
Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, February 26th in Room H-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: Pam Grasso, Phyllis Laderman, Chris Miller, Catherine Parshalle, Eileen Poole, Don Sullins

Members Absent: Jenny Akins, Rosie Antonecchia, Michael Dentoni, Shannon Lienhart

Recorder: Suzanne Sebring

I. Approval of Minutes

(MSC: DS/PL) The minutes of November 13, 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. First Reading

A. Facilities Use Fee Structure

VP Perez shared a document that was created by a work group to update and standardize the fee structure for Facilities Use. This document has been vetted through Facilities Review Committee. VP Perez asked that members take the document to their constituent groups and we will bring the item back for Second Reading/Action at the next meeting.

III. Discussion/Information Items

A. SPPF

VP Perez shared a list of the FY14-15 approved SPPF requests, which were submitted by IPC and SSPC. These items totaled \$133,600. The remaining SPPF allocation will be divided between the councils based on a new formula approved by SPC. IPC will receive 30% (\$19,872) of remaining funds; SSPC, FASPC, and HRSPC will each receive 20% (\$13,248); and the President will receive 10% (\$6,624).

B. 311 Survey

VP Perez 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. He also reviewed a Second Quarter Financial Report Recap showing 2nd quarter expenditures and how they compare to 2nd quarter of FY13-14. The handout also showed FY15-16 district impact of the state budget and FY15-16 planning assumptions.

D. Presidential Search

VP Perez explained that the committee is meeting and working on the criteria and documents for the Presidential search. An RFP for a consultant to assist the committee/Board with the search will close on Friday, February 27th. The Board will then review the proposals and make the consultant selection.

E. **Accreditation**

The Accreditation visit will take place next week. Everyone is asked to remain flexible and able to meet with members of the team upon request. They will begin on Monday and plan to have an exit meeting Thursday afternoon.

IV. Reports

- A. Report of Vice President: VP Perez informed the council that the position of Manager, Contract & Procurement Services is being recruited. He expects the successful candidate to go to the Board for approval in May. In addition, Brandi Taveuveu will take on managing payroll, in addition to budget. This change will go to the Governing Board for approval in March.
- B. Technology Plan Workgroup: Don Sullins reported that the group reviewed the student lab computer replacement plan at their last meeting. They also had an update from the Manager of Academic Technology that they are well underway with their web revamp project. They expected to have it finished prior to the Accreditation visit, but that doesn't seem to have happened. In addition, they had a presentation from OKTA, who provides a secure, single sign-in option. This is something Student Services has been very interested in. However, the price is likely too high to consider at this time.
- C. Facilities Review Committee: The last meeting was on February 5th. Chris Miller reported that they FRC had a first reading of an item from the grounds department, that proposes expanding the Polynesian garden (currently behind TLC), including a plan to collect rainwater from the roofs and store in an underground tank. They are currently seeking donations to fund this plan. In addition, the committee discussed classroom & lab locking hardware. The Humanities building is fitted with this type of electronic hardware. The plan is to retrofit the remaining classrooms & labs on campus with manual hardware for security purposes.
- D. Safety & Security Committee: The committee met on February 4th and discussed Workers Compensation injuries, revised Cleary Act reporting, as well as Emergency Health & Safety trainings being done. In addition, the Emergency Operations Plan will go to the Board in March for approval.
- E. Bookstore Subcommittee: Eileen Poole reported that the bookstore sales have been very strong this year and their new "Always in Stock" strategy seems to be working for them. In addition, they have been selling more merchandise. They have also added a phone number on their receipts for customer feedback.
- F. Food Services Subcommittee: Eileen Poole reported on the results of a survey that Aramark gave last Fall. They had 78 respondents and found that most of their customers use them for lunch – Subway and Java City were the most popular among respondents. They have also resigned the main café and added more products.

V. Other Items

None.

VI. Adjournment

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