

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
District Council of Administrative Services (DCAS)

Thursday, February 21, 2013

NOTES

Attendees: Dana Boynton, Mike Bush, Riley Dwyer, Erika Endrijonas, Steve Hall (for Alan Hayashi), Sue Johnson, Linda Kamaila, Dave Keebler, Deborah LaTeer, Mary Anne McNeil, Darlene Melby, Peter Sezzi

Absent: Blanca Barrios, Dominga Chavez, Alan Hayashi, Iris Ingram

The meeting was called to order at 8:35 a.m. in the Thomas G. Lakin Board Room at VCCCD.

APPROVAL OF NOTES

The notes from the January 17, 2013 meeting were approved by consensus.

ADMINISTRATIVE PROCEDURES

AP3900 – Speech: Time, Place and Manner

AP3900 has been under consideration for a couple of months. Representatives had requested additional time to ensure proper review of the AP by respective constituent groups. That process has taken place and there was consensus to move AP 3900 through the approval process (cabinet, Policy Committee, and Board).

AP 5030 - Fees

An updated version of AP 5030 was distributed and discussed. Vice Chancellor Johnson explained that the most significant change is that the actual dollar amounts are now included in the AP. The fees are not new nor modified, but merely stated to ensure consistency among the colleges. Because actual fees are included, this will require annual review and updates, as appropriate. This will take place in March/April of each year.

It was suggested that library fines be included in the AP. It was further suggested that the AP be forwarded to college representatives to ensure all fees have been captured in the procedure. There was a consensus to move AP5030 through the approval process.

AP 6305 – Reserves

Vice Chancellor Johnson explained there are no proposed revisions to AP 6305. After discussion, suggestions were made to restructure some of the sentence sequencing. A revised draft will be distributed. The Academic Senate Presidents will include information on the revision via their reporting process. Other representatives indicated they did not have a need for further review. This AP will be returned to the March DCAS meeting.

AP 6320 – Investments

AP 6320 was presented to DCAS for review. Vice Chancellor explained that the language in the AP is primarily government code. With the exception of the irrevocable trust fund for retiree health benefits, the District does not make independent investments. The District's money is all held at County Treasury with the exception of the Futuris Irrevocable Trust. It was the consensus of DCAS to move AP 6320 through the approval process.

PROGRESS TOWARD 2012-13 BOARD OF TRUSTEES GOALS AND OBJECTIVES

Vice Chancellor Johnson distributed the Strategic Plan - Annual Implementation Plan 2012-13 document and reviewed action steps relative to each objective that fall under DCAS's responsibility. There was a discussion regarding progress toward each objective and appropriate ways of documenting such progress. DOC (District Operations Committee) will work on the wording for some of the progress, as the actual work toward the objective is done through college committees. This document will return to DCAS.

GASB ACTUARIAL STUDY OF RETIREE HEALTH BENEFITS

Vice Chancellor Johnson distributed the draft copy of the actuarial study (dated February 4, 2013 – valuation date November 1, 2012). Ms. Johnson indicated that the District's total unfunded liability is relatively high to other districts in the state. She explained the primary reason is because we are still offering post-retirement benefits (until age 65) to full-time faculty new hires and we began funding very late.

The Annual Required Contribution (ARC) is \$10,420,000, which reflects an decrease of approximately \$200,000 over the last study done in December of 2010. The total actual liability is \$147 million, which is an increase of approximately \$800,000. Ms. Johnson indicated that the increase in total liability would have been significantly higher if the irrevocable trust had not been established. The Trust yields a higher interest than traditional banks or County Treasury. The primary cause of the increase is new hires for full-time faculty are still receiving post-retirement benefits, and there is no maximum to the district contributions for faculty. This item will be presented for acceptance to the Board in March.

BUDGET ALLOCATION MODEL PRINCIPLES

Vice Chancellor Johnson distributed a document that contained the bullets found in the Budget Allocation Model Principles. The group discussed process and whether it was appropriate at this time to review the principles as the District was developing a new district-wide Educational Plan. Vice Chancellor Johnson reiterated that the principles were written before the current Model was developed; the Model was intended to be built around the principles. It was agreed that some of concepts included in the initial principles would most likely be included in the Educational Master Plan.

Since the District's Educational Master Plan is being developed, and planning precedes budget, there was consensus that the review of the allocation model be tabled.

OTHER BUSINESS

Ms. Johnson mentioned that out of respect for members' time and other responsibilities, it is her goal to conclude regular DCAS meetings by approximately 10:30-10:45. There are two dates, June 4, 2013 (Tentative Budget review) and August 22, 2013 (Adoption Budget review), that she asked representatives to block until noon.

The Ventura College Academic Senate President inquired about the timing of setting productivity numbers as they relate to the budget (i.e., goals for 2013-14). Vice Chancellor Johnson explained that work is underway.

The Moorpark College Academic Senate President inquired about FON. At this point, Vice Chancellor Johnson suggests colleges replace any vacancies and not consider anything else until we know more about potential growth. Vice Chancellor Johnson provided a brief hypothetical scenario of

how funded growth could affect revenue, FTES, and FON for FY2013-14 using a conservative projection of 2% growth.

Meeting was adjourned at approximately 10:43 a.m.

Next meeting – March 21, 2013 – 8:30 a.m.

Agenda Topics:

- FY14 Budget Assumptions
- Proposal: Growth/COLA
- FY 14 Revenue
- AP 6305 – Reserves