



**FINANCE & ADMINISTRATIVE  
SERVICES  
PLANNING COUNCIL**

March 6, 2008

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on March 6, 2008. The meeting was called to order at 3:04 p.m. by Dr. Dowd.

Roll Call

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

Members Absent: Kovrig and Lyn

**I. MINUTES**

Reading of minutes from the February 28, 2008, meeting was deferred to the next regular meeting of March 20, 2008.

**II. ITEMS FOR DISCUSSION/INFORMATION**

1. Discussion continued on the Governance Structure Group Request Form and the changes recommended from last meeting were reviewed. Additional changes to the Role, Products, and Reporting Relationships were discussed in detail, moving the Council closer to a representative model for operational planning and implementation. In addition, a list of “triggers” related to F&AS staff planning was presented and reviewed in response to discussion from the previous meeting. The changes, as well as the Governance Structure Group Request Form will be further discussed at the March 20, 2008 meeting.
2. Don Sullins presented a handout outlining the replacement plan for computers in student labs that was also presented at the Instructional Division’s Deans meeting (see handout for details). The replacement of these computers will be funded through Prop M. The computers will be purchased in groups according warranty expiration dates. A total of 1840 computers are being addressed in the plan to include Macs, PCs and Laptops, with the goal being to get new computers on campus under warranty after five years. The computers will be delivered in phases, with top priority going to Group A, which has the highest usage and/or computing requirements. Each year, Group A’s computers will be replaced, and those computers will go to Group B, C, D & E, respectively. Deployment of computers would be reviewed on an annual basis to address any special needs or circumstances that may arise. Mike Ellis inquired whether the student labs have adequate electrical infrastructure to accommodate the computer upgrades. Currently, the labs can accommodate four (4) computers on a 20-amp circuit. Many new computers are 8 amps, which would mean that the circuit can only accommodate two computers and re-wiring will be necessary. Don will identify the electrical and BTU requirements and forward that information to Facilities with accompanying work orders, as needed. Another issue raised was storage of the computers upon purchase. Don indicated that delivery of the computers will be staggered and that Dell will also provide storage capability as part of the purchase arrangements.
3. Don also presented the Office Computer Replacement Plan that was presented to the Strategic Planning Council (see handout for details), which will replace all office computers on campus (excluding faculty laptops – those will have to be paid with department budgets or through Block Grant funds). Replacement of computers will be funded through Prop M, with the oldest being replaced first. Over the next five years, a total of 884 computers will be purchased and installed. Don indicated that some staff members inquired whether they could order an Apple instead of a Dell. It was determined that they would have to get prior authorization from their supervisor, as the Dell versus Apple ratio was determined by what is currently in use. Discussion also ensued as to a 24-inch computer monitor being

the standard monitor size for office computers campus-wide. It was decided that people could opt for a smaller monitor due to space constraints and personal preference. Bonnie raised the issue of incompatibility between Office 2003 and Office 2007, particularly when trying to open email attachments. Don is aware of the issue and indicated that there is a conversion program that can be installed on the computer running 2003 to address this problem.

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

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

V. REPORTS

Bonnie indicated that the District anticipates finalizing the college's cell phone guidelines in the not too distant future to be in compliance with IRS requirements.

VI. OTHER

Meeting adjourned at 4:28 p.m.

Next Meeting: March 20, 2008 at 3:00 p.m.  
Conference Room: A4-C