Recommendation number and topic:
Special Topic: Centers and Sites

Purpose of the workgroup is to analyze and assess the issues regarding centers and sites as referenced in the accreditation recommendations; and to identify and where possible collect data necessary for a fiscal and programmatic analysis of CCSF centers and sites.

Full recommendation text:
N/A

Related standards:
#2 – Planning; #5 – Student Services; #8 - Physical Resources; #10 /11 - Finances

See attached document highlighting specific references to centers and sites within the various recommendations.

Work group members:
Pamila Fisher; Pamela Mery; David Liggett; Jorge Bell; Peter Goldstein; Thelma Scott-Skillman; Sunny Clark; Beth Cataldo; Fred Teti; Ms. Bob Davis; Steve Kech; Linda Shaw; Bouchra Simmons; Emanuel Andreas; John Rizzo; Anita Grier; Bob Agrella; Shannell Williams; Mary Kapp

Provide the dates and times of all meetings held to date. For each meeting, please briefly describe the primary focus of the discussion that took place (1-2 sentences per meeting).

August 17, 2012 – During the first meeting, members introduced themselves and the Chancellor explained the initial charge of the workgroup. Members reviewed the many references to centers and sites found within the recommendations. The workgroup focused on further defining its charge, exploring possible activities, and identifying the kinds of information necessary to conduct an analysis of CCSF’s centers and sites. The Vice Chancellor of Finance and Administration provided an overview of the types of centers and sites the college utilizes, e.g. Category A (College and Centers that receive Foundation Grants); Category B (leased sites, no foundation grants and pay significant rent); Category C (leased sites, no foundation grant, pay very little amount of rent); Category D (owned sites).

September 6, 2012 – The Deans of the following centers and sites provided background information and reports such as what sections are offered, programs and/or departments represented, how many faculty teach, how many staff work there, hours of operation, how space is used, what student populations are served, etc.
Next Meeting – September 24, 2012

Describe your plans for addressing the recommendation. Include a brief paragraph describing each activity included on your timeline along with key dates for accomplishing those activities.

The workgroup will review data and information relevant to conducting a fiscal and programmatic analysis of centers and sites, in order to more cost effectively and efficiently serve students. The following information will be considered:

- Definitions of Centers/Sites
- Total Cost of Operation
- Foundation Grants
- Course Offerings / Sections per Center
- Human Resources Allocation
- Student Data (including addresses)
- Proximity to Alternative Locations/Transportation
- Real Estate Value
- Site Utilization
- Productivity
- Other Factors/Data

Summarize your progress to date on carrying out the activities described above where applicable. If you have completed any of these activities, please note the date on which it was completed and append the evidence or any products relating to the activity.

This workgroup’s analysis will take more time compared to the other workgroups. Many factors within the other recommendations will affect the analysis of this workgroup, e.g. staffing plans, financial decisions, and board direction.

List any challenges you have encountered or anticipate facing with respect to addressing the recommendation.