

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

Thursday, June 3, 2010

**NOTES**

Attendees: John al-Amin, Robert Cabral, Dominga Chavez, Riley Dwyer, Alan Hayashi, Iris Ingram, Sue Johnson, Dave Keebler, Deborah LaTeer, Darlene Melby, Mary Anne McNeil, Karen Osher

Absent: Peter Sezzi

The meeting began at approximately 8:35 a.m. in the Multi-purpose Room at VCCCD.

**APPROVAL OF NOTES**

The notes from the May 20, 2010 meeting were approved by consensus (with one minor change).

**2010-11 TENTATIVE BUDGET**

A *draft* version of the Tentative Budget Narrative was distributed and discussed in detail.

Purpose

The purpose of a tentative budget is a legal requirement and serves as authorization for the District to incur expenses and issue checks in the new fiscal year. This must be done annually by June 30 for business on July 1.

Background

The background section briefly describes the Governor's January budget proposal, the May Revise, and the Legislative Analyst's Office (LAO) reaction to the May Revise. In light of the May Revise, it was the consensus of DCAS to stay with the current revenue projections through the Tentative Budget process.

Retiree Health Liability

The District will begin exploring the possibility of an irrevocable trust for the retiree health liability. If this process moves forward, the District will solicit proposals from investment firms.

Structural Deficits

Due to the elimination of funding sources such as IELM, TTIP and scheduled maintenance, a budget structural deficit has been created locally. Over time, these costs will be budgeted in the general fund.

Parking

Ms. Johnson explained that there are two funds for parking services. 25% of parking permit fees is put into the parking lot maintenance fund. The remaining 75% is used to fund police services.

## **Tentative Budget Book**

The *draft* Tentative Budget book was distributed and discussed. Ms. Johnson stated that the numbers and schedules contained in the Tentative Budget are relatively unchanged from the last time they were presented to DCAS.

Sue highlighted certain funds of the Tentative Budget including cafeteria, bookstore, self-insurance, retire health payment and workload balancing. The mechanics of load-banking was discussed.

Ms. Johnson explained that the cafeterias have shown progress in increasing sales and gross margin. It is believed that one cafeteria will make a profit in FY2010-11 and within the budget year, two of the three will break-even or better. A paragraph describing Bookstores will be added to the Tentative Budget Narrative.

Sue explained that the Health Services Fund is dependent on state mandate reimbursements. With the state budget crisis, the state could eliminate the mandate. The health centers are currently sustaining themselves using past mandate reimbursements, which will last a few more years. This could be a long-term issue that will need to be addressed. Fees generated through the Student Health Centers stay at the individual college in which they were generated.

The Committee was asked to carefully review the Narrative and Budget book and, if necessary, provide input (and copy all members) no later than Friday, June 4<sup>th</sup>.

The Tentative Budget was unanimously approved by DCAS and the Committee recommends it be presented to the Board of Trustees for approval on June 16, 2010.

## **NEXT MEETING**

Thursday, July 15 - 8:30 AM

Meeting was adjourned at approximately 11:50 a.m.