

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

Thursday August 16, 2007

District Administrative Office Multipurpose Room

NOTES

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

Absent: Scott Corbett, Margaret Tennant

The meeting began at 8:30 a.m.

**APPROVAL OF MINUTES**

The committee approved the notes from the July 19, 2007 meeting.

**Business Services Policy**

Updated Chapter 6 Business and Fiscal Affairs policy was distributed and reviewed. It was explained that the Board has adopted the Community College League of California format of policies, and that this section will replace Section D of the Board Policy Manual. It was further explained that procedures that are in Section D, such as travel, will now be located under Administrative Procedures. The new chapter 6 will be sent to the Board as a first reading/second review at the August 28, 2007 board meeting. A question was raised as to why the League's policy covered the Bookstore operations and not the Cafeteria. Sue will ask for clarification from the League.

**Status of State Budget**

Sue gave a brief status on the State budget and informed the committee that the opinion in Sacramento is that the disagreements regarding the State budget is not related to education funding. The District will proceed as planned with the FY08 adoption budget.

**Final FY08 General Fund Allocation**

The final FY08 General Fund Allocation schedule was distributed and reviewed. Sue commented that this allocation method is now dependant on faculty counts and this year the faculty hiring process was later than usual, so each college was polled on their expected fall 08 hires and budgeted numbers were used in some instances.

**Other business**

The committee was informed the complete FY08 adoption budget will be presented at the next meeting, and to prepare for a 4 hour meeting. Deborah will strive to send a draft of the adoption budget to the members Monday of that week.

A member asked Sue to give an update on the enrollment status. Sue said that she heard that it was up 5-7% from various sources, but we will not know definitively until census date.

The meeting ended at 9:30 am

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