

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 15, 2009

ITEM # 11

ITEM TITLE:

Request Approval to Centralize the Supervision and Administration of the PCCD Financial Aid Program Effective January 2010.

SPECIFIC BOARD ACTION REQUESTED:

Request Approval to Centralize the Supervision and Administration of the PCCD Financial Aid Program Effective January 2010.

ITEM SUMMARY:

Request approval to centralize the supervision and administration of the PCCD financial aid program effective January 2010. The purpose of the centralization is to establish standard operating procedures (SOP), increase efficiency, eliminate duplication and to expedite the issuing of financial aid checks in the correct amount to eligible students.

The centralization will occur in three phases.

Phase I:

1. Moving from a REGENT to a SAFE System as a primary delivery system. This is already underway.
2. Shifting supervision and coordination from individual colleges to the District.
3. Hiring of staff --Director of Financial Aid, Campus Liaison Staff Specialist and IT support staff.

Phase II:

1. Oversight and compliance,
2. Development of training manuals,
3. Staff evaluation and training,
4. Establishing timelines and procedures for updates for all colleges.

Phase III

1. The 2011-12 academic year will consist of migrating from the SAFE Legacy to SAFE web base system.

The Chancellor recommends approval.

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ No _____

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Wise E. Allen, Vice Chancellor of Educational Services.

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ No X

_____ IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Wise E. Allen
Wise E. Allen, Vice Chancellor of Educational Services

Date: 12/7/09

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Wise E. Allen
Wise E. Allen, Vice Chancellor of Educational Services

Date: 12/7/09

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: _____ Date: _____
Thomas Smith, Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Elihu Harris
Elihu Harris, Chancellor

Date: 12/8/09