



**Governing Board's Finance and Audit Committee**

**Friday, May 7, 2021**

**9:00am**

**Virtual Meeting - Zoom**

**Summary Minutes**

On May 7, 2021, the Finance and Audit Committee ("Committee") met to discuss the Comprehensive Integrated Energy Management Program vendor selection process review. Chair Tracy Nuckolls called the meeting to order at 9:04am, noting a quorum was met.

A motion was made to convene an Executive Session for discussion or consultation for legal advice from the College's legal counsel concerning the Comprehensive Integrated Energy Management Program vendor selection process review. The Executive Session comprised Chair Nuckolls; Committee members Demion Clinco, Maria Garcia, Jesus Manzanedo, Ken Marcus, Scott Odom, and Ben Tuchi; College General Counsel Jeff Silvyn; and Susan Segal from Gust Rosenfeld.

The Committee discussed the vendor selection process review and the report provided by Ms. Segal. A second Executive Session on the topic was scheduled for May 27, 2021 to discuss a potential report of recommendations for submission to the Governing Board.

Recommendations to consider include:

- Ms. Segal's list of procurement manual revisions, as stated in section *XIV. Best Practices and Recommendation*, of her report.
- More robust training for employees participating on solicitation review committees to better describe expectations for participation and to help distinguish between personal opinions or concerns and the scoring criteria.
- A revision to the procurement manual, or perhaps a Board Policy, to codify the practice of the Chancellor not participating in competitive solicitation processes due to the volume of requests and inquiries received in the Chancellor role.

With no other business, Chair Nuckolls adjourned the Executive Session at 10:15am, and the meeting concluded at 10:16am.