

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