

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

**Thursday, November 18, 2021 – 9:00 a.m.**

MEETING NOTES

DCAS Attendees:

Cathy Bojorquez, Vice President, Business Services, Ventura College  
Dan Clark, Academic Senate President, Ventura College  
Jennifer Clark, Vice President, Business Services, Moorpark College  
Oscar Cobian, Vice President, Student Development, Oxnard College  
Amy Edwards, Academic Senate President, Oxnard College  
David El Fattal, Vice Chancellor, Business and Administrative Services  
Linda Fa'asua, Classified Senate Representative, Oxnard College  
Alexander Fredell for Miguel Rodriguez Lupercio, Classified Senate Representative, DAC  
Mark Frohnauer, AFT Representative  
Nubia Lopez-Villegas, Human Resources Representative  
Erik Reese, Academic Senate President, Moorpark College  
Chris Renbarger, Vice President, Business Services, Oxnard College  
Linda Resendiz, Classified Senate Representative, Moorpark College  
Sebastian Szczebiot, Classified Senate Representative, Ventura College  
Maria Urenda, SEIU Representative  
James Zavas, District Budget Director

Guest(s):

Dr. Greg Gillespie, Chancellor

Absent:

Emily Day, Director, Fiscal Services  
Jeanine Day, Classified Senate Representative, Ventura College  
David Munoz, Ventura College Associated Student Government

*Recorder: Laura Galvan*

**1.01 COMMITTEE CO-CHAIR WILL CALL THE MEETING TO ORDER.**

Vice Chancellor El Fattal called the meeting to order 9:03 a.m.

**1.02 APPROVAL OF MINUTES FOR THE OCTOBER 21, 2021, DCAS MEETING.**

It was suggested that the October 21, 2021, DCAS notes be revised to reflect unanimous consent for the *Travel Reimbursement Guidelines for Candidates* document. With the suggested addition, the notes were approved by consensus.

## **2.01 OLD BUSINESS**

There was no old business.

## **3.01 DISTRICT ADMINISTRATIVE CENTER (DAC) REORGANIZATION**

As a follow-up to the September DCAS meeting, Dr. Gillespie provided additional details about plans for the District Administrative Center reorganization. He explained this item reflects more of adding staffing as opposed to a reorganization. He stated that the process started about four years ago with the consultant's independent review of DAC functions and a related report. Dr. Gillespie indicated that no decision is needed from DCAS today; the information he is presenting is merely establishing a foundation for future discussions. The initial plan recommendations included about 40 positions from the CBT Report and the establishment of administrative program reviews at the DAC. Today's list includes about 20 positions, but this will need to be refined through an iterative process due to funding. These positions will be vetted through Cabinet, DCAS and the Board. Dr. Gillespie shared a list of proposed/potential positions. Each position reflected the correlation to each Board's strategic goal, rationale for establishment, and the annual cost of the position. Chancellor Gillespie also shared a PowerPoint presentation that detailed the restructure. Dr. Gillespie shared information that compared staffing ratios to comparable community college districts in addition to financial comparison data and position justifications. He shared that the following three positions should be considered for immediate establishment and recruitment for fiscal year 2022:

Director of Diversity, Equity, and Inclusion (DEI), Title IX – March 2022  
Administrative Assistant for DEI Director  
Employee Benefits Analyst, Human Resources

Dr. Gillespie stated that the estimated costs for FY22 would be approximately \$119,000. The ongoing annual amount of a fully-implemented plan for these three positions is approximately \$514,872.

Dr. Gillespie provided information on other identified positions as noted below. *[NOTE: Dr. Gillespie's PowerPoint presentation with details of each position was emailed to DCAS members on November 23, 2021.]*

Chancellor's Office:  
Administrative Assistant

Marketing and Communications:  
Accessibility Specialist  
Outreach Specialist

Institutional effectiveness:  
Research Analyst  
Program Director for Contract Ed and ETP  
Dual Enrollment Program Director  
International Studies Director

Business Services:  
Three (3) Administrative Assistants (FMO, General Services and Fiscal Services)  
Associate Vice Chancellor of Facilities  
Contracts/Accessibility Compliance Manager

Risk Manager  
Payroll Technician

Information Technology:

Director of Security and Network Infrastructure  
Senior Programmer Analyst  
Information Technology Help Desk Assistant

In Summary, Dr. Gillespie estimated the total cost for all 20 proposed positions to be approximately \$3.2 million. He explained that the list needs to be refined. Ideally, he would propose an increase of \$2.65 million to the DAC budget. He explained proposed funding for these positions; this includes unbudgeted Total Computational Revenue (TCR) funding which has been a higher amount than the hold harmless revenue the District has been budgeting.

Dr. Gillespie outlined the next steps for the consideration of these positions: the Director of DEI and related Administrative Assistant position will be presented to the Board in December or January; other positions would continue to be discussed in DCAS and Cabinet; a hopeful timeline for other positions would be prior to the development of the FY23 budget development process.

Chancellor Gillespie explained the prioritization process at the DAC. These mostly take place at Cabinet. Mr. Reese asked for a prioritized list of positions, similar to what the colleges develop.

Mr. Frohnauer inquired about the loss of FTES as well as the possibility of eliminating the hold harmless funding guarantee and whether the college staffing levels would be affected. Dr. Gillespie explained that such topics will be part of the assessment for these positions as well as matters related to the District's desire to restore FTES to the pre-COVID-19 levels.

Ms. Bojorquez confirmed with the Chancellor that he would like DCAS's input on positions. She appreciates the fact that DAC personnel are overworked and understaffed, but she expressed that the same sentiment is also true for the colleges. She further stated that VCCCD is highly decentralized so it's not an accurate picture when comparing the District to other multi-college districts. She sincerely hopes the added positions will help alleviate some of the stresses at the colleges and is interested in how these positions will support the colleges and students. Chancellor Gillespie explained that the intent of these positions is to support and benefit the colleges. He offered the Vice Chancellors' time as well as his time to provide further details and justifications on the positions. He would like a recommendation from DCAS by January, if possible.

**3.02 ACTION TO APPROVE USE OF GENERAL FUND DESIGNATED AND GENERAL FUND UNRESTRICTED, UNALLOCATED RESERVES AND APPROVAL OF BUDGET AMENDMENT TO ADVANCE THE COMPLETION OF THE SOLAR ENERGY PROJECTS. (REQUIRES 2/3 VOTE)**

Vice Chancellor El Fattal explained that an item will be presented to the Board in December for the use of reserves in the amount of \$420,000 consisting of \$170,000 designated reserves and \$250,000 of unrestricted, unallocated reserves. Southern California Edison requires certain equipment be installed and independent testing be conducted after the solar project installation. This funding will bring the solar project close to completion. This expense was known as an estimate at the establishment of the original contract. These costs are actuals now as the project is nearing completion. The equipment

should be fully functional by the end of the year at Moorpark College and Ventura College, with Oxnard College probably becoming operational soon thereafter due to a previously revised program redesign.

There was also a discussion about EV charging stations and the SCE Charge Ready program. Moorpark will have 156 Level 2 charging stations installed. Edison will pay for infrastructure and, in turn, the District will be required to install the actual stations, regardless of rebates/grants available. Moorpark may be eligible for grants up to 80% of the charging station costs. The cost to Moorpark College, after grants, is currently estimated at \$250,000.

### **3.03 OXNARD COLLEGE PROPOSAL FOR MAJOR INITIATIVES FUNDING**

Vice Chancellor El Fattal explained that the Districtwide Committee on Enrollment Management (DCEM) voted to approve Oxnard College's proposal.

Mr. Zavas explained three financial impact scenarios, with assumptions included in each proposal. The scenarios are based on the new allocation model without the 5-year phase in. Assumptions in credit and non-credit were also made.

#### Scenario A

Assumes Oxnard College reaches 100% of the proposal's target full-time equivalent students (FTES) goal (i.e., an increase of 300 total FTES consisting of 174 Credit FTES and 126 Noncredit (CDCP) FTES) and Moorpark and Ventura colleges yield the same number of existing annual FTES. Each college would benefit financially, but Oxnard College would benefit more than its sister colleges.

#### Scenario B

Assumes Oxnard College achieves one-half (50%) of the proposal's intended FTES goal [stated above] while Moorpark and Ventura colleges yield the same number of existing FTES. This scenario is nearly the same as Scenario A, but assumes Oxnard College reaches just 50% of its goal. All three colleges yield an increased revenue, but at a smaller amount compared to Scenario A.

#### Scenario C

Assumes Oxnard College achieves 100% of the proposal's FTES target [stated above], but one-half (50%) of the FTES are from Ventura College students that will attend/move to Oxnard College. In this scenario, Moorpark College experiences a revenue increase, Oxnard College yields a substantial revenue increase and Ventura College experiences a revenue reduction.

There was a lengthy discussion regarding the possibility of FTES shifting from Ventura College to Oxnard College. Mr. Renbarger explained that Oxnard College's proposal does not imply or intend that the FTES growth is coming from Ventura College. Vice Chancellor El Fattal stated this may not be intended, but it is a possibility that FTES may shift between locations. Ms. Bojorquez stated that DCAS may need to address the fact that FTES may shift between colleges and, also, how will it be ensured that 100 sections will actually be added. Ms. Bojorquez also commented that Ventura College has been self-funding new programs at a deficit.

Dr. Cobian explained (via Zoom chat) that their targeted FTES base is adults who are not currently enrolled in VCCCD along with OUHSD. They have also conducted outreach to the naval base to attract employees and active duty military personnel. Mr. Renbarger explained that potential class offerings

are for ESL as well as paralegal classes through PACE. He reiterated estimated expenses for the program at OUHSD.

After a robust discussion on the topic among members, Ms. Bojorquez made a motion to fund Oxnard College's proposal from Unrestricted, Unallocated General Fund Reserves in the amount of \$500,000 per year for three years for a total of \$1.5 million. The motion was seconded by Dr. Jennifer Clark. It was further recommended that Oxnard College provide a report to DCAS and the Districtwide Committee on Enrollment Management (DCEM) at the end of each fiscal year detailing how the funds were spent and the outcomes achieved.

David El Fattal - Yes  
Chris Renbarger - Yes  
Linda Fa'asua - Yes  
Linda Resendiz - Yes  
Alexander Fredell for Miguel DAC Classified Senate - Yes  
Maria Urenda - Yes  
Erik Reese - Yes  
Cathy Bojorquez - Yes  
Mark Frohnauer – AFT supports OC initiative Yes  
Jennifer Clark - Yes  
Dan Clark - Yes  
Nubia Lopez-Villegas - Yes  
Sebastian Szczebiot – not present for vote  
Oscar Cobian - Yes

All voting members present at the meeting voted in favor of the motion. The motion was unanimously passed with no opposition.

### **3.04 MAJOR INITIATIVES FUNDING IN ALLOCATION MODEL**

There was a discussion about the Major Initiatives Funding line in the Budget Allocation Model. Ms. Bojorquez would like to have the major initiatives intent and purpose clearly defined. A DCAS Workgroup will convene to determine the appropriate funding source, if any, for initiatives and to clearly define the purpose.

Workgroup members: Cathy Bojorquez, Chris Renbarger, Jennifer Clark, Mari Urenda, Mark Frohnauer, James Zavas, Oscar Cobian, Dan Clark.

### **3.05 FUND 693 QUARTERLY UPDATE**

Mr. Zavas provided a quarterly update on Fund 693. He explained there is currently a surplus, and there are plans to use fund balance this year of approximately \$1 million.

### **3.06 FY23 TENTATIVE/ADOPTION BUDGET TIMELINE**

This item will return to the December DCAS meeting with plans for it being presented to the Board in January as a study session.

### **3.07 DISTRICTWIDE RESOURCE BUDGET ALLOCATION MODEL REVIEW**

Mr. Zavas outlined some topics to keep in mind that may affect the Allocation Model and any potential changes.

Dr. (Jennifer) Clark discussed the prioritization of DAC positions. DCAS may not have the expertise.

Dr. (Dan) Clark echoed Dr. Clark's statement. Mr. Fredell suggested that the prioritization could come from DAC classified senate and report back to DCAS.

Mr. Reese said that he is not clear on the DAC review process; he just understands that there are 20 positions.

Vice Chancellor El Fattal explained that this process has been constant since he was hired with the District, although it has stopped and started a few times. In part, the Collaborative Brain Trust (CBT) report included these recommendations. In the past, there were multiple meetings with DAC personnel to share the report and to gather input regarding positions. In addition, a program review process was established by Vice Chancellor Buckley as a survey to DAC department end-users (i.e., campus personnel). The surveys were qualitative in nature and all departments did not participate. There is ample opportunity to integrate quantitative data into the nascent DAC program review processes.

### **3.08 INFRASTRUCTURE FUNDING MODEL (IFM) REVIEW**

Mr. Zavas asked DCAS members to review and suggest changes. The models need to be finalized by end of February, in alignment with the same timeline as the Allocation Model. . Ms. Bojorquez suggested reviewing the funding rates for each category in the IFM.

### **4.01 THIS ITEM PRESENTS ITEMS TO BE DISCUSSED AT A FUTURE DCAS MEETING.**

- HEERF January 2022 to Board.
- DAC positons
- IFM Funding rates per category

Meeting adjourned at 11:31 a.m.