



BUDGET COMMITTEE

MINUTES

November 10, 2020

A meeting of the Budget Committee was held November 10, 2020 via Zoom. The meeting was called to order at 2:48 p.m. by Yulian Ligioso, Acting Vice President of Finance and Administrative Services.

Roll Call

Members Present: Barbara Baer, Tricia Frady, Anel Gonzalez, Yulian Ligioso, Teresa Laughlin, Dr. Kendyl Magnuson, Craig Thompson, Linda Beam, Rocco Versaci, Molly Faulkner, Joel Glassman, John Matson, Carmelino Cruz, Jenny Fererro, Carmen Coniglio, Dr. Vikash Lakhani, Dayna Schwab

Members Absent: Shayla Sivert, John Matson, Cassandra Collier

Recorder: Heather Sutton

Guests: Ken Stoppenbrink, Brandi Taveuveu, Pai Wang-Smith, Steven Carkey, Amber Cross, Debbi Claypool

I. Approval of Minutes:

The minutes from the October 13, 2020 meeting were approved.

II. Contracts/Purchasing

Y.Ligioso introduced both Amber Cross, Acting Purchasing Manager, and Debbi Claypool, Sr. Contracts Processor. D.Claypool walked the committee through the procedure used in processing and entering all contracts into the database. D.Claypool added that there is a contract review and approval form that is required for any contract. She continued to describe the process in detail, and how it moves to a requisition and then to a purchase order.

A.Cross explained the procedure for how items move to the Purchasing Report. Items begin with Contracts then move to a Requisition, and then through the approval process before moving to Purchasing for a Purchase Order. Explained the report to include items that are over \$50k. B.Baer asked if there was a way to see a more detailed view of what items are, so that when items are viewed, there is a complete picture of specifics and not a general label. C.Coniglio spoke to upcoming trainings that will assist staff in drilling down into the specifics of purchase orders.

III. CARES Update

Robert Threath and Pai Wang-Smith presented on the current status of CARES. R.Threath spoke to the CARES proposals that have been received and the approval process. There are five main allocations, Federal BLOCK Grant, State BLOCK Grant, CARES Institutional Award, CARES MSI, and CARES Student Emergency Grant. There has been a focus on utilizing the Federal BLOCK Grant as the funds expire soon. Ninety proposals have been received thus far, and \$3.1 million in funds have been dispersed. Y.Ligioso spoke to the upcoming deadlines for each Grant and how the college is processing proposals and the future moving forward throughout 20/21.

IV. Enrollment Report

Kendyl Magnuson walked the committee through enrollment projections to include where the numbers are currently, some issues related to COVID-19, classes being moved online and the impact to FTES (The DE Penalty), and the Chancellors Office allowable adjustments. Currently for the Fall term PCCD is down by 16% on FTES, and head count down to 14%. K.Magnuson explained in detail the reason for the issues and how we are working through them. The DE Penalty only affects Fall Lecture classes moved to DE. This amounts to projected loss of 335 FTES for Fall. Currently working with Information Services to update PeopleSoft to report the online as in-person Weekly as allowed by CCCCCO Guidance – this will reverse the DE Penalty for Fall 2020. Y.Ligioso inquired to emergency allowances, and K.Magnuson informed the group that emergency allowances are “sun-setting” after the Fall term. New guidance is anticipated in the Spring. K.Magnuson also described what emergency allowances are and how they have affected Palomar College.

V. Financial & Budget Reports – FY19/20 Annual 311 and FY 20/21 Quarterly 311Q1

Yulian Ligioso covered the details of the FY19/20 Annual 311, walking through the borrowings and closing at 51.14%. Carmen Coniglio provided an update on the FY20/21 Quarterly Report 311Q1. C.Coniglio briefly touched on Revenues, Expenditures, Fund balance beginning/ending. She spoke to the revenues being down due to property taxes not coming in until December 2020. Expenditures were at \$26 million dollars. Currently showing a deficit of \$12 million due to the timing of expenditures and revenues.

VI. Other

No items were brought forward

VII. Adjournment

There being no further business, the meeting was adjourned at 3:58PM