
Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, September 26th in Room MD-155C. The meeting was called to order at 2:07 pm by Phyllis Laderman, Director of Fiscal Services, in the absence of Ron Ballesteros-Perez, Vice President of Finance and Administrative Services.

Roll Call

Members Present: Jenny Akins, Pam Grasso, Phyllis Laderman, Chris Miller, Eileen Poole, Don Sullins.

Members Absent: Ron Ballesteros-Perez, Marilee Nebelsick-Tagg, Salvador Orozco, Catherine Parshalle, PFF (1), Faculty Senate (1) – no appointments at this time

Guest: Shawna Cohen, Human Resources

Recorder: Suzanne Sebring

I. Approval of Minutes

(MSC: EP/DS) The minutes of September 12, 2013 were approved by unanimous vote and will be posted on the Palomar web page as follows:
<http://www.palomar.edu/adminserv/FASPC.html>.

II. First Reading

A. Technology Master Plan Year 3 Addendum (Sullins)

Don Sullins provided an overview of the Technology Master Plan Year 3 Addendum to the council and distributed copies for review. He asked that members share the plan with their constituent groups and be ready to approve at the next meeting.

III. Discussion/Information Items

A. Staffing Plan Orientation – Shawna Cohen presented an overview of the Staffing Master Plan 2016: Year 4 Update to the council. FASPC will now make recommendations on Finance & Administrative Services position prioritizations for 2014-15 by December 13, 2013.

B. Review of F&AS Survey Results – Survey results were emailed to the council prior to the meeting. There were no comments/questions from the council. Don Sullins asked that the report be posted on the website for accreditation reference. Suzanne will follow up with Michelle Barton and inform the council of posting placement.

C. Review of FY 13-14 Adopted Budget – The slideshow from the FY 13-14 Adopted Budget presentation to the Board was emailed to the council prior to the meeting. There were no comments/questions from the council.

D. Response to Governance Self-Evaluation document presented by Michelle Barton at the last meeting – There were no follow-up comments/questions from the council.

E. Review of Strategic Plan – will be discussed at next meeting.

F. Review of PRPs – will be discussed at next meeting.

IV. Reports

A. Report of Vice President: No report.

B. Technology Plan Workgroup: No report.

C. Facilities Review Committee: Chris Miller reported that the FRC met on September 19th and discussed construction projects. He informed the council that items moved to action were the allowance of signage at the CDC and the allowance of the installation of a new walk in refrigerator behind Food Services. In addition, there was a request for the installation of a memorial bench by the Speech department. The involved family is working with Dewi Hockett and Chris Miller to make sure that the bench will meet campus standards.

D. Safety & Security Committee: No report.

E. Bookstore Advisory Council: No report.

F. Food Services Advisory Council: No report.

V. Other Items

Suzanne Sebring informed the council that Catherine Parshalle will be taking an extended leave, during which Monica Castillo will act on behalf of her as the CCE rep.

VI. Adjournment

There being no further items, the meeting was adjourned at 3:00 pm.

[Next Scheduled Meeting](#)

October 10, 2013

MD-155C