

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Council of Administrative Services (DCAS)

Thursday, April 16, 2015

NOTES

Attendees:

Dan Casey, Classified representative, Ventura College (via Lync)
Emily Day, Director, Fiscal Services
Brian Fahnestock, Vice Chancellor Business Services
Alan Hayashi, AFT Representative
Linda Kama'ila, Academic Senate President, Oxnard College
Dave Keebler, Vice President, Business Services, Ventura College (via Lync)
Deborah La Teer, Budget Director
Mary Rees, Academic Senate President, Moorpark College
Mike Bush, Vice President, Business Services, Oxnard College
Iris Ingram, Vice President, Business Services, Moorpark College
Darlene Melby, College Business Manager, Moorpark College

Absent:

Patrick Jefferson, Executive Vice President, Ventura College
Alexander Kolesnik, Academic Senate President, 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. in the Thomas Lakin Board Room at the District Administrative Center, with some members utilizing the District's Lync phone conferencing capability.

Mary Rees asked that an item be added to the agenda: Institutional Effectiveness goals.

INSTITUTIONAL EFFECTIVENESS GOALS

Ms. Rees explained that information is needed in order to complete the Institutional Effectiveness application, which is due June 15, 2015. The application requires information regarding fund balance (reserve balance), audit findings, successful course completion, and accreditation. Vice Chancellor Fahnestock explained that the District has a policy indicating the level of desired reserves. He recommends that we use that target, which is somewhere between 7-15%. After a brief discussion it was recommended that the campuses use 15% as the fund balance target. Mr. Keebler will share this information with staff at Ventura College.

The opinion for the audits are "Unmodified", which is the most favorable opinion to be given.

APPROVAL OF NOTES

The notes from the January 15, 2015 (FY16 Budget conference call) and February 19, 2015 meetings were approved by consensus.

2015 DCAS SELF-APPRAISAL FINDINGS

The results of the 2015 Self-Appraisal Findings for DCAS were distributed and discussed. Vice Chancellor Fahnestock asked if recommendations are warranted, they be made any time of the year, not just annually.

DISTRICT ADMINISTRATIVE STAFFING PLAN – CAMPUS CONSULTATIONS

Vice Chancellor Fahnestock explained that the proposed District Administrative Center staffing plans are being presented to the colleges as part of program review. He explained the first meeting was at Oxnard College yesterday (April 15). The results of these meetings will yield an internal prioritization. This is a vision, not a proposal. This is a dream team plan similar to how the campuses present their wish lists.

FULL-TIME OBLIGATION NUMBER (FON)

Ms. La Teer provided an update on where the numbers stand on FON. This schedule states out how many recruitments are needed by each college. We are on target for meeting our required FON number. The current target is 401 and the actual number is 397 (requirement). It is projected we will be above the requirement and the target. The projected number will stand if all recruitments are successful and no additional people other than what has been projected tender resignations/retirements.

FY 2016 BUDGET

Revenue/Cost Schedule

The Revenue/Cost Schedule (dated 4/2/15) was distributed and discussed. Ms. La Teer explained the health and welfare benefits rates. At this point, the ASCC group has gone up and will be above cap. That employee group will either have to do a plan modification or have an employee contribution.

PERS rates were provided this year and are firm. The increase is very small. There was a discussion about the proposed increase in base allocation.

Revenue

There was a discussion about non-credit and enhanced non-credit and the how that will be funded, if different. There was also a discussion about career tech funding.

Districtwide Services

Ms. La Teer briefly explained line items with significant variances over last year. There was a discussion about property/liability insurance. The projected increase in property/liability insurance for FY16 is 12%. A new line item this year is for classified staff development for \$15,000 (\$5,000 each campus). This new line item is to mirror the faculty professional development line item. There is a new, ongoing charge for the monitoring of toxic materials at the Camarillo airport.

Ms. La Teer stated she will present a detailed schedule of org 82178 (IT Administrative/System Software License Fees) at the May DCAS meeting.

Utilities

Ms. La Teer stated that utilities expenses are currently coming in under budget projections. Water is a huge expense and will continue to increase in price, although usage is down. Rates are increasing. Utilities are budgeted flat for FY16. Ms. La Teer reminded DCAS members that any breakage in this budget flows to the Infrastructure Funding Model. It was the consensus of DCAS to leave it budgeted flat for FY16 Tentative and revisit for Adoption Budget.

OTHER BUSINESS

Next Meeting:

Mr. Hayashi requested an agenda item for the May meeting: total FTES related to 1% cap on growth. He would like to have a discussion on whether we should move FTES for larger base. Also, what would FTES look like for Ventura College in the future for medium sized college designation?

Meeting adjourned 10:41 a.m.

Next DCAS meeting: May 22, 2015, 9:00 a.m.