
Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, February 28th in Room MD-155C. The meeting was called to order at 2:02 pm by Ron Ballesteros-Perez, Vice President of Finance and Administrative Services.

Roll Call

Members Present: Jenny Akins, Pam Grasso, Arthur (Mick) Hutchins, Phyllis Laderman, Chris Miller, Marilee Nebelsick-Tagg, Catherine Parshalle, Eileen Poole, Don Sullins.

Members Absent: Johnathan Farmer, Shannon Lienhart

Recorder: Suzanne Sebring

I. Approval of Minutes

The minutes of November 8, 2012 were approved as presented (MSC: PL/DS) and will be posted on the Palomar web page as follows:
<http://www.palomar.edu/adminserv/FASPC.html>.

For the benefit of new members, current FASPC membership rosters were distributed and introductions made. VP Perez then provided a brief overview of the role of the council.

II. Second Reading

- A. FRC Structure – Proposal to add an IS member (approved by FRC). This was initially discussed in November. Because many facilities decisions involving IS are made by FRC, having someone from IS on the committee will increase efficiency. The proposal was approved as presented (MSC: CM/PL) and will move on to SPC for consideration.

III. First Reading

None.

IV. Discussion/Information Items

- A. FY 13-14 State Budget Update – VP Perez reviewed the Governor's budget published on January 18, 2013. He shared with the council that this information has already changed and will continue to change through the May revise and finally the adoption of the budget. At this point, an additional \$3.2 million dollars are anticipated. However, the District has not been informed how any increased apportionment funding must be allocated.
- B. Survey – the F & AS Survey is ready to be released to faculty/staff. It will be open on March 1st and closed on March 15th, prior to Spring Break. After this time the data will be analyzed and results reported back to FASPC.
- C. F & AS Reorganization Proposal – This item was added to the agenda by VP Perez. VP Perez engaged the council in a discussion regarding proposed changes to the Finance & Administrative Services Organizational Chart. Two areas that would be affected are Business & Contract Services and Fiscal Services. The proposal includes returning Purchasing to Business & Contract Services. Purchasing was moved under Fiscal Services in 2008. This change will improve the functionality of the department/division. In addition, Business Support Services, including creative and print services, would report to Laura Gropen, Director of Communications, Marketing

& Public Affairs. In a recent analysis of Gooder Colleges, it was determined that the creative and/or print departments typically report to this office. Laura Gropen and VP Perez have already met with the departments involved and answered questions about the reorganization. Additional meetings were held between Laura Gropen, her current department staff and Business Support Services to further clarify the reasoning behind the reorganization. VP Perez asked that the members take this information back to their constituent groups and return with feedback at the next meeting.

Marilee Nebelsick-Tagg asked that the council members be sent copies of the current and proposed organizational charts. Suzanne Sebring will email this information to the council.

V. Reports

- A. Report of Vice President: Nothing to report.
- B. Technology Master Plan Workgroup: Don Sullins presented a Technology Plan Workgroup Report to the council. This included the Workgroup's plan to identify technology solutions to meet district needs, and establish criteria to weight value to technology solutions to the District's program and services. This work has already begun and is scheduled to be complete in March. In addition, a progress report of the Technology Plan 2016 initiatives was shared with the council.
- C. Facilities Review Committee: Chris Miller reported that the last FRC was on February 7th. He discussed decisions made at that meeting including an adjustment to signage on restrooms in the Health Center area. In addition, Google maps is working with the District to provide more information to hand held devices on campus locations (i.e. library, departments, etc.). This will assist students and visitors with locating their campus destinations. Finally, designated parking spaces are being allocated for the Child Development Centers on both the San Marcos and the Escondido Center campus.
- D. Safety & Security Committee: Chris Miller attended his first Safety & Security Committee meeting on February 6th. Three of the committee representatives plan to work with IS to test the Informacast System (Emergency Communication System).
- E. Bookstore Advisory Council: Eileen Poole reported that the Bookstore Advisory Council has not yet met this semester. She reported back that the vending machine for scantrons and supplies is too costly for Follett to install. However, scantrons are available for purchase at the Snack Shack, including evenings and weekends.
- F. Food Services Advisory Council: Eileen Poole reported that the Food Services Advisory Council plans to meet on March 6th. Diane Lach has mentioned that the new Greens to Go (salad bar) is doing well. Aramark needs to install a new grease trap in order to provide Jamba Juice in the SU. Aramark will be sending out a survey to faculty, staff and students this week.

VI. Other Items

No other items to report.

VII. Adjournment

There being no further items, the meeting was adjourned at 3:15 pm.

Next Scheduled Meeting

March 14, 2013

MD-155C