



**FINANCE & ADMINISTRATIVE
SERVICES
PLANNING COUNCIL**

September 18, 2008

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on September 18, 2008. The meeting was called to order at 2:05 p.m. by Dr. Bonnie Ann Dowd.

Roll Call

Members Present: Dowd, Ellis, Kovrig, Jay, Laderman, and McClure (Sullins designee), Claypool (alternate for CCE)

Guest: Michelle Barton

I. MINUTES

The minutes of May 15, 2008, were approved as written and will be posted on the Palomar web page (MSC: Jay/ Ellis).

II. ITEMS FOR DISCUSSION/INFORMATION

1. F&ASPC Self-Evaluations

Michelle Barton, Director, Institutional Research and Planning presented the Planning Councils Evaluation 2008 handout derived from self-evaluations completed on all of the planning councils at the end of the spring semester. Prior to discussing the handout, Michelle asked each of the members to introduce themselves and explain their role/representation on the F&ASPC.

Michelle then directed the council members to the self-evaluation specifically related to F&ASPC. She stated that six members responded to the survey, with five of the respondents currently serving on the council. In analyzing the results of the self-evaluation for F&ASPC, Michelle pointed out the number of respondents each percentage converted to and noted that with such a small council the data on the surface can be seen as immaterial. Therefore, Michelle was here to explain the data and her analysis of the data. Michelle shared that it was clear by the responses that the: 1.) Role and responsibilities of the Finance and Administrative Services Planning Council (within the governance structure) was clear and well understood; and 2) Members understood their role and responsibilities on the council. Discussion followed with regard to the constituency representation and difficulty the council has had in having broad representation from those outside of the division most notably a lack of faculty participation on this council. It was also pointed out that currently there is no CAST member and only one CCE representative.

The group indicated that they are very interested in ascertaining the faculty and other constituency needs and expectations from the Finance and Administrative Services Division, particularly as it relates to developing supporting service plans. Discussion continued shifting towards the council's need to conduct a divisional review as a basis to establish short and long-term plans for the division. In conclusion, Michelle stated that the data is not merely about numbers, but about sparking dialogue and finding ways to assist the division in its Institutional Review process.

2. **Institutional/Program Review for FY2008-09**

Because the council has had difficulty in having adequate faculty involvement and other staff from outside the division, the consensus was that an effective strategy might be to have one or two members of F&ASPC request to be placed on the agenda for other planning councils (such as IPC) in an effort to identify what the needs and expectations are campus-wide with regard to services provided by Finance Administrative Services Division. This effort might help to provide situational awareness for everyone and ultimately improve both the horizontal and vertical levels of communication as well as provide the division with input as part of its Institutional Planning Review process and for developing future plans for the division.

Michelle Barton suggested that F&ASPC might begin the process by identifying goals for the next academic year, and perhaps the place to begin would be to identify the level of service the campus community expects from each of the departments within the Finance and Administrative Services division. Then the personnel needed to accommodate that level of service could be defined. That information could then be incorporated into the divisional plans and communicated through the governance process by providing a mechanism in which additional resources can be requested.

Lastly, Michelle pledged to do whatever she could to help increase participation on the F&ASPC because it is evident that the council is not being utilized effectively due to a lack of broad participation, which ultimately results in a disconnect between what the F&AS Division and the rest of the campus.

3. **F&ASPC Governance Structure and its impact on recent re-organizational changes within the Finance & Administrative Services division**

This agenda item was discussed in conjunction with the above two agenda items with regard to interpretation of the role of the F&AS Planning Council with regard to operational decisions. Bonnie reported that the planning council spent nearly a year discussing its role and responsibilities being one of planning not daily operations and that the council accordingly updated its Governance Structure Group Request form to reflect this emphasis. However, given discussions related to the recent shifting of some operations within the division,

the council may want to consider clarifying language further. Discussion followed. Bonnie asked members to think about the language included in the Governance Structure and be prepared to discuss it further at the next regular meeting.

III. 1st READING:

Facilities Review Committee Governance Structure

It was moved and seconded to move this item to second reading from first reading (MSC: Claypool/Kovrig).

IV. 2nd READING

1. Facilities Review Committee Governance Structure

It was moved and seconded to approve the Facilities Review Committee Governance Structure and forward it to SPC (MSC: Kovrig/Jay).

Dr. Dowd explained that the Governance Structure Group Request Form from Facilities Review had been modified to reflect a new date and time and also to add the language “or designee” under the members identified as Senior/Executive Administrators.

V. REPORTS

Ken Jay reported that both Food Services and Follett’s Bookstore notified him that their sales were negatively impacted by the power outages. No action was required. He further reported that food services at the Escondido Campus are once again operational and running smoothly. Finally, Ken reported that Follett’s contract expires June 30, 2009, and that he has already notified them that the college will be going out for an RFP, as required by law. Follett is not prohibited from participating in the bid process and if successful of being awarded another contract with the District.

VI. OTHER

Meeting adjourned at 3:38 p.m.

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