

**BOARD FINANCE COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
March 22, 2022**

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

Members Absent: Marie Flickinger

Other Trustees Present: None

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

I. The meeting was called to order at 5:01 p.m. by Keith Sinor, Chair, Finance Committee.

II. Roll Call of the Committee Members

- Keith Sinor, present
- Dr. Ruede Wheeler, present
- Larry Wilson, present
- Marie Flickinger (Ex-officio member), absent

III. Approval of Minutes from the November 30, 2021, Finance Committee Meeting

- K. Sinor presented the minutes from the November 30, 2021, Finance Committee meeting.
 - A motion was made by R. Wheeler and seconded by L. Wilson to accept the minutes as presented.

IV. Review and Discussion of Internal Audit Reports:

- L. Torres, Director of Internal Audit, updated the Committee regarding three audit reports.
 1. SJC Promise Program
 - L. Torres reviewed the executive summary of the SJC Promise Program Report, which included a detailed evaluation of the operational efficiency, internal controls, and compliance with internal and external regulations and policies surrounding the SJC Promise Program for the Fall 2020 and Fall 2021 Promise cohorts (September 1, 2020 – September 17, 2021). The following observations and corresponding Corrective Action Plans (CAP) were noted:
 - Observation: Continuing Student Eligibility
 - CAP – Steps will be taken to develop documented procedures for the reconciliation of program metric outputs.
 - Observation: Invoice Reconciliations
 - CAP – There will be established set reconciliation and review dates with the SJC Foundation.
 - Observation: Documented Procedures
 - CAP – Additional documentation of internal procedures for key

aspects of the for the Promise Scholarship will be implemented.

- Observation: Appeals
 - CAP – There will be development of documented procedures for the student appeal process.
 - L. Wilson asked if students that are noncompliant with the requirements of the program are withdrawn from the program.
 - B. Hellyer responded that the decision for withdrawal will depend on if noncompliance was a result of misalignment of the College's processes managing the program or because of the student's failure to comply.
- Observation: Student Financial Tracking
 - CAP – A more robust tracking solution that reduces manual calculations required to apply funds for tuition and books will be implemented.
 - B. Hellyer added implementation of the program was expedited and moving quickly, and currently relies on some tasks that are more manual in nature. As infrastructure of the program is updated and components of the manual process are eliminated, it will streamline the process.
 - T. Zamora added that piloting the program and auditing it before the expansion allows the College to fine-tune these processes.
 - L. Torres will review progress of these updates in May 2022.
- 2. Employee Training Compliance
 - L. Torres reviewed the executive summary of the Employee Training Compliance Report, which included a detailed evaluation of the operational efficiency, internal controls and management surrounding employee training between April 1, 2020 - May 31, 2021. The following observations and corresponding Corrective Action Plans (CAP) were noted:
 - Observation: Follow-up
 - There will be a delay the roll-out of the annual required training until after faculty load is completed in mid-September.
 - Organizational and Talent Development (OTD) will issue two reports to SLT members that identifies employees that have not completed required annual training. The first report will be sent two weeks before the due date, and the second will be sent three days before the due date of the required training.
 - Cornerstone reminders will continue to notify employees of the completion due dates.
 - Notifications to leaders from Cornerstone will continue as a reminder of employees that have not completed the required training.
 - L. Torres advised that there had already been significant process improvements.
 - L. Wilson asked if adjunct instructors were compensated to complete required training.
 - L. Torres replied that we must provide compensation for required training, and this audit has been closed.

- K. Sinor asked if the training was online.
 - B. Hellyer replied that it is online and interactive with quizzes throughout each module.
- 3. Student Training Compliance
 - L. Torres reviewed the executive summary of the Student Training Compliance Report, which included a detailed evaluation of compliance, internal controls and management surrounding required student training between September 1, 2019, and May 31, 2021. The following observations and corresponding Corrective Action Plans (CAP) were noted:
 - Observation: Incomplete
 - Credit students who initially enrolled for Fall 2019 and/or Spring 2020, after HB 1735 took effect, do not show completion of such training in Banner and do not have a registration hold placed on their account.
 - CAP – Compliance and Judicial Affairs will be following the Internal Audit's recommendation to review the 2,183 students (from the 2019-2020 school year's cohort) to determine whether students have completed the *Not Anymore* training or have completed the training at another institution. In addition, Compliance & Judicial Affairs will review the 12 students (from the Summer 2020 cohort) to determine the same.
 - B. Hellyer expressed a concern related to when holds are placed on student accounts; will students complete the training, or simply do not enroll.
 - LT advised that the training must be completed for statutory compliance. Students have access to see why they have a hold on their account and are then able to complete training for the hold to be released.
 - R. Wheeler asked if there have been many reports of student harassment.
 - B. Hellyer advised that although it is difficult to quantify "many," there are some reports that are handled by Campus Police and others that are managed by Judicial Affairs.

V. Discussion of Property Tax Collections

- T. Zamora presented property tax collection rates for the past ten years.
 - Based on comparative collection rate data from neighboring districts including two peer community colleges, three independent school districts, and Harris County, the College's collection rates are similar.
 - K. Sinor asked if we are less successful at collecting past due balances as compared to other districts.
 - T. Zamora advised that the process has become more complex than in previous years. We must account for lawsuits, delays due to protests, and other factors that may affect the collection rate.
 - K. Sinor shared that he observed tax rate increases in general.
 - T. Zamora replied that the trend in valuation growth that is coming this year for residential properties has already been noted.
 - B. Hellyer shared that the College was asked to extend the current tax collector contract for another year.
 - The Committee members agreed that the action was appropriate, and it

will be submitted for the April 4, 2022, Board meeting.

VI. The meeting adjourned at 5:29 p.m.