



**FINANCE & ADMINISTRATIVE SERVICES
PLANNING COUNCIL**

MINUTES

October 2, 2008

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

Prior to calling the meeting to order, those in attendance for the 2:00 p.m. council meeting discussed the need to have a quorum before conducting business. Discussion ensued over whether a quorum is established by the number of members as defined on the Governance Structure Group Request form (12 members listed), or based on the actual number of appointees (eight members). Since F&ASPC traditionally operates without the benefit of appointments for all constituency representation as defined in the Governance Structure Group Request, it was agreed that a quorum would be established based upon the eight actual appointees to the council. There continues to be two vacancies for faculty members appointed by the Senate, one vacancy appointed by PFF, and one vacancy appointed by CAST.

Roll Call

Members Present: Dowd, Duran, Hudson-Mac Isaac (for Ellis), McCluskey (CCE alternate), Jay, Laderman, and Sullins

Members Absent: Kovrig

I. MINUTES

The minutes of September 18, 2008, were approved as written and will be posted on the Palomar web page (MSC: Jay/ Duran).

II. ITEMS FOR DISCUSSION/INFORMATION

1. Bookstore Advisory Committee and Food Services Advisory Committee Governance Structure Group Request name change

Bonnie advised the members of the F&ASPC that the Bookstore Advisory Committee and Food Services Advisory Committee changed their name some time ago, and those changes have never been approved by F&ASPC. This needs to be done in order to update the respective Governance Structure Group Request, which incorrectly shows them as a Committee, not an advisory group. Discussion ensued on whether either should be operating under a Governance Structure at all, and that perhaps they should be identified as a sub-committee as defined in the Governance and Administrative Structure Handbook. Ken Jay articulated that he feels a sub-committee would be an appropriate designation as it still draws in the constituent groups, as well as provides valuable student input.

Ken will review the structures for both and bring to next meeting for consideration by the council.

2. F&ASPC Governance Structure Group Request

Although the group spent nearly a year working on the language for the role and responsibilities on the Governance Structure Group Request for F&ASPC, recent events related to a re-organization within the F&AS Division suggested that the language might still need to be clarified further. Discussion followed including the difference between planning and day-to-day operational decision making and the role of the planning council. Becky McCluskey stated that it's not just the F&ASPC Governance Structure that is confusing, but all of them are to a certain degree. Some have confusing language and others don't necessarily accurately reflect the work that is being done on the councils. Discussion ensued, with Ken Jay suggesting that to avoid any future misinterpretation, the third bullet point under "Products" should read, "Develop, implement, and review the *Business Plan for the District* to provide for adequate staffing and resources for the F&AS Division." His opinion is that operations are supposed to support "the plan" for the district and those operational decisions are not the responsibility of a council.

Discussion followed. Bonnie stated that one of the biggest challenges facing the council is how to plan for and justify the need for additional resources to including staffing. F&AS Division needs to identify a mechanism to hire additional support staff as funding becomes available and tie it into Institutional Review for the division. Bonnie also stated that it is her hope that as the college considers revamping its budgeting process a separation of fixed costs for the District will be separated from operational costs for a division.

Lastly, Bonnie suggested that the ampersand be dropped in F&ASPC, changing the name of the council to FASPC.

3. Finance & Administrative Services Institutional/Program Review

Bonnie reviewed Michelle Barton's email summarizing a meeting with F&AS Directors to discuss an Institutional/Program Review process for the division's operations. Michelle will be meeting individually with the directors to discuss the development of a survey to solicit useful information on how each department is doing and provide input on ways to improve service within the constraints of current staffing levels.

FASPC members agreed that a survey was the best way to garner needed feedback from the campus community. The survey will be completed by the end of the semester by Research and Development. Discussion followed including the possibility of FASPC members attending other planning council meetings once or twice a year to garner specific feedback on service satisfaction. Ken Jay suggested going to less formal meetings such as Berta Cuaron's standing department chair meeting, since time can be limited at a planning council meeting and feedback might be too rushed. Becky McCluskey suggested telling

the group ahead of time that a member of FASPC will be attending their meeting so their members can provide thoughtful and specific feedback from their constituency groups. Another suggestion was to come up with a list of “talking points” that could be taken to the meetings so members of FASPC feel comfortable asking the right questions and responding knowledgeably to any questions that may arise.

In addition to the survey, Bonnie reported that the directors will be developing a “form” outlining the roles, effectiveness and plans for the Finance & Administrative Services departments as part of Institutional Review to be approved by FASPC at a future meeting. Upon approval of the plans and divisional review by the council, they will then be forwarded to the Strategic Planning Council (SPC) for their approval and integration into the self-study component of the Palomar’s Institutional Review.

III. 1st READING:
N/A

IV. 2nd READING
N/A

V. REPORTS

Dr. Dowd distributed the recommendations of the Emergency Preparedness Working Group that was formed from members of the Safety and Security Committee. This working group was formed in response to President Deegan’s request to identify both high tech and low tech solutions for emergency preparedness on all of Palomar’s campuses. The recommendations will be presented for Second Reading at the October 21, 2008, SPC meeting.

Dr. Dowd stated that she is not sure F&ASPC needs to be meeting twice a month, given the lack of participation by the constituency groups. She suggested that the meeting schedule could be set-up similarly to the Governing Board wherein a meeting is scheduled for the first Thursday of the month and if a second meeting is needed, it will be scheduled for the third Thursday of the month. This would be done with the understanding that both meeting dates will be held by the members until such time as it is determined the second meeting will not be necessary. She requested that the item be placed on the agenda as First Reading for the next meeting.

VI. OTHER

Meeting adjourned at 3:43 p.m.

Next Meeting: November 6, 2008, at 2:00 p.m.
Conference Room: A-4C