



INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE
Friday, March 6, 2020
Location: M&O-111
MINUTES

Call to Order

The meeting was called to order at 12:30 p.m. by Glen Winn, ICOC Chair.

Members Present: Margo Cobian, BreeAnna Dail, Michael Hunsaker, Sarah Rosenfield, Glen Winn

Members Absent: Athenea Luciano, Beverly Ann Tolbert

District Representatives: Dr. Jack Kahn, Acting Superintendent/President
Yulian Ligioso, Acting Vice President, Finance & Administrative Services
Carmen Coniglio, Sr. Director, Fiscal Services
Chris Miller, Director, Facilities
Dennis Astl, Manager, Construction & Facilities Planning
Julie Lanthier Bandy, Acting Director, Communications, Marketing & Public Affairs
Heather Sutton, Administrative Specialist, Fiscal Services

Introductions

Glen Winn welcomed the members and roll call followed.

Public Comments

There were no public comments.

Approval of Minutes

Minutes from the September 6, 2019 meeting were approved. (MSC: MC/SR)

District Reports

FCMAT Update

Dr. Jack Kahn reported on the District's current fiscal status. He talked about the FCMAT Report and the responses to their eight (8) key recommendations to improve the fiscal health of the District. He said the recommendations are intended to assist the District in the future, however, several things have been done to help the budget immediately. These things include freezing travel, reducing hourly budgets, freezing food for meetings, sweeping discretionary funds, and legally utilizing categorical funds where possible for payroll.

FCMAT Recommendations:

- 1. Immediately begin bargaining with all constituent groups and reviewing all aspects of contracts.** The District is currently in negotiations with both groups. A \$3,000 incentive was offered to employees who submitted retirement notification to HR by February 21st.
- 2. Establish a comprehensive internal auditing capacity that meets the industry standard for fiscally independent districts.** The Internal Auditor put together an auditing plan and it was approved by the Board. He will begin by auditing Financial Aid to ensure we are in compliance. We purchased software to track all audits. The Auditor is supervised by the Vice President of Finance & Administrative Services; however, he also has a dotted-line reporting relationship to the President and will submit quarterly reports.



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3. **Review the management structure in all academic and nonacademic areas.** The District is carefully looking at reorganization options, and will be starting the process in areas in Student Services. The District has the right to reorganize; however, they must negotiate the impact with the Union.
4. **Update and follow a comprehensive districtwide planning process that drives budget development.** VP Ligosio meets with the Budget Committee regularly and has also established two smaller budget groups; the Budget Nuts & Bolts Group and the Budget Development Group. We just started doing a *non-rollover* budget process, allowing the different areas to participate in the development of their non-discretionary budgets.
5. **To optimize offerings for students, establish and follow a college wide comprehensive enrollment management plan that uses demographics, enrollment trends, program review and facility capacities as well as other relevant information.** An Enrollment Management Task Force has been formed to help align areas and set goals. They will work to ensure the college is prepared when the *hold harmless* status comes to an end, which will be in about two years.
6. **Conduct a data integrity study to validate all data used for decision making and to ensure it is accurate and understood consistently by all users.** The Data Integrity Team is working to establish a centralized location for all data and anticipate having a draft ready for Summer 2020. They're also pulling together all sources of data used to make decisions about classes and enrollment.
7. **Integrate position control and enrollment management with the financial reporting systems in accordance with standard and best practice.** As a District, we need to have an understanding of the positions we have at the college, which ones are funded, and be able to track them well. We have a Business Systems Analyst working on a project to integrate our Payroll System to Accounts Payable.
8. **Establish and follow a comprehensive training program for the following:**
 - a. **Board of Trustees – training in understanding the budget and in governance responsibilities to better understand the district's specific financial benchmarks.** The Board has received training on our Accrediting Agency, ACCJC. FCMAT will be coming to the college to provide training to the Board on their fiscal responsibilities. There will also be follow-up fiscal training on best practices for Boards and fiscal understanding. Finally, our PD Coordinator is working with the Vice Presidents to develop an institutional PD calendar.

Prop M Audit Report

Yulian Ligosio reported

Series A, B, C & D Project Updates (Budget & Construction)

Financial Report

Carmen Coniglio distributed copies of the Financial Summary Report for Prop M Bond Series "A", Series "B", Series "C", and Series "D" Projects as of December 31, 2019.

Series A Projects: All project funds in Series A have been spent for a total of \$170,286,619.00.

Series B Projects: Nearly all project funds in Series B have been spent for a total of \$177,471,851.



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Series C Projects: Funds for Series C projects are committed. A few of the projects utilizing these funds include landscape improvements at the San Marcos campus and the new Athletics Complex.

Series D Projects: Funds for Series D projects are committed and the two largest projects to likely utilize these funds will be a new permanent building at the Fallbrook Education Center and a new Athletics Complex at the San Marcos campus.

The general ledger fund balance as of June 30, 2019 is \$169,300,843 which is approximately 22.5% of the total bond resources.

Construction Report

Dennis Astl distributed copies of the Construction Activity Report and provided information regarding the status on current projects.

Landscape Improvements: The project is now closed and certified with DSA. The project is complete.

President's Office: Construction is wrapping up with window shades and punch list work remaining.

T Building Storage: Punch list is complete and project is being closed with DSA. Departments are moving in.

Parking Lot 12 Parking Structure & Police Station: The new PV system on the 5th floor of the parking structure is complete and we're waiting for SDG&E to approve activation.

M&O: Installation of the PV system is complete and we are finalizing DSA certification.

Kinesiology/Athletic Complex: Design

Development is complete and we are now reconciling estimates from the Architect and CM.

Fallbrook Education Center: The team is reconciling estimates from the Architect and CM which are based upon the DSA submittal set of documents. FF&E is being finalized as well.

Adjournment

There being no further business, meeting adjourned at 2:00 p.m. The next meeting is scheduled for June 5, 2020. Agenda and minutes will be distributed prior to the meeting with a call for agenda items in advance of their distribution.