

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Council of Administrative Services (DCAS)

Thursday, October 15, 2015

NOTES

Attendees:

Sylvia Barajas, Vice President, Business Services, Moorpark College
Lori Bennett, Executive Vice President, Moorpark College (via Lync)
Mike Bush, Vice President, Business Services, Oxnard College (via Lync)
Jennifer Clark, Fiscal Services Supervisor, Oxnard College (via Lync)
Emily Day, Director, Fiscal Services
Tim Harrison, Vice President, Business Services, Ventura College (via Lync)
Alan Hayashi, AFT Representative
Linda Kama'ila, Academic Senate President, Oxnard College (via Lync)
Alexander Kolesnik, Academic Senate President, Ventura College
Dave Keebler, Vice Chancellor, Business & Administrative Services
Darlene Melby, College Business Manager, Moorpark College
Larry Maher, Interim Budget Officer
Mary Rees, Academic Senate President, Moorpark College

Absent:

Dan Casey, Classified representative, 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 some members utilizing the District's Lync/Skype phone conferencing capability.

APPROVAL OF NOTES

The notes from the September 17, 2015 were approved by consensus.

BP 5030 FEES (Fee Waiver High School Students)

Vice Chancellor Keebler briefly explained education code allowances for fee waivers. This request for exemption pertains to students who are taking classes on their high school campus. All fees (health fee, student activity fee, as well as enrollment fees) will be waived. There was a brief discussion about high schools that are on campus.

It was the consensus of the group that this item should be reviewed by DTRW-SS on November 12. This item will return to DCAS after DTRW-SS reviews and provides input.

AP 6200 BUDGET PREPARATION (Reserve Goal)

Vice Chancellor Keebler explained this item is being presented per discussions at previous DCAS meetings. There is a discrepancy between the Institutional Effectiveness Partnership Initiative (IEPI) “goal” and the “actual” District reserve numbers. The District’s Administrative Procedure states the goal will be between 7-15%, but actual reserves are higher. Ms. Day explained unrestricted fund balances include designations and undesignated. The definition is different for IEPI calculation. The policy/AP looks at undesignated, unallocated. Ms. Day will send updated District reserve calculations for IEPI and policy via email.

The next fiscal year IEPI goals will be due March 1st (2016). This item will return to the December DCAS meeting.

The procedure includes language regarding summer FTES. There was also a discussion about whether the language should remain as is. The consensus was the language shall remain in the administrative procedure. If, and when, the District decides/requests to shift FTES from one fiscal year to another, it will be presented to the Board as an exception.

EMERGENCY PREPAREDNESS BOARD DESIGNATED \$2 MILLION RESERVES

Vice Chancellor Keebler reviewed the list of Board designated reserves. Included in that list is \$2 million for Emergency Preparedness. Vice Chancellor Keebler explained intended use for the request: door locks and mass notification systems in the District need to be enhanced. The intent is that every classroom would have the ability to hear messages or have two-way communications. Additionally, doors will have the ability of being locked remotely in the event of an emergency situation on campus.

(After the Mandated Claim allocation discussion (\$3 million), consensus was provided to move this item to the Board for approval.)

MANDATED CLAIM ALLOCATION

Emergency Preparedness

Vice Chancellor Keebler reminded DCAS members that the mandated claim allocation is one-time funding. The District is receiving approximately \$14 million of mandated claims to help reduce the state’s liability to districts with outstanding mandated claims. Vice Chancellor Keebler explained that the \$2 million is not adequate for the two emergency preparedness projects (door locks and mass notification systems). Therefore, it is requested that \$3 million come off the top of the mandated cost claim allocation to supplement the emergency preparedness expenses. Vice Chancellor Keebler explained that rough estimates indicate the cost of each electronic door lock to be between \$1,000-\$1,500/door.

There was a discussion about any excess, unspent money. What happens if the actual expenses are less than \$5 million? Vice Chancellor Keebler indicated any excess in the request would flow through the Infrastructure Funding Model.

Ms. Rees inquired who would be responsible for making the recommendation on systems. Vice Chancellor Keebler explained it would include campus safety committees (faculty members), M&O, VPs, technology committees.

Consensus was approved for moving this request to the Board.

District Administrative Center

Ms. Day directed DCAS members to language in the Infrastructure Funding Model (IFM) regarding the DAC being held harmless for new revenues. There was some discussion regarding whether the mandated claim allocation is considered new revenue.

There was also discussion about what new projects the district would have that would be considered one-time. The request to have DAC included in the IFM could be premature since the DAC is still leasing their current building.

Mr. Hayashi reminded the group about the reasoning and intent behind the IFM development. He explained the development came about because the state cut revenue streams for IELM (instructional materials) and scheduled maintenance. The intent was to try to replace that revenue stream, although realizing it would not be adequate, but it would help.

The discussion about including the DAC in the mandated claim allocation continued. It was agreed that the DAC will be included in the distribution of the one-time mandated cost claim allocation, but not part of the ongoing IFM. This \$14 million is an anomaly and the DAC will not be included in the IFM allocation in future years. The DAC has some share in the mandated claims as their share of claims. The IFM is being used as a mode to distribute funds.

Ms. Bennett commented on the importance of recognizing this is one-time money and recognizing the DAC in the allocation. It was agreed that the DAC would receive an allocation of \$200,000 to be used however they deem appropriate.

There was a discussion about the use and flexibility of these funds across all campuses. It was agreed these funds will go into a 113 Fund and include language about flexibility of spending. The allocation schedule will be updated and redistributed. The mandated claim monies will go into OTHER in Fund 113.

INFRASTRUCTURE FUNDING MODEL – REVIEW (continuing)

The annual review of the Infrastructure Funding Model (IFM) continued in October. There was a discussion regarding the funding rates for each category of the IFM. There

was consensus that the categories should be reviewed see if more categories added and see if dollar amounts are appropriate. Additionally, review should continue in order to decide if the DAC should be included in this model. If the DAC is included, to what extent is the inclusion?

This item will be brought back to DCAS early next year (January 2016).

BUDGET ALLOCATION MODEL – REVIEW (continuing)

Ms. Day explained that the Budget Allocation Model narrative was updated to reflect changes suggested at the September DCAS meeting. There were suggestions for clarifying language, language regarding international students, and formatting corrections. This document will be brought back to the November DCAS meeting.

OTHER BUSINESS

District Administrative Center Relocation

Vice Chancellor Keebler provided a brief update on the status of the possible DAC relocation. There was a discussion about where down payment money would come from and whether \$400,000 (current lease payments) would be enough for mortgage payments. Vice Chancellor Keebler says the Board has charged staff with pursuing property for purchase. Vice Chancellor Keebler will develop financial models for a future DCAS meeting.

Another inquiry was made as to whether or not the District has a Master Plan. If the intent is to purchase a property that would include instructional purposes, a Master Plan/Strategic Plan would seem important as it relates to these issues. If there is a Plan, does it include Contract Education? International Students?

Air Conditioning on Campus

There was a discussion about air conditioning at the campuses and whether units can be purchased and installed in windows. Vice Chancellor Keebler indicated he believed it was possible. He suggested those issues/requests be discussed with the college vice presidents and maintenance & operations directors.

Future item: International students – fees for nonresidents.

Meeting was adjourned at 11:18 a.m.

Next meeting is November 19, 2015 – 9:00 a.m.