
AUDIT AND BUDGET COMMITTEE AGENDA

**Coast Community College District
Audit and Budget Committee Special Meeting
Tuesday, February 13, 2024 at 2:00 p.m.**

Board Office Conference Room

- 1. Call to Order**
- 2. Roll Call**
- 3. Opportunity for Public Comment**

Members of the public have the opportunity to address the Audit and Budget Committee on any item that has been described in this notice. Persons wishing to make comments will be recognized at this point in the meeting. Individuals will have up to five minutes per agenda item, and there is a 20-minutes total limit per item. These time limitations may be extended by the Committee.

It is the intention of the Coast Community College District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Coast Community College District will attempt to accommodate you in every reasonable manner. Please contact the Secretary of the Board to inform us of your particular needs so that appropriate accommodations may be made.

- 4. Selection of Chair and Vice Chair of the Audit and Budget Committee**
- 5. Approval of Minutes: Meeting of November 14, 2023** (Attachment #1)
- 6. Internal Audit Quarterly Report** (Attachment #2)
- 7. FY24 Budget Update**
- 8. Future Agenda Items**
- 9. Next Meeting Date**
- 10. Adjournment**

The Committee may take action on any item listed on this agenda. Under the Brown Act, the Public has the right to receive copies of any non-exempt public documents relating to an agenda item that are distributed to the committee members. Please contact the Office of the Board of Trustees prior to the meeting to facilitate the distribution of these documents.

AUDIT AND BUDGET COMMITTEE MINUTES

**Coast Community College District
Audit and Budget Committee
November 14, 2023
Board Office Conference Room**

1. Call to Order

The meeting was called to order at 3:00 p.m.

2. Roll Call

Trustees Present: Trustee Mary Hornbuckle
Trustee Jim Moreno

In Attendance

Whitney Yamamura, Chancellor
Marlene Drinkwine, Vice Chancellor of Finance and Administrative Services
Christine Nguyen, Vice President of Administrative Services
Rick Hicks, Acting Vice President of Administrative Services
Paul Wisner, Director of Business Services
Rachel Snell, Director of Internal Audit
Debbie Franklin, Accounting Analyst
Rupa Saran, Chief Information Technology Officer
Julie Clevenger, Board Secretary
Damian Clark, Senior Manager, Crowe LLP (via phone)

3. Opportunity for Public Comment

There were no requests to address the Audit and Budget Committee.

4. Approval of Minutes: Meeting of September 12, 2023

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Committee voted to approve the minutes of the September 12, 2023 meeting as amended.

Motion carried with the following vote:

Aye:	Trustees Hornbuckle and Moreno
No:	None
Abstain:	None
Absent:	None

5. Internal Audit Quarterly Report

District Director of Internal Audit Rachell Snell provided the Internal Audit update.

Projects completed included Golden West College review of Budget Cycle, Procurement Card Review, and Swap Meet Self-Reported Follow Up.

Projects in progress included Orange Coast College Audit of Radiologic Technology operations: Starting Fieldwork, Orange Coast College Audit of Recovery Kitchen operations: Starting Fieldwork, Districtwide Foundation Operations Review: Planning, Coastline College Gift Cards, External Audit Liaison: Ongoing, and Record Management—Internal Audit files Ongoing.

Continuing services included Retirement Board Vice Chair, Advisory Member of the District Consultation Council Board Policy and Administrative Procedure Subcommittee, and ALGA Mentor.

A full report of Internal Audit projects would be presented to the Board of Trustees at the December 6, 2023 Board meeting.

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Committee voted to consider the Veteran’s Resource Center for a future audit.

Motion carried with the following vote:

Aye:	Trustees Hornbuckle and Moreno
No:	None
Abstain:	None
Absent:	None

6. External Audit Progress Report

Vice Chancellor Marlene Drinkwine and Damian Clark of Crowe LLP provided an update on the status of the external audit that summarized the auditor’s responsibilities, planned scope and timeline. Phase one began in April, phase two occurred in August and September, and the reporting completion phase was in progress. Mr. Clark highlighted the following audit components: new accounting standard No. 96 – Subscription-Based Information Technology Arrangements from the Government Accounting Standards Board, corrected and uncorrected misstatements, required communications, Federal and State compliance, government-wide summary, and general fund summary. There were no audit findings and no adjustments to the District’s financial statements.

7. FY24 Budget Update

Vice Chancellor Marlene Drinkwine provided an update on the FY24 budget. Two outstanding variables remained pertaining to State revenue:

1. Collection of property and income taxes remained incomplete. Actual revenue would be reported after tax returns were calculated by the State in late November. The projected State budget deficit for 2024-25 had been lowered from \$14 billion to \$10 billion.
2. The State revenue deficit from 2022-23 remained unreported. The District closed FY23 with a 1% reported revenue deficit of approximately \$2.3 million. Actual FY23 State revenue would be reported in February.

8. Future Agenda Items

Internal Audit
External Audit
Budget

9. Next Meeting Date

The next meeting was scheduled for Tuesday, February 13, 2024 at 2:00 p.m.

10. Adjournment

The meeting was adjourned at 3:30 p.m.

Secretary of the Board
Julie Clevenger

Audit and Budget Committee Meeting: 02/13/24

Projects—Completed

- GWC Fiscal Staffing Review: Review of the GWC Business Office staffing compared to OCC and CCC. (See Attached)
- Recovery Kitchen: Memo Report related to EHS Walkthrough (See Attached)
- Radiologic Technology: Memo Report related to HR Concerns (Report slated for March 20 Board Meeting)
- OCC Travel Reimbursement Review: Review of a particular travel reimbursement request for compliance with BP/AP 7400 Travel
- Review/Update District P-Card User Guide: Procurement Card User Guide

Other Projects—In Progress

- OCC Audit of Radiologic Technology operations: Reporting
- OCC Audit of Recovery Kitchen operations: Reporting
- Districtwide Foundation Operations Review: Fieldwork
- CCC Gift Cards: Reporting
- OCC Veteran’s Resource Center: Planning
- External Audit Liaison: Ongoing
- Record Management—Internal Audit files Ongoing

Other Services

- Retirement Board, Vice Chair
- DCC—BP/AP Subcommittee (Advisory)



Internal Audit

MEMORANDUM

Date: January 10, 2024

To: Dr. Whitney Yamamura, Chancellor
Meredith Randall, Golden West College (GWC) Acting President

From: Rachel Snell, Internal Audit Director, MPA (CIA, CFE, CRMA, CICA)

Re: GWC Fiscal Staffing Review

At the request of Acting President Randall, Internal Audit performed a review of the GWC Business Office staffing level. During this review, Internal Audit gathered budget and demographic information from all three colleges and conducted a limited comparative analysis.

Background Information

In Spring 2023, GWC stakeholders raised concerns regarding responsiveness and processing time of certain fiscal functions. Although the staffing of the GWC Business Office has been a concern for many years, and despite efforts to increase staffing through the program review process, the department was not approved any changes or additions.

Results

For Fiscal Year (FY) 2023-2024, the adopted budget for each of the colleges was approximately as follows, along with selected demographic information, as noted on the Coast Community College District's (CCCD) website:

Table 1: FY 2023-2024 Budget/College Demographics

College/Budget	Student Count (Fall 2022)	Credit Courses Count (Fall 2022)	Full Time Equivalent Students Count (2021-2022)	Employee Count (Fall 2022)
OCC (\$186m)	17,003	1910	13,741	1044
GWC (\$114m)	10,521	844	7,808	617
CCC (\$68m)	9,045	449	3,956	401

While OCC is the largest college with the most students, employees, and budget, it also offers more credit courses than GWC and CCC. While CCC is the smallest college, the number of courses offered and the campus environment differ from that at OCC and GWC. In addition, CCC does not have Athletics, Theater/Performing Arts, or other activities that are available at OCC and GWC.

Although Internal Audit does not recommend attempting to calculate the “true number” of staff needed to support the reported number of students noted in the table above, it is important to share the number of personnel assigned to the various Business Offices at each college.

Table 2: Job Title/Number of Fiscal Positions at College Business Offices

Number	Job Title	OCC	GWC	CCC
1	Accounting Analyst	1	1	-
2	Accounting Analyst Sr.	1	-	-
3	Accounting Assistant	2	-	-
4	Accounting Assistant Sr.	4	1	-
5	Accounting Coordinator	3	-	1
6	Accounting Technician	-	1	-
7	Accounting Technician, Sr.	-	1	1
8	Budget Technician	1	1	1
9	Director Business Services	1	1	1
10	Financial Analyst - Grants	-	-	1
Total		13	6	5

While Internal Audit, again, does not recommend using the information above to calculate the “true number” of fiscal employees who should work in the fiscal office, it is important to note that given the size of GWC in terms of students, budget, and programs, the number of personnel to manage the fiscal operations is less than half of the number at OCC and barely above the number of fiscal staff at CCC. In addition, GWC has two “senior” level classified staff, creating potential barriers in the number of staff available to perform more advanced duties. Since the work needs to be done, GWC management perform the duties necessary, as the next level employee qualified to perform the tasks. As a result, certain fiscal processes may not be completed timely, and responsiveness to requests from internal and external stakeholders may be delayed.

Recommendations

1. GWC should review the various operations within its Business Office to determine the extent to which expanding the number and level of personnel could improve outputs and efficiencies.

While GWC management agrees with the recommendation, CCCD implemented a “hiring frost” in response to budgetary challenges resulting from the COVID-19 pandemic and past budgetary/spending decision-making. This could make adding positions to the fiscal office difficult. However, an effort is currently underway to identify potential staff that may be underutilized who could potentially provide support in the fiscal office, in addition to the identification of other measures that could be implemented to add support to the fiscal office.

Cc Rick Hicks, Acting Vice President of Administrative Services
 Paul Wisner, Director Business Services

MEMORANDUM

Date: February 9, 2024

To: Dr. Whitney Yamamura, Chancellor
Dr. Angelica Suarez
Dr. Christiaan Desmond, Dean Consumer Health and Sciences
Anis Wakim, Manager Instructional Food Services

From: Rachel Snell, Internal Audit Director

Re: OCC Recovery Kitchen—Safety Walkthrough

During the course of conducting an audit of the OCC Recovery Kitchen, Internal Audit noted that the Recovery Kitchen, and other Culinary programs, maintained storage rooms, equipment, and chemicals that are subject to various regulations related to environmental health and safety (EHS). As such, Internal Audit partnered with the District's EHS department to conduct a visual inspection of all culinary areas.

Background Information

OCC's Food recovery Kitchen was established in 2019 to battle food insecurity on campus as well as assist the community. Students engage in food recovery (collection of surplus edible food), food production (repurposed and repackaged sealed tamper proofed meals), and organic waste collection. The Recovery Kitchen also collaborates with handful of non-profit organizations in the community working to end hunger. In 2020, the Recovery Kitchen produced and distributed 212,392 meals to OCC students and the community.

Results

In general, the various kitchen spaces and storage areas were organized. During the walkthrough, EHS identified several deficiencies related to safety. There were several areas where walkways and exits were obstructed, preventing a clear egress should an emergency occur. Several rooms contained items that were stacked too high, on shelves that not affixed to the wall, and obstructing fire suppression system. In some cases, fire extinguishers were also obstructed, and first aid kits did not always contain certain emergency supplies. Some chemicals were either expired or not properly labelled.

Recommendations

1. Culinary Arts/Recovery Kitchen leadership should continue its efforts to work with District and OCC departments as needed to implement the corrective actions noted in the EHS report.

Coast Colleges



Safety Walk Through

Complete

Score	5 / 9 (55.56%)	Flagged items	0	Actions	0
Document No.	20231101_OCCBLDG189				
Person conducting walk down	Edwin Cruz				
Person accompanying walk down	Rachel Snell Maira De La Torre Rick Garcia Alexandra Yates Anis Wakim				
Conducted on	1 Nov 2023 14:15 PDT				
Location	OCC				
Area	College Center (Bldg 189)				

Audit

5 / 9 (55.56%)

Select yes to indicate everything has been checked and is acceptable, no if issues have been identified.

5 / 9 (55.56%)

EXIT / EGRESS

Are walkways clear / unobstructed? Are stairways clear / unobstructed?

No

What needs to be done to correct the issue?

1. Room CC 253A (Storage)
 - a. Clear the aisle from obstructions
 - b. Secure shelves to the wall
 - c. Top shelves need a lip/barrier to prevent objects from falling
 - d. Remove fire sprinkler and smoke detector obstructions
2. Room CC 253 (Cold Kitchen)
3. Room CC 250 (Captain's table)
 - a. Remove egress and exit obstructions (south exit)
4. Room CC 250C (Storage)
 - a. Top shelf needs a lip/barrier
 - b. Clear aisle from obstructions
5. 2nd floor hallway (east side)
 - a. Clear pathway and exits clear from obstructions (remove chairs and tables)
 - b. Secure shelf to the wall
6. 2nd floor staircase (south side)
 - a. Keep exit path and emergency equipment clear from obstructions
7. Room CC 321 (Banquet Pantry)
 - a. Keep exit path and electric panel clear from obstructions



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5

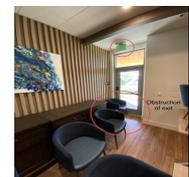


Photo 6



Photo 7



Photo 8



Photo 9

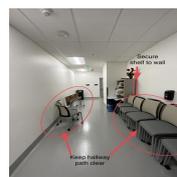


Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15

What is the number of the work order?

HOUSE KEEPING
- Electrical - Storage

No

What needs to be done to correct the issue?

1. Room CC 250B (Storage)
 - a. Remove electrical panel obstructions
2. Room CC121 (Production Kitchen)
 - a. Remove electrical panel obstructions
3. Room CC 121D (Custodial)
 - a. Remove electrical panel obstructions
4. Hallway outside of CC 122 (Production bakery)
 - a. Secure brown portable cabinet to the wall and remove boxes on top of the cabinet
 - b. Cooler near the brown cabinet has a jammed door which can potentially cause an injury and/or prevent employees from exiting
5. Room CC 316 (Storage)
 - a. Shelves used to store boxes of glassware are bowing and require reinforcement, or dedicated shelving system that supports the weight
 - b. Secure shelves to the wall
 - c. Top shelf needs a lip/barrier
 - d. Boxes on the top shelf are stacked too high
6. Room CC 317 (Storage)
 - a. Top shelf needs a lip/barrier
7. Room CC 318 (Green Room)
 - a. Power strip is hanging from the power outlet and needs to be relocated

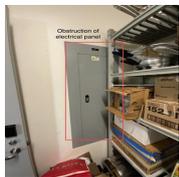


Photo 16



Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25

What is the number of the work order?

EMERGENCY EQUIPMENT

No

What needs to be done to correct the issue?

1. Room CC 253 (Cold Kitchen)
 - a. First aid kit
 - i. Kit is missing supplies and blue bandages for kitchen use
 - ii. Monthly inspection tag is missing and is not being inspected monthly
2. Room 250D (Captain's Table Kitchen)
 - a. First aid kit
 - i. Kit is missing supplies and blue bandages for kitchen use
 - ii. Monthly inspection tag is missing and is not being inspected monthly
 - b. Door needs to be fixed to secure shut
3. Room CC 250F (Storage/pots, pans, small equipment)
 - a. Clear fire sprinkler and smoke detector from obstructions
 - b. Shelf needs a lip/barrier to prevent falling hazards
 - c. Shelf needs to be secured to the wall
4. Room CC 250E (Storage/ cleaning supplies, broom and mop)
 - a. Fire extinguisher is out of compliance
 - i. Needs to be serviced annually and inspected monthly
 - ii. Needs to be mounted on the wall (no higher than 5ft from the floor) and have proper signage
5. Room CC 250C (Storage)
 - a. Remove fire sprinkler and smoke detector obstructions
 - b. Secure shelf to the wall

6. Room CC138 (Storage)
 - a. Remove fire sprinkler and smoke detector obstructions
 - b. Secure shelf to the wall
7. Room CC 119 (Servery)
 - a. Manual release fire suppression is out of compliance
 - i. Needs to be serviced annually and tagged
 - ii. Needs to be monthly inspected in-house



Photo 26



Photo 27



Photo 28

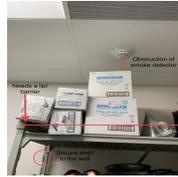


Photo 29



Photo 30



Photo 31



Photo 32



Photo 33



Photo 34



Photo 35



Photo 36

What is the number of the work order?

RISK ASSESSMENT

- In place - Controls verified - Signed by work party

Yes

PPE COMPLIANCE

Yes

WORKING AT HEIGHTS

N/A

CHEMICALS

- Labelled - Manifest / Storage

No

What needs to be done to correct the issue?

1. Room CC 253B (Custodial)
 - a. Secondary containers must be labeled (GHS)
 - b. Corrosives to be stored in a corrosives cabinet (fire sprinkler is starting to corrode)
2. Room CC 250E (Storage)
 - a. Spilled material on floor needs to be cleaned up
 - b. Inventory of chemicals are to be uploaded to Chimera data base
 - c. Corrosive 5 gallon pail to be removed from the top shelf
3. Room CC 250C (Storage)
 - a. Keep chemicals and dishes used for food separate
 - b. Keep chemicals stored on bottom shelf in case of spills
4. 2nd floor custodial room (no room number on wall)
 - a. Expired chemicals need to be disposed of
 - b. Keep aisle clear of obstructions and chemicals
 - c. Boxes are stacked too high
 - d. Secure shelf to the wall
5. Room CC 138 (Storage)
 - a. Keep chemicals and food products separate at all times
 - b. Store chemicals in a custodial or materials room
6. Receiving yard (south side)
 - a. Keep chemicals closed and capped to prevent accidental spills
 - b. Store chemicals away when not in use
7. Brown cabinet outside of CC 122

- a. Missing cap on chemicals stored inside
- b. Secondary containers must be labeled (GHS)



Photo 37



Photo 38



Photo 39



Photo 40



Photo 41



Photo 42



Photo 43



Photo 44



Photo 45



Photo 46

What is the number of the work order?

SDS

Yes

ENVIRONMENT
- Pollution of air or water - Other issues

Yes

SECURITY - Non urgent issues

Yes

OTHER

1. Room CC 250C (Storage)
 - a. Secure compressed cylinder to the wall
2. Cooler #2
 - a. Keep food products off of the floor
 - b. Keep food products closed/unexposed



Photo 47



Photo 48



Photo 49



Photo 50

Media summary



Photo 1



Photo 2



Photo 3



Photo 4

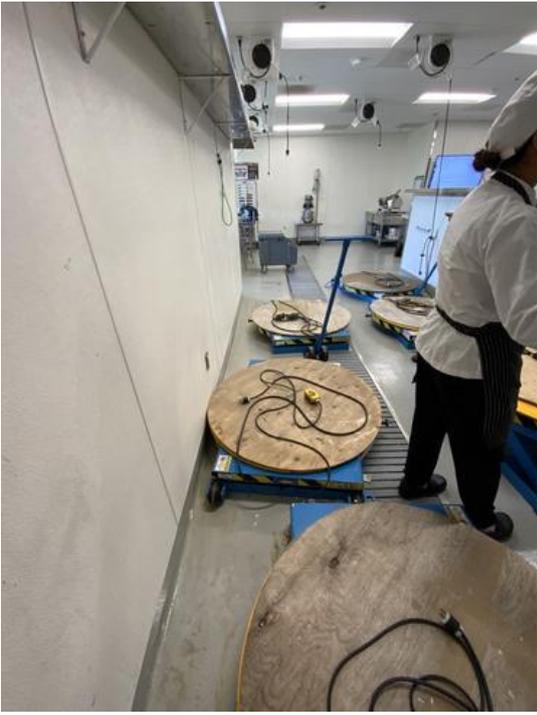


Photo 5



Photo 6



Photo 7

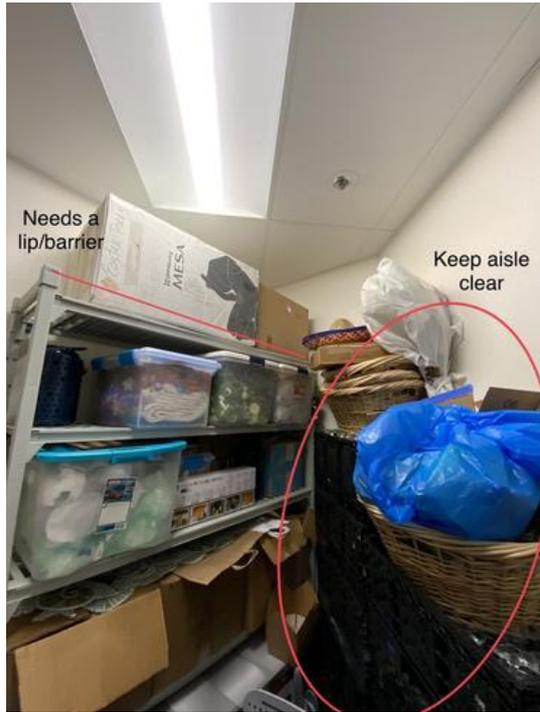


Photo 8



Photo 9

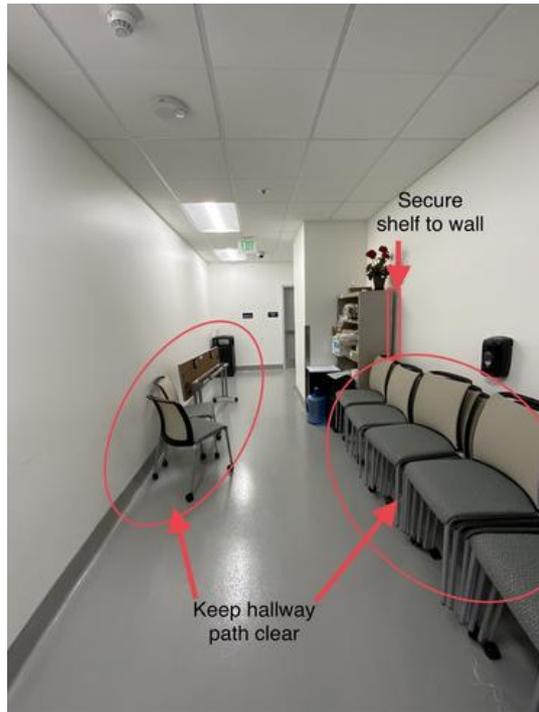


Photo 10



Photo 11



Photo 12

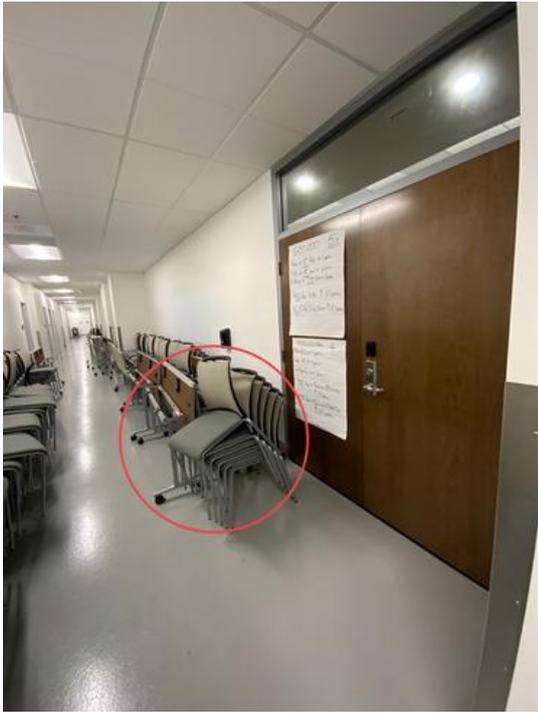


Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18

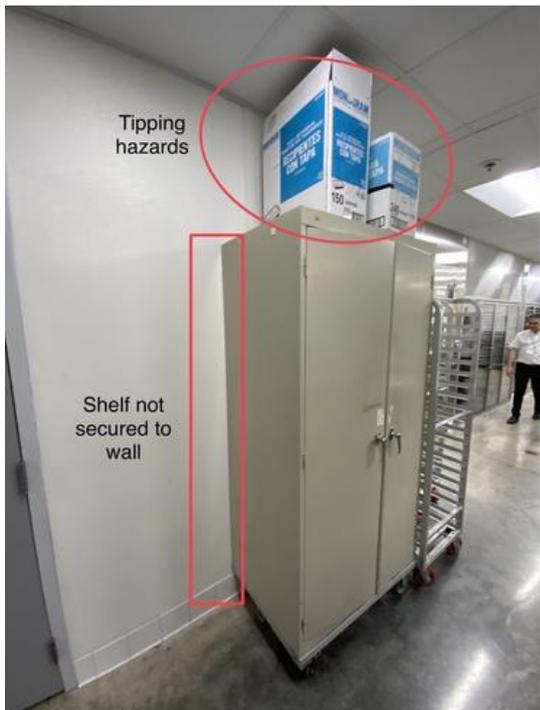


Photo 19



Photo 20



Photo 21

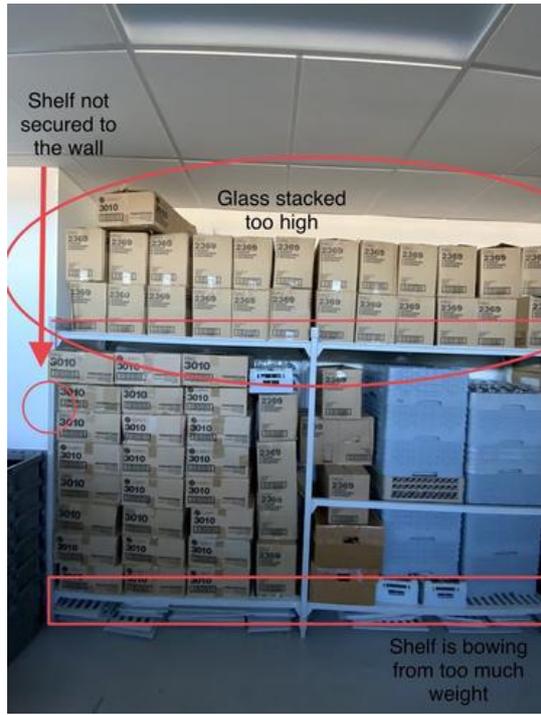


Photo 22



Photo 23



Photo 24



Photo 25



Photo 26



Photo 27



Photo 28



Photo 29



Photo 30



Photo 31



Photo 32

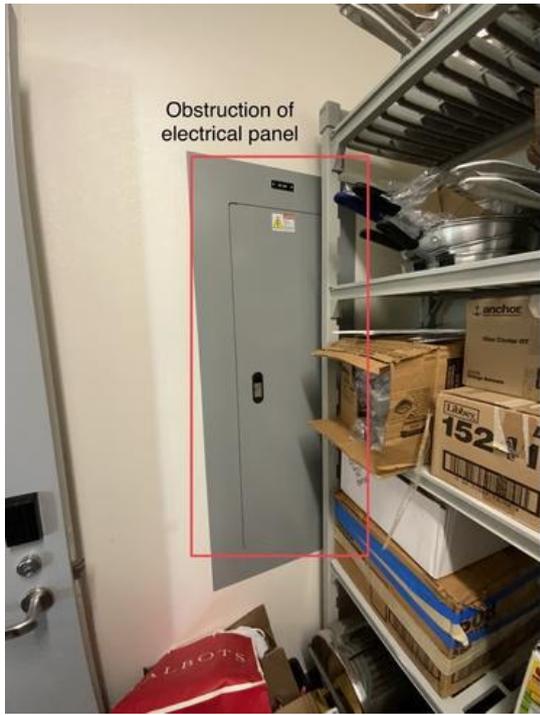


Photo 33

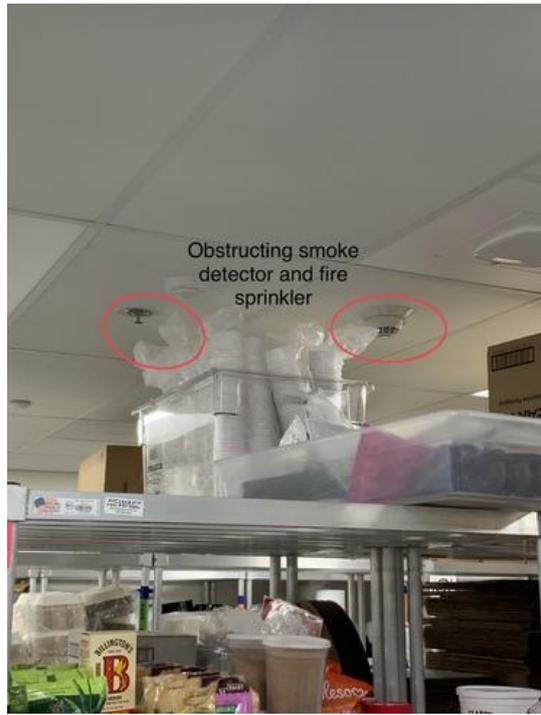


Photo 34



Photo 35



Photo 36



Photo 37

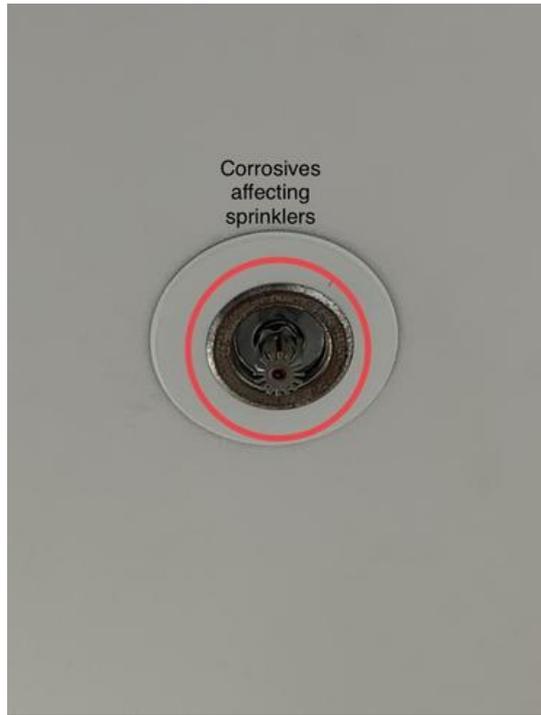


Photo 38



Photo 39



Photo 40

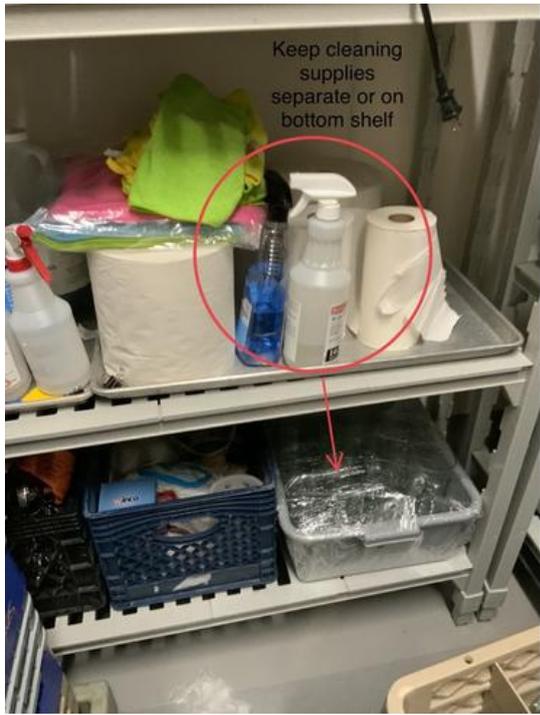


Photo 41



Photo 42

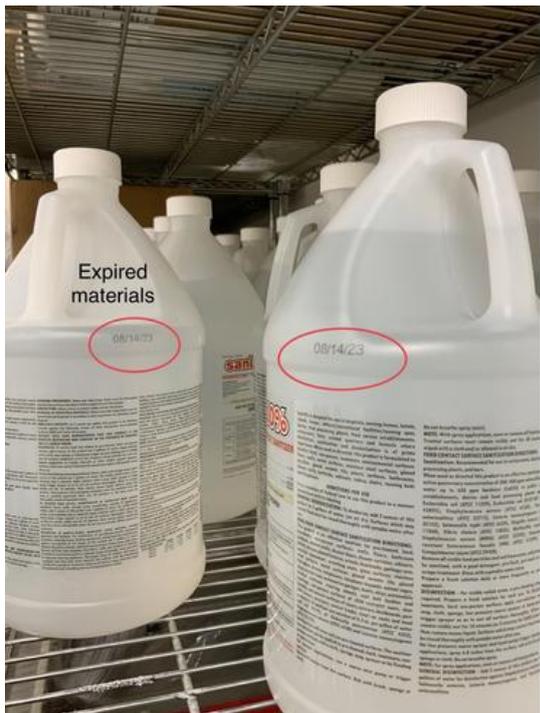


Photo 43



Photo 44



Photo 45

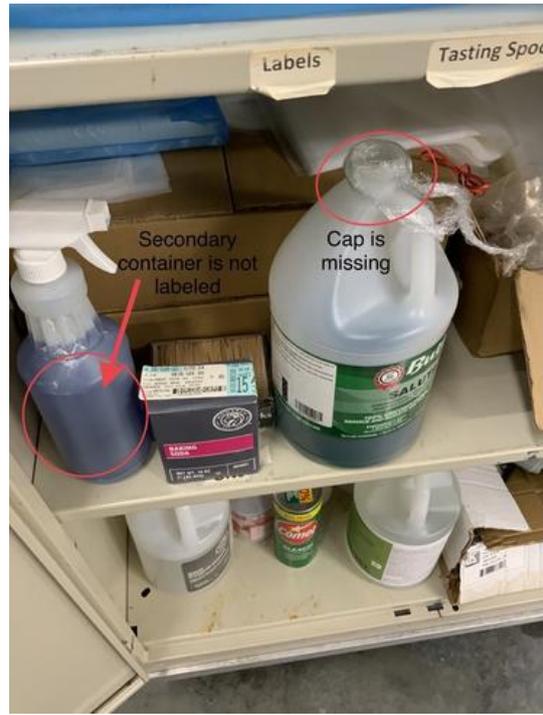


Photo 46



Photo 47



Photo 48



Photo 49



Photo 50