

**BOARD FINANCE AND AUDIT COMMITTEE
MEETING MINUTES
February 10, 2015
1:00 P.M.
CS 209**

It is the intention of Palo Verde Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, Palo Verde Community College District will attempt to accommodate you in every reasonable manner. Please contact Carrie Mullion at (760)921-5440, as soon as possible to inform us of your particular needs so that appropriate accommodations may be made.

1. Call to Order – 1:06 p.m.			
2. Roll Call			
Ted Arneson – Board of Trustee Member	X	Rich Soto – CSEA President	A
Jerry Lewis – Board of Trustee Member	X	Derek Copple – CTA President	A
Don Wallace - Superintendent/President	X	Staci Lee – Management/Confidential	A
Sean Hancock – V.P. of Instruction and Student Services	A	Dayana DeLeon – ASG Representative	X
Biju Raman – Academic Senate President	X	Carrie Mullion - Recorder	X
Russi Egan - CBO	X	Guests: Dr. George Thomas	

3. Opportunity for Public Comment	
<p><i>At this time, members of the public have the opportunity to address the Committee on any item contained within this notice. Persons wishing to make comments are allowed five minutes per item. Please note that the Committee cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the Committee that are not on the agenda may, at the Committee’s discretion, be referred to staff or placed on the next agenda for Committee consideration. The Committee requests that the public speak on matters which are on this agenda at the time that the item is considered by the Committee.</i></p> <p>No public comments</p>	

4. Approval of Minutes November 18, 2014 – Dr. Wallace requested that under item #7 “Educational Master Plan” be changed to “Educational and Facilities Master Plan”, as this is the formal title. It was moved by Mr. Lewis, seconded by Mr. Raman, and unanimously carried, that the Minutes be approved with corrections.

5. Approval of Agenda – Mr. Arneson requested to add 2 items to the Agenda: 1) a discussion regarding the Citizen’s Bond Oversight Committee and; 2) discussion of the long range vision and funding of Measure P. It was moved by Mr. Raman, seconded by Mr. Lewis, and unanimously carried, that the Agenda be approved as amended.

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6. Community Improvement Fund, SBED – Russi Egan	Dr. Wallace stated that when Mr. Hull spoke at the Board of Trustees Meeting on December 9, 2014, he heard Mr. Hull state that CIF would like PVC to reinstitute the SBED program. So
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	<p>the college exploring and offering classes is one thing; reopening the SBED is a whole different thing which would require more deliberation. Ms. Egan stated that Mr. Hull would like a couple of members from the college to meet with CIF once a month to decide if it is feasible for the college to continue the program. Ms. Egan stated that the program has not been active since college personnel has changed. There is approximately \$64,000 in the SBED account that originated from the USDA. The responsibility of the SBED program has always been a college employee paid out of college funds. A partnership with CIF could be created in that CIF has business mentors and the college has a new entrepreneurial certificate that could help new business people with training.</p> <p>Mr. Raman stated that statewide the Chancellor's Office does not emphasize the SBED in their mission or vision statement, so for the college to reinstate the program is not advisable at this time without support from the Chancellor. The SBED was actually disbanded throughout the state, and has become a part of the Workforce Improvement Board.</p> <p>Dr. Thomas, President of the Board of Trustees and Vice President of CIF, clarified that CIF would like 2 people from PVC's Board of Trustees to meet with 2 people from CIF's Board to explore the feasibility of reinstating the SBED program.</p> <p>Action: BFAC selected Mr. Arneson and Dr. Thomas to represent Palo Verde College in discussions with CIF regarding the SBED program.</p>
<p>7. Auditor Contract – Russi Egan</p>	<p>Discussion: Ms. Egan provided the Audit Agreement for Messner and Hadley, LLP Board approved on May 22, 2012, and stated this contract has been fulfilled. A decision now needs to be made whether to offer a new contract to Messner and Hadley, LLP or do a Request for</p>

	<p>Proposal (RFP). If the college stays with Messner and Hadley, LLP, the fees will not increase.</p> <p>Recommendation: Ms. Egan recommends a 3 year contract for Messner and Hadley, LLP.</p> <p>Motion: Mr. Arneson entertained a motion that BFAC will support the Board of Trustees in continuing a three year contract with Messner and Hadley, LLP</p> <p>Action: It was moved by Mr. Lewis, seconded by Mr. Raman, and unanimously carried, motion approved.</p> <p>Mr. Arneson stated that this will move on to the Board of Trustees agenda for final approval. Ms. Egan will secure a new contract for approval on the March 10, 2015 BOT agenda.</p>
<p>8. Citizen’s Oversight Committee for Measure P</p>	<p>Discussion: Mr. Arneson asked Dr. Wallace to comment on the process for the Oversight Committee. Dr. Wallace stated at the Jan. meeting the BOT authorized the Superintendent/President to begin the process of establishing an Oversight Committee and also approved the Bylaws. The next step is for the Superintendent/President to bring to the BOT for approval, the procedure related to establishing the Oversight Committee. Then, the BOT will officially accept the results of the election and within 60 days a committee must be formulated and put into place.</p>
<p>9. Measure P Funding</p>	<p>Discussion: Dr. Wallace stated the consultant will begin updating the Educational and Facilities Master Plan. Once this is done the college will know how much of the bond money will be used for programs and facilities, and how much will be used to pay down debt. The bonds will be sold</p>

	<p>in Oct. or Nov. Jan. 2016 is the soonest we can refinance COP debt.</p> <p>Mr. Arneson asked to see a strict accounting of where and how Measure P money is being spent, month by month, and stressed that no Measure P money will be used for salaries. There must be a clear and concise accounting so the community can see the college is spending the money the way we said we would.</p> <p>Ms. Egan stated that as a state rule, when the bonds are sold all the money will be put into Fund 42 for accounting purposes. A Fund 22 will also be set up, and Riverside County Treasurer will collect the taxes, pay all the bills, and do all the budgeting.</p> <p>A discussion regarding the membership of the Oversight Committee occurred. According to the Bylaws, membership shall be 1 student from ASG, 1 member active in the business community, 1 member in a senior citizens' group, 1 member in a taxpayers association, 1 member of the Foundation, and 2 community members.</p>
10. Other Items	Mr. Lewis asked for more PVC presence in Big River, CA.
11. Future Agenda Items	<ol style="list-style-type: none"> 1. Procedures, policies, and recruitment of Oversight Committee. 2. Tentatively, Acceptance of Election results. 3. SERP Timeline.
11. Adjourn	<p>The meeting adjourned at 2:20 p.m.</p> <p>The next meeting will take place on March 10, 2015.</p>