



**FINANCE & ADMINISTRATIVE SERVICES
PLANNING COUNCIL (FASPC)**

Minutes

March 14, 2019

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, March 14th, in Room A-4C1. The meeting was called to order at 2:35 p.m. by Connie Moise, Director, Information Services on behalf of Ron Ballesteros-Perez, Vice President, Finance and Administrative Services.

Roll Call

Members Present: Carmen Coniglio, Amber Cross, Connie Moise, Robert Sedillo, Manupriya Sharma, Susan Snow

Members Absent: Jenny Akins, Ron Ballesteros-Perez, Eric Cantu, Chris Miller

Guest: Robert Threatt, Internal Auditor/Analyst

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes of the February 14, 2019 meeting were approved and will be posted on the Palomar webpage: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>. (MSC: Snow/Cross and 1 abstention)

II. Discussion/Information Items

- A. Student Centered Funding Formula (SCFF) Overview: Carmen Coniglio reported that she had presented a detailed budget review presentation and the P1 Apportionment report at the 3/12/19 Budget Committee meeting. The District is currently funded based on the Hold Harmless provision, which is the FY 2017-18 Total Computational Revenue plus 2.71% COLA. She explained that the Chancellor's Office has continued to recalculate our current year apportionment as new data on the SCFF components become available. We are in the budget development process now for our FY 2019-20 Tentative Budget. Results of the May Revise will be incorporated into our Tentative Budget once released.
- B. Computer Replacements: Connie Moise gave a presentation outlining the procedure that is followed to replace employee computers and computers utilized by students in labs. She said there are currently 72 computer labs, not including Rancho Bernardo, Fallbrook, and the LRC. Labs are grouped based on the highest capability requirements for instruction. There is no automatic replacement period for employee computers; they are used as long as they are still viable.
- C. Board Policy/Procedure Updates: Connie Moise explained the FAS Division is responsible for updating Chapter 6 Board Policies and Procedures. Carmen Coniglio said she and Robert Threatt are conducting a preliminary review of all of the Chapter 6 BP's and AP's. The goal is to bring the Chapter 6 AP's and BP's to FASPC for review/approval before they go to the Policies & Procedures Committee in April and/or May. There was a discussion about designating review teams for five (5) AP's outside Chapter 6 that have FAS oversight.

First Reading: AP 6901 Mileage Reimbursement: Robert Threatt provided an overview of the new AP; members were asked to review and provide feedback. Carmen commented that all mileage reimbursements must be substantiated to ensure we are in compliance with IRS rules and regulations. Second reading will be at the next meeting.

III. Reports

- A. Report of Vice President: Connie Moise shared that the FCMAT visit has been postponed until after the IEPI process and review has been completed. Carmen added that FCMAT can assist us in implementing any new recommendations.
- B. Technology Plan Workgroup: No Report
- C. Facilities Review Committee: No Report
- D. Safety & Security Committee: No Report
- E. Bookstore Advisory Council: No Report
- F. Food Services Advisory Council: No Report

IV. Other Items

- A. Fiscal Services Update: Carmen Coniglio reported we are actively recruiting for the Accounting Manager position. She also reported on two important projects. The automation of the budget transfer process in PeopleSoft has been tested with successful outcomes. The payment request functionality will replace most of the paper payment voucher forms. Employees will be able to sign up for training in the PD Portal.
- B. Accreditation Steering Committee: Connie Moise talked about a new tool that has been developed to help the planning councils review/update accreditation standards. Councils may use the new tool as a group, break out into smaller groups, or work individually. After some discussion, it was determined that a few questions will be sent to council members before the next meeting to allow time for review before discussion. There was a suggestion that we locate a room where the FASPC can meet on a regular basis; possibly A-145.

V. Adjournment

There being no further items, the meeting was adjourned at 3:58 p.m.