

KERN COMMUNITY COLLEGE DISTRICT
DISTRICT CONSULTATION COUNCIL
UNAPPROVED SUMMARY
February 28, 2017

ITEM	DISCUSSION	RECOMMENDATION / FOLLOW-UP	O	C
1. Agenda	The meeting was called to order by facilitator, Interim CFO, Deborah Martin at 1:08 p.m.	Both time keeper and gate keeper were not selected.		
2. Approval of Summary	Review of January 2017 minutes	Approved.		X
3. Human Resources	A. BP/AP Chapters 3 & 7 Revisions from 1/24/17	1. BP/AP 3310 Records Retention 2. BP/AP 3430 Prohibition of Harassment- see General Counsel 3. BP/AP 3440 Service Animals 4. BP/AP 3501 Campus Security and Access- “Public Safety Group” is defined as “the campus public safety group” all lowercase 5. BP/AP 3720 Computer and Network Use	2. X	1. X 3. X 4. X 5. X
4. General Counsel	A. No Report			
5. Business Services	A. BP/AP Chapter 6 B. DRAFT DO 2017-18 Budget	1. BP/AP 6620 Naming of Buildings AP-add “Naming of District” 2. BP/AP 6700 Civic Center and Other Facilities Use- lowercase on “civic center”; add alcohol permit requirements CFO, Deborah Martin introduced the first look at the DRAFT DO 2017-18 budget proposed summary of changes by account from 2016-17 budget. Each Vice Chancellor, CFO, CIO, and Executive Assistant to the Chancellor discussed their areas’ proposed increases, decreases, and asks for new positions. The Council was provided with copies of the 2017-18 vs. 2016-17 Budget Variance Detail Report, and can be found on the committee website. (see handout) <u>IT-Operations</u> CIO Gary Moser presented two additional documents breaking down the rationale and justification for (4) new positions to support district-wide technology needs. The positions requested are for three ERP (Banner) Analysts and one Security Engineer. Questions/concerns were raised on the following: <ul style="list-style-type: none"> • Timeliness and project completion are issues with district level vs. college level per BC 	X	1. X 2. X

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		<ul style="list-style-type: none">• Process vs. labor• Security Engineer-redundant? Moser provided clarification that the District Office currently has a Director of IT Security, not an engineer.• ERM- move to ERP request <p>Academic Senate President, Steve Holmes, challenged Mr. Moser's college district comparison choices of like sized districts with his own. Mr. Holmes is asking to use categorical funding for (2) IT ERP positions and move them to the BC campus to provide districtwide services to the CCCC and PC campuses.</p> <p><u>Human Resources</u> Interim VC Victoria Simmons presented the HR area proposed budget and clarified three positions that filled late in 2016-HR Benefit Tech(budgeted for 2017-18), HR Specialist(TEMP due to vacancy at PC campus), and HR Admin Manager(Vacant-BC has an issue with this position being filled).</p> <p><u>General Counsel</u> No questions, but Council asked to verify services</p> <p><u>Educational Services</u> AVC of Workforce Development, John Means presented Ed Services' proposed budget as acting Interim VC of Ed Services as well as his own area's budget. No questions were asked.</p> <p><u>Business Services</u> No questions were asked of Interim CFO Deborah Martin of Business Services.</p> <p><u>Chancellor's Office</u> No questions were asked of the Executive Assistant to the Chancellor and Board of Trustees, who presented on behalf of her department in the Chancellor's absent. Chancellor Burke joined the meeting later, coming in from a conference.</p>	
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	<p>C. BAM III Evaluation Final Report</p>	<p>Chancellor Burke reviewed the feedback received regarding the BAM Model Evaluation III recommendations and the following are the actions he plans to adopt regarding those recommendations.</p> <p>The recommendations that are accepted and require action will target implementation or completion of the review during the course of the 2017-18 fiscal year. This will allow time for the backfilling of key DO administrative positions that will have direct input on the planning and implementation of these recommendations.</p> <p><u>The District Wide Budget Committee recommendations are:</u></p> <p>Recommendation 1. Establishment of District wide Budget Committee. This recommendation is accepted and will be implemented effective July 1, 2017 to be utilized for the 2018-19 budget Development process.</p> <p>Recommendation 2. Unit Plan Review. This recommendation is partially accepted. A process for review and comment by District wide budget committee will be established effective July 1, 2017. The current process for the DO to update its annual unit plans will continue status quo.</p> <p>Growth Allocations: Recommendation of no change accepted</p> <p>Cost Drivers for DO Chargeback mechanism: I am deferring action on this recommendation to evaluate the DO Chargeback mechanism. I would like to defer this for consideration in 2018-19. My primary reasons for deferring action is due to the need to focus on backfilling key positions at the District office and the likelihood that several DO</p>		<p>X</p>
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		<p>departments will undergo operational reviews that could significantly change major process currently utilized. This could lead to differences in how chargeback mechanisms are developed. I will ask the District wide Budget Committee to aggrandize for further consideration and discussion in the Summer/Fall 2018 time frame.</p> <p>Banked FTES Allocations: Recommendation of no change is accepted</p> <p>Reserves: Recommendation of further study is accepted. This will be assigned to District/College Business Officers for further review and analysis in fiscal year 2017-18.</p> <p>Stabilization Mechanism: Recommendation of a committee to conduct study of this issue is accepted. A separate Committee will be formed for further review and analysis in fiscal year 2017-18.</p> <p>Finally, the next BAM review should coincide with the adoption of a new Statewide Allocation Model in which the review is currently underway. Chancellor Burke anticipates a new model being adopted for the 2018-19 fiscal year.</p>		
6. Educational Services	A. BP/AP Chapter 5	<ol style="list-style-type: none"> 1. BP AP 5010 Admissions & Concurrent Enrollment 2. AP 5011 Admission And Concurrent Enrollment Of High School And Other Young Students-question on dual enrollment (Mr. Means will check) 3. AP 5013 Students In The Military-work with IT on forms 4. BP AP 5015 Residence Determination-AP check code for language match 5. BP AP 5020 Nonresident Tuition-fix capital fee language; duplicate procedures 6. BP AP 5030 Fees-AP 1st pg. exempt students-remove 1st bullet 	<ol style="list-style-type: none"> 2. X 3. X 4. X 5. X 6. X 	<ol style="list-style-type: none"> 1. X

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		<p>7. BP AP 5031 Instructional Materials-AP to be published in college catalogs</p> <p>8. BP AP 5035 Withholding of Student Records</p> <p>9. BP AP 5040 Student Records and Directory Information</p> <p>10. BP AP 5050 Student Success and Support Program</p> <p>11. BP AP 5052 Open Enrollment-Mr. Means to validate exemptions for prisons</p> <p>12. BP AP 5055 Enrollment Priorities-review on 3/28/17</p> <p>13. BP AP 5070 Attendance-change to (4) absences on AP</p> <p>14. BP AP 5075 Course Adds, Drops, and Withdrawals-correct sentence to read: "drop classes before census date"</p> <p>ACTION: Officially stopped at 5055-will continue from there at March DO Consultation Council meeting</p>	<p>7. X</p> <p>11. X</p> <p>12. X</p> <p>13. X</p> <p>14. X</p>	<p>8. X</p> <p>9. X</p> <p>10. X</p>
7. Constituency Issues	A. No Report	A. No items were shared.		
8. Operations	<p>A. IT Positions Proposal</p> <p>B. IT Governance Process Proposal</p>	<p>(see Business Services for DO 2017-18 Proposed Budget)</p> <p>CIO, Gary Moser shared a white paper draft of his Technology Governance Process Proposal due to the need for district wide collaboration on technology issues including policies, planning, accreditation, projects, and priorities. The white paper outlined the current process and a new proposed process, which would provide transparency, collaboration, and district-wide buy-in.</p>		<p>X</p> <p>X</p>
9. Chancellor	A. BP/AP Chapters 1 & 2	A. No questions were asked on chapter two. Chapter one is ready for Board approval.		X
10. Future Meeting Agenda Items	<p>1. DRAFT 2017-18 KCCD Budget</p> <p>2. CCLC Board Policy Chapters 5&7</p>	<p>1. Each DO area will present their Draft 2017-18 budgets with explanations for proposed increases.</p> <p>2. Complete the review process for Chapters 5 & 7</p>		
Adjournment	Meeting adjourned at 4:00 p.m.			

MEMBERS PRESENT:

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Thomas J. Burke, Chancellor
Deborah Martin, Interim CFO, District Office
John Means, Assoc. Vice Chancellor, Educational Services & Workforce Development
Victoria Simmons, Interim Vice Chancellor, Human Resources
Rosa Carlson, President, Porterville College (**via video conference**)
Kathy Freeman, CCA President, Bakersfield College
Stewart Hathaway, Senate President, Porterville College (**via video conference**)
Steven Holmes, Academic Senate President, Bakersfield College
Jan Moline, Academic Senate President, Cerro Coso (**via video conference**)
Sue Vaughn, Management Association, Bakersfield College
Tina Johnson, CSEA Representative, Bakersfield College
Vern Butler, CSEA Representative, Porterville College

Danielle Hillard, Executive Assistant, Chancellor's Office (scribe)

GUEST PRESENT:

Nan Gomez-Heitzeberg for President Christian
Corey Marvin for President Board (**via video conference**)
Gary Moser, CIO
Suzanne Galindo, Executive Assistant, General Counsel

MEMBERS ABSENT:

Sonya Christian, President, Bakersfield College
Jill Board, President, Cerro Coso Community College
Michael Barrett, CSEA Representative, Cerro Coso Community College
SGA Pres Matthew Frazier, Bakersfield College
SGA Pres Ariel Nelson, Cerro Coso Community College
SGA Pres Samuel M. Perez, Porterville College

O: Open C: Closed