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### **Call to Order**

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, November 12<sup>th</sup> in Room AA-140. The meeting was called to order at 2:02 p.m. by Chris Miller, Director of Facilities.

### **Roll Call**

**Members Present:** Rosie Antonecchia, Carmen Coniglio, Jose Fernandez, Susan Garland, Shannon Lienhart, Chris Miller, Connie Moise, Bernard Sena

**Members Absent:** Jenny Akins, Ron Ballesteros-Perez, Phoenix Prefontaine, Teresa Wacker

**Recorder:** Dayna Schwab

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

(MSC: Coniglio/Fernandez) The minutes of September 24, 2015 were approved with Shannon Lienhart abstaining and will be posted on the Palomar web page as follows: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.

### **II. Discussion/Information Items**

#### **A. SPFF Requests**

Chris Miller discussed the Strategic Planning Priority Funds (SPPF) Requests that are due on Monday, November 16<sup>th</sup>. SPPF funds will be allocated to fund one or two large institutional-wide initiatives.

#### **B. Revision Request – AP 3720**

Connie Moise discussed the need to change the language in AP 3720, Computer and Network Use. The current language indicates that the District acquires and retains signed authorizations from all users, stating that they have read, understand and will comply with the District's Computer Use Policy, however this is neither practiced nor practical for all constituent groups affected by the policy. Notifying District technology users that they must become familiar with and adhere to the District's policies is achievable by providing links to the policies as part of procedures that they are already required to follow.

### **III. Reports**

A. Report of Vice President: Ron Ballesteros-Perez had no report.

B. Technology Plan Workgroup: Connie Moise reported there is not a governance structure for the Technology Plan Workgroup. They are drafting one and will present at the next meeting.

C. Facilities Review Committee: Chris Miller reported FRC is discussing signage standards to meet CA Building Code for the Gender Neutral Restrooms on campus. They will be identifying what single use restrooms on campus can be converted and standards for new construction. A need for a lactation facility on campus for staff and students was identified and Facilities is currently searching for a possible location. Chris reported the Baseball Field is complete and the grand opening will take place at their home opener in January 2016. The construction for the Child Development Center will be complete winter 2015 with plans to open spring break 2016. The LRC has a completion date of fall 2017. The Parking Structure/Police Substation and Maintenance and Operations Complex are in design. The STEM

Center expansion and A Building Renovation/Veteran's Center will be going out to bid soon. The old Baseball field will be turned into a temporary parking lot for students due to the loss of parking when the Parking Structure construction starts.

- D. Safety & Security Committee: Chris Miller reported that training for emergency preparedness is in the works. Some safety concerns have been identified with the construction noise from the LRC and Construction & Facilities Planning is working with the contractor's/departments. A need for speakers in the hallways for the Informacast message was identified.
- E. Bookstore Subcommittee: Bernard Sena reported students are satisfied with the pricing on book rentals.
- F. Food Services Subcommittee: Bernard Sena reported complaints have been received on the high catering prices through Aramark. He has brought this information forward to Aramark.

**IV. Other Items**

None.

**V. Adjournment**

There being no further items, the meeting was adjourned at 3:04 p.m.