Kern Community College District
Board Policy
Chapter 3 – Business Services

BP 3722   Management Information System and CCFS 320 Apportionment Data

District shall provide oversight of data submitted to the California Community Colleges Chancellor's office for the CCFS-320 apportionment process and to the Management Information Systems to ensure data is submitted accurately and in a timely manner.

   1) District shall develop desk procedures that document data flow from the colleges to the district office and the steps taken to complete attendance accounting tasks relative to MIS Reporting.

   2) District shall establish a schedule of procedures for attendance accounting and data processing tasks that provide time for staff to complete tasks related to CCFS-320 and MIS data submission

   3) District shall perform an annual review of process and procedures and update them as needed.