

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

Thursday, April 11, 2013

NOTES

Attendees: Dana Boynton, Mike Bush, Dominga Chavez, Erika Endrijonas, Alan Hayashi, Sue Johnson, Linda Kamaila, Deborah LaTeer, Mary Anne McNeil, Peter Sezzi

Absent: Iris Ingram, Dave Keebler, Darlene Melby

The meeting was called to order at 8:35 a.m. in the Thomas G. Lakin Board Room at VCCCD.

APPROVAL OF NOTES

The notes from the March 21, 2013 meeting were approved by consensus.

ADMINISTRATIVE PROCEDURES

BP 3600 – Auxiliary Organizations

The existing BP 3600 was distributed and discussed. Vice Chancellor Johnson explained that there are no proposed changes to the BP. There was consensus to move BP 3600 through the approval process (cabinet, Policy Committee, and Board).

AP 3600 – Auxiliary Organizations

An AP for Auxiliary Organizations (new) was presented and discussed. Vice Chancellor Johnson explained that the AP is straight from code and the District's Master Agreement with each Foundation. Vice Chancellor Johnson further explained that while we may commonly refer to the bookstores, child care centers and food services as auxiliaries, the only recognized auxiliaries in the District are the Foundations. There was consensus to move AP 3600 through the approval process.

AP 6340 – Bids and Contracts

Vice Chancellor Johnson explained that the current AP 6340 was reviewed by the Board in August of 2012. However, the CCLC suggests a separate AP specific to software bids and contracts. Therefore, language has been added to the existing AP6340 to deal with software. It was agreed to move this AP through the approval process.

AP 6350 – Contracts - Construction

AP 6350 (new) was presented and discussed. With a minor change adding "or designee", AP 6350 will move through the approval process.

AP 6370 – Contracts – Personal Services

AP 6370 (new) was presented and discussed. Vice Chancellor Johnson explained the language included in AP 6370 comes from the IRS regulations regarding independent contractors. There was a discussion regarding the role of Human Resources and Business Services in the approval process, but there was consensus that that process wouldn't be appropriate for an AP. It was agreed to move AP 6370 through the approval process.

BP 6450 – Wireless or Cellular Telephone Use

BP 6450 (new) was presented and discussed. District-issued cell phones are for business use only. There was consensus to move this AP through the approval process. It was further noted that there are very few District-issued cell phones.

AP 6450 – Wireless or Cellular Telephone Use

AP 6450 (new) was presented for review. Vice Chancellor Johnson explained that the district issues cell phones to employees in maintenance & operations, information technology, and police services only. The AP, as well as the BP, reiterates that district-issued cell phones are for business use only and there should be no assumption of privacy when using district issued cell phones. AP 6450 will move on through the approval process.

AP 6850 – Hazardous Materials

AP 6850 (new) was presented for review. Vice Chancellor Johnson explained that the language included in the AP came from CCLC and Title 8. Title 8, the Health and Safety Code, is outdated and contradicts with the Health Insurance Portability and Accountability Act (HIPAA). Therefore, contradictory language has been excluded. Minor grammatical changes were suggested. With the suggested changes, AP 6850 will move forward through the approval process.

FY14 BUDGET

Revenue/Cost Schedule

The FY14 Preliminary Revenue and Costs schedule dated 3/18/13 was distributed and reviewed. As of this date, the health and welfare costs are assumed at a 15% increase on all plans for faculty. Rates are expected within the next couple of days. The District Budget Officer explained that there have been no changes to this schedule since it was distributed at the March 21 DCAS meeting. Vice Chancellor Johnson reminded DCAS that the 2% growth and 1.66% COLA are projections of how funds may be allocated by the State. If the new revenue is allocated solely as growth, as opposed to a mixture of COLA and growth, based on our Board policy, that revenue will be removed from the FY14 budget, and be available for distribution in FY15. The budget variance would still be positive. More will be known by May Revise (May 14). This projected distribution is consistent with the assumptions agreed-upon by the committee in prior months.

FY14 Revenue Projections

The FY14 Revenue Projections schedule (dated 4/11/13) was distributed and reviewed. The revenue projection schedule hasn't changed since it was last presented to DCAS on March.

Districtwide Services

The Districtwide Services budget (dated 4/11/13) was distributed and discussed. Specific line items with significant variances were discussed in detail. There was a discussion regarding a potential increase to the Great Teacher Seminar/Academic Senate line; if it is the consensus of DCAS to increase this, it will be included in the Adoption Budget. Additionally, the Ventura College Academic Senate President suggested an additional line item for classified professional development. Vice Chancellor Johnson suggested that the classified representatives on DCAS speak with their constituents to see if it makes sense as well as to recommend a reasonable funding level. The Tentative Budget will use the districtwide services budget as it currently is. If it is the desire of Classified and the consensus of DCAS to include such a line item, it will be included in the Adoption Budget.

Detail of Cost Shifts

The FY14 DAC Allocation Cost Shift schedule (dated 4/11/13) was distributed and reviewed. Vice Chancellor Johnson explained that in June of 2009, the Information Technology department became centralized, but the costs were never shifted. For the FY14 Budget – and in accordance with the approval Budget Allocation Model – the costs will be shifted from the respective colleges to the DAC along with the associated funding, which will produce no net budgetary impact to any site. The Ventura College Academic Senate President restated that this shift is revenue neutral to sites and reflects organizational changes already made years ago.

Vice Chancellor Johnson explained that Information Technology Service Level Agreements will be developed between the college vice presidents and Associate Chancellor, Information Technology.

FY14 Allocation

The FY14 Tentative Budget Allocation was distributed and discussed. Vice Chancellor Johnson explained that Productivity numbers were discussed and agreed-upon in a recent Cabinet meeting.

DCAS SURVEY RESULTS

The results from the DCAS Self-appraisal were distributed. Because of time constraints, these results will be discussed in greater detail at the next meeting.

Meeting was adjourned at approximately 11:00 a.m.

Next meeting – May 16, 2013 – 8:30 a.m.

Agenda Topics include:

- FY14 Allocation Model simulation
- Board Goals and Objectives - Action Plans
- DCAS Survey results and recommended changes