



FINANCE & ADMINISTRATIVE SERVICES PLANNING COUNCIL

Minutes

April 16, 2009

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on April 16, 2009, in A-4C. The meeting was called to order at 2:10 p.m. by Dr. Bonnie Ann Dowd; however, because there was not a quorum, Bonnie informed the committee that it would not be able to take action. Upon establishment of a quorum at 2:30, meeting resumed finishing discussion items and to address action items.

Roll Call

Members Present: Dolan, McCluskey, Ellis, Laderman

Members Absent: Crawford, Kovrig, Duran, Jay, Sullins

Guest: Scott McClure (stand-in for Sullins)

I. Approval of Minutes

The minutes of March 19, 2009, were approved as presented with one minor typing edit. The March 19th minutes as approved will be posted on the Palomar web page. (MSC: Ellis/Dolan)

II. ITEMS FOR DISCUSSION/INFORMATION

A. Relocation of Vending Machines from Business Lab Area

No Discussion - Ken Jay was to review the contracts. Because Ken was absent discussion was postponed to May 7 meeting.

B. Students Parking in Lot 4 and 11

No Discussion – Requestor absent

C. Maximizing Technology/Minimizing Expenses

No Discussion – Requestor absent

D. Budget Update

Bonnie handed out 3 handouts for discussion:

- PCCD 08-09 and 09-10 Projections dated 4/6/09
- 08/09 P1 Apportionment Report (March Revise)
- 07/08 Recalculation Apportionment Report (March Revise)

Bonnie explained that an adjustment had been made to the FY07-08 Recalculation Apportionment report. She explained that the FY2007-08 Budget Act did not provide enough funds for Statewide FTES growth so growth rates were adjusted accordingly. This translated into Palomar receiving about 1/3 of the growth rate estimated on FY2007-08 P2 report. Discussion followed regarding the various calculations on the apportionment report.

Bonnie then distributed the FY2008-09 P1 Apportionment report. She talked about the current situation of deficit coefficients being applied to computational revenues, how they come about, how rare they had been in the past, and the fact that they have been more prominent these past couple of years due to the state's fiscal and cash flow situation. Bonnie predicts that FY2008-09 growth rates will be cut further when the P2 Apportionment report comes out particularly, if the ballot measures do not pass. It is not known when the FY2008-09 P2 will be published by the Chancellor's Office though it usually comes out in late May/early June.

Finally, Bonnie handed out a spreadsheet prepared on April 6th and distributed to SPC and the Budget Committee projecting adjustments to FY2008-09 Adopted Budget and projecting FY2009-10 Budgets. She stressed that the information is based upon estimates related to current spending patterns and projected FTES. Discussion continued including possible impact on the ending fund balance for current and 2009-10 fiscal years. Bonnie also reported that the Board is required to have a Tentative Budget approved by June 30th. The impact of the outcome of the May 19th election may not be finalized by the college's June board meeting. She reiterated that the current state fiscal and cash situation is uncharted territory making it even more difficult to project future impact. Bonnie reported that the Budget Committee has begun to discuss changes to the District's existing budget development model to include forecasting for two years beyond the budget year being developed.

III. FIRST READING

A. Roller Device Procedures/Guidelines

Item was not on original agenda as request came in from Campus Police after the FASPC agenda was distributed. Motion to add to First Reading was approved (MSC: Dolan/Ellis).

The procedures and guidelines for Roller Devices came to Safety & Security Committee (SSC). The upper section of the handout is what currently exists, which defines roller devices and guidelines on their usage. However, there are no guidelines related to enforcement. Listed on the handout that was given to SSC are the procedures for both students and non-student enforcement. SSC supports the Campus Police's request for enforcement rules. The council also suggested including property damage and some minor edits to the guidelines. Bonnie asked the council if given that the semester is wrapping up whether or not she should present the guidelines to SPC with the understanding that any action by SPC is subject to final action by FASPC at its next meeting. There was consensus to do as suggested.

IV. SECOND READING

No Items discussed

V. REPORTS**A. Report of Vice President**

Ground Breaking for Health Sciences Building is Friday, April 17 at 2:00. Everyone was encouraged to attend. Bonnie reported that the Health Science building is the first 100% Prop M building.

B. Facilities Review Committee

Bonnie reported that a request from the Campus Police (CP) was received to move all visitor parking to Lot 15. The committee suggested that CP speak with Mike Ellis to figure out a solution without impacting student parking that provided additional visitor parking in Lot 1. Mike reported that he and CP have a meeting scheduled for Monday, April 20.

C. Safety & Security Committee

No Report

D. Bookstore Advisory Council

Bonnie reported that the bookstore contract is up for Bid. The Board should award the bid at the May meeting.

E. Food Services Advisory Council

Bonnie reported that regional representatives from Aramark are meeting with President Deegan and her in the next week to see how things are going with their services.

VI. ADJOURNMENT

Meeting was dismissed at 3:30pm.

Next Meeting

May 7, 2009 at 2:00 p.m.

Conference Room: A-4C