

April 25, 2019

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, April 25th, in Room A-145. The meeting was called to order at 2:35 p.m. by Carmen Coniglio, Senior Director, Fiscal Services on behalf of the Vice President, Finance and Administrative Services.

Roll Call

Members Present: Eric Cantu, Carmen Coniglio, Chris Miller, Connie Moise, Robert Sedillo
Manupriya Sharma, Susan Snow

Members Absent: Jenny Akins, Amber Cross

Guest: Robert Threatt, Internal Auditor/Analyst

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes of the March 14, 2019 meeting were approved and will be posted on the Palomar webpage: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.
(MSC: Coniglio/Snow and 2 abstentions)

II. Discussion/Information Items

A. Board Policy Procedure Updates: Carmen Coniglio and Robert Threatt presented an overview of revisions made to several Chapter 6 Board Policies and Administrative Procedures and led the group in discussions.

- **BP/AP 6100 Delegation of Authority, Business and Fiscal Affairs**
(First Reading Approved MSC: Miller/Snow)
- **BP/AP 6150 Delegation of Authority, Signatures**
(First Reading Approved MSC: Miller/Cantu)
- **BP/AP 6200 Budget Preparation**
(First Reading Approved MSC: Sedillo/Snow)
- **BP/AP 6250 Budget Management**
(First Reading Approved MSC: Sharma/Cantu)

There was a motion to approve the BP's/AP's listed above for second reading.
(MSC: Miller/Cantu) The vote to approve was unanimous.

- **AP 6901 Mileage Reimbursement**
(Second Reading Approved MSC: Miller/Sedillo)
- **AP 6301 Federal Grant Guidelines**
(Additional Review - previously approved First/Second Reading)
- **BP 6450 Wireless Communication Devices**
(First Reading / No Approval / Further research required)

III. Reports

- A. Report of Vice President: Connie Moise reported VP Ballesteros-Perez' resignation will go to the Governing Board in May. At the same meeting, the Board is expected to approve employment of an acting VP who will temporarily lead the FAS Division until a permanent VPFAS is hired. Connie reported that the District has entered into an agreement with a firm that will conduct a feasibility study to determine if the local community will support a new bond measure. The District is working with another firm to assist in obtaining center status for the Rancho Bernardo Education Center. Once center status for the RB Center is approved by the Chancellor's Office, and FTES reaches 1,000, the District will receive 1.3M for operations. Finally, Connie reported on the 4/25/19 IEPI Team visit #2. A *Menu of Options* was presented to the District for consideration. Specific areas of focus include:

- Governance Committee Structure
- Student Onboarding
- Business Practices
- Integrated Planning Process

The Executive Team has created a draft of objectives to be completed in one year. The District may be eligible to receive funding (\$250K) to assist with implementation. FCMAT may also help with implementing a 3-year financial plan and the management of financial planning.

- B. Facilities Review Committee: Chris Miller reported on a new *ParkMobile* service that Campus Police intends to launch in June. Paper hangers and pay machines will no longer be used on campuses, however, paper parking permits will still be available for students who will only be on campus for a few hours, students who do not have smartphones, visitors who are not aware of the *ParkMobile* app, etc. Temporary parking signage will be needed for "Hourly Parking Only". Chris also reported on a new Mental Health Services Assessment Survey. The proposal is to install QR Code Stickers in specific areas on campus where users can scan the code to participate in the survey. Further discussion will be necessary.
- C. Safety & Security Committee: Chris Miller reported changes are being made to this group's governance structure that will ensure centers have representation. This group is currently working with Campus Police to address safety issues related to Parking Lot 12. Chris also reported that an outside consultant recently conducted an indoor air quality assessment of the Student Services building. There were a few recommendations for roof improvements; the air quality was proven to be safe.
- D. Bookstore Advisory Council: Connie Moise reported the Bookstore had recently installed new carpet.
- E. Food Services Advisory Council: Connie Moise reported plans are still being formulated that will make food selections more appealing and to add more choices.
- F. Accreditation Steering Committee: Connie Moise reviewed a new worksheet that FASPC members will use to encourage meaningful discussions at future meetings. Members were asked to think about the questions and the three Accreditation Standards listed on the worksheet and bring ideas to the next meeting.

IV. **Adjournment**

There being no further items, the meeting was adjourned at 4:04 p.m.