



**FINANCE AND ADMINISTRATIVE SERVICES**  
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**PLANNING COUNCIL (FASPC)**  
*Minutes*

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**Call to Order**

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, March 22<sup>nd</sup>, in Room MD-155C. The meeting was called to order at 2:35 p.m. by the Vice President of Finance and Administrative Services, Ron Ballesteros-Perez.

**Roll Call**

**Members Present:** Jenny Akins, Ron Ballesteros-Perez, Carmen Coniglio, Susan Garland, Chris Miller, Connie Moise

**Members Absent:** Alex Garcia, Teresa Wacker

**Recorder:** Jennie Vastola

**I. Approval of Minutes**

The following meeting minutes were approved unanimously and will be posted on the Palomar webpage: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.

(MSC: C. Moise/C. Miller)

- September 14, 2017 (two abstentions)
- February 22, 2018 (three abstentions)
- March 8<sup>th</sup>, 2018 (four abstentions)

**II. Discussion/Information Items**

**A. Educational Master Plan “listening tour”**

The consulting firm, *Collaborative Brain Trust – (CBT)*, has been meeting with various committees on campus to provide “listening sessions” as a way to gather input that will help guide them in assisting the College in updating the Educational Master Plan. (III.D.3)

**B. North Center and South Education Site**

Vice President Perez provided construction updates on the new North and South Centers. The newest drone video of the South Center was presented and includes footage of the exterior and interior of the building. The link to the video is here:

<https://thebarriecompany.box.com/s/c1hf3snu9vyana648wds5e8h3k2kso3j>

(III.B.2)

**III. Reports**

- A. Report of Vice President:** VP Perez reported the “Better Together” theme will continue for FY18-19. The IEPI group will be on campus March 23<sup>rd</sup> to follow-up on their first visit. There was a Grand Opening Celebration for the new Veterans Resource Center on 3/16. Human Resource Services is busy recruiting to fill positions needed for the new North and South Centers. Follett has donated \$1M to the Palomar Promise. The Governor’s new performance-based funding model is still changing; once it is finalized we’ll have an understanding of how it will impact the College.

- B. Technology Plan Workgroup: Connie Moise reported the group has been having discussions on Accreditation Standard 3C. They've identified the need for an institutional website privacy policy and examples are being reviewed. Connie will review current Board policies before a recommendation is submitted to the Policies and Procedures Committee. The workgroup discussed the challenge of moving Canvas authentication to single sign-on. (Blackboard is no longer used.) Canvas requires students to have a state ID called the CCCID. This ID is usually created when students apply for admission to the College but since Palomar is not yet using the state common admission application (which creates the ID), this has caused some problems. We are assisting students through this process and so far approximately 15,000 have successfully navigated this change. There have also been discussions regarding ways to ensure all users are aware of the District's Computer and Network Use Policy and Procedure (BP/AP 3720). The group also recently reviewed the computer replacement plan. (III.C.2, III.C.4, III.C.5)
- C. Facilities Review Committee: Chris Miller reported landscaping is being installed at the new LRC and furniture is going in the first week of April. The new M&O building had ceilings and flooring installed. Construction is completed on the new Campus Police building; to be finalized by summer semester. Landscaping and furniture is being installed at the South Education Center. The Governance Structure for the FRC needs to be updated. Recommended changes will be submitted to FASPC first, and then to SPC for final approval. (III.B.2)
- D. Safety & Security Committee: No report
- E. Bookstore Subcommittee: VP Perez reported he recently met with the Follett Regional Representative to discuss extending the contract (two five-year terms). Follett has expressed an interest in running Financial Aid through their system as they would like to have the opportunity to be the first place where students go to make purchases.
- F. Food Services Subcommittee: VP Perez reported the group continues working with Aramark on finding ways to improve prices, services, and quality. Food and beverage vending machines will be available at the new North and South Centers. The District is also considering the possibility of leasing the south end of the Fallbrook property to food retailers such as Panera, Starbucks, and/or Jamba Juice. (III.D.4)
- G. Other: VP Perez reported the District and the PFF are currently negotiating an increase to the number of paid holidays on the academic calendar. The proposed increase will add four (4) days for Spring Break, 1 day for Cesar Chavez Day, and 1 day for Native American Day.

#### IV. Other Items

- A. Fiscal Services Update: Carmen Coniglio emphasized the importance of recognizing expenses in the period they are incurred. Goods must be received and services must be rendered by June 30, 2018 in order to be paid from fiscal year 2017-18 funds. The Fiscal Year 2017-2018 Year-End Closing Schedule was emailed to the campus in early March. Fiscal Services is busy with the budget development process for FY18-19 and changes in the State funding formula are being monitored. For FY18-19, the budget will be developed based on the old formula, targeting 19,200 FTEs. On April 25<sup>th</sup>, Federal and State compliance training will be offered by the external auditors. The training will be open to all departments, and will be mandatory for all project managers who are overseeing grants. Fiscal Services is working on automating pay voucher and budget transfer processes. (III.D.2, III.D.3)

- B. Accreditation Steering Committee: Connie Moise encouraged everyone to take the Accreditation training that is offered in the PD Portal. For future FASPC meetings, Connie suggested she would bring accreditation standards for group discussions. The College is looking at "Board Docs" as a better system for managing all meeting agendas and minutes. (III.C.2)
- C. FASPC Representation – CBT: Jenny Akins reported she represented FASPC at a recent meeting with the CBT consulting firm where there were discussions regarding the Educational Master Plan.

V. **Adjournment**

There being no further items, the meeting was adjourned at 3:35 p.m.