

**March 12, 2020**

**Call to Order**

A meeting of the Finance & Administrative Services Planning Council (FASPC) was held via Zoom on Thursday, March 12. The meeting was called to order at 2:30 p.m. by Connie Moise, Director of Information Services.

**Roll Call**

**Members Present:** Jenny Akins, Amber Cross, Chris Miller, Connie Moise, Robert Sedillo

**Absent:** Carmen Coniglio, John Matson, Yulian Ligioso, Susan Snow

**Recorder:** Jennie Vastola

**I. Approval of Minutes**

As a quorum wasn't reached, the minutes of the February 13, 2020 meeting were tabled and will be brought to the next regularly scheduled meeting.

**II. Governance Structure Reorganization**

Connie reminded the council members to review the new Governance Structure Reorganization.

**III. Cost Savings Strategies**

Connie led the council members in a review of the list of cost savings strategy ideas and recommendations that were submitted by staff across the District. The list was organized in the President's office and divided into areas of primary responsibility. The FASPC carefully reviewed the suggestions/recommendations that fell under the primary area of Finance & Administrative Services.;

Primary Area: Finance & Administrative Services

- Bring in money in the summer by renting out rooms to campus & summer educational programs. **In Progress**
- Facilitron program – implementation occurring to manage facility rentals and increase revenue. **Completed**
- Now that the parking structure has been built...parking lot 14...now under-utilized and could be repurposed for retail space ...  
**Completed. The Board voted against this suggestion; current risk and cost is too high. The FASPC recommends tabling for future review.**
- An example of spending money to have bigger savings is to use electric vehicles on campus instead of gas cars ...  
**Completed. The FASPC doesn't recommend purchasing electric vehicles at this time. The Police Dept. vehicles are fairly new and it would be cost prohibitive to make this kind of investment.**
- Analyze long-term and short-term contracts – renegotiate for cost savings.

**Completed. Most contracts come up for review periodically and this is already embedded in our current business practices. As business practices are refined, we will continue to build in periodic reviews/negotiations.**

- Central store purchasing for standard office supplies.  
**Completed. There isn't adequate space in the warehouse to shelf office supplies for the entire District. Our current practice of allowing departments to order office supplies through Office Depot is a more efficient process and provides a better cost savings to the District.**
- Consideration should be applied to the fact that we still have a warehouse and the M&O Building. Why?  
**Completed. The demolition of the old warehouse building is on the Prop M prioritization list and is slated to be demolished soon. There are two buildings, in good condition, that will remain.**
- Contracts online (small number printed)  
**In Progress. We are currently looking at ways to put contracts online and associate them with a P.O. Research has been initiated; staff have attended workshops to learn about software that other schools are using.**
- Mileage reimbursement policy clarity – some staff request every mile.  
**In Progress. AP/BP 6900 Travel is in progress and will travel through the approval process together with AP/BP 6901 Mileage Reimbursement.**
- PeopleSoft can do a lot—use it properly before spending additional funds on new software ...  
**In Progress. Fiscal Services has provided PeopleSoft training for staff and more training will be provided in the future.**
- Rent out under-utilized space at the SEC as co-working space ...  
**In Progress. Through the Civic Center Act / Use of Facilities process, we do currently rent out space at some of our facilities. However, because the Rancho Bernardo Center was built with bond funds, there would be additional requirements and research is being done to determine feasibility.**
- Replace hand towels with blowers.  
**In Progress. The FASPC recommends research and cost analysis needs to be done to determine if the energy cost would be higher than the paper products.**
- Air conditioning – too hot in winter, resulting in energy cost savings.  
**Completed. Current HVAC controls are set at state guidelines. People should report to Facilities to request adjustments to the settings as needed.**
- Close some buildings in the summer.  
**In Progress. The FASPC recommends shifting staff to other buildings in the summer to allow a more efficient use of facilities. Instruction should also look at this to identify buildings that could possibly be closed during summer.**
- Consolidate classes into certain buildings in a manner that would allow us to shut down other building and areas for an extended period, resulting in reduced utility costs and maintenance needs.  
**In Progress. The FASPC agrees this is a good idea and recommends taking action in this direction. Instruction will also need to be involved in discussions/decisions.**

Members were asked to review the following Board Policies and Administrative Procedures with their constituent groups. As staff were working from home (due to the Coronavirus outbreak), an electronic vote was taken a week later on 3/19/20 and the majority of the FASPC members voted to approve the AP's/BP's (listed below) for first reading and move them to second reading. Another electronic vote was taken the following day on 3/20/20 and the majority of the FASPC members voted to approve the same AP's/BP's for second reading and move them forward to the Policies and Procedures Committee.

- BP/AP 3720 – Computer & Network Use
- BP/AP 3810 – Claims Against the District
- AP 6150 – Designation of Authorized Signatures
- BP/AP 6500 – Management of Real Property
- BP/AP 6540 – Insurance
- BP/AP 6545 – Student Accident Insurance
- BP/AP 6740 – Citizens' Bond Oversight Committee
- BP/AP 6800 – Occupational Health and Safety

**V. Reports**

- A. Report of the Vice President: Connie reported Vice President Ligioso is leading the (recently activated) EOC Team and steps are being taken to mitigate the spreading of the COVID-19 virus.
- B. Technology Plan Workgroup: No Report
- C. Facilities Review Committee: No Report
- D. Safety & Security Committee: No Report
- E. Bookstore Advisory Council: Jennie reported Vice President Ligioso had met with the Bookstore Manager and future meetings are being planned.
- F. Food Services Advisory Council: Jennie reported Vice President Ligioso had met with the Aramark Manager and future meetings are being planned.
- G. Accreditation Steering Committee: Connie reported she is participating on one of the Accreditation Writing Teams and her team is making progress on the second assignment. Excellent training was provided from ACCJC and it was well-attended. She said her group has met via video conferencing and the format has worked well for them.

**VI. Adjournment**

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