



**ADMINISTRATIVE SERVICES
PLANNING COUNCIL**

AGENDA

MEETING TYPE:	x	Staff	Date: September 11, 2003
		Product/Project	Starting Time: 3:30 p.m.
		Special	Ending Time: 5:00 p.m.
			Place: SU-18

CHAIR : Jerry Patton **MEMBERS:** , Bishop, Atkins, Ellis, Flores, Good, Houser
Jay, Soto (ASG), McCluskey, Dolan,
Stoney, Sullins, Wick

RECORDER: Jo Anne Giese

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
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- I. Approval of Minutes – Lack of quorum on June 19, 2003
- II. Items for Discussion
 - a. Performance Benchmarks (Institutional Review Committee)
 - b. Annual Implementation Plans

Objective/Activity <i>Goal: Facilities Improvement</i>		Primary Person(s): VP Finance & Administrative Services; Director of Facilities	
Develop and fund an on-going district-wide maintenance plan for buildings and grounds that demonstrates the commitment to a clean, attractive learning environment (02-03)		Assigned Groups: Facilities Review Committee	
Estimated Cost:	One Time	Funding Source: General Funds	
	Ongoing X	Time Line: June, 2004	
November, 2003	February, 2004	May, 2004	

Objective/Activity <i>Goal: Facilities Improvement</i>		Primary Person(s): VP Finance & Administrative Services; Chief of Police; Director of Facilities	
Develop and implement a flexible parking plan that accommodates the needs of students, faculty, staff, and the community (02-03)		Assigned Groups: Facilities Review Committee	
Estimated Cost:	One Time X	Funding Source:	
	Ongoing	Time Line: January, 2004 (Plan)	
	February, 2004	May, 2004	

Objective/Activity <i>Goal: Facilities Improvement</i>		Primary Person(s): VP Finance & Administrative Services;	
Evaluate and improve district-wide facilities-related safety and security throughout District (02-03)		Assigned Groups: Safety & Security Committee; Director of Facilities; Manager, Environmental Health & Safety; Chief of Police; Director of Education Centers	
Estimated Cost:	One Time	Funding Source: Parking Fund; General Fund	
	Ongoing X	Time Line: June, 2004	
November, 2003	February, 2004	May, 2004	

III. Budget Update

IV. Administrative Services Web Pages (K. Jay)

V. Committees Reports

- A. Facilities Review Committee
- B. Campus Police Advisory Committee
- C. Safety & Security Committee

VI. Other

Next Meeting: September 25, 2003
SU-18