

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Council on Administrative Services (DCAS)

District Administrative Center, Thomas Lakin Boardroom

Thursday, September 19, 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
Oscar Cobian, Vice President, Student Development, Oxnard College
Emily Day, Director, Fiscal Services
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
Maria Urenda, SEIU Representative

Absent:

Jenine Daly, Human Resources Representative
Jeanine Day, Classified Senate Representative, Ventura College

Guest:

Joel Justice, Chief, Police Services (Districtwide)

Recorder: Laura Galvan

Meeting called to order 9:07 a.m.

APPROVAL OF MEETING NOTES – AUGUST 14, 2019

The meeting notes from August 14, 2019, were approved by consensus with one small change.

POLICE SERVICES FY20 BUDGET UPDATE

Dr. Clark explained the detail behind the FY20 Adoption Budget figures for police services. Dr. Clark also provided one page of a detailed salary and benefit report from Banner. (One page was provided as an example to show that personnel vacancies are budgeted.) She explained that vacant positions are budgeted at mid-range, for the full year (12 months). Dr. Clark also explained that the FY20 contribution from fund 111 to police services was increased by \$430,000 (over the FY19 budget). The additional amount is included in the FY20 amount for a total of \$1.1 million. She explained that the intent of the additional budget allocated from Districtwide Services was for three new police officer positions. However, the positions have not been filled due to various recruitment issues. Therefore, the \$430,000 salary expenses/dollars are being held in salary/benefit variance holding accounts. Dr. Clark explained that even after the additional budget amount was added, the police services projected expenditures remained greater than projected revenue. However, a balanced budget is required; budgets are balanced by either increasing revenue or decreasing expenses, or a combination of both. Dr. Clark

provided a detailed 5-year historical expense and revenue analysis. She explained that during the years that revenue was its highest, there was a full contingent of cadets. For FY20, it was previously agreed that parking/traffic fines would be increased to help balance the FY20 budget. Therefore, \$50,307 of the \$430,000 new revenue was used to increase the FY20 cadet budget for the purpose of increasing revenue, if possible. Taking the projected new revenue into consideration, there was still a large shortfall in balancing the FY20 budget. The next option was to look at vacancies in the department to balance. A current Police Officer I and a Sergeant position is vacant. Three months of Police Officer I and 9 months of a sergeant position vacancy provide 12 months of savings. In addition, the budget for two of the three new police officer positions was reduced as it is not expected the department will be successful in filling more than a net of one position during FY20. Even with those savings, the police services budget was unable to be balanced. Further, an additional \$75,000 from parking services was brought into the budget to balance. The police services budget began the year with an ending fund balance of approximately \$18,000.

Ms. Barajas summarized the bottom line is that the entire transfer from Districtwide Services is being fully used without the hiring of said officers. Vice Chancellor El Fattal explained that it was not his intent to use \$430,000 to backfill the police services budget. He stated that it was everyone's intention to hire the three additional officers. He explained this is a bi-monthly update, as promised. His team will continue to monitor the budget. There was a discussion about cadets on campus. Chief Justice explained each campus has six or seven per campus. Ms. Bojorquez explained that she believes Moorpark has the highest citations and should be allocated a larger number. Ms. Barajas explained that if DCAS analyzes the budget realistically, it appears an additional \$500,000 is needed to balance the budget, although she is not advocating for that. Ms. Barajas would like to see the budget shown in a transparent manner, with a clear display of the deficit/shortage.

Chief Justice discussed a possible new system that will allow students and community members to purchase daily permits on a mobile app. It would also provide license plate recognition for vehicles parked. He is unaware of cost for the system, but understands it may be close to \$150,000. At least one cash permit machine will remain on each campus. Ms. Bojorquez suggested checking internet connectivity in parking lots at the colleges prior to making a purchase. Also, she would like to know any other community colleges that use any system. It should be investigated to see if there are larger issues on the back end. Chief Justice explained that the current system uses cell phone connectivity to issue citations. Vice Chancellor El Fattal explained the possibility of having Wi-Fi access installed in solar carport conduits.

DCAS COMMITTEE MEMBERSHIP/CHARGE

There was a brief discussion about student participation. Approved as presented.

FACULTY CO-CHAIR

Dr. Diane Eberhardy will continue as faculty co-chair.

FULL-TIME FACULTY OBLIGATION NUMBER

Dr. Clark explained that the fall 2019 Full-time Faculty Obligation Number (FON) compliance number is 403.8. She reminded DCAS members that there was a discussion in the spring whether the District would meet the obligation number as the initial calculations indicated the District's obligation number would be 418. She explained she just received the raw data to compile the District's number; a rough estimate is that the district will be at about 426, or. Therefore, the District is approximately eight above its obligation number. There was a brief discussion about language included in the State Chancellor's

memo regarding additional revenue to be used for additional faculty. It was explained that funds for Full Time Faculty Hiring are allocated to the colleges through the District's Allocation Model. Ms. Brown requested the 10-year historical FON numbers and a detailed breakdown of full-time faculty. Also, categorical and general fund will be broken down. The fully calculated number will return to DCAS next month.

There was a brief discussion about the general mechanics of the FON calculation.

ALLOCATION MODEL TIMELINE/PROCESS

Vice Chancellor El Fattal introduced the Allocation Model Timeline and Process. He explained that he understands the Student Centered Funding Formula (SCFF) calculator should be updated within a week or two and will be found on the FCMAT website. Vice Chancellor El Fattal suggested forming a subcommittee of DCAS (approximately 5-6 members) to work through issues related to any new model and SCFF. The subcommittee's charge would be to look at topics such as: Revenue and determine the mechanics of the Model (example, how will Fund 113 be funded), and evaluate appropriateness. How closely should the District's model align to the State's funding formula? How are duplicate counts handled? How about college support funding (i.e., DAC, utilities, etc.). He suggested a completion timeline of February 2020.

There was a discussion about the feasibility of a small group versus the entire Committee. Dr. Eberhardy suggested handling it within the entire committee and evaluating how it works.

It was decided that DCAS meetings would be extended to 1:00 and lunch will be brought in.

Ideas to consider for new Model in addition to list created by DCAS during FY2017/18 (attached):

Revenue

- Look at all 111, 113, 114 revenue
- What revenue streams should be allocated in new model
- How to handle CCCCCO revised estimates (P1, P2, Recalc)
- Review how revenue is currently allocated

College Allocations

- How closely do we want to model the SCFF? Do we use three-year averages? Non-credit FTES?
- How do we handle duplicates in SCFF measures?

Districtwide Support

- How to fund DWS? Utilities? DAC?
- Where will \$500,000 shortfall for police services come from; renegotiate districtwide services?

Year-end balances

- How shall we handle carryover?

Other

- Districtwide reserves?
- Special projects?
- Innovation?
- Borrowing?

Vice Chancellor El Fattal stated that the full Board and the Administrative Services Committee will receive regular updates on DCAS discussions related to the development of a new Allocation Model.

FUTURE AGENDA ITEMS

Ms. Brown asked that the \$5.7 million allocation be discussed at a future meeting. Vice Chancellor El Fattal explained that the \$5.7 million is an estimate from the State and may change. It will likely be presented to the Board in November.

Adjourned 10:34 a.m.