



**FINANCE & ADMINISTRATIVE SERVICES
PLANNING COUNCIL**

MINUTES

November 20, 2008

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on November 20, 2008. There was a delay in calling the meeting to order due to lack of quorum. The meeting was called to order at 2:11 p.m. by Dr. Bonnie Ann Dowd.

Roll Call

Members Present: Crawford, Dowd, Duran, Ellis, Jay, Laderman, and Sullins

Members Absent: Kovrig

I. MINUTES

The minutes of October 30, 2008, were approved as written and will be posted on the Palomar web page (MSC: Jay/ Ellis).

II. FIRST READING

Bonnie requested that if no one had an objection, she would like to address agenda item #3 under First Reading so that copies could be made of the AIP Objectives #11 and #12 for distribution at today's meeting. As soon as the copies are ready, she will resume the posted agenda. There were no objections.

3. Institutional Review Form

Finance and Administrative Services division is preparing to embark on its institutional (program) review. Because the institutional review form hasn't been updated in years and doesn't lend itself easily to non-instructional program review, Finance & Administrative Services and Human Resource Services are each designing a form to be used in the process. Michelle Barton, Director of Research & Planning has been working with each of the divisions to assist in developing a form and process for review of the divisions. Bonnie distributed a draft of the form for consideration by the council. However, the form must be approved by FASPC prior to being brought to the Strategic Planning Council (SPC) as an Information item. Since SPC's last meeting of the semester is December 2nd, and the form must be in place in order for the division to begin the review process, a motion was made to move the item to Second Reading & action (MSC: Ellis/Jay). Discussion ensued and it was unanimously agreed that the Institutional Review Form be accepted as presented with the caveat that once approved, only non-substantive changes could be made, such as typos and punctuation corrections (MSC: Duran/Laderman). Bonnie will bring the form and its accompanying instructions to SPC.

1. **AIP 2008-2009 Objectives #11 and #12 Mid-Year Status**

Bonnie reminded the council that AIP objectives/activities are derived from goals listed in the most recent Strategic Plan. A status report is then done twice a year for each objective/activity by the primary person(s) with a report to SPC until the objective/activity is completed. Handouts were distributed for AIPs #11 & #12. Objective #11 relates to the Master Signage Plan with FASPC an assigned group and Bonnie as Primary Person responsible for the activity. Bonnie reported that LPA, the District's architects, were tasked with creating a master signage plan for the district. It is anticipated that the Objective #11 will be accomplished by the end of the Spring Semester 2009.

Objective #12 relates to responding to emergency situations. This objective is not assigned to FASPC; however, because FRC reports to FASPC and Safety and Security Committee falls under FRC, Bonnie wanted to bring this item as information to FASPC. Bonnie reported that an Ad Hoc Committee of the Safety and Security Committee was established and they developed a comprehensive list of recommendations to improve on the District's ability to respond to emergency situations. The recommendations from the work group were distributed. Discussion ensued to include funding for the recommendations. Bonnie reported that it is anticipated that funding will come from several sources other than general funds such as Fund 41 (capital projects) and Fund 42 (Prop M). The district is required to update its emergency plan in order to be in compliance with state and federal requirements. However, Prop M funds cannot be used for planning activities. Bonnie also reported that Kelley Hudson-MacIsaac presented the findings of the Ad Hoc group at the last Governing Board meeting. At that time, Bonnie informed the Governing Board that Priority #1 (Mass Notification) and Priority #3 (Emergency Backup Power) cannot be done at two separate times as the mass notification system cannot be implemented without backup power in place. A unanimous motion was passed to move the item to Second Reading and action (MSC: Jay/Ellis). It was then moved to approve the AIP mid-year status update as presented (MSC: Jay/Duran) and forward it on to SPC for its December 2nd meeting.

2. **Governance Structure Group Request Form**

Bonnie reported that the Governance Structure Group Request form was being submitted so paperwork could be updated to remove the ampersand from the council name. It was unanimously approved to move the item to Second Reading (MSC: Laderman/Jay). A motion was then MSC: Jay/Duran to remove the ampersand from the council name. It was agreed that the ampersand remains in the Governance Structure Group Request for the name of the division i.e., F&AS.

III. **SECOND READING**

1. **Governance Structure Group Request Form – Bookstore Subcommittee**

After discussion, it was unanimously moved to approve the Bookstore Subcommittee Governance Structure Group Request Form (MSC: Duran/Jay). This agenda item was returned to after discussion on the Food Services form to have similar language and structure on the Bookstore and Food Services Subcommittees. As a result of that discussion, the Bookstore form will be amended to include the word “staff” under Role, Products, Reporting Relationships to mirror the Food Services form (MSC: Jay/Duran).

2. Governance Structure Group Request form – Food Services Subcommittee

After discussion, it was moved to approve the Food Services Subcommittee Governance Structure Group Request Form (MSC: Jay/Duran) to reflect the exact layout, wording and membership as that of the Bookstore, with the exception that it would say Food Services as applicable.

IV. ITEMS FOR DISCUSSION/INFORMATION

N/A

V. REPORTS

Bonnie shared the latest information on the State budget shortfall. Based on emails she received from CCLC and the System Office, it appears the two-year deficit will be between \$27 billion and \$28 billion if no corrective action is taken. Not only have the fires affected property tax revenue for San Diego, but the state is expected to receive reduced income tax revenues as a result of the Wall Street meltdown, which will reduce capital gains revenue. Bonnie reported that there are many unknowns at this point in time as to what impact will be to community colleges. A special state legislative session has been scheduled for Sunday, November 23rd, to address the issue, but if nothing comes out of the session, the state’s budget crisis will carry over to the new legislature on December 1st, making it unlikely that any decisions will be made in the near future to allow time for the new legislators to get up to speed before taking action.

Mike Ellis informed the council about the Energy and Sustainability Policy being implemented by the state as of June 30, 2012. Mike reported that the state is using energy consumption for 2001/02 as a baseline for implementing the mandatory reduction requirement of 15% for each District. Mike reported that District is already practicing energy conservation; however, with the addition of the NS building and other yet to be completed projects, the Districts consumption will rise well beyond the FY2001-02 level. Mike voiced concern that if no credits are given for conservation efforts already made without consideration of increased square footage impact, the FY2001-02 baseline would require the District to reduce its present energy consumption by 44% in order to comply with the mandate, which at this point would be impossible. Bonnie asked Mike to come to an upcoming SPC meeting to inform them of this mandate.

Ken Jay reported that the Bookstore Subcommittee met on Monday, November 17th. Used book sales are up significantly as Follett is making sure a substantial amount of used books are available. Follett estimated that offering used books has resulted in a

\$500,000 savings to students. Follett's contract expires at the end of FY2008-09 and an RFP is being prepared to go out in February or March. Follett has indicated that they will be submitting a proposal for consideration.

With regard to the Food Services Subcommittee, Ken Jay reported they met on Wednesday November 19th. During the meeting, the subcommittee expressed praise for the improved food service at the Escondido campus. Also discussed at the meeting was that Aramark is still looking to expand the "snack shack" space so they can provide enhanced services at night.

Both subcommittees are scheduled to meet again in February.

VI. OTHER

Meeting adjourned at 3:47 p.m.

Next Meeting (the last meeting of the semester):
December 4, 2008, at 2:00 p.m.
Conference Room: A-4C