



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

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**September 13, 2018**

**Call to Order**

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, September 13<sup>th</sup>, in Room H-306. 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:** Ron Ballesteros-Perez, Carmen Coniglio, Amber Cross, Riya Faldu, Anel Gonzalez, Chris Miller, Connie Moise

**Members Absent:** Jenny Akins

**Guest:** Stacy Rungaitis

**Recorder:** Jennie Vastola

**I. Approval of Minutes**

The minutes of the April 12, 2018 meeting were approved (with 3 abstentions) and will be posted on the Palomar webpage: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.

(MSC: Moise/Miller)

**II. Discussion/Information Items**

**A. Naming Requests – Stacy Rungaitis (1<sup>st</sup> & 2<sup>nd</sup> reading)**

Stacy Rungaitis reported the Facilities Review Committee (FRC) approved this request at their meeting on September 6, 2018. The listed naming opportunities will now move through the participatory governance process seeking approval from the Strategic Planning Council. Lastly, they will appear before the Governing Board for final approval. Once announced publicly, the Foundation believes these newly named facilities will lead to additional interest in other naming opportunities of District facilities.

1. Rancho Bernardo Education Center – Exterior Courtyard: Named for Compass Energy Solutions
2. Business Administration – MD Building, 3rd Floor – Accounting Department Information Board (Between Faculty Offices #344/349): Named for Joseph J. Davis, MBA, CPA/PFS

The naming requests were approved unanimously – 1<sup>st</sup> reading. (MSC: Miller/Moise)

The naming requests were approved unanimously – 2<sup>nd</sup> reading. (MSC: Miller/Coniglio)

**B. Website Privacy Policy - Connie Moise (1<sup>st</sup> reading)**

Connie Moise reported on a new website privacy policy; a work product of the Technology Master Plan Work Group. To better protect the privacy of users of the Palomar College website, the privacy language was developed to explain our online information practices, and how the information we obtain is used. The new privacy language has been approved by the Palomar College Public Affairs Office and once approved by the FASPC, will move forward through the governance process. Once it receives final Board approval, the new language will be posted on the front page of the Palomar College website with the other legal notices. After some discussion, the members of the FASPC recommended calling the new language a *Privacy Notice*, rather than a policy, to avoid confusion with Board Policies and Administrative Procedures.

### III. **Reports**

- A. Report of Vice President: VP Perez reported planning is beginning for Phase 1 permanent facilities for the Fallbrook Education Center. Also in the beginning stages is the new Kinesiology/Athletic Complex. Much work needs to be done to update the Master Plan/Facilities Master Plan 2022 before we can go out for a new bond in 2020. The new LRC project is approximately 98% complete and is expected to open for student use for the spring 2019 semester. At 52,000 sq. ft., the old library facility is not big enough to house all the Student Services offices/spaces outlined in the original Master Plan. There will be future conversations and campus forums to gather input and ideas on how the space in the old library can be utilized. Riya Faldu asked for a list of the various Student Services offices to be housed in one building (one-stop); VP Perez will provide the list.
- B. Technology Plan Workgroup: Connie Moise reported the group had some recent discussions on the use of security cameras and license plate readers on campus. The group plans to invite the Chief of Police to a future meeting to learn more about how the data is used and stored. At a recent meeting, the group reviewed the long list of technology projects and the priorities as outlined by the Executive Team. Connie also reported on the implementation of CCCApply, the statewide online application and access center for California Community Colleges. She also gave a brief review of the computer replacement process for employees as well as the college computer labs.
- C. Facilities Review Committee: Chris Miller reported on a special August meeting and the presentation the group received on the final draft of the facilities framework for the Educational Master Plan / Facilities Master Plan Update. The FRC shared several comments and concerns relating to project timeline, communication, safety, environmental efficiency, spaces for student activities, and housing. At the September meeting, the group discussed the need to revise some of the language in the current FRC Governance Structure. Dennis Astl presented an update on the Prop M projects and reported on the forming of planning groups for 1<sup>st</sup> Phase Permanent at the Fallbrook Education Center and the Athletics Complex. Amber Cross commented that there was a lengthy conversation at the recent FRC meeting regarding the new president's office. Because the FRC doesn't review change orders, she said the members were not aware of the plans for the president's new office, and were therefore unable to share the information with their constituent groups. VP Perez provided background information and clarification regarding the plans for the new office suite, which will include space for three offices (President, Executive Assistant to the President, and Senior Executive Assistant to the Governing Board), a workroom, bathroom, and conference room. There was further discussion regarding ways to improve communication campus-wide.
- D. Safety & Security Committee: Chris Miller said that Health Services reported an increase of insect bites, and one student injury. Chris reported there were a number

of workers comp injuries reported between the months of May – August; most resulted from lifting. Concerns were shared regarding ergonomics on campus, and as a preventative measure, Facilities is purchasing a piece of equipment to assist custodial workers with lifting. Safety concerns including fencing at the Escondido Center, a Quonset hut on the main campus, and door pressure on some of the doors at the Rancho Bernardo Center. An ASG member expressed hope for a safe place for homeless students to sleep on campus; the request was forwarded to the VPSS, VPFAS, and the President. There was a 2<sup>nd</sup> reading that passed to have security cameras installed outside the Student Union only. Chris Miller was asked to find out why security cameras were not wanted inside. VP Perez reported on the Lockdown Drill scheduled on September 24<sup>th</sup>.

- E. Bookstore Advisory Council: VP Perez reported the Bookstore is currently operating at the new Rancho Bernardo Education Center.
- F. Food Services Advisory Council: VP Perez reported two new contracts have been Board approved for vending machines on campus. VendiBean machines will provide hot coffee and InstaHealthy machines will provide healthy snacks.

#### **IV. Other Items**

- A. Fiscal Services Update: Carmen Coniglio reported fiscal year-end books will close with a positive net income of \$36K. The District is planning to go out for another bond in 2020, and the budget will continue to be closely monitored year after year to ensure we are not deficit spending. The FY18-19 Adopted Budget was approved by the Board on September 11<sup>th</sup>. Carmen expressed gratitude for her awesome Fiscal Services staff and publicly thanked them for their extra efforts and for doing a great job in closing the books. Carmen reported a deficit of \$3M is projected for next year and she talked briefly about the complexities of the new student-centered funding formula. Connie Moise commented that a Data Integrity Team has been formed to ensure there are people to take ownership of each data element that has to be reported to the state. Carmen reported the state reduced IELM funds. She also reported the college passed the state controller's Prop 39 audit, and we received 5 years of funding. VTD auditors are scheduled to return in late October to complete the audit they began in June. Once the audit is complete, the annual financial report will be issued in December. The County Auditors are transitioning to a new bank.
- B. Accreditation Steering Committee: Connie Moise reported we are in the review cycle for our mid-term report that is due in March. She gave an overview of the elements covered in the mid-term report and said the information was available on the Palomar website.
- C. VP Perez commented he wanted to ensure FASPC meetings are meaningful for everyone and he encouraged members to feel free to email his assistant, Jennie Vastola, with any requests for discussion items. For future meeting discussion, VP Perez commented on planned updates for the travel policy, a Facilities staffing report (custodial standards), and PRP's for the FAS division.

#### **V. Adjournment**

There being no further items, the meeting was adjourned at 4:05 p.m.