



**FINANCE & ADMINISTRATIVE
SERVICES PLANNING COUNCIL**

Minutes

May 7, 2009

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on May 7, 2009, in A-4C. The meeting was called to order at 2:03 p.m. by Dr. Bonnie Ann Dowd.

Roll Call

Members Present: Dolan, Dowd, Ellis, Jay, Laderman, Sullins, Wick (McCluskey)

Members Absent: Crawford, Kovrig, Duran

I. APPROVAL OF MINUTES

The minutes of April 16, 2009, were approved and will be posted on the Palomar web page. (MSC: Jay/Ellis)

II. ACTION ITEMS/SECOND READING

No Items on Agenda

III. FIRST READING

A. Memorials for Bill Bedford and Mike Barber

Dr. Bonnie Ann Dowd presented two requests that came through the last Facilities Review Committee (FRC) meeting. One request is from the Alumni and Friends to purchase a bench/table to be placed in the Matchett Garden in memory of Mike Barber. The other request is from the Faculty Senate to name the Faculty Center the "Bill Bedford Faculty Senate Meeting Room" in honor of Emeritus Professor Bill Bedford. FRC reviewed and approved the requests individually and have forwarded them on to Finance and Administrative Services Planning Council (FASPC) and the Strategic Planning Council (SPC) simultaneously for approval. Due to a limited time frame with end of the semester fast approaching and to expedite both requests, Bonnie took the requests to SPC first and then to FRC the following week. Both were approved by FRC and SPC with the stipulation pending approval by FASPC in accordance with the governance process. Bonnie reported on the specifics and requirements of each of the requests. She informed the council that Professor Bedford met the requirements for "Naming Rights" for a room/classroom per the Districts Policies and Procedures. Bonnie also informed the members that the request for Mike Barber was passed with the stipulation that his next of kin approve of the memorial and any fundraising efforts that are going to be done in his name.

Motion was made to move the request from the Alumni and Friends to second reading. (MSC: Wick/Jay)

Motion was made to move the request from the Faculty Senate to second reading.
(MSC: Dolan/Jay)

(MSCU: Wick/Ellis) Approve the purchase of the bench/table in memory of Mike Barber with the approval of his next of kin for memorial and fundraising efforts. The Alumni and Friends group will work with the Facilities Department as to type of bench/table to meet District guidelines.

(MSCU: Dolan/Jay) Approve the renaming of the Faculty Senate meeting room currently SU-30 to the "Bill Bedford Faculty Senate Meeting Room". The Faculty Senate meeting room will be so named regardless of where it is located in the future.

IV. DISCUSSION/INFORMATION ITEMS

A. **Roller Device Procedures/Guidelines**

This issue had been put on hold until the Board Policies and Procedures are updated regarding roller devices.

B. **Maximizing Technology/Minimizing Expenses**

Ken Jay feels that we may be duplicating technology. For example a division on campus has copy machines capable of doing many functions with some modifications. The new copy machines can be modified to act as fax machines and scanning devices with modifications thereby, eliminating the need to have multiple devices in an office/department. Ken reported on a situation where a division wanted to buy individual fax machines. It was suggested that they modify their existing copy machine so that it could be used for scanning and faxing requirements. The division declined and then purchased the fax machines. Ken feels that we are under utilizing existing technology. With the current budget situation, he feels that offices should be maximizing office technology. Ken feels there should be a discussion on limited dollars and the possibility of updating copy machines with multi-function technology. Bonnie responded that this is a good start related to cost cutting conversations that will be necessary given the state budget crisis impact.

C. **Palomar College Planning Cycle**

Bonnie provided a handout on the planning agendas defined in the Self-Study and the anticipated recommendations to be made by the Accreditation Evaluation Team. Bonnie distributed a draft diagram of our current planning cycles. She reported that there will be a special SPC meeting on May 21 to discuss these issues. Discussion followed as to comments made by the visiting team regarding the need to connect our Strategic Plan (SP) and Master Plan. Also Accreditation standards require that our planning goals be quantifiable and time specific with an evaluation and review component. Bonnie also talked about our need to connect resource allocation decision making to planning. She explained our current budgeting process and areas that need to be modified to tie into planning. She also reported that the Budget Committee is discussing the idea of conducting a Zero Based Budget for FY2010-11.

Bonnie also reported that our existing Strategic Plan is due to be updated in the fall semester.

D. Mission Statement Update

Bonnie handed out a draft of our existing Mission Statement defined in our Strategic Plan 2009 that was shared at SPC on Tuesday. The Accreditation site visit team felt that it doesn't include the diverse population that Palomar serves. Because the Strategic Plan 2009 is scheduled to be updated in the fall, the mission statement will be reviewed in depth at that time. However, in the interim SPC has approved minor modifications to the existing mission statement, which is being shared today.

E. Relocation of Vending Machines from Business Lab Area

According to the contract with the vendor, machines may be relocated as needed by the district. However, Mike Ellis reported that no machines can be placed by the new Science (NS) building as requested by Dean Francis. Mike mentioned that relocation of vending machines always go through FRC for its approval.

F. Students Parking in Lots 4 and 11

This issue of special permits given to Associated Student Government senators was discussed by FRC at its last meeting. There have been concerns raised regarding problems with not enough parking for staff/faculty in these lots. Bonnie suggested at FRC that the issue of special permitting for ASG senators be brought to Sherry Titus' office first before consideration by FRC.

G. Budget Update

Bonnie reported on an email from Erik Skinner, Vice Chancellor for Fiscal Policy that came out last Friday regarding FY2008-09 P2 apportionment projections. Vice Chancellor Skinner reported that one district had yet to file their information, but from all the information that had been submitted, it looks like statewide enrollment growth is 6.4%. The tentative budget only allows for 3% funded growth. Consequently, it is likely that the P2 report will have a deficit co-efficient. Bonnie also spoke to the fact that the chances of the ballot measures passing are slim.

V. REPORTS

A. Report of Vice President

B. Facilities Review Committee

Bonnie reported that the ground breaking for the Health Sciences building went well. Also, the San Marcos PEIR is moving along. Mike reported that LPA is doing a prototype for signage requested by Student Services. Natural Science building is the prototype for the District's Master Signage Plan that LPA is working on along with way finding signage to help people find services and buildings throughout the campus.

C. Safety & Security Committee

The last meeting of the Safety and Security Committee was held yesterday. Concerns were brought up about safety at the Escondido Center. An Escondido Center employee was robbed across the street from the Center. Facilities re-keyed the Escondido buildings because the employee's keys to the Escondido Center were in her purse. The committee passed a recommendation that staffing for the campus police department has continuous coverage for a police officer when classes are in session at the Escondido center. This issue will be forwarded to FASPC in the fall for information and possible action.

D. Bookstore Advisory Council

The council discussed the savings that the students experience by purchasing used textbooks and buybacks that amounts to approximately \$1.4 million in sales. Ken reported to the Bookstore Advisory Council that his office has recommended that based upon bid responses that Follett be awarded the contract for the next 5 years. The bookstore contract will be on the board agenda for next Tuesday.

E. Food Services Advisory Council

No report.

VI. ADJOURNMENT

Meeting was dismissed at 3:38pm.

Next Meeting

September 17, 2009 - 2:00 – 3:30 p.m.

Conference Room: A-4C