



**ADMINISTRATIVE SERVICES  
PLANNING COUNCIL  
MINUTES**

October 24, 2002

A meeting of the Administrative Services Planning Council was held on October 24, 2002., in RS-5.

**Members Present:** Patton, Jay, Wick, Flores, Stoney, Meyer, Ellis, Poole (for Echeverria), Houser, McCluskey, Bishop, Barrett, Sullins, Della Santina, Melena, Metzger

**Guests:** Steve Gallup, ARAMARK

**I. Approval of Minutes**

The minutes of October 10, 2002 were approved and are posted on the Administrative Services web page.

**II. Institutional Review Report**

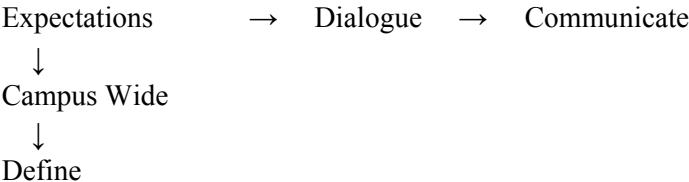
There were no comments on the report that was distributed at the last meeting.

**III. Strategic Plans of AS Departments**

Jerry Patton distributed a handout of prior year goals & objectives. The format used was the old one from B. Barr which consisted of 3 & 5 year plans. He noted that the Bookstore was not included and that Food Services will not be included in AS future plans. He asked the Council to think about how the Strategic Plan for AS will interface with the outside vendors (ARAMARK & Follett).

Discussion took place on the process, but it was difficult to evaluate progress & outcomes.

J. Patton explained his formula for discussion of the process the Council may follow:



At this point Jerry requested input from Council members. Ken Jay responded that there is a lack of resources and people, but in his department his staff will always responded that the work (will get done.” Campus-wide everyone wants *their* item/service first. Ken followed-up by stating that electronic linkages could improve the Business Services processes. Although he does not have the staffing knowledgeable in this area to investigate this arena. Systems analysts are key to departments to work with programmers. E-Procurement is expensive and complicated and would change “how we do business.” This is a global institutional issue.

Don Sullins from IS spoke to this issue. He stated IS Programmers need to have a working knowledge of the department’s they serve on campus and wants them to help departments think of ideas and ways to improve departmental processes. The traditional “programmer only” duties no longer apply. He feels that the IS department has enough programmers, but lacks the systems analysis skills and will focus them in that direction.

Jerry House questioned if we are moving forward as fast and effectively as we should. Don replied that he doesn't have the staff to do R & D, they are more *reactive*.

Jerry Patton expressed that the ASPC understand the Goals & Objectives of the AS departments and how they will mesh with the Goals & Objectives of the Strategic Planning Council.

			<u>Departments</u>
<b>P</b> lanning	→	Mission	- Business Services
<b>O</b> rganizing		Goals	Campus Police
<b>A</b> ctivating		Objectives	Facilities
<b>C</b> ontrolling			Fiscal Services
			Food Services
			Information Services
			Office of Council/Contracts
			Payroll

Business Services = Purchasing, Accounts Payable, Risk Management, Graphics, Mailroom, and Warehouse – each unit has its own respective mission

Discussion took place on each unit of Business Services and how they interact with the campus community.

J. Patton stated that we need to always focus that Administrative Services is a *service unit*. We need to understand and respect the end-user at all times. This does not always entail more dollars but rather an efficient use of resources.

Campus Police = Law enforcement, security, parking, traffic control, disaster preparedness, and dispatch.

This is an area of Administrative Services that gets lots of attention especially since we now have armed police officers. Additionally, parking is always an issue.

Jerry Houser questioned what happens when the grant runs out that is funding the staffing of officers. Jerry Patton stated that the Police Department will need to be self-supporting and still meet the needs and demands of the college. It was pointed out that the state does not fund parking improvement – funding comes from parking fees.

Jim Stoney stated that the top priority of law enforcement is safety. It appears that we have been having an influx of crime on the San Marcos campus when in reality people are just getting caught.

Security at the Centers has been an issue for Campus Police. Crime at the Escondido Center has been increasing. The Center is staffed with CSO's. Mike Ellis stated that several years ago the idea of closed circuit cameras on the light polls in San Marcos and the Centers. The idea was shot down – staff did not like the thought of “big brother.”

It was suggested that cameras be installed at the Escondido Center – but not have them connected – just as a deterrent. Discussion continued how the Council puts ideas into place. Jerry Patton stated that we'll incorporate ideas as they come up into our strategic plan.

It was decided that the Council thought that going through each departments units and functions would be a good idea since the members outside of Administrative Services are not familiar with how involved each department is.

It was requested that if acronyms are used that at least a definition is given.

The next department “up at bat” is the Facilities Dept.

**IV. Next Meeting:**

The next meeting of the ASPC is Thursday, November 14, 2002 at 3:30 in Room RS-5

The meeting adjourned at 5:00 p.m.