

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

Thursday, February 18, 2010

NOTES

Attendees: John al-Amin, Jeff Baker, Robert Cabral, Dominga Chavez, Iris Ingram, Sue Johnson, Dave Keebler, Deborah LaTeer, Mary Anne McNeil, Darlene Melby, Karen Osher, Peter Sezzi, Debby Talili, John Wagner (substitute for Paula Muñoz)

Absent: Paula Muñoz

The meeting began at approximately 8:35 a.m. in the Multi-purpose Room at VCCCD.

Debby Talili was introduced as the new classified representative from Oxnard College.

APPROVAL OF NOTES

The notes from the January 21, 2010 meeting were approved by consensus.

FY2011 BUDGET ASSUMPTIONS (DRAFT version)

A draft version of the FY2011 Budget Assumptions was distributed and discussed.

A question regarding reserves was raised and Sue discussed what the committee had agreed-upon in November/December to recommend to the Board, and what changed in our assumptions in January.

Ms. Johnson explained that this year's Budget Assumptions are more detailed than in prior years. There are a few reasons for this: the issues are more complex; the Budget Assumptions will be put into the Adoption Budget; and they will also be used for accreditation purposes. Sue explained that the Budget Assumptions are philosophical in nature, and will provide guidelines for building the budget.

The committee reviewed each section of the Assumptions in detail and made several agreed-upon changes.

Clarifying language was added regarding the assumptions related to revenue from growth (lack thereof) for FY11.

Under the *Enrollment Management* section, there was a lengthy discussion on the perceived conflict between encouraging increased productivity and the need to decrease enrollment to mitigate unfunded FTES. There was discussion that although the number of unfunded FTES must be reduced, there were factors outside of our control (such as the economy) and we needed to avoid a rapid downward movement and the potential of spiraling.

Under the *Reserve* section, it was noted that language needed to be added regarding the mandatory 5% reserve. The committee agreed with the recommendation to allow sites to carryover a maximum

of 2% of unexpended funds. This will be an exception to the allocation model, not a change. There was again dialog regarding the sustainability of the reserves.

Further, language will be added regarding structural deficits, including IELM, Scheduled Maintenance, restricted lottery and TTIP.

There was discussion regarding sustainable services with continued budget cuts. Language will be added indicating that the district can no longer provide services at previous levels and “be everything to everyone” due to continued significant budget reductions. .

There were a few other minor wording changes/suggestions.

The proposed changes will be made to the Budget Assumption document and it will be resent via email for final input and approval.

The committee discussed the need for this item to be presented to the Board in March, rather than waiting until April. Based on the fact the changes to the draft were easily identified and agreed-upon, if there are no significant changes once the second version is sent, staff will attempt to bring this to the March Board meeting.

EMPLOYEE COUNTS (dated 2/18/10)

A schedule showing historical employee counts (district-wide) was distributed. The chart begins with fiscal year 2001.

% OF EXPENDITURES BY CATEGORY (dated 2/18/10)

The *Comparison of Expenditures – General Fund Unrestricted* chart dated 2/18/10 was distributed and briefly discussed. It was suggested that the total FTES, actual and funded, be added to the top of the chart. The expenditure figures begin with fiscal year 2001.

Both these documents are also a part of the framework for the budget development process.

NEXT MEETING

- March 18, 2010 – 8:30 a.m.

Meeting was adjourned at approximately 10:20 a.m.