

October 11, 2018

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, October 11th, 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, Jenny Akins, Carmen Coniglio, Amber Cross, Riya Faldu, Anel Gonzalez, Chris Miller, Connie Moise

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes of the September 13, 2018 meeting were approved as amended (with 1 abstention) and will be posted on the Palomar webpage:

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

(MSC: Moise/Cross)

II. Discussion/Information Items

A. Website Privacy Policy - Connie Moise (2nd reading)

Connie Moise brought a new website privacy policy to the Council for 2nd reading. Although the Council's recommendation after the 1st reading was to call the policy a privacy notice, Connie gave a number of reasons why the Technology Master Plan Work Group preferred to call it a privacy policy. She said other community colleges have similar language on their websites and refer to it as a privacy policy. In addition, a requirement for maintaining membership in the **InCommon Federation** is that we have a current privacy policy posted on our website. Chris Miller moved to approve the new privacy policy, Jenny Akins seconded the motion, and there was a unanimous vote of approval.

III. Reports

A. Report of Vice President: VP Perez reported the FAS Division is currently working on Program Review & Planning. Once completed, PRP's will be shared with the FASPC. The new library, scheduled to open in the spring, will be called *The Learning Resource Center*. Executive staff toured the facility and soon the Governing Board and constituent group leaders will be scheduled for a tour. Staff are expected to move into the new M&O and College Police buildings some time in November or December. The District architects shared their draft rendering concept of the Fallbrook Education Center to Executive staff. The draft rendering will be shared with the Fallbrook Education Center working group, Cabinet, SPC and the Governing Board for feedback. VP Perez ended his report with a brief update on the status of hiring for various open custodial positions.

B. Technology Plan Workgroup: No report

- C. Facilities Review Committee: Chris Miller reported current language in the FRC Governance Structure is out-of-date and the group is working on revisions. They're also looking at the membership to determine if changes need to be made. Chris also reported that SDG&E will be installing electric vehicle charging stations at the San Marcos campus and the Rancho Bernardo and Escondido Education Centers.
- D. Safety & Security Committee: Chris Miller said the group reviewed the Workers Comp Report and a few Injuries related to lifting were reported by custodial staff members. There were only a few other minor injuries on campus. The ASG rep asked about the request he had made at the last meeting, to consider allowing students to sleep in the parking lots at night. Chris confirmed that he had discussed the issue with Chief Moore and President Blake. Feedback from the lockdown drill is being compiled and categorized; final results will be shared via the shared governance process. Doors at the Rancho Bernardo Center have passed inspection; PV installation is near completion.
- E. Bookstore Advisory Council: No Report
- F. Food Services Advisory Council: VP Perez reported the District will soon be seeking qualified catering and meal service providers via an RFQ. A brief discussion followed regarding Purchasing Department processes, an approved vendor list, and guidelines for food trucks on campus. VP Perez reported the District has an agreement with Coca-Cola. As part of the agreement, Coca-Cola will give the District 55 cases of product each year. He asked FASPC members to check with their various constituent groups to find out if there are upcoming events where they could use some of the Coca-Cola beverages.

IV. Other Items

- A. Fiscal Services Update: Carmen Coniglio said at the last Governing Board meeting, it was reported that the District would be receiving PD funds designated for classified staff. To date, she has not received any notification regarding these funds. In the coming months, a consultant will provide the District an actuarial valuation of *Other Post-Employment Benefit* (OPEB) funds. This appraisal of our assets versus our liabilities, with regards to retirees receiving medical benefits, is done every two years. Fiscal Services and Information Services are working together on a project to add credit card functionality for *Go Print* printing. There will be three (3) machines installed in the new LRC, and one (1) machine installed at each of the Education Centers (Escondido, Rancho Bernardo, and Fallbrook). At the last Budget Committee meeting, there was a discussion regarding the new Student-Centered Funding Formula (SCFF) and VP Perez provided details about the three core components that will be used to calculate general apportionments: 1) Base Allocation, 2) Supplemental Allocation, and 3) Student Success Allocation. Connie Moise reported on the Data Integrity Team who will validate all data, ensuring it is accurate and complete before it is reported to the Chancellor's Office.
- B. Accreditation Steering Committee: No Report
- C. CCE Comment: Anel Gonzalez expressed concern regarding accessibility issues related to the lactation pod located in the Student Union building. Chris Miller talked about the possibility of installing a second pod on the first floor of the new LRC.

V. Adjournment

There being no further items, the meeting was adjourned at 3:20 p.m.