

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

Wednesday, April 4, 2012

NOTES

Attendees: Blanca Barrios, Robert Cabral, Alan Courter, Riley Dwyer, Steve Hall (for Alan Hayashi), Iris Ingram, Sue Johnson, Tom Kimberling, David Keebler, Deborah LaTeer, Mary Anne McNeil, Darlene Melby, Peter Sezzi

Absent: Dominga Chavez, Alan Hayashi

Guest: Terry Cobos

The meeting began at approximately 8:36 a.m. in the Dr. Thomas G. Lakin Board Room at VCCCD.

APPROVAL OF NOTES

The notes from the February 16, 2012 meeting were approved by consensus.

FY13 REVENUE/COST SCHEDULE

The FY13 Revenue/Cost Schedule (as of April 1, 2012) was distributed and discussed. The updated health and welfare rates have been updated to reflect rates for FY13. Blue Cross rates increased 6% for the ASCC (Administrator/Supervisor/Classified/Confidential) group and 19% for faculty. The total increase for faculty will be borne by the District because there is no cap on benefits. If the current rates hold, the ASCC group will either have to modify the existing plan or contribute through payroll deductions. Sue explained that the PERS rate will be finalized in May, but 12% is being used for budget development. That number which represents a small increase (from 10.9% to 12%) was adopted by PERS a few years ago, but there is a possibility it may change.

FY13 REVENUE PROJECTIONS

The FY13 Revenue Projections (dated 4/4/12) was distributed and discussed. The change in FY12 Adoption Budget to FY13 Tentative Budget revenue decreased by \$1.7 million. This amount represents the December 2011 Trigger cuts. The other tier was over \$700K. It is unknown at this time whether the \$700K will be ongoing. The other revenues are projected to be flat due to the newly adopted Infrastructure Funding Model. Any addition receipts in those areas will be redirected to that new model.

DISTRICTWIDE SERVICES

Districtwide Services Budget for FY13 (dated 4/4/12) was distributed and discussed. Sue reminded the group that this amount comes off the top of revenue distribution. Therefore, it should be reviewed carefully. The line items (org) with large variances were discussed in detail. Of note were Board of Trustee Operations, Legal, Unemployment Insurance, Health Insurance Broker, Executive Management Search Costs, Collective Bargaining Costs, and Administrative Systems Software License Fee/Hardware Maintenance. Bank & Credit Card Charges could be lower due to new fee collection service. These numbers will be adjusted for Adoption Budget based on final for FY12.

UTILITIES

Districtwide utilities are decreased. This is due in part because the Siemen's Debt Service contract will be paid in full.

FY13 TENTATIVE BUDGET ALLOCATION

The FY13 Tentative Budget Allocation (dated 4/4/12) was distributed and discussed. Sue explained that the revenue from the proposed tax initiatives would be state general fund revenues, and be a part of the Prop 98 calculations. If the initiatives fail, District revenue will be less than included in the budget. If they pass, we will be better off, but we don't know by how much as it will be dependent of whether or not Prop 98 is funded. As part of the board approved FY13 Budget Assumptions, all shortfalls will be covered from reserves. This allocation assumes all full-time faculty recruitments will be successful.

Because of the past several years' movements in FTES, it is possible that we will bring a recommendation to DCAS for a modification to line 10 of the Allocation Model beginning in FY14.

FIELD TRIP PROCEDURE

Terry Cobos, Director of General Services, attended the meeting as a guest. She explained that the existing student field trip procedure has been widely discussed and was a flashpoint of Accreditation comments.

Terry explained the proposed field trip procedure/form concept. The intent of the Banner Workflow, which is done through *myvcccd*, is to make the process more streamlined and efficient. It was suggested that a Frequently Asked Question (FAQ) page be done to accompany the workflow. This FAQ will also provide an overview of the importance of risk management awareness.

There were also some general questions related to risk management. Sue noted that the District is part of a JPA for risk management and last year our experience rate was the 2nd highest in the JPA. We need to do a better job at raising awareness and reducing risk.

Academic Senate Presidents agreed to take the conceptual procedure to their respective Senate meetings as well as Department Chair meetings and curriculum committee meetings for further discussion and consideration.

It was also suggested to include field trip procedure information in the orientations for new faculty.

This item will return at the May meeting for a status update.

Sue explained that Business Services is working on various forms to make them fillable and will launch a new website shortly.

Travel Encumbrance Forms – While discussing student field trips, there was a brief discussion regarding employee travel. Sue explained that Travel Encumbrance Forms are no longer necessary when there is no fiscal impact to the district (i.e., travel where no cost is incurred or the cost is sponsored by another agency/organization). This does not circumvent the colleges' local procedure, but the District is no longer requiring the completion of these forms for \$0 travel. This new procedure does not affect the insurance coverage for the employee.

OTHER

Functional Mapping

Sue distributed a very rough copy of a Functional Mapping document that will be presented through DCAP (District Council on Accreditation and Planning). Sue asked for general input on document at each member's earliest convenience.

Cafeteria

Steve Hall inquired about the ending balance/reserves for Cafeterias since they will close at year-end. Sue explained that there will be a final financial disposition and this will need to be discussed in conjunction with vending.

FY13 Class Schedule

Mr. Hall inquired about whether class schedule will be further reduced if the tax initiatives fail. Sue explained that the class schedules are being developed now, based on the budget of \$5million reduction in revenue, so there would be no further reduction beyond that currently budgeted/planned. There was also a brief discussion about the amount of unfunded FTES. The current amount will increase if the triggers are pulled, as it is believed the reduction will come in the form of a workload reduction. Those additional unfunded FTES would be eliminated in FY14, rather than in FY13.

NEXT MEETING

The meeting is scheduled for Thursday, May 10, 2012. Due to campus activities, a commitment was made to conclude by 11:00 a.m.

*If the 4/40 work schedule goes into effect for summer, Consultation Council meetings *may* create a scheduling problem for DCAS. Summer DCAS meetings may need to be rescheduled.

Meeting was adjourned at approximately 10:53 a.m.