

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

Thursday, September 15, 2011

**NOTES**

Attendees: John al-Amin, Robert Cabral, Dominga Chavez, Alan Courter, Riley Dwyer, Alan Hayashi, Iris Ingram, Sue Johnson, David Keebler, Deborah LaTeer, Darlene Melby, Mary Anne McNeil, Peter Sezzi

Absent: Blanca Barrios

The meeting began at approximately 8:34 a.m. in the Dr. Thomas G. Lakin Board Room at VCCCD.

Mr. Alan Courter was introduced as the new Ventura College Classified Representative on DCAS.

**APPROVAL OF NOTES**

The notes from the September 1, 2011 meeting were approved by consensus.

**LOCAL STRUCTURAL DEFICITS**

A draft version of the Structural Deficit Funding Model was distributed and thoroughly discussed. Sue indicated that there will likely be two documents outlining the elements of the Structural Deficit Model (one for the Board and one for more involved users such as DCAS, VP's and budget staff). The Model will require annual review, particularly in the beginning implementation phase.

There was discussion about the document's title. "Structural Deficits" can be confused with State structural deficits and is often misconstrued. Several suggestions were made regarding language/words to be included in the document's title (e.g., Total Cost of Ownership/Sinking Fund, Districtwide Infrastructure Funding Model).

The main content of the document was agreed to by all. There is a need to refine some language for clarity. Iris Ingram, Riley Dwyer and Peter Sezzi volunteered to take on this task. They will edit the document and redistribute it before the next DCAS meeting, scheduled for October 20. Special emphasis should be given to why specific revenue streams (lottery, interest income) should have never been included in the general budget allocation model and also explaining infrastructure deficits (facilities, technology, etc.) and how the deficits/gaps have increased due to state budget reductions.

As the follow-up Accreditation Visits are drawing near, Sue stated that it was permissible to submit the DRAFT document as evidence for accreditation regarding the structural deficit in Total Cost of Ownership.

The goal of DCAS is to have this document presented to the Board in November as a Study Session/First Reading and for approval in December.

**DAC Budget**

Peter Sezzi asked that this item be included in the agenda, specifically the history of DAC's percentage of allocation and the amount of the DAC lease payment/terms. Sue explained that the

District Administrative Center is approximately 25,000 square feet at an annual rate of \$427,000. The space is leased from Ventura Unified School District. The current lease term expires at the end of this year. We are not anticipating a higher rate, expecting lower or same.

Sue provided a brief history of the DAC's percentage allocation. In 1988, DCAS recommended a fixed allocation percentage equal for what was being done at that time. The costs were equivalent to 5.82%. That percentage was slightly increased in 1999 (to 6.1%) and DCAS to cover a districtwide request for additional staff to be added to the DAC to provide adequate service levels.

Since 2007, as campus positions (HR personnel, IT, marketing) were centralized, the DAC allocation percentage was increased overtime to the current 6.64% rate (an equivalent to the 6.1% in 1999).

### **NEXT MEETING**

Thursday, October 20, 2011 – 8:30 a.m.

Meeting was adjourned at approximately 12:03 p.m.