

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Administrative Center, Thomas Lakin Boardroom

Thursday, September 15, 2016

NOTES

Attendees:

David El Fattal, Vice Chancellor, Business and Administrative Services
Silvia Barajas, Vice President, Business Services, Moorpark College
Mike Bush, Vice President, Business Services, Oxnard College
Dave Keebler, Vice Chancellor, Business & Administrative Services
Alexander Kolesnik, Academic Senate President, Ventura College
Alan Hayashi, AFT Representative
Darlene Melby, College Business Manager, Moorpark College
Nenagh Brown, Academic Senate President, Moorpark College
Linda Kama'ila, Academic Senate President, Oxnard College (via Skype)
Jennifer Clark, Fiscal Services Supervisor, Oxnard College (via Skype)
Cathy Bojorquez, Budget Director
Emily Day, Director, Fiscal Services

Absent:

Julius Sokenu, Interim Executive Vice President, Moorpark College

The meeting was called to order at 9:04 a.m.

APPROVAL OF NOTES

The notes from the August 18, 2016 meeting were approved by consensus.

DCAS COMMITTEE CHARGE

The DCAS Committee charge (excerpt from VCCCD Decision Making Handbook – November 2013), was distributed. It was noted that there had been recent updates to the Committee's charge. Therefore, this item will return at the October meeting.

DCAS MEMBERSHIP

The DCAS Committee membership was reviewed. There is no recommendation to change the committee's current membership.

DCAS FACULTY CO-CHAIR ELECTION

Dr. Kama'ila nominated Mr. Kolesnik to serve as faculty co-chair for another term. Mr. Kolesnik accepted the nomination. There was no opposition.

FY17 ADOPTION BUDGET PRESENTATION

Vice Chancellor El Fattal briefly reviewed the presentation he gave to the Board of Trustees on Tuesday, September 13, 2015. He discussed increases to PERS and STRS. He also discussed the FTES targets. Vice Chancellor El Fattal explained that the District is financially stable for FY17, as previously discussed. If the current FY17 FTES targets are met, there will be a reduction in available revenue for allocation in FY18. The reduction in FY18 is now estimated to be \$3.1 million as opposed to the \$5.8 previously reported. Vice Chancellor El

Fattal reminded the group that the colleges have set aside \$1.9 million to help mitigate the anticipated shortfall. The delta will be dealt with.

There was some discussion regarding summer course offerings. Some at Oxnard College believe, according to Dr. Bush, that the students who took classes were university students who wanted to increase their credits.

There was a question whether all colleges need to do the same thing for summer (4 week vs. 6 week). Vice Chancellor El Fattal explained he will discuss this at a future Cabinet meeting.

Vice Chancellor El Fattal stated there will be a Budget study session at the January or February Board meeting where he will present a multi-year projection.

FTES WORKING GROUP UPDATE

Mr. Kolesnik inquired whether there is a FTES Working Groups/Enrollment Management Committee on each campus. Dr. Kama'ila explained that Oxnard College does not have a specific committee, but enrollment management is discussed in various campus meetings. Ms. Barajas stated that Moorpark College discusses it regularly at Executive Council meetings. Mr. Kolesnik explained that AFT made public comments at the Board meeting expressing interest in being on committees and being involved in discussions regarding enrollment.

Vice Chancellor El Fattal explained that a recommendation will be made to DCAP at the September 30th meeting regarding campus enrollment committees. He further explained that the FTES Working Group may take on a different form after the recommendation. Vice Chancellor El Fattal indicated that everyone needs to be focused on enrollment management, whether the District is growing or shrinking.

Vice Chancellor El Fattal stated that AFT has requested participation in the FTES Working Group. The request was presented to DCAP on September 2nd. At the September 2nd meeting, DCAP members expressed a desire to have a larger discussion on FTES Working Group, specifically, how/if it will change. Further, DCAP will decide how/if it changes since the FTES Working Group is under the purview of DCAP.

FUND 612 RETIREE HEALTH PAYMENT POOL UPDATE

Ms. Bojorquez reviewed the key points of Retiree Settlement Agreement (filed in August 2007 and court approved in January 2010). Ms. Bojorquez explained a request has been made to Human Resources that the claimant list be reviewed to determine who continues to be covered/eligible under this benefit. Currently, the maximum reimbursement amount for FY17 is \$150,000. The maximum amount decreases annually as the pool is projected to shrink. The reserve amount in this fund is approximately \$2.5 million. Ms. Bojorquez explained that the amount is fluid and the unknown factor is the cost shifting measures that may be initiated by the District. Mr. Hayashi inquired whether the fund is large enough to fund claims through termination. Is the current funding adequate? Why are we continuing to fund it? It appears the District is putting money into this fund and it is not needed. More information on this fund will be brought to the October DCAS meeting.

BUDGET ALLOCATION MODEL REVIEW

DCAS suggested that the Allocation Model narrative be revised to reflect the current Model (i.e., separate background/historical information).

Ms. Bojorquez explained the mechanics and workings of the Model line by line.

There was a discussion regarding utilities, specifically, paying them on a districtwide basis. Mr. Hayashi stated there does not seem to be an incentive/reward for individual sites that save more utility costs over another site.

Vice Chancellor El Fattal will bring the statewide growth targets/growth limits to the next DCAS meeting.

The Budget Allocation Model review will continue at the October DCAS meeting.

INFRASTRUCTURE FUNDING MODEL REVIEW – INITIAL REVIEW

Ms. Bojorquez explained, based on the Budget Allocation Model review, that the Infrastructure Funding Model (IFM) will be revised to separate historical elements vs. mechanics.

The Infrastructure Funding Model review will continue at the October DCAS meeting.

DISTRICT ADMINISTRATIVE CENTER RELOCATION UPDATE

Vice Chancellor El Fattal distributed a copy of the Board of Trustees' September 13, 2016 Closed Session Report regarding Real Property Negotiations. He provided an overview of the building for the proposed District Administrative Center. The building is approximately 40,000 square feet; 30,000 SF is vacant. It was built in 2003. The overall condition of the building is good. A Letter of Intent to purchase the building was signed by the District and the owners of the building. The District is not currently in escrow.

Vice Chancellor El Fattal explained it is his intention to ask the Board to consider the approval of a Purchase and Sale Agreement at the October 11 Board Meeting. If approved, escrow would open about 5 days later.

Assuming everything goes smoothly, Vice Chancellor El Fattal stated that the District Administrative Center would move in April 2017. Once escrow is opened, it could close as early as November, if things go well. There were questions about costs outside of the purchase price of \$7 million. For example, what are estimated costs for renovation, moving expenses, closing costs, furniture, infrastructure (IT), printed materials (business cards, letterhead), advertising, etc. Vice Chancellor El Fattal indicated that the furniture currently in the building is included in the transaction and the other costs are expected to be under \$1 million.

DCAS was reminded that the District's lease for the Stanley Avenue facility expires January 30, 2017. Vice Chancellor El Fattal will ask the Board to consider approving a three-month lease extension for the facility. He explained there may be other resolutions related to the DAC purchase that will be presented to the Board for consideration in October.

Vice Chancellor El Fattal explained that the sale of the Camarillo Airport property would help settle a short term financing obligation related to the Daily Drive building purchase. It was

explained that surveyors are surveying the area in hopes of relocating the property entrance for the fire academy (off Airport way – Not Las Posas or Pleasant Valley). Vice Chancellor El Fattal is hopeful the transaction will be complete by the end of the fiscal year. There will be a bridge loan; potentially a Certificate of Participation (COP) or a Bond Anticipation Note (BAN). Regardless of the funding instrument, the preference is to pay it off quickly.

Dr. El Fattal acknowledged there may be questions regarding the move and potential financing. He offered to visit the campuses, answer emails, or receive phone calls to discuss.

OTHER BUSINESS

Mr. Hayashi inquired about the base allocation increase that was originally allocated for STRS/PERS. Vice Chancellor El Fattal explained this will be discussed at a future meeting.

Meeting adjourned at 10:37 a.m.

Next meeting is October 20, 2016