cost-benefit of selling owned site &amp; purchase of another site</li> <li>• The proposed operation must be most effective and equitable for providing the intended programs and services based on the selection criteria of: <ul style="list-style-type: none"> <li>○ Accessibility of programs and services to the individuals to be served</li> <li>○ Content, quality and cost of programs and services</li> </ul> </li> </ul>
	<p>1.4 Academic Planning &amp; Program Justification (Ed. Code, section 70901, 70902; CCR title 5, § 51008, 55180, 55183)</p> <ul style="list-style-type: none"> <li>• Incorporate district education master plan that includes proposed center and academic programs that have been approved by the Chancellor's Office</li> <li>• Identify preferences for community college programs on the part of individuals in the service area</li> <li>• Description of proposed academic certificate programs and objectives for meeting the educational needs and preferences</li> <li>• Description of the range of Basic Skills and ESL courses to be offered (as appropriate)</li> <li>• List of all course offerings (Degree and non-degree)</li> <li>• Description of center academic and occupational organization</li> </ul>

RECEIVED (✓)	REQUIRED ELEMENT FOR NEEDS ASSESSMENT GUIDELINES
	<p>1.5 Student Services and Outreach (CCR title 5, § 55180, 55182, 55183)</p> <ul style="list-style-type: none"> <li>• Identify preferences and needs for community college student services on the part of individuals in the service area</li> <li>• Description of how the services provided match the needs of the student population</li> <li>• Description of how support services are planned, staffed, and evaluated at the center</li> <li>• Description of each of the services planned, including but not limited to: orientation; assessment; counseling, advising and other education planning services; admissions and records; financial aid; California Work Opportunity and Responsibility to Kids (CalWORKs); Cooperative Agency Resources for Education (CARE); Disabled Students Programs and Services (DSPS; Extended Opportunity Programs and Services (EOPS)); supports for foster youth; health and student mental health services; library services; tutoring; transfer and articulation services; and veterans services</li> <li>• Description of support service staffing for each of the services planned, in relation to the projected number of students to be served</li> <li>• Description of expected hours of operation for each of the services to be offered</li> <li>• Description of the plans for student outreach, ADA services accessibility of facilities, and outreach student confidentiality and record keeping for services offered</li> </ul>
	<p>1.6 Support &amp; Capital Outlay Projections (CCR title 5, § 55180, 55181)</p> <ul style="list-style-type: none"> <li>• Describe plan to continue center operation for 10 years or more</li> <li>• Include district facilities master plan that incorporates the proposed center</li> <li>• Include a Capital Outlay 5-Year Plan for the new Educational Center</li> <li>• Include total ASF for each projection with cost per ASF projected</li> <li>• Include a 5-year support budget including administration, academic, academic support, student services, and other site related costs</li> <li>• Number of Personnel Years required for each year projected</li> <li>• Include organizational chart that identifies on-site administrator and leadership structure</li> </ul>

RECEIVED (✓)	REQUIRED ELEMENT FOR NEEDS ASSESSMENT GUIDELINES
	<p>1.7 Geographic &amp; Physical Accessibility (CCR title 5, § 51008, 55181, 55182, 55184)</p> <ul style="list-style-type: none"> <li>• Include a transportation plan (bus service, parking, etc.)</li> <li>• ADA Access Plan</li> <li>• Estimated commute times for service area</li> </ul>
	<p>1.8 Effects on Other Institutions (CCR title 5, § 55180, 55181, 55182, 55183, 55184)</p> <ul style="list-style-type: none"> <li>• Letters of support from the community, postsecondary institutions</li> <li>• Letters of support from the adjacent Community College Districts (CCD)</li> <li>• Justification that the new Educational Center will not impact enrollment projections for adjacent CCDs that would cause negative financial impacts</li> <li>• Demonstrate significant community support and identify possible community opposition</li> <li>• Ensure projections justify regional demand for Educational Center status, taking neighboring districts and their excess capacity into account</li> </ul>
	<p>1.9 Environmental Impact (CCR title 5, § 55181, 55184)</p> <ul style="list-style-type: none"> <li>• Include copy of Final EIR for center site</li> </ul>
	<p>1.10 Economic Efficiency (CCR title 5, § 55181, 55184)</p> <ul style="list-style-type: none"> <li>• Priority given to centers that create no financial burden for the State</li> <li>• A similar priority given to centers that engage in collaborative efforts with other segments to expand educational access in underserved regions of the State</li> </ul>