



**FINANCE & ADMINISTRATIVE
SERVICES PLANNING COUNCIL (FASPC)**
MINUTES

April 12, 2012

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held April 12, 2012, in Room MD-155C. The meeting was called to order at 2:05 p.m. by Joe Newmyer, Interim Vice President, Finance and Administrative Services.

Roll Call

Members Present: Jenny Akins, Pam Grasso, Kelley Hudson-MacIsaac, Ken Jay, Phyllis Laderman, Marilee Nebelsick-Tagg, Joe Newmyer, Catherine Parshalle, Don Sullins

Members Absent: Rocky Brady

Guests: Susan Coleman

I. APPROVAL OF MINUTES

The minutes of February 23, 2012 were approved as presented (**MSC:** Hudson-MacIsaac/Jay) and will be posted on the Palomar web page as follows:
<http://www.palomar.edu/committees.htm>.

II. DISCUSSION/INFORMATION ITEMS

A. Budget Update

Joe Newmyer distributed a handout, Budget Projection – Including Lottery and Designated for the years 2011-12, 2012-13, and 2013-14. Two scenarios are presented – one if the election succeeds and the other if the election fails.

B. Prioritized Vacancies

Joe Newmyer distributed a handout, Vacant/Budgeted and Proposed Positions: Finance and Administrative Services. The vacant and proposed positions were reviewed for each department in the FAS Division.

III. REPORTS

A. Report of Vice President

No report.

B. Technology Master Plan Workgroup (Sullins)

Don Sullins reported on the conclusions/recommendation of the Low-End Computer Workgroup. The areas on campus that could utilize low-end computers were discussed. A few low-end computers will be purchased and a trial run will be held in

the lab at the library. There was discussion concerning paying for replacement computers which were purchased with Prop M funds.

C. Facilities Review Committee (Hudson-MacIsaac)

Kelly Hudson-MacIsaac reported that a request for a permanent banner by Veterans Affairs was denied because the College does not do permanent banners.

D. Safety & Security Committee (Hudson-MacIsaac)

Kelley Hudson-MacIsaac reported that Keenan and Associates conducted a yearly liability audit. The audit was expanded beyond facilities to include a review of programs, such as emergency response and hazardous materials. These items may play a part in the rising cost of insurance.

E. Bookstore Advisory Council (Jay)

Ken Jay reported that bookstore revenue is down approximately 17% from the prior year due to the new rental program and students buying less.

F. Food Services Advisory Council (Jay)

Ken Jay reported that there are two proposals for the food services contract beginning July, and the snack vendor contract was renewed. Coke still has several years left on its contract for its soda machines.

IV. OTHER ITEMS

A. SP 2013 Year 2 Action Plan Progress Report

Joe Newmyer stated that objective leaders for the Year 2 Action Plan were asked to submit a progress report. Don Sullins and Kelley Hudson-MacIsaac responded on behalf of the FAS department on objectives 5.1b, 5.2, and 6.1. Michelle Barton will combine their progress reports with those of the other objective leaders.

B. FAS Planning Council Evaluation

Joe Newmyer distributed a formative evaluation form which each planning council is asked to discuss and respond in writing. He reviewed the questions in the document, divided by two sections: 1) Planning Council Priorities and 2) Review of planning and resource allocation "process". The completed FASPC evaluation from last year was distributed and briefly reviewed. Mr. Newmyer asked directors to answer the questions on the form and send them to him or Susan Coleman within the next week. The completed evaluation will be distributed and discussed at the next meeting.

V. ADJOURNMENT

Meeting was adjourned at 2:45 p.m.

Next meeting:
Thursday, May 10, 2012
2:00pm
MD-155C