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### **Call to Order**

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, September 12<sup>th</sup> in Room MD-155C. The meeting was called to order at 2:03 pm by Ron Ballesteros-Perez, Vice President of Finance and Administrative Services.

### **Roll Call**

**Members Present:** Jenny Akins, Pam Grasso, Phyllis Laderman, Chris Miller, Marilee Nebelsick-Tagg, Salvador Orozco, Catherine Parshalle, Eileen Poole, Don Sullins.

**Members Absent:** PFF (1), Faculty Senate (1) – no appointments at this time

**Recorder:** Suzanne Sebring

### **I. Approval of Minutes**

The minutes of April 11, 2013 were approved with Marilee Nebelsick-Tagg and Phyllis Laderman abstaining (MSC: DS/CM) and will be posted on the Palomar web page as follows: <http://www.palomar.edu/adminserv/FASPC.html>.

### **II. Second Reading**

- A. Request to change title of chairperson for the Safety & Security Committee from "Manager of Environmental Health & Safety" to "Supervisor of Environmental Health & Safety"

The request was approved by unanimous vote (MSC: MNT/JA).

### **III. First Reading**

- A. Request to change title of chairperson for the Safety & Security Committee from "Manager of Environmental Health & Safety" to "Supervisor of Environmental Health & Safety"

Marilee Nebelsick-Tagg motioned to move this item directly to second reading for action. Chris Miller seconded the motion and it was approved unanimously.

### **IV. Discussion/Information Items**

- A. Membership list, meeting dates/time – Information was distributed and reviewed with council.
- B. FY 12-13 Recap and FY 13-14 Budget Overview – VP Perez informed the council that the Board had been presented with the FY 2013-14 Adopted Budget for approval at the last meeting on September 10<sup>th</sup>. The budget was approved by the Board. He summarized the budget for the council and will bring a copy of the presentation, as a handout for the council, to the next meeting. He did note that the District has been in a pattern of deficit spending and needs to eliminate this practice in order to remain fiscally solvent in the future. In addition, there is a one-time opportunity for restoration of 18% of the reduction incurred in 2011-12. The District must increase FTEs by approximately 600 this fiscal year in order to benefit from this restoration opportunity.
- C. Review of the Governance Self-Evaluation document – Michelle Barton presented the results of the FY 12-13 Governance Self-Evaluation document. Michelle

explained that in May, all councils receive a survey and are asked to evaluate how they feel the council they are a member of has performed during that fiscal year. Overall, this council felt they understood the planning process and roles of FASPC. In addition, members feel they participate in the decision making process of the college, are able to devote the time necessary, and the structure does allow for open and participatory communication between constituents. There were no recommendations for improvement at this time, which is very unusual.

## **V. Reports**

- A. Report of Vice President: VP Perez mentioned that Derrick Johnson, the new Supervisor of Environmental Health & Safety started approximately three weeks ago and will be tasked with working on the Emergency Disaster Preparedness Program with campus police and our communications office. VP Perez updated the council on how F&AS is involved in the accreditation process. He also asked the council to take a look at the results of the Governance Self-Evaluation document that Michelle Barton presented today and give their feedback at the next meeting. The F&AS survey results will be emailed to the committee for review prior to the next meeting.
- B. Technology Plan Workgroup: Don Sullins reported that the Technology Plan Workgroup met on September 10<sup>th</sup>. They reviewed and discussed the draft of the Technology Master Plan, Year 3 Addendum Report. The final report will come to the FASPC, then SPC for approval.
- C. Facilities Review Committee: Chris Miller reported that the FRC met on September 5<sup>th</sup> and discussed construction projects. He informed the council that Facilities will be installing a skateboard rack on campus, which was supported by both the FRC and the Safety & Security Committee.
- D. Safety & Security Committee: Chris Miller reported that the committee met on September 4<sup>th</sup> and introduced Derek Johnson, who will be the new chair of that committee. He also indicated that the Informacast system has been tested at both the San Marcos and Escondido campuses.
- E. Bookstore Advisory Council: Eileen Poole reported that the bookstore has been very busy with the start of school. Sales have been strong and they are currently offering some quantity rebates.
- F. Food Services Advisory Council: Eileen Poole reported that Aramark has opened up Jamba Juice, which has been very successful. The Snack Shack will be expanded and should be ready to open by Spring semester.

## **VI. Other Items**

Don Sullins informed the council that Talk-a-phone towers are being installed in Lots 12, 9, 3 & 5. Talk-a-phones are emergency phones that will dial police dispatch when the phone is lifted. This is a pilot installation so the college can decide which type of tower/phone system to use campus-wide.

## **VII. Adjournment**

There being no further items, the meeting was adjourned at 3:38 pm.

[Next Scheduled Meeting](#)

**September 26, 2013**

**MD-155C**