



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

**Minutes**

**October 10, 2019**

**Call to Order**

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, October 10, 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:** Jenny Akins, Carmen Coniglio, Amber Cross, John Matson, Chris Miller, Connie Moise, Susan Snow

**Members Absent:** Robert Sedillo

**Guests:** Kim Hartwell

**Recorder:** Jennie Vastola

**I. Approval of Minutes**

The minutes of the May 9, 2019 meeting were approved and will be posted on the Palomar webpage: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.  
(MSC: Moise/Miller and 1 abstention)

The minutes of the September 12, 2019 meeting were approved and will be posted on the Palomar webpage: <http://www2.palomar.edu/pages/faspc/minutes-and-agendas/>.  
(MSC: Cross/Snow and 3 abstentions)

**II. Naming of Facilities – ACTION (Second Reading)**

Foundation Scholarship Coordinator, Kim Hartwell, presented the Request for Naming of Facilities for second reading and approval. A vote was taken and the Request for Naming of Facilities was approved.  
(MSC: Miller/Akins and 1 abstention)

**III. Other**

VP Garcia reviewed the role of the FAS Planning Council and invited members to send him suggestions/input on ways to make future meetings more meaningful and effective. There was a brief discussion regarding the possibility of having the second FASPC meeting of each month be held on an “as needed” basis. Also discussed was the need for summer Budget Committee meetings as input is needed as the budget is being developed. More discussion will be needed.

**IV. Reports**

A. Report of Vice President: Vice President Garcia reported on the recent budget workshops that are open to all faculty and staff. He shared information regarding the Fiscal Crisis Management Team (FCMAT) and he anticipates a report and recommendations at the November 12<sup>th</sup> Governing Board meeting.

- B. Technology Plan Workgroup: Connie Moise reported the workgroup met on September 18, 2019, and reviewed the following two project proposals for new technology projects.
1. Rewrite the system for attendance collection at Tutoring Centers & Services (and other similar areas) – “PAT 2.0”
  2. Reverse Transfer Project with CSUSM – partnership to share data and offer eligible students “reverse transfer” degrees

In addition, the workgroup is reviewing videoconferencing technologies, including CISCO equipment and the use of Zoom (which is a free service provided by [CCC-TechConnect](#)).

Major upgrades are scheduled for PeopleSoft (Finance, HR, & Student Services) during October.

Finally, the IS department is working to replace the District's back-up system in the data center (in the process of getting quotes), as well as upgrade some of the building infrastructure that is no longer under manufacturer's warranty and ineligible for warranty extensions or third party warranties (such as in the MD building).

- C. Facilities Review Committee: Chris Miller reported the Facilities team and M&O building architects were awarded the *Grand Orchid* at the San Diego Architectural Foundation's award ceremony on Oct. 3<sup>rd</sup>.
- D. Safety & Security Committee: Chris Miller reported the Committee identified 4 projects that were of high priority. Status of the four projects is as follows:
1. Gates were needed for the vehicle entrances at all entrances for the San Marcos campus. All gates are now installed so that the campus can be closed for vehicular traffic.
  2. We need to label the roofs of our buildings to be visible from the air. Some buildings have been labeled, and others are in progress.
  3. The NS Building has experienced ongoing unauthorized entries, including people sleeping in areas. The challenge has been that we have never been able to establish standard operating hours for the building. EH&S and Campus Police have worked with the Dean and hours have been established. The next steps are to install an on/off switch for the elevators so that Campus Police can turn the elevators off when they lock the building to prevent unauthorized entry after hours.
  4. The need for additional security cameras on the San Marcos campus has been identified as another top priority project. At this time we are working on a phasing plan so that the next phases of camera installations can be installed as funds become available for each phase. A question was asked (by Susan Snow) as to where there is camera coverage on the San Marcos campus. Chris M. and Connie M. answered that there is coverage in Lot 12, 9, 5, and the Parking Structure. More coverage is needed in other parking lots and the center core of campus.

Chris reported the Committee is working with Campus Police to come up with some solutions to improve pedestrian safety in Lot 12. The group is also assessing the risk management of the Uber/LYFT services and the associated liability. Chris reminded everyone of the importance of reporting all injuries (students & staff) to campus police. Finally, he reported on recent Emergency Preparedness and Evacuation drills conducted at several sites. John Matson suggested sending text message alerts to students in the

case of an emergency. VP Garcia commented that Aramark and Follett will be included in future emergency preparedness training.

- E. Bookstore Advisory Council: Vice President Garcia reported he's meeting regularly with Bookstore manager, Ramon Rey, Dean Pearl Ly, and faculty member Anastasia Zavodny. They are working together to find solutions to some issues regarding the ordering process for textbooks.
- F. Food Services Advisory Council: Vice President Garcia reported he's meeting regularly with Aramark Asst. Director, Nick Menotti and District Manager, Eric Smith to improve food services at all sites. They're looking into locations on the San Marcos campus for new vending machines that will provide warm meals and fresh food items.
- G. Accreditation Steering Committee: Connie Moise reported writing teams are being formed and the work will begin very soon.

**V. Adjournment**

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