

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

Work Session Agenda

May 14, 2008
8:30 AM

Colorado Community College System

In our continuing effort to be the BEST community college system in the country, here is this month's Marvelous Motivation: "Don't wait for a light to appear at the end of the tunnel; Stride down there and light it yourself!"

Author Unknown

I. Discussion Items

- A. Welcome
- B. Legislative Update, Jason/ Moira/ Rhonda – 20 min. (**Hand Carry**)
- C. Ballot Initiatives, Barbara McDonnell - 20 min. (p.1)
- D. Gaming Limits, Rick Reiter - 30 min. (**Consent Agenda VI, A**) (p.3)
- E. Severance Tax/Scholarships - Presentation, Barbara McDonnell – 20 min.
- F. Banner Metrics/IT Update, Julie Ouska – 15 min. (p.4)
- G. State Support Base Budget Allocation '08-'09, Cliff Richardson – (**Consent Agenda VI, B**) (p.19)
- H. Lowry Update, Cliff Richardson - 10 min. (**Hand Carry**)
- I. FRCC Brighton Site Lease –Presentation: Karen Reinertson, Mike Kupcho, and Andy Dorsey – 30 min. (**Consent Agenda VI, C**) (p.23)
- J. Colorado Vocational Act Rule, Linda Bowman - 5 min. (**Consent Agenda VI, D**) (p. 39)
- K. Board-Designated Oversight Committee for Credentialing, Linda Bowman - 5 min. (**Consent Agenda VI, E**) (p. 44)
- L. Student Email, Linda Bowman– 5 min. (**Consent Agenda VI, F**) (p.45)

II. Written Reports

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

May 14, 2008

TOPIC: Ballot Initiatives

PRESENTED BY: Barbara McDonnell

ISSUE: Reporting Ballot Initiatives

Penry/Gardner Severance Tax Initiative – Of the 50 percent of revenues that are currently credited to the State Severance Tax Trust Fund, this initiative caps the amount of additional annual revenue into this fund to the rate of Denver-Boulder-Greeley CPI. Any funds above this that would have normally flowed into the State Severance Tax Trust Fund would now be credited to the Colorado College Legacy Trust Fund. The principal in this fund cannot be expended for any purpose. Interest or income from the Colorado College Legacy Trust Fund can be used only to support state institutions of higher education. However, by a vote of 2/3 of the House and Senate, the General Assembly can use the interest and income from the fund for other purposes.

College Scholarship Severance Tax Initiative – This initiative eliminates the 87.5 percent ad valorem tax credit currently allowed for oil and gas producers. This initiative also creates a Severance Tax Stabilization Trust Fund in the State Treasurer's Office, which has two accounts: a perpetual base account and an operational account. Of the total severance tax revenues collected, 56 percent will be credited to the Severance Tax Stabilization Trust Fund, of which 10 percent (up to a balance of 125% of the previous fiscal year's total severance tax total revenues) is allocated to the perpetual account and 90 percent is credited to the operational account.

From the operational account of the Severance Tax Stabilization Trust Fund, the allocation each fiscal year will be the following: 60 percent for Colorado Residents attending state institutions of higher education; 15 percent for wildlife preservation; 10 percent to the clean energy fund; 10 percent for transportation in energy impacted areas; and 5 percent for small community drinking water and wastewater treatment grants. The Colorado Commission on Higher Education is charged with establishing guidelines and policies related to the college scholarships. Any revenue collected and spent from the proceeds of this initiative are not subject to TABOR spending limitations.

State Education Fund/Tabor Refund Initiative – There are two similar versions of this initiative that have been filed. Both versions eliminate the taxpayer refund mechanism within TABOR and instead transfers the revenue that otherwise would have been refunded to the State Education Fund. Both versions of this initiative maintain the requirement to fund K-12 per-pupil and categorical funding by at least inflation

beginning in FY 2011-12. Both versions more explicitly identify the allowable expenditures from the State Education Fund.

Both versions also create a State Education Fund Savings Account within the State Education Fund, within which revenue equivalent to 10 percent of the revenues currently flowing into the State Education Fund shall be deposited. This Savings Account fund caps out at 8 percent of the total amount of General Fund/State Education Fund appropriated in the previous fiscal year. In both versions, the General Assembly may transfer monies from the General Fund to the State Education Fund only if Senate Bill 1 monies are fully funded. The main difference between the two versions is that one version requires a two-thirds vote by the General Assembly to access funds from the State Education Savings Account, while the other version only requires that a quarterly revenue forecast indicate that the State will not be able to maintain its four percent reserve. In both versions, the Savings Account monies can only be spent on State Education Fund-approved items. Any revenue collected and spent from the proceeds of this initiative are not subject to TABOR spending limitations.

Gaming Initiative – Allows, through local elections, the ability of those cities currently authorized to offer gaming to extend hours of gaming operations, add roulette and/or craps to the list of approved games, and raise the stakes from \$5 to up to \$100 per single bet. After compliance and enforcement administration costs are covered, any gaming tax revenues that exceed the amount collected in FY 2006-07 would be allocated in the following way: 22 percent to the gaming localities; and 78 percent to supplement existing state funding for student financial aid programs and classroom instruction programs at the State's public community colleges, junior colleges, and local district colleges. Any revenue collected and spent from the proceeds of this initiative are not subject to TABOR spending limitations.

The initiative also states that if any of the cities successfully vote to raise the gaming stakes, any increases to the gaming taxes from the January 1, 2008 level will become effective only if approved by voters at a statewide election. Currently, the Constitution grants the authority to set tax rates (up to a maximum of 40 percent of adjusted gross proceeds) to the Gaming Commission in the Department of Revenue.

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

May 14, 2008

TOPIC: Limited Gaming Initiative

PRESENTED BY: Rick Reiter, Barbara McDonnell

EXPLANATION: Rick Reiter will present to the Board the contents of the Limited Gaming Initiative and the impact for Community Colleges

ATTACHMENT:

RECOMMENDATION: To support the Limited Gaming Initiative.

STATE BOARD FOR COMMUNITY COLLEGE AND OCCUPATIONAL EDUCATION

May 14, 2008

TOPIC: FY 2008-09 State Support Base Budget Allocation

PRESENTED BY: Cliff Richardson, Vice President for Finance and Administration

EXPLANATION:

For the FY 2008-09 operating budget, the General Assembly appropriated \$142,318,023 in state support in the form of Fee-for-Service and COF Stipend funding to the community colleges—a 7.6 percent increase over FY 2007-08.

The majority of this funding is run through the base allocation model, which has two main components: 1) a series of per resident student FTE “size factors” or weights applied to a shared base resident student FTE funding level; and 2) a two-year resident student FTE average, which is multiplied by each college’s size factor-adjusted per student FTE funding level to generate an allocation amount.

In addition to this allocation, there are two fixed allocation distributions from previous fiscal years: a mandatory cost allocation and an unfunded enrollment allocation. The amount of these allocations remains unchanged from FY 2006-07. In FY 2007-08, there is also a \$492,302 holdback that was used to fund a portion of the ERP implementation.

Attachment I outlines the FY 2006-07 actual and FY 2007-08 estimated resident student FTE that are used as inputs to the model. Attachment II outlines the results of the base allocation model and the fixed distribution components of the allocation. Attachment III provides a summary of the results for FY 2008-09. The FY 2008-09 allocations assume the continuation of the ERP holdback from FY 2007-08.

RECOMMENDATION:

Staff recommends approval of the FY 2008-09 state support budget allocations as listed in Attachment III.

Attachment I: CCCS Fiscal Year 2006-07 Final and FY 2007-08 Estimated Resident Enrollment

May 14, 2008

INSTITUTION:	LCC	CNCC	MCC	OJC	TSJC	NJC	CCA	PCC	RRCC	ACC	CCD	PPCC	FRCC	Total
Final FY 07 SFTE	611.32	623.43	984.15	1,219.25	1,203.81	1,151.00	3,057.80	3,442.02	4,114.86	4,110.22	4,890.14	6,412.90	9,055.50	40,876.40
Estimated FY 08 SFTE	645.70	660.00	973.00	1,138.00	1,255.64	1,223.00	3,066.00	3,431.00	4,469.00	4,020.10	4,532.00	6,937.30	9,291.81	41,642.55
Variance	34.38	36.57	(11.15)	(81.25)	51.83	72.00	8.20	(11.02)	354.14	(90.12)	(358.14)	524.40	236.31	766.15
% Change	5.62%	5.87%	-1.13%	-6.66%	4.31%	6.26%	0.27%	-0.32%	8.61%	-2.19%	-7.32%	8.18%	2.61%	1.87%

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Attachment II: State Support Allocation
May 14, 2008

INSTITUTION:	LCC	CNCC	MCC	OJC	TSJC	NJC	CCA	PCC	RRCC	ACC	CCD	PPCC	FRCC	Total	
FY07 Final Resident FTE	611.32	623.43	984.15	1,219.25	1,203.81	1,151.00	3,057.80	3,442.02	4,114.86	4,110.22	4,890.14	6,412.90	9,055.50	40,876.40	
FY08 Estimated Resident FTE	645.70	660.00	973.00	1,138.00	1,255.64	1,223.00	3,066.00	3,431.00	4,469.00	4,020.10	4,532.00	6,937.30	9,291.81	41,642.55	
2 year avg enrollment	628.51	641.72	978.58	1,178.63	1,229.73	1,187.00	3,061.90	3,436.51	4,291.93	4,065.16	4,711.07	6,675.10	9,173.66	41,259.48	
ALLOCATE GENERAL FUND ONLY USING FTE ENROLLMENT & SIZE FACTOR															
Size Factor Model using 2 year average Enrollment															
Base FY 09 FTE Funding	2,001.14	2,001.14	2,001.14	2,001.14	2,001.14	2,001.14	2,001.14	2,001.14	2,001.14	2,001.14	2,001.14	2,001.14	2,001.14	2,001.14	
Board Approved Size Factor	2.44	2.40	2.40	2.15	2.15	2.15	1.40	1.40	1.25	1.25	1.25	1.17	1.10		
Adj Base FTE Funding	4,882.78	4,802.73	4,802.73	4,302.45	4,302.45	4,302.45	2,801.59	2,801.59	2,501.42	2,501.42	2,501.42	2,341.33	2,201.25		
Total FY 09 Base Funds	3,068,874	3,081,985	4,699,832	5,070,971	5,290,826	5,107,004	8,578,198	9,627,703	10,735,930	10,168,682	11,784,376	15,628,621	20,193,524	113,036,525	
Model Totals			Slope	Increment											
Base FTE Funding	2,001		0.0915	1.0500											
Total Allocated	113,036,525														
Total Remaining	0														
2-Year Avg	2,001	41,259													
						10,009,157	Total New FY 09 \$				\$142,318,023	Total FY 09 Appropriation			
						1,115,873	System Office Portion of New \$				\$492,302	ERP Holdback			
State Support Via Base Allocation	127,058,762	116,252,326	10,806,436			8,893,284	Amount of New \$ Allocated via Formula								
System Office Portion	14,022,237	13,678,046	344,191			1,568,961	Amount Reallocated from ICR & Lowry Rent								
Amount Allocated Via Model	113,036,525	102,574,280	10,462,245			10,462,245	Total New \$ in Formula (New plus Reallocated)								
INSTITUTION: LCC CNCC MCC OJC TSJC NJC CCA PCC RRCC ACC CCD PPCC FRCC Sys Office Total															
FY 09 Base (with New \$)	\$3,068,874	\$3,081,985	\$4,699,832	\$5,070,971	\$5,290,826	\$5,107,004	\$8,578,198	\$9,627,703	\$10,735,930	\$10,168,682	\$11,784,376	\$15,628,621	\$20,193,524	\$14,022,237	\$127,058,762
Mandated Cost for FY 06-07	\$173,118	\$212,495	\$262,343	\$296,204	\$336,211	\$316,801	\$488,839	\$498,553	\$546,840	\$559,084	\$764,305	\$869,310	\$1,020,848	\$1,004,656	\$7,349,607
Unfunded Enrollment FY 06-07	\$93,604	\$131,516	\$141,361	\$181,771	\$213,658	\$206,164	\$499,025	\$601,886	\$664,632	\$671,685	\$741,337	\$987,029	\$1,414,932	\$868,752	\$7,417,352
SubTotal of Allocated Dollars	\$3,335,596	\$3,425,996	\$5,103,536	\$5,548,946	\$5,840,695	\$5,629,969	\$9,566,062	\$10,728,142	\$11,947,402	\$11,399,451	\$13,290,018	\$17,484,960	\$22,629,304	\$15,895,645	\$141,825,721
Initial FY 09 Allocation	\$3,335,596	\$3,425,996	\$5,103,536	\$5,548,946	\$5,840,695	\$5,629,969	\$9,566,062	\$10,728,142	\$11,947,402	\$11,399,451	\$13,290,018	\$17,484,960	\$22,629,304	\$15,895,645	\$141,825,721
Final FY 08 Lookback Allocations	\$3,014,976	\$3,236,588	\$4,708,530	\$5,259,929	\$5,547,619	\$5,137,437	\$9,100,201	\$10,353,255	\$10,741,181	\$10,709,592	\$12,444,648	\$15,926,563	\$20,856,273	\$14,779,772	\$131,816,564
Change from FY 08	\$320,620	\$189,407	\$395,006	\$289,017	\$293,076	\$492,532	\$465,861	\$374,886	\$1,206,221	\$689,859	\$845,370	\$1,558,396	\$1,773,031	\$1,115,873	\$10,009,157
Percent Change	10.6%	5.9%	8.4%	5.5%	5.3%	9.6%	5.1%	3.6%	11.2%	6.4%	6.8%	9.8%	8.5%	7.6%	7.6%

Attachment III: Summary of FY 2008-09 Allocation Results

INSTITUTION:	LCC	CHCC	MCC	OJC	TSJC	IJC	CCA	PCC	RRCC	ACC	CCD	PPCC	FRCC	Sys Office	Total
FY 09 Allocation	\$3,335,596	\$3,425,996	\$5,103,536	\$5,548,946	\$5,840,695	\$5,629,969	\$9,566,062	\$10,728,142	\$11,947,402	\$11,399,451	\$13,290,018	\$17,484,960	\$22,629,304	\$15,895,645	\$141,825,721
FY 08 Final Lookback	\$3,014,976	\$3,236,588	\$4,708,530	\$5,259,929	\$5,547,619	\$5,137,437	\$9,100,201	\$10,353,255	\$10,741,181	\$10,709,592	\$12,444,648	\$15,926,563	\$20,856,273	\$14,779,772	\$131,816,564
Difference	\$320,620	\$189,407	\$395,006	\$289,017	\$293,076	\$492,532	\$465,861	\$374,886	\$1,206,221	\$689,859	\$845,370	\$1,558,396	\$1,773,031	\$1,115,873	\$10,009,157

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

May 14, 2007

TOPIC: Lease Proposal and Program Plan for the Relocation of Front Range Community College's Brighton Center

PRESENTED BY: Karen Reinertson, Mike Kupcho, and Andy Dorsey

EXPLANATION: Bridge Street (referred to locally as the "round" building) that previously housed the Adams County Courthouse. Adams County owns the building and because of deteriorating mechanical systems has asked the tenants to relocate this summer. FRCC proposes to relocate the Brighton Center to the Brighton Life Long Learning and Resource Center on 1850 Egbert Street, about 4 blocks from its current location. The facility, a three story building with about 73,957 rentable square feet, previously housed the Platte Valley Medical Center.

The City of Brighton obtained grant funding from the Colorado Department of Local Affairs and from a Community Development Block Grant to assist with the purchase of the Platte Valley Medical Center building. Those grants, combined with a favorable price for the facility, enable the Brighton Urban Redevelopment Association to offer below market rental rates and favorable terms to the tenants. FRCC's lease proposal is summarized below.

- Useable Square Feet: 11,105
- Rentable Square Feet: 13,530
- Tenant Improvements: Approximately \$1,000,000 at the design document stage
 - Front Range Community College commitment: \$450,000
 - All tenant improvement costs in excess of \$450,000 will be covered by funds supplied by the Brighton Urban Renewal Authority
- Base Rent Rate: \$-0-
- Common Area Maintenance Rate:
 - Not to exceed \$9.00/square foot for first 3 years
 - Annual increases not to exceed the Consumer Price Index in years 4 or 5
 - Estimated first year lease cost: \$9.00 x 13,530 = \$121,770
- Term: December 1, 2008 to May 31, 2013 with an option for 2 additional 2-year extensions.

RECOMMENDATION: Board staff recommends approval of this program plan and the delegation for the system president to sign the lease document. The plan and lease will also be approved by CDHE and State Buildings before finalizing the arrangements. FRCC is working with Staubach Leasing management to facilitate this agreement per state regulations.

**Lease Proposal and Program Plan for the Relocation of
Front Range Community College's Brighton Center**

EXECUTIVE SUMMARY

1. Why relocate the Brighton Center

The current Brighton Center is located in a fifty year old building on 1931 East Bridge Street (referred to locally as the "round" building) that previously housed the Adams County Courthouse. Adams County owns the building and because of deteriorating mechanical systems has asked the tenants to relocate this summer. The building will be demolished when it is vacated.

Brighton has grown substantially in recent years and is projected to continue to expand rapidly over the next decade, making it an appropriate site for continued FRCC presence. The current building is not well suited for college classes. A new facility with better classrooms and a science lab will enable FRCC to better serve this growing community.

2. Proposed New Location

FRCC proposes to relocate the Brighton Center to the Brighton Life Long Learning and Resource Center on 1850 Egbert Street, about 4 blocks from its current location. The facility, a three story building with about 73,957 rentable square feet, previously housed the Platte Valley Medical Center. The facility was recently purchased by the Brighton Urban Renewal Authority (BURA) with a vision of converting it to a home for several community resources, including FRCC, The Adams County Workforce and Business Center, a corporate training space for the Brighton Economic Development Corporation, Head Start, and Community Reach. FRCC recommends this location because, with renovation, the building will provide an attractive space for students and because it offers favorable rental rates and tenant improvement grants facilitated by BURA. Other suitable and affordable options were not found in the Brighton area.

3. Summary of Proposed Lease Terms

- Useable Square Feet: 11,105; Rentable Square Feet: 13,530
 - Base Rent Rate: \$-0-
 - Common Area Maintenance Rate
 - Not to exceed \$9.00/square foot for first 3 years
 - Annual increase not to exceed the Consumer Price Index in years 4 and 5.
 - Term: Beginning December 1, 2008 and ending May 31, 2013 with 2 options for 2-year extensions.
 - Lessor: The Brighton Urban Renewal Authority owns the building and has leased it to Community Reach Center Foundation, Inc., who will occupy a portion of the building and sublease to Front Range Community College and other tenants.
-

- FRCC will contribute an amount not to exceed \$450,000 to partially fund tenant improvements. The remainder, approximately \$550,000, will be paid for by Brighton Urban Renewal Authority from grants and other funds.

PROPOSAL DETAIL

1. History of the Brighton Center

The FRCC Brighton Center is currently located at 1931 East Bridge Street in Brighton, CO. The building is over 50 years old and previously housed the Adams County Courthouse. After the Courthouse was relocated in the late 1990's, Adams County leased the property to the Community Education Center (CEC), a group of local citizens incorporated as a non-profit entity. CEC in turn sub-leased the building to the Brighton Charter School, FRCC, Adams County Workforce Development, and Adams County Head Start.

The Brighton Center opened in 1999 with evening classes only. Day classes were added in 2002. The center has focused on offering generally transferable academic classes, transferable business classes, and developmental studies. The Center currently occupies about 5,000 square feet which includes four small classrooms, a computer laboratory, office space and a small common area. Enrollment increased steadily until 2004, after which it declined for three years until reviving in this academic year. More details on enrollment trends are outlined below

The courthouse has been a very difficult building to operate in. It is a round building, which made constructing classrooms difficult. In fact, most of our classrooms were required to be small, irregularly shaped, and very challenging for students and teachers. Students in most classrooms are cramped, there is little space for the teacher to move around, and even with shoe horning students into the rooms, most classes are capped at less than 20 students because of classroom sizes. For the time we have operated in Brighton, however, there have not been any other suitable sites where we might relocate at a reasonable rental rate.

The current building is in poor condition, as noted in more detail below, and while very inexpensive to lease, is clearly unattractive to students, especially younger students who are attending modern high schools. Having a controversial charter school occupy much of the building has also been a major challenge; originally the challenge was dealing with middle and high school students in our hallways. Later the challenge was the scandals the charter school was engaged in and the bad publicity surrounding it.

2. Justification of the Lease Proposal

As of summer 2008, our current site will be unavailable to us. Two key tenants in the building have left -- the Adams County Workforce Center relocated to a downtown site in 2004 and the Brighton Charter School relocated to a new building in the summer of 2007 -- leaving only FRCC and Adams County Head Start as tenants. In the fall of 2007, Adams County regained control of the facility and announced that it planned to move Head Start and demolish the building after FRCC left. The county also noted that because of problems with mold, the

electrical system, the heating/cooling system, and the roof, FRCC would need to leave at the latest by the end of 2008 and would be responsible for paying for any repairs to building systems to keep the building functional. Since the potential costs and adverse affects from possible building systems failure could be quite high, FRCC has chosen to leave earlier to minimize potential disruptions for students.

With this site no longer available, we considered carefully whether to close the center or seek another site. After critical analysis, FRCC recommends relocation and expansion of the center for several reasons.

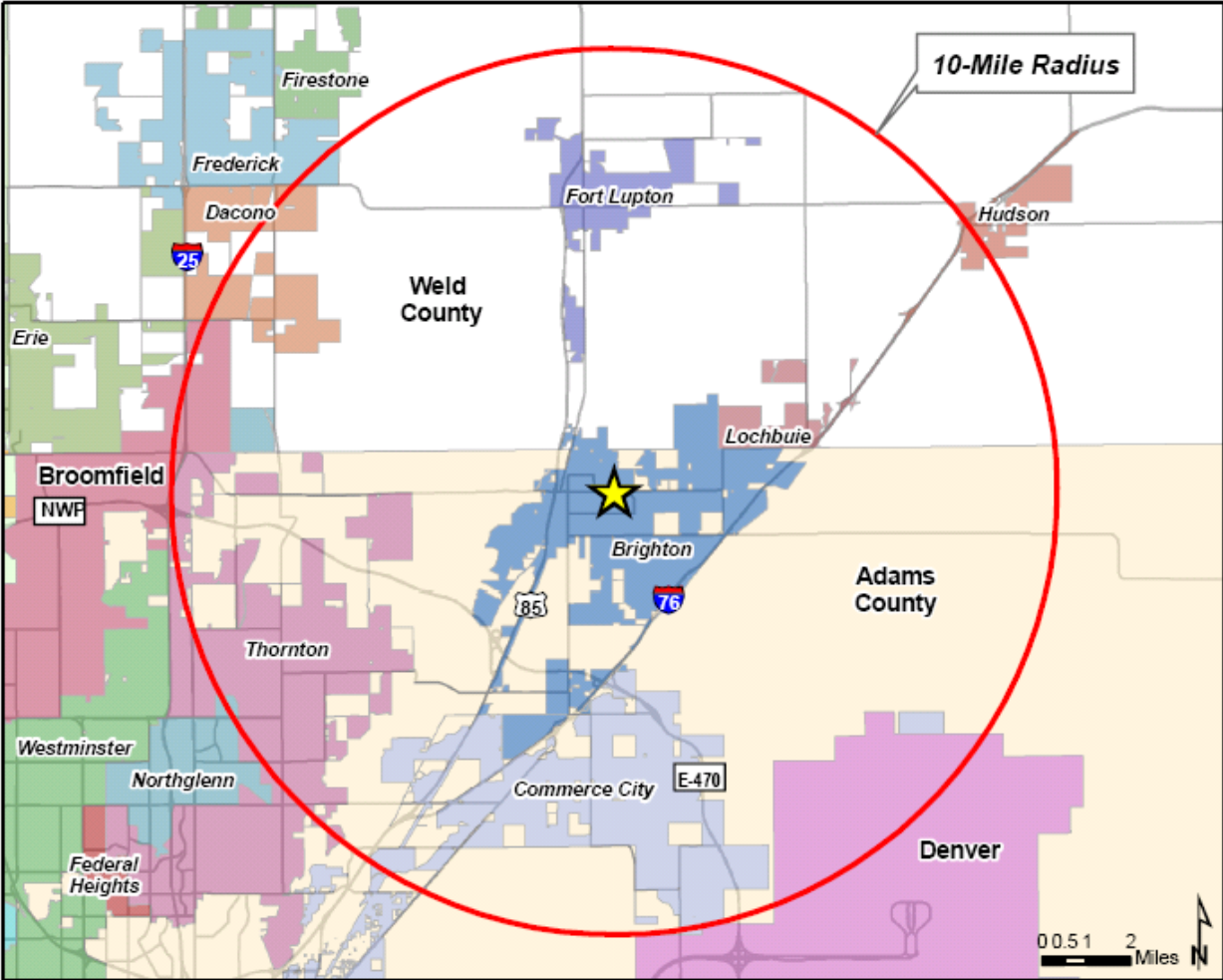
- *Population Growth in the Brighton Area.* Population within a 10 mile radius of Brighton is expected to increase by 100,000 people between 2005 and 2020 (per data from the Denver Regional Council of Governments, <http://www.drcog.org/>). A table detailing the population growth trends in the region is below.

Population Growth in a 10 Mile Radius Around the Proposed Brighton Center Site

County	Municipality	Population				Households			
		2005	2015	2020	2030	2005	2015	2020	2030
Adams	Adams Unincorporated	17,087	32,383	41,377	60,145	5,671	11,104	14,264	21,136
Adams	Brighton	24,931	36,747	43,831	58,467	8,039	12,390	14,924	20,427
Adams	Commerce City	10,625	20,529	26,350	38,488	3,527	6,999	9,018	13,409
Adams	Northglenn	1,838	2,253	2,510	3,037	636	799	893	1,099
Adams	Thornton	59,998	74,024	82,748	100,532	19,812	25,106	28,183	34,883
<i>Adams County Total</i>		<i>114,479</i>	<i>165,936</i>	<i>196,816</i>	<i>260,669</i>	<i>37,685</i>	<i>56,398</i>	<i>67,282</i>	<i>90,954</i>
Broomfield	Broomfield	592	635	668	729	202	223	236	263
Denver	Denver	15	15	15	14	6	6	6	6
Weld		10,610	17,423	21,381	30,010	3,507	5,809	7,146	10,060
Weld	Dacono	262	1,444	2,118	3,588	102	525	770	1,305
Weld	Fort Lupton	10,541	13,659	15,469	19,409	3,319	4,397	5,023	6,386
Weld	Lochbuie	2,704	3,050	3,252	3,693	884	998	1,064	1,208
Weld	Northglenn	47	566	866	1,519	17	198	303	532
<i>Weld County Total</i>		<i>24,164</i>	<i>36,142</i>	<i>43,086</i>	<i>58,219</i>	<i>7,829</i>	<i>11,927</i>	<i>14,306</i>	<i>19,491</i>
GRAND TOTAL		139,270	202,728	240,585	319,631	45,722	68,554	81,830	110,714

Source: Denver Regional Council of Governments

Communities in a 10-mile Radius around Proposed Brighton Center



School District 27J, which serves much of the area to be served by the center, is the fastest growing school district in the state. The school district has grown by about 950 students per year for the last five years, and projects similar growth over the next five.

Student Enrollment Projections, School District 27J

Year	Grade				Total (9-12)	Total (K-12)
	1	5	9	12		
2008	1196	1063	992	608	3371	13,121
2009	1283	1156	1092	746	3670	14,050
2010	1389	1219	1179	914	3955	15,061
2011	1505	1282	1201	828	4103	16,076
2012	1620	1372	1315	949	4451	17,292
2013	1696	1514	1284	1121	4997	18,945
2014	1776	1647	1413	1276	5499	20,505
2015	1856	1778	1511	1525	5943	21,990
2020	2256	2256	2235	2019	8479	28,756
2025	2656	2656	2631	2601	10,466	34,343
2030	3056	3056	3031	3001	12,066	39,543

Source: Planning Department, School District 27J

The population growth in Brighton over the last 7 years appears to have been largely younger families, which is one of the reasons it has not translated into an immediate enrollment spike (the poor condition of our current facility is likely the other reason). Based on the projected high school graduations in District 27J, which have nearly doubled in the last six years and which are forecast to increase by another 250% from 2008 to 2015, there is a good chance that the population growth will translate to enrollment growth with an appropriate site.

As noted earlier, FTE at the center rose steadily from its opening until FY04, then dropped through FY07, only to show a 25% increase in FY 08. Based on the factors noted above, we expect an initial small (25-30 FTE) jump in enrollment due to the presence of a science lab and nicer facilities, followed by increase of roughly 6% after AY10 due to population gains in the area.



**Annual Enrollment, FRCC Brighton Center
(Actual AY02-08, Estimated AY09-13)**

FY02	FY03	FY04	FY05	FY06	FY-07	FY-08	FY-09 (est., ½ year)	FY-10 (est.)	FY-11 (est.)	FY12 (est.)	FY-13 (est.)
58.96	86.41	111.2	93.73	91.80	83.85	104	60	132	140	148	157

- *The Brighton site will provide increased access to postsecondary studies for ethnic minorities.* Over the past several years, the center has consistently served a student body that includes about 35% to 40% minorities. The city of Brighton is about 42% minority, with about 38% of the population identified as Hispanic, so the site is likely to continue to serve a significant number of minority students

Brighton Center Student Ethnicity Spring, 2007

American Indian Alaskan Native	2%
Asian Pacific Islander	2%
Black Non-Hispanic	2%
Hispanic	31%
Minority Total	37%
White Non-Hispanic	58%
Missing/Invalid Data	5%

Source: FRCC Institutional Research

- *The college has strong community partnerships and strong community backing for a continued FRCC presence.* FRCC has long-established partnerships with the City of Brighton, the Brighton Economic Development Corporation, and other local organizations that have expended substantial effort to ensure FRCC's relocation to the new facility. The City of Brighton has expended considerable resources over recent years in locating an affordable site. It facilitated the purchase of the site by the Brighton Urban Redevelopment Association and pursued Community Development Block Grants and Energy Impact Grants, as well as other funding sources, to pay for the purchase of the building. In addition, the Platte Valley Medical Center Foundation has donated \$68,000 to provide equipment for a science lab in the new facility.



- *The site is appropriately located, has suitable amenities, and has favorable lease terms.* Branch campus sites are often difficult to find. Parking needs of campuses, in particular, are often incompatible with typical office buildings, and most newly constructed office spaces are too expensive. The site has adequate parking for over 300 FTE, is close to a bus line, reasonably located near some major new developments, and, as outlined in the section below on lease terms, will have reasonable rental rates.

In the long run, as growth expands in the Reunion areas and other parts of northern Commerce City, this site may prove to be too far north and west to be optimal for serving the area. The long run best site is probably close to the intersections of I-76 and E-470, but no buildings are available anywhere near that location now and commercial development in that area is not likely for some time. For the period of the lease, this site is very likely the best possible location and building for serving the area.

3. Proposed Lease Terms

The City of Brighton obtained grant funding from the Colorado Department of Local Affairs and from a Community Development Block Grant to assist with the purchase of the Platte Valley Medical Center building. Those grants, combined with a favorable price for the facility, enable the Brighton Urban Redevelopment Association to offer below market rental rates and favorable terms to the tenants. FRCC's lease proposal is summarized below.

- Useable Square Feet: 11,105
 - Rentable Square Feet: 13,530
 - Tenant Improvements: Approximately \$1,000,000 at the design document stage
 - Front Range Community College commitment: \$450,000
 - All tenant improvement costs in excess of \$450,000 will be covered by funds supplied by the Brighton Urban Renewal Authority
 - Base Rent Rate: \$-0-
 - Common Area Maintenance Rate:
 - Not to exceed \$9.00/square foot for first 3 years
 - Annual increases not to exceed the Consumer Price Index in years 4 or 5
 - Estimated first year lease cost: $\$9.00 \times 13,530 = \$121,770$
 - Term: December 1, 2008 to May 31, 2013 with an option for 2 additional 2-year extensions.
 - Lessor: The Brighton Urban Renewal Authority has executed a Master Lease with Community Reach Center Foundation, Inc., who will occupy a portion of the building and sublease to Front Range Community College and other tenants. A copy of the Master Lease, and the Redevelopment Agreement referenced therein, are on file. Community Reach Foundation, Inc. has indicated that it will exercise an option in the Master Lease Agreement and purchase the building in five years.
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4. Projected Revenues and Expenditures at the Brighton Center

Revenues and expenditures are forecasted in the chart below.

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Tuition Revenue	\$ 145,800	\$ 333,564	\$ 367,850	\$ 405,494	\$ 446,960
COF	\$ 146,100	\$ 334,356	\$ 368,549	\$ 406,235	\$ 447,903
Total Revenue	\$ 291,900	\$ 667,920	\$ 736,399	\$ 811,729	\$ 894,863
Staff (exc. Part-Time Faculty)	\$ 172,980	\$ 325,067	\$ 338,070	\$ 351,592	\$ 365,656
Operating	\$ 40,000	\$ 50,000	\$ 51,500	\$ 53,045	\$ 54,636
Part-Time Faculty	\$ 76,312	\$ 203,227	\$ 225,526	\$ 250,168	\$ 277,395
Rent	\$ 70,875	\$ 121,500	\$ 121,500	\$ 125,145	\$ 118,158
Total Expenses	\$ 360,167	\$ 699,794	\$ 736,596	\$ 779,951	\$ 815,846
Income/(Loss)	\$ (68,267)	\$ (31,874)	\$ (197)	\$ 31,779	\$ 79,017

5. Brief Explanation Why Function or Program Cannot be Housed in Existing State-Owned or Institution Space

No state-owned or FRCC properties are known to exist in the Brighton area.

6. Brief Analysis of Space Needs

a. Guiding Principles for Space Needs Planning and Space Design

FRCC staff developed a detailed list of space needs and then modified that list somewhat to allow us to fit effectively in the proposed site. While the space designs are not final, FRCC staff have had several discussions with site architects (retained by Community Reach to design all tenant improvements) to develop a plan that meets our initial needs assessment and should work successfully at the site. As we undertook our planning discussions, we operated with a set of guiding principles that are outlined below.

- **Provide adequate classroom space to meet projected enrollment growth:** We based classroom space on enrollment projections, which in turn were based on area population growth and on our experience opening a similar site in Longmont in 1994. Based on projected enrollment of 177 FTE within five full years of opening the site, and on the need to offer enough variety of courses at peak times, we are planning five initial classrooms, all of which are larger than the classrooms at the current site, including one science lab and one multi-purpose computer lab. To allow for growth,

we are also planning a multipurpose student space can be easily converted into a classroom if need be. In addition, there is adjacent, unrented space in the facility that can easily be converted into classrooms if need be. The largest of the classrooms is the science labs. We have allocated approximately 1100 square feet for the lab and an additional 250 square feet for a prep room. Although the lab is planned to occupy a relatively large part of the center, the addition of science classes is likely to be a key factor in expanding center enrollment.

- **Provide strong learning support services.** With over one-third of students at the current center needing remedial course work, we need a space for them to get tutoring and practice skills. In our space needs assessment we have allocated about 400 square feet for a student learning support center, and that is also in the initial designs.
 - **Provide enough student services to meet student needs, while relying on the Westminster Campuses for specialized services.** For the initial period of the lease, we anticipate the center will be staffed by relatively few permanent employees, with many services provided by staff traveling periodically from Westminster. The site was thus designed with flexible spaces for a variety of staff to use. The site is designed to be equipped with a small admissions and registration center, two multi-use advising offices that will house at different times academic advisors, financial aid counselor, disabilities services advisor and EOC representative.
 - **Have a visible entrance with initial appeal to students.** Our planned location is at what was the front door of the hospital. That part of the building is highly visible and welcoming and will allow us to use some areas without remodeling. It also helps with costs aspects, as noted below.
 - **Keep costs reasonable.** We sought to create a facility design that would accommodate growth and provide a variety of course offerings while keeping capital and operation costs low enough to reflect relatively small current enrollment. We have created an initial plan that has a reasonable total cost while still providing room to grow, as outlined below.
 - **Use as many spaces as possible for more than one use.** To keep costs reasonable, we have envisioned that many of the spaces in the building would serve multiple uses:
 - The computer lab would be designed with monitors that swivel out of the way to allow it to be used as a general purpose classroom
 - The science lab would be designed for a variety of introductory courses, from Biology to Astronomy. It will also be configured so that it can be use as a general purpose classroom
 - The testing center and learning development center would double as open computer access for students
-

- The atrium/lobby would serve as a registration center and waiting area during peak registration times and a student gathering area at other times.
 - A conference room could double as the bookstore. There is not enough demand for a permanent bookstore.
- **Use existing offices and lobby space with relatively little modifications to minimize remodeling costs.** The hospital lobby, front counter, and adjacent offices are slightly larger than we would have likely designed from scratch, but we believe we will be able to use them with very little modification except for new carpeting and some paint. The lobby and counter can serve as the main student services area, with computers for registration, a registration window, advising offices, a testing center and waiting area. The offices could house the director, faculty, and other staff, and allow some limited room for expansion.

b. Initial Space Features and Design

Community Reach commissioned Burkett Architects to assist with space planning and drawings for the prospective tenants in building, including FRCC. After several iterations with them, we developed the following initial space usage, which represents a good compromise between the facility-independent space needs summary we developed for the center and the specific spaces available to us.

A copy of the initial space schematic is attached as Appendix A.

Brighton Center Space Needs Summary

Name/Title	Area Square Feet
Site Administration	259
Instruction (Classrooms and Offices)	5384
Student Services	2264
Student Life	400
Circulation, Restrooms, Entry, Storage	2566
Usable Square Footage	11,105
Building Common Area allocation	2,425
Total Rentable Area	13,530

As noted below, the initial plans are probably a little heavy on student services space because of the configuration of the building, but they have the advantage of giving us substantial flexibility to grow with little remodeling.



- **Site Administration.** This area would contain the director's office, a common equipment access area for all faculty and staff, and a shared space for the program assistant and testing coordinator. At this time there is not a need for a permanent bookstore at the site; the conference room can be outfitted with a Dutch-door enabling book sales to be held just prior to the beginning of and the first few days of the semester. Additionally, the conference room could be used for guided group study and group tutoring scheduled throughout the semester.

 - **Instruction:**
 - *Instructional Suite:* Includes two faculty offices, a work area for part time instructors with computer stations, mail services, instructional supplies, phone, and a common area to facilitate access to the copy machine and printer.

 - *Classrooms:* The classroom plan includes two large general purpose classrooms that will hold 36 students each and one small classroom that will house 20 students, a computer lab that will hold 24 students, and a science lab that will also hold 24 students for both science and general classes. Each of the specialized classrooms would be outfitted with flat screen monitors mounted on moveable arms so that the rooms can be utilized for general instruction as well and provide for maximum utilization of space to expand our offerings and allow for anticipated growth. The computer lab classroom will also be utilized as an open computer lab during non-instructional periods.

 - **Student Learning Support:** The Student Learning Support Center (SLS) is designed to contain eleven computer stations with software designed to assist students in gaining skills in basic education and provide an area for study. Additionally, the SLS would also be utilized as a small open computer lab that would enhance the awareness of services provided through the LDC and provide needed computer lab space for students.

 - **Student Services:**
 - *Admissions and Advising Center:* Space needs include shared office space suitable for advising and career counseling, financial aid, Educational Opportunity Center services, and other programs or visiting personnel from universities. Our initial space needs analysis included a lobby area for students to gather, register via computer and wait for appointments. The current hospital entrance works well for both these needs. Students would enter into an inviting lobby facing the current reception counter. Adjacent to the counter would be two multi-purpose offices and a third office shared by the program assistant and testing staff. The lobby space could also allow for additional advising services during peak operations.

 - *Testing and Assessment Center:* We have planned a Testing and Assessment Center (TAC) to provide computer stations for assessment of basic skills as well as a venue for proctoring online learning exams, CLEP exams, and exams from
-

other institutions. The existing hospital gift shop fits this need well. A window between the TAC and the testing/program assistant office space would provide a private view to allow staff to monitor students. Our initial idea, which can be realized with the proposed site, is that at the conclusion of assessment, a student could seek assistance in completing the admission application, make appointments for other services such as financial aid and advising, and obtain needed information all in the same location.

- *Student Center:* We have planned an open area to provide students the opportunity to study, communicate and connect with fellow students in a casual atmosphere. In addition to seating, the area would contain seating for students to work individually or in small groups with wireless access. In the initial design, this center is adjacent to a large courtyard (1,560 sq ft) providing outdoor seating, plants, and a small waterfall. In the current plans, FRCC would have the only access to the courtyard.
- **General Purpose.** This space would include a vestibule entry, hallways, storage, janitor's closet and restrooms.

7. Program Offerings

Program offerings will include:

- Developmental Studies
- Generally transferable courses applicable to the Associates of Arts Degree and the Associates of Arts with Business Transfer Emphasis
- Selected courses of community interest on a non-credit basis
- Market-oriented Career and Technical programs will be investigated
 - Welding offered off-site in partnership with 27J School District
 - Medical Office/Medical Assisting and other Health Care programs are under review

8. Comparative Analysis of Other Possible Leased Spaces that Meet the Space Requirements Located within the Targeted Area

A search of databases maintained by Brighton Economic Development and Adams County Economic Development yielded only two appropriate properties: a medical office building at 1660 Prairie Center Parkway, near the new hospital, with 10,816 square feet available at a listed lease rate of \$17, with CAM of \$8.50 per square foot and an annual CPI increase; and, an office property with 12,500 square feet located at 4700 E Bromley Lane in the Justice Plaza with an estimated \$20 lease rate and a CAM of \$14 per square foot. Neither of these spaces had nearly enough parking to accommodate the center. Other properties with sufficient square footage are industrial sites unsuited for the college.



9. Timeline

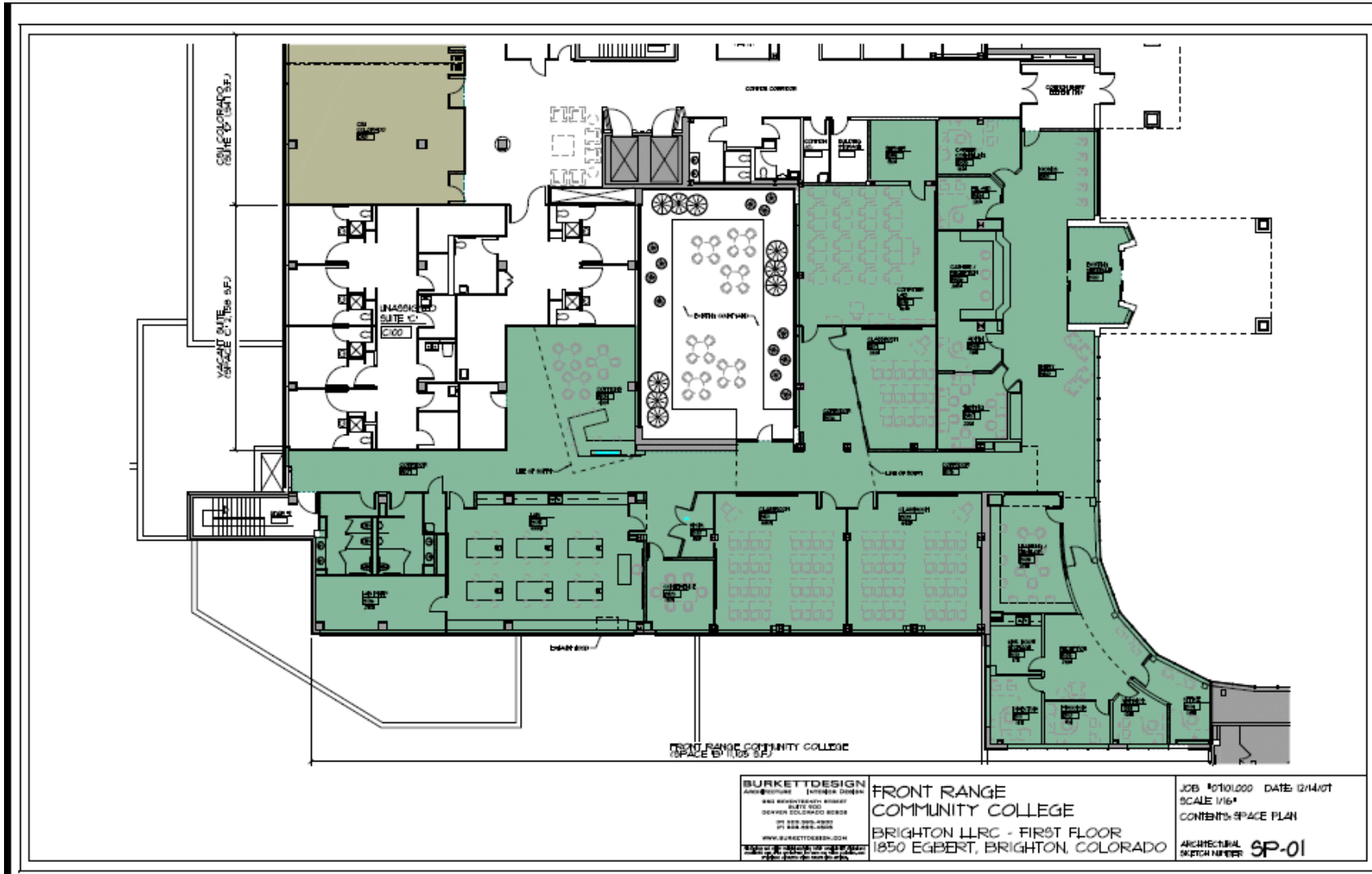
May 2008	CCCS approval
June 2008	CDHE approval and finalize lease
July –Nov. 2008	Construct tenant improvements at site, faculty and staff recruitment/hiring, supplies and equipment ordering
December 2008	Occupancy and move in
January 2009	Classes start

10. Development Team

<u>Name</u>	<u>Affiliation</u>
Jac Cuney	Brighton Urban Renewal Authority
Manual Esquibel	City of Brighton
Norm Dehart	Guidance Realty
Rick Doucet	Community Reach Foundation, Inc.
Bill Baker	Burkett Architecture
Renee Riviere	Burkett Architecture
Michael Kupcho	FRCC Vice President and CFO
Evelyn Alton	FRCC Brighton Center Director
Rick Barth	FRCC Science faculty
Glenn Good	FRCC Dean of Instruction
Patrick O'Neil	FRCC Facilities Director
Andy Dorsey	FRCC Westminster Campus/Brighton Center Vice President
Ron Baker	FRCC Construction Manager



Appendix A: Proposed Site Layout, FRCC Brighton Center



AGENDA ITEM

STATE BOARD FOR COMMUNITY COLLEGE AND OCCUPATIONAL
EDUCATION

May 14, 2008

TOPIC: Colorado Vocational Act Rule

PRESENTED BY: Dr. Linda Bowman, VP for Academic and Student Services
Dr. Geri Anderson, Provost
Jennifer Sobanet AVP Compliance and Technical Support
Brian Jenkins, CTE Grants Manager

EXPLANATION:

This is the conclusion of the process to amend Rule 7.3 of the Colorado Vocational Act (CVA) to add one month to the reporting deadline for final financial reports. For this rule to be accepted, the SBCCOE must hold a Public Hearing, for comments, and vote to accept the rule change.

BACKGROUND:

Attached is the Consent Agenda Item from the March 12, 2008 Board Meeting. This rule change will become effective July 1, 2008.

ATTACHMENT: Consent Agenda Item dated March 12, 2008

RECOMMENDATION:

It is recommended that, after the Board holds the public hearing today, the SBCCOE approve the proposed Colorado Vocational Act Rules 7.3 as submitted to be implemented July 1, 2008.

CONSENT AGENDA ITEM

STATE BOARD FOR COMMUNITY COLLEGE AND OCCUPATIONAL
EDUCATION

March 12, 2008

TOPIC: Colorado Vocational Act Rule

PRESENTED BY: Dr. Linda Bowman, VP for Academic and Student Services
Dr. Geri Anderson, Provost
Jennifer Sobanet, AVP Compliance and Technical Support
Brian Jenkins, CVA and Credentialing Manager

EXPLANATION:

This request for Board approval of a Rule change is a prelude to the legal process to amend the Rules of the Colorado Vocational Act (CVA). The proposed Rule change allows the final financial reporting deadline to be moved from August 1 to September 1 beginning fiscal year 2008-09. (Section 7.3 of the CVA Rules and Regulations) This rule change stems from requests from the Colorado school districts.

Currently, Section 7.3 states the deadline for districts to send in required final financial reports for CVA funding is August 1. At the request of the school districts, CCCS is changing the deadline to September 1. Due to the change in the deadline, the first quarter payment will be combined with the second quarter payment, dispersed on or about December 31.

BACKGROUND

CCCS plans to make significant Rule changes to the CVA that will coincide with the legislative changes proposed in HB 1079. Changes made in HB 1079 will not be effective until 90 days following final adjournment of the General Assembly; currently, adjournment is May 7, 2008 and thus the effective date of the legislative changes would be August 6, 2008. In order to have legislative changes and Rule changes take effect at the same time, CCCS will present the substantial Rule changes to the SBCCOE in the April Board meeting.

However, the Rule change described above must go into effect on July 1, 2008 rather than August 6, 2008. Therefore, this one rule change is being submitted to the SBCCOE, Attorney General and Secretary of State in March, 2008 rather than in April, 2008.

The next steps for this Rule change are as follows:

- CCCS informs the SBCCOE of the requested rule change (March Board meeting)
- CCCS amends Rule 7.3 of the Colorado Vocational Act 8 CCR 1504-2 and electronically files with the Attorney General and then the Secretary State.

- In the May 14 Board meeting, the SBCCOE holds a public hearing on the rule change. At this meeting the Board will vote whether or not to adopt the change.
- CCCS Staff will communicate with the districts this change is effective on July 1, 2008.

ATTACHMENT I: Current CVA Rule 7.3
ATTACHMENT II: Proposed CVA Rule 7.3

RECOMMENDATION:

It is recommended that the Board approve the proposed Colorado Vocational Act Rules change to 7.3 as submitted to be implemented July 1, 2008 and to hold a public hearing on May 14, 2008.

Attachment I– Current Colorado Vocational Act 5.0

7.3 Applications for Reimbursement. Not later than August 1, unless an extension is granted by Board staff for good cause, districts offering approved programs shall file with the Board estimated eligible costs, estimated FTE and any other information requested by the Board related to calculation of estimated reimbursement for approved programs to be delivered by the district in that fiscal year. Such information shall be provided in the format and shall follow the guidelines for submission identified by the Board.

Attachment II– Proposed Colorado Vocational Act 7.3

7.3 Applications for Reimbursement. Not later than September 1, unless an extension is granted by Board staff for good cause, districts offering approved programs shall file with the Board estimated eligible costs, estimated FTE and any other information requested by the Board related to calculation of estimated reimbursement for approved programs to be delivered by the district in that fiscal year. Such information shall be provided in the format and shall follow the guidelines for submission identified by the Board.

STATE BOARD FOR COMMUNITY COLLEGE AND OCCUPATIONAL
EDUCATION

May 14, 2008

TOPIC: Board-Designated Oversight Committee for Credentialing

PRESENTED BY: Dr. Linda Bowman, VP for Academic and Student Services
Geri Anderson, Provost
Scott Stump, Interim CTE Dean
Brian Jenkins, CVA and Credentialing Manager

EXPLANATION:

The Board-Designated Oversight Committee for Credentialing was created July 1, 2007 through revisions to the CVA Rules and Regulations. The role of the Committee, on behalf of the Board, is to review and update the criteria, occupational experience and renewal requirements for each type of occupational credential. Members on this Committee consist of a community college vice-president, a community college dean, a local secondary CTE director, a secondary teacher, a postsecondary instructor, the CCCS CTE Dean and the credentialing supervisor.

This Committee has met throughout the year and has determined, many times, information is needed from Colorado State University (CSU) about the Career and Technical Education coursework and the Teaching Programs offered. CCCS has worked with CSU's School of Education, specifically with the Coordinator of Continuing Education on many credentialing projects, especially through the Credentialing Task Force dating back to November 2006. The Board-designated Oversight Committee recommends that the Board add one additional member, a CTE representative from CSU, School of Education, to the Board-designated Oversight Committee.

RECOMMENDATION:

It is recommended that the Board approve the proposed addition to the Board-Designated Oversight Committee for Credentialing to include a Career & Technical Education representative from Colorado State University, School of Education.

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL
EDUCATION
May 14, 2008

TOPIC: BP 4-32: Student Email

PRESENTED BY: Dr. Geri Anderson, Provost

EXPLANATION:

There is an expanding reliance on electronic communication among students, faculty, staff, and administration. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using e-mail rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, CCCS implemented a student email system on April 1, 2008 with the expectation that e-mail will become an official means for communication between students and each institution.

Implementation of this policy ensures that students have access to this critical form of communication. Additionally, the System President's Procedure provides appropriate guidance, should a student choose to misuse the privilege of having access to the CCCS email system.

Microsoft Exchange Labs was selected for CCCS student email. It is a free, familiar, and reliable email customized with the CCCS brand for students and alumni. Microsoft gives each student five GB of storage for their inboxes, secure e-mail, address book, and calendars. The philosophy is to give students and alumni long-term, primary e-mail addresses that will be used not only to collaborate online but to serve as the primary and official communication from each institution. The interface is similar to Microsoft Office Outlook for ease of use. As long as users log into their accounts every 365 days, the accounts will not expire. This option provided flexibility to maintain accounts as necessary with all the benefits of providing student email without the associated costs, maintenance.

ATTACHMENTS: BP 4-32 Draft Policy
SP 4-32 Draft System President's Procedure (for reference)

RECOMMENDATION:

Staff recommends approval of the student email use policy.

**COLORADO COMMUNITY STATE BOARD FOR COMMUNITY COLLEGES
AND OCCUPATIONAL EDUCATION COLLEGE SYSTEM**

STUDENT EMAIL

BP 4-32

APPROVED:
EFFECTIVE:
REPEALED:
READOPTED:

REFERENCE:
Family Educational Rights to Privacy Act (FERPA)

ISSUED BY:

Policy Statement

It is the Board's intent that students will be issued CCCS student e-mail accounts and that account shall be the primary official means of communication with students.

Scope

This policy applies to the state system community colleges.

Procedures

The System president shall promulgate procedures necessary to implement this policy.

**COLORADO COMMUNITY COLLEGE SYSTEM
SYSTEM PRESIDENT'S PROCEDURES
STUDENT EMAIL ACCEPTABLE USE POLICY**

SP 4-32

EFFECTIVE:

APPROVED:

Application:

The procedure applies to state system of community colleges.

Basis

The Colorado Community College System (System) assigned student email account shall be the primary official means of communication with students. The System expects that students sign in and check their college issued e-mail account on a frequent and consistent basis as students are responsible for all information sent to them via their system-assigned email account. This account is free of charge and currently is active for life.

The use of student email is a privilege, not a right; and the System maintains the right to limit access. Email is subject to disclosure to third parties through subpoena or other processes.

ACCEPTABLE USE

1. It is acceptable to use the System's student email for purposes relating directly to education. Email should be considered the same as printed communication and should meet the same standards of taste, professionalism, accuracy and legality that are expected in printed communication.
 - a. Examples of unacceptable use are listed, but not limited to, below:
 - i. Fraudulent, harassing, threatening or libelous messages and inclusion of personal or sensitive information about individuals without their consent;
 - ii. Junk mail (e.g. random mail, chain letters, etc.);
 - iii. Distributing unsolicited advertising;
 - iv. Obscene, profane, abusive, defamatory, derogatory, threatening, or sexually explicit language or graphic representation;
 - v. Statements or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria;
 - vi. Propagation of computer worms or viruses;

- vii. Commercial activities and other activities conducted for personal gain;
- viii. Religious causes;
- ix. Solicitations not approved by the System;
 - x. Political fundraising or lobbying;
 - xi. Violating any federal, state, or local law/regulation, or System policy/procedure.

b. Email harassment

- i. If a student is being harassed via email, the student should immediately notify the appropriate person at each college as listed in iii.
- ii. It is also the responsibility of all students to report any potential misuse of the college email communications services. Inquiries and concerns can be reported to appropriate person at each college as listed in iii.
- iii. College contacts
 - 1. CCA- Director of Student Life
 - 2. MCC, NJC, RRCC – Office of the Vice President for Student Services
 - 3. FRCC – Dean of Student Services
 - 4. CCD – Dean of Students
 - 5. TSJC – Vice President Academic/Student Affairs
 - 6. PCC – Dean of Students
 - 7. OJC – Vice President for Student Services
 - 8. LCC - Assistant Dean of Student Services
 - 9. NWC – Vice President of Instruction and Student Services
 - 10. ACC – Dean of Student Affairs
 - 11. PPCC section i. Director of Public Safety; section ii. Director of ITSS

CONSEQUENCES FOR VIOLATION

Violations of this policy may result in disciplinary action in accordance with student code of conduct policy and may include any appropriate legal action.

MONITORING

System and network administrators and their authorized employees may monitor the use of email resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the system's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property.