



Business Managers Meeting
 Agenda
 Meeting Date: July 19, 2017
 Location: Kern Room / District Office
 Time: 9:30am – 1:30pm

DRAFT

AGENDA

MEMBERS:

- Ms. Deborah A. Martin, Interim Chief Financial Officer, KCCD
- Dr. Donald Chrusciel, Vice President Finance & Administrative Services, Bakersfield College
- Ms. Lisa Couch, Vice President Finance & Administration Services, Cerro Coso Community College
- Dr. Arlitha Williams-Harmon, Vice President Finance & Administrative Services, Porterville College
- Ms. Carlene Feichter, Director of Accounting Services, KCCD

ADMINISTRATION

Ms. Laura Lorigo, Auxiliary Analyst/Manager, Bakersfield College

SCRIBE:

Ms. Jana Durham, Business Services Assistant, District Office

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP
1. Call to Order	Meeting was called to order at _____a.m.	
2. Adoption of the Agenda		
3. Approval of Summary/Minutes of April 19, 2017, 2017		a.
5. Cerro Coso Community College	<ul style="list-style-type: none"> a. Facility Rental Board Policy b. Short Form ICA c. Moving forward with BAM recommendations 	a.

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP
<u>Cerro Coso Community College</u> <u>(Continued)</u>	<ul style="list-style-type: none"> d. Other anticipated changes for Adopted Budget (beyond faculty 2% and faculty benefit cap increase) e. Updated Allocation (& allocation for SM/Instructional Equipment) f. AB1887- Travel Restrictions (do we anticipate the KCCD BOT will adopt restrictions) 	
6. District Office	a. Adopted Budget Timeline	a.
7. Porterville College	a.	a.
8. Bakersfield College	<ul style="list-style-type: none"> a. Banking Services on campus (presence and more ATMs) b. Amendment to Barnes & Noble Contract (campus specific services like cash handling, USPS satellite, Notary Public, Vallitix, etc.) c. Org code maintenance d. Position FTE/Activation 	a.
9. Other	a. Cognos Training	a.
10. Adjournment	The meeting was adjourned at ____p.m.	



Business Managers Meeting
 Minutes
 Meeting Date: July 19, 2017
 Location: Kern Room / District Office
 Time: 9:30am – 1:30pm

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SUMMARY MINUTES

MEMBERS:

- Ms. Deborah A. Martin, Interim Chief Financial Officer, KCCD
- Dr. Donald Chrusciel, Vice President Finance & Administrative Services, Bakersfield College
- Ms. Lisa Couch, Vice President Finance & Administration Services, Cerro Coso Community College
- Dr. Arlitha Williams-Harmon, Vice President Finance & Administrative Services, Porterville College
- Ms. Carlene Feichter, Director of Accounting Services, KCCD

ADMINISTRATION

- Ms. Laura Lorigo, Auxiliary Analyst/Manager, Bakersfield College
- Ms. Cammie Ehret-Stevens, Purchasing Coordinator/Analyst, District Office (Specific to Barnes & Noble)

SCRIBE:

Ms. Jana Durham, Business Services Assistant, District Office

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP
1. Call to Order	Meeting was called to order at 8:40 a.m.	
2. Adoption of the Agenda	The committee reviewed and adopted the agenda	
3. Approval of Summary/Minutes of April 19, 2017,	The committee noted a modification required for paragraph 6 of the April 19, 2017 minutes.	a.
5. Cerro Coso Community College	a. <u>Facility Rental Board Policy</u> – Ms. Couch referred to previous discussions about facility rentals. With new board policy	a.

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP
<p><u>Cerro Coso Community College</u> <u>(Continued)</u></p>	<p>language all rates were being removed and the question is, are they going to be added into the administrative policy or separate handbook? Ms. Martin responded said it was recommended that we develop a separate facilities handbook. Each college is to review the matrix of facility use charges and a standard district wide handbook with be implemented. After review the committee will bring recommendations for the handbook. Committee members will bring them to the October meeting. They will review the board policy and what is not reflected in there – so in the AP we can refer to the facility use. JUMP TO 8b for Cammie’s Presentation.</p> <p>b. <u>Short Form ICA</u> – Ms. Couch wanted to discuss the one page short form contract that was sent from General Counsel to the Interim CFO to satisfy the contracting needs for a small one-time engagement i.e., performer for \$500-\$1,000 or free. The committee noted the need to have a workflow chart to determine the difference between when to an ICA, when to do the 1 page, and the processes for when the Foundation pays. Ms. Martin advised the committee that a matrix will be developed and while there may be some grey areas in contracting, the matrix will serve as a general rule of thumb. Business Services will prepare and send a draft matrix by the end of next week. Information on the matrix should include specific requirements e.g., KCCD, obo college, two signatories, threshold amounts, and term cap. Include new format for ratifications. Ms. Couch sent the email out to all of us on the short form ICA. The Otis draft honorarium agreement was shared with the committee and potential use was discuss with modification to the agreement. Whether or not HR at campus and HR at District need to sign twice? Employee/non-employee issue? This may be included in the matrix if it gets approved and finalized – or use a placeholder if it’s not finalized. After accreditation and finalizing the contracting processes we will hold a meeting for VPs, Managers and Administrative Assistants and Executive Assistants and Department Assistants with instruction, distribution of matrix, distribution of contracting forms and processes. Then iContracts can be implemented once everyone understands the contracting process.</p> <p>c. <u>Moving forward with BAM recommendations.</u> The committee discussed the BAM implementation team and narrowing the discussions with certain topics – i.e., STRS PERS. Education has to come first before we can expect a committee to</p>	<p><i>b. Business Services to develop and provide a contracting process matrix for business managers to discuss.</i></p>

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP
	<p>implement the BAM if they don't understand the purpose and impact of it. We need to develop a charge first – so that the huge committee doesn't run away from the point of topics. Will there be a meeting for the business managers to discuss it afterward. Yes. Day to be determined. Cancelling August meeting and September is NBAPBUD.</p> <p>d. <u>Other anticipated changes for Adopted Budget</u> (beyond faculty 2% and faculty benefit cap increase) – The committee asked if there are other changes of any kind anticipated for the Adopted Budget that would affect the Business Managers? Ms. Martin responded that the Business Managers should consider the cap for medical benefits for CCA and the cap for CSEA benefits and management (same for all groups – anticipated). The committee asked if the compensation for CSEA will be done after June 30 2018. Ms. Martin advised that she will ask and then advise them. The committee asked about adjusting the budgets for changes; should it be done for just categoricals at the individual/position level or touching every level. The committee suggested that they can estimate the amounts with their worksheet and then touch the RP positions – noting that this should be done consistently. The committee's discussion continued including questions about the suspense account for general funds and then the RPs and that it would then be mixed and they won't all be done. Some are split. If the benefit cap is for all employees, this is all positions and what is the best way to do it? It was determined that all positions will be fixed. Ms. Couch agreed to work with Ms. Jacob on PBUD. The other question is if we consider the salary alone plus the benefits – do we need to show that separately? When you go in and change someone's salary and then the benefits (based on percentage) that comes from the breakage account and we need to cover that by the reserves....so do we enter in the description? The committee discussed calculating it outside of banner and just entering one. The 311A has to answer by dollar amount of what the adjustment was. The committee agreed that the Business Managers can just submit one number. The committee continued to discuss these processes.</p> <p>e. <u>Updated Allocation (and allocation for Scheduled Maintenance/Instructional Equipment)</u>. Question was raised whether the Business Managers will receive an updated allocation for scheduled maintenance and instructional equipment? Eric Mittlestead still needs to meet with Dr.</p>	<p><i>d. Ms. Martin will ask and report back to the committee about when the compensation for CSEA will be included in the budget – before or after June 30, 2018.</i></p> <p><i>e. Ms. Martin to follow up with E. Mittlestead (meeting with Dr. Chrusciel) on when the Business Managers will receive an updated allocation for</i></p>

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	<p>Chrusciel. Ms. Couch noted that CC did not use all Scheduled Maintenance money from 2016-17, but noted that there is not enough to cover the planned Scheduled Maintenance.</p> <p>f. <u>AB1887 – Travel Restrictions</u> – Ms. Couch inquired as to whether the KCCD Board of Trustees will adopt restrictions to travel and Ms. Martin shared that the Board of Trustees is not applying any restrictions. It does not apply to us.</p>	<p><i>scheduled maintenance and instructional equipment.</i></p>
<p>6. District Office</p>	<p>a. <u>Adopted Budget Timeline</u> – The committee discussed the time deadlines for all final budget information to be uploaded and other cutoff dates related to the Final Adopted Budget. Ms. Couch indicated that she is working with Mr. Regpala to revised the budget development report by account to get one BD01, BD03, suggesting that if you change the BD01, that will change the tentative budget. The committee continued to discuss the timeline.</p> <p>b. <u>Cammie Ehret-Stevens</u> – Ms. Ehret-Stevens discussed the Barnes & Noble status (see notes under 8b of this agenda).</p> <p>c. <u>Vintage item disposal.</u> Ms. Martin shared that at the last Board of Trustees meeting, this topic was raised with a concern about how old and the usability of certain items. She shared an e-mail for the committee to discuss. The Board of Trustees wants a good picture of what it is that is being disposed of. On a prospective basis, the age, or what the condition is, needs to be included for each item in order to justify the disposal. Ms. Ehret-Stevens will advise the vendor for the District surplusing the items to include the age and condition in valuation.</p>	<p><i>a. Ms. Ehret-Stevens will advise the surplusing vendor to include age and condition when valuating each item.</i></p>
<p>7. Porterville College</p>	<p>a. <u>IT/BANNER/ELLUCIAN.</u> Dr. Williams-Harmon noted that with all VPs need to include the Finance VPs in IT upgrade meetings discussions, etc. Ms. Martin will meet with Mr. Moser today and will ask that all VPs are included in the Banner 9 upgrade conversations. Ms. Couch asked if EllucianLIVE expenses are included in the budget or if they pay. Ms. Martin deferred her response. Ms. Martin added that if attending again next year there is a California discount code she will share with them for a \$100 discount on the registration. April 8-11 is Ellucian and is in San Diego 3CBG (CCC Banner</p>	<p><i>a. Ms. Martin to meet with Mr. Moser regarding including Financial VPs with VPs in Banner 9 upgrade.</i></p>

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<p>8. Bakersfield College</p>	<p>Group) March 18-21 is the one in Ontario, CA.</p> <p>a. <u>Banking Services on campus</u> (presence and more ATMs) – Dr. Chrusciel raised to topics; banking services, and more ATM availability. He asked if Kern Schools Federal Credit Union ATM could be added back on campuses. Dr. Williams-Harmon responded that a waiver is needed for crossing county lines (Kern/Tulare) to use that service. She will be talking with Michael George KSFCU about this. There is no service on CC campus. The goal would be get all campuses working with KSFCU because then it's not a one off for PC to get the ATM. BC is redoing the main building and does it need a banking presence there so students can get to it? The committee discussed any charges associated with getting the ATM's and the effect of having an established banking relationship and if that will offset any charges. Wells Fargo was going to charge us \$2,400/month to put an ATM at PC – despite us having the banking relationship.</p> <p>b. <u>Amendment to Barnes & Noble Contract</u> (campus specific services like cash handling, USPS satellite, Notary Public, Vallitix, etc.) – Dr. Chrusciel asked about specific services that might be able to be negotiated with B&N and then documented via amendment. He asked about a satellite post office – might they be interested in managing this for us. There is a litany of items/services that B&N could take care of, i.e., instead of people having to go to Vallitix to pick up tickets could B&N do that and make them available for convenience? Ms. Ehret-Stevens responded that we are still working on the main agreement and we might address incorporating it into the main agreement but the CBC recommended doing it under separate document (amendment). Ms. Feichter suggested investigating the needs of i.e., athletics, as parents/students pay for use of pool, etc. and the committee talked about use of vending machine where they would pay and a ticket would be dispensed. The committee continued to discuss various optional services that might be available through B&N and for PC as well. Ms. Ehret-Stevens will discuss with Tom Byrne and will report back.</p> <p>c. Org code maintenance –Who is responsible for confirming that there are no detail codes, no JOBS records, no budget, and no expenses before requesting that organization codes be terminated? The Business Managers request that organization codes be terminated and the Accounting</p>	<p>a. <i>Dr. Williams-Harmon to discuss ATM's with Michael George, KSFCU</i></p>

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	<p>Managers terminate them. It was agreed that both the Business Managers and the Accounting Managers should be checking these areas before making a request and before taking action on a request.</p> <p>d. Position FTE/Activation – Deferred to next meeting</p> <p>e. P-Card was discussed among the committee. Ms. Martin shared that she received a report of last year’s transaction for the 4000s. The number of transactions under \$500 were 4,615. She shared the Coast Community College District’s RFP for Card Services. The issue of identification, individual names on cards and liability was discussed. Staffers may not feel comfortable with this. Further, the committee discussed the use of CalCards and considered opening up the uses and the restrictions currently in place. The committee discussed the various uses of CalCard and the approval / pre-approval processes. The supervisor needs to be held accountable for the people holding CalCards. Ms. Feichter commented that unfortunately, fraud has occurred. Dr. Williams-Harmon added it needs to be communicated to cardholders that it can’t be used for Amazon – as we have an account that includes Prime – they have to use a PO. Who will be responsible when CalCards are misused – or purchases are made that are against policy? Backup for the CalCard is supposed to be received 5 days after the purchase and the reality is that there may be 3 weeks before the backup is received for a purchase. This is not acceptable. Amazon gift card purchases cannot be made by faculty and given to people in exchange for services. The committee continued to discuss the use of the CalCards and travel and requests for increases and limits.</p> <p>f. Updated EDGAR Training: Will there be updated EDGAR training scheduled? The Accounting Manager for Grant Accounting is coordinating this.</p>	<p>b. Ms. Ehret-Stevens to discuss possible optional services to be managed by B&N, and the Amendment with Tom Byrne of CBC and report back.</p>
9. Other	a. Cognos Training – Deferred to next meeting	
10. Adjournment	The meeting was adjourned at 12:35 p.m.	