

KCCD Consultation Council  
Tuesday, January 22, 2019  
(notes taken by Emmanuel Mourtzanos)

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**Note:** Meeting agenda, past minutes and resources/handouts are available at:  
<https://committees.kccd.edu/committee/district-consultation-council>

KCCD General Counsel:

- Do participants at a Brown Act meeting need to identify themselves? In 'Brown Act' meetings, attendees do not need to identify themselves, but the law is unclear whether participants need to identify themselves. Using CCLC model policies, KCCD generally practices identifying participants, especially for the benefit of public accountability and transparency.
- In progress, a change to Board Policies to alter terms of Board officers from two years to one year. KCCD has followed the law (Ed Code), but not the board policy. General Council is aligning BPs with law. Officers may serve for more than one year, but must be reelected annually.
  - In following suit, Board committees (compositions) should be reestablished annual, as appointed by the KCCD Board President.

Human Resources:

- October 2018 meeting discussed AP 74A regarding investigation process. Update: Training for investigators must be done annually (original statement indicated biannual training)

Business Services:

- League update on Governor's proposed budget:
  - COLA will 3.46% applied toward unrestricted funds (primarily)
  - Local College Promise allocation will be \$40M to help fund reduced/free tuition
  - Governor will honor statutory split among colleges
  - 65, 20, 15 split for funding allocation
  - CAL Grants (A,B,C) funds will be increased
  - Buy-down for Cal-PERS liabilities will result in decreased district (employer) contributions
  - 12-member committee will monitor and study the implementation of the funding formula. Sonya Christian is among the 12 appointed members.
  - Capital outlay process for allocations is anticipated to change, but currently unsure how or if.
  - Growth for funding is allocated at 0.55% (lower than KCCD growth)
- Chancellor Burke believes that, overall, this is a good budget, and there are no new major initiatives added to affect the budget. The Chancellor believes to see positive results in funding for KCCD at the Governor's Revised Budget in May.
- BP3A related to District reserves is proposed to increase from 18% to 20% with a 15% minimum at the District, and a minimum of 3% for each of the colleges. A link to the proposed revisions is found here: [https://committees.kccd.edu/sites/committees.kccd.edu/files/BP 3A 1-22-19 CC.pdf](https://committees.kccd.edu/sites/committees.kccd.edu/files/BP%203A%201-22-19%20CC.pdf)

- Jill Board recommended the development of procedures in the event that colleges need to borrow funds from District reserves (at 0% interest)
- The Chancellor supports a minimum of 5% reserves
- Policy will be taken to the Board Finance committee. Updates will likely come in February.
- Mileage increased to 58 cents per mile (from 54.5 cents) effective Jan. 1, 2019
- Use of KCCD budget reserves: Debbie will provide a list of large expenditures against reserves soon, but several payments were made.
- The 'Contract Manager' position is in the process of recruitment. This is a new position to help all the colleges deal with contracts, and also develop a database (Contract Manager will oversee the database). Currently in process and to be hired as soon as possible. This should decrease the time to process contracts, and also create an electronic (and more expedient) systems.
  - Contracts have increased 168% in last two years
  - All contracts should go to the College VP of Finance for preliminary review (not submitted directly to District Business Services)

#### Educational Services:

- Next District Strategic Plan meeting is on Friday, Jan. 25, and nearing completion. In 3-4 weeks, the Plan will go into a final format and delivered to the colleges by March for review and input. College Strategic Plans have already been created. The District Strategic Plan will incorporate elements of the college plans.
  - Board needs to approve the final plan by the middle of May. The Chancellor will discuss those goals and plan at a future Board retreat or meeting.

#### Constituency Issues:

- None discussed

#### Operations:

- None discussed

#### KCCD Chancellor:

- Annual District Unit Reviews are located on the KCCD website at: <https://www.kccd.edu/about/annual-district-unit-reviews>
  - Jill Board requested the opportunity for colleges to provide input, but also to align processes in the development of AURs at the college level (timeline).
  - Chancellor Burke: The Budget Committee will embed timelines in their processes.
    - Sept./Oct: District AUR development
    - November: Input by colleges
    - Dec. 15: Final version of AURs
    - January: Board review and approval of AURs
    - Spring: Budget development based on AURs.
  - Chancellor will host a Q&A in February
- Porterville Update: Interim President Bill Henry will not pursue an appointment to President, but will be retiring.