



**ADMINISTRATIVE SERVICES
PLANNING COUNCIL
MINUTES**

December 9, 2004

The regular meeting of the Administrative Services Planning Council was held on November 11, 2004 in SU-18. The meeting was called to order at 3:30 p.m. by Joe Newmyer.

Roll Call

Members Present: Akins, Crowe, Cruz, Dolan Ellis, Good, Newmyer, Simonds, Sullins, Wick (for McCluskey)

Members Absent: Bishop, Flores, Jay

Guests: Norma Bean

I. MINUTES

The minutes of November 11, 2004, 2004 (MSC: Ellis/Crowe) were approved and will be posted on the Palomar web site: www.palomar.edu/committees

II. ITEMS FOR DISCUSSION/INFORMATION:

a. FSTF Report.

Joe reported that the "Over-Budgeting" Phase I process has begun. He also reported that the District and the PFF have reached agreement. Terms of the agreement are 5.5% salary increase effective last July 1, plus up to an additional 2.5 % depending on growth. (The 5.5% includes the 2.41% that CCE, CAST, and AA have already received.)

Joe has been meeting with Administrative Services directors and reviewing their budgets per the terms of the "over-budgeting" process. Phase II of the process will allow the District to meet high priority needs campus-wide.

This report will be presented to the Governing Board in January.

b. FY04-05 Budget Restoration

The Council members reviewed the FY04-05 Budget Requests that were submitted to SPC. It was agreed that the five (5) frozen positions for Facilities be forwarded to SPC as ASPC's high priority funding request. It was also requested that a 100% position of Internal Auditor be approved. Joe requested that CAST review this request and come back with a recommendation. Justification for the position is that the District is fiscally independent and it is our responsibility to self-audit.

There were items on the list that have been funded through San Marcos Redevelopment funds and can be removed from the list. Mike requested that his requests remain on the list except for the dump truck and riding mower. Mike also suggested that his AIP requests could be removed for this year. Also, there are items on the list for Fiscal that is now the responsibility of Student Services. Don removed all of the Information Systems items except for IS Nextel phones. Tony Cruz from Campus Police requested that the replacement electric cart stay on the list. Espy was not present to comment on her requests.

The Council discussed the assumption that these requests would/should be reviewed annually by each planning council.

III. 1st READING

- a. Campus-wide power system: Mike reviewed the Emergency Generator proposal he has been working on. The first option is to have emergency generators around campus for various departments. He discussed the pros/cons of generators. Option II was Electrical Power Plant with Co-Generation. This option would provide electrical power to the entire San Marcos campus. Mike described how a con-generation plants works, its pros & cons and possible location. We would work in coordination with the City of San Marcos and SDG&E. He is setting up a "working group" to research options and is asking for volunteers. Mike will bring this item back to a future ASPC meeting.
- b. Fund Raising Governance Structure: SPC has tasked ASPC with developing a procedure relating to innovative fundraising. Joe asked for a volunteer. We will ask for volunteers from each council.

IV. 2nd READING

- a. Security Cameras at Escondido Center: Tony and Norma presented a quote they received for one camera to be installed at the Escondido Center, Lot 3. Discussion continued on the need due to gang activity in the neighborhood and whether one camera is sufficient. Tony and Norma were tasked with working with the Purchasing Department to obtain additional quotes, although Norma does have the money in her budget.

It was suggested that this item be forward to SPC for final approval of installation.

Motion: Approve security cameras at Escondido Center not to exceed \$15,000 which is in the Escondido Center Budget. MSC (Good/Crowe)

V. COMMITTEE REPORTS

- a. Facilities Review Committee: No report
- b. Campus Police Advisory Committee: No report
- c. Safety & Security Committee: No report

VI. OTHER

The ASPC will meet once a month on the 2nd Thursday of the month at 3:30 in SU-18, except for two meetings March 8 and April 7 when SU-18 is not available. Locations for those meetings to be determined.

Meeting adjourned at 2:45

The next ASPC meeting will be held on February 10, 2005 at 3:30 in SU-18