
Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, December 10th in Room AA-140. The meeting was called to order at 2:00 p.m. by Ron Ballesteros-Perez, Vice President of Finance and Administrative Services.

Roll Call

Members Present: Jenny Akins, Carmen Coniglio, Jose Fernandez, Susan Garland, Chris Miller, Connie Moise, Bernard Sena, Teresa Wacker

Members Absent: Rosie Antonecchia, Shannon Lienhart, Phoenix Prefontaine

Recorder: Dayna Schwab

I. Approval of Minutes

(MSC: Fernandez/Sena) The minutes of November 12, 2015 were approved with Jenny Akins abstaining and will be posted on the Palomar web page as follows:
<http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.

II. Second Reading

A. Revision Request – AP 3720

VP Perez 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. Jenny Akins motioned to approve the item, which was seconded by Bernard Sena and approved by unanimous vote. VP Perez will now take the item to SPC.

III. Reports

- A. Report of Vice President: VP Perez updated the committee on the Presidential Search. Since the Governing Board did not select either of the recommended candidates, the District will be extending the search. The position will open early next year with an anticipated start date of July 1, 2016. Adrian Gonzales will continue as the Interim President. The Strategic Planning Council (SPC) has allocated \$150,000 of SPPF for marketing. The residents of Rancho Bernardo are concerned with the opening of the South Education Center and the impacts it will have on traffic. The District will be processing another Environmental Impact Report (EIR) to include a traffic and parking study. The estimated date to open is spring 2018.
- B. Technology Plan Workgroup: Connie Moise presented a PowerPoint presentation which outlined requirements for technology at Palomar, technology values, technology projects in Information Services, key project goals and timelines, key project resources and Palomar College's ultimate goal which is the student experience.
- C. Facilities Review Committee: Chris Miller reported that the committee met on December 3rd and recommended District signage for the single use/gender neutral restrooms. This was moved second reading. The next step is determining what other

single use restrooms on campus can be converted to gender neutral meeting DSA and ADA standards. The construction of the Child Development Center will be complete winter 2015 with plans to open spring break 2016. The LRC is under construction with a completion date of fall 2017. The plans for the Parking Structure/Police Substation are in DSA. The Maintenance and Operations Complex is in design. The location of 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 the committee met on December 2nd and some employees expressed concerns of the personal electrical items in offices. Space heaters, coffee pots, toaster ovens and/or refrigerators, etc. are tripping breakers and setting off smoke alarms. There have been continued bicycle thefts at the bike rack located at the MD Building near Parking Lot 12. Facilities is working with Information Services to install security cameras. The door hardware to all the classrooms and labs have been updated on campus so you can now lock the door from the inside. In the event of an active shooter or emergency on campus, you don't have to go outside the door and lock it with a key. The Environmental Health & Safety Department and Campus Police are working together to schedule emergency preparedness training and an active shooter drill next year.
- E. Bookstore Subcommittee: The College is interested in a software program called Follet Discover which will benefit both the faculty and students. Faculty can discover and select course materials and easily submit to the Bookstore and make available to their students. Students can determine costs earlier and buy and/or rent online or pick up in the Bookstore. There is support from the Faculty Senate to move forward.
- F. Food Services Subcommittee: Facilities is actively working with Aramark on improvements with their refrigeration, HVAC and fire suppression system. A "Snack Shack" will be included in the new Library/LRC and replace the current Snack Shack.

IV. Other Items

None.

V. Adjournment

There being no further items, the meeting was adjourned at 2:58 p.m.