



**FINANCE & ADMINISTRATIVE
SERVICES
PLANNING COUNCIL**

April 3, 2008

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on April 3, 2008. The meeting was called to order at 2:08 p.m. by Dr. Bonnie Dowd. Bonnie announced that the Faculty Senate appointed Richard Hishmeh to F&ASPC and welcomed Richard to today's meeting.

Roll Call

Members Present: Akins, Dowd, Ellis, Hishmeh, Jay, Laderman, Lyn, and Simonds

Members Absent: Kovrig and Sullins

I. MINUTES

The minutes of March 20, 2008, were approved as corrected and will be posted on the Palomar web page (MSC: Simonds/ Jay).

II. ITEMS FOR DISCUSSION/INFORMATION

1. Discussion continued on the Governance Structure Group Request Form and new language recommended at the last meeting was reviewed for content and clarity. After a few minor changes, the wording of the Governance Structure was agreed upon. Changes will be made and a final version of the Governance Group Structure Group Request for F&ASPC will be on the next meeting agenda for action as a First Reading.
2. Ken Jay informed the Council that Aramark Food Services has been experiencing a significant amount of food theft in the cafeteria. They have submitted a request to install surveillance cameras (at their own expense) in the cafeteria. Bonnie stated that Ken should discuss this request with the Food Advisory Committee that he chairs and that he should request to be on an upcoming Faculty Senate meeting to gather input related to this request. Bonnie also suggested that Ken discuss the matter with Legal Council to confirm the legality of installing surveillance cameras. Ken will also check with Follett, who already has cameras installed in the bookstore, to see what process they went through to get permission to install cameras. Lastly, once a legal opinion is received, Ken will ensure that Aramark's and Follett's contracts are updated if they do not mention surveillance camera installation.
3. Bonnie distributed forms that were originally created by the Institutional Review Committee (IRC) prior to its being disbanded to be used in the institutional review process for non-academic areas within the College. Because IRC has been dissolved, the process of reviewing institutional review reports is now assigned to the appropriate planning councils within the College's governance structure. Bonnie explained that each department within the F&AS Division will review their operational plans and processes, prepare an institutional review report by department, submit to her so she can summarize into a divisional report, which will then be distributed to F&ASPC for its review prior to submission to Research and Planning. Bonnie pointed-out several areas on the forms where there is quantitative data not applicable to the F&AS Division; however, she is requesting that wherever possible, empirical data that supports the qualitative component, such as number of transactions, complexity of transactions, etc. be included in the department reports. Mike Ellis asked when the departmental reviews would be due and Bonnie responded that the IPC and SSPC are already in the process of completing their reports so they are due as soon as possible but preferably no later than early May. Due to time constraints, this item will be further discussed at the next F&ASPC meeting.

III. 1st READING: N/A

IV. 2nd READING: N/A

V. REPORTS

Bonnie announced that there will be a joint meeting of Strategic Planning Council (SPC) and the Budget Committee (BC) on April 15, 2008, to begin review of Unrestricted budgets for FY2008-09 and wanted F&ASPC to be aware of the meeting.

VI. OTHER

Meeting adjourned at 3:38 p.m.

Next Meeting: April 17, 2008 at 2:00 p.m.
Conference Room: A4-C