

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

Date of meeting: November 9, 2016

APPROVED MINUTES

Membership: Bob Owens, Chair; Adrienne Grey, Member; Jack Lucas, Member

1.0 CALL TO ORDER – PUBLIC SESSION

The meeting was called to order at 5:31pm by Mr. Owens.

1.1 Roll Call

	Present	Absent
Grey, Adrienne		X
Lucas, Jack	X	
Owens, Bob	X	

Others Present: Brian Goo, Ngoc Chim, Pat Fenton, Ed Maduli, Patrick Schmitt, Ron Smith

1.2 Approval of the Order of the Agenda

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

1.3 Oral Communication

None.

2.0 Regular Order of the Agenda

2.1 Approval of the August 23, 2016, meeting minutes (A)

The August 23, 2016, meeting minutes were approved as presented. (Lucas/Owens, 2/0/0, with Grey absent and not voting)

2.2 FY 16/17 1st Qtr. Budget Adjustments and Financials (A)

Mr. Maduli noted that this financial report was prepared using the new Banner system. Ms. Chim stated that using the new system to prepare the reports was very challenging. Extra time was needed to obtain numbers from the system, verify crosswalk accounts, ensure that balances were correctly carried over from Colleague, and confirm that revenues posted correctly since some (Admissions & Records) are still being recorded in Colleague. She also shared that fund numbers

had changed and that some funds were combined due to the new Banner account structure.

Ms. Chim then reviewed the 1st Qtr. Budget Adjustments and Financials. She indicated that revenues and expenditures should be at 25% and that she compares the current year against the previous year to ensure trends are on target. Overall, all funds are on target.

Mr. Owens expressed concern about the OPEB Trust Fund, in particular, about transferring money into the fund if investments are not doing well. He requested that a discussion take place regarding investment strategy and the timing of the next transfer. Mr. Maduli stated that the next transfer should be coordinated with the next actuarial study, which is due June 2018. This item will be brought back for discussion.

There was a motion by Lucas, seconded by Owens, to “accept the FY 16/17 1st Qtr. Budget Adjustments and Financials as presented and recommend them to the Board for approval.” The motion passed. (2/0/0, with Grey absent and not voting)

2.3 FY 16/17 1st Qtr. 311 Report (A)

Ms. Chim reviewed the 1st Qtr. 311 Report. There was nothing of significance to highlight.

There was a motion by Lucas, seconded by Owens, to “accept the FY 16/17 1st Qtr. 311 Report as presented and recommend it to the Board for approval.” The motion passed. (Lucas/Owens, 2/0/0, with Grey absent and not voting)

2.4 Mission College Parking Lot Use for Stadium Events (I)

Mr. Maduli reported that the Forty-Niner Stadium Authority did not need to use Mission College’s parking lots for the current football season but anticipates needing them for future seasons. As a result, they are seeking to establish a long-term contract for parking lot use. Mr. Maduli expects to keep the length of the new contract to no more than four years. Negotiations will begin shortly.

2.5 Banner Implementation Update (I)

Mr. Maduli reviewed the Banner implementation budget and actuals as of June 30, 2016. The total budget for overtime and backfill has been completed expended. Additional costs in this area will be paid from the general fund. Costs for consultants, software and equipment are at approximately half of the budgeted amount.

Mr. Owens inquired about staff receiving sufficient and appropriate training to utilize and maintain the new system. He also asked if additional training and

staffing is needed. Chancellor Schmitt responded that staff is receiving appropriate training and that he plans to support continued training even after the system is implemented. Mr. Smith added that he intends to continue to send his staff to training classes to refresh and expand their knowledge of the system.

Ms. Chim and Mr. Smith then provided a summary of changes from Colleague to Banner. They shared that the overall feeling is that the new system can be great, but that currently it is cumbersome, unforgiving, and very challenging. They expressed hope that current issues will be resolved and staff challenges will lessen as they become more familiar with the system. Mr. Smith added that, at a minimum, Banner has helped standardize processes at the colleges.

3.0 Staff Members Comments

None.

4.0 Committee Members Comments

Mr. Lucas congratulated Mr. Owens on being re-elected to serve on the West Valley-Mission CCD Board, and Mr. Maduli on being elected to serve on the Chabot-Las Positas CCD Board.

5.0 Adjournment

The meeting adjourned at 6:45 PM.