

# **VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

## **Audit, Budget, Foundation Relations Committee**

Committee Members: Trustee Heitmann (Chair) and Trustee Miller

*Ventura County Community College District  
Ventura College  
Campus Center Conference Room  
4667 Telegraph Road  
Ventura, CA 93003*

**Thursday, November 20, 2008  
4:00 P.M.**

### **Meeting Notes**

#### **CALL TO ORDER**

The Meeting was called to order at 4:02 p.m. by Trustee Heitmann.

#### **PRESENT**

Members: Trustee Heitmann and Trustee Miller

Guests: Rick Alonzo and Chris Chitlik - Vavrinek, Trine, Day & Co.

Staff: Chancellor Meznek, Sue Johnson, David Keebler, Mary Anne McNeil, and Chedva Weingart

#### **PUBLIC COMMENT REGARDING AGENDA ITEMS**

There were no public comments.

#### **REVIEW OF FINANCIAL AND COMPLIANCE AUDITS FOR THE DISTRICT**

Rick Alonzo, audit partner with Vavrinek, Trine, Day & Co., presented the FY 2007-08 annual financial report and special reports. The District received an "unqualified" opinion, which means the audit is clean and free of material discrepancies.

He noted that the District's ending balance increased over last years', which is positive, especially in these tough financial times.

The management letter was reviewed in detail, with special note that any prior year findings were corrected.

Mr. Alonzo commended the Board for having an Audit/Budget committee, as many districts do not, and thanked staff for their preparedness and professional work.

The committee recommended that the reports be submitted to the full Board for approval and acceptance at the December meeting.

## **REVIEW OF FOUNDATION AUDITS FOR MOORPARK COLLEGE, OXNARD COLLEGE AND VENTURA COLLEGE**

The audits for Moorpark College, Oxnard College and Ventura College were distributed and discussed.

Two of the foundations had auditor comments about unclaimed scholarships. It was suggested that a process be developed for claiming such scholarships or reversing the liability.

There was some discussion regarding the management letter comments for Ventura College Foundation.

It was moved that all foundation audits be presented to the Board of Trustees for acceptance at the December meeting.

## **COUNTY OF VENTURA INVESTMENTS**

A letter from the County of Ventura's Assistant Treasurer to the Ventura County Board of Supervisors regarding county investments was distributed. A brief discussion regarding the county's investments occurred. The county has not written down principal due to any failures of financial and insurance institutions. They had re-directed all investments prior to any problems. Interest income is fairly marginal, but the protection of principal is first priority.

## **OTHER BUSINESS**

Ms. Johnson distributed a schedule with proposed mid-year budget cuts totaling \$7.8 million for FY 2008-09. Staff and DCAS are recommending a balanced approach of budget cuts and use of reserves to address the Governor's proposal for budget reductions. Each of the four sites was asked to identify cuts to their general fund-unrestricted operating budgets in the amount of 2%. The proposal recommends that the remainder of the Governor's proposed cuts come from the \$2 million Contingency for Revenue Shortfall already budgeted and the balance from Unallocated Reserves.

Ms. Johnson informed the Committee that the legislature will meet on Sunday (November 23) to discuss the budget and possible mid-year cuts. Action could be taken at this session. If there isn't a vote, it is likely nothing will happen until February or March due to the new legislature being seated, their need to be brought up-to-date, and the holidays. Ms. Johnson suggested that the district take action whether the legislature acts or not.

It was requested that there be briefings with Board members prior to the Board meeting. It was further suggested that the colleges would provide the following information when reducing their budgets:

- Priorities
- College process for determining reductions
- Impact of reductions on the college
- Longer, sustainable plans

The Committee supports this proposal and is recommending it be presented to the Board of Trustees for approval.

Meeting adjourned at 5:32 p.m.