

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Administrative Center, Thomas Lakin Boardroom

Thursday, June 2, 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  
Jennifer Clark, Fiscal Services Supervisor, Oxnard College (via Skype)  
Mary Rees, Academic Senate President, Moorpark College (via Skype)  
Lori Bennett, Executive Vice President, Moorpark College (via Skype)

### Absent:

Linda Kama'ila, Academic Senate President, 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 9:05 a.m.

### **APPROVAL OF NOTES**

The notes from the May 17, 2016 were approved by consensus.

### **SHIFTING SUMMER FTES**

Vice Chancellor Keebler explained the recommendation to optimize Restoration growth for FY16 by shifting summer FTES into the current year. Vice Chancellor Keebler explained next year (FY17), the District will experience limited growth. He further explained this is the time to take advantage of Restoration growth allowed by the State. It makes sense to model out four years of budget and FTES projections. In FY16, there was a decline to the base of approximately 200 FTES. Vice Chancellor Keebler explained Stabilization is when Districts are funded at the higher of two years, current year or prior year. This year (FY16), statewide growth was 3%; the District's growth is 1.8%.

The idea behind the recommendation is to maximize the District's Restoration point. Vice Chancellor Keebler explained not taking action is not beneficial to the District. If the District shifts FTES this year (FY16), the growth target will be achieved. Vice Chancellor Keebler reminded DCAS that any growth funding will go into reserves the first year and will be added to the budget allocation in subsequent years. Essentially, there is a one-time funding amount of \$2 million this year (FY16) and \$2 million next

year (FY17) in base from the shifted FTES for growth. There are approximately 2,000 available FTES to shift summer. The initial projections indicate approximately 700 will be needed. However, it could be between 500-700 FTES. Only the essential FTES will be shifted – nothing more. Vice Chancellor Keebler explained the bottom line is if the District takes no action, it will lose \$500,000 to base funding next year. The crucial thing to remember is that the District is limited growth. Again, if no action is taken, the District will be considered to be in Stabilization this year (FY16) and will see a revenue reduction next year (FY17)

Co-Chair Mr. Kolesnik supports the recommendation. It's a no brainer.

Ms. Rees expressed gratitude about the four year planning. It is important to forecast long term in order to make sound decisions.

Ms. Barajas stated that increased FTES also provides maximized funding for Lottery, IELM, etc.

Vice Chancellor Keebler thanked Alan Hayashi for his diligence in having the group see the benefits of shifting FTES.

DCAS provided consensus to move this item forward to the Board for approval.

## **FY17 TENTATIVE BUDGET**

### **Narrative**

Ms. Bojorquez explained a small revision to the draft narrative distributed yesterday (June 1). Language related to productivity should have been struck. It was carried over from the prior year and is not relevant.

Ms. Bojorquez explained the *Background* portion of the narrative is a review of the Governor's Initial Budget proposal. It was recently announced, through the May Revise, that COLA will be zero and there will be some base funding increases. These items are not included in the Tentative Budget, but will be reflected in Adoption Budget.

DCAS was reminded that the EPA funds are an extension of the income tax for high income earners. It may change for Adoption, but is included in the Tentative Budget. The Tentative Budget was developed with a 3.02% salary increase for all positions. Actual increase is pending AFT ratification and Board approval.

Ms. Bojorquez explained the reserve categories, designated and unallocated. There was a question on the STRS designation. Vice Chancellor Keebler explained it will remain as a designation until it is undesignated or allocated by Board action.

The narrative contains designation language related to the Bookstore and whether or not a description needs to be included. It was recommended that the language be removed because there is no budget. Ms. Day explained Accounts Payable is still

working on obtaining credit memos from old vendors, but significant work has been done on this. It was decided to keep the language noting the district is still collecting payments.

There was a question about parking services. Questions arose about the impacts of not ticketing during the first week of class as well as surrounding cities taking portion of ticket fines. It was suggested that there be a discussion at Cabinet regarding ticketing during the first week of class. Ms. Rees mentioned free parking could be a student success issue. The first week of class is stressful for students.

The Academic Senate Presidents suggested this topic be brought to DTRW-SS for further discussion.

### Budget Pages

Ms. Bojorquez explained there are no changes to revenue projections and campus budget allocations. It is the same as DCAS has seen in prior months.

There was a discussion whether or not to add language about the DAC carryover amount and how the carryover should be represented.

Unallocated reserves are not included in Tentative Budget since the amounts are fluid and hard to project. Once the year-end close is finished, the Unallocated Reserve numbers will be known and will be included in the Adoption Budget.

Ms. Bojorquez briefly reviewed the auxiliary funds (parking, health centers, child care, etc.).

Ms. Day reviewed contracts and grants and categorical funds. Ms. Day explained the two new training contracts are not included in the Tentative Budget as they will be presented to the Board in June. Once approved, they will be included in the Adoption Budget.

Ms. Day explained that categorical funds are budgeted at 95% of 2015-16 funding and carryover funds, if applicable, from 15-16 are noted separately.

The Basic Skills & Student Outcomes Transformation Grant only reflects Ventura College. The other two colleges' grants will be presented at the June Board meeting and will be included in the Adoption Budget.

Ventura and Oxnard colleges will continue the Foster and Kinship Care program. Moorpark College lost their director and will refer students to sister colleges.

Ms. Day explained that Fund 126 Includes most Federal awards as well as VC Innovates, Rounds 1 and 2. The fiscal techs at each campus are aware of performance dates.

Ms. Day stated that only carryover for Instructional Equipment & Library Materials (IELM) is included in the Tentative Budget. There is proposed funding included in the Governor's budget; however, that line has declined as it's moved through budget subcommittees at the State. Therefore, once funded, the colleges will decide how the funding is split between IELM and scheduled maintenance.

The College Work Study program requires district match of 25%. The Match is paid through Districtwide services.

Ms. Day explained that Fund 74XX, Financial Aid, is not an allocation. It is based on prior year and passed through to students.

A summary of capital project funds was provided by Ms. Day. Carryover funding from prior fiscal years is included in the Tentative Budget. Any new revenues for FY17 will be included in the Adoption Budget. Ms. Day mentioned the State sent a memo encouraging districts to spend carryover funds for scheduled maintenance (regardless of year) by June 30, 2017. It's difficult for the state to ask the legislature for additional funding when allocated funds have yet to be spent.

Ms. Day discussed the open Measure S projects. She explained that project budgets will be closed out with the goal of having one project open at each campus.

There was a discussion about the increased resources as a result of shifting FTES. It was suggested that the funds be set aside or used as one-time expenditures.

DCAS approved the FY17 Tentative Budget by consensus. It will be presented to the Board in June for consideration.

### **OTHER BUSINESS**

None

Meeting adjourned 10:40 a.m.

Next meeting is July 21, 2016 – 9:00 a.m.