

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Administrative Center, Thomas Lakin Boardroom

Thursday, August 18, 2016

## NOTES

### Attendees:

David El Fattal, Vice Chancellor, Business and Administrative Services  
Silvia Barajas, Vice President, Business Services, Moorpark College  
Mike Bush, Vice President, Business Services, Oxnard College  
Dave Keebler, Vice Chancellor, Business & Administrative Services  
Alexander Kolesnik, Academic Senate President, Ventura College  
Alan Hayashi, AFT Representative  
Julius Sokenu, Interim Executive Vice President, Moorpark College  
Darlene Melby, College Business Manager, Moorpark College  
Nenagh Brown, (Acting) Academic Senate President, Moorpark College  
Linda Kama'ila, Academic Senate President, Oxnard College  
Cathy Bojorquez, Budget Director  
Emily Day, Director, Fiscal Services

### Absent:

Jennifer Clark, Fiscal Services Supervisor, Oxnard College  
Mary Rees, Academic Senate President, Moorpark College

### Guest:

Bernard Luskin, Chancellor

The meeting was called to order at 9:04 a.m.

### **APPROVAL OF NOTES**

The notes from the July 21, 2016 meeting were approved by consensus.

### **BOARD POLICY/ADMINISTRATIVE PROCEDURE 6200 – BUDGET PREPRATION**

A proposed revision to BP/AP 6200 – Budget Preparation was distributed and reviewed. Vice Chancellor El Fattal explained the reason for the proposed revision. He explained that language regarding shifting summer FTES needs to be clarified. The Academic Senate Presidents explained the revisions will be shared with their constituents. Any revisions and/or comments can be shared at the September 2<sup>nd</sup> Consultation Council meeting. If there are no objections, the policy and procedure will go forward at September Board meeting.

There was a discussion about timing and the meaning of “budget process.”

### **2016-17 STRONG WORKFORCE PROGRAM ALLOCATIONS**

The District received notification of \$2 million for FY17 funding for Strong Workforce Program funding. The allocation is provided on a districtwide basis and is funded on the basis of CTE FTES, job openings, and unemployed adults. The District’s allocation

will be allocated to the colleges based on CTE FTES counts using the proportionate share to each college: 39% Moorpark College; 22% Oxnard College; 39% Ventura College. Vice Chancellor El Fattal explained that the fiscal agent for our region is Santa Barbara City College. There is a possibility that additional monies could be available from the fiscal agent.

Ms. Day explained that the earliest the allocation can be brought to the Board as a budget augmentation is October. Ms. Day will notify the colleges when the funds are available, probably after October board meeting.

### **2016-17 FTES TARGET SCENARIOS**

Vice Chancellor El Fattal provided background information related to enrollment reports and FTES targets for FY17. He explained he made a commitment to the Chancellor to work with the instructional team to develop a realistic stretch target for FY17 FTES. Vice Chancellor El Fattal explained an FTES Working Group has been convened and will hold its first meeting after today's DCAS meeting (8/18/16). The Working Group will be under the purview of DCAP. However, there was an urgency to meet prior to the September 2<sup>nd</sup> DCAP meeting.

The Working Group will initially consist of the three chief instructional officers, the three academic senate presidents, and the three deans of institutional effectiveness. DCAP may choose to add more people to the membership. The initial focus of the group will be to establish realistic targets for FY17.

Vice Chancellor El Fattal distributed and reviewed four scenarios for proposed targets. He thoroughly discussed Scenario D. He described if the District hits that total FTES (25,330), there will be a reduction of \$5.7 million in FY18's allocation model. Vice Chancellor El Fattal explained the colleges set aside a total of \$1.9 million this year (FY17) to mitigate whatever budget shortfalls may occur in FY18 or beyond.

The FY17 restrained growth rate for the District is 0.56%. The shift of 685 represents 2.7% year over year, or .09% each year if spread over three. There was a discussion about the proposed revenue shortfall in FY17 using Scenario D. Initial projections indicated there would be only \$2 million in decline, why is it over \$5 million now? Vice Chancellor El Fattal explained the \$2 million was growth; the other \$3 million is base revenue made up of FTES to make base. As a reminder, in accordance with Board policy, the \$2 million went into reserves for FY16 and is now included in the base for FY17.

There was a lengthy discussion about realistic targets as well as the amount of anticipated shortfall.

Vice Chancellor El Fattal indicated the scenarios are only for FY17. He stated it is difficult to project beyond FY17 since current discussions involve FY17 targets. It was

stated that in order to maintain funding the same as FY16, the District would have to use Scenario B as the target, which is probably unrealistic.

### **FY17 ADOPTION BUDGET**

Ms. Bojorquez noted the FY17 Adoption Narrative has been updated to reflect the state-approved Adopted Budget. She stated there is a \$1.6 million increase in base allocation for FY17 (Tentative vs. Adoption).

Ms. Bojorquez reiterated that a total of \$1.9 million set aside in Fund 113 to mitigate any shortfalls in FY18 (or beyond).

The significant changes from Tentative to Adoption in the budget narrative were highlighted by Ms. Bojorquez. Revenue included in the Adoption Budget has increased by \$7.2 million over last year's adoption budget. The primary reason is due to Unrestricted Lottery proceeds being returned to general fund (from the Infrastructure Funding Model).

There was a question about the \$5 million amount for districtwide door lock projects and whether or not language should be included in the Narrative. Those amounts are in Fund 114. At the suggestion of DCAS, language will be added to the Narrative addressing the \$2 million from reserves in FY16 and the \$3 million in mandated claims to be used for emergency preparation projects.

Ms. Day explained that some restricted program funds are not included in the Budget and will be brought to the Board as a budget augmentation, should funds be received. Examples are Strong Workforce Development, Basic Skills Innovation, etc.

Ms. Bojorquez explained detailed pages related to general fund. She reminded DCAS members that revenue in 113 (Infrastructure Funding Model) are not available for expenditures until the year after they are realized. In this case, they will be available in FY18.

According to Ms. Bojorquez, Parking Services revenue may be impacted because it was decided to waive parking citations for the first week of each semester.

DCAS requested a future agenda item related to the police services budget and related deficit spending.

For the Food Services budget, commissions from Coke are not included in the Vending operations budget. The contract has yet to be finalized. If revenues are included in any negotiations, it will be brought to the Board as a budget augmentation.

Ms. Day explained restricted general funds. Overall, there is a large increase in these funds, which is primarily due to the SSSP and Student Equity funds from the state.

Ms. Day reviewed restricted general fund and categorical grant budgets. Scheduled maintenance and Instructional Equipment is allocated in one pot of money. The proportionate allocations are determined by the colleges. The amounts are reflected in each budget.

Ms. Day explained the capital projects funds and scheduled maintenance funds. Prop 39 was awarded for year 4 and is included in adoption budget. Ms. Day reviewed the ongoing Measure S projects. At Moorpark College, the gym renovation is an open project. The parking structure has budgeted expenses for disputed items with the City of Moorpark. At Oxnard College, the dental hygiene building and the LRC renovation are still pending DSA approval. Ventura College Measure S projects include the Studio Arts and Applied Sciences buildings. These projects are substantially complete and await DSA certification.

Several DCAS members provided commendations to the Business Services team for a job well done.

There were questions about differences in Funds 693 and 612. Ms. Day explained that Fund 612 is the Retiree Health Payment pool, which is related to a class action lawsuit that was settled between the District and district retirees. Fund 693 is where health and welfare premiums are paid for retirees.

DCAS requested a future agenda item related to Fund 612 and the retiree settlement.

### **OTHER BUSINESS**

There were no items.

Meeting adjourned at 10:37 a.m.

Next meeting is September 15, 2016