

April 9, 2020

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held via Zoom on Thursday, April 9. The meeting was called to order at 2:40 p.m. by Yulian Ligioso, Acting Vice President, Finance & Administrative Services.

Roll Call

Members Present: Jenny Akins, Carmen Coniglio, Amber Cross, Yulian Ligioso, John Matson, Chris Miller, Connie Moise

Absent: Robert Sedillo, Susan Snow

Guest: Robert Threatt

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes of the February 13, 2020 meeting were approved and will be posted on the Palomar webpage: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.
(MSC: Akins/Coniglio)

The minutes of the March 12, 2020 meeting were approved as amended and will be posted on the Palomar webpage: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.
(MSC: Moise/Miller and 3 abstentions)

II. BP's / AP's (First Reading)

Members were asked to review the following Board Policies and Administrative Procedures with their constituent groups. The group discussed taking an electronic vote to approve the AP's/BP's for 1st reading in about one week and everyone present agreed a week would provide sufficient time for review. Connie Moise commented that once the AP's/BP's are forwarded to the Policies & Procedures Committee for review and approval, all constituent groups continue to have the opportunity to provide input.

- AP 6150 - Designation of Authorized Signature (**BP 6150 already approved**)
- BP/AP 6400 - Audits
- BP/AP 6520 – Security of District Property
- BP/AP 6530 – District Vehicles
- BP/AP 6550 – Disposal of District Property
- BP/AP 6600 – Capital Construction

III. Reports

- A. Report of Vice President: Yulian Ligioso informed members the P1 State Apportionment Report includes a 3.7% deficit factor, which equates to a \$4.2M revenue loss. As a result, he said the District must carefully review all budget assumptions.
- B. Technology Plan Workgroup: Connie Moise reported the group met Feb. 19 and reviewed two project proposals: Commitment Accounting and Gideon Taylor eForms. They're also working on access for guests/community members using public computers in the District's libraries. A community domain has been configured to facilitate this and IS and Library

staff are collaborating on procedures. They reviewed AP 3720 (which has already been reviewed by FASPC) and discussed adding a "click-through" acknowledgement of the computer and network use policy when users connect to the District's public wireless Internet service. They also discussed standardizing processes for students to check-out equipment.

C. Facilities Review Committee – No Report

D. Safety & Security Committee - No Report

E. Bookstore Advisory Council – Yulian Ligioso reported the Follett Manager is on site M-F, processing orders and refunds.

F. Food Services Advisory Council - No Report

G. Accreditation Steering Committee: Yulian Ligioso reported the Ill.D Writing Team is moving to Assignment #2, drafting narrative that will respond to the standards.

IV. Other

Prop M Project Update Review/Discussion – Chris Miller gave a PowerPoint presentation on the Prop M bond remaining funding. He reported there is \$151,500,000 remaining unencumbered Prop M funds as of 2/27/20. The challenge will be how to package the potential projects in order to maximize the beneficial impact to the District and the community without exceeding available funds.

V. Adjournment

There being no further items for discussion, the meeting was adjourned at 3:45 pm.