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**Call to Order**

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, October 13<sup>th</sup> in Room H-306. The meeting was called to order at 2:36 p.m. by Ron Ballesteros-Perez, Vice President of Finance and Administrative Services.

**Roll Call**

**Members Present:** Jenny Akins, Carmen Coniglio, Jose Fernandez, Chris Miller, Connie Moise, Teresa Wacker

**Members Absent:** Rosie Antonecchia, Susan Garland

**Recorder:** Dayna Schwab

**I. Approval of Minutes**

(MSC: Fernandez/Akins) The minutes of September 8, 2016 were approved and will be posted on the Palomar web page as follows:

<http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.

**II. Second Reading**

None

**III. First Reading**

None

**IV. Discussion/Information Items**

**A. FY 15-16 Recap and FY 16-17 Budget Overview**

VP Perez presented a PowerPoint presentation for the 2016-17 Adopted Budget. The 2015-16 actual ending fund balance was \$21,852,544 which becomes our beginning fund balance for 2016-17. He also discussed the impact the State budget has on the District, planning assumptions, 2015-16 vs. 2016-17 expenditures, 2015-16 actuals vs. 2016-17 projections and the Districts fund balance history since 2010-11. VP Perez handed out a FY 2015-16 Year End Summary which breaks down what each Division was budgeted, how much was expended and what the remaining balance was.

**V. Reports**

**A. Report of Vice President:** VP Perez reported the South Education Center and North Education Center are scheduled to open in summer 2018. Instruction is currently discussing what to offer at these centers besides general education. Mike Popielski, Interim Vice President, Human Resources will resign on October 21, 2016. VP Perez will serve as the acting VP of HR until the position is permanently filled. Negotiations with PFF are wrapping up. Negotiations with CCE will begin in November. There are over 20 classified positions to be filled per the MOU agreement between the District and the CCE due to the SRP. These recruitments are a priority. 41 positions from the classification study have been selected by the District and the CCE to be reevaluated by December 15, 2016. President Blake reached out to the Institutional Effectiveness Partnership Initiative (IEPI) group to come out and assist us with enrollment management and HR business practices. The IEPI is a team of peers from other institutions that have expertise in our area of focus. Connie Moise has been part of an IEPI team and shared her experience. VP Perez provided a handout on Proposition 55. Prop 55 will extend income tax to the highest earners through 2030. He also distributed Palomar's 2015-16 Second Principal Apportionment report showing

under "Estimated EPA" we received \$15.4 million from Proposition 30. If Prop 55 does not pass, we would lose that revenue source. VP Perez handed out Strategic Goal 5.4 which ties enrollment management and fiscal resources.

- B. Technology Plan Workgroup: Connie Moise reported the Technology Plan Workgroup is finalizing section 1 of the Technology Master Plan and will bring the draft to the next meeting for our review.
- C. Facilities Review Committee: Chris Miller reported the Facilities Review Committee met on September 15, 2016 (October 6, 2016 meeting was cancelled due to lack of agenda items). The committee approved the Escondido Center's Early Childhood Education Lab School to use their scrolling sign when they have vacancies to help increase their enrollment. Chris gave a Prop M Update. The LRC is under construction with plans to open in spring/summer 2018. The Parking Structure and Campus Police Building are in construction and the last blast will be on October 21, 2016. Construction on the Maintenance & Operations Complex (Facilities) will start at the beginning of 2017. The A Building remodel is in phase II. Once that's complete, IS will move into the A Building and construction will start on the ST Building for the Veteran's Center. The saw mill will be relocated to build more storage for the T Building. Demolition at the South Ed Center has begun. The Student Services One-Stop-Shop (LL Remodel), Athletics/Kinesiology Complex, Arboretum and North Ed Center projects are in design.
- D. Safety & Security Committee: Chris Miller reported the meeting scheduled for October 5, 2016 did not have a quorum. He notified us the whole campus will take part in the Great American Shakeout on October 20, 2016 at 10:20 a.m. A building evacuation drill for the Library has been scheduled. A campus-wide lock down drill and policy group tabletop exercise are in the planning stages for spring 2017. The EH&S Department is working on an overall emergency drill training schedule for 2017.
- E. Bookstore Subcommittee: VP Perez had no report.
- F. Food Services Subcommittee: VP Perez reported an annual survey will be coming out for Aramark/Food Services. Our vending machine contract ends at the end of October. We are going out to bid for a beverage firm. Coca-Cola is our current vendor.

## **VI. Other Items**

- A. Fiscal Services Update: Carmen Coniglio presented Payment Plans for Students. Nelnet Enterprise Payment Plan is an alternative payment option for students. It will increase affordability (avoid traditional lump-sum payment), improve payment success by allowing students to budget fee payments, there is no interest, no finance charges and no credit check. The target date to go live is October 31, 2016 for spring 2017 registration. Students must have a minimum balance of \$100. There is a \$25 Nelnet enrollment fee per semester, a \$35 down payment due immediately and a \$30 returned payment fee (i.e. failed attempt due to NSF). Any adjustments to charges or financial aid will also adjust remaining payments. Students will automatically be notified by email each time an adjustment is made. Participants select plan and payments are electronically deducted via ACH/debit/credit card on the date of each required payment. The earlier students enroll, the lower their monthly payments since the total amount financed will be divided over more scheduled payments. Payment plans are not available to students with BOG or a 3<sup>rd</sup> party sponsorship agreement.

## **VII. Adjournment**

There being no further items, the meeting was adjourned at 3:42 p.m.