

BRISTOL COMMUNITY COLLEGE
Fall River, Massachusetts

MINUTES OF THE FINANCE AND AUDIT COMMITTEE
September 26, 2016

I. CONVENING

The 109th meeting of the Board of Trustees Finance and Audit Committee convened on Monday, September 26, 2016, in Conference Room, Room D210 of the Hudnall Administration Building. Chairperson Cynthia Rose called the meeting to order at 3 p.m.

Present were:

Joan Medeiros
Cynthia Rose, Chair
Sandra Saunders
Max Volterra

Also present were:

Steven Kenyon, Vice President of Administration and Finance
Joseph Marshall, ex officio
John J. Sbrega, President
Keith Toni, Comptroller

II. APPROVAL OF MINUTES

Upon Motion made by Trustee Volterra, and seconded by Trustee Saunders, it was VOTED to approve the Minutes of the meeting of June 13, 2016.

III. BUSINESS SESSION

New Business

1. Review of the Trust Fund Report for the Fourth Quarter 2016; April 1, 2016 to June 30, 2016.

Vice President Kenyon provided an overview of the Fourth Quarter Report. He explained how the Trust Fund Report is required by law. This report is not a complete picture of the College finances. It only represents College Trust Funds and does not include State Appropriations or Grants. Vice President Kenyon explained that Trust funds are local funds primarily from tuition and fees.

After a review, a Motion was made by Trustee Saunders and seconded by Trustee Volterra, and it was

VOTED to accept the Fourth Quarter Trust Fund Report.

2. Review of the FY2016 Annual Trust Fund Report.

Vice President Kenyon provided an overview of the Annual Trust Fund Report. Trustee Rose questioned Private Gifts, Grants, and Contracts on page 10 of the report. Vice President Kenyon explained that most of this is Foundation activity. It is higher than normal because of the Capital Campaign.

President Sbrega asked what percent of “state” funds make up our revenue. They make up about 30 percent of revenues.

Vice President Kenyon said that federal financial aid is our biggest revenue source which is why we are required to have an A-133 audit.

3. Report on Reserves as of August 31, 2016.

The Report on Reserves was reviewed, and Vice President Kenyon gave an overview. Trustee Volterra commented on Fidelity and mentioned that Vice President Kenyon sent him materials pertaining to Fidelity. These included the composition of the two Fidelity accounts.

Vice President Kenyon explained that the College has two managed funds – balanced and conservative and within these funds there are 39 different mutual funds.

It was explained that a few years ago the College went out to bid and Fidelity was selected from several firms.

Trustee Volterra suggested as our CDs mature, we move them to Fidelity but keep at least \$1M in CDs.

In March 2017, we will ask Fidelity to present to the committee.

A MOTION was made to transfer CDs to the Fidelity Balanced Fund as they mature. The College will keep at least \$1M in CDs. It was unanimously approved.

Upon completion of the review, the Report on Reserves was accepted.

4. Review – Draft FY16 Audited Financial Statements.

Vice President Kenyon explained why we do not have the final Audited Financial Statements. The College’s portion of the state pension fund is not finalized yet. This information is provided by the State Comptroller and has not been received. This entry will have a material impact on our financial statements. A special meeting will be held to review the final statements.

5. Update on New Bedford Facility Lease.

Vice President Kenyon gave an update on the New Bedford facility lease. The Foundation will enter a 10-year lease with STORE Capital. The Foundation is very supportive, and Vice President Kenyon has been working on the documents to close the deal. Vice President Kenyon has been working with the various tenants to secure subleases.

We expect to close in November 2016. The Foundation will be the go-between and ultimately be our landlord.

IV. OTHER BUSINESS

President Sbrega explained the FY16 MCCC raises and the issues involved. He explained the FY17 MCCC payments. All 15 community colleges are experiencing the same issues.

V. ADJOURNMENT

The Committee adjourned at 3:50 p.m.

Respectfully submitted,

Steven Kenyon, Vice President
Administration and Finance

Approved by the Board of Trustees November 7, 2016

