

March 11, 2021

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held via Zoom on March 11, 2021. The meeting was called to order at 2:35 p.m. by Heather Sutton, Acting Executive Assistant to the Vice President of Finance & Administrative Services.

Roll Call

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

I. Welcome

Ambur Borth welcomed members and guests of FASPC.

II. Approval of Minutes

The minutes from February 25, 2021 were approved unanimously.

III. Budget Assumptions (Ambur Borth)

VP Borth presented on budget assumptions and the information and recommendations from School Services of California. VP Borth spoke to the changes that occurred from the P1 Report, and that the state does not always fully fund the college. Community college funding is based on the availability of state revenues. VP Borth spoke to the February 28th P1 Report, and that the state is estimating a shortfall, and has applied a deficit factor of 2.3826% - the deficit factor that was applied at the adopted budget was .85%, the difference between the two is Palomar had a \$963k deficit and now with the change it is over \$2million. C.Miller asked if the 20/21 reflects the loss of revenue. VP Borth stated that it does take into account the loss of enrollment/revenue. VP Borth continued to walk through the impact to 2019/20 and how it relates to the current year, and moving forward. VP Borth presented multiple scenarios to include the COLA changes suggested by School Services of California. Scenario One went through the percentage of enrollment growth for 20/21 through 24/25 from 5% to 7% respectively. Additionally, the Cost of Living adjustment from 0.00% to 1.90% within the same years. Funding SCFF is \$112million projected for 20/21 with an assumption of \$116.8million in 21/22, \$118.3million in 22/23, \$120million for 23/24, and for 24/26 an assumption of \$113.7million for Scenario One. Center Status Funding remains at zero through each year. Apportionment Revenue/SCFF in 20/21 is projected at \$112million, and ends in 24/25 at \$117.2million with a total revenue ending at \$135.8million in 24/24. VP Borth moved to present Scenario Two which incorporated FCMAT recommendations with all other items remaining the same. R.Antonecchia asked what the difference in savings are with and without COLA. VP Borth stated that net effect is \$400k under the COLA Scenario One. R.Antonecchia asked for clarification on the savings from one scenario to the other. VP Borth stated that the intent is for

this to be an ongoing conversation, and work towards how these items relate to one another. VP Borth, additionally stated that based on the feedback given by the Budget Committee, she intends to move forward with exploring Scenario One. R.Antonecchia asked about Board Election Costs and if those expenditures are from General Funds.

IV. 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. Spoke to Guest Access Requests and the formalization of that process. M.Day also reported on the roll out of formal process for two-factor or multi-factor authentication, licensing fees, and multiple software requests. Information Services is looking to get an inventory group put together to look at technology initiatives. Onboarding and offboarding of employees, and an official process were also discussed. They are working on a master plan work group, and a data retention plan process. There is continued work on communication for emergency crises.
- C. Facilities Review Committee – Chris Miller reported that there is no new information from this committee and that they will be looking to change the scope and purpose of this committee in the Fall with the assistance of Dennis Astl.
- D. Safety & Security Committee – Chris Miller reported that the committee met to discuss workers comp injuries, and working with IS on the emergency notification system. Also spoke to Cobra and that were 22 cases investigated in February as high risk. H&S had a safety concern regarding wi-fi law and this was addressed by Campus Police. A Recovery Plan was discussed with Derrick Johnson. Also spoke to emergency responses in a virtual environment and the comparison between 911 calls versus text messages.
- E. Bookstore Advisory Committee – Ambur Borth reported that there is no new information at this time.
- F. Accreditation Steering Committee – Mike Day reported that this committee is moving through the process as scheduled. Updates were sent, and some sections have been reordered, and feedback has been provided.
- G. Food Services Advisory Committee – Ambur Borth reported that there is no new information at this time.

V. Other

VP Borth notified the group of the changes to Fiscal Services staffing with the loss of Carmen Coniglio, Sr. Director of Fiscal Services, and Steven Carkey, Accounting Manager, and the challenges over the next couple of months without those positions.

VP Borth announced that she will be looking to have the Council be more active in other areas of FAS and not just solely focused on Budget and Finance. C.Miller acknowledged that this would be a great thing as there are other issues that need to be addressed and discussed outside of the budget. VP Borth stated that President Kahn is encouraging this, and would like for this council to be more aligned with the strategic plan. Would like for the council to propose topics to be discussed during FASPC meetings. VP Borth also stated that she would like for the council to be part of the discussions about the college reopening and what that looks like for Palomar. C.Miller addressed the council giving examples of how the agenda runs, and suggestions on how to make discussions more robust. M.Day voiced his thoughts and support to a new way of the council working together moving forward. VP Borth stated that she would work with members to begin reformatting the council and it's focus.

R.Antonecchia asked about the process to change access when an employee is either hired or leaves Palomar. M.Day suggested the use of the Removal of Access Form that can be utilized online. R.Sedillo spoke to the initiation and removal of access and that it typically resides with the department and/or the supervisor. M.Dimmick agreed and stated that this is normal practice at Palomar and that there really isn't a formal process through Human Resources. R.Antonecchia gave suggestions on how to improve this process possibly mirroring what happens in the private

sector. M.Day and C.Miller both agreed and gave examples of what currently occurs within some departments, and C.Miller offered thoughts on improvements by using a checklist and/or rubric for different employee types. C.Miller also spoke to the key cards and access control and automating access based upon the ID cards. S.Snow also agreed to a revised process for the directory, and that it is outdated.

VI. Adjournment

There being no further items for discussion, the meeting was adjourned at 3:29 pm.