



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

*Minutes*

**February 25, 2021**

**Call to Order**

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held via Zoom on February 25, 2021. The meeting was called to order at 2:30 p.m. by Ambur Borth, Assistant Superintendent/Vice President, Finance & Administrative Services.

**Roll Call**

- Members Present:** Ambur Borth, Carmen Coniglio, Amber Cross, Chris Miller, Robert Sedillo, Susan Snow, Mike Day
- Absent:** Kateri Mouawad, Rosie Antonecchia
- Guests:** Robert Threatt, Mike Dimmick
- Recorder:** Heather Sutton

**I. Welcome**

Ambur Borth welcomed members and guests of FASPC.

**II. Chapter 6 BPs/APs (Robert Threatt)**

R.Threatt walked through the process for discussion and review of APs and BPs prior to bringing to FASPC, and the different parties involved. Discussion involved the title of Director vs Manager of Business & Contract Services. Note of change from BP 6340 to AP 6340. A.Borth asked about the ratification process and approval of transactions every 60 days, and authorized signers for POs and how these are separate items. M.Dimmick spoke to the reasoning behind some of the changes being due to Connie Moise, the former Director of IS, being the Acting Vice President for a short time period, and was additionally over contracts. C.Coniglio asked for the items to be brought back to the committee for a second read for further discussion and to give additional time to review.

**III. Budget Calendar (Ambur Borth)**

Ambur Borth presented the Budget Calendar and the process in building in an integrated planning model for the first time. A.Borth covered the flow chart in how the budget process works to include Planning Priorities, Budget Assumptions, Resource Allocation Recommendations, and to Resource Allocation Decisions. After the Categorical Review happens, the Executive Cabinet reviews, and then it moves to the Budget Committee for discussion. A.Borth continued to show each of the dates that had been added into the calendar from the flow chart, and that explained that the Budget Committee would review one-time requests after the Executive Cabinet on March 23, 2021. M.Day asked about the one-time requests and if that comes through Divisional PRPs. C.Coniglio spoke to different divisional requests and the review of them separately for Facilities and IS.

#### **IV. Budget Assumptions (Ambur Borth)**

A.Borth spoke to the council about the SSC Community College Financial Projection Dashboard from the 2021-22 Governor's Budget. Within the factors, a Statutory COLA for SCFF was given at 1.5% for 2021-22 in addition to an SSC Recommended Planning COLA at .50% with a TBD for 2022-2025. A.Borth continued walking through the California Lottery, which is a flat rate from 2020-2025 at \$150, and stated that originally FCMAT recommended a 0% COLA in the Multi-Year Projections, but said she would verify that with FCMAT. A.Borth also spoke to the recommendation from FCMAT that Palomar remove the centers funding that was adopted into the current budget at \$1.3million for each center.

#### **V. 2021-22 Governor's Budget (Carmen Coniglio)**

C.Coniglio presented the Governor's January Proposal for the 2021-2022 State Budget and the challenges due to COVID-19. C.Coniglio spoke on the Legislative Analyst's Office Fiscal Outlook showing revenue growth surpassing the original expectations, and how the economic recovery resulted in stronger than estimated revenue from the "Big-Three" taxes for 2021-2022. These revenues are estimated at \$4.2 billion more than 2020-21 and \$2.8 billion more than the prior year's Governor's Proposal. C.Coniglio stated that despite higher revenues, the state faces an operating deficit, and the outlook remains uncertain. S

C.Coniglio presented the estimated Big-Three taxes from 2019 on into 2022. Personal Income Tax rose from \$99 million to \$107million, Sales/Use Tax hovered between \$25 million to \$26 million, and Corporation Tax went down from last year from \$16.9 million to \$16.6 million. Significant funding is being proposed to address COVID-19 statewide. She stated the California Community College is earmarked for approximately \$600 million for one-time and ongoing programs. Due to improved forecast, the Governor's Proposal included a proposed repayment of two-thirds of the \$1.4 billion deferrals from last year carrying over a remaining deferral of \$326.5 million in 2021-22. The State's calculation of the Total Computational Revenue (TCR) for 2020-21 is anticipated to be released at the end of February, including the recalculation of 2019-20 TCR.

C.Coniglio walked through the budget highlights from CCC to include SCFF Hold Harmless in effect through, 2023-24, a 1.5% of proposed Statutory COLA (approximately \$1.7 million for Palomar) with new conditions that includes a draft of actionable plans to close equity gaps and increase in online class offerings (and more details forthcoming, \$23 million for FTES growth, a \$250 million one-time Student Emergency Assistance Grant, \$100 million One-time for basic needs related to food & housing security, \$20 million one-time for system-wide effort to provide for PD for faculty, and \$20 million one-time for student retention and re-enrolment strategies in addition to \$2.5 million to provide instructional materials for Dual Enrolment, \$30 million for mental health services and student technology access, and \$10.6 million ongoing for distance learning. Additionally, \$600k to coordinate antiracism efforts in the curriculum and a focus on alignment of ethnic studies for CSU (AB1460). C.Coniglio continued to cover the highlights to include HEERF 2.0 Coronavirus response and relief supplemental appropriations to include \$82 billion for education, \$22.7 billion for California HEERF, at least \$1 billion to CCC's and \$17 million for Palomar College.

## **VI. Reports**

- A. Report of Vice President – no report
- B. Technology Plan Work Group – Mike Day reported that group had reviewed PRP requests related to technology to include recommendations. M.Day also spoke to the project list and how that may or may not relate to PRPs. Formalizing non-user access to Microsoft Office 365 suite, for those that are not employees, but who collaborate with Palomar College, and the forms/process required in order to grant this access. Formalizing standards for 2-factor authentication and equipment checkout, and possibly a different process for that. Development of a software systems catalog and an improved help desk system. M.Day spoke to the data retention and email retention process and to a revised emergency systems plan.
- C. Facilities Review Committee – Chris Miller reviewed the role of the committee. No meeting has occurred in the new calendar year.
- D. Safety & Security Committee – Chris Miller reported that the committee met on February 3<sup>rd</sup>, and discussed the wild fire situation on Palomar. Discussed making changes to fire risk and risk management. Also reported on the damage caused by the fire that occurred on campus, and training videos available to the campus. C.Miller spoke to the COVID cases on campus and the confidentiality of any reported cases. C.Miller made a recommendation of combining the Safety & Security Committee and the Campus Police Committee.
- E. Bookstore Advisory Committee – A.Borth spoke to a meeting she had with Follett/Bookstore and the continuing conversation with them due to loss of revenue from COVID.
- F. Food Services Advisory Committee – A.Borth reported that a meeting with Aramark has been scheduled and the next committee meeting will be scheduled soon.
- G. Accreditation Steering Committee – M.Day volunteered to be the representative for FASPC. C.Coniglio commented on the role of those serving on the committee.

## **VII. Other**

C.Miller asked about HEERF Funding. R.Threatt responded by referring to the Department of Education website. R.Threatt also committed to adding additional members to Teams in order to stay informed of changes and updates. M.Day commented on expiration dates for HEERF I and for HEERF II. R.Threatt continued to explain the specifics of the process.

Conversation occurred regarding Accreditation Groups.

## **VIII. Adjournment**

There being no further items for discussion, the meeting was adjourned at 3:43 pm.