

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Administrative Center, Thomas Lakin Boardroom

Tuesday, May 17, 2016

## NOTES

### Attendees:

Silvia Barajas, Vice President, Business Services, Moorpark College  
Mike Bush, Vice President, Business Services, Oxnard College  
Alan Hayashi, AFT Representative  
Alexander Kolesnik, Academic Senate President, Ventura College  
Dave Keebler, Vice Chancellor, Business & Administrative Services  
Darlene Melby, College Business Manager, Moorpark College  
Cathy Bojorquez, Budget Director  
Emily Day, Director, Fiscal Services

### Absent:

Mary Rees, Academic Senate President, Moorpark College  
Linda Kama'ila, Academic Senate President, Oxnard College  
Lori Bennett, Executive Vice President, Moorpark College  
Jennifer Clark, Fiscal Services Supervisor, Oxnard College  
Tim Harrison, Vice President, Business Services, Ventura College  
Gianne Braza, Associated Students Ventura College  
Joannamarie Kraus, Associated Students Ventura College

The meeting was called to order at 3:02 p.m.

### **APPROVAL OF NOTES**

The notes from the April 28, 2016 were approved by consensus.

### **EMERGENCY PREPAREDNESS – DOOR LOCK AND SPEAKER SYSTEM UPGRADE UPDATE**

Vice Chancellor Keebler distributed an update on the Campus Lockdown and Access Control Solutions project (Emergency Preparedness – safety/security). He explained the door inventory must be completed before the process can move forward. The door inventory will identify critical areas and doors that need to be secured. Identification of crucial areas will determine what can be completed within the budget allocation. The District will contract with an architect to help facilitate this process.

Dr. Bush stated that Oxnard College intends to seek demo/sample products from two vendors and campus staff will install the products as a test/trial. He further stated that fire doors are being explored, similar to roll-up doors. Vice Chancellor Keebler explained the project is moving forward, but it is important that it be done in a methodical manner to ensure success of the project.

Mr. Kolesnik questioned what will happen if expenses exceed the \$5 million allocation. Chancellor Keebler explained that the colleges may have to look at their budgets for

funds that exceed the \$5 million budget. Vice Chancellor Keebler further explained that the projects will be done in phases. For example, Santa Barbara City College is entering Phase III. The critical areas will be completed first (classrooms, student areas, etc.). Mr. Hayashi asked whether or not there has been a districtwide discussion about making this a priority, using funds in the Infrastructure Funding Model categories. Mr. Kolesnik stated there appears to be additional funding in the FY17 budget for mandated claims. He suggested the possibility of earmarking some of that money for this emergency preparedness project. Mr. Hayashi explained the need to evaluate the original intent of the funds. Specifically, the health centers. Vice Chancellor Keebler explained the large one-time payment in FY16 was a settle-up of prior year claims. It should be considered an anomaly.

### **GOVERNOR'S MAY REVISE**

Vice Chancellor Keebler distributed a schedule outlining the Governor's Budget including May Revise and its potential impact on VCCCD. He explained this is a first draft. Vice Chancellor Keebler stated the May Revise budget included a base allocation/general funding increase of \$75 million to the system, which is \$1.725 million to VCCCD. Further, there will be no COLA for FY17.

Economic Development/Workforce Development is increasing to \$248 million systemwide, which is \$3.4 million to VCCCD. Vice Chancellor Keebler explained there are currently no rules for spending those funds. Ms. Day likened it to FY16's basic skills/transformation grant. Vice Chancellor Keebler explained that the dollar amounts to the District are only estimates based on the District's 2.3% share of the system's budget.

Ms. Day explained that the additional funds related to facilities and instructional equipment will be absent from the Tentative Budget. If these funds are included in the state adopted budget, the colleges will be asked how they want to allocate the amount between IELM/scheduled maintenance, which will be included in the Adoption Budget. Dr. Bush inquired about a spending timeline for these funds. Ms. Day indicated there is typically a two-year performance period.

Vice Chancellor Keebler reminded the group that the District is not expected to grow in FY16; therefore, there will be no growth dollars in FY17 tentative budget.

### **FY17 REVENUE**

Ms. Bojorquez distributed the FY17 revenue schedule (dated 5/17/16) that will be used for the FY17 Tentative Budget. She indicated that the numbers have not changed since it was presented to DCAS in April. Ms. Bojorquez also noted that the revenue schedule does not include any changes related to May Revise as those will be seen in the Adoption Budget.

### **FY16 UTILITY USAGE / FY17 UTILITY BUDGET**

Ms. Bojorquez presented 12-month and 9-month (YTD) historical water usages. Overall, water usage has gone down. Ms. Bojorquez noted that electricity usage has gone up slightly, but is steady overall. FY17 utilities are being budgeted with no increase (flat). There was a question about Oxnard's water rate increases and whether there is enough leeway to cover that increase. Vice Chancellor Keebler indicated there should be enough overage budgeted to cover any increases.

### **FY17 DISTRICTWIDE SERVICES**

Ms. Bojorquez explained there was a need for clarification regarding some of the Districtwide Services budgets. Ms. Bojorquez stated that org 82138 (Classified Staff Development) is for the Districtwide Classified Professional Development Committee not \$5,000 for each classified senate. The professional development committee oversees these funds through HR.

Org 82159 (Districtwide Staff Development) is for managers/supervisors and has funded the LEAD program recently. These funds are managed by Human Resources.

Org 82161 (Great Teacher Seminar/Academic Senate) is \$5,000 for each campus. Mr. Kolesnik stated Ventura College is not familiar with the funds and asked for more information. Vice Chancellor Keebler indicated these funds were available for use in FY16. Mr. Kolesnik will send out email inviting faculty to participate if there are openings at the Great Teacher conference. Vice Chancellor Keebler indicated if conference is full, academic senate can use for other travel.

### **FY17 BUDGET ALLOCATION MODEL**

Ms. Bojorquez distributed the FY17 Tentative Budget Allocation (dated 5/17/16). She explained the schedule has not changed since it was presented to DCAS in April. Ms. Bojorquez stated this allocation will be used for the FY17 Tentative Budget and will, most likely, change as we approach the Adoption Budget.

### **FY17 ALLOCATION EVENTS AND ELEMENTS**

Ms. Bojorquez presented the changes to the Allocation Model Events and Elements document as discussed at the April DCAS meeting. She reminded the group that the document is used for internal purposes and not adopted by the Board. Language was moved and clarified to make reading and flow easier for understanding.

### **SHIFTING SUMMER FTES**

Vice Chancellor Keebler distributed a schedule with current FTES numbers (dated 5/17/16). Vice Chancellor Keebler explained current FTES numbers and projections indicate Moorpark College MC is 112 behind base, Oxnard is 103 behind base, and Ventura is 69 ahead of base. As a District, we are 146 behind base.

There was a discussion about a Board resolution to shift summer FTES, as a one-time exemption. Mr. Kolesnik stated the Ventura College Academic Senate was in support of shifting FTES. Mr. Hayashi stated AFT supports the shift. He also expressed interest in shifting additional FTES to achieve growth. There was a brief discussion regarding shifting FTES to achieve growth.

This item will be brought back to the June 2 DCAS meeting. Vice Chancellor Keebler stated he will present this to Cabinet and the Vice Presidents.

### **OTHER BUSINESS**

None

Meeting adjourned 4:17 p.m.

Next meeting is June 2, 2016 – 9:00 a.m. – FY17 Tentative Budget