



**FINANCE & ADMINISTRATIVE
SERVICES
PLANNING COUNCIL**

February 7, 2008

The Finance & Administrative Services Planning Council was held on February 7, 2008. The meeting was called to order at 3:00 p.m. by Bonnie Dowd.

Roll Call

Members Present: Akins, Dowd, Ellis, Jay, Kovrig, Laderman, Simonds, and Sullins

Members Absent: Jessie Lyn

Guest: Sherry Titus

I. MINUTES

The minutes of November 8, 2007 were approved and will be posted on the Palomar web page (MSC: Kovrig/Jay).

Dr. Dowd requested that the agenda be suspended to address 1st Reading pending item: Designated Smoking Area. The agenda was suspended by consensus.

Bonnie reported that as a result of the concerns expressed by employee groups; ASG has withdrawn their original proposal to make the campus a non-smoking campus. However, the ASG has recommended a Designated Smoking Area Policy for students. This recommendation has gone through SSPC and accepted by SPC. Therefore, there is no action to be taken by ASPC. Sherry Titus was in attendance to answer any questions and provide a schematic plan for the various student designated smoking areas. Discussion included Mike Ellis stating that all of the designated areas could be impacted in one way or another in the future due to construction. Discussion took place about how this policy will be enforced. Sherry stated that enforcement should be done in the spirit of cooperation. Also discussed was who will pay for the Designated Smoking Areas signage? It was agreed that the ASG should assume this cost.

II. ITEMS FOR DISCUSSION/INFORMATION

1. Role & Responsibility of F&ASPC (as defined on Governance Structure Group Request): For discussion purposes, Items 1 & 2 were discussed jointly. Issues include establishing as a Council the methodology for addressing staffing needs. Also discussed was the how to create an "ideal organization" structure that takes into consideration the level of service the Division is required to provide District-wide. Bonnie recommended that the Council begins by identifying the various "triggers" that determine the need for the staffing in various areas in order to begin discussion of an ideal organization structure for F&AS. Also, the need to look at after hour services and needs as a result of additional square footage constructed. Discussion also took place regarding the space and resources available to the Division and skill sets required. Due to conflicts of several Council members it was agreed that February 21st meeting would be cancelled and a special meeting be held on February 28th to begin to begin to address the Ideal Organization Structure for F&AS, Institutional Review of the Planning Council and review of the F&AS Governance Structure Group Request.
2. Development of Ideal Organization Structure & future needs: Discussed above.
3. Strategic Plans of F&AS Departments: Incorporated in discussions above.

4. Review 2007-08 AIPs: Activity #9 was discussed and it was agreed that there is no funding necessary for this activity. It relates to communication and can be accomplished by updating department web sites, newsletter, and also the Division display case. Activity #10 was discussed next – management of grants. There are no funds needed to fund this process. Activity #11 pertaining to the facilities plan and the ongoing maintenance of buildings and grounds was discussed next. This AIP will be funded through Prop M – \$250K annually, department funds, state scheduled maintenance, and hazardous substance removal funds. The next AIP discussed was Activity #12 relating to master signage plan. Bonnie reported that the District Architect is working on standards and guidelines for campus/district signage, which will be paid through Prop M funds as a portion of construction costs for new and remodeled buildings. Activity #13 – “develop procedures to respond to emergency situation.” This activity requires no funding.
5. Institutional Review – F & AS Division: This item is on-going

III. 1st READING:

1. Designated Smoking Areas (with Council consensus moved to beginning of agenda)*
2. Follett’s request for the District to assume collection of Material Fees: Ken Jay relayed that Follett no longer wants to collect Material Fees on behalf of the District as they have been doing for the past 7 years. They are not contractually required to collect the fees – but have been doing so on a voluntary basis. It was recommended that a Task Force (working group) be established to include a representative from SSPC and IPC to address this issue and to find a resolution. Ken Jay, Neil Kovrig, Kim Simmonds will represent ASPC. Ken will contact the appropriate VP for each of the other planning councils to convene this working group.

Also discussed was the possibility of amending the contract with Follett to include a charge to the District for the costs they incur as a result of collecting these Material Fees.

Motion: Form a Working Group with representatives from ASPC, SSPC, and IPC planning councils to make a recommendation back to ASPC – (MSC – Sullins/Simmonds)

3. Arboretum boundaries per Master Plan 2022: Facilities has received inquiries from various special interest groups in an attempt to redefine the boundaries of the Arboretum. The Facilities Review Committee discussed and re-affirmed the Arboretum boundaries as outlined in Master Plan 2022.

Motion: ASPC re-affirms the boundaries of the Arboretum as defined in Master Plan 2022 as recommended by the Facilities Review Committee. (MSC – Ellis/Jay)

IV. 2nd READING: N/A

V. REPORTS

1. Report of Vice President: no report
2. Facilities Review – no report
3. Safety & Security Committee: annual SWACC inspection was completed.
4. Bookstore Advisory Council: Currently has a temporary manager.
5. Food Services Advisory Council: Some kitchen equipment is being replaced

VI. OTHER

Meeting adjourned at 4:00 p.m.

Next Meeting: February 28, 2008 at 3:00 (Special Meeting)
Conference Room: A4-C