

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Council on Administrative Services (DCAS)

District Administrative Center, Thomas Lakin Boardroom

Thursday, July 18, 2019

NOTES

DCAS Attendees:

Silvia Barajas, Vice President, Business Services, Moorpark College
Cathy Bojorquez, Vice President, Business Services, Ventura College
Nenagh Brown, Academic Senate President, Moorpark College
Jennifer Clark, Budget Director
Emily Day, Director, Fiscal Services
Jeanine Day, Classified Senate Representative, Ventura College
Gilbert Downs, Classified Senate Representative, Moorpark College
David El Fattal, Vice Chancellor, Business and Administrative Services
Mark Frohnauer, AFT Representative
Nubia Lopez-Villegas, Human Resources Representative
Amparo Medina, Classified Senate Representative, Oxnard College
Lydia Morales, Academic Senate President, Ventura College (via Skype)
Chris Renbarger, Interim Vice President, Business Services, Oxnard College
Maria Urenda, SEIU Representative (via Skype)

Absent:

Jenine Daly, Human Resources Representative
Diane Eberhardy, Academic Senate President, Oxnard College
Julius Sokenu, Acting President, Moorpark College

Guest:

Joel Justice, Chief of Police

Recorder: Laura Galvan

Meeting called to order 1:34 p.m.

APPROVAL OF MEETING NOTES – MAY 23, 2019

Dr. El Fattal stated that the notes from the May 23, 2019, meeting will be presented at the August DCAS meeting, along with the notes from this meeting.

POLICE SERVICES BUDGET UPDATE

Dr. Clark provided a historical budget update for police services (FY14 to FY19). She explained that in FY14, there was a \$500,000 transfer out of police services to parking lot, both Fund 124. This transfer occurred when Chief Justice began at the District. It was noted that the police services fund had a high fund balance in FY14. Dr. Clark also explained the 6-year historical actual expenditures. In FY14, the deficit amount is not highlighted because of the abovementioned transfer of \$500,000. If it weren't for said transfer out, the budget would not have been in deficit. In FY19, \$224,136 was transferred back into police services to cover an otherwise negative ending fund balance. The resultant ending balance is \$0. Mr. Frohnauer stated that parking revenues appear to be down. Chief Justice explained that cadet hires and hours have been significantly reduced, thus resulting in lower citations being issued. Dr. Clark also noted that coin and parking permits are down as well. Ms. Bojorquez explained that

visitors/students are comfortable that citations will not be issued; therefore, they don't buy permits. Ms. Barajas stated she feels the two go together; more cadets, more revenue.

Dr. Clark introduced the FY20 Police Services budget. She explained the current vacancies in police services; one sergeant; one existing Police Officer I, and the additional three officers that were agreed to for the FY20 Budget. The current budget includes an analysis and plan to increase parking citation revenues. Vice Chancellor El Fattal reiterated that the additional \$400,000 that was put into the police services budget is for three officers; not two officers and cadets or another combination. Dr. Clark indicated that the FY20 budget shows a deficit and transfer in of \$240,000. She reminded DCAS members that the District Operations Committee (DOC) agreed to hold off on maintenance expenses in the parking lot fund as a budget contingency for police services. Ms. Barajas asked for a detail of FY20 budget similar to what was done for the historical six-year actuals. She would like to see the impact the additional three officers will have on the overtime budget. There was a question on where any potential budget shortfall would come from if there is no savings from vacancies. Vice Chancellor El Fattal clarified it would come from Districtwide; contingency.

Student Centered Funding Formula

Vice Chancellor El Fattal stated that the District is expecting an additional \$5.7 million for FY19; those funds will be considered one-time. He stated that consideration to add this amount to the STRS/PERS designated reserves was discussed at Chancellor's Cabinet with the Presidents. The funds would be used as one-time money to help mitigate the STRS/PERS increases at the colleges. Setting the money aside would come with a three-year plan for spending the Designated Reserves. Mr. Renbarger suggested using the \$5.7 million for HRL instead of STRS/PERS since the latter includes categoricals. Ms. Barajas stated that she objects to this plan; the District has an allocation model and general funds should flow through the model. She asked whether or not the funds would be spent based on the proportionate share as would have been allocated through the Model. Vice Chancellor El Fattal explained that the vice presidents will participate in future discussions, but any allocation would not, for example, be 25% for each site. Vice Chancellor El Fattal explained that the concept of these extra funds will be presented to the Administrative Services Committee meeting on July 24, 2019. Vice Chancellor El Fattal explained he considers this one-time money because the funding formula is still in flux. If the funds are allocated through the Model, they would go into Fund 113, as the Model dictates.

Fund 693 Update

Dr. Clark provided an update for Fund 693. Barring no year-end issues, there will be a small ending balance of \$68,417 for FY19.

Utilities

Dr. Clark explained that there are no changes in the utility budget. The FY19 year-end actuals may change slightly because the year is not quite closed. The FY20 Adoption Budget is the same as FY19 Budget. There was a discussion about the FY20 budget versus FY19 actual expenditures. The projection for FY20 is still projected to have a surplus of \$1 million. Dr. Clark explained that any overage flows through the Infrastructure Funding Model; either way it goes to the colleges. Vice Chancellor El Fattal explained that staff will evaluate the numbers and make appropriate changes as there is still time to change the budget for Adoption. Utilities will return to the next DCAS meeting in August.

FY20 Districtwide Services

Dr. Clark reviewed a few changes to the Districtwide Services budget since the last DCAS meeting. Vice Chancellor El Fattal discussed DCAS's recommendation to use reserves for some items currently included in Districtwide Services. To date, Vice Chancellor El Fattal has tentatively identified up to \$275,000 of expenses that he will recommend be funded with reserves instead of Districtwide Services.

FY20 Revenue

Dr. Clark explained that the FY20 Adoption Budget includes FY17-18 TCR plus COLA from FY19 and FY20. Dr. Clark explained that some numbers will change before the FY20 Adoption Budget is finalized; specifically, Lottery and Nonresident Tuition. The Part-Time Faculty Office Hours and Part-Time Faculty Health Insurance revenue numbers are not included as they are not guaranteed. There was a discussion about the revenue in excess of \$5.7 million. Ms. (Emily) Day explained that a May 2019 Board item presented a budget augmentation of \$2,854,717.00. This augmentation included \$1,643,319 attributed to a net increase in TCR, \$1,184,531 in Full-Time Faculty Hiring Funds, and \$26,897 for Part Time Faculty Equity Compensation.

FY20 Allocation Model

Dr. Clark explained the original COLA amount in the May Revise was 3.46%, but when the budget was enacted, it came in at 3.26%; a difference of \$316,000 to the District. Dr. Clark explained there are no significant changes from Tentative to the current schedule.

Oher Business

There was no other business.

The next DCAS meeting will be Wednesday, August 14 at 2:30 p.m.

Meeting adjourned 3:27 p.m.