



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## District Council of Administrative Services (DCAS)

**November 15, 2018 – 9:00 a.m.**  
**District Administrative Center, Thomas Lakin Board Room**

### AGENDA

- Approval of Meeting Notes – October 18, 2018
  - Faculty Numbers by Campus
  - Proposed Timeline/Calendar for Allocation Model Review
  - Infrastructure Funding Model (discussion)
  - Actuarial Study Update
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- Other Business

Next meeting(s):

9:00 a.m., December 20, 2018 – CANCELLED

9:00 a.m., January 17, 2019

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## District Council on Administrative Services (DCAS)

District Administrative Center, Thomas Lakin Boardroom

Thursday, October 18, 2018

### NOTES

#### Attendees:

Silvia Barajas, Vice President, Business Services, Moorpark College  
Cathy Bojorquez, Vice President, Business Services, Ventura College  
Nenagh Brown, Academic Senate President, Moorpark College  
Mike Bush, Vice President, Business Services, Oxnard College  
Jennifer Clark, Budget Director (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 Martinez for Chris Renbarger, Classified Senate Representative, Oxnard College  
Lydia Morales, Academic Senate President, Ventura College (via Skype)  
Julius Sokenu, Vice President, Academic Affairs, Moorpark College  
Maria Urenda, SEIU Representative

#### Guest:

John Cooney, Data Analyst, DAC

*Recorder: Laura Galvan*

Vice Chancellor El Fattal called the meeting to order at 9:02 a.m.

#### **APPROVAL OF MEETING NOTES**

The meeting notes from September 20, 2018, were approved by consensus.

#### **STUDENT CENTERED FUNDING FORMULA MIS DATA/PROCESS**

Mr. Cooney is a member of the Institutional Research Advisory Committee (IRAC) subcommittee that was formed to discuss the development of internal processes and reporting in the context of the new SCFF; he provided an update on the progress made by the group. He explained the subcommittee's charge is to identify components tied to elements of the student centered funding formula. He explained that some of the components are outside the reach of the subcommittee as they are not derived from internal data. Those components are CTE students (if some CTE units are completed outside of VCCCD) and wage gain of students. Mr. Cooney stated that a data submission timeline and data confirmation process is currently being developed. In essence, it will be a two-step review/confirmation process of MIS data being submitted to the State Chancellor's Office. Mr. Cooney explained that the subcommittee is approximately 90% done with its recommendation, which will be presented to the full committee in November. Vice Chancellor El Fattal explained that the District should have

access to the MIS data (that comprised allocations for FY19 SCFF) in January/February. The two-step approval process is a new procedure. To be recommended is an additional approval at the campus executive level due to the added importance of the data.

### **FON UPDATE**

Dr. Clark presented a 10-year historical analysis for the District's Full-time Obligation Number (FON). The spreadsheet shows the obligation number from the State, the VCCCD reported number and the difference the two. The spreadsheet also listed the FT faculty percentage for the year listed. Dr. Clark indicated that the 2018 number is still being finalized; however, it appears the District's reported number will increase compared to the preliminary number on the spreadsheet. Ms. Brown thanked Dr. Clark for the information and commented that the data indicates there is no real movement towards the 75% goal for full-time faculty; the numbers are in flux from year to year. Ms. Brown stated that the State Academic Senate has two resolutions moving forward that declare the current method isn't working and asking to have the process reevaluated. Vice Chancellor El Fattal explained the existing FON legislation was implemented in 1988 through AB 1725. Dr. Eberhardy stated the State Academic Senate is asking for the percentage to be changed. Ms. Brown read the language/resolution from the State Academic Senate asking for a refinement of the process. She stated that the resolution is going through State Academic Senate Executive Board. Ms. Brown commented that VCCCD looks similar to other districts in the state. She further explained that Moorpark College had their position prioritization process meeting on Tuesday (October 16). She indicated President Sanchez stated that Moorpark will likely get five positions. Ms. Brown explained the process at Moorpark College is when a position is lost due to retirement, resignation, etc., those vacancies go back into the prioritization process for evaluation. There are five positions that are replacements; nine positions were lost in FY19 and only five will be replaced. Ms. Brown requested the FON data by college for the current year. She understands that other colleges are allowed to replace positions as they are lost and they are reviewed at Chancellor's Cabinet.

Dr. Bush stated that there are no automatic replacements at Oxnard College. For faculty positions, the (replacement) position is added in the discipline where needed. The process is difficult at Oxnard College. Dr. Bush discussed how decisions were affected by the SSSP funds as well as Strong Workforce funds.

There was a comprehensive discussion related to the FON being a District number, with committee members enumerating varied challenges and faculty perspectives concerning this data on a campus-level basis. There was a discussion about the numerical differences of faculty within the allocation model and those included in the FON. Ms. Bojorquez explained that the allocation model includes instructional faculty, while the FON counts all faculty (e.g. librarians, counselors, etc.). Dr. Eberhardy stated that the District Council on Human Resources (DCHR) sees when positions are added and each funding source. She further explained that information is good, but is concerned about potential adverse reactions to the data. Ms. Morales was in agreement. Ms. Brown requested that each college provide the number of full-time faculty members along with their respective funding source. The data should identify general funded positions (Fund 111) and categorical funded positions (12x). This information will be presented at a future DCAS meeting before being presented through the college processes, as necessary. Ms. Jeanine Day expressed that many of the same sentiments are felt amongst the classified staff at the colleges. She is not making a formal request for data, but wants DCAS to know that classified employees feel the colleges are understaffed.

### **ACTUARIAL STUDY UPDATE**

Ms. (Emily) Day explained that Total Compensation Systems (TCS) was engaged to provide an updated actuarial study. The last study was done in 2016. A draft report has been received and is not ready to be shared as it is undergoing a final review. The District has gone back to TCS with several significant questions and comments: 1) the pay-as-you-go estimates trending out is different than what is currently expensed in terms of retiree health premiums. TCS will reconcile their information on claims to our expenses, which is based on premiums; 2) VCCCD subrogates liability to Medicare; and 3) VCCCD subrogates high cost Medicare claims. These questions and issues have been presented to TCS ; a response is pending. Ms. Day explained that the Other Post-Employment Benefits (OPEB) liability needs to be reported on the District's annual financial statements and they are due to the state by December 31. Subrogation means that Medicare takes over as primary coverage; it transfers the risk to someone else.

### **IRREVOCABLE TRUST WORKGROUP UPDATE**

Dr. Bush stated that the Irrevocable Trust Workgroup has met twice. He explained there is consensus among the workgroup members to begin drawing down the trust funds. The questions of when and how remain. Ms. Bojorquez updated a distribution methodology originally completed by Dr. Steve Hall, but it cannot be finalized until the actuarial study is finalized. The Workgroup will make a final recommendation to DCAS after meeting in January 2019.

### **FTES SHIFT FINANCIAL ANALYSIS**

Ms. Day reminded DCAS members of the two recent instances of shifting FTES from one fiscal year to another. The two recent instances were shared. Summer 2016 FTES totaling 685 were shifted from FY17 to FY16, which resulted in reportable FTES of 26,468 for FY16. The financial impact was \$1.9 million in FY16 and \$1.9 million in FY17. The funds generated in FY16 went into unallocated reserves. In FY17, those funds were earmarked for future financial shortfalls and went into Fund 113, Infrastructure funds, at each campus.

Summer 2018 FTES totaling 590 were shifted from FY19 into FY18. The financial impact is \$3 million in FY18 and \$3 million in FY19. The FY18 revenue of \$3 million related to the shift went into unallocated reserves. Ms. Day explained that the budget book details fund 111 reserves on page 53. The increase in fund balance was a result of the shift of FTES as well as the sale of the airport property. The FY19 revenue of \$3 million generated by the shifted FTES was allocated using the District's allocation model.

### **FY19 TCR**

Ms. Day provided a clarification on the unbudgeted revenue for the FY19 Adoption Budget. The state provided a Total Computational Revenue (TCR) of \$162,610,566 and the FY19 adoption budget included \$157,962,401, which is a difference of \$4.6 million. Vice Chancellor El Fattal explained that the District's intention is to budget this amount of \$4.6 million some time during FY19. Ms. Barajas inquired about FY20 TCR. Specifically, will COLA for FY20 be based on the hold harmless amount or the TCR with COLA amount? Ms. Day explained that the State compares funding under SCFF and funding under hold harmless and the District is funded on the higher of the two. FY20's hold harmless will include FY19 and FY20 COLAs. FY20's SCFF will include FY20's COLA on the appropriate rate, which has already been legislated.

**FUND 693 RETIREE HEALTH LIABILITY**

Dr. Clark explained that the numbers are current and accurate through September 30, 2018. In summary, the current projection estimates adequate contributions for FY19. This fund will continue to be monitored.

**INFRASTRUCTURE FUNDING MODEL**

This item will be brought to a future DCAS meeting.

Next meeting date is November 15, 2018, 9:00 a.m.

Next agenda:

- Faculty numbers by college

- Proposed timeline/calendar

- IRAC Workgroup committee member to DCAS after report finalization – January

- Irrevocable Trust Workgroup update - January

Meeting adjourned at 10:16 a.m.

## VCCCD Faculty Counts by Campus

(numbers are rounded to the nearest whole FTE)

	Total (All funds)	Total 12x	Gen Fund
MC	167	16	151
OC	96	11	85
VC	160	18	142
Total	423	45	378