



FINANCE & ADMINISTRATIVE SERVICES PLANNING COUNCIL

Minutes

October 15, 2009

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on October 15, 2009, in AA-109. The meeting was called to order at 2:08 p.m. by Phyllis Laderman.

Roll Call

Members Present: Ellis, Jay, Laderman, Lupica, McCluskey, Sullins

Members Absent: Dolan, Dowd, Duran, Kovrig

I. APPROVAL OF MINUTES

The minutes of October 1, 2009 were unanimously approved as written (MSC: Ellis/Jay) and will be posted on the Palomar web page as follows:

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

II. ACTION ITEMS/SECOND READING

III. FIRST READING

IV. DISCUSSION/INFORMATION ITEMS

A. Questions regarding Institutional Review Reports for Fiscal and Information Services Department

Becky McCluskey wanted clarification regarding the move of four lab techs to the IS department. Becky wondered how will the computer labs be supported and problems handled for the labs as they arise. Don Sullins reiterated that lab support is a top priority for the IS Network and Technical Services staff and when there is a problem, the lab assistant calls the helpdesk and a technician is dispatched. Becky also asked if the lab techs will still be working with students now that they report to IS. Don responded that he didn't think many of them worked with students, as the job descriptions state that they are computer lab technical support not instructional support. However, because of unfilled positions in some departments the lab techs may have been doing other duties beyond technical support; therefore, he will be working with each of the areas involved to provide for a seamless transition and continued support of the instructional computer labs.

B. Institutional Review Report for Business and Contract Services

Ken Jay reported on the Institutional Review for Business and Contract Services (BCS). BCS is a support unit that supports faculty, staff and students. Some of the duties of the department are formulating, reviewing and approving contracts, managing legal claims against the District and efforts preventing and mitigating risk, and procuring insurance for various District needs. Ken reported that the department had recently undergone a reorganization to move Purchasing to Fiscal Services. With the major construction happening throughout the district, the number and complexity of contract processing has doubled. In addition to the normal operating contractual agreements for the District, construction contracts including the pre-qualification process for vendors has redefined the role of contract services provided. One of the challenges identified for the not too distant future is providing logistical services to new educational centers as they come on-line. The North Education Center is anticipated to be operational by 2012 if not in late 2011 and will require mail services, food services, bookstore services, and material distribution to be provided. Ken also reported that another challenge for BCS is how printing and copying are handled. Because technology is changing rapidly, the current manner in which printing and copying are being handled will probably change with the new technology. BCS would like to stay ahead of the game for not only cost savings but also to ensure that services needed district-wide are provided. With regard to impact on students, most of what BCS provides indirectly impacts students as the departments primary role is support of faculty and staff. However some of the departments under BCS such as the Bookstore and Food Services work directly with students. Ken reported that presently BCS has sufficient resources to provide the services they are required to provide. However, in the future with the new sites coming on-line, Ken anticipates that additional resources will be required. BCS is working on a plan to identify the future needs for the new sites and associated costs to provide. Ken mentioned that BCS contributes to the district's revenue base through contracts i.e. Bookstore contract, ATM rental, and vending machines, which are recorded in the general fund as part of total revenue. Ken reported that it has been difficult for BCS to come up with some objective measures of program effectiveness because the contracts are like comparing apples to oranges. The three most important plans that are in progress are the billing system for print services, maximizing the use of the electronic means to keep up to date with contracts, and the creation of effectiveness metrics for evaluation purposes. Ken believes that from an opportunities standpoint for BCS, it might look at additional ways to generate revenue through partnerships and maintaining operations if additional budget cuts are necessary district-wide. Some cost- saving opportunities to reduce operational costs are: reducing photocopying and generating awareness of the scanning option as opposed to printed documents. Also moving to a centralized printing process instead of desk top printing, and reducing warehouse delivery costs by relying on direct shipping service from vendors. Finally, if additional budget cuts are necessary, reducing or eliminating student workers in the warehouse, mail and print services. These areas are heavily impacted by student workers. Other options are a review of the Cal-Card program

and eliminating outstanding cards which will reduce review costs, fraud and non-essential purchases. Discussion followed.

C. Institutional Report for Facilities

Mike Ellis reported on the Institutional Review for the Facilities department. Facilities provide services related to: planning, construction, maintenance, and operations for all facilities owned by the district, currently San Marcos and Escondido. Mike highlighted some major changes that have happened in the department recently such as the completion of the Natural Sciences Building, an increase in facility planning and construction with the passage of Prop M and sale of "Series A" bonds for \$160 million in 2007, and the purchase of land in the Fallbrook community for the future site of the North Education Center. The department expects to see a major increase in demand for services due to the new buildings and additional center site. The Facilities department's support of the strategic plan goals is both direct and indirect with regard to students. Without excellent facilities student success and teaching and learning excellence would not occur. Many of the department's staff is members of various shared governance committees. The department has a limited amount of resources; however, the department does a good job with the resources they have. The Facilities department includes: Building Services, Construction Services, Custodial Services, Environmental Health & Safety, Escondido Center Facilities Operations, the Department Office, Facilities Planning, Fixed Assets (physical management) and Grounds Services. Mike wanted to note that the Facilities Department Work Release Program is very successful, by using free labor programs such as the Probation Department and Community Service workers. These programs help supplement the department staff which has been historically under-staffed for the volume and varied services provided district-wide. Mike provided an overview of the resources available for the department for staffing and operational expenses and discussed how the costs have gone up primarily due to e.g., the new NS Building coming on-line and the impact of budget cuts to the department in spite of this additional square footage. Prop M monies were also discussed and how much is available and used towards new construction. Mike reported that there are 3 programs through the Facilities Department that generate revenue: District Recycling Program, Energy & Water Conservation Program, and Cellular Tower Leasing Program. Funds from these programs are recorded in the general fund under various designated project codes. Mike reported that several tools are used to compare to other institutions of similar size such as APPA manual (industry association guidelines) and the comparable college (i.e., Gooder colleges). Mike noted that Facilities should have at least 136 staff to perform at the highest level of service based upon several factors used to evaluate Facilities operations. Currently Facilities has 68 staff positions filled. Discussion followed on how the lack of resources affects the quality and quantity of services. Program effectiveness is measured in many different ways, such as the quantity of requests and how many are completed on time and to satisfaction. Mike noted that as the committee can see that the services provided cover a variety of work with a very limited number of staff to fill all the demand. Mike reported on some strengths and accomplishments in spite of the limited resources and the fact that the department still provides a

high level of service. The department has completed 48 special projects in FY2007-09 and 51 in FY2008-09. The department's goals are directly related to the 2009 Strategic Plan and how it can support the mission and goals of the district. Processes are in place to support the Strategic Plan in regards to services and programs; however, what is really needed now is the staff and funding to support them. The department is currently looking into some cost saving opportunities such as working with SDG&E and California Community College League programs for a building commissioning retrofit and discussing options/product with a vendor for a solar heating system for the swimming pool. Mike noted that all of the buildings are being designed to use solar energy and based upon LEED standards.

V. REPORTS

A. Report of Vice President

No report

B. Facilities Review Committee

Mike Ellis reported on actions taken at the October 8th FRC meeting: The approval of the relocation of the motorcycle ranges and their storage units to a predetermined location agreed upon by Facilities and DCART that will have the least impact on parking. The committee also approved the location for the temporary placement for storage of the contractors equipment for the IS/Campus Police generator projects in a section of Lot 1. FRC also approved and directed Kelley Hudson-Mac Isaac and Tom Medel to move forward with design and production of building/room signage for the TLC in Escondido.

C. Safety & Security Committee

No action taken

D. Bookstore Advisory Council

No report. Committee will meet next week

E. Food Services Advisory Council

No report. Committee will meet next week

VI. OTHER ITEMS

Becky McCluskey asked about the \$1 student representative fee and the process of getting refunded. The waiver for that fee is done through the Office of Student Affairs (OSA). Discussion followed.

VII. ADIJOURNMENT

Meeting was dismissed at 3:27pm.

Next Meeting

November 5, 2009 - 2:00 - 3:30 p.m.

Conference Room: A-4C