



## Board of Trustees Finance Committee (BFC)

Meeting Minutes – August 12, 2021, 2:00 p.m.

**Members Present:** Trustee Harrison, Chair, Trustee Houston

**Members Absent:** Trustee Singer

**Other Board Members Present:** Trustees Viricel and Williams

**Staff Present:**

- Chancellor Diana Rodriguez
- Executive Vice Chancellor Jose Torres
- President Kevin Horan and Interim President Scott Thayer
- Vice Presidents of Administrative Services Scott Stark and Mike Strong
- Director of Fiscal Services Larry Strong

### **I. WELCOME & INTRODUCTIONS**

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

### **II. PUBLIC COMMENT**

There were no public comments.

### **III. APPROVAL OF MINUTES**

Trustee Houston made a motion to approve the minutes of July 8, 2021, which was seconded by Trustee Harrison. The motion was approved by the following vote:

Ayes:	Trustees Harrison and Houston
Noes:	None
Abstentions:	None
Absent:	Trustee Singer

### **IV. CURRENT TOPICS**

#### **Deferred Maintenance**

Executive Vice Chancellor Torres mentioned that deferred maintenance had been on the BFC agenda as a future topic for some time. He explained that an analysis, which happens every 5 years, had been performed recently which allows SBCCD to assess and analyze its deferred maintenance needs. Director Farzaneh addressed the committee and introduced Tony Simpson from ISES Corp, which is the firm that performed this facility condition assessment.

The report was reviewed and discussed in detail. Measure CC capital improvement projects will help alleviate some of the need. Trustee Williams asked about facilities that may need to be taken out of commission. Executive Vice Chancellor Torres advised that SBCCD will be assessing its needs this year to determine the best and possible use of its assets, including the buildings on Del Rosa and Highland. If it is determined that the

buildings cannot be put to good use, staff will recommend to the Board to dispose of the them. He further advised that the 8<sup>th</sup> Street Building has been approved for use with the District's EDA grant.

Mr. Simpson commented that, in his opinion, SBCCD's Five Year Construction Plan appears to be in line with the Facilities Condition Assessment findings. Both campuses are within the fair to normal renovation range. Vice President Stark advised that SBVC staff reviews these findings on an annual basis for projects that 1) affect safety, 2) may affect ongoing operations, and 3) could possibly cause further property damage if left unaddressed, i.e. a leaking roof. Vice President Strong commented that the campuses have been using the Facilities Condition Index in prioritizing their facilities master plan and are trying to leverage bond dollars to address these needs.

Trustee Williams suggested SBCCD explore ways in which unrestricted revenue can be generated on the campuses, i.e. rental income from vendors. Chancellor Rodriguez commented that this has been discussed.

Trustee Harrison thanked team for executive summary. She wants this to be part of an information item to the full Board.

## **V. UPDATES**

### **A. P3 Enrollment Report**

Interim Director Crew took the podium and Executive Vice Chancellor Torres advised that there was a revised handout. Dr. pointed out that prior to the onset of the COVID-19 pandemic, SBCCD was at about 98% of target, however, at P3 it is at 88%. He advised that enrollment statewide is down 30-50% and gave the following local examples for context.

- › RCCD: -13%
- › COD: -25%
- › Chaffey: -35%
- › Victor Valley: -20%
- › Mt Sac: -9%

Trustee Houston commented that CHC at 98% of is goal and wondered what factors were involved. Interim President Thayer commented that COVID-19 was a multiplier for low income communities with housing and food insecurities, causing greater impact on SBVC. He advised that the campus has used technology to address the issue, as well as phone calls and postcards. They are working to reengage students, keeping the library and food pantry open, and exploring ways to get students back in a safe way. Federal dollars are being disbursed and enrollment is discussed daily, with staff strategizing to address the gaps.

President Horan commented that we're trying to compare enrollment to a system that doesn't exist; pre-AB705 and AB705 are different systems. We have to start defining the new baseline rather than the baseline of 5-7 years ago. FTES is different than headcount. When students are repeating units, we're going to see a natural decrease in enrollment. Dr. Horan mentioned that we could use Trustee Williams' help with the

Board of Governors. The SCFF is being kicked down the road because we are in a hold harmless environment.

#### **B. Workforce Report**

Local Outreach Administrator Canela addressed reviewed the workforce report. The use of KVCR to aid in this effort was discussed, including the desire to do a video on the apprenticeship program. She is working with Angel Rodriguez to make this happen. KVCR has also helped with the bootcamps and this is getting noticed by other community colleges' facility staff.

#### **C. PARS Report**

This item was not discussed.

#### **D. Commercial Property Performance**

Committee members discussed this report, which did not include the vacancies. We haven't yet remodeled the vacant offices to smaller spaces, which is why the capital improvement for fiscal year 2021 shows only \$218,000 spent of the \$2.1 million budgeted. The construction is planned to occur by year end. Broker CBRE is going to start premarketing the smaller spaces while we are going through the renovations.

Trustee Williams mentioned his desire to add to a future agenda a discussion about the use of commercial property proceeds to support students.

#### **E. Budget Revenue & Expenditure**

This item was not discussed.

### **VI. FUTURE TOPICS**

#### **Trustee Suggestions**

- › Trustee Harrison asked that an information item on the facilities condition assessment be added to the agenda for the full Board in September.
- › Trustee Harrison also requested that the BFC keep tabs on enrollment and asked that it be a constant part of the agenda.
- › A commercial property vacancy report by site was requested.

### **VII. ADJOURNMENT**

The meeting adjourned at 3:31 p.m. The next meeting of the Board Finance Committee is scheduled for Thursday, September 9, 2021, at 2:00 p.m. in the SBCCD Boardroom Extension.