



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

Minutes

December 12, 2019

Call to Order

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held on Thursday, December 12, in Room A-145. The meeting was called to order at 2:35 p.m. by Connie Moise, Director of Information Services.

Roll Call

Members Present: Jenny Akins, Carmen Coniglio, Amber Cross, John Matson, Chris Miller, Connie Moise, Robert Sedillo, Susan Snow

Absent: Stephen Garcia, Acting Vice President, Finance & Administrative Services

Recorder: Jennie Vastola

I. Approval of Minutes

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

II. Other

- A. Governance Structure Group Request – Safety & Security – Chris Miller reviewed the recommended changes. He explained the governance structure needs to be updated to include people from the new Education Centers and to reflect changes that have been made to several positions. After some discussion, there was a recommendation to add, “or designee” after the Director, Human Resource Services. Connie clarified that it’s always acceptable for members to send a designee as long as they notify the committee chair. There was a unanimous vote of approval to move the request to second reading (MSC: Snow/Miller). There was a unanimous vote of approval of the Governance Structure Group Request (MSC: Miller/Snow).

- B. Adjustment Proposal / Lot 15 – Chris Miller explained the proposed adjustment was generated from the Facilities Review Committee (FRC). The FRC felt the proposed change was significant enough that it should be reviewed by members of the FASPC and SPC. Chief Moore explained the objective of the proposal, which is to change San Marcos Campus Lot #15 from a student lot to a designated visitor lot. Although FASPC members had concerns about how the change might affect student parking, there was a majority vote of approval to move the proposal to second reading (MSC: Miller/Snow and one abstention, Matson). There was a majority vote of approval to recommend the Lot 15 Adjustment Proposal to the Strategic Planning Council (SPC) for review (MSC: Miller/Snow and one abstention, Matson).

- C. Discussion – Operationalize Food Services Advisory Council and Bookstore Advisory Council – On behalf of Acting Vice President, Stephen Garcia, Connie Moise asked FASPC members to consider whether or not it would be worthwhile to transition the Food Services and Bookstore Advisory Councils from shared governance structures to operational groups since they both act in an advisory capacity on operational concerns. Both groups are specifically named in (at least) the CCE bargaining agreement, so any proposed changes would have to be negotiated. John Matson reminded the group that the Governance Task Force is closely examining our governance structure and drafting revisions. After further discussion, it was

decided to wait to see what the Governance Task Force develops before any changes are recommended.

III. **Reports**

- A. Report of Vice President: No Report.
- B. Technology Plan Workgroup: No Report
- C. Facilities Review Committee: Chris Miller reported the FRC is working on digital signage for all campus locations. Connie shared information about the responsibilities of the operational group that works on content management. Chris reported the Fallbrook Center project is in DSA for building permits, the Athletics Complex project is in the design development stage, and the PV project is complete and will provide large savings to the District.
- D. Safety & Security Committee: Chris Miller reported a new power outage plan has been created. This group will also be working on a new emergency drill training. Chief Moore and a safety & security consultant will also participate in this project.
- E. Bookstore Advisory Council: No Report
- F. Food Services Advisory Council: No Report
- G. Accreditation Steering Committee: Connie Moise reported the writing teams are finishing up their first assignment, which is gathering information on the many ways we comply with the different accreditation standards.

IV. **Adjournment**

There being no further items, the meeting was adjourned at 3:30 p.m.