
Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, April 10th 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, Phyllis Laderman, Chris Miller, Salvador Orozco, Catherine Parshalle, Eileen Poole, Don Sullins.

Members Absent: Pam Grasso, Marilee Nebelsick-Tagg

Recorder: Suzanne Sebring

I. Approval of Minutes

(MSC: PL/DS) The minutes of February 27, 2014 were approved by unanimous vote and will be posted on the Palomar web page as follows:
<http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.

II. Second Reading

None

III. First Reading

None

IV. Discussion/Information Items

A. Budget

VP Perez reviewed handouts regarding FTES and FY 14-15 Budget Assumptions. He explained that the 2013-14 FTES is projected at 18,420, which is 383 under what we need for the large college designation. We will have to borrow those FTES from next year. In addition, to be eligible for the 3% growth/restoration workload adjustment, we will have to grow another 564 FTES. Additional marketing/outreach is underway to try to increase our student base.

VP Perez also discussed the status and plan for Fund 69. This will be funded per recommendations unless it will bring the District reserve below 5%.

B. Custodial Staffing Plan

VP Perez reviewed a handout regarding custodial staffing which indicated the District is understaffed in this area. He informed the council that four (4) new custodial positions were approved at the last Board Meeting.

V. Reports

A. Report of Vice President: VP Perez informed the committee that the Humanities building will open for summer session. FF&E and technology installation are currently in progress. There have been many issues related to this building which were discussed among the members.

VP Perez also mentioned that the District is still working on getting an ATM on campus. In addition, the Emergency Preparedness Plan is moving along and training is well underway.

- B. Technology Plan Workgroup: No report.
- C. Facilities Review Committee: Chris Miller reported that the last meeting had been canceled and the next meeting is scheduled for 4/17. The Vice President of ASG will be joining the committee.
- D. Safety & Security Committee: Chris Miller reported that the committee has been working on updating campus maps on emergency preparedness flipcharts in classrooms on San Marcos and Escondido campuses. Tutoring Services had brought forth a proposal to add cameras. Because this did not involve a security issue, Tutoring Services were referred to another area.
- E. Bookstore Advisory Council: Eileen Poole reported that the bookstore has a new Assistant Manager, Robert Vega. The bookstore will be partnering with the Athletics department to offer athletic apparel online and at games. The bookstore is working with the Veteran's Center to offer a different stole for those students to wear at commencement.
- F. Food Services Advisory Council: Eileen Poole reported that Aramark will be catering a fundraising function to benefit fine arts.

VI. Other Items

None.

VII. Adjournment

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

[Next Scheduled Meeting](#)

April 24, 2014

MD-155C