
Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, February 9th in Room H-306. The meeting was called to order at 2:31 p.m. by Connie Moise, Director of Information Services.

Roll Call

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

Members Absent: Ron Ballesteros-Perez

Recorder: Dayna Schwab

I. Approval of Minutes

(MSC: Akins/Garland) The minutes of December 8, 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. Technology Master Plan

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

III. First Reading

None

IV. Discussion/Information Items

None

V. Reports

- A. Report of Vice President:** Connie Moise reported on behalf of VP Perez. There was a data breach on payroll data. The breach is under criminal investigation and the District is working with law enforcement to identify the perpetrator. She encouraged employees to call the phone number listed on the letter that was mailed to your homes. The Administration is working on the preliminary staffing plans for the North and South Education Centers. They are scheduled to open by summer 2018. A Groundbreaking Ceremony for the South Education Center will be on Friday, March 3, 2017 at 1:30 p.m. A bond sale for the last series of Prop M, Series D is \$139M. Jose Fernandez heard a rumor that the construction of the new centers would take away funding from the Student Services One-Stop-Shop and that is false.
- B. Technology Plan Workgroup:** Connie Moise reported the Workgroup has been working off of the draft Technology Master Plan. Two projects were submitted for review. The process they had envisioned is working.
- C. Facilities Review Committee:** Chris Miller reported FRC met on February 2, 2017. Judy Harris, Interim Director, Student Health Center, reported to the committee the need for security cameras to be installed at the remodeled Escondido Health Center and the new Behavioral Health Center which be in the NB Building on the San Marcos campus. The need is for the safety of the staff and students and will only be in the hallways and not on employee's workstations. Chris Miller reported the need to add

security cameras to the PAC outdoor quad and the adjacent parking lot. There is a problem with homeless people camping in that area. The District will be leasing an offsite parking lot for students. The location is still to be determined. We will have a shuttle to transport students to the San Marcos campus. This will make up for the loss of student parking once Lot 12 and the temporary parking lot close for construction.

- D. Safety & Security Committee: Chris Miller reported they met on February 1, 2017. Human Resources reported they have implemented a nurse triage hotline, Company Nurse, which is available to all employees, at all hours, for reporting work-related injuries and illnesses. Facilities staff will soon be wearing reflective safety vests to identify them when going into classrooms, offices, roofs, etc. EH&S is working on the prototype.
- E. Bookstore Subcommittee: Ron Ballesteros-Perez was absent. There was no report.
- F. Food Services Subcommittee: Ron Ballesteros-Perez was absent. There was no report.

VI. Other Items

- A. Fiscal Services Update: Carmen Coniglio reported the annual audit was presented at the January Governing Board meeting. The audit was clean with no findings. We received one recommendation to limit the use of Cal-Cards as they expose us to a lot of financial risk. The VP's are evaluating the list of employees who have Cal-Cards. A memo outlining the deadlines for the end of FY17 will be going out through General Information soon. An interim audit is planned in April focusing on Prop M. The final audit will be in October. The Governor released the 2017 budget. There is a 3% increase in the state general fund. Palomar will be receiving a one-time increase of \$377,000 in our budget.

VII. Adjournment

There being no further items, the meeting was adjourned at 3:22 p.m.