

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

Thursday, August 18, 2022 – 9:00 a.m.

MEETING NOTES

DCAS Attendees:

Cathy Bojorquez, Vice President, Business Services, Ventura College
Elissa Caruth, Academic Senate President, Oxnard College
Dan Clark, Academic Senate President, Ventura College
Jennifer Clark, Vice President, Business Services, Moorpark College
Oscar Cobian, Vice President, Student Development, Oxnard College
Emily Day, Director, Fiscal Services
David El Fattal, Vice Chancellor, Business and Administrative Services
Elizabeth Thompson, Classified Senate Representative, DAC
Erik Reese, Academic Senate President, Moorpark College
Emmanuel Guerrero, Classified Senate Representative, Moorpark College
Nubia Lopez-Villegas, Human Resources Representative
Chris Renbarger, Vice President, Business Services, Oxnard College
Susan Royer, Classified Senate Representative, Ventura College
James Zavas, District Budget Director

Absent:

Linda Fa'asua, Classified Senate Representative, Oxnard College
Mark Frohnauer, AFT Representative
Maria Urenda, SEIU Representative

Recorder: Laura Galvan

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

The meeting was called to order 9:06 a.m. by Vice Chancellor El Fattal who also welcomed new Committee members: Emmanuel Guerrero, Elizabeth Thompson, and Elissa Caruth.

1.02 APPROVAL OF MINUTES FOR THE JULY 21, 2022, DCAS MEETING.

The July 21, 2022, DCAS Meeting notes were approved by consensus.

2.01 MAJOR INITIATIVES FUNDING IN ALLOCATION MODEL

There was no workgroup update on this topic. The request evaluation rubric from the District Council on Enrollment Management Committee (DCEM) will be finalized soon and shared with DCAS. This item will return to a future DCAS meeting.

3.01 FY23 ADOPTION BUDGET NARRATIVE

Mr. Zavas introduced the FY23 Adoption Budget Narrative. He explained that the State enacted budget is very good for community colleges and education in general. One of the major changes to the enacted Budget compared to the Governor's January Initial Budget proposal is an increase to the base allocation. This change is also significant over the FY23 Tentative Budget. Mr. Zavas reviewed increased FY23

expenses, which include STRS and PERS rate increases. He also explained that collective bargaining negotiations are ongoing so those potential increases are unknown and not reflected in the Adoption Budget. The Adoption Budget reflects an accounting change in retiree health benefits. The overall cost has not changed, it is merely a change in the accounting. The retiree health benefit expenses will be charged to each budget location as a percentage of prior year contributions in HRL & HR2 as opposed to being reflected in the individual position budgets. The retiree health benefit contribution budget is \$8 million. Mr. Zavas also reviewed the current Reserve allocations and explained that this will likely change due to the Board's adoption of Emergency Conditions Allowance (ECA). There was a brief discussion regarding the amount transferred to Fund 113 – Infrastructure Funding Model. Mr. Zavas explained this is an estimate for FY23, which is mostly interest income.

3.02 FY23 Adoption Budget - FINAL

Mr. Zavas introduced the FY23 Adoption Budget. There is approximately \$421 million in total expenditures. He explained that the revenue projections page has been revised slightly in presentation for ease of reading. The FY23 Unrestricted General Fund revenue is \$199,196,382, which is an increase of just over \$18 million from prior year. He explained that this is Year 2 of the phased-in implementation of the District's new allocation model. The new model allocations were also compared to the previous model's allocation. Mr. Zavas reviewed the General Fund allocations by major object code as well as by campus, District Administrative Center and Districtwide Services. There was a question regarding the salary and benefit percentage for *All Locations*. Specially, each college is higher than the percentage for all locations. Mr. Zavas explained that the districtwide average is low as the Utility and Districtwide Services budgets are included in the average, which largely does not consist of any salaries and benefits.

The Districtwide Services budget was discussed by line item. Mr. Zavas explained that increased costs included police services, legal services, and Board of Trustee elections. The Districtwide Utility budget has increased for FY23. There was a discussion regarding the solar panels and when they will be connected to the grid and how that may impact the utility budget. Vice Chancellor El Fattal explained he has an upcoming meeting with ForeFront Power and Edison to discuss this issue. It is expected to be connected before year-end, likely in two months. He also stated there is not expected to be a huge savings for electrical expenses due to the solar projects. This is due in part to the solar panels themselves (ground mount vs. carport style) and the cost of electricity. The ending fund balances were reviewed. Dr. Reese questioned how close the District is to the two-months of expenditures for fund balance. Mr. Zavas explained we are very close and will likely meet that number, as recommended by the GFOA.

Mr. Zavas reviewed Fund 113 – Infrastructure Funding Model. There is approximately \$1.225 million in revenue projected for this fund. Part of this revenue is from state mandated block grants, interest income, and the local portion of enrollment fees, which is 2%. Fund 114 – Unrestricted (Designated) General Fund budgets were reviewed and discussed. There was a discussion about the expenditures and accounting related to Zoo Operations at Moorpark College.

The Restricted General Funds were reviewed by Ms. Day. She explained the Adoption Budget was developed using the best information known at the time. Since development, the District was informed of certain categorical program allocations from the State Chancellor's Office. There is approximately \$93 million in expenditures budgeted in Fund 12x. Ms. Day stated that the majority of expenditures in major object code 7000-Other Outgo is disbursed directly to students. The year-end fund balance for all 12x funds is projected to be \$2.5 million.

Ms. Day explained that the majority of State categorical programs are accounted for in Fund 121. The State Chancellor's Office released new allocations which are not included in the FY23 Adoption Budget due to timing. These increases include CARES, BFAP, EOPS, and CalWorks. These increased amounts will be presented to the Board as budget augmentations.

Ms. Day explained that Fund 125 is for other state programs, including one-time grants and college affordability programs, such as AB19 (California College Promise). These amounts have been increased since budget development and will be presented to the Board as budget augmentations. She stated that budget augmentations will increase revenue and expenses for each program and allow spending within that program.

Ms. Day also reviewed Fund 126-Federal Grants. She explained performance periods as well the programs that the District/College partners with, where the District is a subrecipient. Ms. Day explained that IELM (Instructional Equipment & Library Materials) is allotted to the District as a single program as Physical Plant & Instructional Support. Each college determines how much of its total is allocated to IELM and Scheduled Maintenance.

Mr. Zavas reviewed the Parking Services budget, which includes police services. He explained that parking permit revenue for FY22 was minimal due to COVID. The revenue for FY23 is also expected to be low as parking permits will not be sold for the fall semester. There was a large transfer-in using HEERF funds in FY22, which carried over to FY23. A new parking solution system will be purchased in FY23 as well as police vehicles. Two vehicles were expected to be purchased in FY22, but due to supply chain issues they were not received by year-end.

The Health Center Fund was reviewed by Mr. Zavas. It is projected that each campus will end FY23 with a fund balance. The Special Revenue Funds, Culinary Arts and Restaurant Management (CRM) at Oxnard College, and the Exotic Animal Training and Management (EATM) at Moorpark were discussed. Mr. Zavas also reviewed the Child Development Center budgets for each campus.

Ms. Day reviewed the Capital Projects Funds for each campus. She noted there is an anticipated decrease in fund balance of \$15.7 million due to planned spending of beginning fund balance. Ms. Day explained that new deferred maintenance state funds are not included in the FY23 Adoption Budget; it will be brought forward to the Board as a budget augmentation.

Mr. Zavas reviewed and explained the Vending Operations Fund as well as the Internal Services Fund (self-insurance, retiree health pool, workload balancing, and retiree health benefits). He explained that Fund 693 will begin utilizing the ending fund balance of approximately \$6.5 million for the next several years.

Ms. Day reviewed the State and Federal Financial Aid programs. Mr. Zavas reviewed several of the FY23 Budget appendices that provide historical data on revenues, expenditures, FTES, comparative budget summary, as well as the detailed information on the FY23 Budget allocation model.

Chapter 6 Board Policies/Administrative Procedures

The process for reviewing and updating the BPs and APs was reviewed and discussed. Vice Chancellor El Fattal explained that some are relatively straightforward and can advance through the approval process

rather quickly, while others will be more difficult and may need to be reviewed and discussed at DCAS several times.

4.01 BP 6100 Delegation of Authority

BP6100 was approved by consensus with minor revisions.

4.02 AP 6100 Delegation of Authority

AP6100 was approved by consensus as presented.

4.03 BP 6150 Designation of Authorized Signatures

BP6150 was approved by consensus as presented.

4.04 AP 6150 Designation of Authorized Signatures

Ms. Day explained that the District's AP does not match the Community College League of California (CCLC) version verbatim. AP6150 was approved by consensus as presented.

4.05 BP 6200 Budget Preparation

This BP was reviewed, but will be presented to the Board at the same time the BP on Reserves is presented. Approved as presented, but on hold.

4.06 AP 6200 Budget Preparation

This AP was reviewed, but will be provided to the Board as information at the same time the BP on Reserves is presented. Approved as presented, but on hold.

4.07 BP 6250 Budget Management

This BP was reviewed, but will be presented to the Board at the same time the BP on Reserves is presented. Approved as presented, but on hold.

4.08 AP 6250 Budget Management

This AP was reviewed, but will be provided to the Board as information at the same time the BP on Reserves is presented. Approved as presented, but on hold.

4.09 BP 6300 Fiscal Management

It was suggested that this BP be revisited at a future DCAS meeting.

5.01 This item presents items to be discussed at a future DCAS Meeting.

- DCAS Charge, Membership, co-Chair
- BPs/APs – DCAS WG

6.01 Future DCAS Meetings

DCAS WG Meeting – September 1, 2022 – 10:00 a.m.

DCAS Meeting – September 15, 2022 – 9:00 a.m.

7.01 Committee Co-Chair will adjourn the meeting.

Meeting adjourned at 11:32 a.m.