Mission Statement

The office of Events & Scheduling at Bakersfield College brings the Greater Bakersfield community to the college and takes the college to the community by building cultural, social, and economic development bridges between academia and the public. Acting as a clearinghouse for all college events -- faculty, staff, administration and community -- these varied services become seamless. It also maintains and publishes the central scheduling calendar along with a complete list of all classrooms and meeting spaces. Department personnel are available to coordinate all event needs such as site selection, catering, scheduling policies and procedures, pricing, contract administration and risk management compliance. The staff works in conjunction with classroom scheduling to assure that all needs are met for both academic and non-academic events.

BC in the community

Community Relations has become a vital component building reciprocal dynamism between the college and the community. Consequently, local leaders throughout Bakersfield are returning to the Bakersfield College campus as a center for expanded business activity. This has been a full two-year initiative of hard work, visibility at events throughout the community, social media, and weekend events attended by staff to advance the level of visibility. Through participation in nonacademic events there is a new desire for the community to take another look at the campus. BC is open for business!

Making the most of our campus

Events & Scheduling continues to prove itself as an added source of revenue: Over the past two years we have had an 89% return of customers to the campus. We have developed a series of best practices for all events scheduled. These are reviewed with all prospective users of BC’s various facilities. Historically this has been done by hand. Efficiency in this area will improve as soon as we are able to implement the new software capable of accommodating the volume of events that we currently book.

While our position on the campus is vital, we are not hands-on with several of the strategic directions. We are however part of facilities management as we utilize many of the areas and have a keen understanding of the areas available and suitable for our Bakersfield College family.
Teaching leadership

The leadership we show to members of our community and encourages them to spend more time on our campus. To that end the use of our student workers is indeed an asset. We train them in understanding our guests, advise them on proper dress and count on them to assist us with events throughout the campus. They obtain a well-rounded view of customer service.

The “Four Pillars of Pathways” include community service to work for our student workforce to help them understand what it takes to successfully complete their college degree within a short timeframe. Students involved in our area work with, and properly interact with, the public. BC should take great pride seeing how well they do! Repeatedly, throughout the campus, students stop and indicate that they want to be part of our next big event.

Noteworthy updates

The Events office activities from 2016-2017 include:

- 1,500 events booked and managed; 4,500 events requested internally
- Average of 150 events monthly -- currently the majority are inhouse
- Prepared flex day training for over 75 classified staff on use of events scheduling
- Ongoing work with Foundation on Alumni BBQ
- Ongoing work on Fundraising with Athletics/Drum Corp and Sterling Silver Dinner
- Two successful events with Veterans and Library of Congress (Congressman Kevin McCarthy’s staff)
- Produced clear accurate scheduling procedures
- Three high school graduations with over 7,000 guests at Memorial Stadium for each
- Worked with catering to update website for catering requests
- Updated complete Events website including alcohol permit requests
- Bakersfield City Schools track meet re-booked for 2018 (3,000 runners and 2,500 spectators)
- Rotary Clubs’ District Conference repeated for third time
- Physics Olympics booked for third straight year
- SAT testing reviewed, updated with their headquarters and contract signed for 2017-2018
- Recycling event with Kern Schools to be held Fall 2018
- In process of hiring full time scheduler
- Added Outreach years activities to our events schedule
- Added Athletics daily schedule of training to our events schedule
- Hosted US Air Force Band at Outdoor Theater
- STEMposium held at BC Gym for 3,000 KHSD students as guests
Looking forward....

- Implementation of new software, 25 Live
- Signed contract to bring Jim Ryun to State Track meet at BC in May. This will include a “Meet and Greet” event and book signing
- Working with Dr. Christian on several other prominent individuals to visit the campus
- Working with Jack Hernandez and have signed Anita Hill to visit the campus March 2018
- Member of BC Safety Committee
- Working with Tim Heasley for International Drum Corp event in mid-July 2018
- Drum Corp camps to be held at BC beginning in December 2017- Tim Heasley is the lead
- Preparing for an Ag Event co-sponsored by Kern County Farm Bureau and Kern HS District in February 2018

BC in action

Drum Corps Competition
Condors Winterfest

Houchin Bloodmobiles

Graduation
Veterans Interviews with Congressman Kevin McCarthy for The US Library of Congress

Bakersfield Police Department Explorers

Bakersfield Citizen’s Forum (East Bakersfield)