



**FINANCE & ADMINISTRATIVE  
SERVICES  
PLANNING COUNCIL**

May 1, 2008

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on May 1, 2008. The meeting was called to order at 2:12 p.m. by Dr. Bonnie Ann Dowd.

Roll Call

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

Members Absent: Hishmeh

**I. MINUTES**

The minutes of April 17, 2008, were approved and will be posted on the Palomar web page (MSC: Jay/ Simonds).

**II. ITEMS FOR DISCUSSION/INFORMATION**

**1. 2008/09 Budget Development for District & F&ASPC**

Dr. Dowd discussed details presented campus-wide at President Deegan's "All-College Forum" on April 30, 2008. She shared with the Council that the \$84 million shortfall appears to be closer to \$100 million, according to the most recent correspondence out of the System Office. In addition to the over-reporting of property taxes by Orange and Sonoma counties, actual collection of property tax has fallen below projections for several counties. This could translate into an additional \$200,000 to \$300,000 shortfall in revenue to Palomar College in addition to the \$1.4 million previously cut. Bonnie explained that more information will be known when the Governor releases his Revised Budget on May 14<sup>th</sup> and throughout the summer until the FY2008-09 Budget Act is passed by the Legislature.

In addition to reduced State revenue, Palomar has already exceeded its growth cap and will likely experience unfunded growth. In the event that other college districts don't reach their growth caps, there could be some redistributed growth money. But as Bonnie shared with the group, enrollment at community colleges traditionally increases as the economy gets worse. Instruction is reviewing low enrollment sections to determine where cuts might be made to accommodate the budget situation.

Bonnie informed the group that she will be meeting with Assemblyman Garrick on behalf of the District on Friday, May 2<sup>nd</sup>, to discuss the potential impact of the budget crisis on Palomar College. She said that the Legislature is sympathetic to the plight of education but with a \$20 billion deficit at the State level, cuts are inevitable.

Jenny Akins asked Dr. Dowd how she wanted to handle purchase requisitions submitted after the May 15, 2008, due date in order to close expenditures for the year. Bonnie responded that requisitions are not to be processed beyond the deadline date and any appeal should be sent directly to her along with an explanation to substantiate the request.

With regard to Cal-Card purchases, Bonnie stated that everyone has been asked to limit expenditures regardless of how they are paid.

Bonnie also reported that with all of the construction projects in the queue for the College, she anticipates going forward with Construction Project supervisors to oversee projects as they come online, as well as someone in Business Services to help process the resulting paperwork as projects get underway. Any positions hired due to construction workload will be paid from Prop M funds, with the positions going away when Prop M projects cease to exist.

There being no objection, Dr. Dowd suspended the agenda to move to First Reading items.

### III. 1<sup>st</sup> READING:

#### 1. Annual Implementation Plans Objectives #6, 11, 12, & 13

Bonnie reported that Annual Implementation Plans (AIPs) related to Strategic Plan 2009, are to be reported in February and May. However, the Strategic Planning Council has determined that given increased workloads this year with Accreditation and Proposition M projects; AIPs will not be reviewed by SPC until the fall semester. However, prior to the end of the semester, all Planning Councils are to submit their AIPs to Research and Planning, which will then write a summary over the summer and present the summary report to SPC in the fall. The AIPs to be reviewed by F&ASPC are: #11 and #12. Bonnie reported that in addition to stating progress on an objective, it must be identified as “completed” or “in progress”. Any AIPs that are “in progress” will continue until they are completed.

Mike Ellis commented on Objective #11 (scheduled maintenance), stating there were 113 scheduled maintenance projects identified, with 11 completed and 23 scheduled to be completed prior to the end of the fiscal year. Projects are identified as either Priority 1, 2 or 3: Priority 1 projects are essentially “emergencies” that affect safety or security issues; Priority 2 projects correct classroom conditions that might negatively impact operations; and Priority 3 projects are related to aesthetics such as carpeting and painting. Mike stated that while Priority 2 and 3 needs are understood and respected, Priority 1 projects always take precedence. He also reported that to date, Facilities has received over 400 work orders, which is double the amount received last year.

Reporting on Objective #12 (master signage plan), Mike Ellis stated that as part of the master plan, the District has contracted with the District Architects, LPA, to prepare a

plan for standardizing all campus signage. In addition to complying with ADA requirements, the signage will provide a District-wide uniform appearance. The master plan also calls for a Way Finding System (WFS), to provide a logical way to determine where you are on campus, including signage indicating “You Are Here.” In 2005, the College was quoted \$175,000 just for a WFS plan – the quote did not include creating the signs. Without an identified funding source, the project had to be put on hold. With all of the Prop M construction projects coming on line, new buildings will require signs so this is the perfect opportunity to look into a WFS plan. Mike suggested that we get a quote from LPA for a WFS that could possibly be paid with Prop M funds. F&ASPC members were in agreement that it would be appropriate to solicit a quote from LPA, since they are already the District’s architect.

On the subject of campus signage, Jesse Lyn inquired whether additional electronic signs could be purchased for the campus, which she stated were a good way to communicate an emergency as well as advertise campus events. Mike responded that the Safety and Security Committee recently passed a policy saying that no signage could be placed in walkways as a result of a few minor incidents that occurred on campus and indicated that electronic signs might also be more attractive from a liability standpoint. However, because electronic signs are expensive, Mike suggested that perhaps the infrastructure could be put in place when constructing the new buildings with Prop M funds, making way for the purchase of the actual signs at a later date with other funds.

In discussing Objective #6 (technical and equipment support to Instruction), Bonnie reported that this is not an objective that F&ASPC has been assigned. Information Services is one of the primary groups working with the Faculty Senate’s Information Technology Committee.

Objective #13 (emergency response procedures) is also not assigned to F&ASPC but rather to Safety and Security Committee and the Campus Police. President Deegan has established a task force to look at emergency response issues, particularly given some of the challenges this past academic year. Kelley Hudson-MacIsaac and Tom Plotts are co-chairs of the task force. The task force has been working to identify both high and low tech solutions for communications throughout the campus and is expected to report findings in the not too distant future.

Finally, Bonnie reported that she suggested to Michelle Barton, Research and Planning, that a calendar with due dates for AIPs be distributed to SPC next year so all of the planning councils know at the beginning of an academic year the progress report deadlines.

#### IV. 2<sup>nd</sup> READING

N/A

#### V. REPORTS

Bonnie reported that the Facilities Review Committee (FRC) approved a request to renovate the 5000 classroom area at the Escondido Center into a Teaching Learning Center in support of the basic skills initiative. The center will be a pilot program with the idea of bringing a similar center to the San Marcos center in the future. This will be a one-stop area for students to access teachers, computers, counselors and information to enhance their basic skills. The remodel will be paid for with restricted funds provided through the State to support the initiative.

Dr. Dowd encouraged anyone who was on a writing committee for Accreditation to attend the SPC meeting scheduled for May 6<sup>th</sup> to hear reaction/discussions related to the standards. She also asked F&ASPC members to encourage their constituency to participate in the self-study by commenting on the standards (even a page would help) because it is the most important component of a college.

Lastly, Bonnie informed F&ASPC that Research & Planning has released on-line evaluations to all members of a Planning Council. She encouraged F&ASPC members to complete the evaluation form, which is completely anonymous to help improve the effectiveness of the F&ASPC in the future.

Mike provided an update on the items approved at the Facilities Review Committee meeting including: adding a third conex box for the Motorcycle Safety Program, along with completion of view-obscuring site work; approval in concept of a remodel of the Campus Police lobby to include a bullet-proof barrier if the remodel meets DSA requirements and if funded out of the existing Police Department budget; and locating construction trailers to Lot #12. In addition, Mike reported that the existing IS trailer needs to be moved to make way for construction and will be relocated to Staff Lot #10.

Ken Jay informed the group that Follett Bookstore reported \$6.2 million in sales for the current semester. The Bookstore Advisory Group has requested that Follett have more used textbooks available for students to purchase in the fall semester.

Reporting the most recent information from the Food Services Advisory Committee, Ken Jay related that Aramark is still hoping that it is possible to have the back half of the RF Building (snack shack) assigned to them so they have the entire space for their operation. In addition, the Subway relocation to where Java City is now located (in the Student Union) is on hold because of Health Department edicts that say there must be some type of screening or glass barrier around it. There was some discussion about relocating it to where the Dance-Dance Revolution machine is, but there is not adequate infrastructure in place and installing it would be cost prohibitive. Don Sullins reported that he and Ken Jay discussed whether computers for food-related operations are provided to Aramark, and both were in agreement that the District has no such responsibility to do so under its contract with Aramark. Computer are the property of Aramark and therefore, at their expense.

## **VI. OTHER**

Due to time constraints, discussion on Item #2 and #4 was deferred to the next regularly scheduled meeting. Bonnie also requested that F&ASPC members review the Institutional Program Review form prior to the next meeting so that discussion can take place on possible changes to the form at the May 15th meeting. This would allow her and the Division Directors time over the summer to work on finalizing the forms for review by the F&ASPC in the fall at its next regularly scheduled meeting.

**Meeting adjourned at 3:39 p.m.**

Next Meeting: September 18, 2008, at 2:00 p.m.  
Conference Room: A4-C