PERALTA ACCOUNTABILITY FOR STUDENT SUCCESS

(PASS)

FUND ALLOCATION REQUEST AND APPROVAL

PROCESS FOR THE 2014/15 FISCAL YEAR

PURPOSE

Provide College of Alameda, Laney College, Merritt College and Berkeley City College the technology, facilities, human resources and financial support necessary for high quality core academic programs including math, science and English; training students for successful careers; and edu­cating students to transfer to four year universities.

FUND REQUEST CRITERIA

Each project must align with Measure B ballot language and achieve or move forward a plan to achieve one or more of the below criteria.

* Close the achievement gap through targeted student enrollment, instruction and instructional support services to better serve disadvantaged students residing within the boundaries of the District
* Fulfill or expand an instructional program that is not fully funded by the District BAM
* Fulfill or expand a student support program that is not fully funded by the District BAM

FUNDING PROCESS

For the 2014/15 fiscal year, an abbreviated process will be utilized to promote use of these special local tax revenues for best serving students and the community. In a major departure from previous fiscal years and the fiscal climate when Measure B was passed by District voters in 2012, District general apportionment revenues are anticipated to fully fund projected student enrollment growth and typical instructional program costs. Measure B restricted annual income is estimated at $8 million. A restricted carry-forward from the prior fiscal year is also available for use in the 2014/15 fiscal year. $5.5 million of the estimated income will be budgeted for Part-time Faculty and other existing expenses throughout the District. $2.5 million annual income plus $1 million of the prior year carry-forward is available for new Measure B funded projects.

For the purpose of expediting careful planning and use of these funds in the 2014/15 fiscal year and to move toward full implementation of the adopted Budget Allocation Model, the following proportionate distribution of the $3.5 million available Measure B revenues will be used for college and district planning:

* $500,000 for district-wide projects managed at the District Office
* Adhere to the three year rolling average college FTES for the remaining $3 million or:
  + $580,800 College of Alameda
  + $586,200 Berkeley City College
  + $1,219,800 Laney College
  + $613,200 Merritt College

For each project funding request, provide the below information. State “not applicable” if the criteria do not apply to the project.

* First year cost
* Total cost of ownership over a 5 year period
* Number of students to be served or other appropriate numeric measure
* Impact on the quality of core academic programs including math, science and English
* Impact on the training of students for successful careers
* Impact on edu­cating students to transfer to four year universities
* Impact on future college and district enrollment growth
* Impact on the community, local industry and local economy

PROJECT REVIEW CALENDAR

* PASS project funding requests are due to the respective College President or District Deputy Chancellor not later than June 1, 2014
* The College President and the Deputy Chancellor shall review, make appropriate changes, approve or disapprove each project funding request and submit the approved project request to the Vice Chancellor, Finance and Administration not later than June 15, 2014
* The timeline for consideration of PASS Program expenditure requests will be consistent with the BAM budget development calendar. To the extent practical, selection of PASS projects and distribution of funds will be included in the Final Budget for Board of Trustees approval.
* The Vice Chancellor, Finance and Administration, will prepare a report for all PASS project funding requests and submit the report to the Chancellor not later than June 30, 2014.
* The Chancellor, following review and discussion with the Chancellor’s Cabinet, will make the final selection of projects to be funded and inform the Vice Chancellor, Finance and Administration by July 30, 2014.
* PASS project funding will be incorporated into the Final Budget.

PROJECT REPORTING REQUIREMENTS

* For each funded PASS project, the responsible manager will provide project reports to the respective College President or District Deputy Chancellor as detailed below. Written reports including responses to each report area are due quarterly, not later than October 15, January 15, April 15 and July 15 each year.
* Number of students served or other appropriate numeric measure to date and estimated for the year
* Expenditures and encumbrances through the end of each quarter
* Estimated year-end Program balance
* Request for continued funding if approved as a multi-year Program
* Independent audit or assessment where appropriate
* Narrative on startup process and unexpected barriers or issues due six months after the beginning of the Program for prior funded projects
* Narrative on the significant accomplishments and concerns for continuation of the Program.

PASS REPORTING

* The above Project Reporting Requirements will be the basis for PASS Program reporting. The PBC will receive such reports to ensure broad communication on the use of Measure B funds. Through the Chancellor or appropriate District office, Measure B reporting will also be made to the Board of Trustees and to the Citizens Oversight Committee.