

# DISTRICT CONSULTATION COUNCIL MINUTES

**Date:** October 27, 2020

**Time:** 1:00 pm – 4:00 pm

**Facilitator:** Chancellor Burke

## Members

### IN ATTENDANCE:

Chancellor Burke, Claudia Habib, Steve Holmes, John Means, Manny Mourtzanos, Paul Kuttig; Arlitha Harmon, Michael Barrett, Sean Hancock, BC SGA Pres Gian Gayatao, SGA CCCC Pres Ali Mohamed, Ben Beshwate, Tina Johnson, Matt Crow, Claudia Habib, Dena Rhoades, Vern Butler

**ABSENT:** President Christian

**GUEST:** Chris Hine, Vice President Zav Dadabhoy (for President Christian)

## Approval of Minutes

No meeting minutes were submitted.

## Human Resources

No Report.

## General Counsel

General Counsel introduced KCCD board policy Chapter Three. Section Three will no longer be titled; Business Services. The new title is General Institution, to align with the CCLC format. Current KCCD language will move to the correct sections, under the correct headers. General Counsel intern law student, Nicole, is working on this section. This is the first reading, and there were two questions asked of Counsel Hine. The first was about the status of BP 3B7-Time, Place, Manner—procedures still pending with the colleges. The second question referenced changes from the State Chancellor's offices' impact on this section. Updates may come before posting. **ACTION: Bring back for 2nd reading. ACTION: Hold on posting till other policy sections are ready.**

### **Business Services**

Interim CFO Harmon gave a general overview of the timeline previously shared for the due dates on the DO 2020-21 AURs. Chancellor Burke will send out letters today with instructions to the colleges' presidents to share with their constituencies for feedback before the deadline of November 11th. There will most likely be some spring revisions to the AURs due to the Governor's January budget due to COVID-19. The districtwide Budget Committee will also review.

Interim CFO Harmon reported on the status of the colleges and District Office COVID-19 CRF & HEERF funding and filing guidelines for both state and federal. The Department of Finance (DOF) has notified districts that did not report CRF expenditures and obligations for Cycle 2. The report filing was due October 12, 2020. Cerro Coso and Porterville College have exceeded the required 40% minimum spending threshold. Bakersfield College has reported less than 40% of CRF funds expended. Interim CFO Harmon reminded Council that the CRF funds MUST be expended by December 30, 2020. DOF has legislative authority to reallocate unspent or unobligated CRF funds to other departments if needed. Reporting quarterly budget and expenditure reporting under CAREs Act (first report, which is due October 30, 2020). A note was made that COVID-19 funds were allocated by FTES per the government. Funding was allocated to the colleges.

Interim CFO Harmon provided information about a contract tracer contract that Porterville College will be entering. Dr. Harmon invited the other colleges to participate if they do not have already have a system to consider. The deadline for the contact tracer agreement is fast approaching. Implementation of phase one will commence on the first of December, 2020. Interim CFO Harmon has worked with both IT and Legal. This product is similar to telehealth services.

Interim CFO Harmon provided a handout on the Axiom budgeting system; a cloud-based and intuitive software for budget development and tracking as the current system is at end-of-life. *(See handout)*

### **Educational Services**

Vice Chancellor John Means reported BP 4000s (Chapter 4 - Students/Instructional Services) will be completed soon. **ACTION: Per Chancellor, bring back to November meeting.**

### **Constituency Issues**

No Report.

**Chancellor's Office**

Chancellor Burke shared for information only; AP 2105- Election of Student Member(s) and AP 2340- Public Request for Copies of Written Information to Be Discussed at Board.

AP 2105 discusses the process in which the student trustee will be elected by the colleges. Per Ed Code, all students (districtwide) is to vote for one student trustee each year. Chancellor Burke has pointed Vice Chancellor Means to meet with the three student SGA presidents and student trustee to get feedback on what the process could be.

AP 2340 speaks to the process of a public request for copies of Board related meeting materials from the District Office. Chancellor Burke will add language to include electronic access to board materials through the KCCD's website, and increase the cost for printing materials from five cents to ten cents per page; fifteen cents a page for pages that exceed 25.

**Next Meeting**

November 24, 2020 | 1:00 p.m. – 4:00 p.m. via Zoom