

APPENDIX II TO SECTION 2

III. COMMUNITY COLLEGE SERVICE REGIONS

Procedures for Changing  
College Service Area Boundaries

- I. Upon receipt of a proposal from community college Presidents to change college service area boundaries, the Chancellor will initiate the following process:
  - A. Hold a preliminary discussion with the presidents of the affected colleges.
  - B. Request that each president prepare a report to include the following elements:
    1. Rationale for changing the service area boundaries, including data showing population projections and demographic characteristics; identification of other issues, such as public transportation, that might affect student access; descriptions of unmet community needs and other unique issues related to the proposed change.
    2. Statement of impact on each college in the areas of enrollment, fiscal management, programs, course offerings, capital outlay projects, and student diversity.
    3. Statement of why a change in service area is preferable to addressing identified needs through the use of information technologies.
    4. Statement of how current or anticipated programs with local school divisions would be affected if a service area is changed.
    5. Statement of how a change will affect local and regional plans of surrounding jurisdictions, including economic development initiatives and business/industry partnerships.
    6. The report will also contain a schedule of meetings that each president has initiated to discuss the proposed change with appropriate local officials such as members of city councils, school boards, economic development planners, and others, as appropriate.

- C. The Chancellor evaluates each college report, and upon approval of the proposed change, requests that each college president, the local board chair, and the college board representative from the appropriate local jurisdictions sign a memorandum of agreement. The agreement should describe the change in boundaries; state the date the service area change will be in effect; and also describe other terms to which all parties have agreed.
  - D. The Chancellor submits the memorandum of agreement to the State Board for Community Colleges for approval.
- II. In instances where a change in college service area boundaries is requested by officials of local jurisdictions, the following procedures will apply:
- A. A joint meeting will be held between the college presidents, the chairs of the college boards, and representatives from the local jurisdictions to identify issues related to the proposed change in service area boundaries. It will be the responsibility of the college presidents, jointly, to call the meeting and to advise the Chancellor in writing of the meeting and the issues that were discussed.
  - B. The presidents will work together to address all issues raised in the joint meeting. They should prepare a report, and distribute it to officials of the local jurisdictions and submit a copy of the report to the Chancellor. The local officials receiving the report should include mayors, city council members, chairs of the Board of Supervisors, city managers, county executives, and other interested parties identified by the local jurisdictions. The report should include the following elements, and others, as appropriate:
    1. Rationale for changing the service area boundaries, including data showing population projections and demographic characteristics; identification of other issues, such as public transportation, that might affect student access; descriptions of unmet community needs and other unique issues related to the proposed change.
    2. Statement of impact on each college in the areas of enrollment, fiscal management, programs, course offerings, capital outlay projects, and student diversity.
    3. Statement of why a change in service area is preferable to addressing identified needs through the use of information technology.
    4. Statement of how current or anticipated programs with local school divisions would be affected if a service area is changed.
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- 5. Statement of how a change will affect local and regional plans of surrounding jurisdictions, including economic development initiatives and business/industry partnerships.
  - 6. The report will also contain a schedule of meetings that each president has initiated to discuss the proposed change with appropriate local officials such as members of city councils, school boards, economic development planners, and others, as appropriate.
  - C. After reviewing the report, the local jurisdiction will be asked by the college presidents to identify any unresolved issues. It will be the responsibility of the presidents to address these issues.
  - D. The Chancellor will keep the State Board for Community Colleges apprised of all meetings.
  - E. If the college presidents and local jurisdiction officials are unable to resolve the issues that have been identified, the

Chancellor will meet with the presidents and local officials and issue his findings and recommendations.

- F. The findings and recommendations of the Chancellor can be appealed to the State Board for Community Colleges by any local jurisdiction impacted by the decision.
- G. To initiate the appeal process, the jurisdiction(s) shall provide in writing to the Chancellor an appeal that describes the issues, the areas of disagreement with the Chancellor's findings, and any germane supporting documentation the jurisdiction(s) wishes to provide. The State Board for Community Colleges will appoint a subcommittee to review the service area boundary issues. Testimony on related issues from appropriate state and local officials will be heard in a public hearing held by the subcommittee. After appropriate deliberation, the sub-committee will present a recommendation to the State Board for Community Colleges for final action.