

**San Jacinto College District  
Finance Committee Meeting Minutes  
October 16, 2018**

Members Present: Marie Flickinger, Keith Sinor, Dr. Ruede Wheeler, and Larry Wilson

Members Absent: None

Other Trustees Present: None

Others Present: Brenda Hellyer, Teri Zamora, Linda Torres, and Rosselle Helms

- I. The meeting was called to order at 5:00 p.m. by Dr. Ruede Wheeler, Chair, Finance Committee. Roll call of the Committee members was taken:
  - Marie Flickinger, present
  - Keith Sinor, present
  - Dr. Ruede Wheeler, present
  - Larry Wilson, present
  
- II. Approval of Minutes from the August 28, 2018, Finance Committee Meeting
  - Dr. Wheeler presented the minutes from the August 28, 2018, Finance Committee Meeting.
    - A motion was made by Mr. Wilson, and seconded by Mr. Sinor to accept the minutes as presented.
      - Yeas: Flickinger, Sinor, Wheeler, Wilson
      - Nays: None
  
- III. Review and Approve Annual Internal Audit Report: Summary of Fiscal Year (FY)18 Internal Audit Work & Proposed FY19 Audit Plan
  - Linda Torres, Director of Internal Audit, reviewed the Summary of Audit Work performed in FY18, including their current statuses and dispositions.
    - L. Torres reviewed the list of Corrective Action Plans (CAP) for each open audit, along with follow up attempts.
      - Although much progress has been made, there are still 56 CAPs now open, consisting of some older audits and some new ones.
      - K. Sinor asked why it takes departments so long to comply with their assigned CAPs, needing multiple follow-ups.
      - L. Torres replied that some of these take longer to close out because it takes multiple areas and collaboration across multiple departments, depending on the scope.
      - B. Hellyer added that T. Zamora will be keeping the Strategic Leadership Team (SLT) updated and is working with each SLT member to ensure these CAPs are met and closed out.
      - M. Flickinger asked if there should be concern for certain departments that have a higher number of open CAPs.
      - L. Torres responded that the ones with larger numbers of original CAPs had a much larger audit scope to be completed, and there is not cause for concern, as many of them have already been completed.

October 16, 2018 Draft Finance Committee Meeting Minutes - Final after Committee approval at next meeting

- R. Wheeler asked how we verify in-district and out of district tuition students.
- L. Wilson asked if students sign something stating their address is accurate.
- B. Hellyer asked L. Torres to inform her of this complete process, so the committee can be accurately informed.
- L. Torres discussed Student Club Accounts and aligning their structure, following the one-college model.
- L. Torres submitted the FY19 Proposed Audit Plan for approval by the Finance Committee.
  - A motion was made by Mr. Sinor, and seconded by Mr. Wilson to accept the plan as presented.
    - Motion Carried.
    - Yeas: Flickinger, Sinor, Wheeler, Wilson
    - Nays: None

IV. Review and Discuss Auxiliary Fund Budget Amendment

- As a result of the Barnes & Noble and Pepsi contracts with San Jacinto College, Auxiliary Services has experienced additional revenue from signing bonuses.
  - These funds for FY19 of \$164,500 have not yet been budgeted.
  - The Auxiliary Services Department noticed that some students coming to the campus cafés did not have money to buy a meal and they were hungry. The growing discussion of food insecurity and building equity among our student population by breaking down barriers, prompted the idea to use these funds in support of this student population.
    - The application has been added to the existing application for the Campus Food Pantry which operates out of the Student Engagement Office.
    - L. Wilson asked if this was setup as a coupon.
    - T. Zamora responded that it was going to be setup as a voucher system initially, but after more thought, the decision was to set it up as an electronic pin. This ensures the students don't feel embarrassed to use this assistance.
    - Each student in the program receives \$8 per day that (s)he is on campus.
    - M. Flickinger asked if students only taking a few classes could also qualify.
    - T. Zamora affirmed that as long as they have class on that day, they could qualify.
    - K. Sinor asked how we effectively track students.
    - T. Zamora advised that we will track the progress of these students to see if they are performing better than the general population. Much of the data may be qualitative, but we will try to get some sort of quantitative data also.

V. The meeting adjourned at 5:39 p.m.