



FINANCE AND ADMINISTRATIVE SERVICES
FINANCE & ADMINISTRATIVE SERVICES
PLANNING COUNCIL (FASPC)

Minutes

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, October 10th 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, Ron Ballesteros-Perez, Pam Grasso, Chris Miller, Don Sullins, Shovan Vatandoust

Members Absent: Phyllis Laderman, Marilee Nebelsick-Tagg, Salvador Orozco, Catherine Parshalle, Eileen Poole, PFF (1), Faculty Senate (1) – no appointments at this time

Recorder: Suzanne Sebring

I. Approval of Minutes

(MSC: CM/DS) The minutes of September 26, 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. Second 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 at the last meeting. There were no questions regarding the plan. (MSC: DS/CM) The plan was approved by unanimous vote and will go forward to Strategic Planning Council (SPC).

III. Discussion/Information Items

A. Review of Strategic Plan – VP Perez informed the council that Michelle Barton had just sent an email with the revised goals to the committee. He will send the draft of the goals to Suzanne and she will forward them to the council, so the item is ready for discussion at the October 24th meeting. In addition, the Accreditation Writing Teams have sent out a survey to faculty/staff. VP Perez encouraged members to take the time to complete the survey in order to assist the accreditation process.

B. Review of PRPs – VP Perez discussed the last plan which covered FY 10-11, 11-12, and 12-13. The department will work on revising the plan for the next three fiscal years.

IV. Reports

A. Report of Vice President: VP Perez informed the council that a lot of work is being done on the Emergency Preparedness Plan. The new Supervisor of EH&S, Derrick Johnson, along with Chris Miller, the Safety & Security Committee and an outside consultant, will be completing the plan. VP Perez reminded the committee that all employees of Palomar are automatically considered disaster service workers in the event of an emergency.

VP Perez also discussed the need for a Finance & Administrative Services handbook. The handbook is referenced in many Administrative policies, but a comprehensive handbook does not currently exist. Susan Coleman and Suzanne Sebring will be working with Directors to draft the F&AS handbook. Jenny Akins remarked that outdated Purchasing information was located on the Fiscal website. VP Perez tasked Suzanne with assisting Jenny in updating the Purchasing website.

AB 955 was discussed, a bill allowing a two-tiered tuition. The bill is currently before the Governor. The Governing Board has sent a resolution to the Governor indicating their objection to the bill.

The Grand Opening for the Escondido Center is scheduled for November 15th.

Proposition 39 is an energy efficiency program that is funding the community colleges. Each year, for the next five years, Palomar will receive approximately \$682K for energy efficiency programs. You must spend the dollars available each year, so Chris Miller and the Facilities staff are planning projects to best utilize these funds.

VP Perez mentioned that the council will be working on the Staffing plan during the next few meetings in order to finalize and submit to HR by the December 13th due date.

- B. Technology Plan Workgroup: No report.
- C. Facilities Review Committee: No report
- D. Safety & Security Committee: Chris Miller reported that the committee had met on October 2nd. Keenan discussed Worker's Compensation with Derrick, who reported out recommendations to the committee, and Jayne Conway informed the committee that AEDs are being installed in new buildings as well as at the Escondido Center.
- E. Bookstore Advisory Council: The committee will meet in October. The vending machine that had been broken into is still awaiting repair or replacement.
- F. Food Services Advisory Council: The committee will meet in October.

V. **Other Items**

None.

VI. **Adjournment**

There being no further items, the meeting was adjourned at 2:33 pm.

Next Scheduled Meeting

November 14, 2013

MD-155C