

## News Brief

November 2006 — Issue 6



**Sandra Serrano, Chancellor  
Kern Community College  
District**

### Message from the Chancellor

I want to thank each of you for your participation in the various stages of the accreditation process for BC, CCCC, and PC. Your efforts to prepare for the accreditation visits are appreciated. You worked very hard through several draft self-study reports, prepared for the accreditation team visits, engaged in interviews, and responded to requests for more information. Congratulations to everyone for a job well done!

Each of the colleges received commendations and recommendations, as did the district office and Board. The accreditation teams were complimentary of the Board and their understanding of their role and district issues. Overall, the lead accreditation chair, Dr. Hunter, Chancellor, North Orange CCD stated that every Board, Chancellor, and President should be so lucky to be were KCCD and its colleges are operationally. The comments by the lead chair and the three colleges' preliminary reports confirmed my assessment of where we are and where we should focus our ongoing work. We have a lot to proud about, so take the time to celebrate your successes! In the next few weeks the district and each college will discuss how we will move forward, but for now rest easy that we are fulfilling our mission.

The preliminary, unofficial commendations (noted first) and recommendations listed by location are available on the KCCD website: [www.kccd.edu](http://www.kccd.edu). The commendations and recommendations are based on what I heard first or second hand (you know how that goes), but as you know there will be changes in wording and the number of recommendations made in the final written version. Nothing is official and the colleges will not receive a determination of accreditation status until after the commission meeting in January 2007.

### Business Office Update

In October, Business Services presented the Board of Trustees the 2006-07 adopted budget. This budget projects the Districts General Fund to be \$123 million, an increase of \$8.7 million (7.6%) over the prior year budget. This change is primarily driven by anticipated new ongoing income resulting from the enactment of SB 361 and a record level of one-time funds.

Business Services has spent time preparing for the Accreditation Team visits in late October. This included a review of Standard III-D requirements, as well as, the associated evidentiary financial documents required.

October also marked an historical occasion. The District made its first contribution to its post retirement fund liability utilizing the Community College League's Post Retirement JPA program. The District deposited \$300,000 into its account with the program.

The 2005-06 financial books are closed. The District Office has compiled the annual 311A report and submitted it to the Chancellor's Office. Despite some activity still filtering in this month, Business Services expects to be prepared for the 2005-06 external audit in early November.

The majority of the categorical budget allocations have now been received from the State. Business Services will begin incorporating those budgets into the Banner system with the goal of completing this input by the end of November.



**Governor Arnold Schwarzenegger and Pauline Larwood, Kern Community College Board of Trustees, and appointed member of the Board of Governors at a press conference.**

## Educational Services

### Happy Birthday

#### John Collins, President Emeritus Bakersfield College

John Collins celebrated his 89<sup>th</sup> birthday on September 26, 2006. The District Office honored John with a surprise birthday celebration and in attendance were many of John's friends. John's history with the Kern District follows:



- 1947 - Veterans Advisor
- 1949 - Track Coach
- 1956 - College Counselor
- 1959 - Professor and Director of Student Activities
- 1963 - Dean of Students
- 1972 through 1983 – College President

John left the District in 1967 to become the founding President of Moorpark Community College in the Ventura area. The Bakersfield College Campus Center is named in his honor. John has continued to serve the Kern District as a consultant since his retirement and has assisted the Chancellor in a variety of functions. He even served as Interim Chancellor upon two occasions during that time. John's contributions have spanned over a period of 59 years. It's rare when a community finds an educator that has given so much back and loves serving its students. We thank you John and admire you for all your contributions!



## College Updates Bakersfield College

On October 19, Bakersfield College hosted the Grand Re-Opening of the Business Center located on the lower floor of the Weill Institute. Mayor Harvey Hall presented City Resolution concerning the importance of the activities of the Business Center, and the Greater Bakersfield Chamber of Commerce presided over the ribbon cutting ceremony. Local businesses were targeted for attendance with over 50 participants enjoying the evening reception. Career and Technical Education programs took advantage of this event to showcase BC programs and employers were encouraged to support their employees in enrolling for classes.

The Student Government Association presented a wide array of events for the Homecoming Week of October 23-29, culminating the Homecoming football game pitting the Renegades against the Moorpark Raiders.

On November 2 at 10:00 a.m. Bakersfield College will dedicate the William M. Thomas Planetarium. Congressman Thomas, former faculty member, provided significant federal funding for a complete remodel and modernization of the Planetarium. The college's Ad hoc Naming Committee recently recommended this honor to the president and the recommendation was approved by the Board of Trustees. Local dignitaries, faculty, staff, and students are invited to participate. A special Planetarium show will be presented following the ceremony.

Bakersfield College Art faculty are presenting a show for their recent works in the Wylie and May Louise Jones Gallery through December 7. Artworks by Rebecca Edwards, David Koeth, Cecilia Noyes, Adel Shafik, Kristopher Stallworth, and Marlene Tatsuno are on display. Gallery hours are Monday through Thursday, 1:00 – 7:00 p.m. The Gallery phone number is 661-395-4616.

### The Governor Honorable Arnold Schwarzenegger; Kern Community College member Kay Meek and Bakersfield College President William Andrews.



## **CERRO COSO COMMUNITY COLLEGE**

Cerro Coso Community College is proud to announce the appointment of Deanna Campbell as Director of our Eastern Sierra College Center. Ms. Campbell comes to us from the world of international banking and is already a resident of the Eastern Sierras. There will be receptions in both Mammoth and Bishop in the near future to welcome Ms. Campbell to Cerro Coso.

On Wednesday, October 11, Cerro Coso welcomed a visitor from the Philippines. A team of business people from the Philippines was hosted by the China Lake Rotary Club and one of the team members spent the afternoon visiting the IWW campus. Jigger Latoza is employed by St. Agustin University and teaches political science. He was very impressed with our robotics program and the courses available from CC-Online.

The first Astronomical Barbecue and Star Party was held October 27. Many young adults and children took their first look at the planets through high-powered microscopes. It was a great evening enjoyed by all!

Cerro Coso participated in the Desert Empire Fair with two booths. One had general college information about the college and the other was a demonstration of the Lego Robotics Grant and the robots built by students. There was great interest in the program and its students!

Cerro Coso again sponsored a booth at the Cancer Society Relay for Life, joining the Ridgecrest community in raising over \$185,000. Our college alone raised \$1,790, well over our goal of \$1,000.

## **Porterville Community College**

One of the most successful events ever held on the Porterville College campus was held this month. It was "Senior Day" to which every senior from all of the high schools plus the Adult school students, were invited to spend the day on campus. Over 900 were bussed to our campus and were treated to several events designed to impress upon them the importance of pursuing higher education beyond high school. A guest speaker captivated their attention outlining his life from that of a gang member to becoming a Harvard graduate and a successful professional person. He addressed all of the issues that face today's youth, from drug and alcohol abuse to pre-marital sex and general disrespect for others. The presentation received a standing ovation from the students. From there, the visitors were treated to a free lunch and seminars on the many choices they will have in selecting a career path if they attend PC. Information on financial aid and registration was available, and a drawing for a \$1000 check to use for a new lap top computer highlighted the day. The local school administrators proclaimed the event a big success and said they hope it will become an annual affair.

PC hosted the Board of Trustees on the same day that the groundbreaking ceremonies were held to kickoff the construction of the new library. Chancellor Sandra Serrano took part in the program, along with members of the local city government, Chamber of Commerce, and prominent alums from the college. Architect, Chris Addington, who led the project from the beginning, described the project and estimated completion in two years.

A PC student has been chosen, as the only honoree from among all of the community colleges in the state, for the prestigious Phi Theta Kappa National Dean's List. Thong Champahevang will receive a \$250 scholarship. The National Dean's List Scholarship rewards students who have demonstrated academic excellence and a commitment to improving their communities.

## **Information Services**

### **Email Systems Upgrade**

Planning, testing and acquisition of the necessary hardware and software for upgrading KCCD's email systems has been ongoing for several months, will continue through the end of December. The project will culminate and cutover to the upgraded systems in early January 2007. Although the server hardware running Microsoft Exchange 2000 that provides email for BC students was recently purchased, the server hardware that provides email for KCCD employees has been in production for over 5 years. With this Email Systems Upgrade project, the server hardware that services employees will be replaced and the Microsoft Exchange 2000 email software for both employees and BC students will be upgraded to Microsoft Exchange 2003.

Also as part of this project, KCCD's email spam protection system will be replaced with a newer and different system to provide improved email spam protection. Other benefits to be realized by this project include but are not limited to the following.

- More secure email systems
- Improved Outlook Web interface
- Improved Email Backup and Restore capabilities
- More stable and reliable hardware upon which the email server software Microsoft Exchange runs on

Todd Coston who is a Systems Manager with the LSC IT Infrastructure group is the project manager for this project and can be reached at [tcoston@kccd.edu](mailto:tcoston@kccd.edu).

For additional information and updates regarding this project, please visit:

<http://www.kccd.edu/Information%20Technology/Exchange%20Upgrade/Default.aspx>

## **Facilities and Construction**

How many clients have developed a complete program prior to selection of an architect? If, and when this happens, it mostly occurs with clients with large facility departments. The majority of clients will not have a program developed when they select architects. True, the client may have an idea of what they want or problem they are trying to solve, but most clients do not know what a program entails.

Our goal at the District is to provide a reasonable approach to this problem. We currently develop an initial draft program with a project budget, project general scope and project time frame and expect our teams at the colleges to work with our department to finalize the initial program. This process allows for development of the scope with the college project teams within the initial guidelines.

It is surprising how many clients and design professionals do not know what an architectural program is or how it can help you. Many architects start a project and let **the scope evolve beyond the means of the client to implement the design.** It is the responsibility of the team and the design professional to identify and prevent this from happening! The following is a basis outline of what should be included in a basic program document:

Narrative descriptions of project indicating what is the purpose of the project. (This will also include any special circumstances, design considerations and goals of the project.) The architect should also add and develop a space listing as the project develops through the process.

Project construction budget using current estimate-to-date. This budget will include the main categories of plans, construction, known fees, known equipment/furnishings and overall project contingency as a percentage of the aforementioned items. I recommend using a contingency factor of 20% at Schematic and Design Development, 10% at end of construction document and 5% for construction. Percentages should be analyzed for remodels and modernizations as these types of projects may have more unknown conditions that dictate a higher contingency factor.

Project schedule indicating the times for design development, construction documents, jurisdictional approvals, bidding and construction. Time frames should be increased based on the complexity of your project, as well as possible extended times for client approvals. Remember... do not be overly optimistic and aggressive or be forced into an unreasonable time schedule!

Place for college and district approval and acceptance. This system only works if the team understands and buys into the concept that all scope changes have to be approved and acknowledged by the Team.

The first task that our new system does for programming is input the project program into our program format. You must make sure, that your understanding of the project is consistent with the user's expectations. The design process should not proceed until the college and district has approved and accepted the program. ***This is in the best interest of the college, district and architect.***

The program is just the beginning. There are always changes as a project evolves, but the purpose of the program is to minimize these changes and to stay within the budget. Whenever there is a scope change, we update the program document along with project budget so the user is on the same page as the design professional. If the project evolves materially to the point that you need an adjustment to fees and costs, we now have a basis for this adjustment. The program must be updated at the following milestones and/or triggered by the following:

#### Initial Program — (prior to starting Schematic Design Phase)

This is the base line for professional services. The scope should be the driver of fees. Make sure the team understands clearly all fees are based on the program as submitted. It is better for the team to get upset at this stage before considerable amount of effort and sources are expended

Schematic Design Phase. The architect has prepared his solution to the project program. This is the second major crossroad in your project. If you are not in scope with the program, then communicate with the team and either bring project in scope or adjust program.

Design Development Phase. In this phase, no major changes have been made. If absolutely necessary, go back to phase two.

Working Drawings Phase. Many times, final due diligence will uncover hidden project costs. These should drive you to update the program with these costs. There should be some contingency, but that fund is limited to emergencies.

Bidding Phase. This should be your final program update assuming that nothing monumental is discovered in construction. Usually your contingency at this time should be used for items discovered during construction.

Any occurrence or change that impacts, cost, design, schedule or change in program should be communicated to the team. The team must make decisions based on the most current facts. The more your team understands the impacts of changes and scope changes the more it will help you keep projects in scope.

## Legislative Update

Fall is the time when the Districts and State Chancellors office begin to develop their agendas for the next legislative session. There were a number of issues that were reviewed by the legislature this year that were not passed into law. The KCCD Legislative Committee had previously discussed two items:

- Authorize FTE Reporting for California Prison Education
- Eliminate 5% Restriction for Concurrent Enrollment.

The Chancellor's cabinet identified a number of issues to be referred to the Board Legislative Committee. It may be possible to do more for nursing education, fire academies, concurrent enrollment programs, retirement, and others. If you have a topic you would like to see considered as an issue for the next legislative cycle, please contact your Chancellor's Cabinet representative.

***About the Publication*** — This newsletter will serve as a communication tool for the District with Board members and with the Colleges. It will be sent to all members of KCCD and printed in hard copy for the Board of Trustees. If you have an announcement or an article that has District-wide application, please email it to [sdyer@kccd.edu](mailto:sdyer@kccd.edu).

**The News Brief is now available on the KCCD web page. The link is:**

<http://www.kccd.edu/News/Default.aspx?EnableClick=True>