

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## District Council on Administrative Services (DCAS)

District Administrative Center, Thomas Lakin Boardroom

Wednesday, August 14, 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 (via Skype)  
Jennifer Clark, Budget Director  
Oscar Cobian, Vice President, Student Development, Oxnard College (via Skype)  
Emily Day, Director, Fiscal Services  
Jeanine Day, Classified Senate Representative, Ventura College  
Gilbert Downs, Classified Senate Representative, Moorpark College  
Diane Eberhardy, Academic Senate President, Oxnard College  
David El Fattal, Vice Chancellor, Business and Administrative Services  
Mark Frohnauer, AFT Representative  
Nubia Lopez-Villegas, Human Resources Representative (via Skype)  
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 (via Skype)  
Maria Urenda, SEIU Representative

#### Absent:

Jenine Daly, Human Resources Representative

*Recorder: Laura Galvan*

Meeting called to order 2:34 p.m.

#### **APPROVAL OF MEETING NOTES – MAY 23, 2019 and JULY 18, 2019**

Ms. Barajas indicated that the July 18, 2019, meeting notes should state that if the \$5.7 million was allocated to each cost center by proportionate share, it would be allocated to each college based on their percentages of the allocation model. After discussion, Vice Chancellor El Fattal confirmed that approach was logical.

Mr. Frohnauer requested that the May 23, 2019, meeting notes reflect his abstention from the vote on recommended use of reserves.

#### **FY20 ADOPTION BUDGET (FINAL REVIEW)**

##### Narrative

Dr. Clark reviewed the FY20 Adoption Budget Narrative and highlighted significant differences between the adoption and tentative budget narratives. Dr. Clark reviewed the additional revenue of \$5.7 million from FY19. The additional funds are currently in unallocated general fund reserves, but a plan will be developed to expend those funds. Dr. Clark also explained the carryforward funds going into FY20; there are two lines: the traditional limit of 2% and an additional line for the additional SCFF revenue for FY19.

Dr. Clark explained that the language related to reserves (energy efficiency) will be revised to reflect the Board of Trustee's action on August 13, 2019, to use designated reserves.

It was suggested there be clarification to the language regarding the additional carryover amount to avoid confusion with the P2 revenue of \$5.7 million. The additional carry-over is approximately \$2.8 million, which was given at the first apportionment (P1). This amount was not budgeted in FY19 and was agreed through consensus to be allowed as carryover to FY20.

There was a brief discussion about the pending actuarial study for safety offers and data gathering for retirement and how that might affect the police services budget.

#### Summary of Budgeted Expenditures and Transfers

Ms. (Emily) Day explained that the number related to capital projects will change downward slightly and will be reflected in the final Adoption Budget document.

#### Revenue Projections

Dr. Clark stated there was a slight change to revenue since the last time it was presented to DCAS. The revenue of \$170,484,369 is the amount that carries over to the Allocation Model. Dr. Clark explained that the amount for utilities has been tightened based on prior year actual expenditures. She indicated that there is an increase for water over prior year. She explained that FY19 was a particularly rainy season and this year's weather is not known. The amount available for distribution and that will flow through the model is \$146,424,023. The District has budgeted the hold harmless guaranteed amount. There was a discussion about whether or not this is a prudent decision. The majority of the group expressed sentiments of being cautious. The consensus was that it is better to budget less and receive additional funds as opposed to budgeting the higher amount, then be asked to make cuts mid-year. The hold harmless amount is the FY17-18 TCR plus two years of COLA. Ms. Barajas explained it is difficult to execute plans with the instability of funds. She is comfortable budgeting the lower amount, but hopes the District can come up with a better plan to spend the funds when they are allocated to the District at a late stage.

#### College Budgets

A suggestion was made to include language related to one-time funds (SCFF carryover) in the footnote on each page.

#### Districtwide Services

Dr. Clark explained the small, recent changes to Districtwide Services. She also commented that additional changes (reduction) to Districtwide Services is based on the Board of Trustees' authorization on August 13, 2019 to use reserves.

#### Reserves

Dr. Clark explained the Reserves schedule. She noted that the Energy Efficiency Designated Reserves and Unallocated numbers will change on the final Adoption Budget based on the Board of Trustees' authorization on August 13, 2019 to use reserves.

#### Fund 12X

Ms. (Emily) Day explained the 12x Restricted funds. She explained that numbers have been solidified based on information received from the State. When necessary, budget augmentations are done when information is received from the State Chancellor's Office.

FY19-20 Student success completion grant increased by \$1.1 million. The District also received notification that Student Success Completion Grant (SSCG) was extended to award to students for FY20. Moorpark's TAP grant is included in the Adoption Budget because approval was given to rollover funds. Other funds are included in the Adoption Budget because they have been approved by the Board between Tentative and Adoption.

There was a discussion about the Classified Professional Development funds (Org 82138). Ms. Day indicated that when she receives information on allocations, her team will move the funds to other cost centers.

There was a discussion about Instructional Equipment and Library Material (IELM) funds. Moorpark and Oxnard colleges chose to put all their funds in library materials, while Ventura College chose to put their funds in scheduled maintenance.

#### Parking Services

Dr. Clark explained that \$224,000 was transferred into police services from parking to make them whole for FY19. The projected revenues for FY20 are realistic. Some classified salaries have been moved to other accounts because of salary breakage. If all numbers hold true, the FY20 police services budget will be short \$75,000, which will come from parking services.

#### Health Services

Dr. Clark explained that \$1.273 was held in a Districtwide Health Services fund (Fund 138) for approximately ten years. An analysis was done to determine how the funds were initially added to the Districtwide Health Services fund; they were transferred to each campus in a similar manner.

#### Child Care

Oxnard College's child care program is run under the General Fund, lab program. The programs at Ventura and Moorpark colleges are run as self-supporting, special revenue funds.

#### Capital Projects Fund

Ms. (Emily) Day explained each of the funds in 4xx (capital projects).

#### Financial Aid

Ms. (Emily) Day explained that the total budgeted amount for FY20 is just under \$51 million. The California Promise (formerly BOG fee waiver) grant is not budgeted in this fund. The major increase is the increase of \$1 million to Student Success Completion Grant.

#### Appendices

Dr. Clark explained the four appendices to be included in the Adoption Budget. They are all based on historical data.

### **\$5.7 MILLION REVENUE FROM FY19**

Vice Chancellor El Fattal explained that the plan was originally to use the money to offset the STRS/PERS increases over two to three years. He explained that it would be added to the \$1 million Board Designated Reserves to be set aside for STRS/PERS. He further explained the Board has additional thoughts about using those funds. Ms. Bojorquez stated her understanding from Administrative

Services Committee was that Trustees McKay and Chancer desired to spend it on something other than pensions; for example, a project. Ms. Bojorquez felt DCAS should encourage the funds to be allocated this year. Vice Chancellor El Fattal stated it is his intention to recommend the money be designated as STRS/PERS and it be spent over 2-3 years. He stated that he and Chancellor Gillespie support this spending plan. Vice Chancellor El Fattal and Chancellor Gillespie support having the funds flow to the colleges.

Ms. Urenda restated the consensus of DCAS to have the funds flow through to the colleges. Ms. Barajas stated that regardless of how the colleges choose to spend the funds, the STRS/PERS obligation remains.

Ms. Brown asked for clarification on what DCAS is recommending.

Ms. Bojorquez recommended that DCAS recommend to the Chancellor that the \$5.7 million be allocated through the Budget Allocation Model to the three colleges and District Administrative Center as it would have if the state would have informed the District about the funds earlier in the year, similar to the way P1 was handled.

The motion was seconded by Nenagh Brown.

All were in favor, Mr. Frohnauer was opposed.

Motion passed.

Other items

None.

Future agenda items

None.

Meeting adjourned 4:25 p.m.