

September 12 2019

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, September 12, in Room A-145. The meeting was called to order at 2:35 p.m. by Stephen Garcia, Acting Vice President, Finance & Administrative Services.

Roll Call

Members Present: Carmen Coniglio, Amber Cross, John Matson, Robert Sedillo, Susan Snow
Perry Escamilla (Proxy-Connie Moise)

Members Absent: Jenny Akins, Chris Miller, Connie Moise

Guests: Stacy Rungaitis, Michelle Barton, Marti Snyder

Recorder: Jennie Vastola

I. Approval of Minutes

As there weren't enough members who could vote on approving the minutes from the May 9, 2019 meeting, the minutes were tentatively approved and a final vote will be taken when a quorum is reached at the next meeting. (MSC: SS/RS)

II. Naming of Facilities – (First Reading)

Stacy Rungaitis provided an overview of six (6) naming of facilities; five in honor of long-time donors and two (2) new donors who support student success at Palomar College. A vote will be taken at the next meeting to approve the naming of facilities presented.

III. Accreditation Self-Evaluation

Michelle Barton and Marti Snyder gave a presentation on the two-year project for developing our Institutional Self Evaluation Report 2022 for accreditation. The theme is connected to archaeology, and an archeological dig, "Exploring our Legacy of Excellence". Writing teams are being formed, and will include a Team Lead, Writing Team Chair (and Co-Chairs if needed), Writing Team members, and Evidence Team Members. An early draft is proposed to be completed in Spring 2020, and the final document should be ready to submit in Fall 2021. FASPC will be leading efforts in evaluating institutional practices and performance on Standards III.B. Physical Resources, III.C. Technology Resources, and III.D. Fiscal Resources.

IV. Reports

- A. Report of Vice President: Vice President Garcia talked about the Prop M fund balance (\$171 mil) and various competing interests, including an Athletics Complex and Student Services Center at the San Marcos campus, and a permanent building at the Fallbrook Education Center. He talked briefly about the CAL-Card reductions and the necessity of achieving better fiscal controls and refocusing purchasing efforts. He reported the Fiscal Crisis & Management Assistance Team (FCMAT) will be meeting with specified staff members on September 26th to ask questions and gather information. Upon completion of the interviews, the Team will generate a report for the District in 4-6 weeks that will provide guidance and recommendations in the areas of business and financial management practices.

B. Technology Plan Workgroup: Perry Escamilla reported the following.

The workgroup continued to meet over the summer (except in August) and topics under discussion are:

1. Email retention and data retention practices (draft email retention procedure submitted for review by executive leadership)
2. License and device management (impact of licensing structure changes by Adobe and Microsoft)
3. Security Cameras and License Plate Readers
4. Asset Management
5. Good progress has been made in updating the Microsoft software on employee computers.
6. The group saw a demo of the Cisco WebEx Board technology, which includes camera and microphone equipment to facilitate videoconferencing.

The next meeting is scheduled for Sept. 18 and will include the following additional topics:

7. Crisis Communications Technology (Emergency Procedures Committee designing procedure that integrates various delivery mechanisms.)
8. Guest/Community Access to computers, such as library or prospective students (Review draft procedure for "Limited Palomar (LP)" account creation/management.)
9. Student Centered Funding Formula (Discuss how technology and/or technology changes may support SCFF and the District's value of fiscal stewardship.)

C. Facilities Review Committee: No report

D. Safety & Security Committee: No report

E. Bookstore Advisory Council: Vice President Garcia reported he had recently met with the Bookstore Manager, a Dean, and a faculty member to streamline some processes. Regular meetings have been scheduled.

F. Food Services Advisory Council: Vice President Garcia reported he is currently working with Aramark to provide a food service venue at the Fallbrook Education Center and more options at the Rancho Bernardo Education Center.

G. Accreditation Steering Committee: No report

V. Adjournment

There being no further items, the meeting was adjourned at 3:55 p.m.