



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

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January 11, 2002

Dr. Dennis P. Gallon
President
Palm Beach Community College
4200 Congress Avenue
Lake Worth, FL 33461-4796

Dear Dr. Gallon:

The following action regarding your institution was taken at the December 2001 meeting of the Commission on Colleges:

The Commission reaffirmed accreditation and requested a follow-up report due April 22, 2002, addressing the visiting committee's recommendations cited in the following sections of the *Criteria*:

Section 3.2 (Planning and Evaluation: Administrative and Educational Support Services), Recommendation 3

Provide evidence that each administrative and educational support service has developed and implemented procedures to evaluate the extent to which the goals are being achieved and that it uses the results of the evaluation to improve administrative and educational support services. Due to procedural changes, the facilities maintenance and safety plans have not completed a cycle of evaluation of goals and use of results.

Section 6.4.2 (Building, Grounds, and Equipment Maintenance), Recommendation 13

Provide evidence that the Preventive Maintenance Plan (PMP) is operational and evaluated annually. A new preventive maintenance plan has been implemented but not yet evaluated. Please evaluate the PMP and show how results are used to improve planning.

Section 6.4.3 (Safety and Security), Recommendation 14

Provide evidence that the college's environmental health and safety plan has been evaluated. Although a plan is in place, it has not been evaluated. Please evaluate the PMP and show how results are used to improve planning.

Since the above action indicates a need for a future report, **guidelines are provided which we request that institutions follow when developing responses**. When submitting reports, please send **five copies** to the staff member assigned to your institution.



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Please note that Federal regulations and Commission policy stipulate that an institution must remedy deficiencies within two years following the Commission's initial action on the institution. At the end of that two-year period, if the institution is not in compliance with the *Criteria*, it will be required to show cause why it should not be removed from membership. If the Commission determines good cause at that time, the Commission may extend the period for coming into compliance for a minimum of six months and a maximum of two years and must place the institution on Probation. If the Commission does not determine good cause, the institution must be removed from membership. (See enclosed Commission policies "Follow-Up Reports, Sanctions, and Removal From Membership.")

We appreciate your continued support of the activities of the Commission on Colleges. If you have questions, please contact the staff member assigned to your institution.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Rogers', is written over the typed name.

James T. Rogers
Executive Director
Commission on Colleges

JTR/bjm

Enclosures

c: Dr. Rudy S. Jackson