



Board of Trustees Finance Committee (BFC)

Meeting Minutes – February 11, 2021, 2:00 p.m.
Via Zoom: <https://cccconfer.zoom.us/j/549449972>

Members Present: Trustee Harrison, Chair; Trustee Houston, Trustee Singer

Members Absent: None

Other Board Members Present: Trustee Reyes, Trustee Williams

Staff Present:

- Interim Chancellor Jose Torres
- Presidents Kevin Horan and Diana Rodriguez
- Interim Vice Chancellor of Business & Fiscal Jim Buysse
- CHC Vice President of Administrative Services Mike Strong
- Business Manager Steven Sutorus
- Director of Fiscal Services Larry Strong
- Interim Director of Research Planning Christopher Crew
- Local Business Outreach Administrator Ynez Canela

I. WELCOME & INTRODUCTIONS

Trustee Harrison called the meeting to order at 2:00 p.m.

A. Election of Chair

Trustee Singer nominated Trustee Harrison to serve as committee chair. Trustee Houston seconded the nomination. There were no other nominations and Trustee Harrison was approved by the following roll call vote.

Ayes: Harrison, Houston, Singer
Noes: None
Abstentions: None
Absent: None

B. Review and Approval of Committee Charge

Committee members reviewed the charge and each bullet point was read aloud. Trustee Singer made a motion to approved, which Trustee Houston seconded. The motion was approved by the following roll call vote.

Ayes: Harrison, Houston, Singer
Noes: None
Abstentions: None
Absent: None

II. PUBLIC COMMENT

There were no public comments.

III. APPROVAL OF MINUTES FOR January 14, 2021

Trustee Houston made a motion, which Trustee Harrison seconded, to approve the minutes of January 14, 2021. The minutes were approved by the following roll call vote.

Ayes: Harrison, Houston
Noes: None
Abstentions: Singer
Absent: None

IV. CURRENT TOPICS

A. Annual Reaffirmation of Guiding Principles for FCC Auction Proceeds

Committee members reviewed the guiding principles for the FCC auction proceeds. Each principle was read aloud. Trustee Houston moved to approve the principles for reaffirmation by the full Board, which Trustee Singer seconded. Trustee Houston made a request that the language used in regard to the investment of the proceeds is consistent across all communications. The motion was by the following roll call vote.

Ayes: Harrison, Houston, Singer
Noes: None
Abstentions: None
Absent: None

B. Measure CC Workforce Report

Local Business Outreach Administrator Canela greeted the BFC and proceeded to present the report.

Trustee Harrison suggested that there be a press release highlighting SBCCD's award of \$10.3 million in contracts to local businesses last month. Ms. Canela replied that the District's Senior District Director of Marketing, Angel Rodriguez, had just recently communicated with her on this type of announcement.

Trustee Reyes agreed and mentioned that SBCCD has been criticized in the past for not supporting local vendors. He would like to see something in writing as to why one vendor might be selected over another because Board members are sometimes approached with this type of question. Ms. Canela advised she will work internally with Interim Vice Chancellor Buysse on how best to respond to this request.

Interim Chancellor Torres commented that staff has been working with ESRI on producing an environmental scan which will measure the effects of the District as a whole on local economy. Once available, he anticipates several press releases to let everyone know the impact SBCCD has had, and continues to have, on the entire district.

Trustee Williams asked about CBA (Community Benefits Agreement) language pertaining to youths being recruited and opportunities for students to get some of the

construction jobs. He cited past problems with a lack of math tutoring. Ms. Canela advised that SBCCD's EDCT is currently administering a grant which supports MC3 training for admittance into apprentice programs. Interim Chancellor Torres added that The Solis Group has been contracted by SBCCD to assist with the implementation of the CBA, which includes not only apprenticeships but internships as well.

Interim Chancellor Torres pointed out that the first table of the report indicates SBCCD met the goal of 100% use of local vendors, but only 29% of employees were local. Therefore, local businesses do not always have local employees. Trustee Harrison pointed out that in San Bernardino, where there is the highest concentration of people, there are no residents from that area. It was commented that SBCCD would continue in its efforts to support local hire.

V. UPDATES *(out of sequence)*

C. Enrollment

Committee members discussed the FTES report out of sequence, since Interim Director of Research Crew was unable to remain in the meeting past 3:00 p.m. The report had been provided to the BFC earlier in the day via email. Interim Vice Chancellor Buysse apologized for the late delivery. He mentioned that the report was a result of collaboration among the campuses and DSO staff, and was a work in progress. It is planned for the report to be updated three times each year in conjunction with P1 in January, P2 in April, and P3 in mid-July. Mr. Crew went over the tables.

Trustee Singer asked about increasing productivity. SBVC President Rodriguez responded that SBVC has developed a program to aid with productivity and efficiency which has been shared with CHC and will be used by faculty to schedule classes. Roll out of the new tool was interrupted when the pandemic hit, however, as soon as SBVC returns to the classrooms, the campus will see its productivity numbers rise. CHC President Horan commented that his campus is partnering with the Academic Senate to promote consistency in course caps, which should also aid in raising productivity.

Trustee Harrison thanked staff for the report and advised she liked the format.

IV. CURRENT TOPICS

C. Procurement Cards

- a. Procedures for Board of Trustees
- b. Agreement for Board of Trustees

Interim Chancellor Torres asked the BFC to recollect a conversation a couple years ago about procurement cards. Since that time staff identified that the agreements signed by a couple of the trustees who were issued procurement cards had been developed for employees rather than trustees. Today Business Manager Sutorus is addressing the committee on the newly developed procurement card procedures and agreement which are tailored for trustees.

Mr. Sutorus went through the materials, pointing out different features of the program, including caps on monthly and per-purchase spending. He advised there are controls in place such as non-allowable merchants (casinos, for example), non-allowable purchases, and remedies for noncompliance. He advised that receipts are necessary for all expenditures. He commented that revisions have been made to the materials presented today including changing the word *staff* to *Board member* and adding a reference to several policies and procedures specific to trustees.

Trustee Reyes commented that he has a procurement card and would like to see procedures be kept simple. Trustee Harrison stated that even without a procurement card, receipts are necessary for reimbursement.

Trustee Houston asked about preapproval for procurement card purchases. Mr. Sutorus confirmed that a purchase made without preapproval via a purchase order is considered a violation of the procurement card agreement. He advised that pre-planned travel is funded by purchase orders put in place by staff. Trustee Houston asked if a local lunch expenditure would be appropriate. Mr. Sutorus advised that meals and refreshments for district-related purposes are allowable in the program, however, a purchase order should be in place including a narrative explaining the purchase, specifying the who, what, where, when and why. Trustee Houston clarified that a procurement card is not the same as an expense account. It is a card to be used for very specific preapproved expenditures.

After some discussion, it was decided that the full Board may want to revisit the existing Board Policy.

V. UPDATES *(as necessary)*

Due to a lack of time, none of the updates, other than Enrollment, were discussed.

- A. State Budget Update**
- B. COVID-19 Expenditures**
- D. PARS Report**
- E. Commercial Property Performance**
- F. Measure CC Timeline & Org Chart**
- G. Budget Revenue & Expenditure**
- H. 2019-20 Board of Trustees Budget**

VI. FUTURE TOPICS

Future Topics were not discussed.

- A. Trustee Suggestions**
- B. Deferred Maintenance**

VII. ADJOURNMENT

The next meeting of the Board Finance Committee is scheduled for Thursday, March 11, 2021, at 2:00 p.m. via Zoom. Trustee Singer made a motion to adjourn, which Trustee Harrison seconded, to adjourn the meeting at 3:34 p.m. The motion was approved by the following vote.

Ayes:	Harrison, Houston, Singer
Noes:	None
Abstentions:	None
Absent:	None

Not Yet Approved