

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Council on Administrative Services (DCAS)

District Administrative Center, Thomas Lakin Boardroom

Thursday, October 17, 2019

NOTES

DCAS Attendees:

Silvia Barajas, Vice President, Business Services, Moorpark College
Cathy Bojorquez, Vice President, Business Services, Ventura College (via Skype)
Nenagh Brown, Academic Senate President, Moorpark College
Jennifer Clark, Budget Director
Oscar Cobian, Vice President, Student Development, Oxnard College
Emily Day, Director, Fiscal Services
Jeanine Day, Classified Senate Representative, Ventura College
Gilbert Downs, Classified Senate Representative, Moorpark College
Diane Eberhardy, Academic Senate President, Oxnard College
David El Fattal, Vice Chancellor, Business and Administrative Services
Mark Frohnauer, AFT Representative
Nubia Lopez-Villegas, Human Resources Representative (via Skype)
Amparo Medina, Classified Senate Representative, Oxnard College
Lydia Morales, Academic Senate President, Ventura College (via Skype)
Chris Renbarger, Interim Vice President, Business Services, Oxnard College
Maria Urenda, SEIU Representative

Absent:

Jenine Daly, Human Resources Representative

Recorder: Laura Galvan

Meeting called to order 9:07 a.m.

APPROVAL OF MEETING NOTES – SEPTEMBER 19, 2019

The meeting notes from September 19, 2019, were approved by consensus with one small change regarding FON.

ACCREDITATION

Dr. Eberhardy explained that this item was added to the agenda based on another VCCCD participatory governance meeting as it relates to the mid-year report for ACCJC. The Annual Fiscal Report from ACCJC will be included in the Annual Report. Ms. Barajas read a few of the ACCJC's requirements. This item will be brought back to the November DCAS meeting. Ms. Brown explained that District Council on Accreditation and Planning (DCAP) will meet on November 1st after Consultation Council [this meeting did not occur]. Also, December 13, is the target date for the gap analysis to be completed. The mid-term reports will be presented to the Board at the June 16 meeting for a first reading and then presented for approval at the Board's June 23 Strategic Planning meeting.

FULL-TIME FACULTY OBLIGATION NUMBER (FON)

Dr. Clark explained that the FON Report is due to the State Chancellor's Office by mid-November. For FY20 the District's obligation is 404; the obligation for FY19 was 417. This year the District is 26 over the obligation, last year the District was 17 over. Dr. Clark stated that the data is extracted close to

September 1. She further explained how late notices of retirement/resignations are counted in the obligation number. A chart illustrating historical FON numbers by college was distributed and discussed.

UNBUDGETED 2019 P2 ALLOCATION (aka \$5.7 million)

Vice Chancellor El Fattal explained that the unbudgeted 2019 P2 Allocation of \$5.7 million is a mid-year estimate based on April 2019 enrollment figures and should be solidified in February, based on final enrollment figures sent to the CCCCO in October 2019. He indicated that he believes the District may not receive the full amount. He further stated that half of the anticipated allocation will be distributed through the District's Budget Allocation Model to be presented to the Board at the November or December meeting. The remaining funds will be held until the numbers are confirmed and then will be distributed in the same manner.

ALLOCATION MODEL

Vice Chancellor El Fattal provided a guideline for developing/revising the Budget Allocation Model. Dr. Clark provided a brief overview about the mechanics of the current model. There was a discussion about the model's handling of noncredit FTES as they are compensated at a different rate. There was also a discussion about faculty release time and how it relates to the allocation by college.

There was a brief discussion about the DAC's allocation increase from 6.98% to 7.1% due to a shift in IT personnel (database administrator).

Ms. Brown stated that she understood and anticipated that DCAS would see a mock-up allocation model based on the State's Student Centered Funding Formula (SCFF) calculator. Ms. Day explained that the changes to the SCFF have not been modeled by the State; some of the data is still missing and rates will be recalculated. For the Student Success portion, a three-year average will be used beginning with FY2019-2020. In FY19 the three-year average was used for credit FTES. Ms. Day also reminded the group that the highest of student awards, not all student awards, will now be used and that the definition of a transfer student was amended.

Ms. Brown suggested using the data provided last April and then ensuring an internal hold harmless. Vice Chancellor El Fattal stated the District doesn't have the luxury of waiting until data is firm. A Model should be developed and then adjusted, as needed, based on changes.

Vice Chancellor El Fattal explained there is a state-level Oversight Committee for the Student Centered Funding Formula. The Committee's first report is due February 2020.

*DCAS participated in Great California Shakeout Earthquake Drill
Break – 10:17 a.m. to 10:32 am.*

Vice Chancellor El Fattal explained the State's Budget update regarding the SCFF. He also stated that the campus researchers are working on the SCFF data elements. There was a discussion about the possibility of having joint meetings (at least annually) with IRAC and DCAS. It is important for all involved parties to stay informed.

The State's hold harmless was extended to FY21-22.

Vice Chancellor El Fattal explained some of the factors that Riverside Community College District is measuring in terms of implementation of a new allocation model.

There was a discussion about the interest for establishing a philosophy statement related to the committee's process of revising the allocation model related to SCFF. Vice Chancellor El Fattal read two statements from Chabot Las Positas. Dr. Eberhardy stated that a philosophy statement might be beneficial for accreditation processes. Copies will be distributed at the next meeting.

Vice Chancellor El Fattal reminded the group that when Ms. Day modeled the SCFF (albeit with missing data elements) against our current model, there was a 1% swing in funding between Moorpark and Ventura colleges. Oxnard College's funding remained approximately the same.

DCAS members discussed various elements for consideration. They are listed below:

Revenue

What should be included in the Revenue portion of the model?

General Fund (Fund 111) apportionment; not Fund 114 as those are generated by the colleges and not provided from the State.

Ms. Barajas would like to address Bookstore revenue in a way similar to Vending revenues. The auditors will be consulted regarding this potential suggested change.

Ms. (Emily) Day provided a historical approach on the funds from an enterprise fund to Fund 114. All the indirect funds/cost recovery is accounted for on the page Ms. Day distributed. All the indirect cost revenues are kept at the colleges as well as the Economic and Workforce Development Division. There was a question about the DAC's Fund 114 indirect cost. Ms. Day explained that the Mandated Cost Block grant is accounted for in this org.

There was a general agreement that Fund 114 would stay at the colleges. There was also a discussion about nonresident tuition rates. These fees currently stay with the college that generates the international students.

Total Computational Revenue (TCR) comes from State apportionment, student fees, and property taxes. Ms. Day explained that in FY19, those revenues flowed through the Budget Allocation Model. The revenues that currently flow into the Infrastructure Funding Model (IFM) were discussed.

Ms. Barajas explained that she was asked by accreditors how the District accounts for Total Cost of Ownership (TCO). She indicated she was able to show evidence through the IFM.

Interest income fluctuates from year to year as rates and funds held in account increase and decrease.

There was a brief discussion about the DAC's rental income and how it is being accounted for. It is being held in Fund 114, org 72067. It may be considered as Total Cost of Ownership for the DAC. Those funds go towards DAC building maintenance, etc.

There was a discussion about how Growth is handled. Growth related to increased FTES is budgeted in the year after it is earned. The Model is silent on what happens if FTES decline in a subsequent year.

Ms. Bojorquez indicated the State had previously funded Districts on the higher of prior year revenue or current year revenue.

Ms. Brown explained that Moorpark is preparing for the FY21 budget as if there is a \$1 million deficit due to declining FTES. Dr. Clark stated that the hold harmless is protecting the District right now as well.

Vice Chancellor El Fattal suggested a more in depth conversation about this issue.

There was a discussion about how fund balances/carryover should be handled in the future. It was suggested that any unbudgeted revenue be allocated through the Model. This will be a possible recommendation for future meetings.

There was a discussion about Innovation funding. Vice Chancellor El Fattal stated there are ways of dealing with that in the current model: Fund 113 *Other* category, major initiatives *off the top* for which colleges would have to apply, as well as general fund 111. Ms. Barajas explained that the colleges are doing innovative things on the campus that are currently being funded through the campus's general funds (PACE, dual enrollment, etc.)

A sample model will be brought to the November meeting using the updated FCMAT calculator. A sample philosophy statement will also be brought.

Other issues for consideration:

- How closely do we want to model the state's model?
- How do we handle duplicates in SCFF measures?
- How can/should we account for Bookstore revenue?

Ms. Barajas questioned how the District will proceed in the absence of updated calculator, etc. Vice Chancellor explained that he feels running concurrent models is prudent. There needs to be a comparison. There was a brief discussion surrounding the reasons for considering/evaluating a new model.

Meeting adjourned 12:59 p.m.