



FINANCE & ADMINISTRATIVE SERVICES PLANNING COUNCIL

March 19, 2009

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on March 19, 2009, in A-4C. The meeting was called to order at 2:08 p.m. by Phyllis Laderman, acting chair for Dr. Bonnie Ann Dowd.

Roll Call

Members Present: Crawford, Dolan, McClusky, Laderman, Sullins, Ellis

Members Absent: Kovorig, Duran, Jay

I. Approval of Minutes

The minutes of March 5, 2009, were approved as presented with minor typing edits. The March 5th minutes as approved will be posted on the Palomar web page.

II. ITEMS FOR DISCUSSION/INFORMATION

A. Guidelines for Roller Devices Procedure

Mike Ellis reported that guidelines for procedures related to roller devices on campus have been passed by the Safety and Security Committee. F&ASPC tabled discussion on this item until the next meeting pending distribution of the handout containing the guidelines.

B. Relocation of Vending machines from Business Lab Area

Judy Dolan requested that this item be placed on the agenda. Judy wanted to know what the process would be to have a vending machine relocated from outside of the "B" building, which is disruptive to the B22 Lab. Mike Ellis responded that due to the disruption of the instructional process that the District could make a request that the vending company re-locate the machine.

Judy stressed the importance of not locating machines near instructional areas. Mike responded that he believes most of the vending machines are not near classrooms. For instance vending machines are placed at the "D" building, near the Dome, behind the student union, at the "E" building, and at the end of "GJ", etc. Judy's area appears to be the only one that has a machine outside of a classroom.

Don Sullins said that he thought there were others as it seemed to him that there are more machines than previously mentioned. Mike mentioned that Ken or Eileen will

have to look at the contract with the company. Mike thinks that the company added a lot more machines than were mentioned in the contract.

If a recommendation is made to relocate vending machines, it will be put on for first reading. Ken has been asked to look into the vending contract and see what the procedure is for re-location or removal. The Item will remain on agenda as discussion until the contract has been reviewed. It was also mentioned that Business Services should verify the location of the other vending machines to make sure that they are not in areas that are disruptive to instructional areas.

C. Students Parking in Lots 4 and 11

In absence of the person requesting discussion on Lots 4 and 11, the item will remain as discussion for the next meeting.

III. FIRST READING

N/A

IV. SECOND READING

N/A

V. REPORTS

A. Report of Vice President

None

B. Facilities Review Committee

Mike reported that a request was brought to FRC to remove the designated smoking area west of the Child Development Center and East of the T-building by S&S because smoke was working its way into the CDC and causing hazards for the children and staff. Facilities removed the designated smoking area sign and the T&I department has been contacted since most of the smokers in the area come from that department. T&I has been directed to contact Jane Conway, Chair of Task Force established to address smoking areas, with any suggestions on an alternate designated smoking area. However, because there is an immediate safety issue for the children, the designated area has been eliminated a replacement will be found as soon as possible.

Mike distributed a handout listing the FY07-08 Facilities Improvement Plan projects many of which are being funded by Prop M. There were 113 projects approved, 46 completed. The remaining projects are being reviewed and new projects being solicited district-wide. Once the Improvement Plan list has been updated for new projects, they will be prioritized and reviewed to determine, which can appropriately be funded by Prop M funds. Discussion followed on priority numbering as follows: Priority 1 – Critical/Emergency, P2 – Instructional/Operational, P3 – Aesthetics. Mike reported that new projects cannot

bump any existing 2 and 3's. Once assigned, projects will not be bumped unless they have been determined to be of critical or emergency need.

C. Safety & Security Committee

No Report

D. Bookstore Advisory Council

No report

E. Food Services Advisory Council

No report

VI. OTHER

Some members asked if there were any new news on the state budget. Phyllis Laderman mentioned that a new \$8 billion problem has been found over and above the problem that the ballot measures hope to resolve. If two of those measures are not passed by the voters then there will be another \$5 billion problem. The measures go before voters on May 19. Phyllis also reported that the May Revise will be delayed and is currently anticipated to be out in June or July.

Jonas Crawford said the ideas for cost savings were good and Becky McCluskey concurred.

Phyllis reported that she and Bonnie would not be on campus on April 2nd, which is the next regularly scheduled F&ASPC meeting. Therefore, Bonnie has suggested that the April 2nd meeting be canceled. Members concurred.

VII. ADJOURNMENT

Meeting was dismissed at 2:35pm.

Next Meeting

April 16, 2009 at 2:00 p.m.

Conference Room: A-4C