

**BOARD FINANCE AND AUDIT COMMITTEE  
MEETING MINUTES  
March 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.*

<b>1. Call to Order – 1:01 p.m.</b>			
<b>2. Roll Call</b>			
Ted Arneson – Board of Trustee Member	<b>X</b>	Rich Soto – CSEA President	<b>A</b>
Jerry Lewis – Board of Trustee Member	<b>X</b>	Derek Copple – CTA President	<b>A</b>
Don Wallace - Superintendent/President	<b>X</b>	Staci Lee – Management/Confidential <i>(arrived at 1:27 p.m.)</i>	<b>X</b>
Sean Hancock – V.P. of Instruction and Student Services	<b>A</b>	Dayana DeLeon – ASG Representative	<b>A</b>
Biju Raman – Academic Senate President	<b>A</b>	Carrie Mullion - Recorder	<b>X</b>
Russi Egan - CBO	<b>X</b>	Guests: Ed Gonzales, Board of Trustees; Stephanie Slagan, Admin. Services Tech.	

<b>3. Approval of Minutes of February 10, 2015</b> – It was moved by Ms. Egan, seconded by Mr. Lewis, and unanimously carried that the Minutes be approved.
<b>4. Approval of Agenda</b> – It was moved by Ms. Egan, seconded by Dr. Hancock, and unanimously carried that the Agenda be approved.
<b>5. Opportunity for Public Comment</b>
<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>
No public comments

**MINUTES**

<b>6. Update of Community Improvement Fund Committee – Ted Arneson</b>	Mr. Arneson stated that the meeting with CIF regarding the SBED program has not taken place yet. Ms. Egan will email Butch Hull, CIF representative, requesting he let us know when they would like to meet.
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**7. Policies, Procedures, and Recruitment of Bond Measure P Oversight Committee – Don Wallace**

Two handouts were provided to the committee; (1) PVCCD Independent Citizens' Bond Oversight Committee Bylaws; and (2) PVCCD Application for Independent Citizens' Oversight Committee. Dr. Wallace stated that bond counsel [David Casnocha] has indicated that the advertising and process of recruiting for the Oversight Committee is an administrative task, however the Board of Trustees would have to ratify the appointment of the committee members. Dr. Wallace provided an explanation of the application for the Oversight Committee. The 60 day clock that dictates when this committee needs to be in place starts when the Board of Trustees accepts the results of the election. Bond counsel suggests that the committee be formulated first, and then accept the results of the election. The bonds will be sold sometime in the fall, because in January 2016 we would like to be in a position to refinance and buy down the COP debt. The sale of the bonds would be authorized by the Board of Trustees. Once the Oversight Committee is in place, David Casnocha will provide training to the committee members. Cambridge West will be doing the Educational and Facilities Master Plan; the report should be complete by November 2015. The Board of Trustees will approve the Comprehensive Master Plan which includes the Educational Master Plan, the Facilities Master Plan, and the Technology Master Plan sometime in December 2015. Dr. Wallace stated he will start moving forward with advertising for the Oversight Committee.

Motion: Ms. Egan moved that Dr. Wallace be authorized to move ahead with the advertisement for the Bond Oversight Committee.

Second: Jerry Lewis

Motion carried.

The application deadline will be April 10, 2015.

Dr. Wallace stated that the FTES count will be reported and submitted to the state the

	<p>middle of April. It appears that we will meet our CAP of 1811 FTES. It is possible that the college will receive 5% growth money, which would push the CAP approximately 1900.</p> <p>Discussion regarding ISA's occurred.</p>
<p><b>8. SERP Timeline – Russi Egan</b></p>	<p>Ms. Egan provided a handout titled “SERP Status Report”. Discussion occurred regarding when the SERP’s would end, and using the money saved from SERP’s for COP debt.</p> <p>Ms. Egan provided a handout titled “Budget Projections [2014-2017]”. Ms. Egan stated that the 2014-2015 budget projection shows management and administration restoration because FTES reached 1800, and based on the agreement, restoration should occur. Faculty and CSEA have already been restored. Dr. Wallace stated there will be an increase in the current benefits costs and it goes beyond the current cap. Ms. Egan stated that the budget committee is very conservative. Discussion occurred regarding salaries. An explanation of budgets for 2015-2016, and 2016-2017 occurred. Ms. Egan explained the salaries, COP payments, SERP payments, increase in health insurance, and bond proceeds. When Prop 30 ends, there will most likely be a reduction in revenue, and there is a possibility of another recession. The budget committee would like to see a 25% reserve. Ending balances are never included in the following years budget. Class size and efficiency was discussed. Information from the state budget workshop indicated that there should be a drop in the economy around 2017. This means that one time money will be cut such as scheduled maintenance and instructional equipment money, then the state will go back to deferrals.</p>
<p><b>9. Future Agenda Items</b></p>	<p>Dr. Wallace will report on the Citizen’s Oversight Committee Applications, and give Budget Update at the Board meeting in Needles, CA.</p>
<p><b>10. Adjourn</b></p>	<p>The meeting adjourned at 2:24 p.m. The next BFAC meeting to be determined.</p>

