

**Administrative Services Committee Meeting**  
**Thursday, February 24, 2022**  
**MEETING NOTES**

Members: Committee Chair Stan Mantooth, Committee Member Bernardo Perez

Attendees: Laura Barroso, Patti Blair, Cathy Bojorquez, Mayra Campos, Cece Chavez, Dan Clark, Amy Edwards, Emily Day, David El Fattal, Greg Gillespie, Cynthia Herrera, Amparo Medina, Mary Rees, Erik Reese, Chris Renbarger, Bryan Rodriguez, Maria Urenda, Dan Watkins, James Zavas

*Recorder: Laura Galvan*

**1.01 Committee Chair will call the meeting to order.**

Committee Chair Mantooth called the meeting to order 4:01 p.m.

**1.02 Changes to the Agenda**

There were no Changes to agenda.

**1.03 Board Committee Charge**

The Administrative Services Committee charge was reviewed.

**2.01 Public Comments.**

There were no public comments.

**3.01 Approval of Minutes for the January 25, 2022, Administrative Services Committee Meeting**

The January 25, 2022, Administrative Services Committee Meeting notes approved by consensus.

**4.01 Action to Approve FY 2022-23 Budget Criteria and Assumptions**

Mr. Zavas explained that the Budget Assumptions are foundational and used to develop the annual Tentative and Adoption budgets. He explained the Assumptions include the best known information at the current time. They also detail the Student Centered Funding Formula, how the District is funded, and information related to the hold harmless provision. The document references the State budget as a whole. There may be updates when the May Revise is released; any May Revise changes will be reflected in the Adoption Budget, due to timing.

Mr. Zavas explained there is a 9.6% projected increase in health and welfare benefits for VCCCD. This is based on the best available information at this time, and an exact figure will be available in July. Mr. Zavas also explained the District's new methodology in accounting for the retiree health expenses. In the past, each position was assessed a "self-tax". The District is moving towards a "lump sum" estimate, which will provide ease in accounting and accuracy. Additionally, there is a current fund balance in Fund 693, the Retiree Health Benefit fund. The fund balance will be used in FY23 and will reduce the impact to the general fund. He also discussed the increase to STRS and PERS employer rates. The increased rates will be included in the Tentative Budget.

Mr. Zavas also discussed the Parking/Police Services fund. Over the years, revenue has decreased in this fund and the decline has been exacerbated due to COVID. Recently, the shortfall has been covered by Higher Education Emergency Relief Funds (HEERF) funds, but HEERF funds are nearly exhausted. That shortfall will now need to come from the general fund.

The Tentative Budget will be presented to the Board in June of 2022 with the Adoption Budget planned for presentation to the Board in September 2022.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

#### **4.02 Action to Approve FY2022-23 Ventura County Community College Districtwide Resource Budget Allocation Model**

Mr. Zavas explained that the Budget Resource Allocation Model is presented to the Board annually. He explained that the FY23 budget will be developed using the Stability funds less a self-imposed 1% deficit factor. In prior years, budgets for Tentative and Adoption budgets have been developed using the District's Hold-Harmless revenue amount.

Mr. Zavas reminded Trustees that changes were made to the Allocation Model last year to more closely align with the SCFF. The second year of transition funding (25%) is effective this year.

Mr. Zavas explained that a workgroup of the District Council on Administrative Services (DCAS) was formed to address the Major Initiatives funding category in the Model. Based on recommendations of the workgroup, the Major Initiatives funding category narrative was moved to the bottom of the model. Any major initiative requests and approvals will come from Reserves and not "off the top". Major Initiatives funding can be requested by any location, including the District Administrative Center. There was a discussion how members of the Board of Trustees would propose an initiative. Chancellor Gillespie indicated any requests from Trustees would come through the Chancellor.

There was a discussion about the District Administrative Center's allocation percentage, especially related to the proposed DAC staffing plan. Currently, the DAC allocation remains at 7.1%, but DCAS is still discussing the topic of an increase. An update will be brought forward to the Board after DCAS has finished its final review. Vice Chancellor El Fattal stated this document is being presented with this provision because there is a large amount of work that needs to take place prior to the Tentative Budget. This will allow ample time for budget development. It is recommended the Allocation Model be approved as presented.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

#### **4.03 Action to Approve FY2022-23 Infrastructure Funding Model**

Mr. Zavas explained the Infrastructure Funding Model (IFM) was developed several years in response to Accreditation ago to address the total cost of ownership. He stated the major change to the Model is the funding rate per category. The amounts do not come close to addressing the total need, but this adjustment helps. There was a discussion about any shortfall between the proposed rate and the actual rate of replacement. Mr. Zavas explained there are not funds to fully fund the model. Ms. Bojorquez stated these funds supplement resources provided by the State for scheduled maintenance. It was also mentioned that the Governor's January FY23 Budget proposal includes a significant amount of one-time funding for scheduled maintenance.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

**5.01 Action to Approve the Establishment of a Counselor (STEM focus) at Oxnard College.**

Vice Chancellor Barroso explained the item requests the establishment of a Counselor at Oxnard College. Mr. Renbarger stated this position was included in the grant application. He explained when the grant expires, the position will not be renewed. It is a non-tenure track position. Student Trustee Rodriguez questioned whether the comparable position at Ventura will also be abolished at the termination of the grant funding.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

**6.01 Facilities, Capital Planning, and Construction**

There are no items.

**7.01 DocTract Policy Tracking System**

Ms. Blair introduced the District's new DocTract software management tool for policies and procedures as they move through the governance review process. The goal is to have the software implemented by June.

**7.02 Action to Approve Board Policy 2220 Committees of the Board**

Chancellor Gillespie introduced the revised Board Policy 2220 – Committees of the Board.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

**7.03 Action to Approve Board Policy 3420 Equal Employment Opportunity (Revised)**

Vice Chancellor Barroso introduced the item and explained the proposed revisions have been reviewed by the District Council on Human Resources (DCHR), Cabinet, and the Equal Employment Opportunity (EEO) Committee. Trustee Perez inquired whether the recent legislative changes have been incorporated into the revised Board policy. Vice Chancellor Barroso will confirm.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

**7.04 Action to Approve Board Policy 7230 Classified Employees (Revised)**

Vice Chancellor Barroso introduced the item and explained that the proposed revisions have been reviewed through the governance process.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

**7.05 Action to Approve Board Policy 3518 Child Abuse Reporting (Revised)**

Vice Chancellor Barroso introduced the item and explained there are no revisions, but the legal references have been removed.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

**7.06 Action to Retire Board Policy 7125 Criminal Record Check**

Vice Chancellor Barroso introduced the item and explained this is a request to retire this Board Policy. The language is now incorporated into Administrative Procedure 7337.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

**7.07 Information Only: Administrative Procedure 7337 Fingerprinting**

Vice Chancellor Barroso introduced the item and explained this AP is new and is legally required.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

**7.08 Action to Approve Board Policy 7260 Classified Supervisors and Managers (Revised)**

Vice Chancellor Barroso introduced the item and explained the revisions include reference to Personnel Commission rules. Clarification was made for positions that fall under the Personnel Commission purview.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

**7.09 Action to Approve Board Policy 7360 Disciplines and Dismissals (Revised)**

Vice Chancellor Barroso introduced the item and explained there are no revisions, but the legal references have been removed.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

**7.10 Action to Approve Board Policy 7510 Domestic Partners (Revised)**

Vice Chancellor Barroso introduced the item and explained the legal references have been removed and updates have been included to align with the Community College League of California (CCLC) recommendations.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

**7.11 Action to Approve Board Policy 7367 Employee Rehiring Prohibition (Revised)**

Vice Chancellor Barroso introduced the item and explained the revisions include clarification on appeal regulations.

This item was reviewed and approved and will be presented to the full Board for consideration in March.

**7.12 Information Only: Administrative Procedure 7343 Industrial Accident and Illness Leave**

Vice Chancellor Barroso introduced the item and explained the many revisions to this item based on the Community College League of California (CCLC) existing language.

This item was reviewed and will be presented to the full Board in March.

### **7.13 Discussion of Board Policy 7352 Emeritus Title (Revised)**

Vice Chancellor Barroso introduced the item and explained this item was previously presented to the Board. The Board recommended a broadened eligibility to include other staff classifications. It has been revised to include the criteria for qualifying for the Emeritus title. There was a discussion about the Chancellor having authority to bestow this title. Committee Chair Mantooth recommended changing the language to reflect language found earlier in the document.

Dr. Reese also suggested including timeline requirements in the criteria for all employee classes.

This item was reviewed and will be revised to include recommended changes and address concerns. It will return to the Administrative Services Committee in March.

### **7.14 Discussion of Board Policy 7205 Employee Code of Ethics; Discussion of Administrative Procedure 7205 Code of Ethics**

Vice Chancellor Barroso introduced the item and explained it has not been through the review process. This policy came about through review and discussion of the Whistleblower Board Policy. This Board policy was previously presented at the PPSS Committee and is presented here for discussion.

The Administrative Services Committee took no action on this item.

### **8.01 This item presents items to be discussed at a future Administrative Services Committee Meeting**

None.

### **9.01 Adjournment**

Chair Mantooth adjourned the meeting at 5:19 p.m.