

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Administrative Center, Thomas Lakin Boardroom

Thursday, April 13, 2017

## NOTES

### Attendees:

David El Fattal, Vice chancellor, Business and Administrative Services  
Emily Day, Director, Fiscal Services  
Cathy Bojorquez, Budget Director  
Silvia Barajas, Vice President, Business Services, Moorpark College  
Mike Bush, Vice President, Business Services, Oxnard College  
Jennifer Clark, Fiscal Services Supervisor, Oxnard College (call in)  
Dave Keebler, Vice President, Business Services, Ventura College  
Nenagh Brown, Academic Senate President, Moorpark College  
Alexander Kolesnik, Academic Senate President, Ventura College  
Diane Eberhardy, Academic Senate President, Oxnard College

### Absent:

Alan Hayashi, AFT Representative  
Julius Sokenu, Interim Executive Vice President, Moorpark College

*Recorder: Conni Bittinger*

The meeting was called to order at 9:03 a.m.

### **APPROVAL OF MEETING NOTES – FEBRUARY 22, 2017 (CONFERENCE CALL)**

The DCAS meeting notes of February 22, 2017 were reviewed and approved by consensus with the removal of the second sentence on page 2, paragraph 2 that reads, "Vice Chancellor El Fattal received no opposition to the revised language."

### **APPROVAL OF MEETING NOTES – MARCH 9, 2017**

The DCAS meeting notes of March 9, 2017 were reviewed and approved by consensus.

### **DCAS SELF-APPRAISAL RESULTS**

The DCAS self-appraisal results for FY17 were reviewed and discussed. Ms. Brown stated that discussions regarding the budget allocation model need to begin earlier, possibly summer. Although some information won't be available until January, the discussion about the distribution of funds can begin early. Vice Chancellor El Fattal indicated that the allocation model was built over a long period of time and it is not his desire to change what the colleges are accustomed to. Mr. Kolesnik asked what percentage of the budget is for administration. He stated DCAS should discuss percentages and compromises. Vice Chancellor El Fattal explained that since districts account for things differently, it is difficult to determine a formulaic percentage that would work well for all districts. Ms. Brown explained the perception is the focus is on the needs of the District Administrative Center when the needs of the colleges should be considered. Ms. Brown suggested the focus be placed back on the colleges. The new Chancellor will have an opinion on how the District Administrative Center should be staffed. Dr. Gillespie will need to look at the budgets and positions at the District Administrative Center and the three colleges. Vice Chancellor El Fattal stated his perspective that funding was not taken away from the colleges for the Daily Drive building but understands the expectation and perspective of DCAS members. Mr. Kolesnik reiterated Ms. Brown's comments that DCAS should begin the conversation early

next year regarding positions and budget. Vice Chancellor El Fattal stated that he will meet with Chancellor-elect Gillespie to share DCAS' concerns.

### **FY18 REVENUE PROJECTION – FINAL**

Ms. Bojorquez distributed and reviewed the FY18 Tentative Budget Revenue Projections. She explained that there is only one change from last month; the FTES number dropped by 10% based on current spring actuals.

Ms. Bojorquez explained that the next DCAS meeting is on the 11<sup>th</sup> and Business Services staff is committed to have the revised numbers to the colleges by May 12<sup>th</sup>. Ms. Day stated that the May Revise is scheduled to be released around May 10<sup>th</sup> so an update will be presented, but significant changes are not expected.

### **FY18 DISTRICTWIDE SERVICES – FINAL**

Ms. Bojorquez distributed and reviewed the FY18 Districtwide Services budget. She stated there are some changes from last month's meeting. She explained that Mr. Fuhrmann revised the numbers in Org 82178 (AdminiSystem SW License Fee/HW Main) due to the use of Canvas software. She explained the State has committed to funding Canvas for three years. The savings will be split between the three campuses and used for professional development. The plan is to use \$50,000 Districtwide for Distance Learning Professional Development for two years. Ms. Bojorquez stated the State may tighten up the budget before the three years is complete. ITAC recommended letting the committee work out the plan on distribution. Ms. Brown commented she understood the expense for Canvas was free and that it was brought to the April Board meeting.

Ms. Bojorquez distributed the Police Services FY18 Tentative Budget. She updated the spreadsheet to include FY15 through FY18 Tentative. Ms. Bojorquez mentioned that the schedule includes the recommendation to increase the budget. The schedule separates the non-positional salary (cadets) vs. positional salaries. Mr. Kolesnik asked whether the revenue for parking permits includes carpool permits. Ms. Day stated there are less than 15 carpool permits each semester. Dr. Bush explained that Chief Justice informed Oxnard College that they need an additional \$100,000 in budget due to no citations being issued the first week of each semester. He stated that Chief Justice feels it is lost revenue and that all three campuses agreed to not ticket the first week. Ms. Barajas expressed that Police Services should work within their budget, as other auxiliaries must. Ms. Day commented that the colleges have received additional funding the last two years because unrestricted general fund revenue has increased. While Police Services budget affects the Allocation Model, Police Services did not share in any increase because they receive a set dollar amount each year under DWS. There has been no adjustment for them. Dr. Bush also commented that salaries have increased since FY15. Ms. Bojorquez stated that Police have not added positions, but the step increases along with SEIU negotiated raises are the cause. There will be an increase of \$1 for permits in FY18. Vice Chancellor El Fattal stated that he will speak with the Chief regarding his budget requests and loss of revenue. Dr. Bush added that the lieutenants take their vehicles home which also adds costs. Dr. El Fattal said he will discuss these issues with the Chief. Ms. Eberhardy added that she feels that the overtime is an issue. Dr. Bush suggested that the shifts be moved from a 4/10 model to a 5/8 model. The consensus of the group is to not increase the Police Services budget at this time. The DWS schedule will be revised and shared with DCAS members.

### **FY18 UTILITIES – FINAL**

Ms. Bojorquez distributed and reviewed the FY18 utility schedule (dated 4/13/17). She indicated the only change from the last DCAS meeting is the telephone expense, which is down by \$30,000 for next year. Ms. Bojorquez explained that the reduction can be attributed to the contracts for telephone service being renegotiated by Mr. Fuhrmann. Ms. Eberhardy questioned what happens to the savings. Ms. Bojorquez explained any unspent budget in Districtwide Services is redistributed through the Infrastructure Funding Model.

### **FY18 TENTATIVE BUDGET ALLOCATION**

Ms. Bojorquez explained the FY18 Budget Allocation Model. She stated that since the proposed increase to the Police Service budget was not approved, the total available funds for distribution will be \$129,184,779 (an increase of \$100,000 from the handout).

The Model was explained line by line. There was a question about the number of faculty members receiving release time. This information will be shared at a future meeting.

### **ACTUARIAL STUDY (PROJECTED RETIREE COSTS)**

Based on a request from AFT, Vice Chancellor El Fattal explained he asked the actuary to provide a runout of projected expenses; the actuary provided a runout for 60 years based on mortality tables. A handout with the selected payroll driven expenditures was also provided to the committee. Vice Chancellor El Fattal indicated the District is not receiving enough commensurate revenue from the State to cover the recent cumulative \$10 million increase of annual expenditures. He stated that STRS/PERS expenses are increasing and plans need to be made to bridge the gap between budget and expenses. Ms. Barrajas said that some decisions have already been made. Mr. Keebler asked to have another column added to the schedule for rate increases for next year (FY19).

### **HRL/HR2**

Ms. Bojorquez reviewed the retiree health liability calculations from the most recent actuarial study of October 2016. She explained that UAAL stands for Unfunded Accrued Actuarial Liability. Ms. Bojorquez explained the District partially funds the UAAL by a self-imposed tax. The HRL figures are the rates for current employees and HR2 figures are the rates for employees who have retired. There has been a 5.3% faculty increase and a 2.2% classified increase. The District transfers the self-tax of 24.4% each pay period. These funds are held in a separate account for premium payments; fund 693.

**OTHER BUSINESS**

None

Meeting adjourned 11:10 a.m.

Next meeting – Thursday, May 11, 2017 – 11:30 a.m. (lunch will be provided)