

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

Thursday, October 17, 2013

NOTES

- Attendees: Mike Bush, Brian Fahnestock, Alan Hayashi, Linda Kamaila, Dave Keebler (via Lync), Deborah LaTeer, Mary Anne McNeil, Darlene Melby, Mary Rees, Art Sandford
- Absent: Dan Casey, Dominga Chavez, Iris Ingram, Lucia Marquez (student representative)
- Guest(s): Lori Bennett (via Lync), Dr. Luskin (via Lync)

The meeting was called to order at 9:00 a.m. in the Thomas G. Lakin Board Room at VCCCD, with a few members utilizing the district's Lync phone conferencing capability.

APPROVAL OF NOTES

The notes from the September 19, 2013 meeting were approved by consensus.

EMPLOYEE TRAVEL (PER DIEM)

Interim Vice Chancellor Fahnestock explained that staff is looking at employee travel procedures and trying to simplify the process. The costs are being analyzed, but the thought is to go from receipt based to a per diem rate – possibly \$55/day. The actual cost (whether it will be more or less than the current practice) is being assessed. The Oxnard College Vice President of Business Services indicated it could be partial per diem as well. No timeline for implementation has been decided. Paperwork reduction is the goal – streamlining the process. There was general support for this change.

INTERNATIONAL STUDENT EXPENDITURES

Interim Vice Chancellor Fahnestock explained that a task force is being formed to study the infrastructure necessary for having an international student program. Moorpark College's Executive Vice President mentioned that staffing should also be considered. She further explained that an international student program requires more staffing and counseling as well as potential recruitment for more students. Oxnard College Academic Senate President explained that Oxnard College used to have a very vibrant program. The current allocation model doesn't incentivize an international student program. If the District will have a program, the Allocation Model must be looked at, especially if not all colleges have the program. Iris Ingram is heading up the task force with Dr. Duran as co-chair. The Ventura College Academic Senate President suggested that the District restore the food service program before the program is enhanced.

AFFORDABLE CARE ACT (ACA) COMMITTEE

Interim Vice Chancellor Fahnestock distributed a list containing five potential task items regarding ACA. The district is considered one employer. Therefore, an employee working 50% at one location and part-time at another location could present a liability for the district. There was a question regarding student workers. Student workers are considered the same as any other employee, as far as the ACA rules and calculations are concerned. The Interim Vice Chancellor indicated that a preliminary workforce analysis was done and the District is not facing any liabilities and fines for this year. As a district, we may need to look at our benefit structure, looking at changing our health plans from a blended rate to tiered pricing and which employees are covered.

DECISION MAKING HANDBOOK

Decision Making Handbook (former Participatory Governance Handbook) was emailed prior to the meeting. Some sections relate to DCAS. Any suggested changes should be forwarded to Mr. Fahnestock. The handbook is moving towards approval at November board meeting.

FULL-TIME OBLIGATION NUMBER (FON)

The District Budget Officer distributed the fall 2013 FON report, which is due October 18. The state gives each District a target FON number. We are within that number. This number fluctuates in the same percentage as our growth/reduction dollars from the state. This number over the past 3-4 years has fluctuated.

Ms. LaTeer explained how the District's FON is calculated and what faculty members are included and/or excluded. She further explained that we normally don't want to count free passes. The free passes aren't included in projections - not included in working document. The fall 2014 projected number could change, but not upward. If it changes, it would be downward. If the District were to receive more growth dollars, any increase would be reflected in fall 2015. The state gives Districts a lot of time to meet that number. FON will be presented to Cabinet soon.

Meeting was adjourned at approximately 9:40 a.m.

Next meeting – Thursday, November 21, 2013 - 9:00 a.m.

Agenda Topics include:

- Employee Travel – per diem scenario/hypothetical