

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

Thursday July 19, 2007

District Administrative Office Multipurpose Room

**NOTES**

Attendees: Ken Bailey, Dominga Chavez, Scott Corbett, Debra Cronin, Ray Di Guilio, Connie Jenkins, Sue Johnson, Tom Kimberling, Mary Anne McNeil, Deborah Moreno, Karen Osher, Kathryn Schoenrock

Absent: Margaret Tennant

The meeting began at 8:40 a.m.

**APPROVAL OF MINUTES**

The committee approved the notes from the May 31, 2007 meeting.

**FY08 Revenue**

State apportionment revenue was updated to include the information from P2.

**FY08 Revenue/Cost Schedule**

An updated revenue/cost schedule was distributed and reviewed. All health and welfare rates are finalized for the year.

**Collegewide Services**

An updated Collegewide services budget was distributed and reviewed. The update included a change in the Admin System org: the inclusion of distance learning license and hosting fees. At the time of Tentative, the District was unsure if they were to be paid in the FY08 year.

**Budget Allocation**

An updated budget allocation sheet was distributed and discussed. It was explained that the numbers on this schedule will continue to move slightly as the colleges have not finalized the Fall 07 faculty hiring. The mechanics of the class schedule delivery allocation portion was reviewed in detail; FTES in this section include Summer 06 (excluding the 4 week session), Fall 06, Spring 07, and Summer 07 - 4 week session, both resident and non resident. The majority of summer 07 will be a part of FY09 calculation. This FTES is not found on any District reports in total, and is only to be used for this portion of the allocation model. It was previously determined that this was the best break of FTES to match with the productivity numbers to be used to generate the Full-time faculty calculation. The third component of the allocation model (FTES allocation) includes the FTES reported on the District's 320 report.

**Local priority funds expenditure reports**

In FY07, the District received approximately 2 million dollars to be used for local priorities and a budget amendment regarding these funds brought to the Board in October, with a commitment of providing expenditure reports to the Board at the end of the fiscal year. Mary Anne distributed and discussed the Districtwide expenditures, Tom distributed and discussed Ventura's report, Ray spoke about Moorpark's and promised to send out a report, and Ken spoke about three areas of expenditures for Oxnard. Sue reminded the Vice Presidents that these reports will be presented to the next Audit/Budget/Foundation Relations subcommittee prior to presenting to the Board.

**Other business**

At the next meeting, Sue will bring forth the Business Services policy manual updates for approval.

The meeting ended at 9:55am

The next meeting is scheduled for Aug 16, 2007 at 8:30am.