DATE: June 24, 2016

MEMO TO: Dr. Byron Clift Breland, President, San Jose City College

FROM: G. Jack Pond, Vice President
Accrediting Commission for Community and Junior Colleges

SUBJECT: Lodging and Meal Charges during Accreditation Visits

ACCJC is charged with ensuring the costs of external evaluation visits are reasonable and appropriate for payment by the member institutions being evaluated. This can only be accomplished by having all expenses reviewed by the ACCJC before they are forwarded to the institution for payment. Therefore, for the last few years, it has been the practice that ACCJC requires team members cover their own travel and lodging costs associated with a team visit and seek reimbursement from ACCJC. Once the expenditures have been reviewed by staff, and reimbursements have been made, the college will receive an invoice from this office.

ACCJC's financial records are regularly reviewed during our audit processes. Cost of visits, reimbursement to team members, review of receipts, and costs charged back to institutions are carefully monitored. Furthermore, this information is required in application for Council of Higher Education Accreditation (CHEA) and United States Department of Education recognition. To have a mix of colleges that pay for lodging and meals and others that do not creates an unclear and confusing depiction of the accreditation process.

Nevertheless, there is an important way in which an institution can help reduce overall costs: If the institution has a special rate arrangement with a hotel facility, it can avail itself of that rate while requiring that the charges be directly paid by each team member on check-out. When there exists a good relationship between the hotel and the institution, the hotel will be able to allow a preferred rate even if the charges must be paid by the room guests.

Thank you for agreeing to adhere to this process.

cc: Dr. Duncan Graham, Accreditation Liaison Officer
San Jose City College  
External Evaluation Visit Team Roster  
Monday, October 10-Thursday, October 13, 2016

The institution will send to each member of the external evaluation team 60 days before the visit, one electronic copy on USB Flash Drive of the Institutional Self Evaluation Report with evidence, a current catalog, and the most recent class schedule. The institution will send one hard copy of the Institutional Self Evaluation Report and an electronic copy in Word on USB Flash Drive, with evidence, to the ACCJC office. All evidence submitted must be in electronic format. If the institution still prints the catalog and class schedule, one copy of each should be sent to ACCJC. If these are no longer in print format, then only the electronic format is required. Colleges may be asked to provide additional hard copies to accommodate special needs.

Chair  
Dr. Erika Endrijonas  
President  
Los Angeles Valley College  
5800 Fulton Avenue  
Valley Glen CA 91401  
E-mail: ENDRIJEA@lavc.edu  
Telephone: 818-947-2601  
Cell Phone: 805-482-6238  
FAX:  818-947-2602

Assistant  
Ms. Michelle Fowles  
Dean, Institutional Effectiveness  
Los Angeles Valley College  
5800 Fulton Ave  
Valley Glen CA 91401  
E-mail: fowlesmr@lavc.edu  
Telephone: 818-947-2437  
Cell Phone: 818-633-3990  
FAX: 818-947-2580

ACADEMIC REPRESENTATIVES

Dr. Tanya Renner  
Professor of Psychology  
Kapiolani Community College  
4303 Diamond Head Road  
Honolulu HI 96816  
E-mail: renner@hawaii.edu

Mr. Christopher Howerton  
Professor of Communication Studies/ SLO Coordinator/ Senate VP  
Woodland Community College  
2300 E. Gibson Rd.  
Woodland CA 95776  
E-mail: chowerto@yccd.edu

Dr. Andrew LaManque  
Associate Vice President of Instruction  
Foothill College  
12345 El Monte Road  
Los Altos Hills CA 94022  
E-mail: lamanqueandrew@fhda.edu

Ms. Evelyn Lord  
Head Librarian  
Laney College  
900 Fallon St.  
Oakland CA 94607  
E-mail: elord@peralta.edu

Ms. Sarah Shepard  
Faculty  
West Hills College - Coalinga  
300 Cherry Lane  
Coalinga CA 93210  
E-mail: sarahshepard@whccd.edu
ADMINISTRATIVE REPRESENTATIVES

Dr. Elizabeth Pratt  
Dean Career and Technical Education  
College of Marin  
1800 Ignacio Blvd.  
Novato CA 94949  
E-mail: epratt@marin.edu

Dr. Angelica Suarez  
Vice President for Student Affairs  
Southwestern College  
900 Otay Lakes Road  
Chula Vista CA 91910  
E-mail: asuarez@swccd.edu

Dr. Dena Maloney  
Superintendent/President  
El Camino College  
16007 Crenshaw Blvd  
Torrance CA 90506  
E-mail: dmaloney@elcamino.edu

Dr. Anthony Culpepper  
Vice President of Finance & Administrative Services  
Bakersfield College  
1801 Panorama Drive  
Bakersfield CA 93305  
E-mail: 213-792-4599  
anthony.culpepper@bakersfieldcollege.edu

OTHER REPRESENTATIVES

Research  
Dr. Joan Lang  
Research Analyst  
Los Angeles Harbor College  
1111 Figueroa Place  
Wilmington CA 90744  
E-mail: langj@lahc.edu