

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Oxnard College, President's Conference Room

Thursday, April 28, 2016

## NOTES

### Attendees:

Silvia Barajas, Vice President, Business Services, Moorpark College  
Mike Bush, Vice President, Business Services, Oxnard College  
Alan Hayashi, AFT Representative  
Linda Kama'ila, Academic Senate President, Oxnard College  
Alexander Kolesnik, Academic Senate President, Ventura College  
Dave Keebler, Vice Chancellor, Business & Administrative Services  
Darlene Melby, College Business Manager, Moorpark College  
Mary Rees, Academic Senate President, Moorpark College  
Cathy Bojorquez, Budget Director  
Emily Day, Director, Fiscal Services  
Lori Bennett, Executive Vice President, Moorpark College  
Jennifer Clark, Fiscal Services Supervisor, Oxnard College

### Absent:

Tim Harrison, Vice President, Business Services, Ventura College  
Gianne Braza, Associated Students Ventura College  
Joannamarie Kraus, Associated Students Ventura College

The meeting was called to order at 9:02 a.m. with some members utilizing the District's Lync/Skype phone conferencing capability.

### **APPROVAL OF NOTES**

The notes from the March 17, 2016 were approved by consensus with a few modifications.

### **DCAS SELF-APPRAISAL RESULTS**

The results from the spring 2016 DCAS Self-Appraisal were distributed and shared with DCAS members. It was suggested that links to DCAS notes and agendas be posted on the college websites in addition to the District page. This item will be forwarded and responded to through ITAC.

### **FUND BALANCE NARRATIVE**

Vice Chancellor Keebler explained that fund balance is a snapshot of the moment it was captured. A schedule of fund balance as of March 31, 2016 was distributed. Vice Chancellor Keebler suggested that this information be brought back at year end as balances are more firm and can be more accurately projected.

## **STUDENT EQUITY ALLOCATION**

Ms. Day explained that DCAS previously expressed interest in evaluating the Student Equity Allocation Model prior to monies being received (i.e., at the same time the Allocation Model and Infrastructure Funding Models are reviewed/approved). Ms. Day provided proposed scenarios for allocations. It was decided that Scenario C (split equally - 50% FTES and 50% Pell recipients) is most reflective of the state's model. It was the consensus of the group to allocate funding as close to the state's methodology as possible. The FY17 Tentative Budget will be built using this allocation scenario.

## **UNRESTRICTED LOTTERY**

Ms. Bojorquez reviewed the recent event of removing the Unrestricted Lottery revenue stream from the Infrastructure Funding Model. Ms. Bojorquez explained that the District's auditors were here for interim field work and staff learned new information regarding the Lottery funds. Therefore, having new information it is recommended that the Unrestricted Lottery revenue remain in the general Allocation Model, as opposed to previous recommendation of accounting for it in a separate fund (115). There was a brief discussion regarding funding for the DAC. Ms. Bojorquez indicated that as inputs into the model were increased, the DAC percentage was adjusted downward from 7.1% in FY16 to 6.98% in FY17.

## **FY 17 ALLOCATION MODEL (NARRATIVE)/FY 17 INFRASTRUCTURE FUNDING MODEL (NARRATIVE)**

Ms. Bojorquez reviewed the revised Allocation Model and Infrastructure Funding Model narratives that reflect changes in Unrestricted Lottery revenues. These revisions will be presented to the Board at the May meeting.

The "Events and Elements of the Model" document is an internal document, which does not need Board approval. DCAS suggested changes to the document. Those proposed changes will be incorporated and presented to DCAS at the May meeting.

## **DISTRICTWIDE SERVICES**

Ms. Bojorquez reviewed the Districtwide Services budget for FY17. She explained any significant variances from FY16 Adoption to current. The Board of Trustees Election org has increased due to election year. Overall, Districtwide Services budget is being reduced by \$30,000.

There was a brief discussion about staff development budget and expenses for orgs 82138 and 82159. There was a request for clarification between the two orgs. This information will be provided at the May DCAS meeting. Vice Chancellor Keebler stated he will look into Ventura College's funds for staff development.

There was an inquiry regarding parking funds and how non-ticketing during the first week of class as well as the new citation processing service has affected revenues.

Ms. Bojorquez stated that parking revenues will be presented at a future DCAS meeting.

### **UTILITIES**

Ms. Bojorquez explained that there is no projected increase in utilities for FY17. Therefore, the FY17 Tentative Budget for utilities will be the same as FY16 (flat). There was a discussion about water rates in Oxnard and other cities in the county. Ms. Bojorquez indicated that utility usage details will be brought back at the May DCAS meeting.

### **FY17 REVENUE PROEJCTION**

Ms. Bojorquez explained that Unrestricted Lottery is being added back in the general allocation and will flow through the model. There was a discussion regarding whether the DAC shares in a portion of the lottery funds. There was a lengthy discussion about the DAC's percentage and how it fluctuates. The percentage for FY17 is going down from 7.1% to 6.98% due to the additional input of unrestricted lottery. The DAC percentage is "rebenched" each time inputs to the model are changed. The change in FY17 reflects the input of unrestricted lottery.

### **FY 17 ALLOCATION MODEL**

Ms. Bojorquez distributed the FY17 Tentative Budget Allocation (dated 4/28/16). She explained that these numbers may fluctuate slightly, but will, most likely, be used as the Tentative Budget figures. Any changes that become known within the next couple months will be included in the Adoption Budget.

### **FY 16 SUMMER FTES ONE-TIME ACCOUNTING EXEMPTION**

Vice Chancellor Keebler reviewed current FTES projections and explained that all campuses are short of meeting base numbers. Vice Chancellor Keebler explained that BP/AP 6200 contains a policy for counting summer classes/FTES. Vice Chancellor Keebler is proposing a resolution that would allow the District shift FTES, if necessary and prudent. He explained that P1 numbers were projecting a 1.5-2% growth state. If that maintains, middle sized college number would also grow.

Mr. Hayashi explained this concept is not borrowing. There is no paying back. We are shifting FTES from one year to another. The group agreed and all references to "borrowing" will be changed to "shifting." This will be changed.

Ms. Rees proposed to separate the two issues: shifting FTES to make base vs. shifting to meet middle-sized college. Mary suggests taking two resolutions separate (college size vs. base).

Vice Chancellor Keebler provided scenarios for shifting FTES and not. He explained that 200 FTES equates to approximately \$1 million in revenue.

There was a discussion on the concept. There was a question whether presenting this item in June was crucial as far as timing. Could the District wait until October when we know more about FTES numbers? Ms. Rees asked whether this proposal has been vetted with the colleges. Vice Chancellor Keebler stated it has not.

The Academic Senate Presidents indicated they will discuss this proposal with their constituents. This proposal will return to the DCAS at the May.

### **OTHER BUSINESS**

Dr. Bush stated he just received an email from School Services of California, which indicated the COLA for FY17 will be 0%.

Meeting adjourned 11:25 a.m.

Next meeting is May 17, 2016 – 3:00 p.m.