

KERN COMMUNITY COLLEGE DISTRICT

DISTRICT- WIDE BUDGET MEETING

Meeting Date/ Time: Friday, September 27, 2019 8:30am -10:30am

Place: District Office / 2100 Chester Avenue, Bakersfield, Ca 93301 Pacific Room
Conference Calling and Video Conferencing are scheduled

COMMITTEE MEMBERS

Deborah Martin -1
Tonya Davis -1
Mary Webb-1
Steven Holmes-1
Mike Giacomini -1
Nick Strobel -1
Zav Dadabhoy
Billie Jo Rice
Tina Johnson
Mathew Crow -1
Frank Timpone
Heather Ostash -1
Corey Marvin -1
Lisa Couch-1
Jennie Porreco-1
Ann Marie Wagstaff -1
Primavera Arvizu-1
Gregory South
Arlitha Williams-Harmon-1
Jodie Logan
Stephanie Brantley-1
Norman Stephens-1
Joel Wiens

Actual Members in Attendance

Deborah Martin
Tonya Davis
Mary Webb
Steven Holmes
Mike Giacomini
Nick Strobel
Zav Dadabhoy
Mathew Crow
Heather Ostash
Corey Marvin
Lisa Couch
Jennie Porreco
Ann Marie Wagstaff
Primavera Arvizu
Arlitha Williams- Harmon
Stephanie Brantley
Norman Stephens
Gregory South

Guest- Chris Yatooma, Cambridge West

CALL TO ORDER: The Meeting was called to order at 8:43 By Deborah Martin.

1. **Welcome** --Overview of meeting guidelines, rules for etiquette
(Rules of etiquette may be accessed through SharePoint).

General Topic- Total group consensus on agreeing on the rules of etiquette.

Recommendations/Suggestion- IBB training for all for the group possibly with a facilitator. Another option is to name a facilitator.

Conclusion- Tonya and Debbie will discuss such recommendations of IBB Training with Chancellor Burke.

2. Review AUR Timeline and updated form- Administrative Unit Review

AUR Form approved by Tom with red lines.

Summarized concerns by Nick Strobel - Page 7 & 8. Still would like to include the college feedback in document.

Tonya posed a concern regarding survey feedback from the colleges. The colleges are using different assessment tools to assess the overall quality of their campus as well as decisions and recommendations brought by the district office. Her suggestion is to have one assessment tool that all the colleges can use.

Action: Debbie will make sure those recommendations made by the subcommittee be brought to the attention of the Chancellor about updating the AUR. Debbie will also talk to IR about developing a districtwide assessment tool for the colleges.

3. Present concept of establishing a “Districtwide Expense” category as a component of the new BAM (Budget Allocation Model)

In updating the BAM, a concept to separate the office budget into two pieces was discussed: District operations and Districtwide expenses.

Debbie’s question: “If we allocate the funds to DO operations, what happens to revenue not spent at the end of the year?” Chris confirms that some districts in the past have reallocated the remaining back to the colleges and some have kept a reserve, with a threshold (either a % or dollar amount.)

Action: In October’s meeting, Chris will bring back examples of different allocation models from different community college districts.

In general, Chris Yatooma stated that the concern will be cleaning up data for the supplemental success to run new allocation models.

4. Present concept for establishing a District Office Operations Baseline Budget

To determine the district office baseline, it was suggested that different districts used their prior year, average expenses percentages. Chris Yatooma will bring back examples from other districts.

5. “Other Revenues” allocated through the Allocation Model

Overview: Source of other revenues document may be viewed in SHAREPOINT

Along with KCCD BAM, in the question is whether to continue to use these revenues listed, or make changes. This will be evaluated as the committee proceeds with all aspects of the allocation model.

Overview: WESTEC teaches our students and charges a contracted dollar amount for their services and then we receive FTES from the state. WESTEC is a 501c3 program offering students college credit. Amongst the committee there is a concern about WESTEC Curriculum. Who evaluates the curriculum?

Action: Debbie to Please review with Tom about WESTEC curriculum question above.

6. Meeting schedule for Remainder of Fiscal Year

DWBC Meeting dates document may be viewed in SharePoint

District Wide Budget Committee meeting dates 2019-20 (8:30-10:30am)

- October 25, 2019
- November 15, 2019
- December 13, 2019
- January 31, 2020
- February 21, 2020
- March 13, 2020
- March 27, 2020
- April 17, 2020
- May 8, 2020
- May 22, 2020 (if needed)

Action: [Outlook invitations has been sent out](#)

7. Update/ Access to forensic report on theft

Overview: County Issue with Wells Fargo Bank- Payroll Accounts affected (Trust Funds County owns) these accounts facilitate the County's need for daily transfer of money.

Chancellor Burke and KCOS Mary Barlow met with the attorneys and concluded that the forensic report did not reflect what was asked for, so it was not shared with anyone. All of the money recovered except about 1 million between KCSOS and KCCD.

County filed an insurance claim for the remaining balance. KCCD has not paid any money that has been lost due to the fraud.

Conclusion: [KCCD is now reconciling all bank accounts, and we have access to details for those accounts.](#)

8. FON

PY FON- 437.8

(18-19) Advance indicated we needed to meet 471 so KCCD hired to meet this target.


August 28, due to error and deficit factor, the FON for 19-20, 439.80 → 31.2 which resulted in 31.2 hires over the FON

Next Year's FON is budgeted at 442.8.

Colleges need to look at what positions will need to be filled and what does not.

Looking at ways to resolve at the chancellor's office? Letters from the chancellor's office have been signed. Ann Marie would like for public action to act, State wide.

Action: [Tonya will follow up with Tom and review at Octobers Meeting.](#)



320 Report- There was a general discussion about the 320 report which was presented at Consultation Council and cabinet.

Action: Debbie Please ask Tom about where the 320 reports have been posted

9. Reserves for CC Repairs and Difference in Conditions (DIC) Supplemental Coverage

Steve- Does the community not have a supplemental insurance to cover the earthquake damages? Steve would like to at least get a new quote?

Debbie- We do not have earthquake insurance, Cerro Coso is working with the California Office of Emergency Services. Board was informed of reimbursement from the COE and it may be a lengthy process.

Lisa- California Office of Emergency Services of claims process- will pay out 75% reimbursement of damages for Cerro Coso campus with no cap. 25% left for the college or KCCD to pay. FEMA said the overall damage in the area did not meet the threshold, so they did not get involved. Current estimate is over \$4million with other buildings still being assessed.

10. COP

Overview: Underfunded and would like an analysis.

Conclusion: Debbie will perform an analysis and will review at a future meeting.

11. Meeting Adjourned by Debbie @ 10:30am