

Kern Community College District  
 Consultation Council Meeting  
 UNAPPROVED SUMMARY  
 September 27, 2011

Members

Present:

Mr. Abe Ali, Vice Chancellor, Human Resources, District Office  
 Mr. Tom Burke, Chief Financial Officer, District Office  
 Dr. Jane Harmon, Vice Chancellor, Educational Services (Interim)  
 Mr. Frank Ronich, General Counsel, District Office  
 Ms. Sandra Serrano, Chancellor, District Office  
 Mrs. Sonia Cuellar, Executive Assistant, District Office (Scribe)

Dr. Greg Chamberlain, President, Bakersfield College  
 (Facilitator)

Mr. Cornelio Rodriguez, Academic Senate President, Bakersfield  
 College (Gatekeeper)

Mrs. Sue Vaughn, President, Management Association,  
 Bakersfield College

Mr. Matthew Crow, Academic Senate President, Cerro Coso  
 Community College

Mrs. Tammy Kinnan, CSEA President, Cerro Coso Community  
 College (video conference)

Ms. Mary O'Neal, CCA President, Cerro Coso Community College

Dr. Rosa Carlson, President, Porterville College (video conference)

Dr. Stewart Hathaway, Academic Senate President, Porterville  
 College (video conference)

Guest :

Mr. John Means, Associate Chancellor, Economic and Workforce  
 Development

Absent:

Mrs. Jill Board, President, Cerro Coso Community College  
 Ms. Jennifer Marden, CSEA President, Bakersfield College

Call to Order:

The meeting was called to order at 1:05 p.m.

1. Agenda

a. Review Agenda and Time Allotments

The agenda was reviewed and two items were added to the agenda. Ms. O'Neal asked to add a Constituency Issue: Proposed Policy to Not Hire Out-of-State Faculty. Dr. Harmon added DegreeWorks under Operations.

The Chancellor introduced Mrs. Sonia Cuellar as the Executive Assistant, Chancellor's Office. Ms. Serrano asked that everyone introduce themselves.

Dr. Chamberlain referred to the future meeting dates and asked if the November meeting would be held at Cerro Coso Community College. Ms. O'Neal stated that the College would be happy to host the meeting. A question was raised as to why Bakersfield College and Porterville College do not host any meetings of the District Consultation Council. It was noted that neither college has a video conference room large enough to accommodate Consultation Council.

Mrs. Kinnan reported that she is stepping down as the CSEA President, Cerro Coso Community College, and that this would be her last meeting.

It was pointed out that item 9.c remained on the agenda because follow-up based on the action item did not occur.

**Action: It was suggested that a recap of the meeting be conducted at the end of each meeting and limited to 5 minutes.**

**The agenda was accepted as submitted.**

b. Review Basis for Consultation Council

The Chancellor provided an overview of the Consultation Council Working Guidelines, which were collaboratively developed in 2006.

2. Review and Approval of Summary of May 24, 2011

**Action: The summary was approved.**

3. Chancellor's Report

a. New Faculty Hiring Criteria

It was noted that in 2008 a meeting with Cerro Coso Community College faculty was held regarding the role of faculty in the faculty hiring process. The document was reviewed and revised September 2010 when the Chancellor met with the three College Presidents and the Academic Senates. Subsequently, a list of criteria considered in prioritizing recommended new faculty positions was added. Procedurally, each College establishes its local processes. At the conclusion of the College process, the College Presidents will forward to the Chancellor a list of recommended positions.

Annually, the Chancellor meets with the College Presidents for two items related to the faculty hiring process; 1) the number of positions the District anticipates hiring, based on the number of retirees and the full-time faculty obligation, and 2) the number of incrementally new faculty each college will be hiring. This is somewhat of a negotiation session based on FTES and also on the 75/25 rule. Once it is determined how many incrementally new faculty will be hired at each college then it is a matter of following the procedures established by the Colleges. This year, the list of faculty positions to be

announced for hire is due to the Chancellor by the first week of November so the positions can be announced in December.

It was noted that the items on the document are not cast in stone because everything is considered globally. It was clarified that the reference to the certificates as a criteria means the Certificate of Achievement. It was noted that degrees awarded, certificate of achievement, etc. are all available as part of enrollment data. A question was raised regarding productivity and the definition. The definition is FTES divided by FTEF. It was noted that the enrollment reports are available to everyone. Last year it was agreed that all members of the Consultation Council would receive the enrollment reports and they could disseminate it to their constituent groups if they desired.

b. Vice Chancellor, Educational Services Job Description

It was reported that the job description was reviewed by the Chancellor and Chancellor's Cabinet members. Comments or revisions were solicited and requested by the end of the week (September 30). The announcement is to be distributed by the end of next week. The question was raised as to what were the differences between the existing description and what is was before. It was noted that the updated description included clearer definitions and examples of the changes were pointed out.

**Action: Council members were asked to forward their recommended changes to the Chancellor's Office by September 30, 2011.**

4. Constituency Issues

a. Proposed Policy to Not Hire Out-Of-State Faculty

It was reported that Cerro Coso Community College staff had heard that a policy was being discussed that would prohibit the hiring of adjunct faculty who live out of state effective spring 2012. The response was that the District was not aware of a policy; however, it was acknowledged that there is an issue regarding state tax consequences and reporting requirements for any out-of-state residents. It was requested that Faculty Chairs be informed that the issue is being researched but that there is not a prohibition on hiring out-of-state faculty. It was stated that there were concerns at Cerro Coso Community College because there are long standing adjuncts who began working at the College when residing in Ridgecrest and who continue to work at Cerro Coso Community College after they left the state. It was noted that these individuals have performed well and have met the evaluation requirements. It was stated that Faculty Chairs will need notification if these individuals need to be replaced. It was asked that more time be allowed to explore the possibility of grandfathering the individuals already working. It was noted that there are a number of out-of-state instructors teaching online classes. It was commented that the matter would be addressed.

**Action: Mr. Ali and Mr. Ronich were charged with developing an explanation.**

## 5. Educational Services

### a. Strategic Plan 2012-2015

The Strategic Plan was reviewed and feedback was received from Bakersfield College. Porterville College and Cerro Coso Community College will provide feedback at the next meeting. Based on the feedback, if any changes are made to the Strategic Plan, a revised copy will be issued to the Board of Trustees for their consideration. There will be a report to Consultation Council after the October Board meeting.

**Action: Consultation Council members will be responsible for the reporting and oversight of the Strategic Plan.**

### b. Student Success Task Force

An update on the Draft Recommendations for Statewide Task Force on Student Success was presented and a discussion on the recommendations ensued. It was noted that recommendation 5.1 "restrict credit funding for basic skills coursework to two levels below collegiate level" was removed from the original document and omitted from the recommendations listed on 5.b. It was reported that a final draft will be available in two weeks.

**Action: The final Draft will be sent to members when received.**

## 6. Operations

### a. DegreeWorks

It was reported that the contract for DegreeWorks was in the process of being finalized and the pilot will begin at Porterville College in November or December. The other two colleges will follow in the spring or summer. DegreeWorks will not be implemented at three separate institutions. It was reported that items regarding DegreeWorks would be presented to the Board of Trustees on October 6, 2011 for approval. Discussion ensued related to the cost for implementing DegreeWorks and how it will function.

## 7. Human Resources

### a. Full-time Faculty Obligation

The Full-time Faculty Obligation was presented and reviewed. Discussion ensued regarding incrementally new faculty and retirements. It was reported that there were no incrementally new hires for 2011-12. It was noted that a correction to the totals for Bakersfield College and Porterville College was needed. It was reported that at least 20 incrementally new faculty would be needed for next year as well as those positions to be replaced. It was commented that the Colleges need to plan for faculty based on retirements.

**Action: The totals will be corrected and the Faculty FTEF summary will be redistributed.**

8. Business Services

a. 2011-12 Budget Update

The 2011-12 Budget Update was presented and reviewed. Discussion on the three tiers and implications ensued and it was reported that the District would not be hit with any budget modifications. It is anticipated that next year will be the last year of a declining budget. It was noted that if the mid-year reductions do not materialize, additional funds would go out to the Colleges in February.

b. 50% Law Update

A 50% Law update was presented. It was commented that more of the District budget needs to be expended. It was reported that the 50% Law as of September 2011 was 54.06%. It was noted that the 2010-11 Adopted Budget had anticipated 51.96%.

9. Board Policy Development

- a. Section Four, Students/Instructional Services, Policy 4B8, Independent Instruction (combined District proposal and Bakersfield College Academic Senate proposal)

The revised policy was presented and reviewed.

**Action: It was agreed to accept the final revised policy and that the policy would go to the Board of Trustees for approval.**

- b. Section Four, Students/Instructional Services, Procedure 4C4C, Academic Regulations – Grade Dispute Changes (combined District proposal and Bakersfield College Academic Senate proposal)

The procedure was presented and discussed. It was reported that the procedure had been approved by the Vice Presidents. Questions were raised about the timeliness in the process and that the Board of Trustees would direct the Chancellor to correct, remove, or expunge information if the Trustees sustain the request for a grade change. Based on the discussion, it was noted that General Counsel would make the necessary changes in Procedure 4C4C.

**Action: General Counsel will make changes to the procedure and submit to the College Academic Senates for review and the procedure will be presented at the next Consultation Council meeting scheduled for October 25, 2011.**

- c. Section Six, Certificated Academic Senate, Policy 6H, Adjunct Employment and Procedure 6H

It was reported that the proposed policy and procedure reflected the language discussed from the last meeting.

**Action:** It was agreed that all members would review the policy for discussion at the meeting of October 25, 2011.

10. Announcements

- a. Consultation Council Meeting Calendar, 2011-12

11. Next Meetings

October 25, 2011 @ DO (DO assigns) 1 to 4 p.m.

November 29, 2011 @ CC (CC assigns) 1 to 4 p.m.

January 24, 2012 @ DO (PC assigns) 1 to 4 p.m.

February 21, 2012, @ Weill (BC assigns) 1 to 4 p.m.

12. Recap

It was noted that all of the items were discussed.

13. Adjournment

The meeting was adjourned at 4:24 p.m.



Consultation Council  
 Unapproved Summary  
 District Office  
 March 27, 2012

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP	*MSC	O	C
1. Agenda	<p>Meeting Called to Order at 1:05 p.m.</p> <p>Agenda items were reviewed; it was noted that the Functional Mapping Document was removed from the agenda as Dr. Harmon would not be present at the meeting.</p>	<p>Facilitator, Mr. Burke; Timekeeper, Mr. Means,</p> <p>The Functional Mapping Document will be discussed at the next meeting.</p>			
2. Approval of Summary	<p>Moved to Review Summary of Minutes of February 21, 2012.</p> <p>A correction was made to delete Mrs. Board as she was not present at the meeting of February 21, 2012 as noted.</p> <p>Mrs. O'Neal expressed a concern about the briefness of the minutes, stating the summary was too brief and asked that the statement related to the \$12 million being moved into a debt service fund, be utilized by the District to offset some of these difficult budget issues.</p>	<p>The correction related to Mrs. Board will be made.</p> <p>The statement related to the \$12 million will be added to the minutes of February 21, 2012.</p>			
3. Chancellor's Report	No report.				
4. Constituency Issues	<p>a. DegreeWorks -- Mrs. Vaughn advised that the second session of training was in progress and there were formatting issues in the Cerro Coso and Porterville College catalogs related to general education requirements. It was agreed that they would follow the catalog format of Bakersfield College. It was reported that College Counselors would be joining in the discussions. She reported that there has been no delay in schedule.</p>			X	

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP	*MSC	O	C
	<p>b. Resolution on the Sovereignty of College (Cut Scores)</p> <p>Mr. Rodriguez shared a copy of a Resolution passed by the Bakersfield College Academic Senate and advised that there were two different levels related to this issues; one statewide and one local. He commented that Statewide there were recommendations from the Student Success Task Force regarding common assessments and there was concern that there be respect for the cut scores to be determined at each community college. Locally, as the Colleges look at matriculation policies and procedures for the District, there was a statement related to placement and that had been stricken from the policy. He commented that related to concerns with respect to each College continuing to have the determination of College scores related to placement the Resolution was prepared by the Bakersfield College Academic Senate. He indicated that at the last Board meeting, Chancellor Serrano indicated that the Chancellor's Office was continuing to review the policy language related to placement.</p>	<p>Mr. Rodriguez will share a copy of the Resolution electronically with members of the Council.</p>			
5. Education	<p>a. Proposed Academic Calendars for 2013-14 and 2014-15 – Mr. Means shared the proposed Calendars that had been received by the District Office, stating that there were a few discrepancies to be reviewed and a couple of calendars still to be received.</p> <p>b. TAACCT Grant Update – Mr. Means indicated that each of the Colleges had submitted a revised budget and work plan with a realignment of the numbers to receive basic skills training in the three industry clusters. He indicated that the training will commence January 2013.</p> <p>Mr. Means advised that Dr. Rebecca Flores is serving as the Consortium Lead for Basic Skills, this is the planning years, and discussions are taking place among the Colleges and the Consortium related to innovative Basic Skills. Related to communication between the Consortium and the Colleges, Mr. Means indicated that he has taken the lead. Included in those discussions will be budgetary issues.</p> <p>It was noted that there were eleven College Districts participating in the Consortium, however, West Kern Community College District withdrew.</p>	<p>a. It was agreed that the Academic Senates and CCA would meet again related to the Calendars and they will be shared at the next meeting.</p> <p>b. Mr. Means recommended that there be continued discussion and communication at the College level.</p>		X	
6. Operations	a. No report				



ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP	*MSC	O	C
7. Human Resources	a. No report				
8. Business Services	<p>a. A report of the KCCD Liability and Reserves Schedule Analysis was shared and it was noted that the data was as of June 30, 2011. Mr. Burke indicated that the schedule reflects those liabilities or debts that must be covered from unrestricted funds. The total liabilities are approximately \$176 million; the District has set aside funds of approximately \$77 million; and the net unfunded liability is \$100 million. The Chancellor has agreed to temporarily suspend the annual set aside for banked load and vacation accrual to provide budgetary relief for the Colleges and District. Mr. Burke highlighted the OPEB, COP's, and Bakersfield College Solar Facility Lease funds; the reserves and debts.</p> <p>Ms. O'Neal commented that District is conservative to an extreme related to budgeting.</p> <p>Mr. Burke advised that in 2014 he will be recommending paying off the Certificates of Participation (One) to in order to significantly reduce the District's debt profile.</p>	Mr. Burke will send an electronic version of the KCCD Liability Analysis. If any Council members had questions related to the Schedule they were to call Mr. Burke.		X	
9. Board Policy Development	a. No report			X	
10. Announcements	<p>a. Dr. Carlson reported that Mr. Charlie Guerrero, former Dean at Porterville College recently passed away.</p> <p>b. Mr. Burke reported that there is concern that the Redevelopment Agency (RDA's) funds will not be materializing. He stated that with elimination of the RDA's there was anticipation that about \$2 billion RDA funds used for administering the RDA's would be freed up; however, the Governor swapped out those funds for the increase in tax revenues for a zero sum gain.</p> <p>Mr. Burke announced that Ms. Bresso was developing a standard response for each site to use with local media regarding the dire nature of the budget situation for community colleges. Also, the Chancellor will be meeting personally with each of the Legislators representing the District.</p>				
11. Next Meetings	April 24, 2012; May 22, 2012				
12. Recap	A recap of the meeting was presented.				
13. Adjournment	Meeting Adjourned at 3:36 p.m.				

MEMBERS PRESENT:

Mr. Tom Burke, Chief Financial Officer, District Office  
Ms. Olga Reyes, Executive Assistant, District Office (Scribe)  
Dr. Greg Chamberlain, President, Bakersfield College  
Dr. Robert Jensen, Interim President, Bakersfield College  
Dr. Cornelio Rodriguez, Academic Senate President, Bakersfield College  
Mrs. Sue Vaughn, President, Management Association, Bakersfield College  
Ms. Meg Stidham, Bakersfield College CSEA President  
Mrs. Jill Board, President, Cerro Coso Community College (video conference)  
Mr. Matthew Crow, Academic Senate President, Cerro Coso Community College (video conference)  
Mr. Michael Barrett, CSEA Representative, Cerro Coso Community College  
Ms. Mary O'Neal, CCA President, Cerro Coso Community College (video conference)  
Dr. Rosa Carlson, President, Porterville College (video conference)  
Dr. Stewart Hathaway, Academic Senate President, Porterville College (video conference)

ABSENT:

Mr. Abe Ali, Vice Chancellor, Human Resources, District Office  
Dr. Jane Harmon, Interim Vice Chancellor, Educational Services  
Ms. Sandra Serrano, Chancellor, District Office  
Ms. Twantannisha Thompson, Student, Bakersfield College

**KERN COMMUNITY COLLEGE DISTRICT  
DISTRICT CONSULTATION COUNCIL  
AGENDA**

April 24, 2012  
District Office

1:00 p.m. – 4:00 p.m.  
California Room

**Facilitator:** Jill Board      **Timekeeper:** Tom Burke      **Gatekeeper:** Matt Crow      **Scribe:** Danielle Hillard

	Item	Person Responsible	Time	Action	Mtrls.
<b>1.</b>	<b>Agenda</b> a. Review Agenda and Time Allotments	Facilitator	10 min.	Discussion	
<b>Items</b>					
<b>2.</b>	<b>Approval of Summary</b> a. March 27, 2012 minutes	Facilitator	5 min.	Discussion	X
<b>3.</b>	<b>Chancellor's Report</b> a. District Audit b. Decision Making Document	Serrano	30 min.	Discussion	X
<b>4.</b>	<b>Constituency Issues</b> a. No Report		0 min.	Discussion	
<b>5.</b>	<b>Educational Services</b> a. Proposed Academic Calendars 2013-14 & 2014-15		20 min.	Discussion	X
<b>6.</b>	<b>Operations</b> a. No Report	James	0 min.	Discussion	
<b>7.</b>	<b>Human Resources</b> a. No Report	Alli	0 min.	Discussion	
<b>8.</b>	<b>Business Services</b> a. FON b. FTES Targets c. 2012-13 & 2013-14 Budget Update (verbal)	Burke / Alli	30 min.	Discussion	X
<b>9.</b>	<b>Board Policy Development (please review in advance)</b> a. Section Six, Certificated Academic Senate, Policy 6H, Adjunct Employment and Procedure	Alli			X
<b>10.</b>	<b>Announcements</b>				
<b>11.</b>	<b>Next Meetings:</b> • May 22, 2012, @DO (PC assigns) 1 to 4 p.m. • June 26, 2012, @DO (DO assigns) 1 to 4 p.m.				
<b>12.</b>	<b>Recap of Meeting</b>	Facilitator	5 min.		
<b>13.</b>	<b>Adjournment</b>	Facilitator			



Consultation Council  
 Unapproved Summary  
 District Office  
 April 24, 2012

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP	*MSC	O	C
1. Agenda	Meeting Called to Order at 1:00 p.m.				
2. Approval of Summary	The Cabinet reviewed the meeting minutes from the March 27 <sup>th</sup> meeting. Reminder for next BOT meeting time, date and location.	Approved	MS		
3. Chancellor's Report	<p>a. Presidential Screening Committee for Bakersfield College and consultant group, PPL, Inc., were discussed at the meeting. Porterville College President Rosa Carlson will chair the screening committee. PPL, Inc. representative is Dean Colli who had the committee complete a competency exercise to determine the key skill set a potential candidate should have. The question came up as to who would fill the Interim President's seat upon Dr. Jensen leaving at the first of June?</p> <p>b. The Chancellor briefly conducted an overview of The Elements of Decision Making document with the Council and asked the council who had not reviewed to do so before the next meeting.</p> <p>The DO is identifying and revising areas of service that we can suspend/eliminate at this time. May 22<sup>nd</sup> is our next meeting where we need to have some definitive information to share on this subject. Four vacancies currently at the DO will not be filled at this time. Looking at services provided by the DO possibly moving to the campus site or vice versa? No target, but 6.5 million in deductions is needed by mid-year. CCCC is calling their budget process, Future by Design. CCCC is having the last of their campus budget forums tonight. PC formed task groups to address the budget needs and finishing their analysis. Cost analysis will be added by the Budget Committee by Monday. BC has already had multiple forums on campus for all work groups with two more scheduled for April 25<sup>th</sup> with more detail of the specifics. Dr. Jensen stated that BC recommendations for the next two years will be ready for Monday's deadline of, April 30<sup>th</sup>. The Chancellor asked if DO representation would be welcome at the forums. BC council members</p>	<p>Interim candidates have been looked at.</p> <p>We will have some definitive information at our next meeting.</p>			

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP	*MSC	O	C
	<p>said, yes. CCCC council member inquired about the cuts being fair across the board? Is there reduction data over the last couple of years showing what has been cut? The Council was reminded that KCCD is in a much better place than most districts in California.</p> <p><b>ACTION- Send email of paper numbers of the charges in red and college maps added.</b></p> <p>c. Mary O’Neal questioned the data provided about the degree and Certificate completers from the CHDV program at CCCC. Students are looking to be certified in Child Care Development as opposed to obtaining a degree or certificate of completion to enter the teaching workforce. Vaughn indicated that there is more to this process than the data can capture. We need to look at this data for better ways to service the students, colleges, district and to improve the process; not to place blame. <i>See handout</i></p>	<p>Burke will pull the data for the last three years to show the actual resulting in cuts made.</p> <p>File is large, so posted to Luminis.</p> <p>More information to come.</p>			
4. Constituency Issues	The Retiree Recognition dates were announced: CCCC- May 3 <sup>rd</sup> at the BOT meeting, PC- May 9 <sup>th</sup> , and BC June 14 <sup>th</sup> at the next BOT meeting.				X
5. Educational Services	<p>a. Academic Calendars 2013-2014 &amp; 2014-2015 The calendars for all three colleges were presented and reviewed by the Council. <i>See handout</i></p> <p>A question as to when Degreeworks would roll out was asked. BC would like to test pilot for the summer semester to see if the graduates show correctly for this spring semester. If they show correctly, then it could roll out. The colleges haven’t been asking the students what they are getting their degrees in. This would tie the majors to the application process, in some ways allowing for better choices. The Institutional Researcher should be part of this discussion to track the process as well as Matriculation value.</p>	<p>Approved.</p> <p>More discussion is needed at this time before moving forward.</p>			X
6. Information Technology/Operations	<b>No report</b>	Follow up with Sean James about “go live” in June.			

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP	*MSC	O	C
7. Human Resources and Board Policy Development	<p>Policy 6H Title change under Section Six addressing Part-time Employment of faculty. Current title reads, "Section Six- Certified Academic Senate" With the consolidation of sections six and seven in the CCA contract, the title, "Section Six- Faculty Employment" would make a better title change. <b>See handout</b></p> <p>Ali stated that this is not procedure but policy, which the BOT approves. Procedure will be worked on, but for now this policy change needs to go before the BOT.</p>	<p>The Council Agreed.</p> <p>Moved forward to the BOT.</p>		X	X
8. Fiscal Services	<p>a. FON Projection (<b>See handouts</b>) The Chief Financial Officer, District Office went over the unfrozen FON projections from the Fall semesters from 2011 and projected Fall 2012-2013. A second handout compared the separations in 2011-2012 and recruitments for 2012-2013 for all three colleges. The requirement to meet in 75/25 which has to be met per regulations to avoid penalties. Once you meet the obligation, you have to continue to meet it. We have reduced are number from 5 to 3 for next year per the Chancellor. <b>See handout</b></p> <p>For the recruitment Status, 19 positions out- 16 separations have to be filled. Two in Nursing are struggling. If they don't get filled, the District will only be one ahead instead of three for FON for the 2013-2014 academic year. Four are in the queue for late 2013-2014. <b>See handout</b></p> <p>The chancellor reduced the number of incrementally new faculty positions from 5 to 3. PC and CCCC reduced faculty hiring by one each</p> <p>b. 2012-2013 FTES Target See handout. Burke summarized the handout and some budget updates from the state level about the Governor being overly optimistic on the tax collection revenue for the state. He once stated 9 billion, but only a fraction of that amount has come in so far.</p>				
9. Announcements	Registration went smoothly. Over 500 Appreciation Grams went out for the classified staff @ Bakersfield College. This was the highest number ever.				
10. Next Meetings	May 22, 2012				
11. Adjournment	Meeting concluded at: 4:15 p.m.				

MEMBERS PRESENT:

Ms. Sandra Serrano, Chancellor, District Office  
Mr. Tom Burke, Chief Financial Officer, District Office  
Ms. Danielle Hillard, Executive Assistant, District Office (Scribe)  
Mr. Abe Ali, Vice Chancellor, Human Resources, District Office  
Dr. Jane Harmon, Interim Vice Chancellor, Educational Services  
Dr. Robert Jensen, Interim President, Bakersfield College  
Mrs. Jill Board, President, Cerro Coso Community College  
Dr. Rosa Carlson, President, Porterville College  
Mr. Frank Ronich, General Counsel  
Mary O'Neal, Representative  
Sue Vaughn, A&R, Bakersfield College  
Stewart Hathaway, Academic Senate, Porterville College  
Tiffany Duke, Classified Rep, Porterville College  
Meg Stidham, Classified Rep, Bakersfield College  
Matthew Crow, Academic Senate President, Cerro Coso Community College  
Cornelio Rodriguez, Academic Senate President, Bakersfield College

ABSENT:

Michael Barnett and Tantanisha Thompson

**KERN COMMUNITY COLLEGE DISTRICT  
DISTRICT CONSULTATION COUNCIL  
AGENDA**

May 22, 2012  
District Office

1:00 p.m. – 4:00 p.m.  
California Room

**Facilitator:**

**Timekeeper:**

**Gatekeeper:**

**Scribe: Cynthia Munoz**

	Item	Person Responsible	Time	Action	Mtrls.
<b>1.</b>	<b>Agenda</b> a. Review Agenda and Time Allotments	Facilitator	10 min.	Discussion	
<b>Items</b>					
<b>2.</b>	<b>Approval of Summary</b> a. April 24, 2012 minutes	Facilitator	5 min.	Discussion	X
<b>3.</b>	<b>Chancellor's Report</b> a. EAC Document	Serrano	10 min.	Discussion	
<b>4.</b>	<b>Constituency Issues</b> a. No Report		0 min.	Discussion	
<b>5.</b>	<b>Educational Services</b> a. No Report	Harmon	0 min.	Discussion	
<b>6.</b>	<b>Operations</b> a. Degreeworks	James	30 min.	Discussion	X
<b>7.</b>	<b>Human Resources</b> a. No Report	Alli	0 min.	Discussion	
<b>8.</b>	<b>Business Services</b> a. DO Functional Duties b. 2012-2013 Budget c. District Office Budget d. District wide Allocations e. Historical Expenditures	Burke / James	90 min.	Discussion	X
<b>9.</b>	<b>Board of Trustees Items</b> a. No Report		0 min.	Discussion	
<b>10.</b>	<b>Announcements</b>				
<b>11.</b>	<b>Next Meetings:</b>  • TBD , 2012, 1 to 4 p.m.				
<b>12.</b>	<b>Recap of Meeting</b>	Facilitator	5 min.		
<b>13.</b>	<b>Adjournment</b>	Facilitator			



Kern Community College District  
 District Consultation Council  
 Approved Summary  
 May 22, 2012

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP	O	C
1. Agenda	<p>The meeting was called to order at 1:05 p.m. The role of Gatekeeper was assigned to Susan, Corny served as Timekeeper and Sandra served as Facilitator. Agenda items were reviewed; it was noted that this was the last meeting of the academic year, and that new, incoming members were present for this meeting.</p>			
2. Approval of Summary	<p>The summary for the April 24<sup>th</sup> meeting was reviewed; Mary's suggestions related to CDC certificates and degrees of completion will be reflected in the approved summary.</p>	<p>A system for how revisions will be distributed to the group will be worked out; Tammy will be added to the Luminis group.</p>		
3. Chancellor's Report	<p>A meeting agenda for the CSUB Enrollment Advisory Council (EAC) was shared with the group; BC &amp; CC Presidents are standing council members. The EAC meeting on May 18 primarily focused on English and Math remediation rates for students from the Kern High School District that were considered A-G qualified and who enrolled at CSUB in 2010 and 2011. English and Math assessment data (used by CSUB) was among other information discussed at EAC.</p> <p>This information is relevant to student success at KCCD, and it will be important to become more engaged with the work being conducted with CSUB and the Kern High School District as it relates to college readiness.</p>			X
4. Constituency Issues	<p>No report.</p>			
5. Educational Services	<p>No report.</p>			
6. Operations	<p><i>a. DegreeWorks</i>        Sean described how DegreeWorks contains dual functionality, that in addition to serving as a degree audit tool, it also provides a counseling component for completing student educational plans and assists in providing consistent direction to students. To date, the focus of the development group has been on system set up (data and scribing college catalogs); development is close to being completed and the implementation time frame of Fall 2012 is on target.</p>			X

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP	O	C
<p>7. Human Resources</p>	<p><i>a. Recruitment Status</i> Four of 19 positions (to be filled district-wide for 2012-13) are near completion and are expected to be filled over the summer. Nine positions have been filled for BC, one has been filled at CC, as well as PC, for a total of 11. The remaining four positions will continue with recruitment. Abe indicated that one late separation was received and would be combined with the recruitment cycle for 2013-14.</p> <p>KCCD is close to meeting its FTF obligation, currently at 69%, and doesn't include faculty overload. Should the tax initiative in November pass, and should any new revenue be received, 50%-60% will go toward growth, which would impact the 50% law calculation.</p>	<p>Abe will keep members apprised of any further developments and progress being made.</p>	X	
<p>8. Business Services</p>	<p><i>a. District-wide Allocations</i> We were informed through the May revise that colleges within the system would be closing, which would eject additional funding to the remaining colleges as a result.</p> <p>Tom emphasized the RDA revenue shortfall totaling \$2.1M (on-going deterioration); overall, the updated budget projection reduces revenues by \$5.3M should the tax package fail to pass, which would impact revenues in totality by 7.41%.</p> <p><i>b. DO Functional Duties</i> Menus of the various functional roles performed at the district office within the areas of finance, research, governmental affairs, facilities, legal, instruction, economic and workforce development, HR, IT and the Chancellor's Office were presented and reviewed line by line.</p> <p>The detailed functions have been shared with various units and with the Chancellor's Cabinet so that each has an understanding of the work that goes on at the district office. Sandra encouraged suggestions of how things could be done differently as it can play a part in determining how services are provided.</p> <p>Tom added that college accreditations require specific services, such as facilities, finance, HR and technology.</p>	<p>Tom is working on end-of-year and beginning balances for the colleges.</p>	X	

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP	O	C
	<p>(CONT)</p> <p><i>c. 2012-13 Budget</i></p> <p>Based on worse-case projections, the total allocation for 2012-13 would be \$101.6M, including \$10.3M in district reserves, \$91.3M in income, but does not include \$5M in local revenues that are excluded from the allocation model. The allocation assumes no COLA.</p> <p><i>d. DO Budget</i></p> <p>The DO budget assumes the following:</p> <ul style="list-style-type: none"> <li>• Step &amp; column inflation</li> <li>• Non-labor reductions (1.58%)</li> <li>• Labor reductions (9.97%) <ul style="list-style-type: none"> <li>✓ Educational Services (1 position affected)</li> <li>✓ IT (3 positions affected)</li> <li>✓ HR (3 positions affected)</li> <li>✓ DO Operations (2 positions affected)</li> </ul> </li> <li>• Total reductions of 5.21%</li> <li>• Suspending Leadership Academy (1 YR)</li> </ul> <p>Roles at the district office will be changing; responsibilities are being reassigned, which will affect district office and college operations.</p> <p>The budget development process has twice been reviewed by Administrative Council and Chancellor's Cabinet and will work with Board as progress continues.</p> <p><i>e. Historical Expenditures</i></p> <p>The handout was initiated as a result of a request for a snap shot of expenditures for the last three years as of 2008-09.</p> <p>By April 30 each site was to go through and identify core mission (eliminating 5%-15%) for the purpose of identifying priority areas, those areas that would be nice to have and yet other areas that we could do without.</p>	<p>A district-wide communication related to the budget status and related changes will be developed.</p> <p>Tom will revise the document to include income and expenditures for the last three years for the next meeting.</p>		
9. Board of Trustees Items	No report.			
10. Announcements	None.			
11. Next Meeting	The next meeting will be scheduled in August, unless it is urgent to meet over the summer.	Members will be notified by e-mail should there be a need to meet over the summer.		
12. Recap	None.			

ITEM	DISCUSSION	RECOMMENDATION/ FOLLOW-UP	O	C
13. Adjournment	The meeting adjourned at 3:05 p.m.			

**PRESENT:**

Abe Ali, Vice Chancellor, HR, District Office  
 Jill Board, President, Cerro Coso Community College (Telephone)  
 Tom Burke, CFO, District Office (Telephone)  
 Rosa Carlson, President, Porterville College (Video)  
 Matthew Crow, Academic Senate President, Cerro Coso Community College (Video)  
 Nan Gomez-Heitzeberg, Interim President, Bakersfield College  
 Jane Harmon, Interim Vice Chancellor, Educational Services, District Office  
 Sean James, Vice Chancellor, Operations, District Office  
 Tammy Kinnan, CSEA Representative, Cerro Coso Community College (Video)  
 Cynthia Muñoz, Scribe, District Office  
 Mary O'Neal, CCA President, Cerro Coso Community College (Video)  
 Susan Regier, Incoming CCA President, Porterville College  
 Frank Ronich, General Counsel, District Office  
 Cornelio Rodriguez, Academic Senate President, Bakersfield College  
 Sandra Serrano, Chancellor, District Office  
 Meg Stidham, CSEA President, Bakersfield College  
 Sue Vaughn, Management Association President, Bakersfield College  
 Joel Wiens, Incoming Academic Senate President, Porterville College

**ABSENT:**

ASB Representative, Bakersfield College  
 ASB Representative, Cerro Coso Community College  
 ASB Representative, Porterville College  
 Michael Barrett, CSEA President, Cerro Coso Community College  
 Tiffany Duke, CSEA President, Porterville College

**O: Open C: Closed**