



**FINANCE & ADMINISTRATIVE
SERVICES PLANNING COUNCIL
SPECIAL MEETING**

February 28, 2008

A special meeting of the Administrative Services Planning Council (ASPC) was held on February 28, 2008. The meeting was called to order at 3:10 p.m. by Dr. Dowd.

Roll Call

Members Present: Akins, Dowd, Hudson-Mac Isaac (designee for Mike Ellis), Jay, Kovrig, Laderman, Lyn, and Sullins

Members Absent: Ellis

I. MINUTES

The minutes of February 7, 2008, were approved and will be posted on the Palomar web page (MSC: Kovrig/Jay).

II. ITEMS FOR DISCUSSION/INFORMATION

1. Dr. Dowd recommended that the Council begin by discussing the Governance Structure Group Request Form and their observations on how accurately it reflects operation of the Finance and Administrative Services Division (F&AS). Bonnie noted that the Governance Structure is outdated and is no longer representative of the roles, products, and reporting relationships of the ASPC. The ultimate goal of the Council would be to create a comprehensive organizational structure for F&AS that is clearly defined and the model for operational planning and implementation.

The following changes were unanimously agreed-upon by the Council:

- Change the name to Finance and Administrative Services Planning Council (F&ASPC) to accurately reflect the name of the Division.
- Changes to Member representatives to include two (2) faculty members appointed by the Faculty Senate and one (1) faculty member appointed by PFF.
- Remove Chief of Police, Director of Student Affairs, Manager of Bookstore, Manager of Food Services and Faculty member who also serves on the Facilities Planning Review Council, as some of these members no longer fall under the F&AS Division. The faculty member change has been reflected in the previous recommendation.
- Changes needed in defining what “products” the Council actually develops and submits to the Strategic Planning Council (SPC) on a regular basis. It was agreed that more discussion is needed at future meetings to ascertain and finalize these product responsibilities.
- Potential need to change meeting date and/or time due to changes to be made to Facilities Review Committee (FRC), which may need to move to a Thursday meeting schedule. Bonnie also mentioned that perhaps if F&ASPC met early in the afternoon it might be easier to attract faculty member representation. Bonnie mentioned that she has requested that the Senate call for faculty volunteers to serve on this council but unfortunately, none have been assigned yet. She also mentioned that it is critical for dissemination of information to have all constituency groups represented on this council.

2. Discussion followed on the need to develop “triggers” for hiring staff. Kelly Hudson-Mac Isaac raised the issue of identifying potential triggers that could increase staffing levels in direct response to significant increases in service demands. Discussion ensued as to possible triggers including:
 - Additional sites impact – construction of new facilities requiring a continual staffing presence after construction is complete.
 - Increased volume/complexity of transactions for a prolonged period of time.
 - Increased square footage including increased area, number of floors or people serviced.
 - Increased levels of service to be reasonably provided by each department

Bonnie reported that a “working list” for the next meeting would be provided so the committee might continue this discussion at its next meeting.

III. 1st READING: N/A

IV. 2nd READING: N/A

V. REPORTS

No reports given

VI. OTHER

Meeting adjourned at 4:34 p.m.

Next Meeting: March 6, 2008 at 3:00 p.m.
Conference Room: A4-C