

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

Thursday, December 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, Mary Anne McNeil, Darlene Melby, Peter Sezzi

Absent: Blanca Barrios

The meeting began at approximately 8:35 a.m. in the Dr. Thomas G. Lakin Board Room at VCCCD.

**APPROVAL OF NOTES**

The notes from the November 17, 2011 meeting were approved by consensus.

**FY13 BUDGET DEVELOPMENT - INSTRUCTIONAL**

Ms. Johnson commented that during the last DCAS meeting, there was a discussion regarding how the District's plan to decrease unfunded FTES was determined. Sue, again, asked if everyone had a clear understanding and whether further clarification was required.

Riley asked whether the decision was rooted in academic or business. Sue explained that the colleges were given a target. It was up to the individual college to determine how they would meet that target. Sue explained that unfunded FTES was a part of the discussion and the fact that over the past several years unfunded has been built-up disproportionately between the colleges i.e. some colleges grew when funded FTES did not or did not decrease as much as the overall decrease to the district. Cabinet looked at each college individually. It makes financial sense, for the district, to keep Ventura as a medium sized college. The additional revenue generated as a medium sized college benefits all colleges, not only Ventura. Cabinet did not discuss program mix as a part of the FTES decision. Robert Cabral commented that whether we like it or not, that's the beauty of autonomy at the colleges. The question was posed as to what should be the level of unfunded FTES.

Peter suggested that a forensic audit of reserves be presented to the Board. How reserves are funded and that there will likely be no money added to reserves in the near future. Peter reiterated that reserves should not be used for ongoing expenditures. They are one-time money.

**STRUCTURAL DEFICIT FUNDING MODEL – STATUS**

Sue explained that she is still working on a draft of the Structural Deficit Funding Model document and hopes to return it at the January or February meeting.

**DCAS CHARGE**

An excerpt of the Participatory Governance Handbook related to DCAS was distributed. There was a discussion about DCAS's charge and all agreed to leave the language as is. Sue explained that the charge can be reevaluated for change at any time. There was also a brief discussion regarding classified representatives on DCAS. Sue explained that SEIU appoints all classified representatives.

## **ANNUAL REVIEW OF ALLOCATION MODEL**

The current Allocation Model was distributed and briefly discussed. The most recent changes to the Allocation Model were reviewed. Sue asked that all members review the Model for discussion at the January meeting.

## **OTHER**

Peter brought up a discussion regarding the current student drop process. He understand the process in theory, but feels the problem is when students move from the waitlist into a class. He asked for an increase in time from 48 hours to 72 hours. For summer (and onward), he is asking for a one-week window between the time a student moves from the waitlist into a class to pay before being dropped. Sue explained that Banner baseline has modified how students move from waitlists to classes and that if/when the District implements that process there will not be a need to address the payment period as they will be treated as regular students once they move to an available class seat. As this item does not fall under the purview of DCAS, Sue agreed to bring Peter's proposal to DOC. She cautioned that if it is considered, it would be for early registration only, but not a week prior to classes beginning.

## **NEXT MEETING**

Thursday, January 19, 2012 – 8:30 a.m.

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