



FINANCE AND ADMINISTRATIVE SERVICES
FINANCE & ADMINISTRATIVE SERVICES
PLANNING COUNCIL (FASPC)

Minutes

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, April 12th, in Room A-4C1. 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, Susan Garland, Chris Miller, Connie Moise

Members Absent: Carmen Coniglio, Alex Garcia, Teresa Wacker

Guest: Chris Norcross

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes of the March 22, 2018 meeting were approved unanimously as amended and will be posted on the Palomar webpage:

<http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.

(MSC: Miller/Garland)

II. Discussion/Information Items

A. Palomar College Website Redesign – Chris Norcross

Chris Norcross provided a brief overview on the progress of the college full website redesign. After moving to WordPress in 2015, the goal now is to migrate to a new theme, using the Palomar brand, for a site that will provide good navigation with consistent accessibility. Staff training will be provided before deployment of the new site, which is expected to take place the week following summer 2018 class registration. It's been recommended to form a website advisory group who will be responsible for evaluating changes to the website going forward.

B. Accreditation Standard I.C.1. *"The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors."*

For future meetings, Connie Moise will provide all accreditation standards that pertain to the F&AS Division as a way to prompt discussions and provide clear evidence of compliance. In July, the college will be moving to a paperless software system for all meeting agendas and minutes called *BoardDocs*. The new software has a feature that will enable viewers to easily search all meeting agendas & minutes for information, including discussions on specific accreditation standards. (I.C.)

III. Reports

- A. Report of Vice President: VP Perez reported the official names of the two new Centers are Palomar College Rancho Bernardo Education Center and Palomar College Fallbrook Education Center. Ribbon cutting for the Rancho Bernardo Center will be on May 7th, 1-3 pm. Ribbon cutting for the Fallbrook Center will be on June 4th, 1-3 pm. VP Perez also reported that the Palomar College Emergency Preparedness Master Plan, in conjunction with the College Police, was already in the process of being updated before the recent potential threat to the campus was reported on March 23rd. As part of the updated Plan, all employees will receive a wallet-size card with instructions on what to do in an active shooter situation. A discussion followed about the various door locks currently on campus. Finally, VP Perez reported Board Member, Mark Evilsizer, is up for re-election in November. Paul McNamara will not be running again, so there will be two open seats. (III.B.1, III.B.2)
- B. Technology Plan Workgroup: Connie Moise reported this group will not meet again until July because the priority at this time is to get the two new Centers up and running. (III.C.1, III.C.2, III.C.3)
- C. Facilities Review Committee: Chris Miller reported this group met on April 5th and HMC Architects shared updates to the Educational and Facilities Master Plan. There was a discussion at the meeting about the need for revisions to the language in the FRC governance structure. (III.B.1, III.B.2, III.B.3, III.B.4)
- D. Safety & Security Committee: Chris Miller reported this group met on April 4th and discussed lighting needs, construction fencing, additional notification speakers for the ECE Lab School playground, and the possibility of adding license plate readers to monument signs at the main entrances to the campus. (III.B.1, III.B.2)
- E. Bookstore Subcommittee: VP Perez reported the Bookstore Advisory Council entered into a new contract extension. Follett has pledged a \$1M donation to the College for the Palomar Promise; \$500,000 the first year, and another \$500,000 in the form of book voucher credits to students in years 3-5. Follett will be at the Rancho Bernardo Education Center, as will Food Services. (III.D.16)
- F. Food Services Subcommittee: VP Perez reported Contract Services is working on RFP's for healthy snack and hot beverage vending machines for the main campus and the Escondido, Rancho Bernardo, and Fallbrook Education Centers. (III.D.16)

IV. Other Items

- A. Fiscal Services Update: VP Perez reported Budgeting staff are working on the FY18-19 budget development based on the current funding model; revisions will be done once the new funding model is finalized. VP Perez reminded everyone to pay close attention to the fiscal deadline dates and emphasized that all requisitions utilizing general funds must be submitted to Purchasing by the close of business on Monday, April 30th. Finally, VP Perez reported Sheri Wenzel, Accounting Manager, recently resigned and Ping Lee, Accountant, now has the interim position. (III.D.2, III.D.3)
- B. Accreditation Steering Committee: Connie Moise reported the ACCJC Vice President will have a tour of the new Rancho Bernardo Education Center on Monday, April 16th. Afterwards, she is scheduled to meet with the Accreditation Steering Committee for a special question and answer session. She is also scheduled to meet with the Faculty Senate that afternoon at their regularly scheduled meeting. (I.C.12, I.C.13)

V. Adjournment

There being no further items, the meeting was adjourned at 3:40 p.m.