



**West Valley - Mission**

Community College District

**Board of Trustees  
Audit and Budget Oversight Committee**

**June 14, 2016**

**Board Room**  
West Valley College  
14000 Fruitvale Avenue, Saratoga, CA 95070  
5:30 p.m. Public Session

Bob Owens, Chair  
Steve Landau, Member  
Jack Lucas, Member

**1.0 CALL TO ORDER – PUBLIC SESSION**

- 1.1 Roll Call
- 1.2 Approval of the Order of the Agenda
- 1.3 Oral Communication

**2.0 REGULAR ORDER OF THE AGENDA**

**2.1 Approval of May 10, 2016, meeting minutes (A) – Chair**

**2.2 FY 16/17 Tentative Budget (A)**

This item will include review, consideration, and possible action to accept the FY 16/17 Tentative Budget.

**2.3 Review of the District’s Technology Refresh Plan (I)**

This will include a review of the District’s Technology Refresh Plan.

**3.0 STAFF MEMBERS COMMENTS**

This item offers staff members the opportunity to report on issues not listed in the agenda to which no debate or votes are to be taken.

*\* In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact the Chancellor’s Office at 408-741-2011 one week prior to the meeting date.*

#### **4.0 COMMITTEE MEMBERS COMMENTS**

This item offers committee members the opportunity to report on issues not listed in the agenda to which no debate or votes are to be taken.

#### **5.0 ADJOURNMENT**

*\* In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact the Chancellor's Office at 408-741-2011 one week prior to the meeting date.*

WEST VALLEY/MISSION COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
**AUDIT AND BUDGET OVERSIGHT COMMITTEE**

**Date of meeting: May 10, 2016**

UNAPPROVED MINUTES

Membership: Bob Owens, Chair; Steve Landau, Member; Jack Lucas, Member

**1.0 CALL TO ORDER – PUBLIC SESSION**

The meeting was called to order at 5:39pm by Mr. Owens.

**1.1 Roll Call**

	Present	Absent
Landau, Steve	X	
Lucas, Jack		X
Owens, Bob	X	

Others Present: Ngoc Chim, Pat Fenton, Ed Maduli, Ann Marie Wasserbauer

**1.2 Approval of the Order of the Agenda**

The order of the agenda was approved as presented. (Owens/Landau, 2/0/0, with Lucas absent and not voting)

**1.3 Oral Communication**

None.

**2.0 Regular Order of the Agenda**

**2.1 Approval of the March 8, 2016, meeting minutes (A)**

The March 8, 2016, meeting minutes were approved as presented. (Landau/Owens, 2/0/0, with Lucas absent and not voting)

**2.2 FY 15/16 3<sup>rd</sup> Qtr. Budget Adjustments and Financials (A)**

Mr. Maduli reported that the 3<sup>rd</sup> Qtr. Budget Adjustments were reviewed by District Council on May 9. Ms. Chim reviewed the report and indicated that most funds are on target at 75% of budget and expenditures. She highlighted the following:

- Fund 120 – Restricted General Fund (Grants). Revenues and expenditures are below the 75% mark, which is normal. Lots of activity is expected

during the 4<sup>th</sup> quarter and some money will be carried into the next fiscal year.

- Fund 122 – Parking Fund. Revenue from the 49er stadium contract is included in this fund, which is why total revenues appear high. The revenue will be used to repair roadways and parking lots at Mission College, and update parking permit machines district-wide.
- Fund 330 – Child Development Fund. The college CDC's are doing much better managing their funds. Revenues currently exceed expenses.
- Fund 422 – Measure H. All funds related to Measure H have been fully expended.
- Fund 722 – MC Student Representative Fee. It was noted that this fee was approved by the MC students to provide funding to help advocate for students. To date, very little of the money has been spent.
- Fund 731/732 – Campus Center Fund. Revenue in this fund is low because the revenue from Barnes and Noble has not yet been recorded.

There was a motion by Landau, seconded by Owens, to "recommend to the full Board approval of the FY 15/16 3<sup>rd</sup> Qtr. budget adjustments and financials." The motion passed. (2/0/0, with Lucas absent and not voting)

### **2.3 FY 15/16 311 3<sup>rd</sup> Qtr. Report (A)**

Mr. Maduli reported that the District is barely in compliance with the 50% Law at 50.7%. He added that the percentage will increase once the pending salary increases for faculty have been implemented.

Ms. Chim reviewed the report. She indicated that the District received \$6 million in one-time RDA funds, which increased the fund balance. She also noted that, due to the drop in enrollment numbers, the District would be on State stability funding if it wasn't a Community Support District.

There was a motion by Landau, seconded by Owens, to "recommend to the full Board approval of the FY 15/16 3<sup>rd</sup> Qtr. 311 Report." The motion passed. (2/0/0, with Lucas absent and not voting)

### **2.4 Review of OPEB Liabilities (I)**

Mr. Maduli reviewed the District's OPEB liabilities. The review included:

- General Background
- Terminology
- Annual Required Contribution (ARC)
- OPEB Obligations
- Lease Revenue Bonds
- OPEB Trust Fund
- CERBT Investment Allocations

- Recommendations

**3.0 Staff Members Comments**

None.

**4.0 Committee Members Comments**

Mr. Owens requested a review of the Technology Refresh plan and schedule.

**5.0 Adjournment**

The meeting adjourned at 6:35 PM.

PREPARED BY: NGOC CHIM AND  
SUSIE MCDONNELL

REVIEWED BY: ED MADULI

**SUBJECT: 2016/2017 TENTATIVE BUDGET**

**CHANCELLOR'S RECOMMENDATION:**

That the Board of Trustees adopt the 2016/2017 Tentative Budget and set September 1, 2016, as the date for a public hearing and adoption of the Final Budget for 2016/2017.

Funding Source/Fiscal Impact

The Tentative Budget is the fiscal plan for the Fiscal Year 2016/2017.

Reference(s)

Section 58305, Title 5, California Code of Regulations, requires a Tentative Budget be adopted by July 1 of each year. This section also requires that the date for the public hearing for discussion of the Final Budget be declared.

Background/Alternatives

The Final Budget will be different than the Tentative Budget. Known key variables that can significantly affect the Budget as it moves from Tentative to Final are the following:

1. Final action on the State Budget
2. Results of contract negotiations
3. Unaudited Ending Balance for FY 15/16
4. Summer session FTES
5. Final district-wide fixed costs


The Executive Summary of the Tentative Budget provides details about the significant items that affect the budget.

Coordination

The Tentative Budget has been discussed with District Council and the Audit and Budget Oversight Committee (ABOC).

Follow-up/Outcome

The Final Budget will be distributed for inspection by the public not less than three days prior to the date of the public hearing. In accordance with Section 58301, Title 5, California Code of Regulations, a public notice will be made in a newspaper of general circulation identifying the locations where the proposed Final Budget will be available for public inspection. This notice will be filed not less than three days prior to the date that the document will be available for inspection.

 <p><b>West Valley - Mission</b> Community College District</p>	<b>DISTRICT INFORMATION SYSTEMS</b>	
	<p><b><u>West Valley College</u></b> 14000 Fruitvale Avenue Saratoga, CA 95070 <b>Work: (408) 741-2126</b></p>	<p><b><u>Mission College</u></b> 3000 Mission College Blvd. Santa Clara, CA 95054 <b>Fax: (408) 741-2047</b></p>

## District I.S. Technology Refresh Program

### Background

Over the past 10 years, the District has made significant gains in upgrading its technology infrastructure. Furthermore, the District has grown more purposeful in its planning and utilization of technology, sustaining newer infrastructure while replacing or adding significant enhancements to its established infrastructure.

However, there have been a lack of long-term or on-going funding sources for District technology infrastructures. Outside of the normal discretionary budgets held by the District, there is no other funding sources. Industry best practices suggest that districts should establish a Technology Refresh Plan (TRP).

### Refresh Goal

The goal of a TRP is to keep technology reliable and functional, ensuring that critical components of the District infrastructure are maintained in a proactive fashion. This requires a recurring technology refresh budget and an effective asset management system. In addition, a technology refresh plan helps control the overall cost of technology by planning for upgrades, replacements, support, and training in a holistic manner.

### Anticipated Benefits

- Established predictable lifecycle cost of ownership for technology.
- Result in fewer of these inherently difficult to remediate support requests. Many technical issues are caused by using equipment that have exceeded their expected life.
- Technology that works well with other technology (i.e., current applications, hardware, software, other components).
- Increased system uptime.
- Established process to monitor the age of technology assets to ensure that all assets are within the acceptable range.

### Measurements of Success

- A Technology Refresh Budget that is sustainable and equitable.
- District constituents voice support for refresh plan.
- Technology investments that is tied to specific student outcomes.
- Technology Asset Management that is utilized to improve equipment tracking.



## **Guidelines**

An established TRP will need the support of District leaders and should operate within the guidelines established by the District Technology Committee. The following parameters should be used to guide the refresh process:

1. Is the equipment at end-of-life?
2. Is the device being used for the intent for which it was originally purchased or deployed?
3. Has the device been previously designated as not eligible for replacement through the TRP funding?

If a device does not pass all of these basic questions, it will require an approval from the Vice Chancellor of Administrative Services to be replaced or upgraded as part of the refresh program. Furthermore, the TRP should inform but not dictate funding decisions.

## **Action Items used to Implement Program**

1. Worked with the established District Technology Committee, College VP of Administrative Services, and Vice Chancellor of Administrative Services to set priorities.
2. Established a Technology Refresh Program budget.
  - a. Determined a sustainable funding mechanism for the refresh budget.
  - b. Considered how refresh budgeting will be enforced for departmentally controlled budget (e.g. grants, self-funded).
  - c. Worked with vendors to evaluate how different models may produce favorable economies of scale.
3. Established an acceptable refresh rate for each technology asset category, based on established budget.
4. Determined whether to use existing technology to monitor technology assets.

## **Funding Description**

The District-wide technology will be divided into two funding categories, 1.) Proactive Funding, which will have dedicated funding to replace equipment that are at the end of their planned life cycle, and 2.) Reactive Funding, which will have dedicated funding to replace equipment or parts that becomes problematic or requiring repairs.

TRP funding calculations will be based on the costs to replace the equipment with the current configuration at the end-of-life. Each year the District's technology inventory will be tallied, reviewed, categorized, and processed through the funding formula. A request for funding will be processed during the Spring budget cycle process and before the beginning of the next fiscal year. Funding for the TRP is used only to replace existing technology.

## **Budget Description**

The *Proactive Funding* will have a dedicated budget with continual funding from the Land Corp Foundation. The *Reactive Funding* will have a dedicated budget with continual funding from the General Fund 100.

## **Program Owner**

- Vice Chancellor of Administrative Services
- Director of Information Systems

## **General Computer Refresh Program**

General Computer Refresh (GCR) is an annual program in March to ensure a proactive approach to replacing aging desktop and laptop computers used by West Valley-Mission CCD faculty and staff. The primary goal of this program is to ensure faculty and staff have the appropriate computer hardware to support academic programs and services, as well as increase productivity and efficiency while supporting the WVM community. GCR aims for a regular refresh cycle of 25 percent of the computers annually to ensure that all GCR eligible computers are on a four-five year refresh cycle.

### **Process for Computer Refresh**

1. A report will be generated from the KBOX Asset Inventory module for all of the desktop and laptop computers.
2. The report will be reviewed by the MCS Desktop Technicians for corrections and updates.
3. The I.S. Director will consult with the MCS Desktop Technicians on their recommendations for computers that should be replaced.
4. The I.S. Director, in consultation with the College VP of Administration, will make any necessary adjustments and approve the report.
5. The report will be reviewed by District Technology Committee for feedback.
6. The computers will be ordered, received, and configured.
7. Faculty and staff will be contacted to schedule an appointment to refresh their current primary computer with the newly-configured replacement computer.
8. The replaced computer will be collected and placed in tech storage until its future viability is determined.

### **All other Technology Equipment Refresh Programs**

All other technology equipment supported by the District I.S. department will be reviewed on an annual basis in March to ensure a proactive approach to replacing aging technology equipment that is used to support the mission of the district and colleges.

### **Process for All Other Technology Refresh**

1. Reports will be generated for all of the technology equipment.
2. The reports will be reviewed by the Technicians for corrections and updates.
3. The I.S. Management team will consult with the Technicians on their recommendations for equipment that should be replaced.
4. The report will be reviewed by District Technology Committee for feedback.
5. The equipment will be ordered, received, and configured.
6. The replaced equipment will be collected and placed in tech storage until its future viability is determined.

## Technology Refresh Standards

The following table was developed based on industry standards and research from recognized Higher Education resources such as Educause.

Information System Technology Refresh Standards	
Equipment Type	Expected Lifespan of Equipment
1. Wired Network	<ul style="list-style-type: none"> <li>Core Routers - at least 4 years, but not more than 7.</li> <li>Switches - at least 6 years, but not more than 10.</li> </ul>
2. Wireless Network	<ul style="list-style-type: none"> <li>Access Points - at least 5 years, not more than 7.</li> <li>Controller - at least 5 years, but not more than 7.</li> </ul>
3. Network Appliances	<ul style="list-style-type: none"> <li>Firewall - 4-5 years.</li> </ul>
4. Uninterruptable Power Supply	<ul style="list-style-type: none"> <li>UPS Unit – at least 10 years</li> <li>Batteries - 3 years</li> </ul>
5. Servers	<ul style="list-style-type: none"> <li>Low-end servers - 4-5 years.</li> <li>High-end servers - 4-5 years.</li> </ul>
6. Storage Area Network	<ul style="list-style-type: none"> <li>Storage Area Network - 4-5 years.</li> </ul>
7. Tape Storage Unit	<ul style="list-style-type: none"> <li>Tape Backup Library - 3-4 years.</li> </ul>
8. Computers	<ul style="list-style-type: none"> <li>Desktop Computer - 4-5 years.</li> <li>Laptop Computers - 3-4 years.</li> <li>Tablet / IPADS - Limited information, but typical refresh would be 3 years in order to keep up with technology</li> </ul>
9. Audio Visual	<ul style="list-style-type: none"> <li>Projector - at least 5 years or until it becomes too costly to repair.</li> <li>Projector Screen - at least 10 years or until it becomes too costly to repair.</li> </ul>
10. Emergency Replacement (Unanticipated Costs)	<ul style="list-style-type: none"> <li>Disk Storage - Increase storage as data volume increases.</li> <li>Equipment Repairs – Repair equipment as needed.</li> </ul>

## Computer Refresh Flowchart

