



**FINANCE & ADMINISTRATIVE  
SERVICES  
PLANNING COUNCIL**

November 8, 2007

The Finance & Administrative Services Planning Council was held on November 8, 2007. The meeting was called to order at 3:30 p.m. by Ken Jay

Roll Call

Members Present: Akins, Ellis, Faulkner, Jay, Kovrig, Lyn (ASG), Laderman, Simonds, and Sullins

Members Absent: Dr. Dowd

Guests: Jayne Conway

**I. MINUTES**

The minutes of September 27, 2007 were approved and will be posted on the Palomar web page (MSC: Simonds/Faulkner).

**II. ITEMS FOR DISCUSSION/INFORMATION**

1. Role & Responsibility of F&ASPC (as defined on Governance Structure Group Request:

Discussion of this item was postponed until next meeting.

2. Development of Ideal Organization Structure & future needs:

Discussion took place on the level of service to meet the needs and demands of the District. There was no resolution to this issue. This item will remain on the agenda for future discussion.

3. Strategic Plans of F&AS Departments:

There was no discussion.

4. Change F&AS Planning Council Meetings:

The council members agreed to change meetings to 1<sup>st</sup> & 3<sup>rd</sup> Thursdays at 3:00 – beginning February 7<sup>th</sup>.

5. Designated Smoking areas:

Jesse Lyn and guest Jayne Conway spoke to this issue. Dr. Faulkner and Mr. Kovrig stated that this is a “working conditions” issue and will require input from their respective organizations. The item will be brought back to F&AS in the spring; however, it will remain on the agenda for 1<sup>st</sup> Reading as a place holder pending input from Dr. Faulkner and Mr. Kovrig.

Further Discussion continued as how smoking in Designated Smoking areas will be enforced.

6. Review 2007-2008 AIP's:

AIP's that are assigned to ASPC are #9, 11, 12, & 13. Much discussion took place regarding how funds are identified, what is being accomplished. Objective #9 was discussed at length (Evaluate formal communication channels.....). What is the purpose? Who is evaluating? This item will remain on the agenda for future discussion in the spring.

**III. 1<sup>st</sup> READING: N/A**

1. F&AS Governance Structure recommended changes. The council agreed that they cannot make recommendations until items under "Discussion" have been clarified.

**IV. 2<sup>nd</sup> READING: N/A**

**V. REPORTS**

1. Report of Vice President: no report
2. Facilities Review Committee: Mike Ellis reported that FRC has changed its meeting days & time effective with the spring semester. He also reported that FRC approved the removal of A-frame signage on sidewalks after a meeting or event or they will be confiscated. In addition, Mike reported that during the summer either 16 single-story (150 parking spaces) or 8 two-story (79 parking spaces) temporary classrooms and offices will be placed in Staff Lot 2. These temporary facilities will be in place for three years. He also stated that Lot 2 is the best location since there is access to water & sewer and power. Mike reported that with Prop M parking lot projects Lot 12 will have an additional 125 spaces, Lots 3 & 5 are a combo expansion and additional parking will be made available by the soccer field.
3. Safety & Security Committee: no report
4. Bookstore Advisory Council: Ken Jay reported that Follett management would like the District to now handle material fees. This is a contractual issue and the bookstore is not responsible for this task. Don Sullins stated that these fees potentially may be collected on-line in about a year with the completion of the PeopleSoft upgrade of the Human Resources/Student Services application. This item will come back for 1<sup>st</sup> Reading in February.
5. Food Services Advisory Council: Ken reported "as information only" since it is part of the contract that Aramark is ready to begin the refurbishing of the kitchen. The funding arrangements for the refurbishing have been addressed in the Aramark contract negotiations.

**VI. OTHER**

Meeting adjourned at 4:20 p.m.

Next Meeting: February 7, 2008 at 3:00  
Conference Room: A4-C