



**FINANCE & ADMINISTRATIVE SERVICES
PLANNING COUNCIL**

MINUTES

February 5, 2009

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on February 5, 2009, in A-4C. The meeting was called to order at 2:05 p.m. by Dr. Bonnie Ann Dowd.

Roll Call

Members Present: Crawford, Dolan, Dowd, Duran, Ellis, Jay, Kovrig, McCluskey, and Sullins

Members Absent: Laderman

I. MINUTES

The minutes of December 4, 2008, were approved as written and will be posted on the Palomar web page (MSC: Ellis/Dolan).

II. ITEMS FOR DISCUSSION/INFORMATION

1. Payphones on campus. Ken Jay reported that the vendor currently supplying and servicing the 10 pay phones on the San Marcos campus and the Escondido Center has requested a revision of the existing arrangements with his firm. Until now there was no charge to the district for the pay phones with the vendor receiving the revenue generated. However, the vendor has informed the district that the revenue being generated is not sufficient for him to continue to provide pay phones to the district and as a result he wants to be paid \$65 per month per phone. The vendor has couched his proposal based upon the fact that even though most students probably have cell phones that it might be a “security issue” for college campuses if there were no pay phones available. Ken brought the issue to Safety & Security committee for their input as well as soliciting input from Theo Brocket (Escondido Center) and Sherry Titus. Ken reported that according to input he received that it was felt that continuing with the service based upon the proposed fees was probably not necessary given the fact that most students and staff use cell phones and the College already has the emergency blue phones. Ken felt that if it was a security issue, it was probably a minor one, and that payphones were a dying industry. Bonnie asked whether the blue phones automatically dial the Campus Police as long as dispatch is open and whether it goes to Sherriff’s office when dispatch is closed. Discussion followed as to whether or not dispatch is open on weekends. Bonnie questioned the possibility of reducing the number of payphones on campus so that there could be at least a few pay phones for students who do not have cell phones. Per Ken, the vendor came back with a new proposal stating that he would continue to service all of the phones for a flat \$400 per month flat fee as the vendor needs \$400 per month to continue to provide any

service. Discussion followed about emergency situations that might arise. Don stated that the last time he tested the payphones by dialing 911 the call went to San Diego Police, where it was routed back to Campus Police. There was discussion as to where the blue phones were located. Bonnie stated that it was important to get student input before making a decision to remove the pay phones. Claudia Duran, ASG representative, reported that this item had been discussed at their meeting on Wednesday, and no one, including the ASG president, knew that there were blue phones on campus; however, everyone knew about the existence of the payphones. Bonnie commented that perhaps communications needed to go out campus-wide alerting everyone of the location of the blue phones. Claudia stated that the ASG will continue to engage in discussion about the pay phones at its next ASG meeting. Neil Kovrig asked about the status of the “talk-a-phones” discussed last semester as part of the development of an emergency preparedness plan. Bonnie and Mike responded that those devices will not replace the blue phones, and given the budget and state cash situation, the timing for their installation is unknown at this time. Mike asked about what it would cost to purchase our own phones. The problem with doing that is that they still need to be serviced. Bonnie asked Don whether or not AT&T could service the pay phones along with our existing district phone contract. She also Ken why North County Transit doesn’t supply the pay phones in the Transit Center. Ken responded that when the Transit Center was built the District put the pay phones into the building. Bonnie asked Ken to contact North County Transit to find out if they intend to put pay phones at the Palomar Station Sprinter stop. Bonnie asked the committee members to solicit feedback from their constituent groups about the need for pay phones on campus. The topic will also go to FRC next week for their input. Ken has requested data from the vendor as to usage volume; however, we have not heard back from the vendor. Discussion on this issue will continue at the next FASPC meeting.

III. FIRST READING

N/A

IV. SECOND READING

N/A

V. REPORTS

Bonnie distributed handouts given out at the recent college-wide forum regarding possible budget scenarios for the current and next fiscal year. She also reported on the status of the state budget situation. She stated that based upon all information received thus far there would be no COLA this year; the legislators are looking at spending cuts; deferrals; and, flexibility within in categorical funds. Latest information is that there will be no cuts to general apportionment. Projected deficit for the state at this time is approximately \$42 billion. One positive is that the legislators have said that they want an 18-month budget solution. They are discussing tuition increases again, even up to 50% although Bonnie does not think it will go that high. More than likely, there will be deferrals in apportionment payments. While this creates a cash flow problem at the

district level it is better that cuts. Property tax revenue is still not coming in as projected at the state level. Legislators are also talking about a sales tax increase.

Bonnie commented that questions have been raised as to whether or not the Governor's furloughs would impact the district. Bonnie responded that we work for the Palomar College district and are therefore not considered state employees subject to furloughs. Discussion followed specific to the one-page handout distributed by Bonnie projecting possible scenarios for current and next fiscal year. In summary, if all expenses are the same next year as this year, growth money at the projected percentages received, \$1,300,000 in costs for step and column increases and no COLA the district will have difficulty achieving a 5% Board Reserve. The expenditures projected on this handout do not provide for increases in supplies, materials, or hourly money, keeping all at same budget level in FY2009-10 as the current budget year (FY2008-09). As a result there is also no allowance for increased operating expenses if our insurance goes up, our licensing fees, telephone, utilities, etc. A committee member asked if the state was considering a golden handshake. Bonnie responded that there has not been any mention of one. Discussion followed about the Governing Board reserve. Bonnie replied that by law a district must have a 3% reserve – our governing board passed a resolution that it wanted the Chancellor's office recommended 5% reserve, which is also preferred in the Accreditation process. Bonnie reported that if a district were to fall below the required 3% reserve, a special trustee is appointed so the recommended amount is that districts maintain a reserve of 5% or more.

Bonnie also distributed spreadsheets showing the FY08-09 budgets for the Finance and Administrative Services Division. She explained the various columns on the spreadsheets drawing attention to the percentages of funds spent and funds encumbered to date as a means of projecting any unspent budget by year end. She said that all units are being asked to look for areas that can be cut and reported that this will probably be difficult given that deep cuts we have already made to the budget. Each Planning Council will be asked to come up with ideas as will the Budget Committee. It is hoped that the legislators will approve a budget soon.

Bonnie stated that we are going forward on the MIB building construction timeframe despite the fact that the state had notified all districts that they couldn't sell capital bonds resulting in a delay of state reimbursements until the cash situation improves. The MIB is a \$36 million state funded building. Prop M funds will be used to fund the project until cash is received from the state and then replenished when state funds are received. If the voters had not approved Proposition 1D, the district would still have built the MIB. The MIB is part of Master Plan 2022 approved by local voters under Prop M so the district is going to continue with its current construction plans for this building.

Mike Ellis said the Facilities Review Committee will meet Thursday, 2/12, for the first time this semester. Mike also reported that the Safety and Security Committee met yesterday. They discussed the phones and had a long discussion about faculty and staff taking injured students to medical care. The T-shop had a history of doing that, and they

have been told that this is not advisable at all because by doing so they assume personal liability.

Neil Kovrig commented about the people passing through the parking lot after the Sprinter has let them off. They should be advised to stay on the sidewalks. Also, people are dropping off students by the temporary buildings and disabled parking spaces posing a potential hazard. Bonnie suggested that Claudia discuss this with ASG and perhaps the Telescope could do an article on safety issues. She also said this would be brought to the Safety and Security Committee for their input.

Ken Jay said the advisory groups would be meeting in a week and a half.

Bonnie commented upon the work the directors have been doing as part of the Institutional Review process and the hope that a draft report will come to this council before the end of the semester. She also announced that our accreditation site visit is happening during the week of March 9-12. The team will be arriving the afternoon of the 8th. They could come to planning council meetings, they could drop in on committee meetings – we won't know until they actually arrive. Bonnie stated that the district has an excellent self-study document thanks to the efforts of many folks on campus. The accreditation process is a significant event for a college. Bonnie also asked the division directors to ensure that their websites are up to date prior to the accreditation team visit.

The next meeting is February 19, and as Bonnie will be off-campus February 18-20, she will be asking one of the directors to chair the meeting in her absence.

VI. OTHER

Meeting adjourned at 3:37 p.m.

Next Meeting
February 19, 2009, at 2:00 p.m.
Conference Room: A-4C