



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, November 13th in Room HD-304. 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, Rosie Antonecchia, Michael Dentoni, Chris Miller, Catherine Parshalle, Don Sullins

Members Absent: Pam Grasso, Phyllis Laderman, Shannon Lienhart, Eileen Poole

Recorder: Suzanne Sebring

I. Approval of Minutes

(MSC: CM/DS) The minutes of October 9, 2014 were approved, with Rosie Antonecchia and Michael Dentoni abstaining, and will be posted on the Palomar web page as follows: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.

II. First Reading

A. None

III. Discussion/Information Items

A. SPPF

VP Perez overviewed the SPPF process and how all requests must align with District goals. The FASPC received one SPPF request this year from Derrick Johnson, Supervisor, Environmental Health & Safety. The request relates to Objective 5.3: *Continue to review, update, and plan to fund the emergency preparedness plan.* The request is for \$80,000 and includes the purchase of items to support the Emergency Preparedness Plan including lighting, towers, mobile command post, personal protective equipment, etc. Though they requested \$80,000, the need is actually \$477,546.37. The idea was to fund the plan in phases. However, the monies requested were not directly tied to specific purchases. VP Perez suggested the council deny the request at this time until a more detailed plan is in place. Chris Miller motioned to deny the SPPF request. Don Sullins seconded the motion and it passed unanimously.

B. 311 Survey

VP Perez discussed a handout which detailed the first quarter 2014-15 expenditures versus the budgeted amount for the fiscal year. In the first quarter, the District expended 23% of the annual budget. He further explained that, per a decision made through the Budget Committee, all Fund 11 Unrestricted Capital outlay expenditures will be moved to Fund 41 at year end.

VP Perez also reviewed a 311 Summary Report from the State Chancellor. It indicates that Palomar CCD is the fourth highest deficit spender. This is not a good place to be and PCCD has to focus on aligning revenue and expenditures.

C. FY 2015-16 Budget Timeline

VP Perez reviewed the Budget Timeline for FY 2015-16 with the council. The deadline for the SERP is April 3, at which time we will have more information about the status of the budget.

D. Presidential Search

VP Perez shared the Governing Board approved composition of the Superintendent/President search committee which contains 27 members including community members, faculty, staff, administrators, a student, and a compliance officer. This committee will be confirmed at the next Board meeting, after which the committee will work on the timeline and a request for proposal for a consultant to assist with the search.

IV. Reports

A. Report of Vice President: VP Perez updated the council on the status of the Chapter 6 Policies & Procedures. They have gone through 1st reading at P&P and will go to 2nd reading in December. If passed, it moves to SPC, then the Governing Board for final approval. The college is working on a Prop M Bond refund of approximately \$130M that will save the taxpayers about \$9M. We will also be issuing \$220M of new bonds to continue with Prop M/Master Plan building projects. Finally, he reminded members that the Foundation Gala is coming up on 11/22 and there are discounted tickets available to faculty/staff.

B. Technology Plan Workgroup: No report.

C. Facilities Review Committee: The committee has not met since the last report. However, for the benefit of the new FASPC members, Chris Miller reviewed his report from the last meeting. The 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: The committee has not met since the last report. Chris Miller recapped his report from the last meeting. 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: Suzanne Sebring reported out for Eileen Poole, in her absence. The Bookstore is currently up 10% in YTD sales. They have a new "Always in Stock" strategy for their merchandise and students have taken advantage of this. Starting this Fall, they partnered with the Athletic Department to sell Palomar Athletic Gear. They have attended several sporting events and are currently up 35% in clothing sales.

Follett is requesting assistance from the college in finalizing Spring 2015 adoptions. They were due on October 31st. However, they are still missing 793 adoptions. Timely adoption compliance allows Follett to:

- Resolve issues before classes start
- Partner with publishers to lower costs to students
- Secure more used books to lower costs to students
- Add books to their rental program and save students money
- Provide top dollar to our students during buyback.

They would appreciate anything the college can do to help secure adoptions. Follett also has a new suite of tools they will be introducing to Palomar called Follett Discover. This tool streamlines the adoption process for faculty and even allows adoption of Open Education Resource materials such as YouTube videos or online journals. The required course materials are placed in Blackboard for the students to access. Neighboring colleges have not yet taken advantage of this opportunity, so it is a great way to get an edge on the area colleges. Finally, the vending machine is up and running on the San Marcos campus.

- F. Food Services Subcommittee: Suzanne Sebring reported out for Eileen Poole, in her absence. Diane Lach is officially retired and the new manager, Tim Gibbons, is on board. The walk-in cooler has been installed and inspected by the county of San Diego. Aramark will be catering the "Groundbreaking Ceremony Luncheon" in parking lot 9 on Friday. The new manager is working on the on-line catering website to make it more user-friendly. In addition, requests have come in from students asking that a few tables/chairs be set outside of the Snack Shack. Tim Gibbons will be contacting Facilities regarding this request.

V. Other Items

Don Sullins informed the council that the new sign at the front entrance of the campus is up and running. Melinda Finn will control the messaging on the sign.

VI. Adjournment

There being no further items, the meeting was adjourned at 3:23 pm.