
Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, September 8th in Room MD-155B. The meeting was called to order at 2:30 p.m. by Ron Ballesteros-Perez, Vice President of Finance and Administrative Services.

Roll Call

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

Members Absent: Rosie Antonecchia, Carmen Coniglio

Guests: Abbie Cory, Kim Hartwell, Andrew Stevens, Rich Talmo

Recorder: Dayna Schwab

I. Approval of Minutes

(MSC: Moise/Garland) The minutes of April 14, 2016 were approved and will be posted on the Palomar web page as follows: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.

II. Second Reading

- A. Convert all single-use restrooms on campus (current or future) to gender-neutral restrooms, with newly approved District signage

A motion to approve the request was made by Jenny Akins, seconded by Jose Fernandez and it was carried out by unanimous vote.

- B. Naming Rights – Radio Studio

A motion to approve the request was made by Connie Moise, seconded by Jose Fernandez and it was carried out by unanimous vote.

III. First Reading

- A. Convert all single-use restrooms on campus (current or future) to gender-neutral restrooms, with newly approved District signage

Connie Moise motioned to move the action item from first reading to second reading. Chris Miller seconded the motion and it was carried out by unanimous vote.

- B. Naming Rights – Radio Studio

Richard Talmo, Executive Director and Kim Hartwell, Scholarship Coordinator, Palomar College Foundation, addressed the council on receiving a request from donors, Paul and Mary Downey to establish a scholarship endowment in the amount of \$20,000.00 for Palomar College students with a major in Communications/Radio TV. In return, the District will agree to recognize the donor's son, Jonathan Downey, a former student of Palomar College, by naming the Radio Broadcast Studio in the Q Building on the San Marcos campus in his honor. A recognition plaque will be placed outside the Radio Studio. This request is in accordance with District's Policy and Procedure AP3830 "Naming of Facilities." Chris Miller motioned to move the action item from first reading to second reading. Connie Moise seconded the motion and it was carried out by unanimous vote.

IV. Discussion/Information Items

A. Membership list, meeting dates/times

VP Perez reviewed the membership list and the list of scheduled meeting dates with the committee. There are currently 3 vacancies: ASG representative, PFF representative and Manager of Business and Contract Services.

B. FY 15-16 Recap and FY 16-17 Budget Overview

VP Perez is taking the FY 16-17 Adopted Budget to the Governing Board for approval on September 13, 2016. He will review the FY 15-16 recap and FY 16-17 budget at the next meeting because the Budget Committee and Board need to review it first.

C. Enrollment and Budget Update

VP Perez reported the enrollment for fall 2016 is down .06%. We need to gain 1,767 FTES. We are in the second year of stability funding. An Enrollment Management Taskforce has been created, we're looking at dual enrollment and ITT Tech closed so Student Services and PIO are looking at outreach. The District is currently in negotiations with the CCE and PFF. The District and the CCE have reached a tentative agreement on the Classification Study. It will go to the Governing Board for approval on September 13, 2016. It costs a little under \$700,000 but some of the employees have been receiving out of class pay which will end so the net cost is approximately \$300,000.

V. Reports

A. Report of Vice President: VP Perez handed out the Draft Strategic Plan 2019 and asked that the council review it and take it back to their constituents for feedback. The trade contracts for the South Education Center will go to the Governing Board on September 13, 2016 for approval. The City of San Diego is suing us. The residents of Rancho Bernardo are concerned about congestion and traffic the Center will cause. We are providing everything they are asking for: bicycle racks, electric vehicle charging stations, adequate student parking. Parking for the first year will be free. The estimated completion date is spring 2018. President Blake wants us to start on the North Education Center. A modular village, temporary facility, will be constructed. Before that happens, the VP of Student Services and VP of Instruction will meet to discuss what programs we will be offering there. CSUSM now wants to be on both sites with us to offer classes there too.

B. Technology Plan Workgroup: Connie Moise reported the structure and most of the content of the Technology Master Plan has been finalized. It's different from prior year plans because they are tying it directly to the strategic goals of the institution. So the technology goals support the strategic goals and/or operations on how we do business here.

C. Facilities Review Committee: Chris Miller reported the Facilities Review Committee met on September 1, 2016. They moved the naming rights of the radio studio from first to second reading and approved it to go forward to FASPC. They approved the Escondido Center Early Childhood Education Lab School to temporarily use their scrolling sign on the outside of the building to advertise they are accepting students as they are currently down in enrollment. The sandwich boards on campus pose a safety issue to our visually impaired students. If you see one in the way, move it to the side and notify the department responsible for the sign. The District is working on standardized signage including way-finding and directional signage. There is currently \$220 million of projects in construction and in design; Library Resource Center, South Education Center, A Building Remodel, Veteran's Center, Parking Structure and Campus Police, Maintenance and Operations Complex, Arboretum ADA path, T Building Storage, Student Services Center One-Stop-Shop and Athletics/Kinesiology Complex.

- D. Safety & Security Committee: Chris Miller reported the Safety and Security Committee met on September 7, 2016. A few select buildings on the San Marcos campus will participate in the Great American Shakeout scheduled for October 20, 2016 at 10:20 a.m. The Environmental Health & Safety Department is working with the Deans to identify buildings that want to participate.
- E. Bookstore Subcommittee: VP Perez reported Emily Porter is back as the Manager of the Bookstore. Connie Moise reported Information Services temporarily expanded the wireless access in the Bookstore to help students find their books using their mobile devices in the Bookstore the first few weeks of school.
- F. Food Services Subcommittee: VP Perez had no report.

VI. Other Items

None.

VII. Adjournment

There being no further items, the meeting was adjourned at 3:20 p.m.