



**ADMINISTRATIVE SERVICES
PLANNING COUNCIL
MINUTES**

December 11, 2003

The regular meeting of the Palomar College Administrative Services was held on December 11, 2003 in SU-18. The meeting was called to order at 3:30 p.m. by Jerry Patton.

Roll Call

Members Present: Akins, Bishop, Dolan, Ellis, Flores, Good, Houser, Jay, McCluskey, Metzger, Sullins, Simmonds, Vargas, and Blanckett (ASG)

Members Absent:

I. MINUTES

The minutes of November 13, 2003 (Bishop/Ellis) were approved and will be posted on the Palomar web site: www.palomar.edu/committees as well as the Administrative Services web page.

II. ITEMS FOR DISCUSSION – 1st Reading

a. Cingular Cell Site: Mike Ellis reported that he is in receipt of Cingular's contract proposal and they are offering \$18,000 annually for rent, they will pay all utility costs, they will cover all expenses associated with the installation. Mike has a few concerns about some of the language and is asking Business Services/Contracts to review the documents.

The committee recommended to Mike that we charge \$2,000/monthly or \$24K annually for rent.

b. Communication Process: The Directors of Administrative Services shared concern that as the planning councils accept and make recommendations that all parties are reminded to follow the processes set up within Administrative Services to communicate, remodels, computer/data moves and needs.

Jerry Patton will discuss with the President's Cabinet.

c. Future Annual Implementation Plan: Mike Ellis reported that the Facilities Review Committee has recommended a task force be established to review current procedures and develop the specifications for a way-finding/campus signage system. We may need to hire a professional to design and provide the specifications for the new system. The task force is looking for members that are interested in participating on this project.

d. Proposed Board Policy – Risk Management : ASPC reviewed the proposed board policy change provided from the Safety & Security Committee. This will come back for 2nd reading and then to SPC.

e. Proposed Board policy – Injury/Illness Prevention : ASPC reviewed the proposed board policy change provided from the Safety & Security Committee. This will come back for 2nd reading and then to SPC. The District does not currently have an Injury/Illness Prevention policy.

f. Board Policy 105 – Smoking : There was discussion on how to best get the information out to the campus about the new law taking effect January 1, 2004 stating "no smoking within 20 feet of buildings." There is a need to have designated smoking areas and a sensitive alternative to smokers. Bruce Bishop suggested the proposed policy read, "There shall be no smoking permitted in buildings or within 20 feet of buildings or in areas designated as non-smoking at Palomar College." ASPC members are to submit any comments or suggestions to Kelley Hudson-MacIsaac.

III. 2nd READING: N/A**IV. INSTITUTIONAL REVIEW**

The committee had reviewed the self-study reports sent to them via e-mail and reported that they were impressed. They did not have the opportunity to review the Facilities Department's self study since that was done in Facilities Review. ASPC members would like to review.

V. COMMITTEE REPORTS**a. Facilities Review Committee:**

1. The request for renovations at the Public Safety Center @ Santar Place was put on hold by the PI Cabinet.
2. The request for a Veterans Memorial was put on hold until Bruce Bishop can meet with the Veterans Memorial Committee and come up with a plan that meets the needs of the students and the Veterans.
3. The committee approved the submittal of projects for the 5 Year State Scheduled Maintenance Program.
4. The committee received a request from ETV to install and enclosed office in the front entrance.

b. Campus Police Advisory Committee: no report**c. Safety & Security Committee:**

1. Campus Smoking Areas were discussed as a part of the new smoking regulations and some of the committee members are looking at the various areas around the campus.
2. Carts on Sidewalks: The Disabled Resource Center staff addressed the committee stating the difficulty they experienced delivering disabled students to their classes by not being able to use the main sidewalks between 7:30am and 1:30 pm. The committee approved a special access trial period for the Spring 2004 semester. The DRC staff will be allowed to use the sidewalks to deliver disabled students to their classes.
3. Emergency Procedures: There was discussion on the District's emergency procedures and a need to review the current procedures and get the information out to all staff.
4. SWACC Inspection: The State Wide Association of Community Colleges (SWACC) which is one of our insurance providers will be doing their annual inspection on December 10th through the 12th. All departments have been notified of their scheduled inspection times.
5. T-Bldg Asphalt Repairs: The Trades & Industry Department has requested this project to be delayed because there is a timber framing class scheduled over the semester break. We will try to schedule the work over the Spring Break.
6. PCEC Student Seizure: There was an incident where a student was having a seizure and Campus Police could not be located. The problem deals with the procedures that were followed and not necessarily with the response from the Campus Police. Norma Bean will review the procedures and communicate them with her staff.

VI. OTHER

The next ASPC meeting will be held on January 22, 2004 at 3:30 p.m. in SU-18.

The meeting was adjourned at 5:00 p.m.