



## Board of Trustees Finance Committee (BFC)

Meeting Minutes – February 9, 2023, 2:30 p.m.

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

**Members Absent:** None

**Other Board Members Present:** None

**Staff Present:**

- Presidents Kevin Horan and Linda Fontanilla (Interim)
- Vice Chancellor of Educational & Student Support Services Nohemy Ornelas
- Vice Presidents of Administrative Services Mike Strong and Tenille Norris (Interim)
- Executive Vice Chancellor Jose Torres
- Director of Fiscal Services Larry Strong

### I. WELCOME & INTRODUCTIONS

*Trustee Gonzales called the meeting to order at 2:31 p.m.*

### II. PUBLIC COMMENT

*There were no public comments.*

### III. APPROVAL OF MINUTES OF JANUARY 12, 2023

*Trustee Houston moved to approve the minutes of January 12, 2023, which Trustee Gonzales seconded. The motion was approved by the following vote.*

*Ayes: Trustees Gonzales and Houston*

*Noes: None*

*Abstentions: None*

*Absent: Harrison*

### IV. CURRENT TOPICS

#### A. Commercial Property Lease Update

*Trustee Harrison arrived.*

*The BFC heard a presentation on the status of SBCCD's investment properties. In October 2022, we were at 66% occupancy. Pending new lease agreements are set to bring us to 86.10% occupancy. For long term leases, the rent increases 3% year over year.*

#### B. Commercial Property Fiscal Performance

*Director Larry Strong presented a summary of property performance. Trustee Houston requested a comparison for June 2022, rather than December 2022, so that an apples-*

*to-apples comparison could be made. Director Larry Strong will revise the report for next time.*

OCCUPANCY	As of 6/30/2020	As of 6/30/2021	As of 12/31/2022
Net Rentable Area in Square Feet	223,796	224,280	224,960
Leased Square Feet	207,350	202,191	148,758
Percent Leased	92.7%	90.2%	66.1%

C. BFC Master Planning Action Calendar

*In response to last month's discussion, Jose presented a draft calendar, which was well received. This will be included in every monthly packet going forward.*

V. UPDATES

A. State Budget Update

*No update given.*

B. Enrollment

*Vice Chancellor Nohemy Ornelas made a presentation. The Emergency Conditions Recovery Plan Update will be considered for approval at tonight's meeting of the full Board. Currently, we are at 10,705 FTES, or 83% of our target for 2022-23 of 12,939. These numbers will continue to increase through the semester with late start classes and summer. Vice Chancellor Ornelas reported that the new Districtwide Enrollment Management Subcommittee met this month to explore this important issue. SBCCD needs to remain focused on bringing students back to campus and will work to do so using targeted outreach, scheduling, retention, and marketing.*

*Executive Vice Chancellor Torres commented that although SBCCD is on target to meet its goal, it will be an uphill climb. We need to continue sending the message throughout the District that enrollment is a priority.*

*Trustee Houston asked if, at this point in time in 2021-22, FTES were at 83%. Vice Chancellor Ornelas promised to bring a year-to-year comparison to the committee. Trustee Gonzales would also like to see 2019-20 to be able to compare pre-COVID to post-COVID.*

C. PARS Pension Rate Stabilization Trust Snapshot & Statement

*Executive Vice Chancellor Torres informed the members of the BFC that the format of the report had been updated to better depict account performance. Overall, the account has gained \$12.7 million. Results are fairly consistent over time.*

D. Measure CC Timeline & Org Chart

*This item was not discussed*

E. Budget Revenue & Expenditure Report

*This item was not discussed*

VI. FUTURE TOPICS

A. Trustee Suggestions

*Trustee Harrison remarked that there were no findings on the audit reports going to the full Board tonight, which was very good. She suggested that in the future, the audit reports appear on the BFC agenda on the same day they are submitted to the full Board, not only as an educational item, but also to allow time for discussion that would not be available at the full Board meeting.*

*Trustee Houston made a motion to have the audits presented at the BFC on the same day as they were presented to the full Board. Trustee Harrison seconded the motion, which was approved by the following vote.*

*Ayes: Trustees Gonzales, Houston, and Harrison*

*Noes: None*

*Abstentions: None*

*Absent: None*

*This item will be added to the new Master Planning Action Calendar for December 2023.*

VII. NEXT MEETING DATE & ADJOURNMENT

*The next meeting of the BFC is scheduled for 2:30 p.m. on March 9, 2023, at SBVC in room B-200. The meeting adjourned at 3:22 p.m. (Note to file – it was learned after the meeting that the correct room number is B-112.)*