
Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, February 23rd in Room MD-155C. The meeting was called to order at 2:34 p.m. by Ron Ballesteros-Perez, Vice President of Finance and Administrative Services.

Roll Call

Members Present: Jenny Akins, Carmen Coniglio, Susan Garland, Connie Moise

Members Absent: Jose Fernandez, Chris Miller, Teresa Wacker

Guests: Robert Threatt

Recorder: Dayna Schwab

I. Approval of Minutes

(MSC: Akins/Garland) The minutes of February 9, 2017 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

A. Revision Request – AP 6300 Fiscal Management

Carmen Coniglio presented proposed edits to AP 6300 Fiscal Management. Fiscal Services will be adding subsections which are additional procedures related to fiscal management. AP 6300.1 Procedures for Federal Grant Funds was created and highlights allowable costs, period of performance, procurement, capital expenditures, conflict of interest, cash management, personnel and audits. It was decided that Carmen needs to meet with Business and Contract Services and the Internal Auditor for discussion and edits before bringing it back to the council for further discussion.

B. Revision Request – AP 6900 Travel

Carmen Coniglio presented proposed edits to AP 6900 Travel. The council had a thorough discussion about the proposed changes and submitted feedback to Carmen and Robert Threatt, Internal Auditor. They will be making suggested edits before bringing it back to the council for further discussion.

IV. Discussion/Information Items

None

V. Reports

A. Report of Vice President: VP Perez reported the District launched the Palomar Promise yesterday, February 22, 2017. The Palomar Promise will provide free community college access to all eligible North San Diego County 2017 high school graduates starting in fall 2017. Students will be required to meet other eligibility criteria in order to receive financial support from the Palomar Promise. VP Perez reported the bond sale was for \$694 million. The District is going out for the last \$139 million for series D. The bond program should be completed in 2020-2021. An All College Forum regarding the data breach will be held on Thursday, March 2, 2017

from 11:00 a.m. to 12:30 p.m. President Blake, himself, Connie Moise and Counselor M. Scott Koller will be presenting and available for any questions. The meeting will be shown live and will be recorded if anyone is unable to attend.

- B. Technology Plan Workgroup: Connie Moise had no report.
- C. Facilities Review Committee: Chris Miller was absent. There was no report.
- D. Safety & Security Committee: Chris Miller was absent. There was no report.
- E. Bookstore Subcommittee: VP Perez reported Louis Ramsey is the new Manager of the Bookstore.
- F. Food Services Subcommittee: VP Perez reported Nick Menotti is the new Director of Food Services. They are working with him on pricing for Classified Staff Development Week.

VI. Other Items

- A. Fiscal Services Update: Carmen Coniglio reported budget development is ongoing. The Budget Development Timetable is available on the Fiscal Services website. The Year-End Closing Deadlines for FY2016-17 will be going out in General Information email tomorrow, February 24, 2017. Carmen reported there were over 900 students who utilized the payment plan this semester.

VII. Adjournment

There being no further items, the meeting was adjourned at 3:22 p.m.