
Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, March 23rd in Room MD-155C. The meeting was called to order at 2:33 p.m. by Ron Ballesteros-Perez, Vice President of Finance and Administrative Services.

Roll Call

Members Present: Jenny Akins, Ron Ballesteros-Perez, Carmen Coniglio Chris Miller, Connie Moise, Teresa Wacker

Members Absent: Jose Fernandez, Susan Garland

Recorder: Dayna Schwab

I. Approval of Minutes

MSC (Wacker/Akins) to approve the minutes of February 23, 2017. The minutes were approved unanimously with Chris Miller abstaining and will be posted on the Palomar web page as follows: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.

MSC (Miller/Moise) to approve the minutes of March 9, 2017. The minutes were approved unanimously 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 6300 Fiscal Management

The revision needs to be adopted by July 1, 2017. A motion to approve the request was made by Jenny Akins, seconded by Chris Miller and it was carried out by unanimous vote. Robert Threatt, the Finance & Administrative Services representative, will take it to Policies and Procedures for approval then to the Governing Board.

III. First Reading

None

IV. Discussion/Information Items

A. Revision Request – AP 6900 Travel

Carmen Coniglio reported they are still working on the changes from the last meeting and will bring it back to first reading when it's ready to be reviewed again.

V. Reports

A. Report of Vice President: The District sold the last \$139 million of our \$694 million bond. This will go into Series D. We will receive the money on April 27, 2017. The District will refund some old funds which will save the taxpayers money.

B. Technology Plan Workgroup: Connie Moise reported the Workgroup met but had no checklists to view. The Technology Master Plan was approved at SPC on March 21, 2017.

C. Facilities Review Committee: Chris Miller reported FRC met on March 16, 2017. The committee approved ESL to hang a banner outside H-116 during times of enrollment. ASG is requesting more lockers to be installed on the San Marcos

campus but are currently trying to identify funding. Dennis Astl provided an update on the North Education Center.

- D. Safety & Security Committee: Chris Miller reported they have not met since our last meeting. He did report there was an Evacuation Drill at the Escondido Center on March 22, 2017. We met the goal of evacuating the entire center including the Early Childhood Education Lab School in under 4 minutes. There were a lot of lessons learned that were identified during the debriefing including communication errors.
- E. Bookstore Subcommittee: VP Perez reported Follett donated \$1 million to the Palomar Promise. The District is looking to update Aramark's contract to include the North and South Centers and negotiate being required to use them for catering services since currently they have first right of refusal. They are currently discussing the plan for the Snack Shack when the Library/LRC opens.
- F. Food Services Subcommittee: VP Perez had no report.

VI. Other Items

- A. Fiscal Services Update: Carmen Coniglio reported the ACCJC fiscal report is completed and the District has met all the required criteria. Fiscal is working on dates for the payment plans for the summer and fall 2017 semesters.

VII. Adjournment

There being no further items, the meeting was adjourned at 2:53 p.m.