

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, October 11th in Room MD-155C. The meeting was called to order at 2:01 pm by Phyllis Laderman, Director of Fiscal Services, acting as designee for Vice President of Finance and Administrative Services, Ron Ballesteros-Perez.

Roll Call

Members Present: Jenny Akins, Johnathan Farmer, Phyllis Laderman, Shannon Lienhart, Chris Miller (designee for Kelley Hudson-MacIsaac), Catherine Parshalle, Eileen Poole, Don Sullins.

Members Absent: Pam Grasso, Kelley Hudson-MacIsaac, Marilee Nebelsick-Tagg

Visitors: Shawna Hearn

Recorder: Suzanne Sebring

I. Approval of Minutes

The minutes of September 27, 2012 were approved as presented (MSC: JF/JA) and will be posted on the Palomar web page as follows:
<http://www.palomar.edu/adminserv/FASPC.html>.

II. Discussion/Information Items

- A. Fall 2012 Staffing Master Plan Training Session – Shawna Hearn was present at the meeting in order to share the Staffing Master Plan. She explained that the purpose of the plan is to systematically identify and prioritize District staffing needs. It has a six-year planning cycle with annual addenda/updates. The District is currently in Year 3 of this plan. The role of the Planning Councils and SPG is to identify how many positions are required (minimum & optimum staffing levels), which positions are needed, when they should be filled, and why specific positions are needed. The councils are responsible for prioritizing the budgeted/vacant and proposed positions for their area using the Priority Factors criteria created by the planning councils during Year 1 of the staffing plan. This list of priorities is due to HR by December 14th.

III. Reports

- A. Report of Vice President: Suzanne Sebring reported to the council, on behalf of VP Perez, that the FAS survey was returned from Research & Planning Services in rough draft form with many suggested changes. The Directors will meet and examine the draft and make appropriate changes before bringing it back to FASPC for approval.
- B. Technology Master Plan Workgroup: Don Sullins informed the council that the Technology Master Plan Workgroup met and discussed Objective 6.1. The group is recommending a wireless environment at the South Education Center. However, no final decision has been made yet.
- C. Facilities Review Committee: Phyllis Laderman reported that two actions were taken at the last FRC meeting, which she chaired on behalf of VP Perez. First, six staff spaces in Lot 12 were traded with six student spaces in order to offer staff parking in closer proximity to the ITC building. Second, the FRC approved placing a satellite dish for mtvU on building A.

- D. Safety & Security Committee: Chris Miller, on behalf of Kelley Hudson-Maclsaac, informed the council that the last Safety & Security Meeting was canceled – no report at this time.
- E. Bookstore Advisory Council: Johnathan Farmer asked Eileen Poole to schedule a meeting with Emily Porter, the bookstore manager, and the two of them to discuss issues.
- F. Food Services Advisory Council: No report at this time.

IV. Other Items

Suzanne Sebring informed the council, on behalf of VP Perez, that the meeting scheduled for October 25th is canceled due to a conflict with negotiations. The next meeting will take place on November 8th

V. Adjournment

There being no further items, the meeting was adjourned at 2:55 pm.

Next Scheduled Meeting

November 8, 2012

MD-155C