
Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, September 13th in Room MD-155C. The meeting was called to order at 2:02 pm by Vice President of Finance and Administrative Services, Ron Ballesteros-Perez, followed by introductions.

Roll Call

Members Present: Ron Ballesteros-Perez, Jenny Akins, Johnathan Farmer, Pam Grasso, Phyllis Laderman, Shannon Lienhart, Marilee Nebelsick-Tagg, Eileen Poole, Don Sullins.

Members Absent: Kelley Hudson-MacIsaac, Catherine Parshalle

Guests: Michelle Barton, John Emerson

Recorder: Suzanne Sebring

I. Approval of Minutes

The minutes of May 10, 2012 were approved as written (MSC: MNT/PL) and will be posted on the Palomar web page as follows: <http://www.palomar.edu/adminserv/FASPC.html>. Eileen Poole and Shannon Lienhart abstained as they were not present at last meeting.

II. Discussion/Information Items

- A. VP Perez shared the membership list with the council noting that Eileen Poole would be the designee for Business Services as Ken Jay retired. He also pointed out that the Faculty Senate had one vacancy yet to be filled. At this time, he added two discussion items to the agenda which included the F&AS Department Survey and the Strategic Plan Year 3 Objectives. Finally, he went over the government structure/roles & responsibilities for those who are new to the council.
- B. VP Perez informed the council of the current Adopted Budget and the possible effects of Proposition 30 and Proposition 38.
- C. Michelle Barton reviewed the results of the Governance Self-Evaluation document from last year with the council. She explained that only 4 council members responded, which gives some data, but a larger response group is required for a more meaningful report. Discussion ensued.
- D. VP Perez explained the Facilities Review Committee will be making suggestions to modify the Naming of Facilities Policy and sending it to FASPC for modification/approval. Once approved by FASPC, it will be sent to the Board Policy Committee, followed by the Strategic Planning Council, and finally to the Governing Board.
- E. VP Perez spoke of a survey that was due to be given in the Spring regarding Finance & Administrative Services. The survey was last done in 2008. Feedback indicated that the survey was too long. Therefore, the survey was broken into two parts. The first was to be given last Spring. However, it was postponed until Fall. VP Perez pointed out that only doing the survey for a couple of areas at a time will give insufficient data to act upon. He proposed limiting the number of questions per area, but having the survey cover all areas of F&AS for a more comprehensive

report. The council will look at the 2008 survey and come up with suggestions to revise the survey. Shannon Lienhart suggested offering an incentive for completing the survey.

- F. VP Perez shared the Strategic Plan Year 3 Objectives with the council. This year, the committee will be looking at the Service Area Outcomes (SAOs); Steps for Opening North Education Center; Steps for Opening South Education Center; Fund and Implement first year of Emergency Preparedness Plan; and continue assessment of Technology Plan.

III. Reports

- A. Report of Vice President: Nothing to report at this time.
- B. Technology Master Plan Workgroup: Don Sullins reported that this group met on September 5th and discussed the new Strategic Plan objective. They will meet on the first Wednesday of every month. They will be surveying faculty/staff to determine technology needs for the South Education Center.
- C. Facilities Review Committee: In Kelley Hudson-Maclsaac's absence, VP Perez reported on the FRC. The committee met on September 6th. There was a request to add 10 staff spaces in front of the ITC building in Lot 12. Because student spaces are at a premium, we do not want to eliminate any. Facilities is looking at trading staff spaces located elsewhere with the student spaces in order to accommodate the ITC staff without impacting the number of student spaces available. The FRC is looking at options for mtvU dish installation for campus broadcasts. The 12KV upgrade is finished which should eliminate campus power outages. He also included updates on ongoing projects.
- D. Safety & Security Committee: In Kelley Hudson-Maclsaac's absence, John Emerson reported on the Safety & Security Committee. The committee met on September 6th. The topic of conversation revolved around skateboarding on campus. An employee was injured after being struck by a skateboarder. The committee questioned how the enforcement of campus rules can be improved.
- E. Bookstore Advisory Council: Eileen Poole reported that the committee has not yet met this year. The bookstore sales are up 5% from last year, which is good news.
- F. Food Services Advisory Council: Eileen Poole reported that the committee has not yet met this year. Jamba Juice will be in the student union on or about November 5th. In addition, Subway will have a cart open to be located in a busy area of campus.

IV. Other Items

No other items to report.

V. Adjournment

There being no further items, the meeting was adjourned at 3:30 pm.