
Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, September 10th in Room NS-145. The meeting was called to order at 2:03 p.m. by Shawn Jones, Fiscal Services Manager.

Roll Call

Members Present: Jenny Akins, Rosie Antonecchia, Jose Fernandez, Shawn Jones, Shannon Lienhart, Chris Miller, Connie Moise, Catherine Parshalle, Phoenix Prefontaine, Bernard Sena, Brandi Taveuveu

Members Absent: Ron Ballesteros-Perez, Teresa Wacker

Recorder: Dayna Schwab

I. Approval of Minutes

(MSC: Miller/Akins) The minutes of March 26, 2015 were approved with Connie Moise 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. Membership list, meeting dates/time

Dayna Schwab reviewed the membership list and the list of scheduled meeting dates with the committee.

B. FY 14-15 Recap and FY 15-16 Budget Overview

Shawn Jones and Brandi Taveuveu reviewed the budget presentation VP Perez presented to the Board on September 9th. This included a recap of the FY 2014-15 budget and the budget for FY 2015-16, which the Board adopted at their meeting. The 2014-15 projected ending fund balance was estimated to be \$8,726,746. The actual ending fund balance is \$10,081,669 which becomes our beginning fund balance for 2015-16.

C. Enrollment and Budget Update

Brandi Taveuveu discussed the fund balance history and discussed how we've come a long way in the past year in our deficit spending. For FY14-15, we only overspent by \$466,745 in comparison to \$3,909,146 in FY13-14. The enrollment for Fall 2015 is down almost 4%. Fiscal Services is working with Enrollment Services to see what can be done to increase it. The South Education Center is scheduled to open in Fall 2017 with hopes to increase our enrollment.

IV. Reports

A. Report of Vice President: On behalf of VP Perez, Shawn Jones notified the committee California Coast Credit Union is installing the ATM next to the Bookstore today.

B. Technology Plan Workgroup: Connie Moise reported that their first meeting will be next week. She updated the committee on a list of projects the Information Services

Department is working on including Oracle PeopleSoft module review and functionality assessment, energy management system project – phase 2, cccApply, student conduct system, payment plan, student educational plan, text/email to students, employee status change procedure, Blackboard and PeopleSoft integration, documentation attached to purchasing requisitions, eServices for employees, cccAssess and mobile apps for the campus.

- C. Facilities Review Committee: Chris Miller reported that FRC met on September 3rd. Rich Talmo attended the meeting to report the Hunter Family made an initial endowment of \$500,000 for naming rights of the Arboretum. The funds will go to maintaining the Arboretum and the Foundation matched \$250,000 for a total of \$750,000. This item was moved to second reading and approved. It will come to FASPC for discussion at the next meeting. Lee Chen requested to hang a banner strategically on the H Building near Lot 12 for the ESL Department. Chris will be working with the Department and the Dean on a solution for permanent signage. Carlos Carrizosa, Campus Police, requested to relocate bicycle racks from the MD Building to Parking Lot 12 and remove visitor parking spaces from Lot 15 and designate as student spaces. Tony Rangel, Grounds Services, requested to change-out lawns on Campus to artificial turf (Project PARCH). Paul Kurokawa, Performing Arts, requested to designate the men's faculty restroom in the Performing Arts Complex to a gender-neutral restroom. The discussion continued on what the District standards should be for gender neutral restrooms. We lost 77 staff where the Library/LRC is being built. Facilities added 31 staff spaces in Lot 9 and 50 staff spaces in Lot 12.
- D. Safety & Security Committee: Chris Miller reported that Safety & Security met on September 2nd. Campus Police reported they had more calls than usual on hostile student behavior. EH&S has stocked the primary Emergency Operations Center (EOC) with equipment and supplies that is located in the Campus Police Building. New radios for handling emergencies have been distributed to the main stakeholders identified in the Emergency Preparedness Plan. EH&S is working with GIS students to develop GIS mapping to show where AEDs, Talk-a-Phones, fire extinguishers, etc. are located on campus.
- E. Bookstore Subcommittee: Bernard Sena had no report.
- F. Food Services Subcommittee: Bernard Sena had no report.

V. Other Items

None.

VI. Adjournment

There being no further items, the meeting was adjourned at 2:41 p.m.