

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

### A. GENERAL INFORMATION

1. Date

07/24/2025

2. Department

Board of Governors, California Community Colleges Chancellor's Office

3. Organizational Placement (Division/Branch/Office Name)

College Finance and Facilities Planning Division

4. CEA Position Title

Vice Chancellor of Finance and Facilities

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The proposed Vice Chancellor will provide executive leadership and strategic oversight for three critical areas: Fiscal Standards and Accountability, Facilities Planning, and Affordable Student Housing. This role is responsible for ensuring the sound fiscal health of California Community College districts, guiding equitable and sustainable infrastructure development, and expanding access to affordable housing for students. This position is essential to implementing state and system-wide policies that promote transparency, equity, and access across the 116-college system. The VC will lead the development and enforcement of financial standards, support long-range capital planning, and manage the deployment of state-funded student housing initiatives.

6. Reports to: (Class Title/Level)

Governor's Appointee, Executive Vice Chancellor of Finance and Strategic Initiatives

7. Relationship with Department Director (Select one)

- ☒ Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- ☐ Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- ☐ 1st ☒ 2nd ☐ 3rd ☐ 4th ☐ 5th (mega departments only - 17,001+ allocated positions)

## B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The Vice Chancellor of Finance and Facilities is responsible for planning, organizing and directing departmental fiscal services and the allocation of funds to the seventy-three (73) public community colleges districts. This position directs section Administrators responsible for the direction of the two branches (Fiscal Services and Facilities Planning) concerned with uniform fiscal record keeping and reporting and the eligibility of community college districts for substantial grants of state funds for instruction site acquisition and funding of the construction of major campus buildings and facilities. The Vice Chancellor directs the following:  
Preparation of responses to inquiries by the Board of Governors, Community Colleges, Governor's Office, Secretary of Education, Department of Finance, the Legislature, the Legislative Analyst Office and others in regard to the fiscal affairs of the Chancellor's Office and of the Community Colleges.

The establishment of uniform fiscal record keeping and reporting systems, pursuant to the Education Code and the regulations of the Board of Governors and establishment of uniform accounting and post audit practices that apply to community college districts and their auxiliary organization.

The establishment of student attendance reporting systems concerned with measurement of student participation in activity that generates reimbursed workload and establishment and revision of guidelines for determination of California residence of students.

The preparation of criteria for evaluation of college need for land, buildings and other campus facilities. Criteria developed by staff are considered by the Board of Governors and enacted in Title 5 of the California Code of Regulations.

Organizational change efforts resulting from audit findings, new legislation, or program growth and actions that provide fiscal support, leadership, oversight, and uniformity of data developed and reported to the Community Colleges.

The issuance of Fiscal and budgetary instructions to the college districts, the Budget and Accounting Manual, Audit Manual and the Colleges Auxiliary Organization Manual. These systems seek to develop uniform and valid financial information, needed to monitoring of activities and for the apportionment of funds among the districts.

Plans and develops with the participation of college districts fiscal and business administrators and ongoing system for the apportionment of multi-million dollar grants of state money to the 73 community college districts.

Approval of capital outlay projects for presentation to the Board of Governors, considers the criteria established by the Board regulation, the State Public Parks Board and by law. Directs the preparation of information needed by the colleges for facilities planning activities, including proposed changes of regulation status of funds requested for capital outlay, construction price assumptions and other factors.

**B. SUMMARY OF REQUEST (continued)**

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- ☒ Program is directly related to department's primary mission and is critical to achieving the department's goals.
- ☐ Program is indirectly related to department's primary mission.
- ☐ Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The Community Colleges mission and vision is "Putting Students First". The Finance and Facilities Division helps ensure students have what they need to focus on their education goals.

The College Finance and Facilities Planning Division oversees policies that determine the distribution of local assistance and capital outlay funds for the 73 districts that make up the California Community Colleges. The division also represents the system in advocating for local assistance and capital outlay funds with the Legislature and the Department of Finance. The College Finance and Facilities Planning Division includes the following units that oversee policies that determine the distribution of local assistance and capital outlay funds for the 73 districts that make up the California Community Colleges:

Fiscal Standards and Accountability- responsible for establishing the system's financial accounting requirements, collecting fiscal and student workload information, auditing districts, monitoring districts' financial condition, and administering the Fifty Percent Law and the Full-Time/Part-Time Faculty laws and regulations.

Facilities Planning- Assists and supports the California Community Colleges in matters related to infrastructure and capital outlay dedicated to acquiring, maintaining, building, repairing or upgrading fixed assets such as land and facilities

Affordable Student Housing- Focuses on increasing the stock of affordable housing units to support students and facilitate their access to higher education.

**B. SUMMARY OF REQUEST (continued)**

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

Significant structural and operational changes within the Chancellor's Office have made this request both necessary and urgent. Currently, the College Finance and Facilities Planning Division (CFFP) is overseen by the Executive Vice Chancellor (EVC), who simultaneously manages two additional high-demand divisions: Government Relations and the Information Security and Technology Initiatives Division.

This expanded portfolio has an unsustainable workload at the executive vice chancellor level and risks undermining the depth of leadership required in each area—particularly in finance and facilities, where the complexity and scale of responsibilities have grown substantially. In recent years, the scope of the CFFP Division has expanded significantly, including: The Affordable Student Housing Grant Program, a multi-billion-dollar initiative requiring active project management, policy development, and interagency coordination. Increased legislative and public scrutiny related to fiscal accountability, such as compliance with the Fifty Percent Law and oversight of district fiscal health. A growing pipeline of capital outlay projects due to infrastructure investments and bond funding, necessitating intensive planning, prioritization, and policy guidance. . The proposed Vice Chancellor position will provide essential capacity to:

Lead and implement complex statewide financial and facilities policies

Ensure compliance and accountability across 116 colleges,

and Advance core priorities such as affordability, infrastructure equity, and long-term fiscal sustainability.

Adding a Vice Chancellor is essential to maintain high-functioning oversight and to ensure that the growing demands of this division are met with the strategic leadership they require.

### C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

Fifty Percent Law (Education Code § 84362)- The VC will interpret and enforce compliance with the Fifty Percent Law, which mandates that at least 50% of a district's general fund expenditures be spent on classroom instruction. Identifiable Impact: The VC's decisions on allowable expenditures and audit standards directly affect how districts budget for faculty salaries versus support and administrative services. Statewide Impact: Consistent enforcement promotes transparency and prioritizes classroom instruction across all 116 community colleges.

Affordable Student Housing Grant Program (Education Code § 17200–17205) -The VC will set criteria, review applications, and distribute funding under this multi-billion-dollar state grant program designed to support construction of low-cost student housing. Identifiable Impact: The VC oversee the policies that determine which campuses receive funding, what affordability thresholds are required, and how quickly projects move through development. Statewide Impact: Well-executed policy can reduce student homelessness, increase retention, and improve academic performance systemwide. Missteps in project prioritization or implementation could exacerbate regional housing disparities or lead to underutilized facilities.

Capital Outlay and Facilities Bond Allocation (Title 5, § 57000 et seq.) -The VC will guide policies related to the review, approval, and prioritization of capital outlay projects, including new construction, modernization, and seismic retrofitting. Identifiable Impact: The VC's leadership determines how bond funds are distributed across colleges—whether rural campuses, urban districts, or those serving underserved populations are prioritized. Statewide Impact: Strategic planning ensures safe, modern, and equitable learning environments. Poor planning or political favoritism could lead to inequitable outcomes or wasteful spending.

### **C. ROLE IN POLICY INFLUENCE (continued)**

#### **13. What is the CEA position's scope and nature of decision-making authority?**

The proposed VC has full management responsibility for the functions under its purview, including Fiscal Standards and Accountability, Affordable Student Housing and Facilities Planning. This includes acting as the primary decision maker, determining which items are of importance to the Agency that consultation and policy recommendation to the Executive Vice Chancellor and Executive Management Team is appropriate.

The VC will also be consulted on a regular basis by the Executive Management Team and individual managers for consultation and recommendations on administrative issues that affect their operational responsibilities.

#### **14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?**

The VC will be responsible for both developing new policy and interpreting and implementing existing policy, depending on the issue area and evolving statewide priorities.

The CEA will lead the development of new policies in response to emerging statewide initiatives, legislative mandates, and evolving student and institutional needs. Affordable Student Housing: As this is a relatively new and evolving area, the VC will develop policies that define project eligibility, affordability standards, funding formulas, performance metrics, and accountability requirements under the Affordable Student Housing Grant Program. Sustainability and Infrastructure Equity: In response to state climate goals or equity-focused legislation, the CEA may propose new facilities planning policies that prioritize green building practices or target underserved regions for capital investment.

The CEA will also be tasked with interpreting, applying, and enforcing existing policies to ensure compliance and consistent implementation across the California Community Colleges system.