

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

Thursday, March 21, 2013

**NOTES**

Attendees: Dana Boynton, Mike Bush, Dominga Chavez, Erika Endrijonas, Alan Hayashi,  
Sue Johnson, Linda Kamaila, Dave Keeblerer511The meeting was called to order at 8:30 a.m. by Thomas G. Lakin Board

**APPROVAL OF NOTES**

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

**ADMINISTRATIVE PROCEDURES**

**Fiscal Management**

An updated version of BP 6300 was distributed and discussed. Vice Chancellor Johnson explained that the most significant addition is language related to bank accounts. There was consensus to move BP 6300 through the approval process (cabinet, Policy Committee, and Board).

**AP 6300 – Fiscal Management**

An updated version of AP 6300 was distributed and discussed. In order to best meet the needs of users this AP was enhanced with various categories beyond what CCLC recommends. A minor change was suggested and there was consensus to move AP 6300 through the approval process.

**AP63XX – Cash Management**

An AP for Cash Management (new) was presented and discussed. This AP is not included in the CCLC list however it was developed to meet user needs and fully explain cash management and cash handling procedures. With a minor change suggested, it was agreed to move this AP through the approval process.

**AP 6305 – Reserves**

AP 6305 was initially reviewed at the February DCAS meeting. Members requested time to present the revision to their constituency instructions for 12-month periods. Additionally, language regarding the prohibition of salary increases, it was agreed to move AP 6325 through the

### BP 6900 – Bookstore(s)

An updated version of BP 6900 was distributed and discussed. DCAS suggested additional language regarding the self-sufficiency of the bookstores. There was a question regarding the inclusion of the term “qualified vendor”. Vice Chancellor Johnson stated it was language from CCLC, was in the initial BP 6900, but staff will research code sections other than the one included and provide clarification. There was consensus to move this AP through the approval process.

### AP 6900 – Bookstore(s)

AP 6900 (new) was presented for review. There was a brief discussion regarding consistent pricing as well as textbook buy-backs. Clarifying language will be included and AP6900 will move through the approval process. Language will also be included regarding gross profit margins for certain commodities.

## **BUDGET**

### FY14 Budget Assumptions

The FY14 Budget Assumptions were distributed and discussed. Vice Chancellor Johnson explained that we have added a section to emphasize the Budget Guidelines in order to more overtly tie budget to planning. As of this time, the Budget Assumptions assume that new revenue from the Governor’s Initial Budget Proposal (\$197 million) will be allocated to districts based on FTES. The assumptions do not address the specifics of distribution (i.e. growth, COLA, etc.), as they are unknown at this time, but states that the revenue will be allocated in accordance with BP and AP 6200. In addition, rather than assume a specific enrollment target, the assumptions include an unfunded FTES target, thereby assuming that the District will achieve whatever FTES necessary to result in the unfunded target. The Governor’s initial proposal also includes \$49.5 million for Energy Efficiency projects, which is not included in the assumptions as the District may not receive funding depending on what basis the dollars are distributed.

Vice Chancellor Johnson explained that she is recommending that the Reserve Revenue Shortfall Contingency be reduced from \$6 million last year to \$5 million for FY14.

Vice Chancellor Johnson further explained that the FY14 Budget Assumptions will be presented to the Audit & Budget Committee later this same day. Should the Committee make any changes, they will be sent to DCAS members.

DCAS members were in general consensus to move the FY14 Budget Assumptions to the Board at their April meeting.

### FY14 Tentative Budget

Vice Chancellor Johnson recommends that for the Tentative Budget we assume a distribution of revenue based on preliminary statutory COLA – 1.66%, (approximately \$2 million

