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### **Call to Order**

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, September 11<sup>th</sup> in Room HD-306. 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, Catherine Parshalle, Eileen Poole, Don Sullins.

**Members Absent:** Salvador Orozco

**Recorder:** Suzanne Sebring

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

(MSC: DS/PL) The minutes of May 8, 2014 were approved unanimously and will be posted on the Palomar web page as follows: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.

### **II. Second Reading**

A. None

### **III. First Reading**

A. None

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

A. Membership list, meeting dates/time

VP Perez reviewed the membership list with the committee, noting we do not have current representation from PFF or the Faculty Senate. He also reviewed the list of scheduled meeting dates.

B. FY 13-14 Recap and FY 14-15 Budget Overview

VP Perez reviewed the budget presentation given for the Board on September 9<sup>th</sup>. This included a recap of the FY 2013-14 and the budget for FY 2014-15, which the Board adopted at their meeting. VP Perez noted that the projected and actual budget for FY 2013-14 were only \$50,122 different. This is good news. The bad news is that the District continues to deficit spend, by over \$3M in FY 2013-14, and a projected \$2.3M in FY 2014-15.

C. Review of the Governance Self-Evaluation document

VP Perez asked that Suzanne discuss the Governance Self-Evaluation with the council. She gave a brief overview of the results indicating overall positive response to the effectiveness of the committee. As there seemed to be some lack of clarity on how the plans and processes fit together, VP Perez stated he would bring the

College's Integrated Planning Model (IPM) and Resource Allocation Model (RAM) to a future meeting for the council to take a look at.

D. Review of Chapter 6 Administrative and Board Policies

VP Perez asked that Suzanne discuss the work being done on the Chapter 6 Administrative and Board Policies. Susan Coleman, internal auditor, and Suzanne have been reviewing and making recommendations on all APs and BPs in Chapter 6, including the recommendation to remove, revise, or change formatting only. A color coded spreadsheet was distributed indicating what recommendations were being made to each policy. Susan & Suzanne will meet with members of each department/area to solicit input prior to finalizing the documents. At this time, the council is being asked to review the spreadsheet and request any full policy they would like to view. The Chapter 6 Administrative & Board Policies will be taken to the Policies & Procedures committee for the first reading in November.

V. Reports

- A. Report of Vice President: VP Perez informed the council that Shawna Cohen will be coming to the October 9<sup>th</sup> meeting to present Staffing Plan information.
- B. Technology Plan Workgroup: No report.
- C. Facilities Review Committee: Chris Miller reported that FRC met on September 4<sup>th</sup> and will be taking on a project related to standardizing/regulating campus signage. In addition, a landscape committee was formed to discuss the landscaping plan for outside of the Learning Resource Center (library). Work continues on the Child Development Center and the Baseball field Prop M construction projects.
- D. Safety & Security Committee: Chris Miller reported that the committee met on September 3<sup>rd</sup> and mentioned that skateboarding and graffiti are problems they are working on. Safety issues revolving around smoking on campus were discussed (fires from cigarettes not being put out properly) – one item that might come forward is designating smoking areas on campus. The library staff is exploring the use of a security camera which would be monitored by campus police.
- E. Bookstore Subcommittee: Eileen Poole reported that the bookstore sales have improved since school began. They continue to work with the Athletic Department to offer apparel sales at the games.
- F. Food Services Subcommittee: Eileen Poole reported that Diane will be retiring from Aramark and a replacement is forthcoming.

VI. Other Items

None.

VII. Adjournment

There being no further items, the meeting was adjourned at 3:08 pm.