



PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: Accreditation Standing Committee
Monday, March 12, 2019 9:30-11:00am
Room: G-101 Conference Room

Co-Chair:
Crystal Kollross

Name of Person Taking Notes:
Lucky Springfield

Co-Chair:
Lynora Rogacs

MEETING NOTES:

In Attendance: Crystal Kollross, Lynora Rogacs, Carrie Starbird, Jeannie Sullivan, Jessie Wang, Matthew Henes, Melissa Anderson, Natalie Russell, Shelagh Rose

Lynora Rogacs called the meeting to order at 9:40 AM.

I. Public Comment on Non-Agenda Items – None.

II. Review and approval of meeting notes from December 11, 2018.

- Motion to approve: S. Rose. Second: N. Russell. Abstain: M. Henes. Approved.

III. INFORMATION ITEMS FOR DISCUSSION

1. Vision for Success Goals

- C. Kollross and L Rogacs presented the Vision for Success Goals, with the baseline year of 2016-2017 and the ending year of 2021-22. The committee discussed the timeline, process, data numbers, and the comprehensive plans to the local goals. The vision for Success Goals will be going through the various committees to be ready for the Board of Trustees approval by May 2019.

2. Accreditation Update

- L. Rogacs shared PCC no longer has to report SLO assessments to ACCJC and some changes have been made on the Annual Update form. Stretch goal progress is now required to be reported to the annual report for ACCJC. The plan is to align the stretch goals in the areas of the overlapping local vision goals.

3. Continue Standard Study

- L. Rogacs walked through the Canvas software for the committee to be able to upload files and possibly talking through discussion groups.
- Places to look for evidence for the Standard Study:
 - III.D.4: BRAC, Budget retreats, Fall Planning retreat, budget documents, grants, tuition streams, and revenue streams.
 - III.D.5: Internal Auditor, Business and Administrative Services update at the College Council meetings, instructional audits, and financial audits are on the website. The Purchasing and Fiscal departments have policies and procedures.
 - III.D.6: Instructional and Financial audits on the PCC website. Budget verses actual variance analysis, and documents that show PCC is aligned with the standards.

- III.D.7: Audit reports to the Board. Instructional and Financial audits on the PCC website.
- III.D.8: Audit reports.
- III.D.9: Business Services has set aside funds for post-employment liability and funds in reserves for unexpected events.
- III.D.10: External audits for grants.
- III.D.11: Cash flow, forecast analysis, and PCC's Internal Auditor.
- III.D.12: Internal Auditor.
- III.D.13: The bond, and the "golden hand shake".
- III.D.14: Internal Auditor.
- III.D.15: Reports on defaulted student loan rates, compliance reports, talk to financial aid and a collection agency.
- III.D.16: Purchasing department has contract agreements.

VI. ANNOUNCEMENTS

- C. Starbird reminded the committee of Pi Day today, from 12:00 - 2:30 pm is a career panel discussion in Westerbeck and 4:30 - 6:00 pm is a guest speaker in the Creveling lounge.

VII. ADJOURNMENT – 10:55 AM



Title of Meeting / Committee Name:

Public Comment Items

INFORMATION ITEMS:

DISCUSSION AND POSSIBLE ACTION ON PREVIOUSLY DISCUSSED ITEMS:

| Action | Responsibility | Date Due |
|--------|----------------|----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

**NEW ITEMS - DISCUSSION AND POSSIBLE ACTION:**

| Action | Responsibility | | Date Due |
|--------|----------------|--|----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

ANNOUNCEMENTS AND MISCELLANEOUS NOTES**Next Time**

Next Session (Date, Time and Location): TBD