



FINANCE & ADMINISTRATIVE SERVICES PLANNING COUNCIL

March 5, 2009

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on March 5, 2009, in A-4C. The meeting was called to order at 2:02 p.m. by Bonnie Dowd.

Roll Call

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

Members Absent:

I. MINUTES

The minutes of February 19, 2009, were approved as written and will be posted on the Palomar web page (MSC: Kovrig/Duran).

II. ITEMS FOR DISCUSSION/INFORMATION

1. Recommendation from FRC re: Payphone Service for San Marcos and Escondido. Bonnie summarized the Facilities Review Committee action on the subject of payphones on the San Marcos and Escondido campuses, noting that they agreed to renew a three-year contract at \$400 per month for the 8 phones (7 San Marcos and 1 Escondido); however, they also suggested an "exit option" so that an alternative solution could be found before the expiration of this renewed contract..
2. Exact Change Requirements for Day Parking Meters. Judy Dolan requested this item be placed on the agenda. A student had expressed concern to PFF E-Board that students are required to have exact change for daily parking passes, which could be problematic for a student coming to campus for the first time that is unaware of this requirement particularly in the evening or for a Saturday class. Judy asked about the possibility of obtaining change machines. Ken Jay commented on the cost and security issues involved with having change machines in the parking lot. Claudia Duran suggested increasing the advertising on the need for exact change in the parking permit machines. After further discussion, Bonnie directed Ken to find out what other colleges are doing in this regard and report back to the planning council.
3. Possible areas for consideration if Cuts are Necessary FY 2008-09 and suggestions for FY 2009-10 Budget. Bonnie began the discussion of this topic by providing an overview of the impact of the May 19 special election on current and future year's budgets. If all of the ballot measures don't pass, the state projects a \$5 billion problem for FY2008-09. The impact to the community colleges is unknown at this time. However, even if the

ballot measures pass, Palomar will still have a problem balancing FY2009-10 budget because there will be no COLA for the district and expenditures continue to increase e.g., step and column increases. Bonnie commented on the fact that the state fiscal situation is both a fiscal structural and cash situation. She continued by reporting that community colleges fared better than the K-12 system, with regard to the recent budget act approved by the Governor for FY2008-09 and FY2009-10, which has been forced to lay off employees.

The discussion continued with Bonnie reminding the council of the cost savings ideas suggested at the March 5th meeting and suggested that the discussion continues at today's meeting. Phyllis Laderman reported that there will be a reduction of summer cashiering hours of operation. Fiscal reviewed transaction activity data that has shown that while there were peak periods of activity, especially at the beginning of a semester, there were also periods of very low activity during a semester. If the summer hour reduction proves to be successful, Fiscal will adjust the fall semester Cashiering hours.

Mike Ellis presented a comprehensive list put together by his department of cost-cutting suggestions. In addition, a council member suggested the elimination of the 2-week grace period for parking permits. The current practice has greatly reduced the amount of revenue generated in a semester to support campus police, which is primarily funded by parking fees. Ken Jay commented that the elimination of small desktop printers and the use instead of larger network printers could also provide savings. Additional revenue-generating ideas were suggested as follows: Jonas Crawford talked about rental of athletic fields and facilities to the community. Another member suggested holding a swap meet in the parking lot. It was also suggested that the District review all of the periodicals and memberships to determine if any could be eliminated. Finally, current revenue-generating programs were discussed, such as the cell phone towers, a very successful recycling program, and the eAuction, which helps cover costs.

Bonnie reminded the group that the Accreditation Team would be scheduling an appointment to meet with them next week. She excused herself from the meeting to attend another required meeting, and asked Ken Jay to assume the chairmanship of the meeting for the remaining items on the agenda.

III. FIRST READING

N/A

IV. SECOND READING

N/A

V. REPORTS

- a. Vice President of Finance. Bonnie's report was given during the first part of the meeting.
- b. Facilities Review Committee. Met on February 26th and passed a request from Information Services to convert three areas at the Escondido Center to allow for the

expansion of the new telecommunications distribution system. The rooms to be changed are EC-104, 707, 814. There were no objections from any representative groups.

FRC had a request from ASG to allow an information table to be set up at various times/locations around the campus. ASG bought their own chairs and folding table, and they want the option, depending upon what is happening at the time, of setting up in the patio of the NS building, the Student Union patio, the Wellness Fitness Center, SSC or the triangle by Health Services. This request is part of the outreach and visibility efforts to all students

They passed a motion to keep the existing payphones and renew the contract with the vendor but at a cost of \$400 per month for 8 payphones with a recommendation to look for alternatives solutions in the future.

- c. Safety & Security Committee. Met on March 4. Passed a motion regarding a request from Campus Police. There is an existing roller device procedure that prohibits skateboards and similar objects on campus. The problem is there are no guidelines on when to enforce the procedures. The Campus Police want to take this through the process: "The following guidelines for students – first contact would result in a warning with a field interview from being completed; the second contact would be a referral to student affairs; the third contact would be a citation. For non-students the first contact would be a warning with a field interview from being completed; the second contact would be a citation. At any time, regardless of the number of times the subject has been contacted, officers may cite the subject depending upon the severity of the violation." Mike asked that this subject be added as a discussion item for the next FASPC meeting.

Safety and Security had complaints from a number of students and parents from the child care center that a designated smoking area on the east side of the T-building is drifting into the child care center creating a hazard for the staff and children. The committee passed a motion to remove that site immediately and a notice will be sent to the faculty and staff in the T-building and a sign placed saying "This designated smoking site is closed. Please contact Health Services if you know of a better site." The second-hand smoke is a safety issue for the children, so that site will be closed for now and they will try to find another site.

- d. Bookstore Advisory Council. No meeting, however the district will be going out soon for bids, as the contract with Follett is expiring.
- e. Food Services Advisory Council. No report

VI. OTHER –

1. Judy Dolan brought up a problem with middle school students congregating at the two vending machines outside B-22 and disrupting students with their loud talking and laughing. Judy stated that she talks with 4-8 junior high students to please respect our campus. She also requested that the vending machines be relocated because they are

creating a noise issue and a venue for congregation. This request will be placed on the agenda for the next FASPC meeting.

2. Neil Kovrig brought up the fact that students are parking in lots 4 and 11, and requested that this item be added as a discussion item to the next FASPC meeting.

There being no further business, the meeting was adjourned at 3:30 p.m.

Next Meeting

March 19, 2009 at 2:00 p.m.

Conference Room: A-4C