

**San Jacinto College District**  
**Finance Committee Meeting Minutes**  
**February 20, 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, Laurel Williamson, Linda Torres, and Lori Barbay

- I. The meeting was called to order at 5:00 p.m. by Ruede Wheeler, Chair, Finance Committee. Roll call of Committee members was taken:
  - Marie Flickinger, present.
  - Keith Sinor, present.
  - Ruede Wheeler, present.
  - Larry Wilson, present.
  
- II. Approval of Minutes from the October 24, 2017, Finance Committee Meeting.
  - Dr. Wheeler presented the minutes from the October 24, 2017, Finance Committee Meeting. A motion was made by Mr. Sinor, and seconded by Mr. Wilson to accept the minutes as presented.
  
- III. Review and Discuss Internal Audit Departmental Audit and Cash Count Observations.
  - Linda Torres, Director of Internal Audit, updated the Committee on an audit report and cash counts.
  - Grade Compliance Audit – Ms. Torres reviewed the Executive Summary of the Grade Compliance Audit Report which included a detailed evaluation of internal controls and compliance with requirements for student grade submissions, changes, and transfers between September 2014 and May 2017. This is the first grade audit.
    - Observation 1 – College Wide Grade Policies and Procedures. Corrective Action Plan (CAP) is to update policies and procedures and submit to SLT and the Board of Trustees for consideration. Estimated complete date was January 2018.
    - Observation 2 – Credit Course Grade Submissions. CAP - The Registrar's Office will send a reminder email to the Provosts, Deans, and Department Chairs two weeks prior to state report submission. This will allow the instructional team a few weeks to turn in the missing grades. Estimated completion date was January 2018.
      - Dr. Williamson explained the process for late grade submission. This past December 23, 2017, there were 1,056 grades missing; Mid-January there were 32 grades missing. She stated the missing grades are from both full-time and part-time faculty.
    - Observation 3 – Continuing Professional Development (CPD) Grade Submission Process. CAP - CPD is in the process of investigating a new platform that would also include grading. Estimated completion date is March 2018 for Board approval of new system; Fall 2019 for implementation of system.
    - Observation 4 – CPD Course Grade Submissions. CAP - Regarding late submission of grades for other CPD courses, all faculty attend an orientation, at which time they were instructed as to the importance of the input of grades. Those who were found not to input grades on time are warned that their services may not be needed in the future. Estimated completion date was January 2018.
    - Observation 5 – CPD Grade Change Process. CAP - A process for grade

change will be written by the Deans and AVC in CPD. Estimated completion date is February 2018.

- Central Campus Business Office Cash Count.
  - A cash count observation was performed at the Central Campus Business Office on January 30, 2018. No exceptions were noted at that time.
  - A cash count observation was performed at the South Campus Business Office on January 30, 2018. No exceptions were noted at that time.

IV. Review and Discuss Recommending PFM LLC as the College's Financial Advisor Effective April 16, 2018.

- Mrs. Zamora informed the Committee of the Request for Proposal (RFP) process for financial advisor services. The resulting recommendation is to engage Public Funds Management LLC (PFM) for an initial award term beginning April 16, 2018, ending August 31, 2019, with renewal options of three (3) one-year terms.
  - PFM is one of the largest public finance advisors dealing with higher education. They will be responsible for assisting the College in debt issuance to include pre-sale, sale, and post-sale, as well as monitoring outstanding bond issues for refunding opportunities. The financial advisor will also provide financial analysis services to supplement the College's internal analytical resources on specific items, such as utilizing experiences and ideas observed in other jurisdictions for our capital improvement program.
  - PFM currently serves Rice University, Tarrant County Community College, Texas Tech University, Trinity College, and Texas State University; and have recently been selected by Houston Community College.
- The recommendation for financial advisory services will be considered for approval at the March 5, 2018, Board of Trustees Meeting. After it is approved, a 30-day cancellation notice will be forwarded to RBC, the College's current financial advisor.

V. Review and Discuss Recommending Addition of a Technology Fee Effective Fall 2018.

- Dr. Hellyer and Mrs. Zamora informed the Committee that over the next 12 months, the College's tuition and fee structure will be reviewed. In the interim, to cover increasing technology costs, an approval of a \$2 per semester credit hour technology fee is being recommended effective for the Fall 2018 semester. It is anticipated that there will be approximately \$0.5 million increase in technology costs over the next year. This is due to anticipated increases in various software packages, increased personnel, and overall security costs.
- Texas Association of Community College's (TACC) Spring 2018 Survey for tuition and fees indicates San Jacinto College District is fifth lowest in tuition and fee costs for the state of Texas.
- This will be an action item on the March 2018 agenda.
- Dr. Hellyer mentioned that there may be some incidental fee increase recommendations in April 2018.

VI. Dr. Hellyer will schedule a Board Retreat for Friday, April 13, 2018, to discuss options to address increased cost estimates on bond projects and other strategic items.

VII. The meeting was adjourned at 5:30 p.m.