

December 10, 2020

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held via Zoom on December 10, 2020. The meeting was called to order at 2:30 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, Robert Sedillo, Susan Snow, Mike Dimmick
Absent: Cassandra Collier
Guests: Robert Threatt, Debbi Claypool
Recorder: Heather Sutton

I. Welcome

VP Ligioso welcomed members and guests of FASPC.

II. Budget Update (Yulian Ligioso/Carmen Coniglio)

Y.Ligioso shared the Budget Update that was presented Campus Wide on November 19th, 2020. Y.Ligioso spoke to the fiscal outlook from the legislative analyst's office and how revenue projections improved by about 18.5%. Most news was good, but uncertain if it would mean more money for Palomar. Y.Ligioso presented the quarterly update (July-September 2020) that is sent to the Chancellor's Office. Discussed year to date losses due to revenue flow for the district. Continued to walk through when funds come in to the college, and spoke to the \$12.6 million deficit shown. Stated revenues were on track as planned, and slowdowns are expected. Regarding expenditures due to vacancies not being filled and related effects associated with that, in addition to frugal spending. Continued to walk through the SCFF and the \$6.7million hold harmless provision, and how this provision was extended until 23/24.

Carmen Coniglio spoke to the more positive fiscal projections for the upcoming year as noted on the California Fiscal Outlook that was released in November by the Legislative Analyst's Office. The Governor's budget will be released in January, and more information will be shared at that point. Additionally, the Legislative Analyst's Office is estimating a COLA for next year at 1.14%. C.Coniglio spoke to the growing pension costs and that it may increase to 23% for CalPERS. Cal STRS contribution is projected at 16%.

III. Cash Flow (Steven Carkey)

Steven Carkey, Accounting Manager, presented cash flows and echoed Y.Ligioso's presentation of the more positive outlook that is currently being seen. Walked through month to month flow as monies come in and ended in November at \$12.4million. Spoke to being tight on cash flow projections in order to make payroll, but conservatively speaking looking at a \$9million low in March 2021.

IV. Chapter 6 – BP/AP Update (Robert Threatt)

R.Threatt presented AP 6370: Contracts – Personal Services for 1st Read and shared with the council that the January meeting will have additional items for review and approval.

V. CARES Update (Robert Threatt/Pai Wang-Smith)

Robert Threatt and Pai Wang-Smith presented an update on CARES funding for November including key proposals received and approved, and insight into expenditures of the more detailed activity. This included over \$877k in Federal Block Grants allocated to the district, in addition to just over \$1million in the State Block Grant, and CARES Institutional and \$3.8million and just over \$520k in CARES MSI. The majority of the activity is under Federal Block Grant and CARES-Institutional. The Federal Block Grant must be spent or funds uncovered by December 30, 2020. The State Block Grant has a deadline of June 30, 2022, CARES Institutional by April, 23, 2021, and CARES MSI by July 9, 2021. R.Threatt continued to speak to the specific areas that funds were used for and spoke to HEERF Emergency Student Grants of \$3.8million and \$3.2million has been disbursed to students.

Pai Wang-Smith walked through what is remaining in Block Grants, and is not concerned with the amount remaining not being spent.

VI. Financial Audit (Robert Threatt)

R. Threatt presented an update on the Financial Audit and annual process completed by an independent CPA that meets competent Board of Accountancy Requirements. This serves as direction for districts and external independent auditors who perform annual financial audits of community college districts. R.Threatt stated that this is expected for the upcoming year. Continued to explain that external auditors visit the campus three times per year, and then for interim audit testing. These visits are coordinated through the Fiscal Services office. R.Threatt continued to walk through the complexities of the audit, spoke to where to find the prior audit reports, and the repercussions and benefits from the process.

VII. Reports

- A. Report of Vice President – no report
- B. Technology Plan Work Group – Mike Dimmick reported (unable to decipher recording)
- C. Facilities Review Committee – no report
- D. Safety & Security Committee – no report
- E. Bookstore Advisory Committee – expecting lower commissions
- F. Food Services Advisory Committee – no report
- G. Accreditation Steering Committee – no report

VIII. Other

No items were presented

IX. Adjournment

There being no further items for discussion, the meeting was adjourned at 4:00 pm.