

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, September 27th 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.

Roll Call

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

Members Absent: None

Recorder: Suzanne Sebring

I. Approval of Minutes

The minutes of September 13, 2012 were approved with changes made by Don Sullins (MSC: MNT/JA) and will be posted on the Palomar web page as follows:
<http://www.palomar.edu/adminserv/FASPC.html>.

II. Discussion/Information Items

- A. VP Perez informed the council that each director has submitted changes for the FASPC survey. Those changes are being made by Michael Large in Institutional Research and Planning. Once a draft is finalized, it will be brought back to the council for approval.
- B. VP Perez shared a draft of the revised Resource Allocation Model (RAM) with the council, indicating which areas have changed from the previous version.

III. Reports

- A. Report of Vice President: VP Perez reported that the Policies & Procedures Task Force is now a committee. Some items that fall under FASPC that will be addressed include: Naming of Facilities, Facilities Use and Civic Center Rentals, and use of Technology. He also informed the council that VP Vernoy submitted a proposal to SPC to increase parking fees for the Spring 2013 semester. Johnathan Parker, also a member of SPC, indicated that ASG is learning more about the GRAD program. This is a program designed to increase student retention and help students attain their educational goals.
- B. Technology Master Plan Workgroup: No report at this time.
- C. Facilities Review Committee: No report at this time.
- D. Safety & Security Committee: VP Perez informed the council that a group will be visiting Cal State San Marcos to look at emergency poles. Don Sullins informed the council of the intention to install security cameras in parking lots 4, 5, 9, and 12.
- E. Bookstore Advisory Council: Eileen Poole explained that Follett had asked that a short survey be given to the faculty regarding start of semester service. VP Perez suggested that the survey also be given to the students. Johnathan Farmer indicated that ASG promotes not using the bookstore because the prices are not at all competitive. Shannon Lienhart noted that teachers have to put in orders several

months in advance and then, often, the books are not available the first couple weeks of the semester. VP Perez suggested that Eileen Poole schedule a meeting with Emily Porter, the bookstore manager, and Johnathan Farmer to discuss issues.

- F. Food Services Advisory Council: No report at this time. Shannon Lienhart asked about the contract with Aramark. She had heard that people could not bring food to campus, order pizza or even have a pot luck. Eileen will read the contract and report the terms back to the council. Kelley Hudson-MacIsaac did mention that there is a potential problem with the installation of Jamba Juice. This issue will be discussed at an upcoming meeting with Aramark.

IV. Other Items

- A. VP Perez will have VP Tortarolo attend a future meeting to discuss the Staffing Plan with the council.
- B. Shannon Lienhart asked why maximum occupancy signs are not posted in every classroom. Kelley Hudson-MacIsaac explained that code only requires posting these signs in the larger classrooms/areas, such as MD-157 and the Student Union. Shannon requested that a list be available to indicate maximum occupancy for classrooms. Kelley will work with Diana Veach on this request.
- C. Johnathan Farmer announced that ASG will be having a voter registration event on October 9th and 10th. This event will include education on Prop 30.
- D. Pam Grasso shared that the foundation is launching a campaign for student success on October 2nd with a kick-off event in the Student Union.

V. Adjournment

There being no further items, the meeting was adjourned at 2:57 pm.

Next Scheduled Meeting

October 11, 2012

MD-155C