ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP	O	C
1. Agenda	The meeting was called to order at 1:13 p.m. Sandra Serrano served as the meeting facilitator, Tina Johnson served as timekeeper, and Abe Ali was assigned the role of gatekeeper.			
2. Approval of Summary	No meeting was held in March.	Minutes from the February meeting will be posted under the April folder for review. Any corrections will be emailed.		X
3. Chancellor's Report	A. No Report			
4. Constituency Issues	A. No Report			
5. Educational Services	A. 4D1F – Minimum *Graduation Requirements*	Associate Vice Chancellor John Means shared the revisions since the last Council meeting. The board language under 4D1F addresses the local degrees language vs the associate degree transfer. It was suggested that language for any exclusions of local requirements as it relates to the Associate Degrees for Transfer, be placed at the top of Board Policy, Section 4D of the board policy manual as a disclaimer. Academic Senate President, Buzz Piersol shared at Porterville College local degrees doesn't have the TMCs'. Sue Vaughn added that KCCD local general education requirements are in line with the CSU system. It was brought to the group's attention under Board Policy Section 4D1D, ethnic studies requirements may not be the correct definition of the courses being offered in the college catalogs. **ACTION: Assoc. Vice Chancellor, John Means will research this underneath all three current college catalogs and bring the revised language, if any back to the May meeting.** **ACTION: Place this item back on the May agenda.**	X	
	B. *2015-16 & 2016-17 Academic Calendars*	Cerro Coso Community College turned in their Academic Calendars to Educational Services. Assoc. Vice Chancellor Means is still waiting on Porterville College and Bakersfield College. Porterville College reporting that they were finalizing the academic calendar and will have them ready by weeks end to Educational Services. Academic Senate President Cornelio Rodriguez requested Assoc. Vice Chancellor John Means to resend the draft copies by email in Word format in order for Bakersfield College to complete.		

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6. Operations	*A. Fail to Withdraw Compliance*	Vice Chancellor Sean James shared with the Council that in order for the district to be in compliance with the Department of Education federal financial aid, we will need to report all "fail to withdraw" as outlined by the last federal financial aid audit at Cerro Coso Community College.		X
		Mr. James reported that we will do this administratively instead of creating an "FW" grade through a new policy as previously recommended. The Vice Presidents met to discuss the process for this reporting and decided that Cerro Coso Community College will take lead and will have a written process that all three colleges would implement. Currently, Cerro Coso Community College, after 2 weeks (calendar days) of not participating, they use the drop system.		
		Mr. James also shared that the 50% date of the term is when we have to report by; after that day we don't have to report to the federal financial aid. Chancellor Serrano stated that students are still solely responsible for dropping courses with faculty having this responsibility up to the census date. Per Vice Chancellor Sean James, the federal financial aid commission requirements state that, 14 days of non-participation constitutes being gone from the course.		
		Chancellor Serrano asked Sean James and John Means to follow up with the definition of "actively participating" in the classroom per federal financial aid. Mr. James read the Federal Financial Aid Commission's definition As follows: "*(i)''Academic attendance'' and ''attendance at an academically-related activity''— Include, but are not limited to—*		
		A. *Physically attending a class where there is an opportunity for direct interaction between the instructor and students;* B. *Submitting an academic assignment;* C. *Taking an exam, an interactive tutorial, or computer-assisted instruction;* D. *Attending a study group that is assigned by the institution;* E. *Participating in an online discussion about academic matters; and* F. *Initiating contact with a faculty member to ask a question about the academic subject studied in the course; and* *(ii) Do not include activities where a student may be present, but not academically engaged, such as—*		
		A. *Living in institutional housing;* B. *Participating in the institution's meal plan;* C. *Logging into an online class without active participation; or* D. *Participating in academic counseling or advisement.* *(iii) A determination of ''academic attendance'' or ''attendance at an academically-related activity'' must be made by the institution; a student's certification of attendance that is not supported by institutional documentation is not acceptable.*"		

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7. Human Resources	A. BP 11D4- Discrimination Complaint Process	**ACTION: Council agreed to move BP 11D4 to May's board agenda for first reading.**		X
	B. AP 11D4A- Discrimination Complaint Procedure	Vice Chancellor of Human Resources Abe Ali stated that additional work needs to be done to board procedure AP11D4A- Unlawful Discrimination Complaint Procedure. *Deferred*	X	
	C. Student Employment Compensation	**ACTION: Item added to agenda at meeting. Council agreed to move student compensation increase to May's board agenda for first reading. This will be in line with the new federal hourly minimum wage increases over the next two years to $9 an hour starting 7/1/14 and $10 dollars by 7/1/15.**		X
8. Business Services	A. 2014-15 Proposed Tentative Budget	CFO, Tom Burke shared the 2014- 15 district operations budget variance. The spreadsheet was separated by labor and non-labor with those services to include a breakdown by each department at the district office as to what the potential tentative budget would look like.	X	
		All potential increases to the budget underneath the IT department was discussed and shared by Vice Chancellor Sean James, who provided the justification in IT for the budget addition of three positions. There was an additional budget item for the position of Human Resources Operations Manager as well as the second half allocation of budgetary funds for the Vice Chancellor of Educational Services, approved in the 2013-14 budget. Abe Ali shared that his position is being proposed to manage the payroll department to continue the daily processes, replacing the vacancy that has been left for a couple years now.		
		The KCCD DO unrestricted fund allocations was also shared by Tom Burke on a spreadsheet broken down by college, district, and district-wide reserved totals. The comparison have the adopted budget allocation for 2013- 14 and the current budget allocation for 2014 15 and what difference and percent increase between the two years.		
		The third budgetary handout was the 2014 15 preliminary budget unrestricted fund allocation. This report also was broken down by the current three colleges, the district operating reserves, and totals.		
		Tom Burke was asked to include a description in regards to the deficit coefficient. Tom Burke however did explain that the deficit coefficient can be found on Schedule C on the State Chancellor's website. Tom Burke also reminded the council that we do not allocate growth at the tentative budget.		
		On step 6: the amounts reflect the base after FTES allocations that are based on FTES generated.		
		Vice Chancellor, Sean James discussed the agreed-upon targets by colleges. Sue Vaughn expressed concerns about staff being tasked with an increased workload on the campuses. Sandra address Sue Vaughn's concerns and shared that we are hopeful that we will see growth and to be mindful to:		

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP	O	C
		• Practice Enrollment Management • Don't chase FTEs Academic Senate President Corny Rodriguez asked, what cautions should we take with growth? Tom Burke reminder the Council that whatever rate we get, that growth rate stays the same; when we stop growing would be the problem. KCCD is currently looking at 3% overall district-wide, with Porterville college at 2.5%, Cerro Coso Community College with no growth and Bakersfield College would have whatever the difference will be. Tom Burke responded to a question about why so late with the budget information this year. This was the soonest that Business Services were able to provide the information to the colleges due to the information sources providing the data from the state level. ***See hand out*** **ACTION: Add 2014-15 Proposed Tentative budget back to next agenda**		
	B. AP 3C1- Student Travel Reimbursement	AP 3C1 – Student Travel Reimbursement policy revisions for meals and departure time allocations are as follows: • The breakfast reimbursement per diem rates increased from $5 to $7 dollars, lunch from $7 to $10 and dinner from $10 to $14 dollars. • Travel must start prior to 6 a.m. to receive the breakfast per diem.		X
	C. AP 3C3A- Travel Reimbursement	As for AP 3C3A- Travel Reimbursement for staff and faculty revisions are as follows: • An increase on the per diem meal rate for lunch increased from $15 to $17 dollars and dinner from $28 to $30 dollars with a total of $59 per day per diem. • There was also a request to add Google Maps to the form as a source for mileage information under the travel header on the instructions page of the travel request form. • The departure time to claim the Bakersfield breakfast per diem is now 6 a.m. and travel time begins at 7 p.m. for the dinner per diem.		X
	D. BP 3B3F- Notice of Completion	***Deferred.***		X
9. Next Meeting	The next Consultation Council meeting is scheduled for May 27, 2014.	Possible agenda items for May meeting: • Academic Senate President corny Rodriguez suggested a summer schedule discussion for next year		

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		• John Means reminded the Council that the Strategic Planning survey is going out and to please discuss with your constituency groups. Managers will have an opportunity to share their constituency groups' responses by email to Mr. Means by May 8th. Meeting adjourned at 3:46 p.m.	5	
10. Adjournment	The meeting adjourned at 3:46 p.m.			

PRESENT:
Abe Ali, Vice Chancellor, HR, District Office
Sonya Christian, President, Bakersfield College
Jill Board, President, Cerro Coso Community College
Tom Burke, CFO, District Office
Rosa Carlson, President, Porterville College (video)
Matthew Crow, CCA President, Cerro Coso Community College (video)
Tina Johnson, CSEA President, Bakersfield College
Cornelio Rodriguez, Academic Senate President, Bakersfield College
Sue Vaughn, Management Association, Bakersfield College
Sandra Serrano, Chancellor, District Office
Buzz Piersol, Senate President, Porterville College
John Means, Associate Vice Chancellor, Educational Services
Tiffany Haynes, CSEA Representative, Porterville College (video)
Danielle Hillard, Executive Assistant, Chancellor's Office (scribe)
Laura Vasquez, Academic Senate President, Cerro Coso Community College

ABSENT:
Michael Barrett, CSEA Representative, Cerro Coso Community College
SGA Representative, Cerro Coso Community College
SGA Representative, Porterville College
SGA Representative, Bakersfield College

O: Open C: Closed