

**MINUTES OF FINANCE COMMITTEE
December 11, 2023**

1. Call to Order and Roll Call

Mr. Rodriguez called the meeting to order at 2:00 p.m. and asked the recorder to call the roll.

Finance Committee members present: Mr. Rodriguez, Ms. Arroyo

Finance Committee members absent: Mr. Nowak (arrived at 2:10 PM)

Other Trustees present: Dr. Redmer, Ms. Rakow, Mr. Kolbusz, Dr. Ollayos

Others present: Dr. Sam, President; Ms. Loewe, Recorder; Dr. Wagner, VP, Business & Finance; Dr. Heinrich, VP Teaching, Learning & Student Development; Ms. Scholl, Asst VP, Business & Finance; Dr. Phil Garber, VP, PIE; Respicio Vasquez, General Counsel; Ed Martin, Internal Auditor; various other ECC employees

2. Approval of Meeting Minutes of the Finance Committee of October 16, 2023

Motion: Trustee Rodriguez moved to approve the October 16, 2023 meeting minutes.

Second: Trustee Arroyo seconded the motion.

Roll Call Vote: Aye, 2: Rodriguez, Arroyo

Nay, 0

Absent, 1: Nowak

3. Audience Wishing to Address the Committee

Ms. Loewe reported to Mr. Rodriguez that there were no requests.

4. New Business

A. Internal Audit Report (Ed Martin)

Mr. Martin presented his findings related to the 2023 Fall Title IV Review, noting that a review of all Financial Aid Office (FAO) R2T4 work papers for the fall of 2023 was completed. He stated two exceptions during testing. The FAO recorded and disclosed both exceptions; moreover, he believes neither exception denotes a systemic issue. Reports have been submitted to the parties affected. The courtesies extended by the individuals involved have been greatly appreciated.

He also followed up on his actions about the GLBA and PCI compliance acts, noting momentum with all parties involved. Additionally, Mr. Martin shared that he has worked closely with our HR payroll department to ensure accuracy across many fronts, including errors on former W2s.

B. Fiscal Year 2024 Financial Update (Heather Scholl)

Ms. Scholl presented the status of the current budget, noting the College is in good financial standing. There remains hope for growing enrollment through January, which will continue strengthening the budget, remarking that the College remains close to the total budget allocation. Expenditures are aligned with expectations at 42% spent.

C. Fiscal Year 2025 Budget Discussion (Kimberly Wagner and Heather Scholl)

Although in-depth conversations around revenues and expenditures have been held, there remains attentiveness in reviewing new programs and positions that might further impact the 2025 budget. With the budget officers, a careful reflection of current programs and initiatives is considered to identify needed or desired changes. Budget books arrive to officers in January, with a 6-week expectancy to return their anticipated spending. These requests are then reviewed by the Budget Council, with recommendations made to Cabinet, which eventually make up the initial budget for display in May.

Trustee Rodriguez reminded the Finance Committee of the agreement to review the College's insurance plans and questioned any movement on the request. Dr. Wagner remarked that due to the size and scope of the protentional project, it was best to have a presentation from a professional broker provided at the March meeting to answer all questions and provide guidance to the Board.

D. Capital Projects Priority and Cost Update (Heather Scholl)

Ms. Scholl provided a brief overview of the various funding statuses related to several projects on campus. The new Fitness Center has been earmarked at \$7.5M with an additional \$55M from various grants; however, the building will cost more than these funding sources provide and will likely require alternative revenue bonds for completion.

The ramps in Building F and I are currently 25% allocated, and Ms. Scholl is hopeful the State will fund the remaining 75%, as she has seen positive indications of such actions.

E. Property Tax Levy: Tax Year 2023 (Heather Scholl)

The proposed tax was reviewed as it was placed on public display, resulting in several comments related to the increase. Dr. Sam assured the Board that he was prepared to deliver a cumulative presentation to the public to address such concerns.

F. Investment Policy Review (Kimberly Wagner)

Dr. Wagner presented Administrative Procedure 304: Investment of College Funds. While no recommendations were made to change any portions of the procedure this year, formerly, the Board approved alterations to the "collateralization" section.

G. Purchasing Process: Cooperative and Consortium Buying (Kimberly Wagner, Phil Garber, and Pam Singleton)

Consortium pricing and joint partnerships to obtain better pricing for goods have recently gained traction on our campus and in the higher education community in general. Ms. Singleton explained the idea behind consortium pricing. Consortium, co-op, or joint purchasing allows colleges and other industries to capitalize on other companies banding together to offer and obtain improved pricing. ECC has utilized consortium pricing for janitorial services; office supplies through Staples, and even salt. The College uses a second state statute to obtain diverse buys through joint purchase agreements. Ms. Singleton noted using such a co-op to purchase a police vehicle quickly, capitalizing on the joint nature of the process. She also emphasized the power of the Central Management System database in consortium buying, which allows the Purchasing team to sort bidders by markers such as Veteran-owned, African-American-owned, or women-owned to ensure a diverse range of vendors. While the pool of diverse vendors is small, it has grown significantly in the last 4 - 5 years.

5. Old Business

No old business was brought forward.

Adjournment

Motion: Trustee Rodriguez moved to adjourn the meeting.

Second: Trustee Nowak seconded the motion.

Roll Call Vote: Aye, 3: Rodriguez, Arroyo, Nowak

Nay, 0

Meeting adjourned at 2:36 p.m.

The next Board of Trustee Finance Committee is on Monday, March 11, 2024.