



**FINANCE & ADMINISTRATIVE
SERVICES
PLANNING COUNCIL**

May 15, 2008

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on May 15, 2008. The meeting was called to order at 2:05 p.m. by Dr. Bonnie Ann Dowd.

Roll Call

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

Members Absent: Kovrig

I. MINUTES

The minutes of May 1, 2008, were approved and will be posted on the Palomar web page (MSC: Jay/ Sullins).

II. ITEMS FOR DISCUSSION/INFORMATION

There being no objection, Dr. Dowd suspended the agenda to move to Second Reading items to ensure adequate time for discussion and a motion on the AIP Objectives.

IV. 2nd READING

Dr. Dowd shared that as a result of the additional demands placed on faculty and staff for the Accreditation Study, the Strategic Planning Council (SPC) has decided to review the status of FY2007-08 Annual Implementation Plan Objectives, which would normally have been done in May 2008, at SPC's first regular meeting in the fall semester. Over the summer, Michelle Barton will compile the objectives into a report that will be reviewed by SPC at that time. Dr. Dowd distributed the AIP handouts relevant to F&ASPC. The following objectives and progress to date on each were discussed as follows:

Objective #11 - Identify and provide appropriate levels of funding to support and ensure implementation of the facilities plan and the ongoing maintenance of buildings and grounds

General operating funding levels for ongoing maintenance of buildings and grounds continues to be less than acceptable. Dr. Dowd reported that that Prop M provides \$250,000 annually to off-set existing general fund budgets, which enables Facilities to implement the District's Facilities Annual Improvement Plans (AIP's). Currently, there are 113 projects, 11 of which are already completed and 23 scheduled to be completed by June 30, 2008. The remaining projects will be re-evaluated and scheduled by priority in FY2008-09.

As maintenance of buildings and grounds is an ongoing process, Bonnie reported that it is important for F&ASPC and SPC to recognize that Objective #11 will always remain “Continuous” and carry-over from year-to-year. She also stated that under Funding Information on the AIP, the dollar amounts are \$0, because no new general funds are being requested at this time. Bonnie also reported that given the FY2008-09 budget situation currently known and yet to be determined, it is anticipated that departments’ 6000 accounts will be impacted in next fiscal year.

Objective #12 – Complete the master signage plan for all district facilities.

As reported at the last meeting, the District has contracted with the District Architect, 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. Dr. Dowd noted that the signage for the Natural Sciences building should be in place prior to the start of summer school. She also reported that although a prototype for a “You are Here” or “way-finding system” (WFS) has been developed and well-received, it cannot be paid for with Prop M funds. Therefore, the objective will have to be carried-over until General Funds can be identified to fund the project.

Lastly Bonnie reported that Objectives 6 & 13 were listed on the agenda in error as they do not fall under the responsibility of F&ASPC. Objective 6 falls under the Academic Technology Council. Objective 13 encompasses several areas of the campus; therefore, President Deegan, through SPC, convened a task force to address high tech and low tech emergency preparedness solutions, which will then be reviewed and as appropriate incorporated into the District’s emergency preparedness plan and procedures. The task force reports to President Deegan. As soon as the plan and procedures are developed, this objective will come back to F&ASPC.

Objective 11 and 12 AIP’s, were unanimously approved (MSC: Lyn/Simonds) and will be forwarded to the Strategic Planning Council for review at their first fall meeting.

III. 1st READING:

N/A

V. REPORTS

Mike Ellis reported that 56 scheduled maintenance projects will begin May 24th, and that there will be significant construction-related activity on campus. The LS, CH, ES & S buildings will be demolished between the third week of June and first week of July and construction of the MIB will commence once the grading is completed. The S building is in DSA and construction is anticipated to begin in October. Also, several parking lot construction/improvement projects will be commencing with a net gain of 51 parking spaces by the beginning of the fall semester.

Jesse Lyn inquired whether the construction workers for the MIB building would be taking up spaces in Lot #12. Her concern being that they arrive early in the morning, taking spaces away from students. Mike Ellis responded that they will likely park in Lot #12 to have easy access to their tools, which they typically keep in their truck. He stated he would monitor the parking situation and take action, if necessary. Dr. Dowd informed the group that construction for the S and MIB buildings will be happening simultaneously and the construction schedule is tight but every effort will be made to minimize impact to students, faculty and staff. The Health Sciences (old S) building has classes scheduled for fall 2009, and the MIB is scheduled to open approximately 6 months later.

Bonnie reported that the Fallbrook EIR is anticipated to go to the Governing Board for certification in June. Cal Trans has accepted the FTES methodology; however, there are still a few issues being worked-out with the County of San Diego. Once the EIR is certified, the Fallbrook campus should begin grading and improvements on the land.

Ken Jay reported that the Bookstore Advisory Committee discussed Aramark shutting down food service at the Escondido campus for the summer. The Escondido bookstore will be stocking snacks to accommodate students and Purchasing is looking into having a catering truck for lunch time needs. The cafeteria will be undergoing asbestos mitigation beginning May 24th, and will be closed for several weeks. Lastly, regarding Aramark's request to install surveillance cameras, no action has been taken because Aramark hasn't pressed the issue further than their initial request. Jesse Lyn reported that at the Senate meeting, it was determined because there is already a precedent for the cameras, the Senate has no objection to Aramark installing them, as long as they are not installed in academic areas.

Dr. Dowd informed the group that the System Office has posted a "P2 simulation" for review by districts. This simulation shows Palomar's apportionment being increased by \$18,000 as compared to P1. Bonnie also provided an update on the Governor's May Revise. The Governor has recommended a \$35.5M increase for enrollment growth, which depending upon other Districts' growth, could mean additional growth funding for Palomar beyond the approximate 1% currently anticipated. Palomar has experienced growth and would have unfunded growth on the table unless growth funds are redistributed in the "recalc". Bonnie reported that included in the Governor's May Revise is a recommendation that the state borrow against future lottery sales, which would require approval from the voters in November. Bonnie indicated that there are many unknown factors and that much can change until the State approves its final budget. Dr. Dowd also reminded the group of the challenges faced in developing the District's FY2008-09 Tentative Budget for Governing Board approval: Palomar is not expected to receive any COLA for FY2008-09; the District is moving each employee to their next annual step at a cost of approximately \$1 million; healthcare premiums have also increased and is currently anticipated to be another \$1 million in costs; and utility expenses continue to increase. The tentative budget is scheduled to be presented to the Governing Board on June 10th.

Bonnie announced that Dr. Jack Scott has been selected as the new Chancellor for the California Community College System. Dr. Scott has been serving as a State Senator for

many years. His legislative experience and community college experience, including having served as Chancellor/President of two community colleges, will make him a tremendous advocate for community colleges with the legislators, as he is respected on both sides of the aisle and he fully understands and appreciates the challenges community colleges continue to face.

Lastly, Dr. Dowd reported that Jesse Lyn was graduating this month and would be leaving Palomar to continue her education at the university level, so she would no longer be serving on the F&ASPC. Bonnie thanked Jesse for her service to the council and to the District at large and told her she would be greatly missed, while also acknowledging Jesse's leadership skills and commitment to Palomar College's students and the institution. Jesse responded that she learned a tremendous amount about the workings of the college and it has been a pleasure to serve on the F&SPC. Everyone wished Jesse continued success and congratulations for her accomplishments.

VI. OTHER

Meeting adjourned at 3:33 p.m.

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