



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

10 COMMERCIAL BOULEVARD
SUITE 204
NOVATO, CA 94949
TELEPHONE: (415) 506-0234
FAX: (415) 506-0238
E-MAIL: accic@accic.org
www.accic.org

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Administrative Member

Vice Chairperson
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Associate Vice President
JOHN NIXON

Associate Vice President
NORVAL WELLSFRY

October 20, 2014

Dr. Deborah Budd
President
Berkeley City College
2050 Center Street
Berkeley, CA 94704

Dear President Budd:

Ms. Renee D. Martinez, President of West Los Angeles College, has been appointed as team chair for the External Evaluation Visit to Berkeley City College scheduled for Monday, March 9-Thursday, March 12, 2015. If you are aware of any matter that could affect the ability of this individual to serve in this capacity, please let me know within 5 business days of receipt of this letter.

We are in the process of constructing a team and will provide you with a team roster as soon as we have completed our selections.

Please let me know if you have any questions.

Sincerely,

G. Jack Pond
Vice President

GJP/tl

cc: Dr. May Chen, Accreditation Liaison Officer



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NORVAL WELLSFRY

September 11, 2014

Dr. Eric Gravenberg
Interim President
College of Alameda
555 Ralph Appezato Memorial Parkway
Alameda, CA 94501

Dear President Gravenberg:

Dr. Glen Roquemore, President of Irvine Valley College has been appointed as team chair for the External Evaluation Visit to College of Alameda scheduled for Monday, March 9-Thursday, March 12, 2015. If you are aware of any matter that could affect the ability of this individual to serve in this capacity, please let me know within 5 business days of receipt of this letter.

We are in the process of constructing a team and will provide you with a team roster as soon as we have completed our selections.

Please let me know if you have any questions.

Sincerely,

G. Jack Pond
Vice President

GJP/tl

cc: Mr. Timothy Karas, Accreditation Liaison Officer



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Associate Vice President
NORVAL WELLSFRY

August 26, 2014

Dr. Elnora Webb
President
Laney College
900 Fallon Street
Oakland, CA 94607

Dear President Webb:

Dr. Sonya Christian, President of Bakersfield College has been appointed as team chair for the External Evaluation Visit to Laney College scheduled for Monday, March 9-Thursday, March 12, 2015. If you are aware of any matter that could affect the ability of this individual to serve in this capacity, please let me know within 5 business days of receipt of this letter.

We are in the process of constructing a team and will provide you with a team roster as soon as we have completed our selections.

Please let me know if you have any questions.

Sincerely,

G. Jack Pond
Vice President

GJP/tl

cc: Ms. Lilia Celhay, Accreditation Liaison Officer



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NORVAL WELLSFRY

Office of the President

OCT 28 2014

Merritt College

October 24, 2014

Dr. Norma Ambriz-Galaviz
President
Merritt College
12500 Campus Drive
Oakland, CA 94619

Dear President Ambriz-Galaviz:

Dr. Loretta Adrian, President of Coastline Community College has been appointed as team chair for the External Evaluation Visit to Merritt College scheduled for Monday, March 9-Thursday, March 12, 2015. If you are aware of any matter that could affect the ability of this individual to serve in this capacity, please let me know within 5 business days of receipt of this letter.

We are in the process of constructing a team and will provide you with a team roster as soon as we have completed our selections.

Please let me know if you have any questions.

Sincerely,

G. Jack Pond
Vice President

GJP/tl

cc: Dr. Elmer Bugg, Accreditation Liaison Officer



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NORVAL WELLSFIRY

November 7, 2014

Dr. Eric Gravenberg
Interim President
College of Alameda
555 Ralph Appezato Memorial Parkway
Alameda, CA 94501

Dear President Gravenberg:

I am writing to provide information about the upcoming external evaluation visit to your campus this fall. College of Alameda is being evaluated against the Eligibility Requirements, Accreditation Standards, and Commission policies.

As your College staff learned during Self Evaluation training, the accrediting process will focus attention on evidence that the institution meets each of the Commission requirements listed above. The documentary evidence provided to the external evaluation team should be organized so that it is easily accessible and available in the campus room set aside for the team. If your College is providing documentation in an electronic format, please give the team access to this documentation before it arrives on campus if possible.

The external evaluation team may ask for any specific documentation or information from the College during the visit. The *Guide to Evaluating Institutions* and the *Guide to Evaluating Distance Education and Correspondence Education* are intended to provide suggestions of evidence that could be used to address each Accreditation Standard. In 2011 the Commission developed a guide for external evaluation team members to use for Standard III.D – **Financial Resources**. A copy of the Required Evidentiary Documents for Financial Review is enclosed.

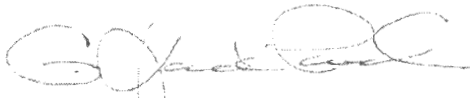
I also want to remind you that external evaluation teams must examine the quality of educational programs and student support services provided at off-campus sites. U.S. Department of Education regulations require all off-campus sites that offer 50% or more of a program, degree or certificate be visited by the external evaluation team.

Teams must also have appropriate access to courses, programs and student support services provided through electronic media, i.e., distance or correspondence education. The team will review them before the date scheduled for the campus visit. Please make sure you arrange for electronic access to these programs and services.

Dr. Eric Gravenberg
College of Alameda
November 7, 2014
Page Two

I anticipate your accreditation visit will provide both a rewarding validation of the College of Alameda's strengths and helpful recommendations for continuous quality improvement.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Jack Pond". The signature is fluid and cursive, with the first letter "G" being particularly large and stylized.

G. Jack Pond
Vice President

GJP/fl

cc: Mr. Timothy Karas, Accreditation Liaison Officer

Enclosure

**Required Evidentiary Documents for Financial Review
Supplemental Guidelines for Standard III.D for CALIFORNIA PUBLIC INSTITUTIONS**

| ACCREDITATION QUESTIONS | EVIDENCE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Has the college received any qualified or adverse opinions in audit reports in the last 3 years from district, state or federal programs? | Audit Reports (last 3 years) |
| Has the college implemented all audit recommendations? Have there been the same recommendations for more than one year? What is the auditor's response to the management actions taken? | Management response to auditor's findings and recommendations (last 3 years) CCFS 311 (last 3 years) |
| What is the institution's unrestricted fund balance and reserves and how has it changed over the last three years? | CCFS 311Q (Most recent quarter) Fiscal Trend Analysis of 311 Data (Can be accessed online at CCCCO website.) |
| Does the College maintain a minimum 5% unrestricted reserve of cash or cash equivalent? | Audit Report |
| Has the State Chancellor's Office had to intervene regarding fiscal stability or compliance? | Letter of agreement between State Chancellor's Office and District, Chancellor's Office communication document, Fiscal Health Certificate |
| Does the college have long term debt financing? | Audit Report |
| Does the institution have an obligation for post retirement health benefits (OPEB), compensated absences, and other employee related obligations? If it does, has it done the actuarial study and identified the liability? Is there a plan for funding them? | Actuarial study for post-retirement health benefits, collective bargaining agreements, board policies, actuarial report, reserve reports. Institutional Plan for funding the liability |
| Does the institution have limits on accrual of unused vacation time? Compensatory time? Is the institution enforcing its policy on limits? | Leave Accrual Policy in Contractual Agreement and Labor Agreements, Board Policies, Human Resource Records |
| Is the fiscal entity self insured for health benefits, workers compensation, and unemployment? How are reserve levels set? | District Self Certification |
| Does this fiscal entity have obligations for future total compensation expenditures driven by collective bargaining agreements or other agreements (corporate-buy outs, management/employee agreements, etc?) If so, what are they? Of what significance are they? What is the plan for funding these future obligations? | Current Bargaining agreements District Funding Plan Executive Officer agreements regarding buy-outs and other conditions of employment |



Required Evidentiary Documents for Financial Review
 Supplemental Guidelines for Standard III.D for CALIFORNIA PUBLIC INSTITUTIONS

| ACCREDITATION QUESTIONS | EVIDENCE |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Does the institution and the foundation have an agreement/contract on the role of the foundation? Does it require that the foundation have an independent audit? | Copy of the Agreement Copy of Foundation audited financial statements (last 3 years) Required Continuing Disclosure submittal |
| Does the college or district have a Prop 39 bond fund? | Copy of minutes from Bond Oversight Committee Copy of audit reports from the last 3 years |
| Does the college have policies and procedures regarding purchasing? Are they being followed? | Self Certification Policies |
| Will additional buildings be opened in the next 2-3 years? Is there a plan to fund staff, utilities and operating expenses associated with additional facilities coming online within the next 2-3 years? | Copy of the most current Facility Master Plan Funding Plan Educational Master Plan Total Cost of Ownership Plan Staffing/Human Resources Plan |
| Is there evidence that planning integrates fiscal and other resources? | Internal documents |
| Is there evidence that the institution monitors student financial aid obligations such as student loan default rates and compliance with federal regulations? | Annual Financial Report, Financial Aid Compliance Reports |

Edited: March 5, 2013





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NORVAL WELLS'RY

November 7, 2014

Office of the President

NOV 18 2014

Merritt College

Dr. Norma Ambriz-Galaviz
President
Merritt College
12500 Campus Drive
Oakland, CA 94619

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Dr. Norma Ambriz-Galaviz
Merritt College
November 7, 2014
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G. Jack Pond
Vice President

GJP/tl

cc: Dr. Elmer Bugg, Accreditation Liaison Officer

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