

Barstow Community College District

Business & Finance Committee

Minutes: August 24, 2016 12:00 p.m. to 1:00 p.m.

Present: George Walters, Chairperson; Lewis Goldstein, BCFA; Maureen Davis, Budget Analyst/Recorder; Stephen Eaton, Vice President; Rick Hernandez, Director of Maintenance & Operations; Ramon Vasconcellos, Academic Senate; Lewis Goldstein, BCFA

Absent: Rodrigo Mijangos Aguilar, Student Government; Heather Minehart, Mid-Management; Lisa Holmes, Director of Research

Guest: Terri Walker, CSEA; Kyri Freeman, Academic Senate; Fred Trapp, Cambridge West Partners; Joyce Black, Cambridge West Partners; Jessica Tainatongo, Research; Jacob Batarseh, Faculty; Sona Vartanian, Faculty; Marcia Pierce, Board Trustee; Fred Baca, Board Trustee; Tim Heiden, Board Trustee; Ted Baca, Board Trustee

Welcome:

Maureen welcomed everyone.

Approval of agenda:

Approved

Approval of minutes:

May 11, 2016: Approved

Discussion Item: Institutional Research Survey:

Discussion: This item was tabled until the September 14 special meeting.

Discussion Item: Budget:

Discussion: Work is still being done to close the books. The budget will be done by Sept. 7 and presented for approval at the September 14 Board meeting.

Follow-up: September 14, 2016 special meeting

Discussion Item: Propositions:

Discussion: Prop 51 is a facility bond that will give \$2Bil for Community Colleges. Prop 55 is a carryover from Prop 30 that is set to sunset in 2018. It increases the sales tax and some taxes on the wealthy. If this proposition fails, the college will feel the pinch in funding.

Follow-up: September 14, 2016 special meeting

Discussion Item: FTES:

Discussion: BCC Goal is 2,625. To date the FTES is 1,043. The Fall Semester goal is 1, 201.

Follow-up: September 14, 2016 special meeting

Discussion Item: ADA Survey:

Discussion: We must have a transition plan on file in the Chancellor's office to protect the district from lawsuits that could be filed against BCC for non-compliance. The survey shows over 200 items that need corrected. George and Rick have ranked each item and a target date for completion has been put on each item. Items will be corrected as funds become available. The report is being formatted for print.

Follow-up: September 14, 2016 special meeting

Discussion Item: Utility Study:

Discussion: Rick and HVAC Tech are analyzing and documenting the impact the solar field is having on BCC utility costs. The water mitigation plan has been completed. Water usage hasn't gone down much as the watering schedule for the ball fields to keep them at college standards is taking a toll on the savings.

Follow-up: September 14, 2016 special meeting

Discussion Item: Wellness & PAC:

Discussion: The College is proceeding with litigation and mediation processes.

Follow-up: September 14, 2016 special meeting

Discussion Item: Education & Facility Master Plan:

Discussion: Fred Trapp of Cambridge West Partners presented a slide show giving some information about what is on the Educational Master Plan so far. The drafts completed have been posted on the college website: www.barstw.edu/mastered.html. As the last two chapters of this part of the plan are submitted, they will be posted. Cambridge West is targeting the October Board meeting for formal presentation of the completed plan.

Follow-up: September 14, 2016 special meeting

Next Meeting: September 14, 2016 12:00 pm -1:00 pm in the LRC.

Barstow Community College District

Business & Finance Committee

Minutes: September 14, 2016 12:00 p.m. to 1:00 p.m. LRC

Present: George Walters, Chairperson; Lewis Goldstein, BCFA; Maureen Davis, Budget Analyst/Recorder; Stephen Eaton, Vice President; Rick Hernandez, Director of Maintenance & Operations; Heather Minehart, Mid-Management; Michelle Berndt, CSEA; Lisa Holmes, Director of Research; Ramon Vasconcellos, Academic Senate

Absent: Kevin Frias, ASG

Guest: Terri Walker, CSEA; Joyce Black, Cambridge West Partners; Larry Frapwell, Cambridge West Partners; Megan Guance, Cambridge West Partners

Welcome:

Maureen welcomed everyone.

Approval of agenda:

Approved

Approval of minutes:

August 24, 2016: Approved

Discussion Item: Institutional Research Survey:

Discussion: Lisa Holmes said she would be sending out the survey via email and would appreciate it if everyone would respond honestly to the questions.

Follow-up: None

Discussion Item: Budget:

Discussion: George reported that the budget will be presented for approval at the Board of Trustees Meeting tonight. He is available from 1:30 to 4:30pm today to sit down with anyone that wants to go over the budget with him in detail before the Board Meeting. He also stated the College has made a lot of headway on the Performing Arts Center legal issues. OPEB is fully funded which puts us ahead of other districts. We ended the year at 52.12% for the 50% Law calculation.

Follow-up: None

Discussion Item: Facility Master Plan:

Discussion: Larry Frapwell and Megan Guance from Cambridge West Partners/HPI Architects presented the draft facility master plan to the group. The plan is a framework of improvements of the college over time. New buildings would be for Maintenance & Operations/Warehouse on the outside loop of the campus with a new CTE building being put in the space of the old M&O building/warehouse. Two more buildings would be built to replace the B & S buildings. The C building would be remodeled. One of the new buildings would free up some space in the D building so Cosmetology could expand into much needed space. The new buildings would each be two stories tall with stairs and elevators to move people from one level of campus to the next. They suggested that New Building and Landscape standards be written and George reported that Building standards are already being worked on. The next presentation will be at the October Board of Trustees meeting.

Next Meeting: September 28, 2016 12:00 pm -1:00 pm in the Admin Conference Room.

Barstow Community College District

Business & Finance Committee

Minutes: September 28, 2016 12:00 p.m. to 1:00 p.m. LRC

Present: George Walters, Chairperson; Maureen Davis, Budget Analyst/Recorder; Michelle Berndt, CSEA; Lisa Holmes, Director of Research; Ramon Vasconcellos, Academic Senate; Kevin Frias, ASG;

Absent: Lewis Goldstein, BCFA; Stephen Eaton, Vice President; Rick Hernandez, Director of Maintenance & Operations; Heather Minehart, Mid-Management;

Guest:

Welcome:

Maureen welcomed everyone.

Approval of agenda:

Approved

Approval of minutes:

September 14, 2016: Approved

Discussion Item: FTES:

Discussion: George reported that the recalculation for the 15/16 year is underway.

Follow-up: On-going

Discussion Item: PAC & Wellness Update:

Discussion: George reported that a settlement was reached with the surety for the PAC legal claim. The mediation for the Wellness Center is just getting started. Both projects were 925 days late in getting completed.

Follow-up: None

Discussion Item: Strategic Priority Update:

Discussion: The committee needs to establish the action steps for completing the two goals on Strategic Priority #3 to report back to the IEC.

Goal A Activity 1 will be the responsibility of George and Ramon. They will come up with bullet points for a memo to bring to the October meeting. A memo will be developed from the bullet points and updated annually to explain the benefits of a Board Approved reserve. The memo is to be out by the end of the semester. To measure progress on informing constituents about this activity, an opinion survey would be send out.

Goal A Activity 2 is also the responsibility of George and Ramon. Once the memo in activity 1 is out to all constituents, a panel discussion will be held that is open to everyone for questions. This is not to be held in conjunction with the All College Meeting. This will be held annually after the annual update is distributed. Feedback on the panel discussion can also be included on the previously mentioned survey.

Goal B Activity 1 will be filled out as completed. The Solar Field was completed in brought online in about April, 2016.

Goal B Activity 2 will be the responsibility of Rick and Michelle. Michelle will get with Rick to get maps of the landscaping for the next meeting. The Water Conservation Plan will need to be re-evaluated and sent through the committee process again since increased watering of the ball fields has wiped out any

savings the College saw from the previous plan. The measure of progress will be to monitor water usage to see that our usage goes down with the plan implemented. The time frame to get this completed is fluid as any plan the committee comes up with will have to go through the committee and shared governance process before going to the Board for approval. Time is of the essence, though, as the College is getting assessed a fine each month for not lowering our useage.

Follow-Up: On-going

Next Meeting: October 19, 2016 12:00 pm -1:00 pm in the Admin Conference Room.

Barstow Community College District

Business & Finance Committee

Minutes: January 25, 2017 12:00 p.m. to 1:00 p.m. Admin Conf Room

Present: Michelle Berndt, CSEA; Ramon Vasconcellos, Academic Senate; Stephen Eaton, Vice President; Rick Hernandez, Director of Maintenance & Operations; Lisa Holmes, Director of Research; Maureen Davis, Budget Analyst/Recorder; Heather Minehart, Mid-Management;

Absent: George Walters, Chairperson; Lewis Goldstein, BCFA; Kevin Frias, ASG;

Guest:

Welcome:

Maureen welcomed everyone.

Approval of agenda:

Approved

Approval of minutes:

October 19, 2016: Approved

Approval of Mission Statement:

Approved

Discussion Item: Liabilities:

Discussion: Stephen noted that George mentioned in Cabinet that the employer portion of CalSTRS and CalPERS would be going up quite a bit from now on for the schools to fund the shortfall.

Follow-up: On-going

Discussion Item: Budget Planning Requirements – 3 Year Projection:

Discussion: Maureen presented the 3-Year projection for the budget as required by policy.

Follow-up: None

Discussion Item: Strategic Priority Update:

Ramon stated he and George had met a couple of times. Nothing to report. Stephen said he has to report out to the Board at the April or May meeting on progress.

Follow-up: On-going

Other:

Stephen asked when the cutoff would be for purchase orders, etc. I said this would be going to the Board in February or March for approval but to expect about the same dates as last year.

Follow-up: None

Next Meeting: February 22, 2017 12:00 pm -1:00 pm in the Admin Conference Room.

Barstow Community College District

Business & Finance Committee

Minutes: October 19, 2016 12:00 p.m. to 1:00 p.m. Admin Conf Room

Present: George Walters, Chairperson; Michelle Berndt, CSEA; Ramon Vasconcellos, Academic Senate; Kevin Frias, ASG; Stephen Eaton, Vice President; Rick Hernandez, Director of Maintenance & Operations

Absent: Lisa Holmes, Director of Research; Maureen Davis, Budget Analyst/Recorder; Lewis Goldstein, BCFA; Heather Minehart, Mid-Management

Guest:

Welcome:

George welcomed everyone.

Approval of agenda:

Approved

Approval of minutes:

September 28, 2016: Approved

Discussion Item: FTES:

Discussion: This item was tabled to be on the November agenda.

Follow-up: On-going

Discussion Item: Strategic Priority Update:

Discussion: Goal A Activity 1 is the responsibility of George and Ramon. They came up with bullet points for a memo. A memo will be developed from the bullet points and updated annually to explain the benefits of a Board Approved reserve. The memo is to be out by the end of the semester. To measure progress on informing constituents about this activity, an opinion survey would be send out.

Goal A Activity 2 is also the responsibility of George and Ramon. Once the memo in activity 1 is out to all constituents, a panel discussion will be held that is open to everyone for questions. This is not to be held in conjunction with the All College Meeting. This will be held annually after the annual update is distributed. Feedback on the panel discussion can also be included on the previously mentioned survey.

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Goal B Activity 2 is the responsibility of Rick and Michelle. Michelle and Rick brought maps of the landscaping to the meeting. The Water Conservation Plan will need to be re-evaluated and sent through the committee process again since increased watering of the ball fields has wiped out any savings the College saw from the previous plan. The measure of progress will be to monitor water usage to see that our usage goes down with the plan implemented. The time frame to get this completed is fluid as any plan the committee comes up with will have to go through the committee and shared governance process before going to the Board for approval. Time is of the essence, though, as the College is getting assessed a fine each month for not lowering our usage. Rick and Michelle will write a wrap up narrative.

Follow-Up: On-going

Discussion Item: Other

Rick and Lisa did not receive the meeting invitation for this meeting. Maureen will double check the group email membership to make sure they are included.

Follow-Up: None

Next Meeting: November 23, 2016 12:00 pm -1:00 pm in the Admin Conference Room.

BARSTOW COMMUNITY COLLEGE DISTRICT

Business & Finance Committee

Agenda

February 22, 2017

12:00 pm to 1:00 pm

Admin Conference Room

Welcome

Approval of Agenda

Approval of Meeting Notes – January 25, 2017

Approval of Mission Statement

Discussion Items:

1. Liabilities
2. BAPs
3. Governor's Budget Proposal
4. Strategic Priority Update
 - A. Educate College Community on Financial Risk Management
 1. Explain benefits of a Board Approved Reserve
 2. Facilitate Discussions Regarding District-Wide Risks
 - B. Increase Conservation Efforts to Reduce Utility Costs
 1. Implement an Electricity Generating Plant - Completed
 2. Fully Develop and Implement a Water Savings Program
5. Printing Costs
6. Other

Next meeting – March 22, 2017, 12:00 pm to 1:00 pm, Admin Conference Room

Strategic Priorities

- 1) **Educational Success** - Measurably advance student equity, completion and attainment of educational goals.
- 2) **Marketing and Outreach** - Expand marketing, outreach, and access to our community so as to advance BCC's image as the best small college in the high desert.
- 3) **Fiscal Health** - Sustain and cultivate an environment that strengthens the district's long-term fiscal health.
- 4) **Safety for All** - Promote safety and security of all facets of the College community.
- 5) **Campus Culture** - Build a diverse and committed campus culture that promotes engagement among students, staff, faculty, the college and the community.
- 6) **Evidence-Based Decision Making** - Enhance and further an evidence based framework that supports the institution's decision-making process.
- 7) **Diverse and Excellent Workforce** - Attract, develop, and retain an excellent and diverse workforce.

Barstow Community College District

Business & Finance Committee

Minutes: February 22, 2017 12:00 p.m. to 1:00 p.m. Admin Conf Room

Present: Michelle Berndt, CSEA; Ramon Vasconcellos, Academic Senate; Stephen Eaton, Vice President; Maureen Davis, Budget Analyst/Recorder; Heather Minehart, Mid-Management; George Walters, Chairperson; Lewis Goldstein, BCFA
Absent: Kevin Frias, ASG; Rick Hernandez, Director of Maintenance & Operations; Lisa Holmes, Director of Research
Guest:

Welcome:

Maureen welcomed everyone.

Approval of agenda:

Approved

Approval of minutes:

January 25, 2017: Approved

Approval of Mission Statement:

Approved

Discussion Item: Liabilities:

Discussion: George defined liability as money the College owes in the future. Vacation Accrual – if everyone were to resign today, the College would have to pay out about \$345,000 for accrued vacation time. Retirement Benefits – We are fully funded at this time and estimated need is \$1.5million. Actuarial study is completed every other year and is due to be done this summer. The College set up a PERS trust to fund retirement. The OPEB report shows the College is above 100% funded. The College has no local debt or bond debt.
Follow-up: Annually

Discussion Item: BAP Ranking:

Discussion: The committee agreed to keep the same priorities as last year in this order: Enrollment Goals, Legislative Requirements, Safety and Security, One Time Funding, and Cost Savings. The Committee also agreed that George would send out an email with his ranking and attach the BAPS. Committee members are to respond with their acceptance or their ranking. This will be compiled by George and forwarded to the proper committee.
Follow-up: None

Discussion Item: Governor's Budget Proposal:

Discussion: George distributed a copy of the email he received from the Chancellor's Office regarding the outline of the proposed state budget as it pertains to the Community College system. PERS has reduced their expectation of Return on Investment to be an 8% where it had been at 12%. STRS is trying to stay at 20%. PERS has a target of 28%. The increased contribution rates will keep the colleges from meeting the 50% Law in the future. The next update to the Governor's Budget Proposal will be in May.
Follow-up: May if numbers are received in time.

Discussion Item: Strategic Priority Update:

George said he had nothing to report.

Follow-up: On-going

Discussion Item: Printing Cost:

Heather reported that she is seeing an increase in the number of students making large numbers of copies for ASG. Stephen said he had to set a policy with Joann Garcia that any student coming to the Instruction Office to make copies for ASG must check in with Barbara Rose so they know the machine is being used for ASB business and not an individual student. George said someone has to decide if tracking the use is cost effective and it would be Khushnur that would initiate this. Heather will talk to Khushnur about cost concerns.

Follow-up: None

Other:

No other topics were presented.

Follow-up: None

Next Meeting: March 22, 2017 12:00 pm -1:00 pm in the Admin Conference Room.