
Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, March 10th in Room AA-140. The meeting was called to order at 2:04 p.m. by Ron Ballesteros-Perez, Vice President of Finance and Administrative Services.

Roll Call

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

Members Absent: Rosie Antonecchia, Jose Fernandez, Shannon Lienhart, Connie Moise, Phoenix Prefontaine

Recorder: Dayna Schwab

I. Approval of Minutes

(MSC: Sena/Miller) The minutes of February 23, 2016 were approved with Carmen Coniglio 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. Approve signage for single use restrooms

Chris Miller reviewed the recommended signage for single use restrooms on campus. The signage meets code and is DSA approved. Chris Miller 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. First Reading

None.

IV. Discussion/Information Items

A. AP 3570 Smoking and/or other tobacco use

VP Perez distributed a draft of AP 3570. Interim President Gonzales asked that we review the policy and discuss the concept of fines for smoking on campus. VP Perez asked that members discuss this with their constituent groups and we will bring the item back for discussion and will hold a formal vote on the concept later in the semester. Carmen Coniglio noted on line 99, it should state "Fines will be collected by Fiscal Services," not "Fiscal and Administrative Services."

V. Reports

A. Report of Vice President: Interim President Gonzales will hold an All Campus Forum on March 16, 2016. There will be two sessions, one in the morning and one in the afternoon. He will be discussing the presidential search, stability funding, the classification study, the South Education Center and diversity.

B. Technology Plan Workgroup: Connie Moise was absent. VP Perez mentioned Connie is working with Kendyl Magnuson and Carmen Coniglio on a payment plan students can enter into with Nelnet. There is also discussion to let faculty choose if they want to have a desktop computer for their office or a laptop computer since they travel from class to class.

- C. Facilities Review Committee: Chris Miller reported there was no quorum at the March 3rd meeting.
- D. Safety & Security Committee: Chris Miller reported that the committee met on March 2nd. A working group has formed to discuss and create signage for parking and no smoking/vaping. There is a spike in mental health issues with students. Facilities is working on repainting all the pedestrian crosswalks and replacing old signage. Space heaters, microwaves and coffee pots are a concern for electrical reasons. They are discussing if they should be banned in office areas or not. A working group was formed where they inspect one building at a time for safety issues. The first building was the Library and they came up with a list of trip hazards, etc. The list has been resolved and a majority of the items were IS related with cable management. The Emergency Preparedness Plan Working Group met on March 9th and discussed revisions to AP 3505 Emergency Response Plan and the Emergency Procedures Guides flipcharts vs. posters.
- E. Bookstore Subcommittee: Bernard Sena reported GradFest will be held next month. There has been positive feedback from faculty on Follet Discover.
- F. Food Services Subcommittee: Bernard Sena reviewed the Campus Dining Styles Survey from Aramark. The committee discussed their concerns with Aramark as our Food Service vendor.

VI. Other Items

None.

VII. Adjournment

There being no further items, the meeting was adjourned at 2:54 p.m.