INFORMATION

I. Welcome and Introductions
Paul Landry, Project Director, BEST Project, welcomed the CCAT Members and attendees introduced themselves.

II. Role of the CCAT
Paul set expectations for the CCAT (i.e., as an essential voice for the distinct CC characteristics and requirements vs. K-12 Districts) for the new integrated budgeting, payroll, financials, and human resource system, which must be understood and captured by the BEST Project Team.

III. BEST Project Overview – Kick-off Video
The BEST Project Kick-off video was shown to the group. This video can be found on the BEST Project website at:
http://www.lacoe.edu/Technology/BESTProject/BESTNews/tabid/796/articleType/ArticleView/articleId/390/BEST-Project-Kick-off-Video.aspx

Paul presented the BEST Project - Project Charter and Project Scope document to clarify the BEST Project’s scope does not include a Student Information System (SIS), Special Education Information System (SEIS), or Transportation System. However, the scope of the BEST Project does include identifying and developing required interfaces from/to the new integrated system to and from these other systems.

- All members endorse the goal of a modern, integrated financial and HR system.
- CCAT is interested in case studies where ERPs have been implemented; good, bad, or other.
- CCAT representatives expressed that Student Information Systems (SIS) for CCs are tightly integrated with their financial systems; this is quite different than K-12 Districts, which have separate SIS and financial systems.
- Consider working with interfacing districts for requirements gathering, as these districts have developed their own financial systems. It was shared at this meeting that two of the 10 Pilot districts are currently interface districts.
- Enable real-time updates to regulatory changes that affect financial and HR processes.
IV. Pilots Level 1 Review and Update
Richard Burkow, LACOE BEST Team ERP Expert – HR, showed the BEST Project Level 1 video. This video shows the process followed for the 10 Pilot districts to capture their high-level organizational structure, customers served, and technologies used by each organization. The Level 1 video can be found on the BEST Project website at:

http://www.lacoe.edu/Technology/BESTProject/BESTNews/tabid/796/articleType/ArticleView/articleId/403/BEST-Project-Level-1-Video.aspx

V. Pilots Level 2 Process and Video
Richard presented a completed Level 2 Flowchart to the CCAT. The Level 2 process being followed for the 10 Pilot districts is flowcharting the high-level business processes in areas such as: budget development and revision, purchasing, accounts payable, asset management, human resources and payroll.

- The BEST Project Core Team requested assistance with nomenclature in the community college environment.

VI. Project Updates –September 2014 and October 2014
The September and October 2014 BEST Project monthly updates were handed out (attached).

- CCAT prefers monthly updates receipt via e-mail with a link.
- BEST Project updates will be posted to the BEST Project website by the 7th of each month.
- Paul stated that one goal of BEST is to create systems that districts want to use.
- BEST Team agreed to request permission from pilots to post flowcharts to the website.
- CCs are good at solution sharing and have a listserv they use for this purpose.
- CCs resolve issues in a less regulated/controlled environment than do K-12 districts.
- Currently LACOE is not viewed by the CCs as a strong back office resource; this can lead the CCs to develop their own systems.
- BEST Team offered to visit multiple CC to vet requirements for the new system, during Levels 3 and 4. CCs offered to host the BEST Team to speak with different departments.
- BEST Team emphasized the goal of limiting system customizations (i.e., modifying the selected system’s code), but being open to configuration (e.g., renaming fields) modifications and bolt-ons, which do not change the delivered system’s core code. This approach is essential to enable LACOE and the districts the opportunity to implement system upgrades/enhancements. There is no expectation for the new system to have zero customizations.
- CCAT voiced the need for integration access. They need to be able to talk to LACOE systems for Student Information Systems (SIS) records and financial information.

VII. Major Concurrent Activities (October through June 2015)
CCAT members were provided with a one-page overview of BEST Project Activities.
Los Angeles County Office of Education
Business Enhancement System Transformation (BEST) Project
Community College Advisory Team (CCAT) Meeting Minutes
October 17, 2014 – 9:00 a.m. to 11:00 a.m.
9300 Imperial Highway, Downey, CA – Conference Room # EC 242

INPUT

VIII. BEST Project Website – www.lacoe.edu/BEST
The BEST website was previewed for the group, as the primary project information resource.

IX. CCAT Input: Increasing CCAT membership? Engagement Strategies? Optimizing Website?
The CCAT members were asked to share the website URL with their colleagues. Additionally, CCAT members were asked to invite their Human Resources Vice Presidents to join the CCAT.

X. CCAT Input: Group Exercise: College Differentiators (see Thought Prompts on next page)
Mary Lang, LACOE BEST Team Change Management Coordinator, and the BEST Team facilitated input from CCAT, captured below and on next page.
- Need representatives from both small and large CCs. CCAT representatives noted CCs educate more students in CA than any other educational system, provide more job training/Career Technical Education/Vocational Education.
- CC independence may limit increased involvement at meetings like this.
- CCs have substantial investments in current financial systems, which means they may be hesitant to convert to the new system.
- Prefer real-time reporting from production environment, vs. RAD.
- Need to get the word out that this is a whole new integrated ERP system. CCAT members who offered to alert other CBOs locally and share BEST information. For example, Felipe Lopez offered to reach out to both Pasadena City College and Long Beach CC. CCAT members are willing to invite at least one new participant, either CBO or HR representative.
- Financial side use of LACOE services is low for CCs. HRS is the “bigger sell,” as they are required to use HRS, since there is no interface option.
- It was noted that CC external auditors (e.g., VTD) are not hearing anything regarding BEST Project.

XI. Q & A
XII. Next Meeting – January 2015 – Date: TBD
### College Differentiators: Thought Prompts Here’s what BEST Team is hearing...

<table>
<thead>
<tr>
<th>K-12 Districts</th>
<th>College Campuses</th>
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<tbody>
<tr>
<td>1. Certified Staff</td>
<td>1. Faculty</td>
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| 2. Standardized Account Code Structure (SAC) Chart of Accounts (COA) from CDE must be followed, but has local flexibility, as well. | 2. Budget and Accounting Manual (BAM)  
  Note: According to CCAT, the BAM is not standardized, it just provides guidance. |
| 3. FAPE: Cannot charge student fees for attendance                           | 3. Mandated Student Fees: Must charge fees  
  a. Automated Collections and Refunds  
  b. Pell Grants                                                                  |
| 4. Teachers typically paid over nine to 12 months                            | 4. Faculty pay structure is based on units, hours/week/length of session.  
  For example, Adjunct = hourly rate vs. Full-time Faculty paid on 10 month |
| 5. More state regulated (tighter)                                            | 5. Faculty reporting (Load Factor) instructional faculty vs. non-instructional  
  a. Load Factor – Math vs. PE vs. Art Reporting  
  b. Bargaining Agreements – Counselors are considered Faculty as well. |
| 6. Large PT Teacher and Aides population                                      | 6. Large Adjunct Faculty population                                               |
| 7. Distinct financial and SIS system…a school district has a separate Student Information System (SIS) and financial system. | 7. Highly integrated financial system and student information system.  
  Existing systems in place include: Banner by Ellucian system for student information system and financials for student data, enrollment fees, and Accounts Receivable. Additionally, the CCs use HRS. |
| 8. Size and support from IT departments varies from district to district.     | 8. CCs generally have large IT support systems and staffing (own protocols and size) and don’t utilize LACOE for support on IT systems. CCs typically have structured/larger IT support due to many systems to support. |
| 9. Students can attend a district outside their District of Residence (DOR) only with DOR approval or inter-district appeal approval by County Board of Education. | 9. Competing against each other; students can choose to attend any CC. |
| 10. There are no student fees for financial aid to be applied to…there is some financial aid (e.g., Free or Reduced Lunch Program) | 10. $35 - $40 million financial aid…Federal Financial Aid…use Banner/Ellucian uploads to Legacy ISIS at LBCC to Student Information System: students are paying fees (e.g., approximately $30mm to $35 million) @ at SMCC upload to PSFS. |
| 11. SACS COA includes a resource chartfield.                                  | 11. No resource codes (budgeting).                                               |
| 12. Financial and SIS systems vary by district                               | 12. Systems:  
  a. PeopleSoft Campus Solutions (SIS)  
  b. Oracle Financials (10.X)…going to Release 12 – Glendale CC per Ron Nakasone |
| 13. School districts have a mandated reserve                                  | 13. 5% recommended reserve, but not mandated for budgeting. |
Can you think of technology solutions that would help you address these areas?

- Currently the many solutions to the large variety of issues these areas pose come from a large variety of systems. The need for a unified, fully integrated ERP system was reinforced by everyone present.