

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
District Council of Administrative Services (DCAS)

Thursday, December 16, 2010

**NOTES**

Attendees: John al-Amin, Robert Cabral, Dominga Chavez, Riley Dwyer, Alan Hayashi, Iris Ingram, Sue Johnson, Dave Keebler, Deborah LaTeer, Darlene Melby, Mary Anne McNeil, Karen Osher, Peter Sezzi, Trevor Zierhut

Absent: None

The meeting began at approximately 9:03 a.m. in the Board Room at VCCCD.

**APPROVAL OF NOTES**

The notes from the November 18, 2010 meeting were approved by consensus. John al-Amin requested one minor change to a statement he made.

**FACULTY OBLIGATION NUMBER (FTO/FON)**

A chart (dated 12/16/10) showing the historical full time faculty obligation number (FON) was distributed and discussed. Sue briefly explained the history of FTO/FON. Each District's FON number is annually increased by the same percentage as the funded FTES growth factor, or decreased in the case of the recent workload reduction. The obligation number is a districtwide number, not college specific, and includes all faculty (instructional and non-instructional) from all funds, including grants. If, at the state-wide level, it is determined by the BOG that there is insufficient funding, FON can be frozen at the amount of the prior year's. This has been done the last three years.

Sue reviewed the concept in code of "free passes". A free pass is when a full-time faculty gives "late notice" to resign or retire. The state gives us a one-year reprieve for replacing that faculty member, i.e. we are allowed to count that specific faculty as if they were still here. That position must be replaced in the following year; however, even if the number is frozen. We have been utilizing our free passes in order to meet our obligation. Free passes can fluctuate significantly from year to year. To avoid being caught short of the target number in the year when a freeze is not granted, Sue recommended to Cabinet, and they concurred, that the District gradually fill our free passes until we meet our "post-freeze" projected obligation. After that is reached, the District will no longer rely on "free passes" to meet our obligation.

**LOCAL STRUCTURAL DEFICITS**

Sue reiterated the importance of noting that any recommendation DCAS makes to the Board should not be expected to resolve all the local structural deficit issues. It is intended to give some assurance that there will be a minimal amount of funding for fluctuating, non-recurring capital expenses. It is an attempt to restore some resources for the overall institutional needs that have been depleted due to changes in state funding as well as a result of local budget constraints.

We have previously discussed that there will be trigger points when these deficits will be funded, those will be identified at a later time. It is important to identify the problem/deficit first.

At the November DCAS meeting, an initial list of Local Structural Deficits was established. This initial list was reviewed again by DCAS at the December meeting. The list was revised slightly to re-organize some of the items and to more clearly define the “other” category.

- Scheduled Maintenance & Capital Furniture (including, admin, faculty & classroom)
- Library Materials & Databases (previously IELM/TTIP)
- Tech Refresh (hardware & software)
- Instructional and Non-Instructional Equipment
- Other (such as R&D, staff innovation, lab software, program transition costs, program specific accreditation, staff development (classified and faculty))

There was a recommendation to add “restoration of the class schedule” to the list of structural deficits, but after a discussion, the consensus of DCAS was not to include it, as the funding of the class schedule is considered an on-going operational cost.

Sue reminded DCAS that any funds allocated to structural deficits will not be additional funds, just a reallocation of existing revenues. These structural deficits allocations will be placed in a separate fund for accounting and the colleges can carry them over from year to year in order to meet fluctuating levels of need or more substantial or earmarked specific projects. Once the funds have been allocated to the sites, DCAS will not be involved in the prioritization of those funds. That will be a local college decision. The funds can be spent as the college chooses as long as it fits the category definition.

Peter Sezzi commented on the importance of defining priorities in hard economic times. He indicated that his Senate understands that the plan for addressing the local structural deficits corrects bad choices that were made in the past (e.g. including lottery funds as a part of the general allocation).

Sue reviewed the suggested process of addressing the local structural deficits:

1. Identify Categories - What are the structural deficits that need to be addressed?
2. Basis for Allocation for each category (i.e., FTES; 1/3, 1/3, 1/3; assignable square footage, etc.)
3. Amount to be allocated to each category (e.g. percentage or specific dollar amount)
4. When will we begin the process, i.e. how will it be phased in? What will be the triggers for removing a specific revenue source from the general allocation model to then be directed to local structural deficits?

Robert Cabral and Peter Sezzi both conveyed their support of the 4-step process. Peter asked for assurance that the process can be reviewed, when and if necessary. Sue explained that no door is ever shut. The allocation process is annually reviewed by DCAS and it is part of DCAS’s mission and charge to ensure it is functioning appropriately. This new process will fall under that charge as well.

### Allocation Process

The Basis for allocation to each potential category was then discussed. Discussions resulted in the following initial recommendations:

- Scheduled Maintenance & Capital Furniture (including admin, faculty & classroom)
  - o Assignable Square Footage

- Library Materials & Databases (previously IELM/TTIP)
  - o 50% by FTES
  - o 50% by 1/3, 1/3, 1/3
- Tech Refresh (hardware & software)
  - o Number of Computers
- Instructional and Non-Instructional Equipment
  - o FTES
- Other (such as R&D, staff innovation, lab software, program transition costs, program accreditation, staff development (classified and faculty))
  - o FTES
  - o 1/3, 1/3, 1/3
  - o Or could be a rotation of allocation (full allocation to each campus on rotating basis)

This list is preliminary and will be reviewed again at the January 20, 2011 meeting. It was also requested that the headcount vs. FTES numbers be brought to the January meeting for general information.

#### **NEXT MEETING**

Thursday, January 20, 2011 – 8:30 a.m. This meeting is scheduled to last until about noon. Please plan accordingly.

Meeting was adjourned at approximately 11:44 a.m.