**The New Jersey Council of County Colleges**

Collaboration/Operations and Learning Innovations

Committee Processes

October 2020

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4. Purpose

The Council authorizes its Collaboration/Operations and Learning Innovation Committees to engage in processes that will review all finance and academic policy issues impacting community colleges that will lead to a recommendation for action, such as:

* the annual state budget request for state support of community colleges;
* the formula for the allocation among the community colleges of annual appropriations made by the state to support community colleges;
* the auditing and accounting standards and academic criteria for determining state support eligibility of courses offered by county colleges;
* the allocation among the community colleges of capital funding provided by the state to support community colleges;
* the annual review of Perkins-eligible degree programs for determining their conformance to specific parameters outlined by the Carl D. Perkins Act; and,
* the annual review of credit courses for determining their conformance to specific parameters outlined in the General Education Foundation document.

1. State Budget Request

The Council has the statutory responsibility to annually submit a State Budget Request to the State Treasurer that includes recommendations for all programs that need state support for the colleges and its students.

1. In order to meet its obligation, the Council authorizes its Collaboration/Operations Committee to recommend an annual allocation of all state funding to NJ’s community colleges:
2. Each fall, the Collaboration/Operations Committee convenes to consider all policy and funding parameters in order to develop a state budget request that addresses all fiscal needs of NJ’s community colleges.
3. The Collaboration/Operations Committee’s recommended state budget request is forwarded to the Executive Committee for review and comment and then to the full Council for final action at its reorganization meeting in the fall.
4. Upon approval, the Council’s State and Federal Policy Committee develops and implements a strategy to promote its adoption among state policymakers.
5. Funding Formula
6. To order to meet its obligation, the Council authorizes its Collaboration/Operations Committee to recommend a funding formula for the allocation of state operating aid among the colleges.
7. The Collaboration/Operations Committee is charged to develop and recommend for adoption any changes to the current formula for the allocation among the community colleges of annual appropriations made by the State to support community colleges.
8. The Committee’s recommended formula will be forwarded to the Executive Committee for review and comment and then will be transmitted to the full Council for final action;
9. Once approved, NJCCC transmits its recommendation to the State Treasurer so that the revised formula can be implanted.
10. Implementation of the Funding Formula

Accounting Standards and Course Review

To order to fulfill the Council’s statutory responsibility with regard to Accounting Standards:

1. The Collaboration/Operations Committee is charged to develop and recommend for adoption any changes to the Statement of Auditing and Accounting Standards and academic criteria for determining state support eligibility of courses offered by community colleges.
2. The Committee’s recommended changes to the Standards will be forwarded to the Executive Committee for review and comment and will then be transmitted to the full Council for final action.
3. Once approved, NJCCC will transmit revised Standards to the State Treasurer, the colleges, and the college auditors so that the revised Standards can be implemented.

To order to fulfill the Council’s statutory responsibility with regard to Course Review:

1. Every January, the Learning Innovations Committee invites each college to review its current inventory of credit courses eligible for state funding; to submit new courses; and to revise and/or delete current courses.
2. The Chair of the Learning Innovations Committee invites and convenes a Course Review Subcommittee (made up of representatives from the Academic Affairs and Business Operations Affinity Groups) to participate in the review of all documentation submitted by the colleges.
3. The Course Review Subcommittee determines whether or not each course meets the eligibility criteria as per the provisions of the Auditing and Accounting Standards. The statewide inventory is updated accordingly and shared with the colleges.
4. Once the inventory of all approved credit courses is final, it is made available on the Council’s website for use by the state, the colleges, and by the college auditors by no later than the Council’s last scheduled meeting of the fiscal year.
5. Chapter 12 Capital Projects

State funding for certain capital projects at NJ’s community colleges is supported by the Chapter 12 program. Public Law 1971 defines Chapter 12 as a self-renewing capital funding program for community colleges. Under the program, counties issue bonds for new construction, acquisition, expansion or capital renewal and replacement (CRR) and the state shares the debt service equally with the counties. As the bonds are retired, authorization to allocate funds is renewed.

The New Jersey Council of County Colleges has the statutory responsibility to annually submit to the State Treasurer a Chapter 12 recommendation for New Jersey’s community colleges.

In order to meet its obligation, the Council authorizes its Collaboration/Operations Committee to recommend an annual allocation of Chapter 12 funding among NJ’s community colleges:

1. Each fall, the Collaboration/Operations Committee convenes to determine a methodology and required documentation for the allocation of available Chapter 12 funding among the colleges.
2. The Collaboration/Operations Committee’s recommended allocation is forwarded to the Executive Committee for review and comment and then to the full Council for final action.
3. In January of each year, the Collaboration/Operations Committee invites each college to submit required documentation by no later than the last scheduled Council meeting of the fiscal year.
4. The Chair of the Collaboration/Operations Committee presents the Committee’s final recommendation to the Council at its last scheduled meeting of the fiscal year.
5. Upon approval, the Council transmits its recommendation to the State Treasurer to authorize the counties to issue Chapter 12 bonds according to the state’s standard procedures (see Attachment #3).
6. Carl D. Perkins Career and Technical Education Act

Annually, as part of the administration of the Carl D. Perkins Career and Technical Education Act:

The Council submits to the New Jersey Department of Education (NJDOE) an inventory of all degree and certificate programs offered by NJ’s community colleges that meet the Perkins-eligibility requirements as determined by NJDOE in collaboration with the Council. This inventory is used as the basis for the Perkins Grant application.

NJDOE collects career and technical education (CTE) student and program performance data from NJ’s Community Colleges using the Vocational Education Data System (VEDS). This information is used to calculate Perkins grant funding and accountability metrics for each college. Colleges are then required to expend their Perkins grant funding to improve the performance of any Perkin-eligible program that has not met the program performance targets.

Perkins funding to New Jersey’s community colleges is based on the number of need-based, financial aid students who are matriculated in a degree or certificate program that meets Perkins-eligibility Principles and Guidelines (Attachment #4).

New Jersey’s Community Colleges are responsible for working directly with NJDOE to submit its Perkins Grant application in order to receive approval for all Perkins grant expenditures.

In order to meet its obligation, the Council authorizes its Learning Innovations Committee to engage in a process that will provide NJDOE with an inventory of Perkins-eligible degree and certificate programs offered by NJ’s Community Colleges:

1. Every fall, the Learning Innovations Committee invites each college to review its inventory of Perkins-eligible programs; submit new programs; and revise and/or delete current programs.
2. The Chair of the Learning Innovations Committee invites and convenes a Perkins Subcommittee (made up of representatives from the Academic Affairs and Institutional Research Affinity Groups) to participate in the review of all documentation submitted by the colleges.
3. The Perkins Subcommittee determines whether or not each program meets the Perkins-eligibility Principles and Guidelines. The statewide inventory is updated accordingly and shared with the colleges.
4. Once the inventory of Perkins-eligible programs is final, it is submitted to NJDOE by no later than November 30th for its use in populating the Perkins Grant application.
5. NJCCC posts the final Perkins-eligible inventory to its website.
6. General Education
7. In September 2007, New Jersey signed into law a collective statewide transfer agreement – also known as the Lampitt Law. This law required the New Jersey Presidents Council (NJPC) to develop, in conjunction with the Office of the Secretary of Higher Education (OSHE), a Statewide Transfer Agreement which was adopted by NJPC on September 22, 2008.

This agreement included a general education program that conforms to specific parameters. In 2011, community college presidents agreed to a General Education Foundation Framework that has been used as the basis for the ongoing review of courses in the assignment of general education status (see Attachment 5).

The General Education Foundation Framework outlines the general education program parameters that community colleges will require for transfer students in specific degree and certificate programs. The purpose of these courses is to develop students’ intellectual capacities, abilities, and skills; and to expose students to the ideas and values of a broad range of academic fields including arts, communications, humanities, social sciences, natural sciences, mathematics, and technology.

In order to meet NJCCC’s commitment outlined in NJPC’s Statewide Transfer Agreement:

1. The Learning Innovations Committee invites each college in the fall and spring semesters to review its current inventory of general education courses; to submit new courses; and revise and/or delete current courses.
2. The President Co-Chair of the Learning Innovations Committee invites and convenes a General Education Review Subcommittee (the Chair of the Academic Affairs Affinity Group, and Council staff) to participate in the review of all documentation submitted by the colleges.
3. All courses that have been submitted for possible designation of General Education status will be evaluated based on the 2011 General Education Foundation Framework.
4. If the subcommittee determines that the course conforms to the General Education Foundation Framework, then the course will be designated as general education, included on NJ’s community college unified statewide general education course list, and transmitted to NJ Transfer.
5. All courses that have been designated as general education for NJ’s Community Colleges are posted on the Council’s website.
6. This process will remain in effect until the Learning Innovations Committee convenes to consider updating the 2011 General Education Foundation Framework and recommends a revised philosophy and review process. This will occur once the Council receives a response from OSHE on its recommendation to reduce the number of general education credits required for an associate in arts degree.