

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

Thursday, June 5, 2008

District Administrative Office Multipurpose Room

**NOTES**

Attendees: Scott Corbett, Ray Di Giulio, Connie Jenkins, Sue Johnson, Tom Kimberling, Deborah LaTeer, Mary Anne McNeil, Timothy Oliver, and Karen Osher

Absent: Dominga Chavez, Debra Cronin, Peter Sezzi, Margaret Tennant

The meeting began at approximately 8:35 a.m.

**APPROVAL OF MINUTES**

The notes from the May 22, 2008 meeting were approved by consensus.

**BUDGET AMENDMENT GENERAL FUND – UNRESTRICTED (Board Agenda Item)**

A proposed board agenda item was distributed and discussed. The agenda item requests that the Revenue Shortfall Contingency amount be increased to \$2 million. By increasing the Shortfall Contingency, it will provide the district with an added level of protection against the fiscal uncertainty deficits of the State.

Sue briefly reviewed the other district reserves: the 5% State required and unallocated reserves. The ending balance/budget rollover reserve is projected to be approximately \$1.2 million. These funds are accounted for as reserves on June 30<sup>th</sup> and immediately redistributed for expenditures on July 1. Therefore, they are not considered true reserves.

It was suggested that the district reserves be added as a schedule to the Tentative Budget in addition to that included in the executive summary and the explanation in the narrative. It was further recommended that the Shortfall Contingency amount be reviewed annually to evaluate adequacy.

After the discussion, the Budget Amendment General Fund – Unrestricted agenda item was approved by consensus and recommended for approval by Board.

**FTES**

The FTES Schedule was distributed and discussed. It was noted that Ventura College is currently projected at 10,000 FTES for 2007-08. It is important to note that there are 14 classes at Ventura College that have not been reported for spring (positive attendance), but have been projected. VC is on the cusp of small vs. medium college. The small college revenue is reported in the Tentative Budget. If the 10,000 (or higher) number holds, the medium college revenue (additional \$550,000) will be included in the Adoption Budget. The additional revenue will flow through the Allocation Model.

## **TENTATIVE BUDGET BOOK**

The Tentative Budget book was distributed and discussed in detail. Minor suggestions/corrections were made to the Budget Narrative and will be incorporated in the final version.

Many of the Tentative Budget schedules have already been shared with DCAS in detail. Therefore, Sue and staff highlighted certain areas of the book. Again, it was emphasized that as of May revise, VCCCD is not experiencing budget shortfalls as severe as many districts statewide due to two primary reasons: reserves were available to cover the P1 and P2 reductions due to property tax shortfalls; and the district is reporting FTES at full restoration and growth to cap, thereby generating an additional \$6.6 million.

Sue noted that Lottery revenue is expected to decrease. Recent word from the State Lottery Commission lowered projections from that included in the current and budget year. This change will also be reflected in the adoption budget.

State Categorical program funding is projected as a 4-11% decrease based on May revise. The expenditure timeline for many Grants is being extended.

Sue reviewed the Self –insurance Fund and the limits of liability. Ray recommended a review of historical payments be presented for next year's budget development. This may assist in determining if the level of funding is adequate.

DCAS members moved consensus that the 2008-09 Tentative Budget Book, as presented with the minor changes discussed, be forwarded to the Board for approval.

## **NEXT MEETING**

The next DCAS meeting is scheduled for July 17<sup>th</sup>. If no new budget information is received from the State, the meeting will be cancelled. In either event, DCAS Committee Members will be notified.

Meeting was adjourned at approximately 11:20 a.m.