

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

**Date of meeting: February 10, 2020**

APPROVED MINUTES

Membership: Bob Owens, Chair; Susan Fish, Member; Randi Kinman, Member

**1.0 CALL TO ORDER – PUBLIC SESSION**

The meeting was called to order at 5:30pm by Mr. Owens.

**1.1 Roll Call**

	Present	Absent
Fish, Susan		X
Kinman, Randi	X	
Owens, Bob	X	

Others Present: Ngoc Chim, Brad Davis, Kate Disney, Pat Fenton, Aram Shepherd

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

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

**1.3 Oral Communication**

None.

**2.0 Regular Order of the Agenda**

**2.1 Approval of the January 13, 2020, meeting minutes (A)**

The January 13, 2020, meeting minutes were approved as presented. (Kinman/Owens, 2/0/0, with Fish absent and not voting)

**2.2 FY 19/20 2<sup>nd</sup> Qtr. Budget Adjustments and Financials (A)**

Ms. Chim reviewed the 2<sup>nd</sup> Qtr. budget adjustments and financials, which is a routine report and compares actuals to budget. For this reporting period, revenue and expenditures should be at 50% of the budgeted amount. She highlighted the following:

- Funds 12x & 13x – Restricted General Fund (Grants). Expenditures are below 50%; this is normal because Grants are reconciled at the end of the year.

- Fund 137 – Other Restricted General Fund (Eco Pass). This student fee is collected at Mission College only. Revenue is at 84% because fees are generally paid at the beginning of each semester (August & January). This is a normal trend. The Eco Pass allows students to access VTA services at a discounted rate.
- Fund 138 – Health Services Fund. Revenue is at 92% because fees are generally collected at the beginning of each semester (August & January). This is normal. Expenditures are below normal due to salary savings from a vacant position at Mission College.
- Fund 330 – Child Development Fund. This fund tends to be a problem and is closely monitored. The fund is in good shape for the second quarter.
- Fund 597 – Entrepreneurial Fund. As a whole, this fund looks OK; however, when reviewed by sub-fund, WVC has two funds out of balance. The college is aware of the problem and will monitor and balance the funds at year-end.
- Fund 741 – Student Financial Aid Trust Fund. This fund will show a negative fund balance until the 4<sup>th</sup> Qtr. because the District only draws down 90% of the financial aid disbursement to avoid interest payments to the Federal Government. The fund will be reconciled during the 4<sup>th</sup> quarter.
- Fund 791 – OPEB Trust Fund & Fund 792 – Pension Stabilization Fund. This funds show investment gains.

Mr. Owens inquired about Fund 731 – Student Body Center Fee Fund. He asked why students are still being charged a student center fee when the monies are no longer required to pay the revenue bond. The legality of continuing to assess the fee needs to be researched. Assuming the fee can no longer be charged, he asked how the Campus Center would be funded moving forward. Chancellor Davis agreed that student fee would need to be re-evaluated and indicated that the college would need to strategize to find a way to continue to support the Campus Center; facility rentals are not currently covering costs as anticipated.

There was a motion by Kinman, seconded by Owens, to “accept the FY 19/20 2<sup>nd</sup> Qtr. Budget Adjustment and Financials and recommend them to the Board for approval.” The motion passed 2/0/0, with Fish absent and not voting.

### **2.3 FY 19/20 2<sup>nd</sup> Qtr. 311 Report (A)**

Ms. Chim stated that the 311 Report is another routine report and must be submitted to the State Chancellor’s Office within 45 days of the close of the quarter. She indicated that both the Budget Adjustment Report and 311 Report were reviewed by the Fiscal Workgroup and District Council. She provided a high level overview and noted the following:

- The District utilized over \$20 million to refinance the Lease Revenue Bonds (LRB).
- The District is no longer required to report FTES on the 311 quarterly report because it is reported on the 320 Report.
- The District has a healthy cash flow.

Overall, it is a good report.

Ms. Disney asked about the difference between GO Bonds and LRB's. GO Bonds are paid by taxpayers through property tax assessments. LRB's are paid by the District with general fund dollars.

There was a motion by Kinman, seconded by Owens, to "accept the FY 19/20 2<sup>nd</sup> Qtr. 311 Report and recommend it to the Board for approval." The motion passed 2/0/0, with Fish absent and not voting.

**3.0 Staff Members Comments**

None.

**4.0 Committee Members Comments**

None.

**5.0 Adjournment**

The meeting adjourned at 5:52 PM.