



**Board of Trustees Budget Committee (BBC)**  
SBCCD Board Room, 114 S. Del Rosa Drive, San Bernardino CA 92408

## Meeting Minutes – February 21, 2019

**Members Present** – Gloria Macías Harrison, Anne Viricel, Don Singer, Elijah Gerard

**Members Absent** – None

**Staff Present** – Jose Torres, Mike Strong, Scott Stark

### I. Welcome & Introductions

Gloria called the meeting to order at 10:05 a.m.

### II. Public Comment

There was no public comment.

### III. Approval of Minutes from January 10, 2019

Committee members reviewed the minutes from January 10, 2019. Don made a motion to approve which Anne seconded. The motion was passed with the following vote.

Ayes: Gloria, Anne, Don, Elijah  
Noes: None  
Abstentions: None  
Absent: None

### IV. Current Topics

#### A. Measure CC Bond Program

Jose recalled the past Board of Trustee study session wherein staff was tasked to develop a timeline for Measure CC. The document presented today is the first draft. It is a big picture view. Jose spoke about each of the steps.

The Bond Program Manager will assist in the development of entire bond program, including schedule, design, delivery method, cash flow, etc. There will be an additional company for construction management. Gloria confirmed that the responders to the Request for Qualifications/Proposals will be well vetted.

Jose confirmed for Don that the internal staffing plan is to hire additional positions which will serve as liaisons with the program manager, work 100% with the bond program, and will be paid out of the bond, which is an acceptable use of bond funds. Mike commented that during the previous bond program it was a challenge working with only outside firms. The Vice Presidents and Facility Directors had to act as liaisons. In-house persons focused only on

the bond program will be responsible for coordinating with the campus to make sure that all the details are handled.

Jose asked if there was any feedback for improving the document. It was requested that the timeline indicate which tasks had already been completed. Anne mentioned she would like the committee to review this document going forward. Elijah questioned when the new CBOC would be developed. Jose replied that it is staff's intent to get all applications by mid-March and then bring appointments to the April board. Gloria requested that the representative categories for the CBOC be forwarded to the Board of Trustees for its information. Jose advised he will work with the Chancellor to get this done.

## **B. Board Approval vs. Ratification**

Committee members reviewed the guide prepared for board approval. This document is being presented in response to the BBC task that a table be developed to coincide with Board approved policies and procedures on delegation of authority. The table was reviewed in its entirety. For items being ratified, a contract will be approved and work will begin with the Board approving after its start. Gloria commented that the goal of this document is to be clear and efficient. She will report on it at this evening's Board meeting. It was determined that the District should move toward alignment with the changes as soon as possible, which will likely be the April 11, 2019 agenda.

## **V. Updates** *(as necessary)*

### **A. PARS**

The PARS statement was reviewed. Investments are back up over \$75 million. As usual, Jose asked that it be kept mind that this is a long term investment and results will fluctuate.

### **B. Enrollment**

Scott and Mike addressed enrollment. SBVC has a big summer plan to hit its goal. Anne asked if there was information available that would illustrate what the numbers mean in dollars. Jose confirmed that the prior version of the report would be brought back which included dollars. Mike mentioned that CHC is on track to hit and even exceed its enrollment target.

Don expressed his concern about productivity, advising that both colleges need to look at scheduling for student need rather than faculty need. Gloria commented that SBVC's report did not indicate productivity. Scott advised that new Chief Technology Officer Luke Bixler has been asked to research a method for developing a correct productivity number. SBVC stopped providing this number when it was determined that the data currently being used is incorrect.

### **C. 2018-19 Board of Trustees Budget**

The Board remains within budget overall. Don pointed out that under Election Expenses, only three (not four) trustees were elected in 2019. Jose mentioned that no charge has yet been made for this cost.

#### **D. KVCR Transition**

The update was reviewed. Committee members wondered if the station would be off-air during the transition. Gloria advised she will ask the Chancellor to make sure BOT is aware of anticipated outages for KVCR TV and FM. Anne mentioned that it would be helpful if the KVCR website contained links to the college websites and/or included a calendar of campus events.

#### **E. Monthly Budget Expenditure Summary**

BBC members reviewed this item, which they found very helpful.

### **VI. Future Topics**

Gloria asked about Deferred Maintenance. Jose replied that there is no new information on this at this time. Gloria advised her opinion that Deferred Maintenance is something that the staff should include in the budget as a percentage.

### **VII. Adjournment**

The meeting adjourned at 11:15 a.m. The next meeting is scheduled for March 14 at 10 a.m.