

**September 10, 2020**

**Call to Order**

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held via Zoom on September 10, 2020. The meeting was called to order at 2:34 p.m. by Yulian Ligioso, Acting Assistant Superintendent/Vice President, Finance & Administrative Services.

**Roll Call**

**Members Present:** Yulian Ligioso, Carmen Coniglio, Amber Cross, Chris Miller, Connie Moise, Robert Sedillo, Susan Snow

**Absent:** John Matson

**Guest:** Robert Threatt, Steven Carkey, Michelle Barton, Mike Dimmick

**Recorder:** Heather Sutton

**I. Welcome**

VP Ligioso welcomed members and guests of FASPC

**II. Accreditation Update - presented by Michelle Barton (moved to accommodate MB)**

M.Barton, presented an ICER update, timeline, and general overview of Accreditation process. Self evaluation, Peer review, Commission review, and Follow Up. Site visit in Spring 2022. Next Narrative to be completed on October 23rd, 2020. Emphasized that the narrative must address the standards. Writing session coming soon to assist teams. Y.Ligioso asked about a central repository and naming convention. M.Barton walked through the process for naming conventions and the document that has been created for evidence. Each standard has it's own worksheet. Will be pulling evidence teams together to assist. C.Moise spoke to the III.D Team Site and challenges faced due to retirement and how to link evidence correctly. M.Barton continued to go over the process in documenting and linking evidence to the standard narrative and future creative efforts to assist in the process for the teams.

**III. Proposition M Update - presented by Chris Miller**

C.Miller referred to the Prop M presentation w/detailed information on the monies remaining and board decisions for last possible project(s) and prioritization that will be used for the \$155million remaining. Detailed the process for scheduling and the different scenarios. Option C passed 3/2 by the Governing Board with changes to the amount targeted towards Athletics by \$10.7mil, and moved those monies to the Contingency bucket. C.Miller explained the architect selection and delivery methods for the upcoming projects. M.Dimmick asked whether the 40k sqft building would go where the originally planned building was designated. C.Miller yes, possibly, but they have options.

**VI. Budget Update - presented by VP Ligioso**

VP Ligioso walked through revenue expenditure assumptions, and gave a look ahead over the next several years. Spoke to Advance Apportionment that the state provides, Hold Harmless, Base Allocation, and Supplemental outcomes. Holding Harmless to roughly \$115 million. Spoke to the revenue shortfall of .85% that was built into the budget, equaling \$978 thousand. COLA will be zero over the next two years, and raising incrementally moving forward into 2024/25.

Y.Ligioso described the Outcomes and Supplemental buckets, and how those will look in the future. In the Outcomes bucket the items funded at the highest rates are Associates Degrees for transfers, and there is an opportunity for growth there for Palomar. Additionally hoping that by 2022/23 Palomar will attain center status for Fallbrook, and by 2023/24 for Rancho Bernardo. Spoke to the decline in non-resident fees and revenues due to COVID, but looking to make gains in that over the next four years. Y.Ligioso moved into the Expenditure Assumptions to include Vacancies, Replacements, Retirements, and the specific positions. The CARES Act should help Palomar through 2020/21 and into 2021/22. The revenue picture is fairly flat through 2024/25, but reductions in expenditures are needed. C.Coniglio talked to the aging infrastructure, and our buildings needing added maintenance costs. C.Miller agreed, and expanded on the future needs, and the costs. C.Coniglio spoke to the need of new positions for the centers moving forward. Y.Ligioso thanked Carmen Coniglio, Steven Carkey, and Brandi Taveuveu for their budget work.

**VII. 19/20 Closing - presented by Carmen Coniglio**

Referred to revised P2 report - 1mil reduction, Apportionment 80%. Extended timelines were issued. Spoke to delays due to the collection of property taxes and a significant decline in the Education Protection Account (EPA). Spoke to the Student Funding Formula, and that we are funded as a medium district. Supplemental Allocation is a component of the Student Funding Formula, and Palomar gets paid on a point value. C.Coniglio continued to describe the point value for each area to include Pell Grant recipients and Promise Grant recipients. Palomar is guaranteed to receive the higher of the 2017/18 total computational revenue. Described the deficit percentage, and how the reduction of the Student Centered Funding Formula factors in. Additionally talked to CARES, scrubbing the budget, categorical grants, and continuing the closing process. Connie Moise asked about closing - C.Coniglio stated it would be after State of the Budget on 9/22/20, and those numbers would be preliminary.

**VIII. Chapter 6 - BP/AP - Update**

Robert Threatt discussed the upcoming reviews for 9/24 for Chapter 6, BP/APs. Chapter 6 is broken into three groups for ease of review and revision. Will have items for first read on the September 24, 2020 FASPC meeting.

**IX. Reports**

- a. VP Report - Refunding/Bond
- b. Technology Plan Workgroup: Connie Moise reported the group Office 365 user instructions
- c. Facilities Review Committee – Prop M Update (see item III.)
- d. Safety & Security Committee - No Report
- e. Bookstore Advisory Council – Advisory group has not met. Impacted by COVID. FYE ends in April. Revenue guarantee. Revenue sharing.
- f. Food Services Advisory Council - No Report
- g. Accreditation Steering Committee: Moved to Agenda Item I.

**X. Adjournment**

There being no further items for discussion, the meeting was adjourned at 3:48 pm.