

KERN COMMUNITY COLLEGE DISTRICT

PROCESS OF DECISION MAKING

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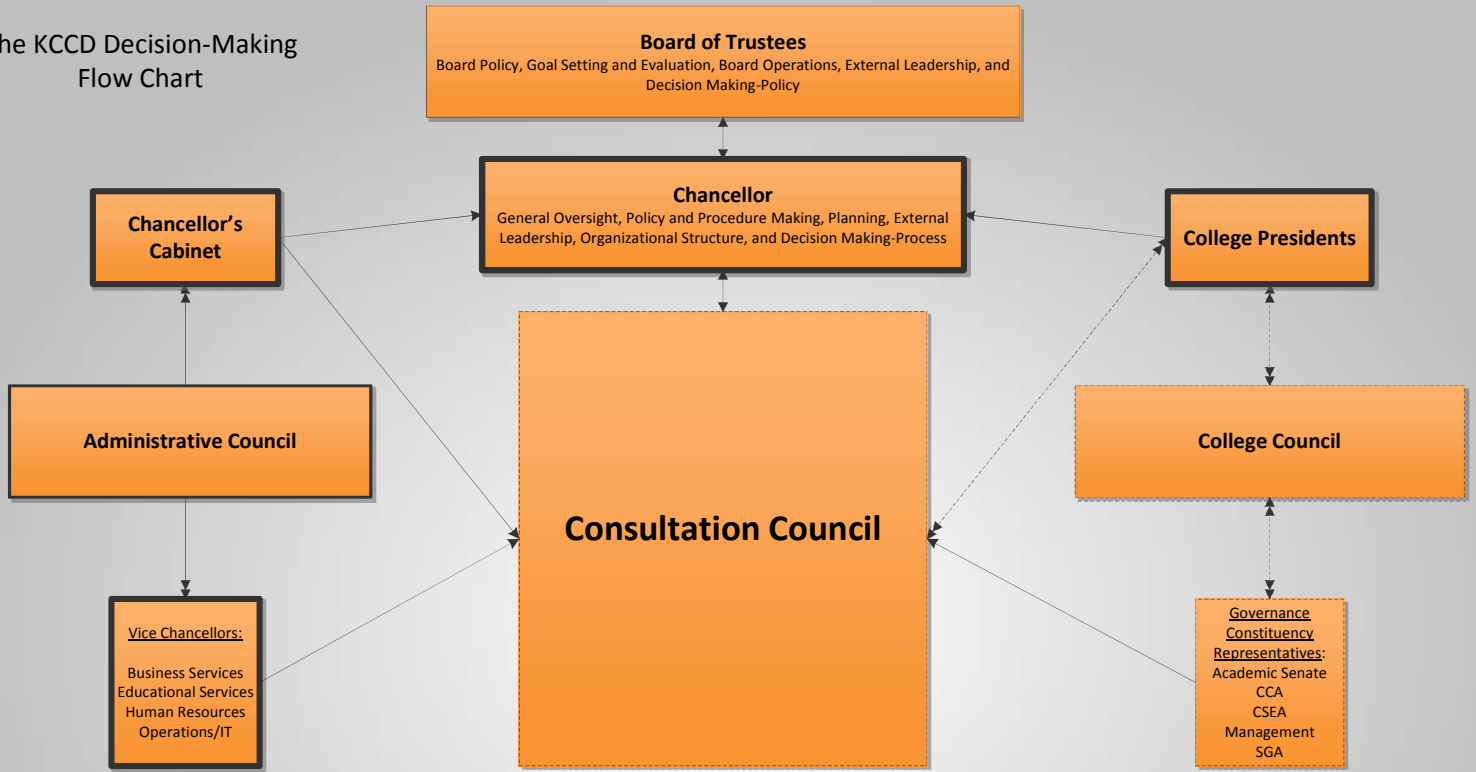
Introduction

The Chancellor, through delegated authority of the Board of Trustees, has numerous committees, councils, and other groups who provide advice, recommendations, and/or formal proposals related to Policies and Procedures, and other decisions necessary to the operation of the District. This participatory governance structure provides the Chancellor with advice and recommendations, but it is the Chancellor who has the responsibility for deciding on the route a proposal will take, and for its final disposition. A description of this existing governance procedure follows:

Development of Board Policy and Procedures

- a. Existing Policies and Procedures appear in the Board Policy and Procedures Manual with dates of adoption of Policies by the Board of Trustees, and approval of Procedures by the Chancellor. These Policies and Procedures, in large measure, govern the operation of the Kern Community College District. The Chancellor's role and responsibilities provide for wide participation in decision making. The Chancellor's Office makes many decisions on a daily basis within the framework of decision making described in this document, and in the accompanying Functional Mapping for Decision Making Chart.
- b. Policies pertain to broad directions for the administration of the District as specified by the California Education Code, Title 5 Regulations, and other state and federal agencies. Policies are adopted by the Board of Trustees after consideration and recommendations by appropriate participatory governance groups cited in this document.
- c. Procedures pertain to the details of the administration of policies adopted by the Board of Trustees, or of Title 5 Regulations adopted by the Board of Governors of the California Community Colleges. Procedures are approved by the Chancellor of the District after consideration and recommendations by appropriate participatory governance groups cited in this document.
- d. Amendments to board policies and procedures, or the creation of new policies or procedures, may be originated by the Chancellor's Administrative Council, District-wide Committees, and Councils of the Colleges, Academic Senates, Associated Student Organizations, and other recognized groups, as well as administrators working under the direction of the Chancellor.
- e. Amendments to board policies and procedures, or the creation of new policies and procedures, originated by any of the groups or individuals noted above are referred first to the Chancellor of the District. The Chancellor may direct them for further study to existing committees of the District or the Colleges, or the Chancellor may refer these proposed amendments to the Chancellor's Cabinet for consideration and action by that group.

The KCCD Decision-Making Flow Chart

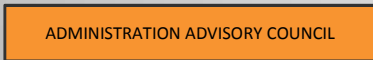


LEGEND

Solid Line w/ Arrow: Administration Line of Authority

Dashed Line w/ Arrow: Governance or Operational Recommending/Advising Line

Governance or Operational Recommending/Advising Line



This Decision Making Chart portrays KCCD's administration decision-making lines of authority and the governance entities and routes that recommend/advise KCCD decision-making. The primary KCCD Participatory Governance entity is Consultation Council. All other KCCD Committees advise Chancellor's Cabinet or KCCD administration on policies, procedures, and operational affairs.

**Chief Financial Officer  
District Office  
Kern Community College District**

**Major Responsibilities**

The Chief Financial Officer (CFO) serves as the chief fiscal officer of the District and has responsibility for District business services. The CFO directs designated District functions including budgeting, accounting, purchasing, cash flow management, investments, and capital projects planning and construction.

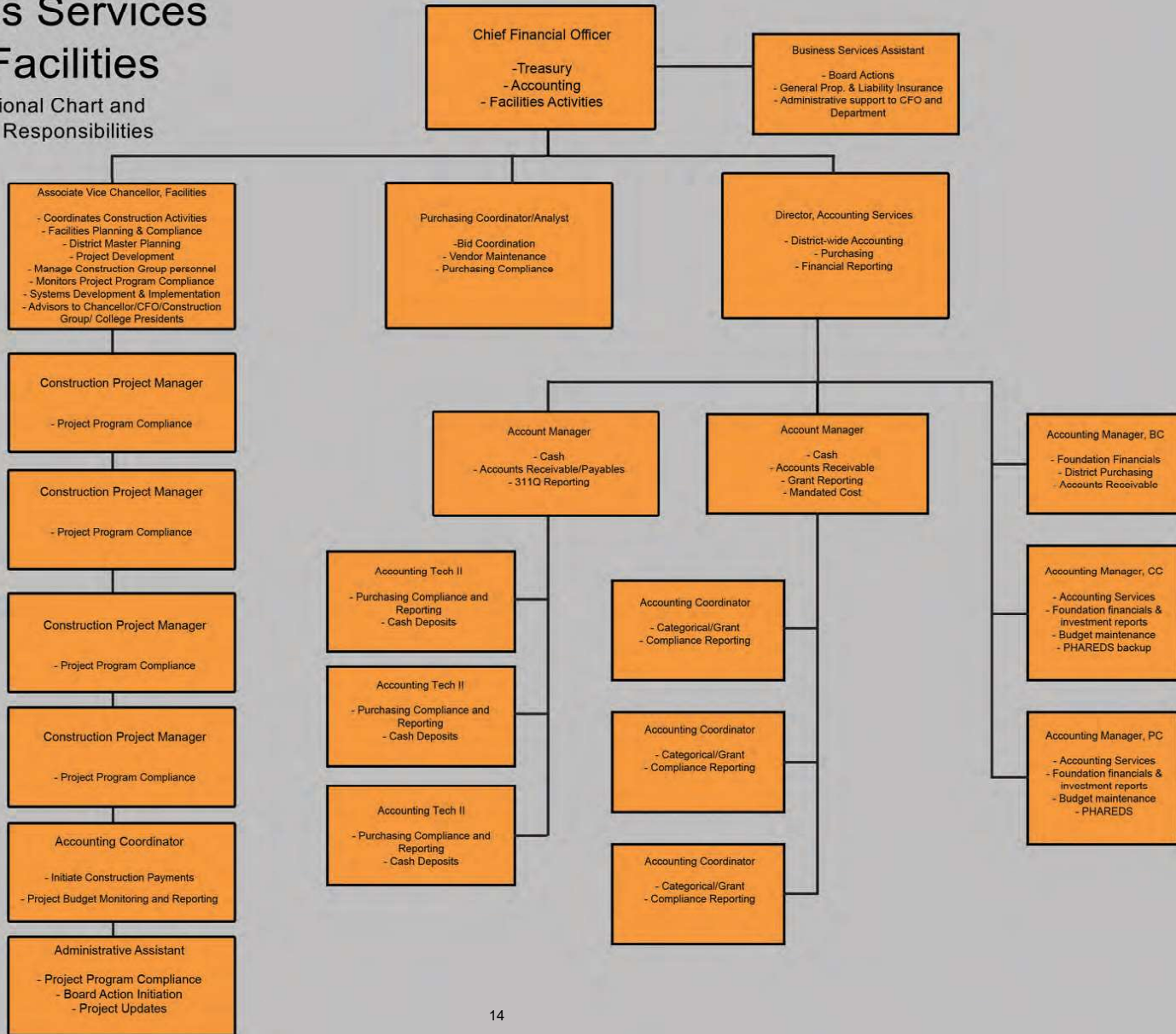
**Director, Accounting Services  
District Office  
Kern Community College District**

**Major Responsibilities**

The Director, Accounting Services, shall oversee the computerized accounting systems and procedures, directing the District accounting, and purchasing staff, preparing and monitoring internal financial statements, coordinating with external auditors for the District-wide audit and other agency audits, reporting fiscal results to the appropriate state and other agencies.

# Business Services And Facilities

## Organizational Chart and Functional Responsibilities



FUNCTION	SERVICE PROVIDER(S)	TITLE
<b>Budget Development / Business Services</b>		
Decentralized with coordination from District Office	District Office  Bakersfield College  Cerro Coso Community College  Porterville College	Chief Financial Officer  Vice President, Administrative Services & Finance  Vice President, Administrative Services & Finance  Vice President, Administrative Services & Finance
<b>Finance</b>		
Debt Management- Centralized  Economic Analysis and Cash Flow Analysis- Decentralized	District Office  Bakersfield College  Cerro Coso Community College  Porterville College	Chief Financial Officer  Vice President, Administrative Services & Finance  Vice President, Administrative Services & Finance  Vice President, Administrative Services & Finance
<b>Business Services</b>		
Accounting- Centralized at District Office  Fiscal Reporting- Centralized at District Office  Purchasing- Decentralized with coordination from District Office	District Office District Office  Bakersfield College  Cerro Coso Community College  Porterville College	Chief Financial Officer  Vice President, Administrative Services & Finance  Vice President, Administrative Services & Finance  Vice President, Administrative Services & Finance
<b>Liability Insurance</b>		
General Liability- Centralized at District Office	District Office	Chief Financial Officer