Business Office Update

Series 1 - July 31, 2017

Why Professional Development is Important?

Well crafted and delivered continuing professional development is important because it delivers benefits to the individual, their profession, and the public.

WELCOME TO THE LEARN ACADEMY!

All California Community College employees (faculty, staff, administrators and trustees) are eligible to access this library of training videos.

What do you want to learn today?

PLEASE NOTE: to access the libraries of Grovo and Lynda, you will need to enter their websites through the PLN (by clicking their links below) to be recognized as a CCC employee.

Click here for Skillsoft

Skillsoft has been providing business, digital, IT and compliance learning solutions since 1989. It has the most-recognized and extensive IT eLearning catalog in the industry and includes over one billion learning modules and counting.

Click Here for Lynda

Lynda.com offers an online library of 4,000+ courses taught by industry experts, with more added every week. Courses are designed for all levels of learners and you can watch at any time, and on any device you choose.

Click Here for Grovo

Grovo offers hundreds of short-form video lessons covering Internet tools and cloud services, with new lessons added daily. You can watch videos on any device, and pick up where you left off at any time.

Note: Grovo is working on a new 508-and WCAG Level A-compliant platform that we aim to be able to provide to users in November 2017.

"Knowledge has to be improved, challenged, and increased constantly, or it vanishes."
_ Peter F. Drucker

Professional Development is not just for faculty & administrators. It is critical for everyone to learn new skills, seek new challenges, and grow!

PROFESSIONAL LEARNING NETWORK

https://prolearningnetwork.cccco.edu/learn/

TRUE COLORS PERSONALITY ASSESSMENT

Each of us has a different and unique personality; however, there are commonalities that we share. True Colors is an attempt to identify various personality styles and label them with colors. This model of categorizing personality styles is based on many years of work by other researchers and psychologists.

The True Colors program was designed to maximize the application of psychological style in the workplace, in the family and in education and in other types of communities. The ease of understanding and use in all human relationships and interactions make this model very functional.

Why *True Colors*?

- **True Colors** is a simple method for understanding behavior and what makes people tick.
- The first step to fostering successful working relationships is to identify the dominant color style of yourself and others.
- When a person is “shining” brightly, they are using their skills, talents and natural preferences in positive resourceful ways.
- They have a sense of worth and self-respect, often referred to as positive self-esteem.

Why True Colors?

- When our inherent needs are being met, our behavior is positive and contributes to an overall productive work environment.
- Understanding our own colors and the colors of our colleagues and students can help us make our working environments better in a variety of ways.

What is my color?

- Take the three tests by following the directions and discover the order of your true colors.

- The colors are
  - Blue
  - Gold
  - Green
  - Orange

WHAT DOES MY COLOR MEAN?

The belief is that with increased understanding of ourselves and others that conflict will decrease. Once you learn your color and that of your co-workers, you will have a better understanding of why they behave the way they do! Each color is associated with certain personality traits or behaviors. Everyone has some degree of each color, but one color is predominant.

True Colors INTERNATIONAL

BLUE	GOLD
emotionally driven seeks harmony in groups enthusiastic creative sympathetic	loyalty driven respects rules and authority responsible organized appreciative
ORANGE	**GREEN**
short-term driven welcomes change and variety adventerous competetive impulsive	logically driven independent thinker focused efficient analytical

When should I use a CalCard, PO, or ICA?

Cal-Card Policy & Best Practices

Board Procedure 3A5G

- Section B5 states: Use of the CAL-Card is **not** intended to replace effective procurement planning that enables volume discounts. Cardholders should always look for the lowest priced item that will meet specific needs.
- Section B7 states: Every CAL-Cardholder will be assigned an Approving Official. The Approving Official, or designee, is responsible for receiving completed statements from all assigned cardholders; reviewing the statements; resolving questions that cardholders may have about the purchases; approving the statements; and delivering the completed statements with all attachments to the appropriate Business Office
- Section F states: **PAYMENT PROCEDURES** At the close of each billing cycle, the cardholder will receive a Statement of Account from Card Services. The Statement of Account will itemize each transaction that was posted to the CAL-Card account during the billing cycle. The Statement of Account prints at the close of business on the 22nd of every month.

Upon receipt, the cardholder will complete each of the actions listed below within five (5) working days. If the cardholder is unable to complete the following actions within five (5) working days, the cardholder will forward all receipts to the Approving Official, or designee, for completion.

Cal-Card Policy & Best Practices

- Section G states: PROCESSING STATEMENT OF ACCOUNT Prompt receipt of the cardholder's Statement of Account within five (5) working days is an essential part of the CAL-Card process.

  1. If the District Accounting Office does not receive the cardholder's Statement of Account within five (5) working days, the cardholder's name and the dollar amount outstanding will be forwarded to the appropriate College President and Business Manager. District Office names will be forwarded to the Chancellor and the Chief Financial Officer.

  2. After ten (10) working days, the total outstanding charges from any Statement of Account will be applied to a FOAPAL maintained by the cardholder's College President or the Chancellor, and the District Accounting Office will make payment to CAL-Card.

  3. To remove these charges from the College President's or Chancellor's FOAPAL, forward the CAL-Card Statement of Account, together with Expenditure Transfers for each item, through the College Business Office to the District Accounting Office for processing.

  4. The CAL-Card may be suspended or revoked at the discretion of the cardholder's College President or the Chancellor for failure to forward the Statement of Account within five (5) working days to the District Accounting Office.

Contracting Matrix

DRAFT

For Service Contracts (Examples) For Internal Use Only

NOTE: SIGNATORY AUTHORIZATION

IS HELD ***ONLY*** BY THE CFO AND THE CHANCELLOR

NOT a designee, campus President or other campus Administrator, Faculty or Staffer.

BoardDocs Posting Responsibility

If a contract value is equal to or *LESS than $88,300.00* ("Ratification") the DO Business Services posts to Boarddocs.

If a contract value is equal to or *MORE than $88,301,00* ("Approval") the Campus Initiator posts to Boarddocs.

Type of Service (Examples)	Revenue or Expense	District Form or Vendor Form	Does this need to go to the Board of Trustees (Yes/No)	Supplemental Contract Requirements
Maintenance Projects-Non Construction Facilities Department-generated contracts: (i.e., painting, HVAC repair, electrical, plumbing, window washing, pool services, gardening/landscape, demolition, fire sprinkler systems, etc.)	Expense	Independent Contractor Agreement-FORM Non-Public Works Only.pdf	Yes	Must include: ICA Checklist, Signed Safe Harbor Form, Certificate of Insurance with Endorsement naming Kern Community College District as additional insured
Speakers, Performers, Rentals, Cleaning, Workshops, Exhibitors, Piano tuners, Graphic/Designers, Event Advertising Posters, Tee-Shirts customized with logo design/proofs, printed materials, consulting services, catering services, etc. - all whether or not on or off campus. Food trucks (only if on campus). _____ ***The above services are contracted through KCCD, on behalf of the campus, ONLY IF NOT FUNDED BY FOUNDATION.*** ***If funded by Foundation - Foundation contracts for***	Expense	District Form: Independent Contractor Agreement (See Form Hyperlink Above)	Yes. However, note that if Foundation fund, then Foundation Contracts independently and pays for services, no KCCD board ratification or approval is needed)	Must include: ICA Checklist, Signed Safe Harbor Form, Certificate of Insurance with Endorsement naming Kern Community College District as additional insured. (NOTE: For individuals who hold no certificate of insurance, a General Release, Consent & Waiver Form may be used)
Training Classes	Revenue	District Form: Agreement for Services / Contract Education	Yes	Include Attachment A Scope of Services & Pricing Worksheet

ICA & Board Docs Procedures

(January 24, 2017)

Board Material Due Dates

https://www.kccd.edu/board-trustees/board-material-due-dates

Board actions must be received at the District Office by 12:00 pm on the due date listed. Board action items received after the due date will be held for the next Board meeting.

Upcoming Board Meeting Material Due Dates

Board Meeting Date	Due to the District Office
Thursday, August 10, 2017	Friday, July 14, 2017
Thursday, September 14, 2017	Friday, August 11, 2017
Thursday, October 12, 2017	Friday, September 15, 2017
Thursday, November 9, 2017	Friday, October 13, 2017
Thursday, December 21, 2017	Friday, November 10, 2017

New Policy
Supplemental Guidelines August 2016

Employee Travel

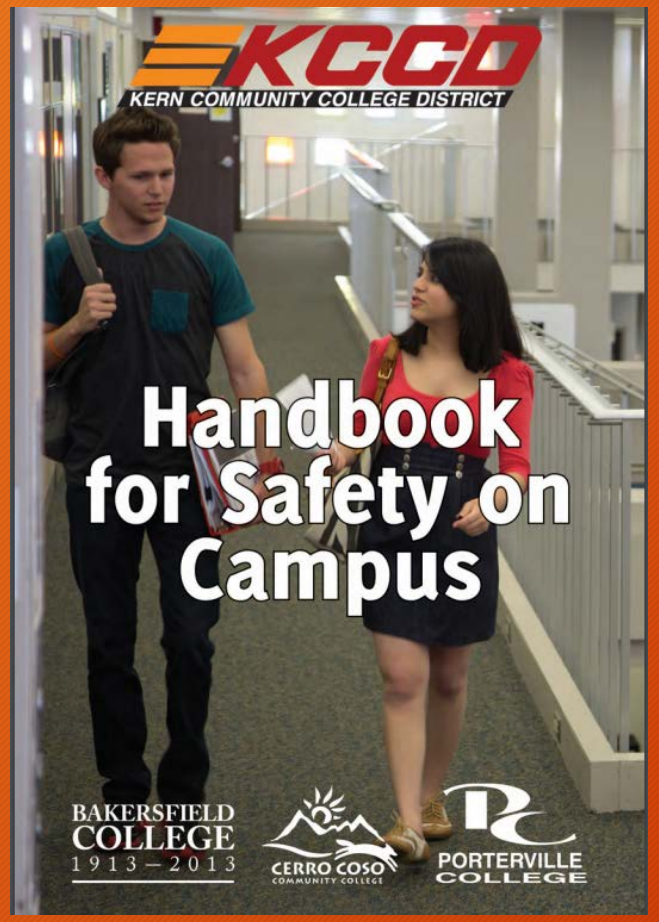
- Turn in paperwork 30 days prior to the trip w/ POs entered
- Most economical mode of transportation
- Documentation of trip must be provided to settle trip

Student Travel

- List of students attending event
- Per diem meal advances
- Turn in paperwork 30 days prior to the trip w/ POs entered
- Most economical mode of transportation
- Documentation of trip must be provided to settle trip

What's going on at PC?
Your Role in Campus Safety & Communications

Campus Safety tips



CLERY CENTER®
FOR SECURITY ON CAMPUS

Porterville College continuously evaluates the operations of Campus Safety and Security and takes action to strengthen and improve the safety and security of the campus.

- Maintenance Support ends December 31, 2018
- Staff will be asked to test & verify functionality
- Training timeline & schedule will be to distributed

Banner 9 Implementation Update

Banner 9 Design Principles

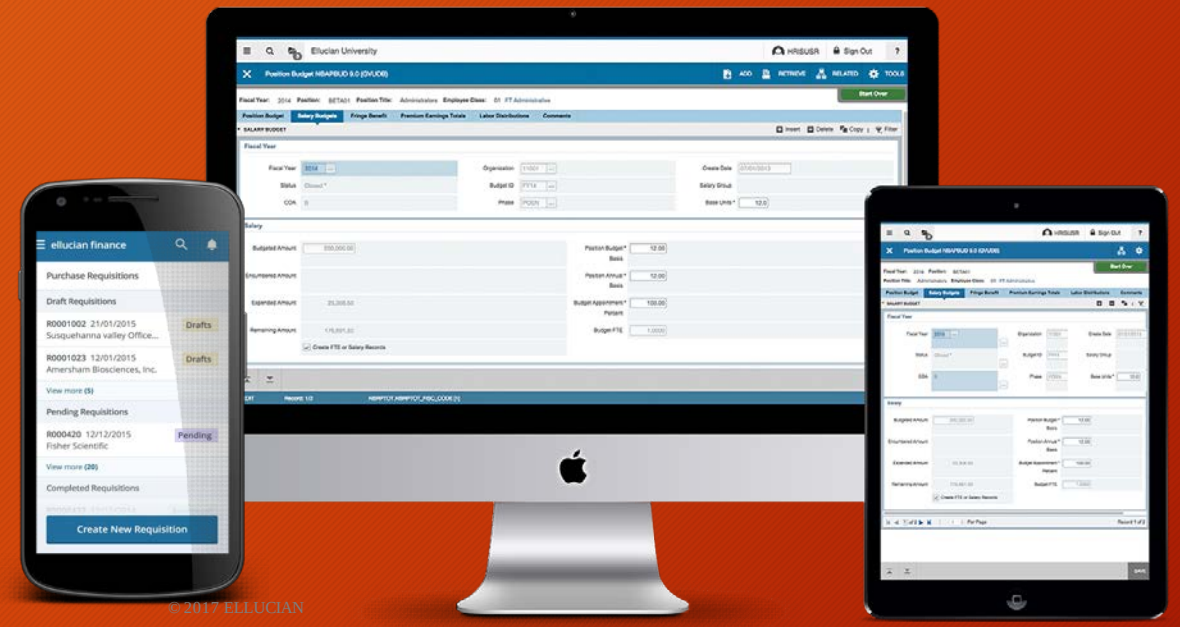
Usability and Self-Service

Enhanced Features and Functions

Configuration over Customization

Extensibility and Integration

Scalability/ Cloud Readiness



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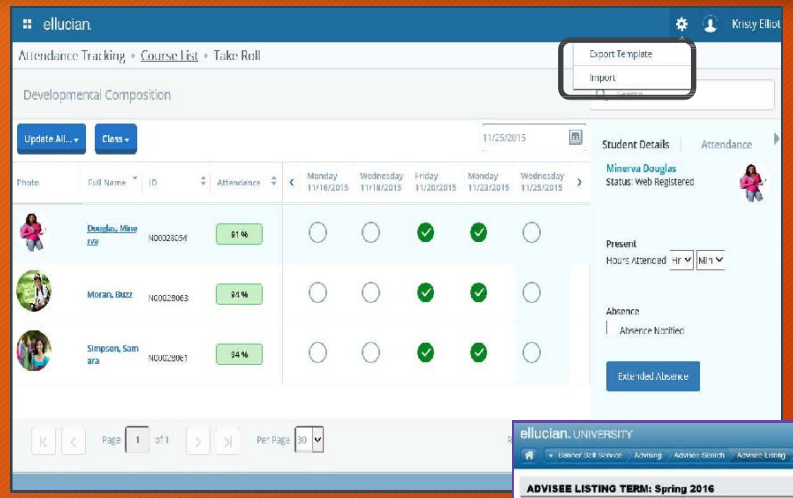
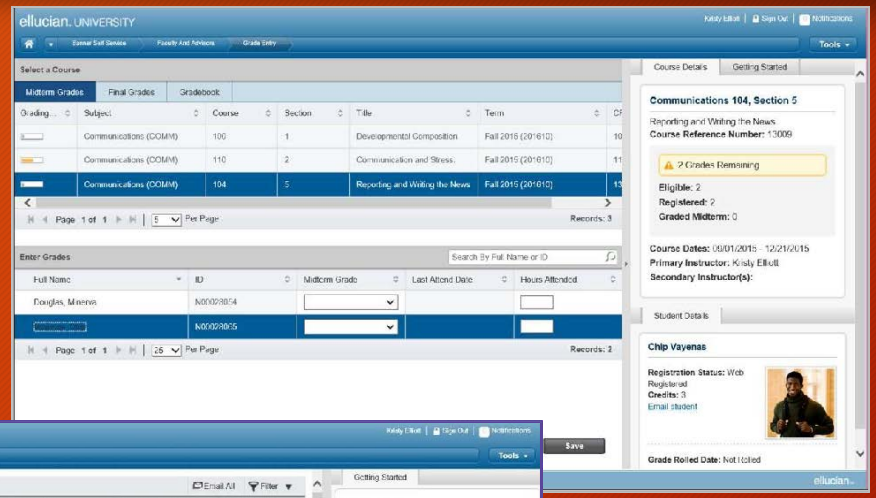
New Capabilities for Faculty Engagement

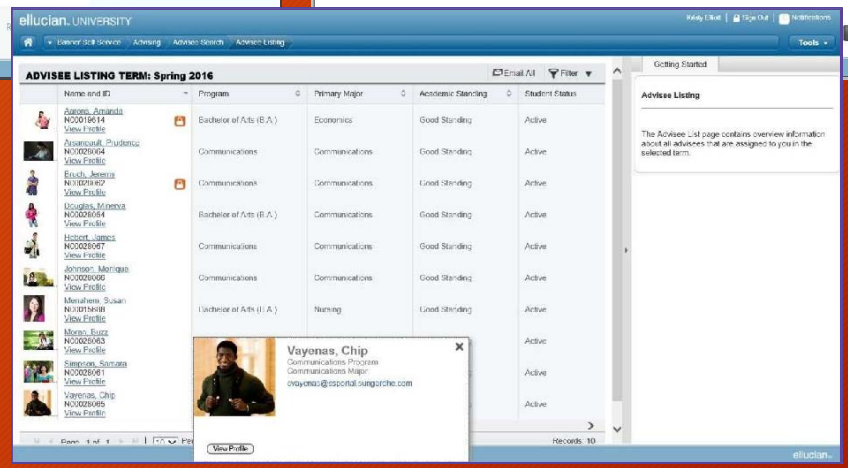
Simplified Attendance Tracking



Simplified Grade Entry



Advisee Listing and Class Roster



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Next Training: August 2, 2017

Using Banner to research an issue, troubleshoot, & resolve problems