COUNCIL ON BUDGET AND FACILITIES

September 8, 2025
2:00 p.m.
Anaheim Campus – Chancellor's Conference Room

Videoconferencing of the meeting will be available at Cypress College President's Conference Room and the Fullerton College President's Conference Room B

AGENDA

1.	Memberships	Fred Williams	Information
2.	Approval of the August 12, 2025 Summary Notes	Fred Williams	Action
3.	Budget Update ➢ Proposed Budget Book & Presentation	Fred Williams/ Erika Almaraz	Information
4.	District-wide Expenses - IT	Khaoi Mady	Information
5.	Facilities Updates ➢ Capital Projects Updates	Budget Officers	Information

6. Future Meeting Dates:
   October 13
   November 11 (holiday)**
   December 8

**Tentative meeting and will only take place if deemed necessary*
*** Holiday – will be rescheduled if deemed necessary*

NOTE: The numerical order of items on this agenda is for convenience of reference. To promote efficiency and as an accommodation to the parties involved, agenda items may be taken out of order upon request of the Chair or Members of the CBF.

COUNCIL ON BUDGET AND FACILITIES
August 11, 2025

UNAPPROVED SUMMARY

Members Present: Belinda Allan, Erika Almaraz, Terry Cox, Karla Frizler, Henry Hua, Tony Jake, Elaine Loayza, Jaclyn Magginetti, Michelle Patrick-Norng, Jeremy Peters, Irma Ramos, Gabrielle Stanco, Leslie Tsubaki, Lourdes Valiente, and Fred Williams

Members Absent: Bridget Kominek, Marlo Smith, and Kyle Sue

Guests Present: Thu Nguyen, and Richard Williams

Call to Order: The meeting was called to order at 2:03 p.m.

1. **Summary:** The summary notes of May 12, 2025, meeting were approved with abstentions from Elaine Loayza and Jaclyn Magginetti.

2. **Memberships:** Committee members reviewed the list of memberships. Corrections will be sent to Leslie to reflect the current representatives for each of the constituencies.

3. **Budget Update**

   State Budget – Joint Analysis & Compendium – Fred Williams and Erika Almaraz shared a link to the Joint Analysis and the revised Compendium, both published in July.

   Vice Chancellor Williams reported that the Governor signed the budget on June 27th, which includes a 2.3% COLA, 3.5% growth, and attempts to address a $12 billion shortfall through reserves and deferrals. The budget is described as relatively flat. Some details are still pending, including information about a student services block grant of approximately $60 million statewide.

   The District's Proposed Budget is scheduled to be presented to the Board on September 9th. Erika and her staff have been working extensively to complete year-end and close out the books in preparation for the District Budget Book.

   2024-25 Settle-Up – Erika Almaraz presented the draft 2024-25 settle up, showing carryovers from ongoing funds totaling $25.3 million across all centers, including a 1% deficit factor that did not materialize in 2023-24 accounted for $26 million.

   Ending Fund Balance – Decreased from $141.5 million to $126.4 million as campuses spend down one-time dollars for their intended purposes. Vice Chancellor Williams expressed concern about how quickly these funds are being depleted and emphasized the importance of having one-time dollars available to cover the cost of unexpected projects or needs.

   $20.7 million was allocated through CBF and DCC, with $1.9 million unallocated remaining, which could be used for future projects. Mr. Williams and Ms. Almaraz clarified that $648,000 was swept from inactive programs and returned to the unallocated resources.

   The Board Policy Reserve remains unchanged but may need to increase to meet the requirements of maintaining two months' worth of general fund expenses.

Question/Comments:

1. *What is the Board Policy amount?* We'll need to wait until we close out the books and identify the budget. After we identify the budget we'll be able to calculate the amount.
2. *There is a line item under professional development that was swept back into the general fund. What was that originally allocated for?* The exact project is not shown and may be found in prior summary notes, however, when the list was reviewed by CBF the dollars had been unspent for multiple years.
3. *Does the Professional Development department still have an on-going budget even though these funds were swept back into the general fund?* Yes. The original request was an amount in addition to their on-going budget.

4. Budget Assumptions

FTES Targets

The District is projecting a 3.84% increase in FTES for 2025-26, with Cypress and Fullerton showing strong growth, while NOCE is not expected to grow. In addition, the District is projected to come out of hold harmless for the 2025-26 year due to enrollment growth.

Queston/Comments:

1. *Are the summer enrollment numbers up?* Gabriell Stanco reported that summer enrollment was up about 5% overall for NOCE was up 5% and credit campuses were up 10% from last year. Fall enrollment is currently up 7%.

RAM Summary

Erika Almaraz noted that the Total Computational Revenue (TCR) stability protection ensures that the college receives the most favorable outcome based on the three different calculations that the State does. One, the SCFF revenue earned, two, the hold harmless threshold (currently $262.4 million), and lastly, the prior year's TCR adjusted by COLA. For 2025-26, COLA is 2.3%, which results in an additional $1.56 million based on prior year's funding. When this amount is added to the SCFF revenue, the total exceeds the hold harmless threshold by approximately $5 million.

Districtwide Expenses

Budgets for legal expenses, utilities, and student insurance coverage have all increased to account for the higher rates. In addition, $6 million of Retiree Benefits Trust funds wil be used to offset the District-wide expense. The trust has over $120 million and is fully funded, with $18 million recently moved to short-term investments to ensure funding is available for the next three years.

The District Director, IT, will bring back a detailed report of the Districtwide IT expenses.

Question/Comments:

1. *What does Student Insurance cover?* The coverage is mainly for student athletes but also covers students who are injured on campus.
2. *Could you clarify what the Other Post Employment Benefits (OPEB) allocation is for? Is this for the OPEB benefits?* Yes, the OPEB allocation is specifically intended to fund retiree benefits. The District has a Retiree Benefits Board that oversees and approves all transactions involving the OPEB Trust. Recently, the Board authorized the use of the OPEB Retirement Trust to cover retiree benefit costs, which helps reduce the general fund. This use aligns with the original purpose of the Trust.

5. **Facilities Updates**

Cypress College – Tony Jake and Fred Williams provided an update on behalf of the campus.

- Fine Arts Building – A recent job walk showed significant progress. A change order is forthcoming, but the project remains within the scope of the original contract.
- Softball field – Construction continues to progress.
- Health & Wellness Center – Project is currently 60% complete with a targeted opening date in Fall 2025. There have been minor delays, but the project remains on track overall.

Fullerton College - Henry Hua provided an update on behalf of the campus.

- Chapman-Newell Student Center & M&O Building –Student Center move was completed in July. M&O will be moving in at a later date.
- Softball field – Staff are looking for more cost-effective solutions and making modifications to meet DSA submittal deadlines in October.
- Wilshire Chiller Relocation – staff continue to work with vendors and SCE to move the project along. The chiller is scheduled to begin running in November. A meeting has been scheduled in mid-August to see if the project continues to be on schedule. Ideal project completion date is prior to the rainy season.
- 300 Building – Currently on schedule and the ADA door hinge issue has been resolved.

Anaheim Campus – Rick Williams provided an update on behalf of the campus.

- East lot portables are being dismantled. Plan to restore the parking lot were approved to begin in the fall/early winter.
- Upper Deck – Final closeout is underway with both DSA and the State.
- Outdoor Patio – Project is fully complete and 100% operational.
- Board Room Renovation – Finishes were delivered ahead of schedule by one week. The primary challenges remaining are staff training and utilization of the new equipment.
- Community Green Space & ADA Plan – Staff are awaiting the Geotechnical report to proceed with coordination of ramps and retaining walls with the architectural team.
- Elevator renovation project – The project involves four elevators and is expected to take approximately 12-18 months to complete. Estimated cost is $2.3 million, though final estimates are still pending.

5. **Other**

Questions/Comments:

1. *At the last Board meeting there was some concern by the Board of Trustees and the contract language. Has that been resolved?* Discussions are schedule for the August 26 meeting, with final language expected to be approved at the September meeting.

Meeting was adjourned at 3:54 p.m.

Council on Budget and Facilities

As of: 9/4/2025

#	Member	Constituent Group
1	Jaclyn Magginetti	Academic Senate, CC
	Kathleen McAlister	Academic Senate, CC - AlTERNATE
2	Michelle Patrick	Academic Senate, NOCE
3	Marlo Smith	AdFac
4	Terry Cox	Dir Admin Services, NOCE
5	Lourdes Valiente	Student Leader, NOCE
6	Kyle Sue	Associated Students, CC
7	VACANT	Associated Students, FC
8	Leslie Tsubaki	Confidential
9	Belinda Allan	CSEA
10	Elaine Loayza	CSEA
11	Erika Almaraz	Dist Dir Fiscal Affairs
12	Karla Frizler	DMA
	Rosanna Islas	DMA - ALTERNATE
	Ziza Delgado	Faculty Senate, FC - ALTERNATE
13	Bridget Kominek	Faculty Senate, FC
	Christie Diep	UF - ALTERNATE
14	Jeremy Peters	UF
15	Jennifer Vega La Serna	VC ES&T
	Fred Williams	VC Finance & Facilities - CHAIR
16	Irma Ramos	VC HR
17	Tony Jake	VPAS, CC
18	Henry Hua	VPAS, FC

Alternate - Is considered a voting member only on the days in which they are an acting representative

Committee Chair, non- voting

Updated: 9/4/2025

North Orange County Community College District

COUNCIL ON BUDGET & FACILITIES

Agenda Item Submittal Form

Date: 9/4/2025

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for Council on Budget and Facilities of September 8, 2025

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1. AGENDA ITEM NAME

   2025-26 Budget Presentation

2. AGENDA ITEM ACTION (Please check one)

   ☐ Information Only
   ☒ Review/Discussion
   ☐ Action

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION:

   30 Minutes

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM

   Staff will present the 2025-26 Proposed Budget and Financial Report to the Board of Trustees at the September 9, 2025, Board meeting. For CBF, staff will present the presentation and answer any questions related to the presentation and proposed budget book.

5. RECOMMENDATION **(Required for all action items; encouraged for all review/discussion items)**

   Members are asked to review the information.

Forward this form with all backup material to the office of the Vice Chancellor, Finance & Facilities.

North Orange County Community College District

COUNCIL ON BUDGET & FACILITIES

Agenda Item Submittal Form

Date: September 4, 2025

From: Khaoi Mady, Interim District Director, IT

Re: Agenda Item for Council on Budget and Facilities of **September 8, 2025**

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1. AGENDA ITEM NAME

   District-wide IT Expenses

2. AGENDA ITEM ACTION (Please check one)

   ☒ Information Only
   ☐ Review/Discussion
   ☐ Action

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION:

   15 mins

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM

   The District IT budget has three components, one under District Services, another under Districtwide Expenditures, and a third as campus student centered software and services. Since Information Technology (IT) is one of the larger districtwide expenses, the goal was to share information to provide clarity on where the budgets currently stand.

   In addition, discussions will take place on the allocations of IT expenses for the colleges and how the expenditures will be divided.

	Percentage	Expenses
Cypress College	**37.95%**	**$442,637**
Fullerton College	**49.58%**	**578,286**
NOCE	**12.47%**	**145,446**
TOTAL	**100.00%**	**$1,166,369**

5. RECOMMENDATION

   Review the District-wide technology costs.

Forward this form with all backup material to the office of the Vice Chancellor, Finance & Facilities.

District-wide Technology Spending

Vendor	Item	Description	2023-24	2024-25	2025-26	2026-27	Notes
Core Operational Software and Services							
Critical for operation							
Vendor	**Item**	**Description**	**2023-24**	**2024-25**	**2025-26**	**2026-27**	**Notes**
Ellucian	Ellucian TCP, Banner (ERP)	Banner software and maintenance agreement	$ 578,392	$ 607,047	$ 631,329	$ 656,582	4% anticipated increase annually
Ellucian	Banner Document Management, Maintenance Application Extender Package, Maintenance EMC Extender Test Package, Document Retention	Ellucian software integration to Banner add-ons	$ -	$ -	$ 15,855	$ 16,489	4% anticipated increase annually
AWS	Cloud Computing, Storage, Maintenance	District cloud data computing	$ 249,025	$ 250,000	$ 250,000	$ 250,000	PO for 2024/2025 is 250000, 173196.83 of 250000 used as of 5/8/2025
Oracle	Oracle Enterprise Database	Database software maintenance agreement	$ 174,234	$ 181,204	$ 192,076	$ 203,600	6% increase annually
Evisions	Argos, Intellecheck, FormFusion	Data reporting system, document design, automation software	$ 22,758	$ 23,668	$ 24,615	$ 25,599	4% anticipated increase annually
Runner Technologies	Clean Address	Address verification software integration to Banner	$ 19,095	$ 19,859	$ 19,859	$ 19,859	
Adaptigent	NetCobol	Application complier software for Banner products	$ 1,901	$ 1,977	$ 2,175	$ 2,262	4% anticipated increase annually
Nth Generation	VMware software/support	Software and maintenance	$ 34,567	$ 74,880	$ 74,880	$ 74,880	
Cohesity	Cloud hosting for disaster recovery	System backup for disaster recovery	$ -	$ -	$ -	$ -	Support until 2027
Computerland	Microsoft Licensing	License renewal for servers used districtwide	$ 34,833	$ 21,002	$ 21,842	$ 22,716	4% anticipated increase annually
Ucroo	Pathify	Staff and student portal integration with Banner	$ 93,870	$ 98,563	$ 102,506	$ 106,606	4% anticipated increase annually
Forsyte Technology	Forsyte Gaurdian 365	24/7 information security alert monitoring	$ -	$ -	$ 169,620	$ 169,620	Paid with Systemwide Technology Grant from State Chancellor in 24/25 and 25/26, Systemwide Technology Grant is ending
VectorUSA	Cisco Licensing	License renewal	$ -	$ 253,800	$ -	$ -	End in 25/26
		Core Operational Subtotal	$ 1,208,675	$ 1,532,000	$ 1,504,756	$ 1,548,213	
Business Use Software and Services							
Business solution							
Vendor	**Item**	**Description**	**2023-24**	**2024-25**	**2025-26**	**2026-27**	**Notes**
Accruent LLC	EMS	Event management and planning tool	$ 15,541	$ 17,096	$ -	$ -	Replaced by CollegeNet Inc 25Live
Qualtrics	Qualtrics	Survey software	$ 7,525	$ 8,513	$ 8,513	$ 8,513	
CollegeNet Inc	25Live Licensing	Event management and planning tool	$ -	$ 63,000	$ 66,150	$ 69,458	5% increase annually
CollegeNet Inc	25Live Implementation	Event management and planning tool, setup and integration	$ 160,000	$ 48,000	$ -	$ -	
NextGen Web Solutions	Dynamic Forms	Software for creating forms	$ 22,050	$ 23,100	$ 24,255	$ 25,468	5% increase annually, $12k on top of the budgeted amount is paid for by Fullerton College for Finanicial Aid add-on beginning 25/26, FC's $12k not reflected in budgeted number
Salesforce.com Inc	Tableau	Data visualization and business intelligence tool	$ 42,556	$ 50,216	$ 50,216	$ 50,216	2 year contract, needs renewal in 27/28
Hyland	OnBase	Document management tool	$ 56,777	$ 74,519	$ 78,246	$ -	Moving to Banner Document Management
PeopleSchool	PeopleAdmin	HR talent management suite	$ 44,166	$ 38,699	$ 39,859	$ 41,055	3% increase annually
Maxient	Maxient	Case and conduct management tool	$ 14,850	$ 14,850	$ 15,200	$ 16,416	8% anticipated increase annually
Rave	Rave	Information and emergency communication	$ 47,481	$ -	$ -	$ -	Rave was not paid for by DW technology budget 24/25
		Business Use Subtotal	$ 410,946	$ 337,993	$ 282,439	$ 211,125	
Campus Student Centered Software and Services							
Used by Cypress College, Fullerton College, NOCE							
Vendor	**Item**	**Description**	**2023-24**	**2024-25**	**2025-26**	**2026-27**	**Notes**
EAB	Starfish	Student Success Platform	$ -	$ -	$ 268,485	$ 281,909	5% increase annually, 24/25 was paid for with Student Retention and Enrollment Grant by District EST, 25/26 was suggested to be paid by campuses according to FTES
Civitas	College Scheduler	Registration tool	$ -	$ -	$ 82,000	$ 82,400	Renewal due in 25/26, 5 year contract, cancellation in progress, payment may not be needed for 25/26 and future
Coursedog Inc	Coursedog Curriculum Licensing	Curriculum and catalog management	$ -	$ -	$ 149,842	$ 157,334	NEW for 25/26, 5-year contract, Year 1: $149842, Year 2: $157334, Year 3: $165200, Year 4: $173460, Year 5: $182133
Coursedog Inc	Coursedog Curriculum Implementation	Curriculum and catalog management, setup and integration			$ 129,050	$ -	NEW for 25/26
Coursedog Inc	Coursedog Scheduling Licensing	Academic Scheduling			$ -	$ 121,779	NEW, Year 3: $127868, Year 4: $134261, Year 5: $140974, Year 1 is $0 with implementation cost and Years 2-5 reflect a discount for budling with curriculum and catalog management
Coursedog Inc	Coursedog Scheduling Implementation	Scheduling, setup and integration			$ 133,660	$ -	NEW for 25/26
Element451	Element451	Customer relationship management (CRM)	$ -	$ -	$ 235,638	$ 242,707	NEW for 25/26, 5 year contract with Banner integration, year one includes Banner integration fee, 3% increase annually
Element451	Element451 Implementation	Customer relationship management (CRM), setup and integration			$ 19,500		NEW for 25/26
Mongoose	Cadence	SMS messaging system	$ -	$ -	$ 148,194	$ 152,640	Contract is through 24/25 was paid for with District Student Retention and Enrollment Grant by District EST, possible move to campuses' budget for 25/26 and future
		Campus Student Centered Subtotal	$ -	$ -	$ 1,166,369	$ 1,038,769	
		Grand Total	$ 1,619,621	$ 1,869,993	$ 2,953,564	$ 2,798,108	