

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Administrative Center, Thomas Lakin Boardroom

Thursday, June 1, 2017

## NOTES

### Attendees:

Jennifer Clark, Fiscal Services Supervisor, Oxnard College  
Dave Keebler, Vice President, Business Services, Ventura College  
Emily Day, Director, Fiscal Services  
Cathy Bojorquez, Budget Director  
Silvia Barajas, Vice President, Business Services, Moorpark College  
Diane Eberhardy, Academic Senate President, Oxnard College

### Absent:

David El Fattal, Vice Chancellor, Business and Administrative Services  
Julius Sokenu, Interim Executive Vice President, Moorpark College  
Nenagh Brown, Academic Senate President, Moorpark College  
Mike Bush, Vice President, Business Services, Oxnard College  
Lydia Morales, Academic Senate President, Ventura College  
Alan Hayashi, AFT Representative

*Recorder: Laura Galvan*

The meeting was called to order at 9:05 a.m.

### **APPROVAL OF MEETING NOTES**

The DCAS meeting notes of May 11, 2017 were reviewed and approved by consensus.

### **USE OF UNDESIGNATED, UNALLOCATED RESERVES IN AN AMOUNT NOT TO EXCEED \$1,250,000 FOR FINAL COMPLETION OF BUILDING IMPROVEMENTS FOR THE DISTRICT ADMINISTRATIVE CENTER, 761 EAST DAILY DRIVE, CAMARILLO**

Ms. Day introduced an item for the Use of Reserves that will be presented to the Board at the June 13 meeting. This item was being presented for information. The amount of reserves requested is not to exceed \$1,250,000. Mr. Keebler questioned whether or not the existing COPS funding could be used. Ms. Day mentioned the COPS funds are restricted to renovation and repairs; not acquisition. An item will be brought to the July meeting requesting the use of appropriate COPS to help offset the amount of reserves used.

### **FY18 TENTATIVE BUDGET**

Ms. Bojorquez reviewed the FY18 Budget Narrative and explained areas of interest and significant changes from the prior year's narrative. It was noted that the Scheduled Maintenance and Instructional Materials apportionment will be deferred until P2, which is May 2019. Ms. Bojorquez explained that the state's growth rate

has been reduced to 1% systemwide, which equates to .68% to VCCCD (a decrease from .84%). The FY18 Tentative Budget has been built using the District's operational FTES number of 26,085.

There was a discussion about the retiree health liability. It was suggested that DCAS have a discussion regarding any excess in HRL/HR2 collected from the sites. This will be discussed at future DCAS meetings.

Ms. Bojorquez explained the FY18 Revenue Projections and College Budget Allocations are the same as last seen by DCAS on May 11, 2017.

On the Fund 111 schedules by object, there was an expressed desire to break-out part-time/full-time faculty salaries as well as benefits for each group. Ms. Bojorquez stated she will work on this for inclusion in the Adoption Budget.

There was also a discussion about retiree health liability contributions and the regulations surrounding the District's Irrevocable Trust. The elements of the Trust will be discussed at a future DCAS meeting.

Ms. Day explained that certain funds were not included in the tentative budget, specifically the Guided Pathways, Innovation Awards, and the Strong Workforce Grant regional allocation. The Full-time Student Success Grant increase is not included in the FY18 Tentative Budget. Ms. Day explained there has been fluctuation in these amounts and; therefore, allocations are budgeted once actual dollars are known.

Ms. Day explained that the Career Pathway Trust grants for years 1-4 must be spent by June 30, 2018. As previously indicated, the IELM and Scheduled maintenance funds are not budgeted for FY18 as they will not be allocated until May 2019.

Ms. Day also stated the Prop 39 funding for year 5 is not included in the FY18 Tentative Budget because the State has not awarded these funds. Once awarded, Prop 39 Year 5 will be included in the Adoption Budget.

Ms. Day explained the remaining funds for the Measure S Bond program. Moorpark College has identified additional local funding for the gym renovation. For Oxnard College, the remaining Measure S funds will be used for the LRC. Any of the open encumbrances will move to Fund 419.

DCAS approved the FY18 Tentative Budget by consensus and it will be forward to the Board of Trustees for approval at the June 13 meeting.

Meeting adjourned 10:13 a.m.

Next meeting: June 15, 2017 – 9:00 a.m. phone call

**FUTURE BUSINESS**

Irrevocable Trust/Excess HRL/HR2 amounts  
Use of COPS for FY17 expenditures  
Future Bond issuance

Ms. Barajas suggested better communication to the Board of Trustees regarding categorical funds and expiration of such funds and positions associated with said funds.