



## FINANCE & ADMINISTRATIVE SERVICES PLANNING COUNCIL

### MINUTES

February 19, 2009

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on February 19, 2009, in A-4C. The meeting was called to order at 2:05 p.m. by Phyllis Laderman.

#### Roll Call

Members Present: Crawford, Duran, Jay, Kovrig, Laderman, McCluskey, Renner (for Ellis) and Sullins

Members Absent: Dowd, Ellis, Dolan

#### **I. MINUTES**

The minutes of February 5, 2009, were approved as written and will be posted on the Palomar web page (MSC: Kovrig/Jay). Phyllis Laderman abstained due to absence at the February 5 meeting.

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

1. Payphones Service for San Marcos and Escondido. Ken Jay reported that the vendor (Payphone Stations, Inc.) currently supplying and servicing the payphones sent the requested usage reports, and distributed handouts showing a higher level of use than previously thought. On average, 1,215 calls per month are being made on the 8 phones, 7 on the San Marcos campus, and 1 at the Escondido Center. The report did not include figures for the two phones at the transit center. Ken reported that he informed the transit authority that the vendor planned to remove them, as Palomar College had no further interest in providing payphones at that location. If the transit authority wishes to retain the payphones, it should contact the vendor directly. Ken said the vendor's current proposal is \$400 per month for the 8 phones to be paid by the college. The contract would be for a three-year period and include the vendor being responsible for servicing and replacement of broken phones. In addition, the vendor will continue to keep the revenue generated from the pay phones in addition to the monthly charge to the college. Possible funding sources to provide the approximately \$5,000 per year were discussed. The vendor extended his deadline to March 1. After discussion, the committee decided that the payphones should be kept and the recommendation to keep the phones sent forward to SPC pending a similar recommendation from FRC, which has been concurrently discussing the matter.
2. Budget Update. Phyllis announced that the California State Budget had finally been passed. In exchange for Senator Abel Maldonado's vote, the budget package was modified as follows:
  - o Constitutional amendment to establish an open primary system (will go before the voters in 2010)
  - o Constitutional amendment to prohibit pay increases for legislators while the state has a budget deficit
  - o Elimination of the proposed gas tax increase and a decrease to the personal income tax surcharge

- Increase in personal income tax rates (to replace revenue lost due to elimination of gas tax and income tax surcharge)

Phyllis said that overall community colleges fared pretty well – it could have been much worse. However, there is still no COLA for this or next year. In the past those funds had helped the district to fund step increases and any health care increases, so we've lost the ability to receive funding for that.

Phyllis began a discussion of possible areas to cut if necessary. As the payphones will add an additional \$5,000, she said we need to find more than \$5,000 in cuts to keep the payphones. One suggestion was to find ways to generate revenue such as swap meets and selling class schedules. Suggested cuts were:

- Don't pay overtime,
- Shortening cashiering hours
- Reducing or eliminating some services, hourly staff, student labor
- Not replacing open positions
- Eliminating mass mailing of class schedules – perhaps sending a small flyer instead. Printing fewer schedules was also a suggestion, as many pallets of unneeded schedules are recycled every year. Stress the online schedule. All changes should be highly advertised to students, faculty and staff.
- Further ideas to assist departments were discussed, such as volunteer work days and unpaid student internships
- Elimination of the 2-week parking permit grace period resulting in increase to parking fee revenue.

### III. FIRST READING

N/A

### IV. SECOND READING

N/A

### V. REPORTS

- a. Vice President of Finance. There was no report.
- b. Facilities Review Committee. For Mike Ellis, Donna Renner reported that the FRC committee approved the use of surveillance cameras in the DRC for the purpose of test proctoring. Also, construction proposals were approved for EC-200 and 200A and the status of parking availability was discussed.
- c. Safety & Security Committee. For Mike Ellis, Donna announced the next meeting will be March 4.
- d. Bookstore advisory Council. No report
- e. Food Services Advisory Council. No report

### VI. OTHER - None

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

Next Meeting  
March 5, 2009 at 2:00 p.m.  
Conference Room: A-4C