Bert’s Alerts (February 11, 2005 issue)

ACC Mission Statement

To provide an accessible, responsive learning environment that facilitates the achievement of educational, professional and personal goals by our students and other members of our communities in an atmosphere that embraces academic excellence, diversity and innovation.

- **Campus Planning:** Planning season has begun! Strategic Planning Unit (SPU) plans are due March 21 and planning unit leaders will be attending training sessions in February. Expect meetings of YOUR SPU soon!
  
  “All levels of planning align with the organization’s mission, thereby enhancing its capacity to fulfill that mission.” – Criterion for Accreditation 2, Core Component 2d. The North Central Association of Colleges and Schools

- **NCA Accreditation Update:** “An organization scheduled for accreditation review has the prerogative to plan and conduct the self-study process in a way that leads to its preferred continuous improvement yet still provides evidence to the Commission that it fulfills the Criteria for Accreditation.” – from the Handbook of Accreditation published by The Higher Learning Commission of the North Central Association of Colleges and Schools (a link is available on the ACC Intranet.)

  I am honored to announce the following dedicated individuals who are serving on the NCA Self-Study Steering Committee: Patrick Enright (Dean), Chair; Annette Bigalk (health information technology faculty); Barbara Borow-Stephens (paralegal faculty); Jill Gillett (Human Resources - classified); David Heddens (math faculty); Ruth Hidalgo (Spanish faculty); Kea Kercheval (business faculty); Suzanne Larsh (Institutional Research - administrator); Janet Ludwig (Advisor - administrator); Don Melton (political science faculty); Paul Northrup (Information Technology - administrator); and Linda Sulzberger (Admissions and Records - classified). Please thank them for their willingness to accept this critical role on behalf of our institution.

  Please plan on attending one of the all-college sessions presented by Diane Nyhammer, ACC’s Liaison to The Higher Learning Commission of the North Central Association of Colleges and Schools on March 3. The agenda for her visit was published in the last issue of Bert’s Alerts.

- **College Opportunity Fund (COF) Update:** Please see attached memo from Lin Claussen.

- **Executive Council decisions/reminders:**

  Cash Controls: Fiscal Services wants to remind all faculty and staff of the need to use proper controls when handling cash. Cash procedures and controls have become a focus of CCCS and the State, and we at ACC need to ensure we are in compliance with our internal guidelines. It is important to remember that no one should be collecting cash, checks or credit cards without the approval of the Campus Controller, Joe Lorenzo. If you have questions or concerns regarding your existing cash handling procedures or would like to request approval for collecting cash, please contact Joe at x5711.
Budget: The budget process for FY05-06 will soon begin, in concert with the strategic planning process. At this time, the FY05-06 operational budget is expected to be “flat.” Please continue to strategically plan and request support for initiatives which meet the overall College and Compact Plan goals (see Intranet). There are many tasks which can be accomplished which do not require additional funding - rather a realignment of existing resources - that can positively affect the quality of a program or service.

Travel: Along with the two State-required forms for travel (authorization and reimbursement of expenditures) on the Intranet, you will also find a Word document which clarifies ACC’s internal procedure for travel requests. (http://campus.arapahoe.edu/AdminServices/Accounting/forms.html) (Also see attachment.) This procedure has been approved by Executive Council.

- **ERP Status:** I have been appointed by Dr. Nancy McCallin to serve on the Enterprise Resource Planning (ERP) Steering Committee. I will be serving along with Christine Johnson, Linda Bowman, Mike Davis and Cliff Richardson.

The ERP teams have all begun work. Finance, co-chaired by Cheryl Traff, has the task of getting a new system-wide chart of accounts (COA), along with new fiscal systems, implemented by July 1, 2005. Human resources and payroll begin team work next week. CCCS is leading the Information Access team; their main task is to convert, clean up and interface existing data and systems to the new ERP system per team designs. Financial Aid and Student Information Systems (SIS) teams will form soon.

The goals of the ERP teams are to provide:
1) One system-wide chart of accounts
2) One login to all systems (i.e. old FRS, SIS, FAMS, BRS)
3) One database of information, whether person is a student or employee at any college or system office
4) No customized data, reports
5) Ability for central office to gather, analyze, and report comparable data across all colleges

- Classified Staff Professional Development Day is scheduled for Friday, March 18 from 7:30 a.m. – 2:45 p.m. The theme is “Mind, Body and Spirit – Classified 2005!” and many interesting sessions are planned. Supervisors of classified staff should plan ahead for release time to allow as many classified staff as possible to attend this professional development session. NCA Criterion Four, Core Component 4a reads: The organization demonstrates, through the actions of its board, administrators, students, faculty, and staff, that it values a life of learning. Example of Evidence: The organization supports professional development opportunities and makes them available to all of its administrators, faculty, and staff. I also encourage all classified staff to take advantage of this opportunity by sending a firm RSVP to Carmella Condino, x 5939, by March 1.

- CCCS has awarded the 5-year exclusive beverage contract to Pepsi. Effective March 1, 2005, Pepsi products will be available campus-wide. Replacement of all existing machines will occur during the last week of February. Louie Sliter is the contact person overseeing the delivery and removal of related machinery.
• I invite you to attend, and to encourage students to attend, “A Taste of Culture” sessions on Tuesdays from 12 – 12:30 p.m. in M1950. Cultural information, international snacks, a mini-language lesson and the chance to meet students from other countries are brought to us by Spring International Language Center and ACC’s International Club. Sessions include 2/15: Korea; 2/22: France, Sweden; 3/1: Taiwan; and 3/8: Philippines, Viet Nam, and Cambodia.

• Paper recycling is back! After a period of months this fall when our paper recycling bin was removed by Tri-R due to inconsistent use, we’ve been given a second chance. Good stewardship of resources is a value that we should be modeling for our students and the Executive Council and I encourage everyone to keep a box under their desks for waste paper that can be recycled. The paper recycling bin (blue) is located in the service drive across from the tennis courts. It is an individual responsibility to empty your paper for recycling into the bin unless work areas decide to assign the task on a rotating basis or similar arrangement. Please do not put cardboard, boxes of paper, or phone books in the bin. All other paper is OK. There is a separate bin for cardboard in the same location. Departments that generate a lot of shredded paper will receive instructions for handling that from their appropriate supervisor. Thanks to Gary Schock, Dave O’Neil, Karla Nuzman and Cindy Murphy for pursuing this environmental commitment.

• David Castro is pleased to announce that two major remodeling projects are now complete – both on or ahead of schedule and on or under budget.

  Campus Police offices have a new look and Chief Wilke emphasizes that employees now have one convenient location for parking permits, key requests and ID’s – M2632. Students get their parking permits and ID’s in the same place (but we’re not planning on giving them any keys!!)

  Grant funds were used to complete a major remodel of the nursing skills lab (the first major remodel since the program began in the early 1970s) and to expand the use of technology in the nursing curriculum. Four patient care stations were created and a room was upgraded to a Smart classroom, including computers and new software for student use.

  Very special thanks go to Jim Provancal, Bill Crabbs, Tom Roman and Bill Bradley for their hard work on these building improvements.

  “The best vision is insight.”
  -Malcolm S. Forbes