

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of September 8, 2015**

**ITEM #**

**ITEM TITLE:**

Chancellor's Office Tax Offset Program (COTOP)

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of contract between the Peralta Community College District and the Chancellor of the California Community College for the District to participate in the Chancellor's Office Tax Offset Program (COTOP).

**ITEM SUMMARY: (PLEASE DISCUSS THIS ITEM)**

This program is made available to California Community College Districts through the State Chancellor's Office. Through the use of this program, the District is able to collect amounts owed from students past due longer than 365 days. Using this program in the prior year, the District was able to collect thousands of dollars of past due balances going back to fiscal year 2005-06.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

Unrestricted General Fund.

**BACKGROUND/ANALYSIS:**

AB 2347 authorizes the State Chancellor's Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program. Through the use of this contract, the District can recover outstanding student debt owed to Peralta CCD such as enrollment fees, out-of-state fees, library fines, personal checks with non-sufficient funds, student loans, financial aid overpayments, and other approved debt. Recoveries would occur by the Franchise Tax Board remitting directly to the District debtor's personal state income tax refunds, lottery winnings, or other state refunds. The Franchise Tax Board authorizes the State Controller to disburse the offset amount less an administrative fee.

Over the last 10 years the state-wide COTOP program has been successful in recovering over \$20 million directly to participating districts. As of June 30, 2015 the District's accounts receivables were approximately \$6.9 million with approximately \$4.8 million over 365 days past due.

**DELIVERABLES/SCOPE OF WORK:**

Recovery of funds due to the District as individuals who have outstanding balances file state income tax returns.

**ANTICIPATED COMPLETION DATE:**

June 30, 2015

**ALTERNATIVES/OPTIONS:**

None

**EVALUATION AND RECOMMENDED ACTION:**

Approval contract between the Peralta Community College District and the Chancellor of the California Community Colleges for the District to participate in the Chancellor's Office Tax Offset Program (COTOP).

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ No   X  

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)**

Vice Chancellor Little

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: *Ron Little* Date: 8/27/2015  
Ron Little, Vice Chancellor for Finance & Administration

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: *Ron Little* Date: 8/27/2015  
Ron Little, Vice Chancellor for Finance and Administration

**FINANCE DEPARTMENT REVIEW**

Finance review required  Finance review *not* required

If Finance review is required, determination is:  Approved  Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: *Ron Little* Date: 8/27/2015  
Ron Little, Interim Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required  Legal review *not* required

If Legal review is required, determination is:  Approved  Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Nitasha Sawhney, Acting General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda  Not Approved, but Place on Agenda

Signature: *Dr. Jowel C. Laguerre*  
Jowel C. Laguerre, Chancellor