

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

Thursday, August 19, 2010

NOTES

Attendees: John al-Amin, Robert Cabral, Dominga Chavez, Alan Hayashi, Iris Ingram, Sue Johnson, Dave Keebler, Deborah LaTeer, Darlene Melby, Mary Anne McNeil, Karen Osher, Peter Sezzi (via teleconference for a portion of the meeting)

Absent: Riley Dwyer

The meeting began at approximately 8:32 a.m. in the Multi-purpose Room at VCCCD.

APPROVAL OF NOTES

The notes from the June 3, 2010 meeting were approved by consensus.

ANNUAL ORIENTATION

DCAS Mission/Description

The DCAS Mission/Description was distributed and discussed. This mission is part of the District's Participatory Governance Manual.

District Allocation Model

The Budget Allocation Model documentation was distributed and discussed. This document is being used for the FY10 Budget and includes updates and changes that were previously approved by DCAS and the Board, and includes the rationale for many of the components used in the model.

State Budget Process/Timeline

A graphic illustrating The State Budget Timeline was distributed and briefly discussed. The receipt of District Apportionment (revenue) and timing of such over multi-years relating to the State budget process was also discussed.

FY11 BUDGET

Ms. Johnson briefly explained that because the State is still without an approved budget, it was decided that the Adoption Budget would be presented to the Board in October rather than September. This timeline will be used whether or not the State has approved a budget.

Districtwide Services

The Districtwide Services budget was distributed and discussed. Ms. Johnson stated that there have been minor changes since FY11 Tentative Budget. Specifically, 1098T registration fee reporting fees have been modified because the District will be generating these electronically for FY11, but still have to mail some.

There was discussion related to whether the amount budgeted for Legal was sufficient. Ms. Johnson stated that she felt comfortable with the amount because some of the issues that occurred during the full prior fiscal year should only occur for a portion of the budget year. She also stated that if the amount should exceed the budgeted amount, any additional budget needs will come first from the

other budget categories within Districtwide Services, if determined to be available, or from unallocated reserves.

Ms. Johnson reminded the DCAS members that the Great Teacher Seminar budget has been renamed Great Teacher Seminar/Academic Senate Travel and allows more senate flexibility of these funds. Colleges are given \$5,000 each from Districtwide.

The amount budgeted for Elections was briefly discussed.

(NOTE: Subsequent to the DCAS meeting, it was determined that the District will only incur minimal costs for the two board members' seats that are unopposed. The third seat is being sought by three candidates. Therefore, the Board Member Elections line in DW Services has been reduced to \$25,000.)

Utilities

The VCCCD Utilities schedule (as of June 30, 2010) was distributed and discussed. Ms. Johnson explained that the District is currently looking into additional energy conservation programs. There was also a discussion regarding solar energy.

State Budget Status/Recommendation for VCCCD

Ms. Johnson explained that the State has reinstated furlough days, which sometimes moves the budget approval process. However, the legislature is currently working on the passage of hundreds of pending Bills, which will expire if not acted on by August 31. It is expected that the legislature will take up the budget again in earnest on September 1.

If in developing the final budget, we expect the revenue budget to be restored to the prior year level, we will budget that full revenue. If this occurs at the State level, it will probably also include a clear signal that the structural deficit has not been resolved. If this is the case, the District will budget the majority of that restoration from Tentative as non-recurring (one-time) expenditures e.g., IELM, library materials, scheduled maintenance, etc. in order to avoid having to re-cut on-going expenses the following year. If that assumption of revenue proves incorrect, we will not reduce operating budgets mid-year, but instead utilize Contingency for Revenue Shortfall reserve to cover the deficit.

FTES COMPARISONS

A schedule comparing FTES on 1st Day Fall '10 to 1st Day Fall '11 was distributed and discussed. Ms. Johnson stated that a recent article in the local newspaper stated that enrollment was down 5%. The District tends to track FTES as opposed to headcounts. Therefore, the report reflects enrollment to be down only 1%. Unfunded FTES for FY10 were nearly 3,400. A reduce in enrollment will result in a slight reduction to the unfunded FTES.

DCAS CALENDAR

The Fiscal Year 2010-2011 DCAS Meeting Schedule was distributed. Based on the request to send meeting notices via Outlook, invitations will be sent to the members for the full year. It was pointed out that the calendar included the standard meeting dates, the third Thursday of the month, but may be modified as the needs for budget preparation and budget discussion were identified.

NEXT MEETING

Thursday, September 16 - 8:30 AM

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