Review of August 14, 2013 Business Services Board Agenda Items:

**Business Services Action/Consent Items:**

1. Approval of Purchase Order Schedule July 2013-2014
2. Approval Travel Authorization Schedule T 13/14-3
3. Approval of Issuance of Additional American Express Corporate Card (Jerry L. Buckley)
4. Approval of fiscal Year 2013-14 GANN Appropriations Limit
5. Rejection of Claim for Damages – Santa Clarita Community College District Incident Report # Phone Interview and Keenan Claim #482840, Ms. Jessica Shull, Claimant
6. Rejection of Claim for Damages against the Santa Clarita Community College District by Mr. Marc Richards, Claimant

**Business Services Action Items:**

7. Approval of Business Services Policies (Various), First Reading
8. Approval of Reciprocal Facilities Use Agreement between the Santa Clarita Community College District and the William S. Hart Union High School District
9. Approval of Amendment No. 2 to the Community Recreation Joint Use Agreement between the Santa Clarita Community College District and the William S. Hart Union School District
10. Approval of Resolution No. 2013-/14-03: Certification of Signatures (District)
Board Budget & Finance Subcommittee
Meeting Agenda – September 3, 2013

Review of September 11, 2013 Business Services Board Agenda Items:

Closed Session Items:


Business Services Action/Consent Items:

2. Approval of Purchase Order Schedule August 2013-2014
   PO's = $1,963,683
   BPO's = $1,735,473
   $404,008 more than this time last year, mainly due to a payment to LAPD for ISA contract expenses.

3. Approval of Travel Authorization Schedule T 13/14-3
   Travel = $10,191.92
   More than half ($5,746.86) is funded from grants/categoricals.
   - The new Deputy Sector Navigators are traveling to various meetings

4. Rejection of Claim for Damages against the Santa Clarita Community College District by Christina Leticia Noyola, Claimant

5. Approval of Renewal of Contract to Participate in the State Chancellor's Office Tax Offset Program (COTOP) for the Period October 1, 2013 through December 20, 2014
   This program allows us to capture State payments (tax returns, lottery winnings, DMV refunds) to cover debts owed to the District for student fees, financial aid, or return checks at the CDC. The State keeps 25% for their processing, and sends the District the balance.

   This is the final quarterly report for the 2012-13 fiscal year. Revenues were 98% of current budget and expenses were 97.6% of current budget. Cash was adequate due to the $8 million TRANS. More information on variances and fund balance in the June Financial Report item below.
7. Approval of New Credit Card Merchant Account Through Elavon Inc. and New PayPal Account for SBDC.
The SBDC would like to link new Elavon and PayPal accounts to a website they currently use to track clients called WebCats. This will allow for 24 hour sign up for classes and workshops, and eliminate telephone calls to the SBDC office. The SBDC will pay the bank fees and costs associated with the two new accounts.

Business Services Action Items:

8. Approval/Ratification of Budget Transfers
The final budget transfers for 2012-13 are submitted for approval/ratification. Most noteworthy items are a $4,000 Edison Rebate for the new pool heater, and a reversal of the budget for the annual transfer to the GASB fund, which was not processed due to lower general fund revenues than expected.

9. Public Hearing on the 2013-14 Adopted Budget
As required, an ad alerting the public to the meeting was placed in the 9/3/13 edition of the Signal newspaper. The ad also indicated the 2013-14 Adopted Budget will be available in the Library for public review beginning this Friday, 9/6/13.

10. Adoption of the 2013-14 Budgets
The 2013-14 Adopted Budget totals over $184 million for all funds. The Unrestricted General Fund (fund 11) is a balance budget with revenues slightly over expenses by $1,062.

11. Approval of Categorical Flexibility for 2013-14
The District would like to declare the Physical Plant and Instructional Support categorical program money "flexible". This means that the $337,495 that was allocated to the District will not be required to be spent 50% on Scheduled Maintenance and 50% on Instructional Equipment. Instead, the District would like to use 100% on Instructional Equipment. In addition the District will not be required to provide the normal match of 3:1 for Instructional Equipment or 1:1 for Scheduled Maintenance.

12. Approval/Ratification of Interfund Transfers
This item reports the final interfund transfers for fiscal year 2012-2013, and submits updated transfers for 2013-14 that reflect changes since the initial 2013-14 transfers were approved on 6/26/13.

The ending fund balance for 6/30/13 was $8,928,140 – 11.77%. The District did not deficit spend – net income was $737.

The ending fund balance was expected to be $8,617,120, which is $311,020 less than the final result. We have a list of variances to share with the committee to illustrate what categories the savings and shortfalls occurred in.

14. Approval of Business Services Policies (Various) Second Reading
Sharlene will review the changes to various policies with the committee.
Review of October 9, 2013 Business Services Board Agenda Items:

**Closed Session Items:**

None.

**Business Services Action/Consent Items:**

1. **Approval of Purchase Order September 2013-2014**
   - PO’s = $725,690
   - BPO’s = $332,739
   Purchase orders were $274,356 more than this time last year, mainly due to a payment for LA County Sheriff ISA contract expenses and enrollment fees.

2. **Approval of Travel Authorization Schedule T 13/14-5**
   - Travel = $36,401
   More than half ($25,576) is funded from grants/categoricals or special funds:
   - Deputy Sector Navigators are traveling to various meetings
   - Student Success and Support – Student Success conference
   - ASG – Student Leadership Conference
   - EOPS – Various meetings
   - NSF Grant – Various trips

3. **Approval of Issuance of Additional American Express Card**
   - Tom Bilbruck, Director, Financial Aid and Scholarships
     - Tom is traveling frequently and also taking staff to training sessions.
     - Issuance of an Amex will allow him to charge air and hotel instead of paying for it and being reimbursed, or asking Mike Wilding to charge these items to his Amex.

4. **Approval of Amendment #1 Between SCCCD and First Class Vending, Inc.**
   First Class Vending was assigned the vending contract for Valencia and Canyon Country campuses in February 2013, when Matter of Taste and the District mutually agreed this was the best course of action. That assignment ends October 6, 2013. This extension of that assignment to December 31, 2013 will allow the District time to issue an RFP and select a new vendor.
5. Approval of Annual Financial and Budget Report CCFS311A for Actual Year 2012-13 and Budget Year 2013-14

This annual report is required by Title V. It reports the final financial results for the 2012-13 Fiscal Year and the Adopted Budget for the 2013-14 Fiscal Year.

Highlights include:

- The District is in compliance with the 50% Law, with 51.26% of expenditures on the “right side”.
- Our District is in compliance with the Gann Limit, with estimated appropriations below the appropriations limit.
- Net positive revenue of $737 in the Unrestricted General Fund in 2012-13, with no deficit spending.
- Balanced Budget in 2013-14, with $1,062 in positive net revenue.
- 2012-13 Lottery funding was spent appropriately:
  - $1,671,339 in unrestricted funding
  - $416,851 in restricted funding for instructional supplies
- 2013-14 Lottery funding is projected to increase to:
  - $1,802,363 in unrestricted funding
  - $443,439 in restricted funding for instructional supplies
- EPA money totaling $10,737,815 was spent on instructional salaries, which was according to the spending plan Board approved on 4/24/13.
  - This money is temporary funding:
    - The Sales Tax increase ends in 2016
    - The Income Tax increase ends in 2018

**Business Services Action Items:**

None.
Board Budget & Finance Subcommittee
Email Summary November 1, 2013

Review of November 5, 2013 Business Services Board Agenda Items:

Closed Session Items:

1. Liability Claims – Ezra – Case No. PC053871

Business Services Action/Consent Items:

2. Approval of Purchase Order Schedule - October 2013-2014
   PO's = $491,485
   BPO's = $198,351
   Purchase orders were $84,118 less than this time last year.

3. Approval of Travel Authorization Schedule T 13/14-8
   Travel = $26,169
   More than 80% ($21,143) is funded from grants/categoricals or special funds including:
   - CASE Conference – Murray Wood & Cathy Ritz
   - Strengthening Student Success Conference – Rebecca Eikey
   - SBDC LA Region Annual Planning Retreat – Steve Tannehill
   - ESL Summit on Acceleration – Jennifer Brezina

4. Approval of Quarterly Financial Status Report for the Quarter Ending September 30, 2013
   - This is a report required by the State Chancellor’s Office.
   - The Unrestricted General Fund ending fund balance is estimated at $8,929,202, or 11.25%.
   - Revenues and Expenses are on target as of 9/30/13, with revenues at 25.2% and expenses at 17.8% (payroll for last half of September is issued in October).
   - Fund 11 and 12 combined cash is adequate, with $14.8 million in District funds and another $8 million in borrowed funds (TRANS). This is because the State has paid back most of last year's deferrals.

5. Approval of Settlement Agreement: Case No. PC053871 - Ezra
   Sharlene will provide an update via email.
Business Services Action Items:

6. Approval of Santa Clarita Concessions Agreement for Vending Machine Services (Excluding Beverages)
Sharlene will provide an update via email.

7. Approval/Ratification of Budget Transfers
See monthly financial data for changes in major budget categories.

8. Discussion of Board of Trustees’ Conference and Event/Meeting Attendance Budget for 2013/14
This item is at the request of the Board.

Financial reports for all funds are presented for information. Budget changes that affected the overall revenue/expense or contingency budgets:
Fund 11 (Unrestricted General Fund) – ($99,289)
- An adjustment was made due to the State Chancellor’s Office changing the One-Time Block Grant requirements. The Block Grant can no longer be declared flexible and must be spent 50% on equipment and 50% on Scheduled Maintenance.

Fund 12 (Restricted General Fund) – ($40,659)
- $72,092 increase in EOPS/CARE allocations due to augmentations included in the 2013-14 State Budget
- ($250) decrease to adjust the K-12 Arts Education Westaf grant to the correct amount
- ($112,501) adjustment due to the change in Block Grant requirements described above

Fund 44 (State Funded Scheduled Maintenance) - $168,749
- Moving State funds to Scheduled Maintenance as required.

Fund 58 (Performing Arts Center) - $6,923
- Increased revenue for Jake Shimabukuro show – show exceeded original revenue projections!
Board Budget & Finance Subcommittee
Email Summary

Review of December 4, 2013 Business Services Board Agenda Items:

Closed Session Items:

None

Business Services Action/Consent Items:

1. Approval of Purchase Order Schedule - November 2013-2014
   PO's  = $1,078,987
   BPO's = $97,876.00

   Purchase orders for Fund 11 were $751,840 more than this time last year, due to a
timing difference in Instruction Service Agreement (ISA) payments.

   Larger purchase orders/blanket purchase orders included: LAPD ISA payment,
   recruiting advertising, Central Plant fuel, Fume Extraction System for Welding
   Department, Ezra settlement (board approved 11/5/13), CVRA attorney fees, VTD
   Foundation audit fee, Nursing equipment maintenance and new patient simulator,
   various Closed Captioning grant expenses, Baseball/Softball Locker Room fire alarms
   and flooring, Bus transportation for athletic teams, and a consultant to assist with NSF
   Germany trip planning and coordination.

2. Approval of Travel Authorization Schedule T 13/14-9
   Travel = $62,814.24
   More than 89% ($56,438) is funded from grants/categoricals or special funds
   including:
   • Hockey Competition Games – Jim Schrage
   • College Board, Student Search Service Workshop - Chelley Maple, Gina
     Thompson, Jesse Vera
   • COTEC Conference, 14th Annual Technology Conference – Paula Hodge

3. Approval of Correction to the Santa Clarita Concessions Agreement for Vending
   Machine Services (excluding Beverages)
   The contract that was board approved on 11/5/13 is being revised to include a section
   on termination without cause. This is a standard provision the District uses in most
   agreements, and it was omitted from the original agreement in error. It gives either
   party the right to terminate with 30 day notice.
Business Services Action Items:

4. Approval of Resolution No. 2013/14-06: Approving 2013-14 State Education Protection Act (EPA) Funding and Expenditure Plan
Proposition 30 requires that the Governing Board pass a resolution each year to make a determination on how Prop 30 money will be spent. This resolution indicates that the $9,275,510 in estimated Prop 30 funding will be spent 100% on the salaries and benefits of classroom instructors.

The Board item also includes background information on Prop 30 and highlights that Prop 30 did not increase funding and is temporary in nature, with the sales tax increase expiring in 2016 and the income tax increase expiring in 2018.

5. Approval/Ratification of Budget Transfers
See monthly financial data for changes in major budget categories.

6. Approval of 2014-2015 Budget Parameters
You may recall that the Budget Parameters were completely redone last year for 2013-14 budget development. Both PAC-B and Executive Cabinet reviewed the parameters from last year and agreed they were still relevant for 2014-15, so there are no changes to the parameters.

The budget calendar with due dates and PAC-B meeting dates is also included for information.

Highlights include:

$9,000 increase in funding for the Unrestricted General Fund (Fund 11):
- $5,000 from local water companies to sponsor the Green Up Conference
- Four $1,000 Foundation Mini-Grants:
  - Vocal Jazz speakers
  - Nursing Teaching Tools
  - Honorariums for students whose work is added to the Student Art Collection
  - Mobile Human Cadaver Table for Biology

$17,150 decrease in funding for the Restricted General Fund (Fund 12):
- $1,000 for a new AACU Civics-in-action grant – Patty Robinson
- ($150) adjustment to NSF Manufacturing grant to match final award amount
- ($18,000) adjustment to CSUN MESA HIS-Stem Year 3 grant to match final award amount

$5,580 increase in funding for the K-12 Arts Education Outreach Fund (Fund 57):
- $3,240 for new After School Arts programs at Mountainview
- $2,340 for an Arts Education Assembly at Meadows Elementary

Santa Clarita Community College District
COLLEGE OF THE CANYONS
Board Budget & Finance Subcommittee
Meeting Agenda – January 13, 2014

• Audit Meeting with Bill Rauch, Vavrinek, Trine, Day and Co., LLP
  o Bill will review the District, Measure M, and COC Foundation Financial Reports
    (audits) with the Board Subcommittee and answer questions.
  o Bill will excuse District staff and discuss any confidential matters or concerns with
    the Board Subcommittee.

• Review of January 22, 2014 Business Services Board Agenda Items:

  Closed Session Items:
  None

  Business Services Action/Consent Items:

  1. Approval of Purchase Order Schedule - December 2013/2014
     PO's = $1,238,710
     BPO's = $ 298,364

     Purchase orders for Fund 11 were $1,411,769 less than this time last year, due to a
     timing difference in Instruction Service Agreement (ISA) payments.

     Larger purchase orders/blanket purchase orders included:

     Fund 11 - Shuttle service to additional parking on Tourney Rd., Early Retirement
     annual premium, Unidata license, CCLC online library database annual renewal, ISA
     contract payments to Sheriff’s Dept. and Student Business Office (enrollment fees),
     State Water Resources Control Board annual permit, CVRA legal fees, parts for
     Central Plant.

     Fund 12 – Videos, captioning services, Hart AOC personnel, counseling services,
     cameras and lights for Photo Department, EOPS book grants for students, computers
     for CACT Center, Nursing software upgrades, online student career surveys, online
     advising system, payment to Butte College for EWD grant activities.

     Fund 45 – Replacement computers and minitowers for various classrooms and
     offices, Boykin air handler maintenance, Baseball lockers, paint Sheriff’s modular,
     repair bleachers.

     Fund 58 – Printing of Mid-Season Performing Arts Center calendar, performer fees for
     upcoming shows.
2. Approval of Travel Authorization Schedule T 13/14-10
Travel = $53,089

59% ($31,298) is funded from grants/categoricals or special funds.

This month’s travel authorizations include:
- NCATC Fall Conference – Joe Klocko
- ESL Summit – Heather MacLean
- Deputy Sector Navigator College Visits – DSN Directors
- Joshua Tree Sculpture Warehouse Tour – Dianne Van Hook & Murray Wood
- American Baseball Coaches Association Clinic – Chris Cota
- 2014 ACCCA Conference – Ryan Theule
- AAC&U General Education and Assessment Conference – Paul Wickline, Brent Riffel
- CCLC CEO Conference – Dianne Van Hook
- NSF Create Germany Learning Exchange (Germany and Denmark) – Kathleen Alfano, Gabrielle Temple

3. Approval of Mileage Rate: Decrease to 56¢ Per Mile for Business Miles Driven
The District always adopts the Federal IRS mileage rate so that mileage reimbursement is not reportable on employees’ W-2 forms. The IRS has reduced the mileage rate from 56.5¢ to 56¢ as of January 1, 2014 based on their annual study of fixed and variable costs associated with operating an automobile.

4. Approval of Amendment No.1 to the Community Recreation Agreement Between the Santa Clarita Community College District and the William S. Hart Union High School District (High Dive Program)
Hart District would like to extend their use of the COC pool for an additional year under the same terms of $50 per hour. This usage started in January 2013, and does not conflict with COC needs.

**Business Services Action Items:**

See Confidential Board Memo for details.

See Confidential Board Memo for details.

See Confidential Board Memo for details.
8. Approval/Ratification of Budget Transfers

Highlights include:

$179,960 decrease in funding for the Unrestricted General Fund (Fund 11):
- $40 adjustment in indirect support from the Foster Parent Grant.
- ($180,000) adjustment to revenue and expense due to moving uncollectable student fee expense from an expense account to a contra (negative) revenue account per new guidance from the State Chancellor's Office. NO EFFECT on Fund Balance—just a change in accounting treatment.

$24,254 increase in funding for the Restricted General Fund (Fund 12):
- $16,648 in additional EOPS funding based on updated State allocation.
- $8,812 in additional Closed Captioning funding based on final grant award.
- ($1,206) adjustment to Foster Parent Grant based on revised allocation.

$5,470 increase in funding for the K-12 Arts Education Outreach Fund (Fund 57):
- $5,200 in new Assembly/Workshop and After School program commitments.
- $270 adjustment to the Mountain View Elementary program revenue/cost.

$11,666 increase in funding for the Performing Arts Center Fund (Fund 58):
- $11,666 net increase in revenue/expense due to cancelling the Korean Arts Modern Dance show and adding the Popovich Comedy Pet Theater.


See details under Budget Transfer item.
Board Budget & Finance Subcommittee
Meeting Agenda – February 4, 2014

- Review of February 12, 2014 Business Services Board Agenda Items:

**Closed Session Items:**
None

**Business Services Action/Consent Items:**

1. Approval of Purchase Order Schedule - January 2014
   PO’s = $239,830.87
   BPO’s = $100,245

   Purchase orders for Fund 11 were $181,588 less than this time last year.

   Larger purchase orders/blanket purchase orders included:

   **Fund 11** – Equipment rentals for opening day and culinary groundbreaking, repairs for two color press in Repro, North Plant chiller repair and heat exchanger cleaning, modification of Facilities payroll system, Master CAM software, air filters and Central Plant supply kits, College Source multiuser subscription, Master Chorale performances Box Office settlements, District audit and Foundation tax return fees to VTD, waste disposal, golf carts battery maintenance.

   **Fund 12** – Captioning services, Interpreters for DSP&S, IDRC plumbing grant – instructional supplies, Biology instructional supplies, CalWorks workstations, statewide workshops for DSN Health, new grad training for Henry Mayo LVN to RN grant, NSF travel reimbursement.

   **Fund 43** – Repairs and maintenance on the electronic marquee, fire alarm, gas line and concrete, lighting around campus and CCC water leak.

   **Fund 45** – Valencia site improvements in preparation for vineyard planting and Rainbird irrigation installation.

   **Fund 59** – Contract Education Fast track training vendor and WorkSource staffing through outside agency.
2. **Approval of Travel Authorization Schedule T 13/14-11**
   Travel = $36,041.52
   
   67.7% ($24,395) is funded from grants/categoricals or special funds.

   This month's travel authorizations include:
   - American Baseball Coaches Association Clinic – Rob Klein, Basil Reale
   - Various Deputy Sector Navigator Meetings – John Cordova
   - 3CDUG Conference (Datatel Users) – Alex Fors
   - CCLC Conference – Allison Devlin, John Green, and 3 students
   - True Colors International Certification Training – Allison Devlin
   - ASG Retreat – Allison Devlin, Robin Herndon, and approximately 13 students
   - BIT Best Practices Certification Course – Tammy Castor, Michael Joslin, Colleen Reeves, and Larry Schallert

3. **Approval of Amendment No. 3 to Agreement Between Santa Clarita Community College District and Plevco West, Inc.**
   The District currently has an agreement with Plevco West Inc. dba Lampost Pizza to provide food services at Canyon Country Campus and the UCEN Café through 8/24/14 (with the option to extend for up to two additional "one year" periods).

   This amendment will:
   - Update their legal name to remove the dba reference to Lampost Pizza, as Plevco sold this business.
   - Update Plevco's business address.
   - Exercise one of the "one year extension" options to extend the agreement to 8/24/15.

**Business Services Action Items:**

4. **Approval/Ratification of Budget Transfers**

   Highlights include:

   **$41 increase in funding for the Unrestricted General Fund (Fund 11):**
   - $1,600 Revenue from new Community Extension GED Testing Center.
   - ($1,559) Decrease in indirect support from the Weld-Ed grant since grant renewal was lower than estimated in Adopted Budget.

   **$626,399 increase in funding for the Restricted General Fund (Fund 12):**
   - $295,083 Increase in DSPS - new funding in 2013-14 State Budget
   - $173,907 Increase in CalWorks - new funding in 2013-14 State Budget
   - $106,260 Increase in 3SP - new funding in 2013-14 State Budget
   - $ 50,000 New S Mark Taper Forum grant for EOPS book vouchers
   - $ 7,581 Increase in TANF funding – new funding in 2013-14 State Budget
   - $ 2,500 New In N Out Burger scholarship grant for foster students
   - ($ 8,932) Decrease in Weld Ed grant – renewal was lower than expected

   **$4,845 increase in funding for the K-12 Arts Education Outreach Fund (Fund 57):**
   - $4,845 in new after school programs for Saugus Union schools
5. **Approval of Quarterly Financial Status Report for Quarter Ending December 31, 2013**

We are on track for this second quarter financial report required by the State Chancellor’s Office.
- Fund balance is projected to be 11.3% with no deficit spending
- We are projecting 15,154 FTES
- Revenues are at 49.3% - on track
- Expenses are at 41.1% - on track with 5 payrolls processed out of 12
  - We will begin sharing the “Savings/Shortfall” projections for 2013-14 with the January financials.
- The AFT increases are reported with an estimated cost of $200,000 for the 2.5% in increases.

6. **Approval of Audit Engagement Letters from Vavrinek, Trine, Day & Co., LLP for Annual College of the Canyons, COC Foundation and Measure M Audits**

As we discussed at the Board Subcommittee meeting on January 13th, Bill Rauch has submitted 5 year engagement letters for the District and COC Foundation audits, and a 1 year engagement for Measure M. Measure M is only 1 year because Bill prefers to renew annually until the project fund is fully spent.

The agenda item includes information on the original RFP process and reasons to continue with VTD.

For the first year the cost has increased 4.8% for the District, 8.3% for the Foundation, and 0% for Measure M. VTD held our rates flat for all 3 years of the last contract so Bill shared with me that these increases are necessary to keep up with their costs.

7. **Financial Report – Month Ending December 31, 2013**

See details under Budget Transfer item.
Review of February 26, 2014 Business Services Board Agenda Items:

Closed Session Items:
None

Business Services Action/Consent Items:

1. Approval of Purchase Order Schedule - January 2014
   PO's     = $239,830.87
   BPO's    = $100,245

   Purchase orders for Fund 11 were $181,588 less than this time last year.
   Larger purchase orders/blanket purchase orders included:

   **Fund 11** – Equipment rentals for opening day and culinary groundbreaking, repairs for two color press in Repro, North Plant chiller repair and heat exchanger cleaning, modification of Facilities payroll system, Master CAM software, air filters and Central Plant supply kits, College Source multiuser subscription, Master Chorale performances Box Office settlements, District audit and Foundation tax return fees to VTD, waste disposal, golf carts battery maintenance.

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Business Services Action Items:

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   Highlights include:

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   • ($ 8,932) Decrease in Weld Ed grant – renewal was lower than expected

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See details under Budget Transfer item.
Board Budget & Finance Subcommittee
Meeting Agenda – March 4, 2014

• Subcommittee Interim Audit Meeting with Bill Rauch:
  • Bill recommends meeting either the week of March 24th or March 31st, any day except
    Monday March 24th.
  • 3:15pm start time works for Bill.
  • Bill will review the plan for Interim Audit scheduled for the week of April 14th, and ask
    the Subcommittee if there are any specific items the Board would like reviewed.
    • Meeting a few weeks before the scheduled audit visit gives Bill and Chris time
      to develop a plan to address any requests.

• Review of March 12, 2014 Business Services Board Agenda Items:

  Closed Session Items:
  None

  Business Services Action/Consent Items:

1. Approval of Purchase Order Schedule – 1/27/14-2/21/14

   PO's             $357,460
   BPO's            $479,190
   Total            $836,650

Purchase orders for Fund 11 were $72,720 more than this time last year, mainly due to
$50,000 for Student Book vouchers (loans for Spring textbooks that students repay with
their Pell Grants in March) and $20,610 in non-instructional supplies.

Larger purchase orders/blanket purchase orders included:

Fund 11 – Dust collection filters: $4,642.02; Box Office proceeds to Santa Clarita Master
Chorale: $8,766.84; student book vouchers: $50,000; Spill Prevention Control and
Countermeasure Plan for fuel tank in M&O: $7,497; flash drives with COC Logo: $5,398;
vinyl sign holders for TLC: $6,360; UCEN open house mailer printing: $7,167; postage
for UCEN mailer: $8,693; Central Plant generator maintenance: $9,692; temporary
employee for Locksmithing Department: $7,000; buses for athletic teams: $9,999; paper
for Reprographics: $10,000; library books: $5,000; waste disposal: $5,000.

Fund 12 – Closed Captioning Grant services: $13,237, $6,723, $10,619 & $4,814;
Reimbursing Hart District for salaries from AOC grant: $9,900; NSF Grant consultant for
Germany trip: $13,765; EWD grant sub-award to Butte Glenn CCD: $384,276

Santa Clarita Community College District
COLLEGE OF THE CANYONS
Fund 43 – New processors for PAC sound system: $5,100.

Fund 45 – MAC Pro computers: $5,180; A Building Labor Compliance Program fees: $8,471; A Bldg. switchgear: $10,518; repair weak concrete at handrails (Valencia Campus): $7,222; Towsley Hall HVAC cleaning: $16,900; surveying services for A Bldg.: $5,000

2. Approval of Travel Authorization Schedule T 13/14-13
Travel = $34,622

43.15% ($14,937) is funded from district's Unrestricted General Fund.

This month's travel authorizations include:
- Model UN Conferences (Irvine, Long Beach, Riverside, LA) – Phil Gussin and students
- ACCCA Conference – Eric Harnish
- 2014 Foster Care Education Curriculum Institute – Cindy Stephens
- 94th American Association of Community Colleges Annual Convention – Kathleen Alfano
- Far West Athletic Transfer's Assoc. Meeting and Clinical Symposium – Chad Peters
- Phi theta Kappa International Convention – Miriam Golbert
- Riverside Community College Invitational Festival – Lori Marie Rios

Business Services Action Items:

3. Approval/Ratification of Budget Transfers

Highlights include:

$20,585 increase in funding for the Unrestricted General Fund (Fund 11):
- $13,769 increase in indirect support to the District from the EWD Center Grant.
- $7,692 to establish indirect support for new SB1070 CTE Career Pathways Grant.
- $405 increase in indirect support to the District from the SBDC Federal Grant.
- ($1,281) decrease indirect support from Upward Bound Grant.

$561,925 increase in funding for the Restricted General Fund (Fund 12):
- $358,000 increase due to additional grant funding for EWD Center Grant received via Amendment #1.
- $200,000 for new SB1070 CTE Career Pathways Grant.
- $8,500 increase in SBDC Federal Grant award for 2014.
- $7,000 establish budget for new DSN Health Events account.
- $1,500 for new FMA "Nuts, Bolts, and Thingamajigs" Welding Grant.
- ($13,075) decrease in Upward Bound Grant award for year 2. We have a few less students being served in year 2, so the granting agency decreased the grant award amount.

$9,660 increase in funding for the K-12 Arts Education Outreach Fund (Fund 57):
- $9,660 in new after school programs.
4. Approval of Issuance of Additional American Express Corporate Card
   • Michael Wilding has requested a Corporate Amex for Gabrielle Temple for travel costs associated with the NSF Grant.
   • Gabrielle has been traveling extensively for the grant, and will travel to Germany this summer.
   • Having an Amex card will allow her to travel using District grant funds directly, instead of using her personal funds and requesting reimbursement upon her return.

   • This month we started reporting the Fund 11 estimated “Savings/Shortfalls” to the current budget.
     o Some items on the list have specifically come to our attention, and other items are based on revenue and spending trends over the first 7 months.
     o This number will change month to month until August when the books are closed and final actuals are recorded.
   • The current “Savings/Shortfalls” net to $248,559. Below is a recap of the items we are watching that vary from the current budget plan:

   \[ \$8,929,202 = \text{Current Budgeted Ending Fund Balance @ 11.277\%} \]
   \[ \begin{align*}
   & \text{o } \$345,185 \text{ in new revenue from the 2012-13 Apportionment Recalculation} \\
   & \text{o } \$248,227 \text{ in Full Time Salary Savings} \\
   & \text{o } \$159,863 \text{ in Adult Hourly/College Assistant Salary Savings} \\
   & \text{o } (\$396,548) \text{ due Adjunct Faculty costs to produce over cap FTES.} \\
   & \quad \text{\quad NOTE: This additional cost will be offset by more Apportionment Revenue if other colleges don’t grow and their funding is available to colleges that are growing!} \\
   & \text{o } \$89,423 \text{ in unspent supply and materials budgets} \\
   & \text{o } (\$98,302) \text{ in operating expenses over budget} \\
   & \text{o } (\$99,289) \text{ block grant match shortfall} \\
   & \$9,177,761 = \text{Estimated Ending Fund Balance @ 11.591\%} \\
   \end{align*} \]
Review of April 16, 2014 Business Services Board Agenda Items:

Closed Session Items:
None

Business Services Action/Consent Items:

1. Approval of Purchase Order Schedule – 2/22/14 to 3/23/14
   PO's $ 535,166
   BPO's $ 126,746
   Total $ 661,912

Purchase orders for Fund 11 were $169,699 more than this time last year, mainly due to additional legal services, building maintenance and repairs, lease/rental, contract services, and software above last year’s levels.

Larger purchase orders/blanket purchase orders included:

Fund 11 – CVRA legal services $44,419.53; Air handler drives for Library $6,375.27; Facilities software interface $7,000; Environmental planning (Atkins) $8,737.50; Numara software support renewal $11,672; Fuel for central plant $5,146.33; Gym floor wet scrub $8,000; Fiscal year 12/13 final PIPS contribution $7,599; Disposal of hazardous chemistry materials $7,400; Miscellaneous culinary supplies $9,500; Accompanist for RENT production $5,900; Cooling tower repairs/maint. $8,000; Refuse removal $15,000; Athletic team events bus rental $30,000.

Fund 12 – Closed Captioning Grant services: $7,337, $7,250, $15,734, $9,819; SSSP online advising program $7,187.87; Hi Tec conference registration sponsorship $5,000; Instruction workshops for Arts Ed. $6,375; CTE employment surveys $19,554; Smart board for Drafting Department $6,292.75; DSN Health occupational research $9,615; and Electronics Tech. FANUC certification program $37,228.86.

Fund 33 –Miscellaneous food supplies for ECE $6,500.

Fund 45 – Electrical for automobile stations $5,510.

Fund 57 – Professional development workshops for teachers $7,233.76.
Fund 58 – Kathleen Madigan additional performer fee $11,649.

Fund 59 – Management Basics Class $6,325; WorkSource Center Staffing $15,600.

2. Approval of Travel Authorization Schedule T 13/14-15
   Travel = $29,322.52

40.93% ($12,002.48) is funded from District’s Unrestricted General Fund.

This month’s travel authorizations include:
- KHTS “Bus Trip” to Sacramento – Claudia Dunn-Martinez, Will Karrat, Ryan Theule, and Theresa Zuzevich
- Phi Theta Kappa All State Academic Awards Luncheon – Miriam Golbert & Students
- Reno Jazz Festival – KC Manji & Students
- ACES Meeting and CCLC/CCCT Annual Conference – Michele Jenkins, Dianne Van Hook, Bruce Fortine, Joan MacGregor, Steve Zimmer
- Disney’s Approach to Quality Service – Ann Brooks
- CCC Student Affairs Association Professional Conference – Kelly Dapp, Allison Devlin, Robin Herndon, Melinda Ursetta

Business Services Action Items:

3. Approval/Ratification of Budget Transfers

   Highlights include:

   $2,500 decrease in funding for the Restricted General Fund (Fund 12):
   - Reversing In-N-Out Foundation financial aid grant. Scholarships will be issued directly from the COC Foundation.

   $7,334 increase in funding for the K-12 Arts Education Outreach Fund (Fund 57):
   - New K-12 Arts Education and after school programs.

   $9,570 increase in funding for the Performing Arts Center Fund (Fund 58):
   - Higher than projected ticket sales and associated expenses from the Kathleen Madigan show.

   - This month’s report includes Fund 11 estimated “Savings/Shortfalls” to the current budget.
     - Some items on the list have specifically come to our attention, and other items are based on revenue and spending trends over the first 8 months.
     - This number will change month to month until August when the books are closed and final actuals are recorded.
The current “Savings/Shortfalls” net to $270,360. Below is a recap of the items we are watching that vary from the current budget plan:

$8,929,202 = Current Budgeted Ending Fund Balance @ 11.277%
- $446,739 - New revenue from 2012-13 Revised Apportionment Recalc
- $446,739 - Additional expense for a transfer for equipment purchases
- $245,276 - Full Time Salary Savings
- $281,059 - Adult Hourly/College Assistant Salary Savings
- ($169,997) - Adjunct Faculty costs to produce over cap FTES.
  - NOTE: This additional cost will be more than offset by more Apportionment Revenue if other colleges don’t grow and their funding is available to our District!
- $87,663 in unspent supply and materials budgets
- ($74,352) in operating expenses over budget
- ($99,289) block grant match shortfall

$9,199,562 = Estimated Ending Fund Balance @ 11.618%
Board Budget & Finance Subcommittee
Meeting Agenda – May 6, 2014

- Review of May 14, 2014 Business Services Board Agenda Items:

  **Closed Session Items:**
  None

  **Business Services Action/Consent Items:**

  1. **Approval of Purchase Order Schedule – 3/24/14 - 4/22/14**

     PO’s $875,569
     BPO’s $115,381
     Total $990,950

     Purchase orders for Fund 11 were $338,503 more than this time last year, mainly due to
     $261,133 in equipment purchases (mostly new technology purchases) and $77,370 in
     contract services (mostly due to services to scan A&R paper records) above last year’s
     levels.

     **Larger purchase orders/blanket purchase orders included:**

     **Fund 11** – Repair Board room lighting $5,208; Theater room sound calibration $5,655;
     Digital e-brochures for International Students Program $9,700; Records
     conversion/scanning services for Admissions/Records $79,426; Air evaporating coolers
     maintenance $6,500; Commencement ceremony rentals $5,640; Silver Spur event
     attendance $6,750; CVRA legal services $44,079; Dell drivers, processors, 88 mini
     towers, server, and cords $160,950; 20 Wireless access points $90,933; Soccer
     uniforms $7,369; Master Chorale performance box office settlement $7,102; Weed
     abatement at CCC $9,900; Software and design services for Datatel printing $12,269;
     General postage for district $30,000; Central Plant generator maintenance $5,000;
     Culinary Arts instructional supplies $9,500; Valencia custodial supplies $5,000.

     **Fund 12** – Lodging for NSF Germany Exchange program $7,173; Captioning Services
     $21,984; Dissecting specimens for Biology $6,506; Instructional supplies for Chemistry
     $13,542; Computer networking equipment $10,343; DSPS furniture $8,096; Welding
     helmet $6,295; Salary reimbursement to Hart District for CTE Community Collaborative
     grant $11,677; Totes and other promotional items for Financial Aid $6,221; Deputy
     Sector Conference hotel cost $5,477.

     **Fund 45** – Electrical equipment for Student Services/Admin Building $9,847;
     Amphitheater tree removal $10,000.
Fund 57 – Professional services for K12 Outreach programs $13,000.

Fund 58 – Performance costs for two added COC Presents shows: Willie Nelson $92,250 and Playing for Change $9,000.

Fund 59 – WorkSource Center Contracted Staffing $20,000.

2. Approval of Travel Authorization Schedule T 13/14-16
   Travel = $11,842

   21% ($2,497) is funded from District's Unrestricted General Fund.

   This month's travel authorizations include:
   - SHPE Region 2 Leadership Development Conference 2014 – David Martinez and approximately 7 students.
   - Curriculum Development Retreat – Anne Marenco, Garcielala Martinez, Denee Pescarmona.
   - Launching the 2+2+3 Community College, Pathway to Law School Initiative – Russell Waldon (partial funding from American Bar Association)
   - NASFAA National Convention – Tom Bilbruck

Business Services Action Items:


   We are on track for this third quarter financial report required by the State Chancellor's Office.
   - Fund balance is projected to be 11.044% with no deficit spending
   - Projecting to produce 15,254 FTES
     - Pursuing "Access/Restoration" funding above original target of 1.63% Statewide funding
     - Other Districts might not be able to grow and COC could receive additional funding.
     - Adjusted enrollment management plan produces 300 additional FTES:
       - 13,986 2013-14 Base FTES
       - 228 Access/Restoration FTES @ Statewide 1.63%
       - 740 Unfunded FTES for ISA Settlement
       - 14,954 2013-14 Adopted Budget FTES
       - 200 Additional FTES for Overcap Funding
       - 100 Additional FTES, Unfunded, to show excess need
       - 15,254

   - Cash balance is over $14 million and is sufficient to fund operations
   - Revenues are at 68.5% - on track
   - Expenses are at 63.4% - on track with 8 of 12 payrolls processed
     - Tracking approximately $500,000 in savings/shortfalls to budget – see monthly financial report

Santa Clarita Community College District
COLLEGE OF THE CANYONS
4. Approval/Ratification of Budget Transfers

Highlights include:

$1,670,946 increase in funding for Unrestricted General Fund (Fund 11):
- One-Time ISA revenue used to enhance programs
- One-Time 2012-13 Recalc Apportionment – Deficit improved
- One-Time ISA revenue used to fund GASB transfer to Retiree Benefits Fund

$119,767 increase in funding for Restricted General Fund (Fund 12):
- EWD Center Grant Augmentation
- New International Students Program Grant
- Projecting New Revenue from DSN Events

$491,473 increase in funding for State Construction Fund (Fund 41):
- Received 2013-14 Prop 39 Energy Efficiency allocation
  - Upgrade Energy Management Systems/HVAC systems in Bonelli, Boykin, Student Center, and Library

$844,017 increase in funding for Capital Improvement Projects Fund (Fund 43):
- One-Time ISA revenue for Library Donor Wall and Culinary Arts Building match
- One-Time ISA revenue for Equipment/Technology Purchases

$3,030 increase in funding for K12 Education Outreach Fund (Fund 57):
- Additional Assembly/Workshop Programs

$104,706 increase in funding for Performing Arts Center Fund (Fund 58):
- Added Willie Nelson and Playing for Change shows.

$617,803 increase in funding for Internal Serv-Retiree Benefits Fund (Fund 69):
- Reestablished Annual Contribution with One-Time ISA funding

- This month’s report includes Fund 11 estimated “Savings/Shortfalls” to the current budget.
  - Some items on the list have specifically come to our attention, and other items are based on revenue and spending trends over the first 9 months.
  - This number will change month to month until August when the books are closed and final actuals are recorded.

Santa Clarita Community College District
COLLEGE OF THE CANYONS
• The current "Savings/Shortfalls" net to $543,841. Below is a recap of the items we are watching that vary from the Current Budget plan. These savings/shortfalls don't include any overcap funding the District may receive:

$8,929,202 = \textbf{Current Budgeted Ending Fund Balance @ 11.044}\%$

- $347,576 \text{ Full Time Salary Savings}$
- $341,190 \text{ Adult Hourly/College Assistant Salary Savings}$
- $(99,289) \text{ Block grant match shortfall}$
- $(51,999) \text{ Adjunct, Overload, Stipends and Reassign Time Shortfall}$
- $50,550 \text{ Unspent Supplies and Materials budgets}$
- $(44,187) \text{ Operating Expenses over budget (Legal, Contract Services)}$

$9,473,043 = \textbf{Estimated Ending Fund Balance @ 11.716}\%$
Board Budget & Finance Subcommittee
Meeting Agenda – May 20, 2014

• Review of May 28, 2014 Business Services Board Agenda Items:

  Closed Session Items:
  None

  Business Services Action/Consent Items:

  1. Presentation of the Fiscal Year 2012-2013 and Fiscal Year 2013-2014 (Mid-Year)
     • The checklist has been prepared and is currently being reviewed by Sharlene Coleal
       and Dr. Van Hook.
     • Attached is a summary of the responses, which are all positive.
     • Both this summary and the full report will be attached to the board item.

  2. Approval of Travel Authorization Schedule T 13/14-17
     Travel = $8,418.40

     58.22% - $4,901.05 is funded from District’s Unrestricted General Fund.
     41.40% - $3,484.98 is funded from grant/categorical funds
     .38% - $ 32.37 if funded from the General Fund.

     This month’s travel authorizations include:
     • Financial Aid Regional Rep Meeting – Tom Bilbruck
     • SCRC Careers Pathways Trust Grant – Oral Presentation by Paula Hodge and
       Joe Klocko
     • Online Teaching Conference – John Makevich, Kelly Burke, Andrew Jones-
       Cathcart, Anne Marenco, Scott McAfee
Board Budget & Finance Subcommittee
Meeting Agenda – June 3, 2014

- Review of June 11, 2014 Business Services Board Agenda Items:

  **Closed Session Items:**
  None

  **Business Services Action/Consent Items:**

  1. Approval of Purchase Order Schedule 4/23/14 to 5/20/14

     PO's $ 940,508.13
     BPO's $ 88,961.00
     Total $ 1,029,469.13

     Purchase orders for Fund 11 were $240,269 more than this time last year, mainly due to additional equipment purchases and contract services.

     **Larger purchase orders/blanket purchase orders included:**

     **Fund 11** – Parking meters for safety $67,850; Printer/cutter for Reprographics $22,176; Computers/processors campuswide $47,114; Repairs of duct detectors $10,762; CVRA 3rd party liability legal fees $32,021; Analyst renewal $13,000; Blackboard analytics implementation $41,615; Window washing $8,000; Speaker honorarium for Tim Wise $7,500; Professional contract services for 2012-13 final asset reports $8,190; Plumbing repairs $8,300; APC batteries for campuswide computers $9,841; CCC/CalTrans freeway sign $7,500.

     **Fund 12** – Closed Captioning Grant services $71,763; Tablet and other misc. supplies for Auto Tech $9,551; Workshops for PAC K-12 $7,840; Light panels and lenses for Computer Networking $11,568; Stepladders for IDRC $9,894; Topcon/tripods and other misc for Surveying $23,562; Parking permits $9,540; Table cloths for S4S $8,798; Catering/food for Men in Nursing Conference $14,160; Book vouchers for EOPS $58,756; Gas gift cards for Calworks $7,859; CTE website short video $13,330; Culinary Arts misc. instructional supplies $7,500.

     **Fund 43** – DSA fees for Del Valle training $6,131

     **Fund 45** – Lab/compliance monitoring for A-building $11,801; Door and room signs $10,202 for various buildings; Entrasys servers $25,865; CDC yard cleaning $7,860; Sidewalk repairs $7,520, $5,760; Landscaping design for Culinary $6,000;
2. Approval of Resolution 2013/14-10: Retroactive Pay for Unrepresented Personnel
   This is a routine annual board item LACOE recommends. The resolution declares
   salaries for unrepresented groups (Management and Confidential) for 2014-15 as
   indefinite so that if future negotiations call for retroactive salary adjustments they can be
   legally made.

3. Approval of Proposal to Provide Professional Fixed Asset Re-Inventory
   The District has a contractor provide a thorough re-inventory of all buildings and
   equipment each June, and then provide comprehensive insurance and GASB
   inventory/depreciation reports that the auditors use in the preparation of the annual audit
   report.

   We would like to use AssetWorks again this year. They need to raise their fee from
   $13,000 (last year’s cost) to $23,500. Their direct costs have increased, the number of
   assets and buildings has increased, and GASB 62 was implemented which required
   extra work to make adjustments to our assets back to 2003.

   This contact is necessary in order to safeguard District assets to make sure theft is not
   occurring, and to complete our audit process.

4. Approval of Authorized District Cellular Telephones, Wireless Internet Devices and
   Calling Cards - Annual Re-Approval for Fiscal Year 2014-2015
   Each fiscal year we ask the Board to reapprove these devices. Although most
   employees were transitioned to a monthly allowance for business cell phone use, there
   are still 2 district-owned cell phones on campus: Canyon Country switchboard and
   Custodial Crew at Valencia each have one phone on hand for emergencies.

   There are 6 “hot spot” wireless devices that provide internet service assigned to various
   staff in order to perform their job duties.

   Dr. Van Hook has a calling card in case of emergencies and to use while traveling on
   business if needed.

5. Approval of Authorized District Gasoline Cards – Annual Re-approval for Fiscal
   Year 2014-15
   Campus Safety (3 cards) and Athletics (8 cards) have Chevron and Shell gas cards for
   use to fuel district and rented vehicles. Tammy Castor and Chuck Lyon are responsible
   for these credit cards and require their staff to document what vehicle they are fueling
   and turn in the receipts for comparison to the monthly statement before they approve the
   statement for payment.

6. Approval of New Credit Card Merchant Account Through Elavon Inc.
   The Board ratified the purchase of new parking meters from Cale America, Inc. on May
   14th. This agenda item establishes a credit card merchant account that will enable the
   meters to take credit cards for payment. The 6 new meters will take bills (no coins) or
   credit cards.
There are 22 American Express Corporate cards in use by District administrators and staff. Each one was board approved when issued, and this agenda item re-authorizes the cards for the new fiscal year.

The State Chancellor’s Office requires that all Board approved bank accounts be reviewed and re-approved by the Board annually. There are no changes in the bank accounts from last year, and all accounts are needed to properly account for District and ASG Business.

9. Approval/Ratification of Budget Transfers
Highlights of New Funding Include:

Fund 11 – Unrestricted General Fund - $14,142
- Indirect support from new Adult Education Planning Grant - $8,533
- Community Ed GED Testing Center revenue increase - $1,900
- Indirect support from new Archstone Geriatric Grant - $3,709

Fund 12 - Restricted General Fund - $262,680
- New Adult Education Planning Grant - $221,880
- New Archstone Geriatric Grant - $40,800

Fund 57 – K-12 Arts Education Outreach Fund - $1,428 in additional program income.

Fund 59 – Employee Training Institute - $ 2,000 in new revenue for TEDx conference.

10. Approval of Resolution Number 2013/14-09, Banking Resolution for Bank of America
Bank of America has requested that we update the District’s resolution indicating which administrators are authorized to open bank accounts and update signature cards, after Board approval/ratification of the change. The old resolution just listed positions titles, but Bank of America has updated their requirements and now wants both position title and name showing on the resolution.

Dr. Van Hook, Sharlene Coleal, and Cindy Grandgeorge are the authorized administrators listed in the resolution.

This month’s report includes Fund 11 estimated “Savings/Shortfalls” to the current budget.
- Some items on the list have specifically come to our attention, and other items are based on revenue and spending trends over the first 10 months.
- This number will change month to month until August when the books are closed and final actuals are recorded.
The current “Savings/Shortfalls” net to ($293,600). Below is a recap of the items we are watching that vary from the Current Budget plan:

$8,929,202 = Current Budgeted Ending Fund Balance @ 11.042%

- $486,090  Full Time Salary Savings
- $250,799  Adult Hourly/College Assistant Salary Savings
- $150,880  Fringe Benefit Savings
- $ 69,947  Unspent Supplies and Materials budgets
- ($ 99,289) Block grant match shortfall
- ($192,304) Operating Expense shortfall (legal, contract services, and travel)
- ($454,714) Adjunct Faculty and Adjunct Counseling Shortfall
- ($505,009) Revenue Shortfall
  - $1,418,177 Increase - Addl. Access funding @ 3.77%
    - ✓ Adopted Budget Plan was 1.63%
  - $ 763,186 Decrease - 1% estimated Apportionment deficit factor
  - $1,200,000 Decrease – Suspend transfer from GASB Fund

$8,635,602 = Estimated Ending Fund Balance @ 10.707%

12. Approval of Travel Authorization Schedule T 13/14-18
Minimal travel is presented for approval as the fiscal year is coming to a close. A total of $1,748 includes:
- Online Education Initiative Steering Committee Meeting – Tom Bilbruck
- CACCRAO Executive Board Meeting – Steve Erwin
- ACBO Fiscal Workgroup – Sharlene Coleal
Board Budget & Finance Subcommittee
Meeting Agenda – June 17, 2014

• Review of June 25, 2014 Business Services Board Agenda Items:

  * Closed Session Items:*
    * None

  * Business Services Action/Consent Items:*
    1. Approval of Amendment No. 1 to the Attorney Agreement between the Santa Clarita Community College District and Liebert Cassidy Whitmore
    2. Approval of 2014/2015 SWACC Board Representative & Alternate Designation
    5. Approval of Travel Authorizations Schedule T 13/14-19
    6. Approval of Travel Authorizations Schedule T 14/15-1

  * Business Services Action Items:*
    7. Approval/Ratification of Interfund Transfers
    8. Approval of Resolution No. 2013/14-11, Temporary Transfers from the School Pools Fund Maintained by the Los Angeles Country Treasurer
    9. Presentation and Adoption of the Santa Clarita Community College District’s 2014-2015 Tentative Budget
    10. Approval of Resolution No. 2013/14-12; A Resolution of the Board of Trustees of the Santa Clarita Community College District, Los Angeles County, California, Authorizing the Issuance of Santa Clarita Community College District (Los Angeles County, California) General Obligation Bonds, Election of 2006, Series 2014, and Actions Related Thereto

12. Approval of Document Management System Agreement With So Cal Office Technologies for Copier Maintenance Services

13. Approval of Resolution 2013/14-13: Resolution Authorizing the Santa Clarita Community College District to Enter into a State and Local Government Lease-Purchase Agreement with De Lage Landen Public Finance LLC; and Authorizing and Approving Certain Actions in Connection Therewith

Board Budget & Finance Subcommittee  
Meeting Agenda – July 1, 2014

• Review of July 9, 2014 Business Services Board Agenda Items:

Closed Session Items:

1. Update on ADA Case – Ochoa

Business Services Action/Consent Items:

1. Approval of Purchase Order Schedule 5/21/14 to 6/17/14

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Purchase orders for Fund 11 were $120,830.47 more than this time last year, mainly due to additional contract services/legal services.

Larger purchase orders/blanket purchase orders included:

Fund 11 – Auditors progress billing $26,000; ISA fees for lifeguard, fire department and police department $458,095; Reprographics paper $17,513; CVRA legal bills for April $112,391; Campuswide Dell mini towers $60,794; Replace Child Development camera system $32,597; Automotive Tech Dynamometer $22,402; Campuswide Intell processors and Dell drives $98,897; Hart District security and parking for graduations (Hart will reimburse) $11,662; Various software program annual license and maintenance fees $72,404; PAC 2014-15 season brochure printing $28,351; Datatel SQL server license $16,942.

Fund 12 – Travel allowance for NSF Germany Exchange grant $20,584; Closed Captioning Grant services $20,463; Medical ethics DVD’s for library $11,295; Financial Aid Dell computers $10,024; CalWorks Dell laptops $23,609; Academy of the Canyons Hart personnel reimbursement $11,111; Welding electric automation software $14,373.

Fund 45 – Update Dell computer equipment $123,590; Ethernet network system $134,908.

Fund 59- Worksource personnel costs $29,000.
2. Approval of Travel Authorization Schedule T 14/15-2
Travel in the amount of $18,523.91 is presented for approval.

$16,174 from Grant/Categorical Funding
$11,595 from District General Fund
$ 755 from Special Funds (Foundation, ASG)

Travel includes:
• National Conference on Acceleration in Development Education 2014 – Joe Gerda & Kathy Kubo
• 9th International Conference on Teaching Statistics – Joe Gerda & Kathy Kubo
• Western Association of Veterans Education Specialist – Beny Babasi, Rachael Rodriguez, Renard Thomas, Sylvia Tran
• State Chancellor’s Office Budget Workshop – Sharlene Coleal & Cindy Grandgeorge

3. Approval of Issuance of Additional American Express Corporate Card
Diane Stewart and Jerry Buckley have requested that Monica Marshall, Director, Preschool Programs be issued a District American Express Card. Monica will be making small purchases of food and supplies from stores that do not accept a Purchase Order, such as Target and Walmart.

4. Approval of Amendment No.1 to the Attorney Agreement between the Santa Clarita Community College District and Liebert Cassidy Whitmore
This agenda item approves a one-year extension to the Liebert Cassidy Whitmore agreement originally Board approved on 6/12/13 for the 2013-14 fiscal year. In addition to extending the term one additional year through 6/30/15, this item approves a revised fee schedule with new rates as follows:

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<th>Category</th>
<th>2013-14</th>
<th>2014-15</th>
<th>% Incr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner</td>
<td>$275</td>
<td>$295</td>
<td>7.3%</td>
</tr>
<tr>
<td>Of Counsel</td>
<td>$255</td>
<td>$275</td>
<td>7.8%</td>
</tr>
<tr>
<td>Associates</td>
<td>$180-$235</td>
<td>$190-$255</td>
<td>7.2%</td>
</tr>
<tr>
<td>Paraprofessionals &amp; Litigation Support</td>
<td>$105</td>
<td>$75-$150</td>
<td>7.2%</td>
</tr>
</tbody>
</table>

Business Services Action Items:

5. Approval/Ratification of Budget Transfers
Highlights of New Funding Include:

Fund 11 – Unrestricted General Fund - $44,101
• Increased Indirect support from NSF Germany Exchange Grant - $20,673
• Increased Indirect support from NSF Green Skills Australia Grant - $7,203
• COC Women’s Conference Revenue and Expense - $14,225
• Foundation Mini Grants for Celebrating Humanities and Leadership Conference - $2,000
6. Ratification of MFP Maintenance Agreement With SoCal Office Technologies for Copier Maintenance Services

SoCal Office Technologies has provided copier maintenance services to COC since 2000. They were not selected during the recent copier RFP to provide 49 new copiers and related maintenance services, but will continue to provide the maintenance on five existing copier machines and the Micro Press.

These machines are Xerox brand and the new RFP vendor is not an authorized Xerox repair vendor. The agreement is for a two year term, with options to renew upon mutual agreement for 3 additional 12 month periods.


This month's report includes Fund 11 estimated "Savings/Shortfalls" to the current budget.

- Some items on the list have specifically come to our attention, and other items are based on revenue and spending trends over the first 11 months.
- This number will change month to month until August when the books are closed and final actuals are recorded.

The current "Savings/Shortfalls" net to $3,913. Below is a recap of the items we are watching that vary from the Current Budget plan:

$8,929,202 = Current Budgeted Ending Fund Balance @ 11.036%

- $ 540,500 Full Time Salary Savings
- $ 236,079 Adult Hourly/College Assistant Salary Savings
- $ 437,257 Fringe Benefit Savings
- $ 46,522 Unspent Supplies and Materials budgets
- ($ 99,289) Block grant match shortfall
- ($ 178,020) Operating Expense shortfall (legal, contract services, and travel)
- ($ 504,126) Adjunct Faculty and Adjunct Counseling Shortfall
- ($ 475,010) Revenue Shortfall
  - $1,418,177 Increase - Addl. Access funding @ 3.77%
    Adopted Budget Plan was 1.63%
  - $ 30,000 Increase in various revenue such as lottery,
    Civic Center, Bookstore commission, and interest.
  - $ 723,186 Decrease - 1% est. Apportionment deficit factor
  - $1,200,000 Decrease – Suspend transfer from GASB Fund

$8,933,115 = Estimated Ending Fund Balance @ 11.11%

Santa Clarita Community College District
COLLEGE OF THE CANYONS