

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

Date of meeting: November 8, 2021

APPROVED MINUTES

Membership: Bob Owens, Chair; Susan Fish, Member; Karl Watanabe, Member

1.0 MEETING OPENING – PUBLIC SESSION

1.1 Call to Order

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

1.2 Roll Call

	Present	Absent
Fish, Susan		X
Owens, Bob	X	
Watanabe, Karl	X	

Others Present: Ngoc Chim, Linda Wilczewski

1.3 Oral Communication from the Public

None.

2.0 REGULAR ORDER OF THE AGENDA

2.1 Approval of the Order of the Agenda

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

2.2 Approval of the October 11, 2021, meeting minutes (A)

The October 11, 2021, meeting minutes were approved as presented. (Watanabe/Owens, 2/0/0, with Fish absent and not voting)

2.3 FY 21/22 1st Qtr. 311 Report (A)

Ms. Chim reviewed the 1st Qtr. 311 report and noted that the report had previously been reviewed with both the Fiscal Workgroup and District Council. She reported that the projected unrestricted revenues are approximately \$168.4M, the unrestricted expenditures are approximately \$164.4M, and the projected ending fund balance is approximately \$77.5M. She highlighted that the District was

deficit spending by approximately \$28M during the 1st quarter (Section IV). Fortunately, the District has a healthy cash flow (Section III) to cover expenditures until it receives its property tax apportionment in December. At this time, the District does not anticipate any financial problems during the fiscal year.

There was a motion by Watanabe, seconded by Owens, to “accept the FY 21/22 1st Qtr. 311 Report and recommend it to the Board for approval.” The motion passed 2/0/0, with Fish absent and not voting.

2.4 FY 21/22 1st Qtr. Budget Adjustments and Financials (A)

Ms. Wilczewski reviewed the 1st Quarter Financial Report and Budget Adjustments, which had been previously reviewed with the Fiscal Workgroup and District Council. Revenues and expenditures should be at about 25%. She highlighted the following:

- Fund 110 – Unrestricted General Fund. Revenues are at approximately 4% because property tax revenue has not yet been realized; expenditures are at approximately 21%. Fund balance will be used to cover cash flow through the 2nd quarter. This is the normal trend.
- Funds 12x & 13x – Restricted General Fund (Grants). Restricted General Fund (Grants). Revenues are approximately 33% and expenditures are approximately 13%. This is a normal trend, and these funds will balance at year end.
- Fund 137 – Other Restricted General Fund (ECO Pass). This fee is only collected at Mission College. Revenues are at 45.5%, which is normal as this student-paid fee is collected at the beginning of each semester. Expenditures are at 4.36% because VTA has not yet invoiced the college.
- Fund 138 – Health Services Fund. Revenues are at 58.25%, which is normal as this student-paid fee is collected at the beginning of each semester. Expenditures are at 18.58%. It was noted that a one-time transfer-in of \$87,000 was made due to COVID as this fund will eventually deficit spend. Ms. Chim asked if the District should consider supplementing the fund with unrestricted general funds. There was no further discussion.
- Fund 139 – Parking Fund. This fund is at 5.48% of revenue due to no fees being assessed for the fall semester. Expenditures are at 22.45%. Ms. Chim noted that this fund was only budgeted for half the year with the assumption that revenues would return to normal in the spring semester; that may not occur with declining enrollment. For the fall, the fund was subsidized with federal money for lost fees. Moving forward, the District will need to consider what to do with this fund: should fees be eliminated to entice students to attend? Should unrestricted general funds be used to subsidize the fund? There was no discussion. This fund will be closely monitored.
- Fund 330 – Child Development Fund. Revenues are low, 12.21%, because the program is not yet fully operational. A budget adjustment will likely be

needed. Ms. Chim asked how members felt about providing subsidized child care to staff and students offsetting the cost with unrestricted general funds. Mr. Owens supported the idea but expressed concern about this being added as part of an employee's total compensation package. There was no further discussion.

- Fund 731 – Student Body Center Fee Fund. Mr. Owens noted that this fund shows a loss of revenue in the 1st Qtr. and could end up at a loss at the end of the year. This fund will be closely monitored.
- Fund 741 – Student Financial Aid Trust Fund. This fund usually deficit spends until the 4th Qtr. due to the timing of the draw-down of funds from the federal government. Expenditures are low because only one financial aid disbursement has been made to date.
- Funds 791 & 792 – OPEB Trust Fund & Pension Stabilization Fund. The OPEB Trust Fund showed small earnings and the Pension Stabilization Fund showed a small loss during the first quarter..

There was a motion by Watanabe, seconded by Owens, to “accept the FY 21/22 1st Qtr. Budget Adjustments and Financial Report and recommend it to the Board for approval.” The motion passed 2/0/0, with Fish absent and not voting.

3.0 MEETING CLOSING

3.1 Staff Members Comments

Ms. Chim commented that the District is considering issuing the second series of bonds for Measure W. Discussions and planning will likely begin in the new year.

3.2 Committee Members Comments

None

3.3 Adjournment

The meeting adjourned at 6:05 PM.