



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Council of Administrative Services (DCAS)

July 19, 2018 – 9:00 a.m.
District Administrative Center, Thomas Lakin Board Room

AGENDA

- Approval of Meeting Notes – May 31, 2018

- DCAS Committee Self Appraisal Survey Responses

- Student-centered Funding Formula (discussion)

- FY19 Adoption Budget
 - Revenue
 - Utilities
 - Districtwide Services
 - Budget Allocation

- Other Business

Next meeting(s)

9:00 a.m., August 16, 2018

(Ventura College Campus Center Conference Room – inside former cafeteria)

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Council on Administrative Services (DCAS)

District Administrative Center, Thomas Lakin Boardroom

Thursday, May 31, 2018

NOTES

Attendees:

Silvia Barajas, Vice President, Business Services, Moorpark College
Cathy Bojorquez, Vice President, Business Services, Ventura College
Jennifer Clark, Interim Budget Director
Jeanine Day, Classified Senate Representative, Ventura College
Diane Eberhardy, Academic Senate President, Oxnard College
David El Fattal, Vice Chancellor, Business and Administrative Services
Nubia Lopez-Villegas, Human Resources Representative
Chris Renbarger, Classified Senate Representative, Oxnard College
Peter Sezzi, AFT Representative – Skype
Julius Sokenu, Vice President, Academic Affairs, Moorpark College – Skype
Maria Urenda, SEIU Representative
Rogelio Vasquez (for Mike Bush), Vice President, Academic Affairs, Oxnard College

Absent:

Nenagh Brown, Academic Senate President, Moorpark College
Mike Bush, Vice President, Business Services, Oxnard College
Lydia Morales, Academic Senate President, Ventura College
Linda Resendiz, Classified Senate Representative, Moorpark College

Recorder: Laura Galvan

Dr. Eberhardy called the meeting to order at 9:03 a.m.

APPROVAL OF MEETING NOTES

The meeting notes from May 10, 2018, were approved by consensus.

FY19 TENTATIVE BUDGET – FINAL REVIEW

Vice Chancellor El Fattal discussed changes to the FY19 Budget Narrative since DCAS's review on May 10, 2018.

There was a discussion about the historical salary and benefit percentage information for the *All Colleges* page. The FY18 is a projected number as the fiscal year has not closed as of the time the FY19 Tentative Budget was developed.

DISCUSSION: FTES SHIFT FOR FY19

Dr. El Fattal explained that there was a session at the ACBO Conference regarding FTES shift. At that conference, it was stated that FY18 could be the last year a shift is allowed. A preliminary analysis indicates it would benefit the district unless the financial hold harmless is for next fiscal year (FY19) instead. Dr. El Fattal is mentioning this topic but is not yet making a recommendation regarding this matter. The District will know more when Governor Brown

adopts the state budget. Vice Chancellor El Fattal explained that budget details are still being assessed and new information is coming from the State Chancellor's Office, even as late as last night. The rumors indicate that the new funding formula may pass the legislature. There will be further discussions regarding shifting FTES as new information is known.

Dr. Eberhardy indicated that she, Dr. Gillespie and Trustee Blum met with Assembly Representative (Monique) Limon. She explained the Governor has two major initiatives: the funding formula and the online college. Assemblymember Limon indicated at least one will pass before the Governor's term ends.

DISCUSSION OF DISTRICT RESERVES

Vice Chancellor El Fattal indicated the District's reserves will be a discussion item for the July Board Planning Retreat. He asked DCAS members to forward any relevant comments to him in advance of the July 9 meeting.

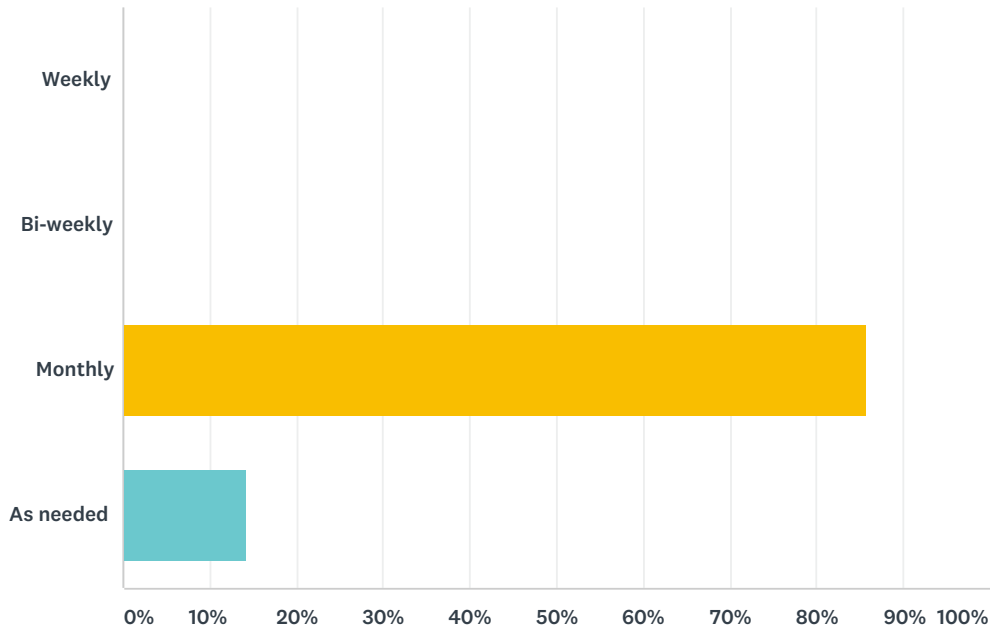
OTHER BUSINESS

The necessity of the June 21 DCAS meeting was discussed. Vice Chancellor El Fattal stated that DCAS will be kept informed of new information regarding the state budget. If prudent, DCAS will meet; otherwise, the meeting will be cancelled. The next scheduled meeting is July 19, 2018.

Meeting adjourned 9:30 a.m.

Q1 How often did the committee meet?

Answered: 7 Skipped: 0

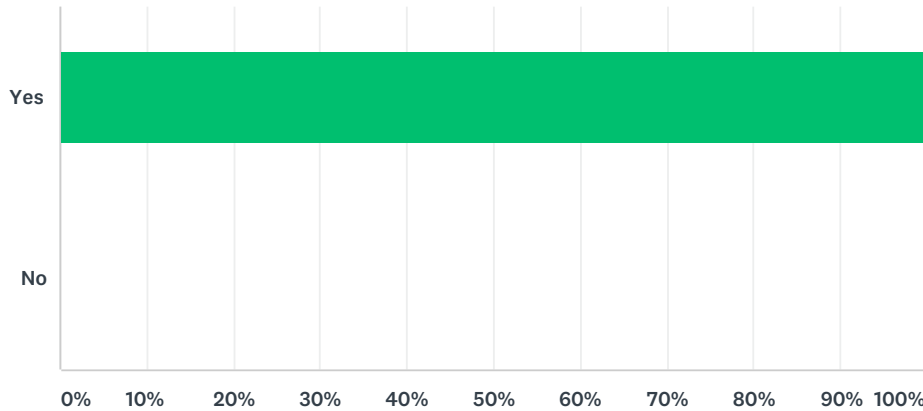


ANSWER CHOICES	RESPONSES
Weekly	0.00% 0
Bi-weekly	0.00% 0
Monthly	85.71% 6
As needed	14.29% 1
TOTAL	7

#	SHOULD IT MEET MORE FREQUENTLY? LESS FREQUENTLY? IF SO, WHY?	DATE
1	I appreciated meeting more frequently when needed during the year. We should continue to plan (and schedule) on meeting more frequently during budget season.	5/7/2018 6:12 PM
2	More meetings if required.	5/7/2018 5:55 PM
3	We meet monthly usually but the committee members and chairs were very helpful about creating extra meetings to get through all the discussions about the Allocation Model and other updates as they were needed.	5/6/2018 4:15 PM
4	Every quarter.	4/30/2018 5:40 PM
5	Additional meetings are added as needed.	4/27/2018 9:04 AM
6	DCAS has meet more frequently when deemed necessary by the co-chairs.	4/26/2018 11:46 AM

Q2 Does the committee charge reflect the business of the committee? (Charge provided below.)"The District Council of Administrative Services (DCAS) recommends to the Chancellor through the Cabinet and the District Consultation Council on budget policy, development, and implementation, including, but not limited to, the District allocation model, business policies, and procedures."

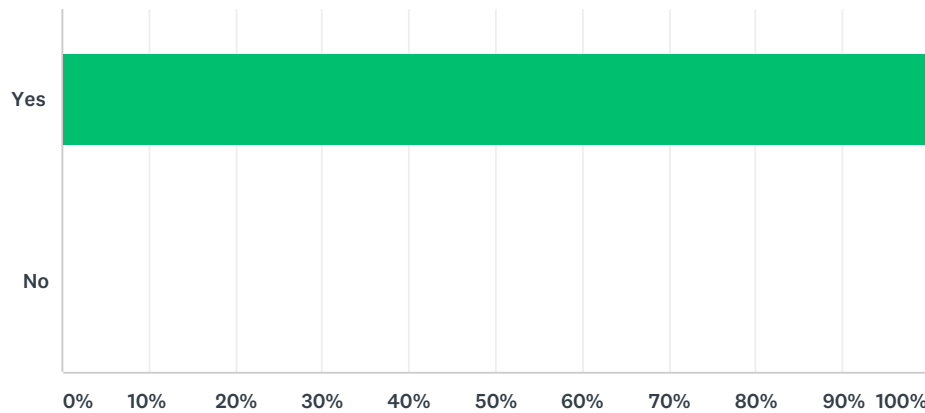
Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	7
No	0.00%	0
TOTAL		7

Q3 Is the committee environment conducive to open discussion of relevant issues?

Answered: 7 Skipped: 0

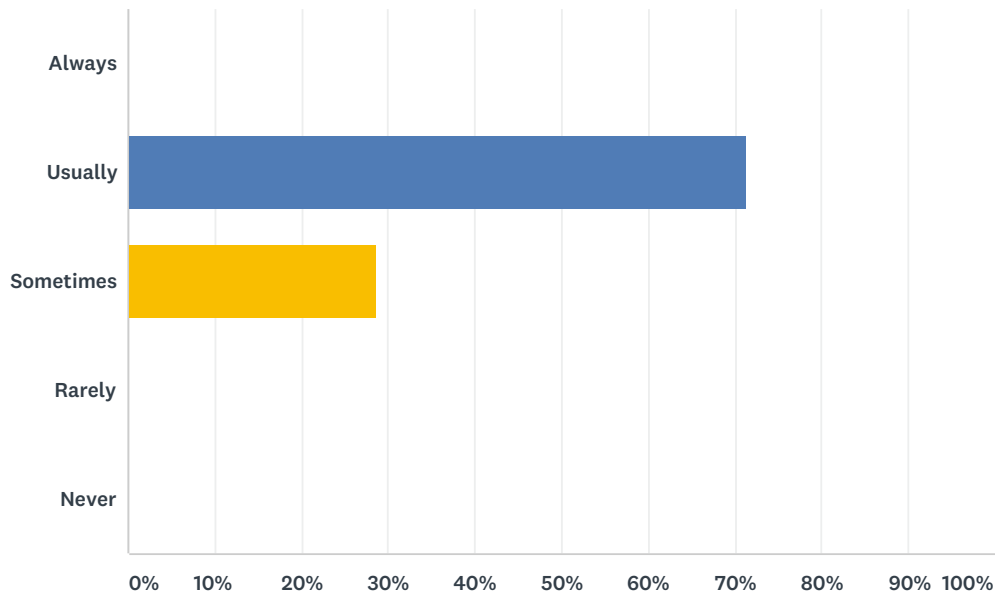


ANSWER CHOICES	RESPONSES	
Yes	100.00%	7
No	0.00%	0
TOTAL		7

#	IF "NO," PLEASE EXPLAIN YOUR RESPONSE.	DATE
1	Exceptionally open - this has been a year of tough discussions and yet I think we all felt heard and respective even whilst having very different perspectives. Thanks again to the co-chairs.	5/6/2018 4:15 PM
2	Excellent co-chairs keep the committee moving forward and follow the agenda.	4/26/2018 11:46 AM

Q4 Are the issues brought to the committee effectively addressed in a timely manner?

Answered: 7 Skipped: 0

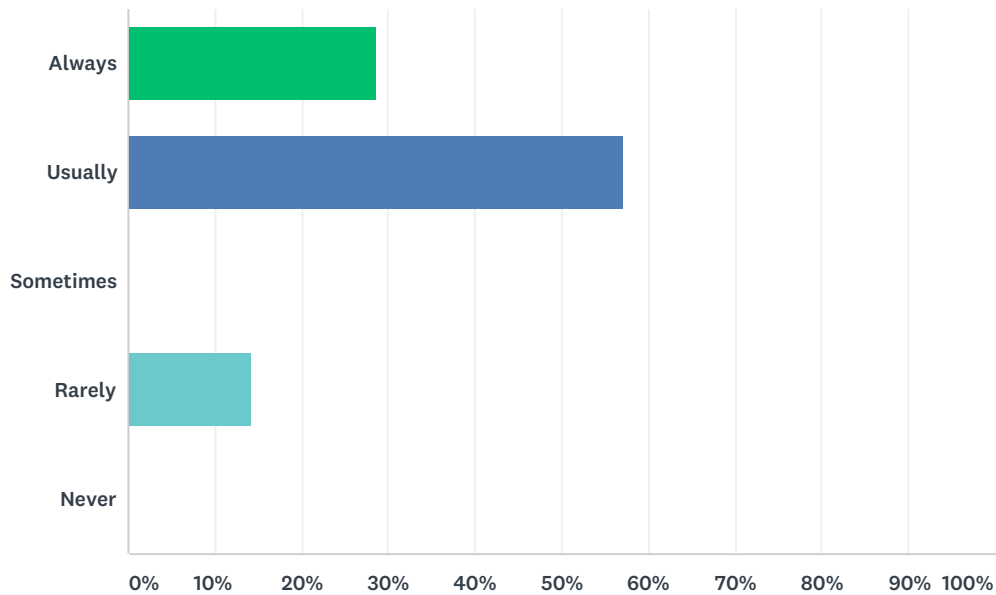


ANSWER CHOICES	RESPONSES
Always	0.00% 0
Usually	71.43% 5
Sometimes	28.57% 2
Rarely	0.00% 0
Never	0.00% 0
TOTAL	7

#	PLEASE EXPLAIN YOUR RESPONSE.	DATE
1	Sometimes information needed to further discuss a topic is not provided in a timely manner.	5/7/2018 6:12 PM
2	Sometimes we get generalized information back on an agenda item when we need the specifics for our district in order to move forwards.	5/6/2018 4:15 PM
3	At times discussion of suggested issues transform into more robust discussions of related issues.	4/27/2018 9:04 AM
4	When the co-chairs and committee members believe more time is necessary; then the committee will add additional meeting times.	4/26/2018 11:46 AM

Q5 Are the committee's agendas posted and accessible in an easy and timely manner?

Answered: 7 Skipped: 0

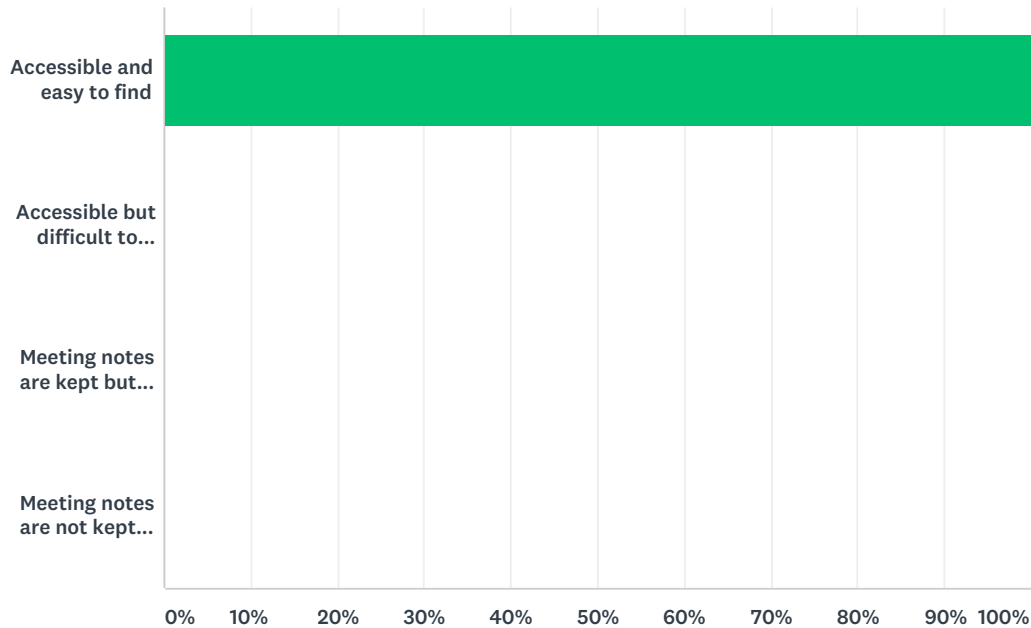


ANSWER CHOICES	RESPONSES
Always	28.57% 2
Usually	57.14% 4
Sometimes	0.00% 0
Rarely	14.29% 1
Never	0.00% 0
TOTAL	7

#	PLEASE EXPLAIN YOUR RESPONSE.	DATE
1	Agendas are emailed out but are not posted on the website.	5/7/2018 6:12 PM
2	We really do need these agendas and all the attachments well in advance to be fully prepared for the meetings.	5/6/2018 4:15 PM
3	Typically emailed	4/27/2018 9:04 AM

Q6 Are the committee meeting notes readily accessible?

Answered: 6 Skipped: 1

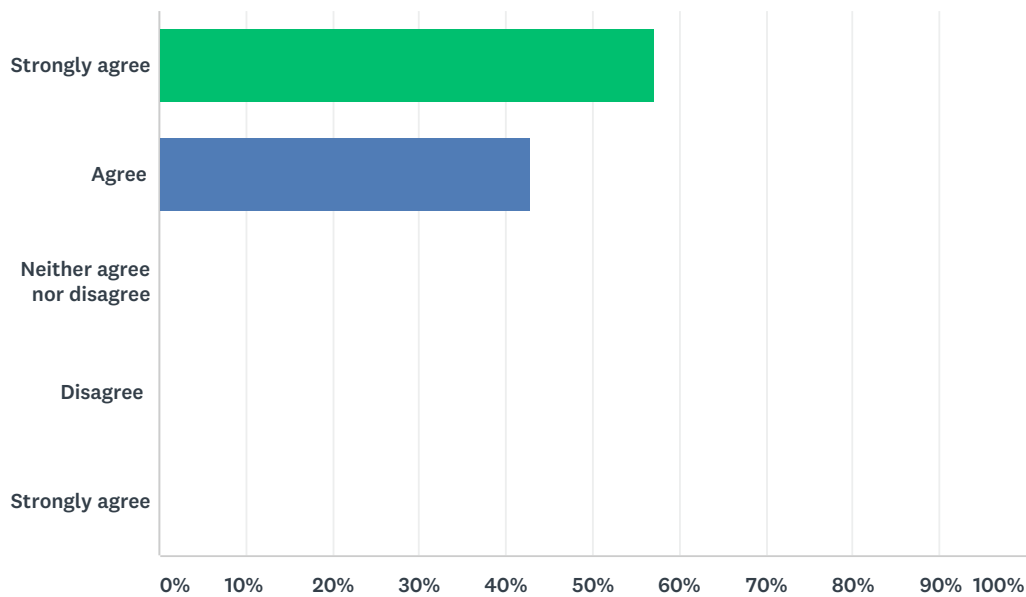


ANSWER CHOICES	RESPONSES	
Accessible and easy to find	100.00%	6
Accessible but difficult to find	0.00%	0
Meeting notes are kept but not posted	0.00%	0
Meeting notes are not kept (that I am aware of)	0.00%	0
TOTAL		6

#	PLEASE EXPLAIN YOUR RESPONSE.	DATE
1	I don't know - they are readily accessible in my files and I don't need the website copies.	5/6/2018 4:15 PM
2	Emailed	4/27/2018 9:04 AM
3	The minutes have been exceptional. Laura G. has done an outstanding job in disseminating the information.	4/26/2018 11:46 AM

Q7 To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	57.14%	4
Agree	42.86%	3
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly agree	0.00%	0
TOTAL		7

#	PLEASE EXPLAIN YOUR RESPONSE.	DATE
1	I didn't always agree with the final outcomes but we made the hard decisions. Where our work was not effective was when the vice-chancellor and chancellor recommended to the Board that it vote against our carefully worked out recommendations for the Allocation Model. Such is participatory governance though, and I am sure this will come back to the group as we did not resolve the issues all agree we have with our current model. Something has to change!	5/6/2018 4:15 PM
2	The agenda items have been discussed thoroughly and moved to the next level in the process.	4/26/2018 11:46 AM

Q8 What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

Answered: 2 Skipped: 5

#	RESPONSES	DATE
1	NA	4/30/2018 5:40 PM
2	An ad-hoc committee was discussed, but volunteers were not invited to meet.	4/27/2018 9:04 AM

Q9 Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

Answered: 4 Skipped: 3

#	RESPONSES	DATE
1	Re-discussion of Allocation Model Re-discussion of Irrevocable Trust How we are going to get the district back to being competitive in its salaries and benefits	5/6/2018 4:15 PM
2	NA	4/30/2018 5:40 PM
3	Use of irrevocable trust to help pay for retiree health liabilities needs to be addressed. Once the state funding model is established, the District apportionment model should be reviewed.	4/27/2018 9:04 AM
4	Agenda items will be focused on the allocation model - this is an on-going agenda item. Budget constraints.	4/26/2018 11:46 AM

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
GENERAL FUND - UNRESTRICTED (Fund 111)
REVENUE PROJECTIONS - FY19**

ACCOUNT DESCRIPTION	RATE	2017-18 ADOPTION BUDGET	2017-18 ACTUALS	2018-19 ADOPTION BUDGET	Change FY18 Adoption VS FY19 Budget
BASIC ALLOCATION					
FY18=	2 Medium College @	\$ 4,257,907	8,403,018	8,515,814	
	1 Small College @	\$ 3,649,633	3,601,294	3,649,633	
FY19=	2 Medium College @	\$ 4,324,330		8,648,661	
	1 Small College @	\$ 3,706,567		3,706,567	
CREDIT FTES					
FY18=	26,588.00 FTES @	\$ 5,072	130,287,642	134,849,190	
FY19=	26,588.00 FTES @	\$ 5,151		136,952,838	
NON CREDIT FTES					
FY18=	72.00 FTES @	\$ 3,050	217,419	219,587	
FY19=	72.00 FTES @	\$ 3,097		223,013	
BASE ALLOCATION INCREASE (FY18)			4,039,200	4,263,393	
HOLD HARMLESS: New Funding Formula (FY19)				4,263,392	
FULL TIME FACULTY HIRING			0	0	
COLA (1.56%/2.71%)			2,035,879	2,296,854	4,167,830
TOTAL GENERAL APPORTIONMENT			148,584,452	153,794,471	157,962,301 ^[a]
CURRENT YEAR ADJUSTMENT (Deficit)			-	-	-
PRIOR YEAR ADJUSTMENT (Recalc)			-	-	-
STATE MANDATED COST - BLOCK GRANT			-	-	-
PT FACULTY EQUITY COMP (Categorical Funds)			547,717	531,183	531,183
ENROLL FEE WAIVERS (2%)			-	-	-
LOTTERY PROCEEDS			3,764,690	3,764,690	3,764,690
LOTTERY PROCEEDS PRIOR YEAR			-	-	-
PT FACULTY OFFICE HOURS			-	24,896	-
PT FACULTY HEALTH INS			-	8,925	-
INTEREST INCOME			-	-	-
ENROLL FEES - LOC SH (2%)			-	-	-
NONRES TUITION - INTL			603,890	603,890	603,890
NONRES TUITION - DOM			1,131,013	1,131,013	1,131,013
OTHER LOCAL REVENUE			-	-	-
OTHER LOCAL REVENUE			-	-	-
TOTAL OTHER REVENUE			6,047,310	6,064,597	6,030,776
TOTAL GENERAL FUND UNRESTRICTED REV			154,631,762	159,859,068	163,993,077

FTES: (Hold harmless model)
FY18 = 26,660 projected funded (with shift)
FY19 = 26,660 projected funded

^[a] Includes Education Protection Act Funds (Prop 30)
and Full-Time Faculty Hiring.

**Ventura Community College District
2018-19 Adoption Budget
Utilities (Org 6XXXX)**

<i>Type</i>	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Budget	2018 YTD (a)	2018 Projected Actual	Projected Surplus(Deficit)	2019 Tentative	% Change 2018 Proj/ 2019 Tent
Gas	162,761	123,974	113,267	133,714	146,000	99,590	108,643	37,357	119,000	9.53%
Water/Sewer	907,032	706,807	630,292	729,495	847,000	801,240	909,080	(62,080)	1,103,000	21.33%
Electric	2,797,895	2,944,941	2,816,198	2,634,816	3,045,500	2,579,455	2,829,445	216,055	3,212,200	13.53%
Telephone/Tech (b)	145,396	117,010	114,688	144,857	155,000	132,866	144,944	10,056	125,000	-13.76%
	<u>4,013,085</u>	<u>3,892,731</u>	<u>3,674,445</u>	<u>3,642,883</u>	<u>4,193,500</u>	<u>3,613,150</u>	<u>3,992,112</u>	<u>201,388</u>	<u>4,559,200</u>	<u>14.21%</u>
<i>Location</i>										
MC	1,526,373	1,495,196	1,359,337	1,323,196	1,530,000	1,319,004	1,438,913	91,087	1,585,000	
OC	1,049,173	951,915	854,938	916,080	1,062,000	1,047,468	1,142,692	(80,692)	1,261,000	
VC	1,231,471	1,279,747	1,219,695	1,141,660	1,310,000	1,093,945	1,228,395	81,605	1,445,000	
DAC	2,785	2,530	3,318	3,784	4,500	3,377	6,754	(2,254)	4,200	
DWS	203,283	163,342	237,157	258,163	287,000	149,356	175,358	111,642	264,000	
	<u>4,013,085</u>	<u>3,892,731</u>	<u>3,674,445</u>	<u>3,642,883</u>	<u>4,193,500</u>	<u>3,613,150</u>	<u>3,992,112</u>	<u>201,388</u>	<u>4,559,200</u>	

(a) YTD figures as of May or Jun 2018.

Districtwide Services
FY19 Adoption Budget

Orgn	Title	FY16 Actuals	FY17 Actuals	FY18 Adopted	FY18 YTD	FY19 Tentative	FY19 Adoption	19 Tent vs 19 Adoption
80099	SEIU Release Time				69,174	120,000	122,175	2,175
82011	Personnel Commissioners	57,894	56,823	61,000	59,569	61,000	62,500	1,500
82080	Accreditation/Planning	10,833	20,980	5,000	0	5,000	5,000	-
82100	Board Election		700	0	0	110,000	110,000	-
82101	Board of Trustees Operations	230,484	219,904	238,376	212,793	238,376	238,376	-
82103	Legal	201,170	251,018	300,000	296,695	300,000	300,000	-
82104	Districtwide Memberships	104,615	110,921	112,000	107,568	112,000	112,000	-
82106	Police Services	654,768	654,768	654,768	654,768	734,768	734,768	-
82111	Audits	131,125	150,703	165,000	165,000	165,000	165,000	-
82112	Bank, Credit Card Charges & COTOP	277,083	299,239	300,000	304,999	300,000	310,000	10,000
82114	College Work Study Match	161,100	187,863	183,000	170,178	183,000	183,000	-
82116	Unemployment Insurance	79,912	68,280	90,000	91,001	90,000	90,000	-
82121	Registration Mailers	0	1,115	0	0	0	0	-
82122	1098T Reg Fee Rptg (Fed require)	22,954	34,087	35,000	35,000	35,000	35,000	-
82125	Classified Tuition Reimbursement	1,173	276	2,000	782	2,000	2,000	-
82127	H&W Employee Contribution Balancing	2,532	5,878	5,000	874	5,000	5,000	-
82128	Workers Comp State Fee	18,150	16,305	20,000	21,778	20,000	20,000	-
82129	Online Transcript Admin	21,360	46,860	40,000	52,910	40,000	50,000	10,000
82131	Insurance Premiums	684,693	717,383	1,100,000	707,707	1,100,000	1,050,000	(50,000)
82133	Self Insurance Coverage	75,000	75,000	75,000	75,000	75,000	75,000	-
82134	Health Insurance Broker	117,500	117,722	117,500	117,798	117,500	113,000	(4,500)
82137	Parking Online Admin	116,859	114,801	125,000	111,535	125,000	125,000	-
82138	Classified Staff Development	706	10,302	15,000	5,343	15,000	15,000	-
82141	Airport Maintenance	59,885	27,436	66,000	34,682	30,000	30,000	-
82142	Scheduled Maintenance Match	150,000	150,000	150,000	150,000	150,000	150,000	-
82149	Exec Management Search Costs	73,823	54,619	100,000	29,055	50,000	50,000	-
82150	Benefits System	11,277	38,772	42,000	28,072	42,000	42,000	-
82154	Staff Diversity Coordinators	111,703	60,090	60,000	41,076	60,000	60,000	-
82155	Employment related services	36,049	37,308	40,000	37,979	40,000	40,000	-
82156	Recruitment-Advertising (HR)	73,958	57,398	75,000	60,893	75,000	75,000	-
82158	Districtwide Wellness	2,375	0	0	0	0	0	-
82159	District-wide Staff Development	28,036	14,218	30,000	13,784	30,000	30,000	-
82160	Interim Management Costs	154,193	0	0	0	0	0	-
82161	Great Teacher Seminar/Acad Senate	15,000	15,000	15,000	15,000	30,000	30,000	-
82162	Collective Bargaining Costs (Reimb)	37,203	8,656	100,000	20,100	30,000	30,000	-
82169	Distance Learning Prof Development	0	0	50,000	42,589	50,000	50,000	-
82170	Collection Fees (COTOP)	5,155	5,351	6,000	5,388	6,000	6,000	-
82174	New Info Technology Systems	250,000	250,000	250,000	250,000	250,000	250,000	-
82177	Data Base Admin/Tech Implementation	210,000	210,000	210,000	211,226	210,000	210,000	-
82178	AdminiSystem SW License Fee/HW Main	1,762,597	1,779,417	1,735,000	1,741,366	1,788,350	1,788,350	-
82179	Compensated Absence Accrual	15,245	48,610	0	0	0	0	-
82180	Bad Debt Exp-Uncollected Enroll Fee	4,919	71,085	40,000	4,231	40,000	40,000	-
82181	Contingency	1,741	50,000	100,000	100,903	85,000	85,000	-
82188	Info Technology Equipment	100,000	100,000	100,000	100,000	100,000	100,000	-
87313	D/W Marketing Campaign*	232,934	198,318	69,874	62,996	150,000	150,000	-
	Total	6,306,004	6,138,888	6,812,644	6,146,816	7,169,994	7,139,169	(30,825)

* Prior to FY19, D/W Marketing Campaign was funded by one-time allocations from the colleges and/or reserves.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
FY19 ADOPTION BUDGET ALLOCATION**

FY19 Tentative Revenue	163,993,077
Less: District-wide	(7,139,169)
Less: Utilities	(4,559,200)
Less: District Office (6.98% revenue) ^[b]	<u>(11,446,717)</u>
Available for Distribution	<u>140,847,991</u>

	Moorpark	Oxnard	Ventura	Total	
Class Schedule Delivery Allocation					
1) Unadjusted FTES (FY18 actual, includes NonResident)	11,524	4,988	9,833	26,345	
2) WSCH	172,860	74,827	147,494		
3) Productivity Factor	525	525	525		
4) FTEF	329	143	281		
5) FTEF adjustment	10	6	12		
6) less: Full Time positions (FTEF)	<u>(147)</u>	<u>(76)</u>	<u>(128)</u>	19,446,290	\$ 53,910,422
7) =Hourly FTEF @ ^[a]	\$ 53,153 192	73	165	8,748,528	\$ 22,868,866
8) Total Class Schedule Delivery Allocation	\$ 32,970,754	\$ 15,613,716	\$ 28,194,818	\$ 76,779,288	54.5%
9) Base Allocation	\$ 7,042,400	\$ 7,042,400	\$ 7,042,400	\$ 21,127,199	15.0%
10) <i>Adjusted FTES (FY18 actual)</i>	11,319	4,980	9,794	26,093	
	<i>43.4%</i>	<i>19.1%</i>	<i>37.5%</i>		
11) FTES Allocation	\$ 18,627,789	\$ 8,195,635	\$ 16,118,081	\$ 42,941,505	30.5%
12) Total Allocation FY19	<u>\$ 58,640,942</u>	<u>\$ 30,851,750</u>	<u>\$ 51,355,299</u>	<u>\$ 140,847,991</u>	100.0%
13) Campus FY18 Carryover	\$ 1,147,443	\$ 620,378	\$ 1,012,112	\$ 2,779,932	
14) FY19 Tentative Budget Allocation	\$ 59,788,385	\$ 31,472,128	\$ 52,367,411	\$ 143,627,923	

Assumptions

[a] FY19 average replacement cost.

[b] Similar to the colleges, the District Office (DAC) is allowed up to a 2% carryover. For FY18, the DAC carryover is estimated to be \$225,459 for a total tentative budget of \$11,672,176