



**ADMINISTRATIVE SERVICES
PLANNING COUNCIL
MINUTES**

December 12, 2002

A meeting of the Administrative Services Planning Council was held on December 12, 2002., in RS-5.

Members Present: Jay, Wick, Meyer, Ellis, Echeverria, Houser, McCluskey, Barrett, Sullins, Della Santana, Robert (ASG), Metzger, Stoney

Members Absent: Patton, Bishop, Flores

Ken Jay called the meeting to order at 3:00

I. Approval of Minutes

The minutes of November 14, 2002 were approved (Meyer/Stoney) and are posted on the Administrative Services web page, as well as the Strategic Planning web page.

II. Department Reports

Fiscal Services Department

Lois Meyer presented the following:

PLANNING

Mission

To provide the highest quality budgetary, financial and accounting services to the students and staff of Palomar and to the external community with which the District deals, while exercising the most effective fiduciary responsibility over the funds entrusted to the District.

Goals—2002-2003

- Adequately staff Fiscal Services in order to provide services to staff and students.
- Continue to be full participants in the implementation, training and upgrades of PeopleSoft.
- Develop plans to train District staff on forms, procedures, reporting, etc.
- Implement procedures in Fiscal Services that will maximize service to staff and students while minimizing routine requirements necessary to maintain fiduciary responsibility.
- Provide fiscal advice and support to those developing partnerships and agreements with external organizations.
- Keep current with laws and regulations relative to Fiscal management
- Implement GASB 35.
- Improve on the Budgeting Process from development through fiscal year-end.
- Participate in the Shared Governance of the District.
- Maintain relationships with the Centers in dealing with fiscal procedures.

Objectives—not listed here at this time

ORGANIZING

- Meld Fiscal Services into a team which works cooperatively by means of cross-

- training, having regularly scheduled meetings
- Become more involved with individual departments/programs/etc. in the Budget Development process.
- Redefine duties as necessary to fit the PeopleSoft Financial model.

ACTIVATING

Carrying on with the major functions of Fiscal Services:

- Accounting—district funds, ASG, Financial Aid, Trust Funds, etc.
- Budgeting—from development, tentative, adopted, final.
- Cashiering—students financials and all District funds.
- Accounts Receivable—billing, invoicing, recording.
- Fiscal Reporting—all District fiscal reports; audit all program/categorical reports. Coordinate the annual audit.

CONTROLLING

- Maintain adequate internal controls
- Follow State, Federal and Local rules and regulations
- Follow guidelines of GASB, GAAP, etc.
- Adhere to Chancellor's Office regulations—BAM, reports
- Assure that Palomar College is fiscally sound and accountable.

EXPECTATIONS:

The expectations of Fiscal Services Department is that students and staff consider this department to be a place where they can come for assistance in any fiscal matter relating to the District, be treated courteously and with respect, and know that the information/assistance they have received is correct.

Beginning with the PeopleSoft implementation, Fiscal Services staff was stretched way beyond their limits. During this time, services afforded were not up to our expected standards. Hopefully, as we have become more familiar and comfortable with PeopleSoft and as we have added some additional staff, the service has improved.

Lois also distributed the Fiscal Services organizational chart as well as a detailed departmental report. She sent a survey to our 16 comparative districts and only received five responses. The results she did receive include the following information: 1) No districts structure their fiscal service departments in the same fashion, 2) Palomar Fiscal Services Budget per Fiscal Services staff is \$992 under the average of \$73,282 – or 1.4% below the average, 3) Fiscal Services budget per FTES is \$9 under the average of \$89 – or 10% under the average, 4) Fiscal Services staff per FTES is 12% under the average of 0.001260. She also attached a spreadsheet outlining the survey results.

Ben Echeverria questioned GASB 35. Lois explained that accrual reporting will now change. We have to report to the state and federal two different sets of reports. We will literally keep two sets of books. Our reports will now include in assets our land, buildings, site improvements, and all equipment.

Information Services will be the next department to report.

III. Discussion – First Reading

Ken distributed copies of the Governance Structure Forms for Safety & Security and Facilities Planning Committees that will be going to SPC on December 17, 2002.

IV. Committee Reports

A. Facilities Planning Committee

Mike reported on EFMPTF issues. Board approved the “concept” of maximizing the growth of this campus to approximately 25,000 students, and a center in the north and/or south, or a campus in the north and the south parts of our district.

He also reported that we are looking a submitting two FPP’s (final project proposals) to the state by May 1, 2003. The first one (IPP or initial project proposal) has already been submitted and that is for the LS/ES/CH renovations which will be vacated as a secondary effect of the high tech building. The question is will we renovate or bulldoze and build a new one.

Mike stated the district would need to go out for a G.O. Bond as we prepare for our expansion. He also stated since we are at capacity – we will have to build “up” on the San Marcos campus.

This committee will be very active this next year.

B. Bookstore Advisory Committee

Walt reported on the changes the Bookstore has made this semester as a result of committee recommendations, i.e. adding registers for buybacks, adding staff, and improving signage. He also reported they would like to have additional space at the Escondido Center. Ben asked that he be kept in the loop if there is an expansion planned.

Walt also reported that the Bookstore will be closed from December 20 thru January 2. The e-Follett web page will be open on December 23rd.

Walt questioned Mike if there were plans to reconfigure the front entrances of the Bookstore and Food Services once the student union is open.

C. Food Services Advisory Committee

Pat reported that the committee has met only once and the menu will change to fit the needs of this campus. They are still experiencing growing pains. The food services areas will be closed starting December 20 and the Pavilion will re-open on January 6th, while the main café will not open until January 22nd.

She also reported that stock will be increased at the Escondido Center. Jerry Houser stated he feels all students of Palomar College be offered the same services as the centers as those attending San Marcos.

Jerry Houser questioned if the ventilation in the cafeteria has been repaired. Pat responded that it

has been re-worked, plus there should be an improvement once the student union is up and running.

D. Campus Police Advisory Committee

Jim Stoney reported that the CSO's have been training Bookstore employees on security. They have also instituted a "campus watch" program. There is also training scheduled for Food Services and Fiscal Services employees.

The ASG rep Michael Robert stated it was nice to see the officer's presence more on campus.

E. Safety & Security Committee

Ken reported they meet regularly and the issues at hand currently are annual internal safety inspections at various buildings, and there is a lot concern of the safety at the Escondido Center.

Don Thompson will train campus police and the inspections and they will accompany committee members on the inspections.

Mike Ellis stated this is an active committee – unfortunately a lot of items brought to this committee require funding.

V. **Other**

A. Accreditation

Ken reported that Jerry asked him to bring to the committee the parts of the Standards 8 & 9 that pertain to Administrative Services. Ken shared Standards 8.1 through 8.5 along with Standard 9 with the council. He suggested if anyone would like a copy to contact Jo Anne.

The meeting adjourned at 4:40 p.m.

The next scheduled meeting is January 9, 2003
Departmental Report: Information Services