



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>			

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	<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 certificated graduates from the CDC 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</p> <p>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.			

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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  
 Approved Summary  
 May 22, 2012

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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.</p> <p>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></p> <p>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

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7. Human Resources	<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>	Abe will keep members apprised of any further developments and progress being made.	X	
8. Business Services	<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>	Tom is working on end-of-year and beginning balances for the colleges.	X	

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	<p>(CONT)</p> <p><i>c. 2012-13 Budget</i> 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> 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> 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.			

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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**