



FINANCE & ADMINISTRATIVE SERVICES PLANNING COUNCIL

Minutes

October 1, 2009

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on October 1, 2009, in A-4C. The meeting was called to order at 2:06 p.m. by Dr. Bonnie Ann Dowd.

Roll Call

Members Present: Dolan, Duran, Ellis, Jay, Laderman, McCluskey, Sullins

Members Absent: Kovrig, Lupica

I. APPROVAL OF MINUTES

The minutes of September 17, 2009 were unanimously approved as written (MSC: Jay/Ellis) and will be posted on the Palomar web page as follows:

<http://www.palomar.edu/committees.htm>

II. ACTION ITEMS/SECOND READING

A. Request for continuous coverage at ESC Campus Police Office

It was requested by the Safety and Security committee that there be continuous coverage of a police officer while classes were in session at Escondido. Mike Ellis recommended that the council postpone taking action until more information is gathered i.e. cost to district and implication to available resources due to the hiring freeze. Discussion followed. Bonnie Dowd recommended that the council refer the issue to Campus Police (CP) for them to identify the need and feasibility of this request based upon existing staff.

(MSC: Jay/Laderman) - refer the issue to CP to look into and report to FASPC and Student Services Planning Council by beginning of November.

III. FIRST READING

IV. DISCUSSION/INFORMATION ITEMS

A. Removal of Vending Machine (B-22) and Cigarette butt problem

Mike informed the council that the Coke-Cola company has been contacted by Eileen Poole to move the vending machine from its existing location outside of this classroom to another location on campus. Given limited options due to need for power, this vending machine will be moved to the student union area. It is estimated that the particular machine brings in \$3000 each year to the college

according to Ken Jay. The money is used to support ASG and various other campus activities to support students, faculty and staff. The request to move the machine was made by Judy Dolan because the machine is located outside of an open-entry/exit class where lectures are on-going and the machine tends to be a gathering place that is disruptive to instruction in B-22. Discussion followed about the possible loss of revenue at the new location because other machines are already located by the student union. Ken Jay will bring reports on volume and usage to the council as they are known and if necessary to move the machines again, Facilities Review Committee will be asked to identify another location. The issue regarding the Cigarette butts that Judy brought to the council will be discussed with Claudia Duran and ASG.

B. ACCJC Commission Recommendations (Accreditation)

Bonnie reported that as part of the accreditation process, non-instructional areas must identify Service Area Outcomes (SAO's) for the F&AS Division in regards to our student learning is supported.

Bonnie also reported that SPC is near concluded the revision of the mission, values, and vision statement for Strategic Plan 2013. A survey conducted by Research and Planning in regards to our vision statement will be distributed campus-wide. The survey will provide SPC input for consideration related to the vision statement for Strategic Plan 2013. The three possible vision statements are: Excellence in Education, Empowering Lives through Education, and continuation of current statement Learning for Success.

C. FY2009-10 Budget Update

Bonnie reported that ARRA (federal stimulus) funds, which were originally projected in the 2009-10 Budget Act to be \$130 million, will actually be \$35 million statewide. In the next few weeks the Chancellor's Office anticipates calculating and notifying districts of ARRA funds by college. Bonnie handed out two spreadsheets that were distributed at this week's SPC meeting. The first handout was on Fixed Costs/Ongoing Obligations. Discussion followed as to what was considered fixed (non-discretionary) items such as Utilities, Attorney Fees, Insurance, Credit Card Fees, and SERP. Becky McCluskey asked if there was a way to tell what the attorney fees were used for i.e. buildings, personnel issues, negotiations, etc. Bonnie responded that the handouts were budget and therefore, only a projection; however, it is possible to drill down in PeopleSoft as to the actual expense by vendor. The second handout listed Personnel and Negotiated Agreements i.e. salaries, step increases, scheduled course offerings, and benefits that are in the FY2009-10 budget. Discussion followed.

D. F&AS Division Institutional Reviews

Bonnie asked the committee if anyone had any questions related to the Fiscal Services Institutional Review that was distributed at the last meeting. There being none, Bonnie asked Don Sullins to review the document for Information Services (IS). Don distributed a copy to each member and highlighted some of the points in

the document as follows: the department's purpose and function. Don also provided some highlights on some changes that have been made to improve services district-wide such as combining the telephone operator duties with the Helpdesk given the switch to VOIP system. Don reported that IS has taken a more proactive technology leadership role with regard to new software and system releases from vendors such as Microsoft, PeopleSoft, Oracle, Cisco and Adobe. A big help has been Prop M which has given IS the funding necessary to upgrade technology district-wide. IS provides both direct and indirect support to the District's mission and strategic goals. One of the most important goals for the IS department is retaining self-motivated and knowledgeable workforce. IS department is organized into 4 service areas: Helpdesk Services, Systems & Programming, Network Services and Technical Support. IS's Prop M technology improvement initiatives include upgrading the district's telecommunications network infrastructure and upgrading the district's computer technology systems. Upgrading the network infrastructure includes the inclusion of VOIP, exchange server upgrade, and the re-cabling of the Escondido Center in preparation for the expansion of the center's library. Cost effectiveness was analyzed in regards to the ratio of IS staff to FTES (Full-time Equivalent Students). The analysis provided demonstrates that Palomar is more cost effective than other similar sized California community colleges using the Total Cost of Ownership (TCO) guidelines also used to determine cost effectiveness. Don reported that the IS department annual budget resources are adequate to perform daily operational needs; however, resources are not adequate to take on major implementation or system upgrades. To remedy this IS needs to understand how to reconfigure hardware-what works for the vendor software, and how our maintenance strategy needs to be set up to support it properly. Program effectiveness identified in the review report was measured based upon results gathered in a variety of surveys administered by Research and Planning in fall 2002 and late 2008. The survey results showed that IS's quality of service is above average with satisfaction expressed by a majority of the survey respondents. Don mentioned that the surveys also listed areas that can be improved, for example organizing all IT staff under one single division or department, timeliness of Telecom work orders, and development of an annual budget to adequately support technology improvements when Prop M ends. Bonnie reported that the last of the instructional lab technicians will be moving to the IS. Their job duties will remain the same and the four individuals will continue to support the departments they currently serve and will allow for consolidating of resources to provide the best possible service to instruction district-wide. Finally, Don reported that program plans include completing the district's telecommunications network infrastructure upgrade and upgrade the district's computer technology systems. The council was asked to read the report and ask questions at the next council meeting. Bonnie reported that at the next meeting, Ken Jay will present the Institutional Report for Business and Contract Services, a copy of which was distributed. Also, it is anticipated that Mike Ellis will present the Facilities report at the next meeting. Bonnie also reported that she will be on an Accreditation Team site visit the week of October 12th and has asked Phyllis Laderman to chair the FASPC meeting on October 15th.

E. Strategic Plan 2013 Update

Discussed above as part of the ACCJC Commission Recommendations

V. REPORTS**A. Report of Vice President**

Bonnie reported that the County of San Diego's Board of Supervisors will be voting upon the General Plan Amendment (GPA) for the North Education Site on October 21. The GPA plans have made it through the Planning Commission and if approved by the Board of Supervisors, she anticipated that permits will be pulled after first of the year so grading can begin for development of the center. It is anticipated that the college is approximately two years away from having its first buildings to begin offering classes at the North Ed site.

Bonnie was also pleased to report that "on-line requisitioning" is anticipated to be fully rolled out district-wide by the end of the fall semester. Fiscal Services is in the process of rolling it out by division after an initial pilot group was successfully completed earlier this semester.

B. Facilities Review Committee

No report due to time constraints

C. Safety & Security Committee

No report due to time constraints

D. Bookstore Advisory Council

No report due to time constraints

E. Food Services Advisory Council

No report due to time constraints

VI. OTHER ITEMS**VII. ADJOURNMENT**

Meeting was dismissed at 3:32pm.

Next Meeting

October 15, 2009 - 2:00 - 3:30 p.m.

Conference Room: A-4C