



**FINANCE & ADMINISTRATIVE SERVICES  
PLANNING COUNCIL**

***MINUTES***

October 30, 2008

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on October 30, 2008. The meeting was called to order at 2:10 p.m. by Dr. Bonnie Ann Dowd.

Roll Call

Members Present: Crawford, Dowd, Duran, Ellis, Kovrig, McCluskey (CCE alternate), Jay, Laderman, and Sullins

Members Absent: None

**I. MINUTES**

The minutes of October 2, 2008, were approved as corrected and will be posted on the Palomar web page (MSC: Jay/ Ellis).

**II. FIRST READING**

**1. Accept recommendations from Emergency Preparedness Working Group**

Recommendations submitted by the Emergency Preparedness Working Group were reviewed. A unanimous motion was passed to move the item to Second Reading (MSC: Kovrig/Jay) as F&ASPC should approve prior to it going to Second Reading at SPC. A unanimous motion was passed to consider and approve the item (MSC: Kovrig/Jay). Bonnie Dowd gave a brief background of the purpose of the working group and their assigned task. The Emergency Preparedness Working Group was assembled at the request of President Deegan from members of the Safety & Security Committee. In addition to ensuring that the college remains NIMS & SEMS compliant (State & Federal emergency management plans), the working group was tasked with identifying high and low tech responses and recommendations to potential emergency situations, prioritizing their findings, and vet the recommendations through the governance process.

Discussion ensued and Don Sullins stated that he believes that Priority 1 (Mass Notification) and Priority 3 (Emergency Backup Power) go hand-in-hand because if there is not a back-up generator, a mass notification system will not be operational. Mike Ellis informed the group that the recommendation for Priority 3 is two (2) back-up generators. There was discussion about the possibility of having only one generator of sufficient capacity for both areas; however, that was dismissed because one generator would have to be so large it would require being positioned in Lot 1, resulting in significant loss to existing parking. In addition,

significant infrastructure would be needed to make it operational. By going with two generators, they could be housed in available space at Campus Police and the A- Building.

Jonas Crawford inquired how the working group's recommendations will be funded. Bonnie responded that some of the recommendations can be paid from Prop M funds, but not all. Nothing "operational" or "planning" in nature can be funded through Prop M. Some other areas of potential funding being explored include Redevelopment and Capital Outlay funds.

There being no objection, the agenda was suspended to move to Discussion/Information as Bonnie has to leave the meeting early today on a District matter.

#### **IV. ITEMS FOR DISCUSSION/INFORMATION**

- 1. Finance and Administrative Services Institutional/Program Review process**

Bonnie presented a brief outline of the Institutional Review process and the role of the F&ASPC. She reported that she and the Directors are working with Research and Planning to develop a form for review of the F&AS Division. In addition to developing the form, she and the Directors have requested that a survey be developed to provide constructive feedback and assist the Division in developing planning documents for the future that provide service at a level commensurate with available resources to include staffing. It is anticipated that the survey will be conducted near the end of the fall semester and will be analyzed over the winter break by Research and Development. Discussion ensued on items to possibly consider in the review form. Don Sullins said he liked Michelle Barton's handout (distributed at a previous meeting), but didn't think all of the bullet points were applicable to every department. Ken Jay suggested that perhaps areas within the division could be reviewed on a cycle basis rather than every year e.g., one area could be looked at one year, another next year and so forth, so that each area is being reviewed at least every five years.

Bonnie Dowd excused herself as Chair of the meeting and asked Ken Jay to chair in her absence. Discussion continues on the Institutional/Program Review process.

Additional discussion resulted in the consensus that the group thought an "executive summary" of the division report could be completed that provided a brief and concise overview of the departments and their areas of responsibility. It was suggested that if anyone wanted more detailed information, the supporting documentation would be attached to the executive summary. It was further agreed that the form be developed using Michelle Barton's outline but modified to exclude the bullet points. The Institutional Review Form will be placed on the November 20<sup>th</sup> agenda for First Reading.

**II. FIRST READING****2. Governance Structure Request Form – Bookstore Advisory Committee**

FASPC approved the renaming of the Bookstore Advisory Committee to the Bookstore Sub Committee in accordance with the Palomar College Governance and Administrative Structure. The item will be placed on the agenda for Second Reading at the next meeting.

**3. Governance Structure Request Form – Food Services Advisory Committee**

FASPC approved the renaming of the Food Services Advisory Committee to the Food Services Sub Committee in accordance with the Palomar College Governance and Administrative Structure. The item will be placed on the agenda for Second Reading at the next meeting.

**4. F&ASPC Governance Structure Group Request – Name Change**

This item was tabled to the next meeting.

**V. REPORTS****VI. OTHER**

**Meeting adjourned at 3:20 p.m.**

Next Meeting: November 20, 2008, at 2:00 p.m.  
Conference Room: A-4C