

MINUTES OF THE MEETING: February 14, 2005

PRESENT: J. Benedict, S. Herrera, Y. Lee, D. Maurizio, S. Mims, A. Muchlinski, D. Schaeffer, J. Woo

EXCUSED ABSENCE: S. Card

ABSENT: W. Carrillo, M. Correia

D. Schaeffer, FiPC Chairperson, convened the meeting at 11:05 a.m.

1. Announcements
S. Card is not able to attend today's meeting.
2. Intent to Raise Questions
There were none.
3. Liaison/Subcommittee Report
D. Schaeffer reported:

P. Higuchi, Director of Administrative Technology and Support Services, provided the following response to FiPC's questions concerning photocopying services:

“Department copiers are charged at 2 rates depending on the machine. High volume machines are charged 5 cents per copy and low volume machines are charged 7 cents. The charge covers the cost of paper, supplies, and maintenance.

“We are currently working with the vendor and the Academic Affairs Fiscal Officer to determine how the replacement and replacement costs will be handled. I am also in the process of working through the Procurement issues and hope to have some of the replacement machines in before the end of Winter Quarter.”

4. Approval of the Agenda for February 14, 2005 (FiPC A 04-5)
It was m/s/p (S. Mims) to approve as amended.
 - 4.1 Add item 6 - Draft Strategic Planning/Budget Guidelines for 2005/2006
 - 4.2 Re-arrange numeric order.
5. Approval of the Minutes for January 24, 2005 (FiPC M 04-4)
It was m/s/p (A. Muchlinski) to approve the minutes as amended.
6. Draft Strategic Planning/Budget Guidelines for 2005/2006
The Executive Committee requested the FiPC's input on the Draft Strategic Planning/Budget Guidelines for 2005/2006. After reviewing and discussing the Guidelines and the Executive Committee recommendations, the FiPC members provided their input. D. Schaeffer will prepare a memo for the Executive Committee to be submitted by the requested deadline.

7. Facilities Chargesbacks and Other Facilities Concerns

Time Certain: 11:15 a.m. Guest: J. Ferris, Director of Facilities Services

J. Ferris answered the Committees questions on various facilities chargeback issues. He agreed to forward a schedule of custodial and maintenance cycles for campus buildings. Mr. Ferris suggested that work-orders could be tracked on the Facilities website. He would check on the accessibility of this function and get back to the Committee. Mr. Ferris did not know the status of Administrative Procedure 503. D. Schaeffer will check with Dr. S. Garcia, Vice President for Administration and Chief Financial Officer.

8. Instructionally Related Activities Proposals Process

D. Schaeffer has sent a request for more information to Dr. E. Lipton, Assistant Vice President for Academic Affairs - Planning and Resources and Dean, Educational Support Services. No response has been sent to date.

9. Minor-Cap Projects Process

Postponed.

10. PeopleSoft and GET

Postponed.

11. Adjournment

It was m/s/p (J. Benedict) to adjourn at 12:35 p.m.