

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Council of Administrative Services (DCAS)

Thursday, July 16, 2015

## NOTES

### Attendees:

Dan Casey, Classified representative, Ventura College (via Lync)  
Emily Day, Director, Fiscal Services  
Brian Fahnestock, Vice Chancellor Business Services  
Alan Hayashi, AFT Representative  
Patrick Jefferson, Vice President of Student Development, Ventura College  
Peter Sezzi, Academic Senate, Ventura College  
Deborah La Teer, Budget Director  
Mary Rees, Academic Senate President, Moorpark College  
Jennifer Clark, Fiscal Services Supervisor, Oxnard College  
Darlene Melby, Interim Vice President, Business Services, Moorpark College

### Absent:

Mike Bush, Vice President, Business Services, Oxnard College  
Linda Kama'ila, Academic Senate President, Oxnard College  
Alexander Kolesnik, Academic Senate President, Ventura College  
Dave Keebler, 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 9:05 a.m. with all members utilizing the District's Lync/Skype phone conferencing capability.

### **APPROVAL OF NOTES**

The notes from the June 4, 2015 were approved by consensus.

### **FY16 FTES PROJECTIONS**

Ms. La Teer explained the FTES (320) base for FY15 will be 26,023. The FY16 growth target will assume 2.16% growth based on new formula (26,585 FTES). More will be known when staff attends the State Budget Workshop on July 30. She further explained the proposed FY16 growth of 562 (based on 2.16%) is being proportionally distributed. This will allow Ventura College to maintain the threshold for a medium sized college designation. If projections keep for FY15, they will meet medium college designation. The projected number includes a 500 cushion for unfunded FTES. Ms. La Teer suggested that campuses should discuss any trading of FTES now and bring to Cabinet very soon as the fall 2015 schedule is already built. There was a discussion about more growth will be allocated to Ventura College; however, the bottom line will remain the same. The schedule will be updated to reflect this suggestion and redistributed.

## **BUDGET**

### FY16 Revenue Projections

Ms. La Teer explained that the revenue is based on Governor's signed budget. The State apportionment and new revenue is broken out. Ms. La Teer explained that the revenue will remain the same (overall dollar amount), but may be shown differently. Small/medium college amount is the same; per FTES amount is the same, etc. Ms. La Teer clarified how the increase could be allocated (for example, COLA, per FTES, etc.)

Ms. La Teer that the bottom half of the Revenue Projection schedule (dated 7/16/15) shows revenues that are moving from the Allocation Model to other funding pots (Infrastructure Funding Model, international students, etc.). The difference is less than \$50,000 tentative vs. adoption.

### Utilities

Ms. La Teer reviewed the summary schedule for utilities (dated 7/16/15). It is projected that FY15 will end at about \$4 million in actual expenses. The FY15 Adoption Budget was \$4.2 million. DCAS provided consensus to keep the FY16 Budget flat for utilities (no increase – no decrease). It was explained that water usage is down thus the realized savings. Additionally, there are some energy efficiency measures being implemented, which will also help realize savings (energy portfolio manager).

### Districtwide Services

Ms. La Teer explained changes from FY16 Tentative vs. FY16 Adoption. She explained that some numbers may change slightly, but the numbers are pretty close to final.

It was also explained that org 82160, Interim Management Costs, increased by \$119,000. This is primarily Dr. Moore's salary through December 2015. Seventy-five percent of her salary is coming from DWS, the remaining 25% paid through District Administrative Center budget, per amended employment contract. The next large change is information technology software license fees (org 82178). An additional \$45,000 for licenses and software fees is included in the FY15 Adoption Budget. Ms. La Teer explained that Tentative Budget was an estimate. This change reflects actual contract costs.

Overall, there is an approximate \$176,000 increase for DW services. Most of the increase being one-time expenses and is expected to be reduced in FY17.

### FY16 Allocation Model

Ms. La Teer explained that approximately \$122.8 million will flow through the Model to the campuses. She also explained that the FTES numbers are final. The mechanics of the model were briefly reviewed. Ms. La Teer explained that the numbers may change slightly, but not significantly for the Final Adoption budget. DCAS was reminded about the Productivity Factor change to the Model and how the change is a hold-harmless for

year 1; this is a 3-year phase in. The Model also assumes an up to 2% carry-over for each college.

There was a brief discussion about why the basic allocation funding flows through the model as opposed to staying with the college where it is earned - similar to the change in international student funding. Vice Chancellor Fahnestock explained that the international student funding was changed as an incentive. Mr. Sezzi was curious about why some resources are treated one way and others another. Mr. Sezzi expressed concern over Ventura College struggling to meet growth and maintain medium sized college designation and receiving the same base allocation as the other two colleges.

Mr. Hayashi mentioned that it's not only revenue that is shared, but also expenses such as utilities and districtwide services. Vice Chancellor Fahnestock shared his desire to have utility savings return to the college where the savings were realized.

Ms. Rees had a question regarding additional revenue for Student Success and Student Equity. Mr. Fahnestock explained those funds are restricted and will not flow through the model, but will be included in the Adoption budget.

#### Other Business

Mr. Hayashi recalled a discussion at the end of the June DCAS meeting where positive attendance classes hadn't been accounted correctly or entirely. He questioned future plans to abate the issue for FY16, especially since the growth target was met and last year's percentage salary increase will permanently remain on the salary tables. Vice Chancellor Fahnestock suspects this is an ongoing problem, but it was more closely monitored this year. Ventura College changed the way they counted for IDSN1000 classes. Ms. La Teer recognized John Cooney for his efforts in thoroughly reviewing each and every CRN. It was an opportunity to educate A&R staff on what to look for and things to recognize as alerts.

Mr. Sezzi asked if this can be automated so faculty is alerted when entering incorrect data and whether programming can be done. Vice Chancellor Fahnestock explained it is a system and educational issue that is working to be resolved.

Dr. Jefferson said this is a good idea to have screen shots of Banner for faculty. It might be a good idea to have IT to do it centrally with a mock student. There was a suggestion that maybe it can be discussed at flex week. Ms. Rees explained that Moorpark is sharing information with faculty at senate meetings. Vice Chancellor Fahnestock said District staff will investigate how best to disseminate the information. There is a possibility of working with registrars to create document for department chairs and faculty. Screen shots are effective visual aids. Mr. Sezzi also mentioned appropriate timing is crucial.

Mr. Hayashi asked if there are consequences for faculty not complying with requirements for reporting. Vice Chancellor Fahnestock stated it's not in the realm of Business Services. Dr. Jefferson explained it can be handled through the evaluation process.

Meeting adjourned 10:07 a.m.

Next meeting: Thursday, August 27, 2015 – 9:00 a.m.