

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Administrative Center, Thomas Lakin Boardroom

Thursday, July 20, 2017

## NOTES

### Attendees:

David El Fattal, Vice Chancellor, Business and Administrative Services  
Mike Bush, Vice President, Business Services, Oxnard College  
Emily Day, Director, Fiscal Services  
Cathy Bojorquez, Budget Director  
Silvia Barajas, Vice President, Business Services, Moorpark College  
Susan Royer, College Business Manager, Ventura College  
Diane Eberhardy, Academic Senate President, Oxnard College  
Nenagh Brown, Academic Senate President, Moorpark College  
Lydia Morales, Academic Senate President, Ventura College  
Jennifer Clark, Classified Senate Representative, Oxnard College  
Pamela Yeagley, Classified Senate Representative, Ventura College  
Steve Hall, AFT Representative

### Absent:

Julius Sokenu, Interim Executive Vice President, Moorpark College

*Recorder: Laura Galvan*

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

### **APPROVAL OF MEETING NOTES**

The DCAS meeting notes of June 15, 2017 were reviewed and approved by consensus.

### **FY18 ADOPTION BUDGET**

#### Revenue

Ms. Bojorquez explained that the revenue projection has been revised based on the Annual 320 FTES Report. She stated that the District has 26,100 operational FTES for FY17, which will be used for the FY18 Adoption Budget. This is an increase of approximately 115 FTES over the FY18 Tentative Budget. Ms. Bojorquez stated the only other slight changes are the State funded FTES rates as well as revised COLA amount based on increased FTES. Ms. Bojorquez reminded DCAS members that the shift in FTES occurred in FY16. State regulations provide the ability to shift qualifying class sections between fiscal years. Further, because of the shift, the District was funded on the reported FTES of 26,467 for fiscal year 2016-2017. Ms. Bojorquez explained the actual generated FTES (operational FTES) for FY17 is 26,100. The District will be funded on actual FTES generation for fiscal year 2017-2018, subject to restoration of 26,467 FTES. The Adoption Budget for fiscal year 2017-2018 assumes that operational FTES of 26,100 for fiscal year 2016-2017 can be replicated.

There was a discussion about the District's growth targets for FY18. The following FTES targets were developed by the colleges to be presented at the July 26, 2017 Board of Trustees Strategic Planning Session:

Moorpark College - 11,336 FTES  
Oxnard College - 5,225 FTES

Ventura College – 9,883 FTES *(NOTE: Ventura College's FTES target was provided after the meeting and is memorialized here for reference.)*

Ms. Day explained 26,467.7 FTES is the restoration point. In FY18 budget, the District has the capacity to be funded for an additional 179.6 FTES above the base; thus, it is estimated that the District's growth cap for FY18 will be 26,647.3 FTES or the sum of the restoration point and funded growth. Ms. Day explained the new growth formula is .68% for VCCCD. The percentage converts to a dollar amount of \$899,098, which is then divided by the credit FTES rate (\$5,006), which equals 179.6 FTES. Dr. Hall asked that Ventura College's FTES target number be distributed to group. (See note above.)

Ms. Bojorquez explained that the funded rate per FTES is \$5,006. Dr. Hall inquired about the base allocation increase. Ms. Bojorquez explained the amounts are included in the budget as a separate line item, as opposed to inclusion in the FTES rates. Similar to past increases, the base increase is expected to be incorporated into the funding rates in subsequent years.

#### Districtwide Services

Ms. Bojorquez explained the changes in Districtwide Services from FY18 Tentative to FY18 Adoption: 82122 (1098T Fee Reporting), 82129 (Online Transcript Admin Fee), 82141 (Airport Maintenance), 82114 (College Work Study Match), 82150 (Benefits System), 82178 (Software License Fee) and 82180 (Bad Debt Expense/Uncollected Enrollment Fee). Those orgs have slight adjustments from the FY18 Tentative Budget. It was explained that the numbers have varied due to more accurate estimates from FY17 closing. Ms. Bojorquez explained that org 82178 is the largest Districtwide Service budget, which is Information Technology. The figures and budget are provided by Dave Fuhrmann. The original estimate included the elimination of Desire2Learn, but there is a need for a small contract amount of \$30,000. Overall, there is a decrease of \$80,000 in districtwide services.

There was a request for details of FY17, org 82149 (Executive Management Search) expenses. An accounting of FY17 actual expenses for org 82149 will be presented at a future DCAS meeting. Ms. Bojorquez explained that any unspent budget in Districtwide Services is distributed in the infrastructure funding model.

There was a discussion about the 82149 expenses and budget. There was also a discussion about search firms for executive management searches and whether they need Board approval.

#### Utilities

Ms. Bojorquez explained the budget for utilities are decreased from FY18 Tentative to FY18 Adoption; however, telephone services increased slightly. In FY19, there should be a decrease in telephone expenses. The DWS location includes the Camarillo airport property.

### Allocation

Ms. Bojorquez explained the FY18 Allocation Model has been updated to reflect new revenue projections, Districtwide Services, and utilities. Ms. Bojorquez stated the allocation amount in Line 16 of the Model is the final allocation and the sites should budget to these numbers.

Ms. Brown inquire about the targets for FY18 and if the model will be updated based on those numbers. Ms. Bojorquez explained that any growth earned in FY18 will be budgeted in FY19. Budget numbers are based on prior year FTES. Growth earned goes to fund balance in the year it is earned. Dr. Bush explained that, in most years, the district is funded on the amount earned or the prior year amount, whichever is greater. FY18 is assuming 26,100 FTES, which is FY17 operational FTES.

Ms. Bojorquez explained the Infrastructure Funding Model funding amounts will be allocated shortly. There are a few final transactions in fiscal year 2017 that need to be recorded before the exact amounts are known. Ms. Bojorquez also reminded the group of upcoming FY18 Adoption Budget deadlines.

Ms. Day explained the District has been awarded funding for Prop 39, year 5. Further, the IELM and Scheduled Maintenance allocations will be included in the Adoption Budget. Dr. Bush inquired about the allocation amounts for IELM and Scheduled Maintenance. Ms. Day explained the two allocations come to the District as one lump sum. The Scheduled Maintenance and Prop 39 will be budgeted by the DAC; IELM funds will be entered by the colleges.

### **OTHER BUSINESS**

Vice Chancellor El Fattal indicated the Board of Trustees passed a Resolution on July 11, 2017 authorizing the sale of a portion of the Camarillo Airport Property to the Ventura County Fire Protection District for \$9.45 million. Escrow is anticipated to close around October 2017.

### **FUTURE MEETING**

Dr. Hall requested an item regarding the District's OPEB fund be added to a future DCAS agenda. Specifically, the benefit pool is closed and this group should discuss when to start using these funds (i.e., when do you stop contributions and begin withdrawals, etc.).

Meeting adjourned 9:54 a.m.