



**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, May 8th in Room MD-155C. The meeting was called to order at 2:04 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, Catherine Parshalle, Eileen Poole, Don Sullins.

Members Absent: Salvador Orozco

Recorder: Suzanne Sebring

I. Approval of Minutes

(MSC: PL/EP) The minutes of April 10, 2014 were approved with Marilee Nebelsick-Tagg and Pam Grasso abstaining and will be posted on the Palomar web page as follows: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.

II. Second Reading

A. Request to change Governance Structure of Safety & Security Committee – Chris Miller explained to the council that the library had requested inclusion on this committee. Derrick Johnson, Chair of the Safety & Security Committee supports the change to the structure. A brief discussion followed. (MSC: CP/MNT) – The change to the Governance Structure was approved by unanimous vote.

III. First Reading

A. Request to change Governance Structure of Safety & Security Committee – VP Perez indicated to the council that the Safety & Security Committee would like to add a member to their Governance Structure. (MSC: CM/MNT) The item was moved to second reading by unanimous vote.

IV. Discussion/Information Items

A. Recap of Fiscal Year 2013-14

VP Perez reviewed what the FASPC had accomplished this fiscal year including work on Strategic Plan 2016 objectives, passing the Technology Plan 2016 Year 3 Addendum, approving the Governance Structure change requested by FRC, completing the Staffing Master Plan 2016 Year 4 update, revising the PRP Summary Plan for FY 13-14, 14-15 & 15-16, as well as reviewing/ranking/and forwarding SPPF requests to SPC.

B. Governance Self Evaluation

VP Perez encouraged the council to complete the survey that had already been forwarded to them by Research & Planning.

V. Reports

- A. Report of Vice President: VP Perez informed the council he would likely be bringing a request to reorganize the Emergency Health & Safety department, moving them under Business & Contract Services, from Facilities. He also mentioned the plan to repurpose the A building where ESL currently resides once they move to the Humanities Building this summer. That section of the A wing will house Business & Contract Services, Payroll and Information Services staff. Susan Coleman and Suzanne Sebring will be working on updating the Governing Board Policies – Chapter 6 for F&AS.
- B. Technology Plan Workgroup: No report.
- C. Facilities Review Committee: Chris Miller reported that ASG has requested to replace a water fountain at the Student Union with a bottle refilling station. Facilities, in conjunction with ASG, are investigating options. ASG will fund the station. The Prop 39 lighting project is underway. On the San Marcos campus, they are about 75% complete with outside lighting. They will move to the Escondido Center next and lighting will be modified inside and outside buildings.
- D. Safety & Security Committee: Chris Miller reported that the committee was concerned with lack of representation, which they are working to improve. There is an issue the committee is addressing at Santar Place regarding smoke in the building generated from controlled burns by the fire department. The committee has completed their update of campus maps on emergency preparedness flipcharts in classrooms for both the San Marcos and Escondido campuses.
- E. Bookstore Advisory Council: Eileen Poole reported that the bookstore sales have been up for 3 weeks. This could have to do with the addition of inter-session. Also, the bookstore continues to work with Athletics to sell sports apparel at games.
- F. Food Services Advisory Council: Eileen Poole reported that Aramark will be doing a minor renovation to the snack shack. In addition, concrete is going down where the new walk in freezer will be located.

VI. Other Items

Pam Grasso updated the council on upcoming Foundation events: Foundation Honors Night is May 19th; the Golf Tournament will take place on June 2nd.

VII. Adjournment

There being no further items, the meeting was adjourned at 2:50 pm.