



FINANCE AND ADMINISTRATIVE SERVICES
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PLANNING COUNCIL (FASPC)

Minutes

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, October 9th in Room HD-306. 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, Phyllis Laderman, Chris Miller, Eileen Poole, Don Sullins.

Members Absent: Michael Dentoni, Pam Grasso, Catherine Parshalle

Guest: Shawna Cohen

Recorder: Suzanne Sebring

I. Approval of Minutes

(MSC: CM/DS) The minutes of September 11, 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. Staffing Plan Overview

Shawna Cohen gave an overview of the Staffing Plan 2016: Year 5 Update. The purpose of the staffing plan is to systematically identify and prioritize District staffing needs. Shawna pointed out that there is a new objective (3.1) in the Strategic Plan 2016 that involves rebuilding staffing levels to support priorities identified in the Staffing Master Plan 2016. She asked that the council use the priority factors which link to the Strategic Plan when prioritizing staffing.

B. Chapter 6 BPs/APs

VP Perez asked the council if they had any additional recommended changes for Chapter 6 BPs/APs. No further adjustments were recommended. He then informed the council that the Chapter 6 BPs/APs will be reviewed by the Policies & Procedures committee in November as a first reading. The second reading will take place in December. After P&P Committee approval, they will go to SPC in January, then to the February board meeting. Adoption should take place in March.

C. SPPF

VP Perez discussed that SPPF requests are due to SPC by November 13th. All requests are due to each group by November 3rd. FASPC will review and prioritize requests on November 13th and immediately forward them to SPC.

V. **Reports**

- A. Report of Vice President: VP Perez asked for feedback on the remodel plans for Building A. Discussion followed. He also mentioned that our Accreditation visit will take place in March and the team leader will be the President of Saddleback Community College.
- B. Technology Plan Workgroup: No report.
- C. Facilities Review Committee: Chris Miller reported that FRC met on October 2nd. The committee continued to work on standardizing/regulating campus signage. Rich Talmo attended the meeting to discuss the details of the Naming Rights Policy the District has approved. He shared a matrix that indicated how dollar values were assigned to each building/area as a starting figure to discuss with potential donors. The item will come back for a second reading to the next FRC meeting before coming for discussion to FASPC. Work continues on the Child Development Center and the Baseball field Prop M construction projects. In addition, the RFQ for the parking structure is being worked on. Finally, the Pat Mills memorial bench item was moved to first reading and will come back for final approval at the next meeting.
- D. Safety & Security Committee: Chris Miller reported that there were not a lot of issues this month. There is a company that is doing sampling of air testing in the photography lab to make sure levels are safe. The committee did put a document forward to FASPC indicating they would recommend either enforcing the non-smoking campus rules or providing designated smoking areas due to campus safety. There have been a couple of fires set due to cigarettes that were not extinguished properly on campus.
- E. Bookstore Subcommittee: Eileen Poole reported that the testing supply vending machine in the MD building is up and running and that clothing sales have improved. Eileen indicated that Follett has been very generous in giving the college donations were requested.
- F. Food Services Subcommittee: Eileen Poole reported that Diane's replacement will be starting in November. The snack shack remodel is reported to be very nice.

VI. **Other Items**

VP Perez reported that the District is refunding \$130M worth of bonds, Series A.

Chris Miller mentioned the need to change the Fire Suppression System over the grill, a project that will be done in conjunction with Aramark. VP Perez suggested Facilities take the lead on this project.

VII. **Adjournment**

There being no further items, the meeting was adjourned at 3:30 pm.