

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

Tuesday, July 18, 2013

NOTES

Attendees: Nenagh Brown (for Mary Rees), Mike Bush, Dana Boynton, Brian Fahnestock, Steve Hall (for Alan Hayashi) Linda Kamaila, Darlene Melby, Dave Keebler, Deborah LaTeer, Mary Anne McNeil, Peter Sezzi (for Art Sandford)

Absent: Dominga Chavez, Erika Endrijonas, Alan Hayashi, Iris Ingram, Art Sandford, Mary Rees

The meeting was called to order at 8:37 a.m. in the Thomas G. Lakin Board Room at VCCCD.

Brian Fahnestock was introduced as the Interim Vice Chancellor of Business and Administrative Services.

APPROVAL OF NOTES

The notes from the June 4, 2013 meeting were approved by consensus.

FY14 ADOPTION BUDGET

Utilities

The Districtwide Utilities budget (dated 7/18/13) was distributed and discussed. The FY14 Adoption Budget will include \$3.5 million for utilities. That amount equates to approximately \$366,000 under the FY13 Budget. As outlined in the Board approved Infrastructure Funding Model, the surplus of \$366,000 will flow into the Model. It was noted that, with the new telephone system, phones/landlines are now being accounted for in districtwide utilities.

Districtwide Services

The Districtwide Services Budget (dated 7/18/13) was distributed and discussed. Specific line items with significant variances were explained in detail. The budget for College Work Study Match decreased by \$74,000 due to the District's allocation being reduced for Federal student work study. The budget for Unemployment Insurance has been reduced by \$50,000 because of the District's recent experience. Likewise, the Insurance Premium budget was reduced by \$104,000 due to the prior year's experience rate. The other noteworthy change was an increase of \$65,000 in the Executive Management Search budget. This amount is being increased due to the number of current recruitments for executive managers in the district.

AFT President, Steve Hall, noted that the legal services budget was approximately \$125,000, which was the lowest number in quite some time. When Bea Herrera, AFT Grievance Chair, and Steve Hall first took office in June 2010, there were approximately 30 grievances and that has been reduced to one or two. There used to be several arbitrations, but there has only been one in the past three years. He stated that was due mainly to the excellent work of Bea Herrera and the commitment from AFT to resolve issues at the lowest possible level.

A new line item was added to the Districtwide Services budget (org 82188) Info Technology Equipment for \$50,000. Expenditures for Districtwide Information technology infrastructure, such as servers, switches, storage, etc. will be accounted for in this org/line.

Allocation Model

The FY14 Adoption Budget Allocation (dated 7/18/13) was distributed. The District Budget Officer explained the allocation is not final yet, but it is very close. Some numbers may change slightly due to current faculty recruitments.

BUSINESS SERVICES DIVISION NEWSLETTER

Mr. Fahnstock distributed the first edition of the Business Services Newsletter. He explained this is a tool to share information with the colleges and throughout the District and invited ideas and ways to improve service.

SCOTT LAY – AUGUST BOARD MEETING

Mr. Fahnstock announced that Scott Lay, President/CEO of the Community College League of California, will attend the August Board meeting to discuss the FY14 State Budget, specific to community colleges. There was a brief discussion regarding the fee associated with Mr. Lay's attendance.

DCAS MEETING ROTATION

Mr. Fahnstock proposed that the DCAS meetings be held at each campus on a rotation schedule. DCAS members were receptive to the idea. However, due to the large amount of materials to be distributed in August, the rotation will begin in September with the meeting being held at Oxnard College. Additionally, the meetings will now begin at 9:00.

Meeting was adjourned at approximately 9:15 a.m.

Next meeting – Thursday, August 22, 2013 – 9:00 a.m.

Agenda Topics include:

- FY14 Adoption Budget (entire book review)