
AUDIT AND BUDGET COMMITTEE MINUTES

Coast Community College District

Special Meeting of the Audit and Budget Committee

July 29, 2020

Zoom Telephonic Conference Meeting

1. Call to Order

The meeting was called to order at 2:00 p.m.

2. Roll Call

Trustees Present: Trustee Jim Moreno and Trustee Mary Hornbuckle

Trustees Absent: None

In Attendance – Dr. John Weispenning, Chancellor; Dr. Andrew Dunn, Vice Chancellor of Finance and Administrative Services; Dr. Andreea Serban, Vice Chancellor of Educational Services and Technology; Rachel Snell, District Director of Internal Audit; Paul Wisner, GWC Director of Business Services; Rachel Kubik, OCC Director of Business Services; Janet Houlihan, GWC Vice President of Administrative Services; Julia Clevenger, Director Chancellor's Office Operations and Projects; Dr. Rich Pagel, OCC Vice President Administrative Services; Derek Bui, CCC Director Business Services; Daniela Thompson, Executive Director Fiscal Affairs; Christine Nguyen, CCC Vice President, Administrative Services; Miguel Beltran, Internal Audit Specialist, Tanya Tran, District Budget Manager, Dana Swart, District Controller, Mary Grady Administrative Assistant, Board of Trustees, Jane Burton, Manager/Board Secretary,

3. Opportunity for Public Comment

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

4. Approval of Minutes: Meeting of May 28, 2020 Minutes

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Committee voted to approve the minutes of the Special Meeting of May 28, 2020.

Motion carried with the following vote:

Aye: Trustee Hornbuckle and Trustee Moreno

No: None

Absent: None

5. Review, Discuss, and Possible Action Regarding Internal Audit Quarterly Update

Ms. Rachel Snell, District Director of Internal Audit, provided an internal audit quarterly update for the committee. Ms. Snell commented on the following topics:

- The development of an ethics survey (for vendors, staff and management) and an employee reference guide for the Enterprise Corporation, that hopefully would be completed within 2-3 weeks.
- A conference at the children's center had been scheduled for August 2020.
- PCI compliance meetings with the vendors were continuing to be held virtually.

Ms. Snell also shared a memo that had been sent to the Chancellor offering a list of budget savings suggestions.

6. Review discuss and possible action regarding proposed budget

Chancellor Weispfenning offered a few words concerning the watch and wait atmosphere at both the state and federal levels, and expressed sincere thanks to the fiscal teams for their hard work during an unusually challenging year.

Vice Chancellor Dunn provided a brief presentation and touched on the following topics:

- Budget assumptions were discussed
- No final data was currently available for FY ending 2020.
- Funding deferrals were estimated, and with federal relief CCCD would need to borrow \$20 million and without federal relief approximately \$40 million.
- Funding reductions for 2021 were estimated at approximately 2%.
- Benefits renewal increases estimated to be 1.3% or approximately \$600,000.
- Pension data net reduction across PERS and STRS approximately \$100,000.
- July 14, 2020 the Trump Administration rescinded an order for international students to leave the country.
- A follow up relief package was expected.
- The final budget would be presented at the second board meeting in October 2020.

Dr. Dunn responded to Trustees' questions. Trustee Hornbuckle requested the Chancellor provide the Board with an update on budget savings suggestions.

7. Future Meeting Date

The next meeting date for the Audit and Budget Committee was scheduled for Thursday, September 10, 2020 at 2:00 p.m.

8. Future Agenda Items

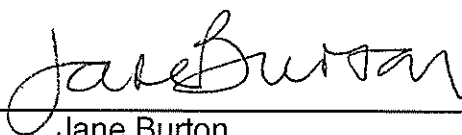
- (a) Internal audit quarterly update
- (b) External audit quarterly update – Crowe LLP
- (c) Budget updates
- (d) Legislative Update – Austin Webster, Townsend Public Affairs

9. Adjourn

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Committee voted to adjourn the meeting at 2:38 p.m.

Motion carried with the following vote:

Aye:	Trustee Hornbuckle and Trustee Moreno
No:	None
Absent:	None



Jane Burton
Secretary of the Board

