

<b>Kern Community College District</b>		<b>Presented at May 22nd 2012 Consultation Council Meeting</b>	
<b>District Operations Functional Menu</b>		<b>DRAFT</b>	
<b>Chancellors Office</b>			
<b>A</b>	<b>Board of Trustees Support</b>	Administration of Board matters	
<b>B</b>	<b>District Chief Operating Officer</b>	Adminstration of District Functions	
<b>C</b>	<b>Research</b>	1. Research and Analysis	
		2. Research Project Methodology and Data Definition Coordination	
		3. ODS Development	
		4. Federal/State/Local Reporting	
		5. Data Integrity Standards & Training (shared ressponsibility)	
<b>D</b>	<b>Governmental and External Affairs</b>	1. Legislative Advocacy	
		2. External Relations	
		3. Districtwide Communications	
		4. Leadership Academy	
<b>E</b>	<b>Management of Weil Facility</b>	1. Custodial	
		2. Grounds	
		3. Building	
		4. Reception	
<b>F.</b>	<b>Legal Services: Manage, coordinate and/or directly advise on/for:</b>	1. Board of Trustees/Policy	
		2. Business Contracts	
		3. Collective Bargaining	
		4. Construction	
		5. Litigation	
		6. Personnel	
		7. Student	
		8. Evaluation/analysis of legal codes	

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<b>Business Services</b>		
<b>A</b>	<b>General Business Services</b>	1. Contract compliance & database management (600 contracts)
		2. General liability and property risk management
		3. Facilities planning and construction management
		4. Collective bargaining support services (financial)
		5. Special economic studies and analysis
		6. Cashflow management
		7. Local and legislative advocacy ---(Kern Tax & ACBO Board)
		8. Board Support
		a. Finance Subcommittee
		b. Legislative Subcommittee
		9. Business Process Training
		10. Business Services Policies and procedures maintenance
		11. Districtwide vehicle compliance
<b>B.</b>	<b>Finance &amp; Treasury</b>	1. Districtwide Budget coordination and compilation
		2. Budget maintenance
		3. Cashflow Management
		4. Bond & other debt management
		5. Construction Bond and OPEB Oversight committee
		6. District Investment Management (COP & OPEB Portfolios)
<b>C.</b>	<b>District Accounting</b>	1. Accounts Receivable
		a. third party billing (retirees, contract ed, instructional contracts, grants, facilities)
		b. cashiering services
		c. Federal drawdowns
		d. Coordinate collections for non payment
		2. Accounts Payable
		a. Invoice processing
		b. credit card processing
		c. Tax payments
		d. debt payments

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Business Services Cont...			
		3. Purchasing	
		a. E-procurement	
		b. Vendor maintenance	
		c. Bids -- RFP's/RFQ's	
		d. Approval queue maintenance	
		e. Credit card maintenance	
		4. General Ledger	
		a. FOAPAL account code maintenance	
		b. Account reconciliations (Banks, County, etc)	
		c. Internal control maintenance & compliance	
		5. Compliance Reporting	
		a. Annual reports (External audit, State Chancellor, IPEDS)	
		b. Quarterly reports (State Chancellor)	
		c. SRID Bond & OPEB reports	
		d. Grant & Categorical funds (State & Federal)	
		e. CDC reporting (State)	
		f. Internal reports (budget transfer, financial etc)	
<b>D.</b>	<b>Foundation Accounting</b>	Full Accounting Services (A/R, A/P, General ledger, Purchasing, Reporting, Audit)	
<b>E.</b>	<b>Student Government Accounting</b>	Full Accounting Services (A/R, A/P, General ledger, Purchasing, Reporting, Audit)	
<b>F.</b>	<b>Financial Aid Distribution and Refunds</b>	Disbursement management, accounting and collections for non-payment	
<b>G.</b>	<b>Ticket Office Operations (BC)</b>	Sales management, disbursement and accounting	
<b>H.</b>	<b>Facilities Key Management (CCCC)</b>	Disbursement management	

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<b>Human Resources</b>		
<b>A.</b>	<b>Employee Safety, Health, and Welfare</b>	<ol style="list-style-type: none"> <li>1. Process Workers' Compensation claims</li> <li>2. Process Accommodation Requests</li> <li>3. Coordinate Fit-for-Duty Examinations</li> <li>4. Review and Process Return to Work Agreements</li> <li>5. Conduct ERGO Assessments</li> <li>6. Coordinate Emergency Preparedness</li> </ol>
<b>B.</b>	<b>Employee Relations</b>	<ol style="list-style-type: none"> <li>1. Develop Negotiation Strategy</li> <li>2. Policy and Procedure Development</li> <li>3. Process Employee Grievances</li> <li>4. Ensure Compliance with Education Code, Title V, and Other Directives</li> <li>5. Ensure Compliance with Employee Contracts</li> <li>6. Participate in Contract Negotiations</li> </ol>
<b>C.</b>	<b>Recruiting, Selection and Hiring</b>	<ol style="list-style-type: none"> <li>1. Position Management</li> <li>2. Posting and Advertising Open Positions</li> <li>3. Build New Employee Jobs (BANNER - NBAJOBS)</li> <li>4. Process Temporary Employment Authorizations</li> <li>5. Process Professional Expert Agreements</li> <li>6. Process and Review Monthly Board Report</li> <li>7. Employment Screening Process</li> </ol>
<b>D.</b>	<b>Payroll and Benefits</b>	<ol style="list-style-type: none"> <li>1. Preparation of 01/02 Payroll</li> <li>2. Preparation of 03/04 Payroll</li> <li>3. Conduct Payroll Audits</li> <li>4. Prepare Mandated Tax, EDD, and Retirement Plan Reports</li> <li>5. Fiscal year Benefit Rate Changes</li> <li>6. Semester New Hires and Benefit Changes</li> <li>7. Conducting Benefits Billing Audits</li> <li>8. Prepare and Administer Family Care Leave Letters and Packets</li> <li>9. Benefits Open Enrollment</li> <li>10. Collect and Track Employee Absence Reports</li> <li>11. Collect and Verify Employee Hourly Time cards</li> </ol>
<b>E.</b>	<b>Training/Professional Development</b>	<ol style="list-style-type: none"> <li>1. Development of HR Policies and Procedures</li> <li>2. Development of Operational Processes</li> <li>3. EEO and Diversity Training</li> <li>4. Legal Workshops</li> </ol>
<b>F.</b>	<b>HR Administration and Customer Care</b>	<ol style="list-style-type: none"> <li>1. Promote consistent application of personnel policy, procedures, operations District-wide</li> <li>2. Track Employee Vacation and Comp Time Accrual</li> <li>3. Calculate and Verify Faculty Load</li> </ol>

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<b>Educational Services</b>		
<b>A.</b>	<b>Instructional/Student Services</b>	1. Instructional Compliance (accreditation reporting, catalog schedule etc.)
		2. Instructional & Student Services system implementation and oversight (Degreeworks, Curricunet etc)
		3. Enrollment Management
		4. Evaluation of Faculty
		5. Instructional and Student Services Policy & Procedures coordination
		6. Program Development
<b>B.</b>	<b>Districtwide Strategic Plan Coordination</b>	
<b>C.</b>	<b>Districtwide Student Success Coordination</b>	
<b>D.</b>	<b>Grants</b>	1. Development & submission
		2. Administration
<b>E.</b>	<b>CDC Center Compliance Coordination</b>	
<b>F.</b>	<b>Workforce and Economic Development</b>	1. District-wide lead for CTE Student Success
		2. VTEA-Strategic Planning, compliance, district-wide collaboration
		3. Leadership for District-wide articulation for CTE programs, Strategic Planning, Compliance, Collaboration
		4. Contract Education and Community Education-Compliance, administration
		5. Administrator for District-wide Workforce & Economic Development Programs
		6. Liaison with state and local agencies and local industry
		7. Vocational Program Review-Administration

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<b>Information Technology</b>		
<b>A.</b>	<b>Application/Systems Support</b>	Management
<b>B.</b>	<b>Database Administration</b>	1. Database Administration (DBA) Services- Provides required database and application server services that support Banner and related systems, DegreeWorks, Primavera, e-procurement, reporting, Luminis, Account Management and other systems including backend/server/systems management tools. 2. DBA services also maintains and supports Schedule Plus, End User Support utilities, and Workflow
<b>C.</b>	<b>Web/In-house/Third Party system Development and Integration</b>	1. Manage the Content Management System, Moodle LMS, Portal Channels, Design, integrate and develop web-based applications - 2. Provide support for applications, Identity and Access Management (Account provisioning and management/Single Sign-on), Systems integration, Emergency Notification, Class Climate and other systems
<b>D.</b>	<b>Infrastructure Services</b>	Management
<b>E.</b>	<b>Network Management</b>	1. Wired (LAN) and Wireless (WiFi) networks - all sites 2. Network Interconnection for all KCCD sites (WAN) 3. Network Security - all sites 4. Power Systems (UPSs and Generators) support - all sites 5. Data Center and Wiring Closets - all sites 6. Data/Telecom Cabling - all sites
<b>F.</b>	<b>Server Management</b>	1. Server administration/support - all sites (approximately 300 servers to support district wide services) 2. Data Backup and Recovery - all sites 3. Data Storage Systems (SAN) - all sites 4. Banner & Luminis Server Management
<b>G.</b>	<b>Video Technology Management</b>	Video Conferencing backend systems - used to deliver interactive TV video classes and administrative video conferencing meetings
<b>H.</b>	<b>Internet/Email/Microsoft Services</b>	1. Active Directory: Microsoft Network Operating systems to support district wide sharing of file and print resources and underlying system for management of employee and lab workstations - all sites 2. College and District web services support 3. Employee Email Systems and security
<b>I.</b>	<b>Telecommunications</b>	District-wide telephone and voicemail systems
<b>J.</b>	<b>Technology Support Services</b>	Help Desk services, desktop & computer lab support for District Office, Training
<b>K.</b>	<b>Banner and Related Systems</b>	Management
<b>Information Technology Cont....</b>		

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<b>L.</b>	<b>Banner and Related Systems</b>	Banner Systems Support	
<b>M.</b>	<b>Reporting System</b>	ODS & Discoverer- Reporting systems maintenance and support- Luminis admin support Programmer	