



**ADMINISTRATIVE SERVICES
PLANNING COUNCIL
MINUTES**

November 11, 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, Bishop, Crowe, Cruz, Dolan Ellis, Flores, Good, Jay, Metzger, Newmyer, Simonds, Sullins, Wick (for McCluskey)

Members Absent: McCluskey

Guests: Jayne Conway, Brian Herritt

I. MINUTES

The minutes of October 14, 2004, 2004 (MSC: Crowe/Jay) were approved and will be posted on the Palomar web site: www.palomar.edu/committees

II. ITEMS FOR DISCUSSION/INFORMATION:

a. Operational versus Policy & Procedure – Discussion on what items should come to this Council. If departments have requests and have the funds – they should be able to make purchases.

Mike stated that the purchase of cameras at Escondido Center raised concern of the “big brother” issue. The item of defibrillators could be a purchase from the General Fund.

Recommendation: Once a committee reporting to ASPC passes an action, it comes to ASPC for information, if ASPC members feel the item would be an issue then it would come forward as an action item – otherwise the reporting committee would move forward with the information item. The minutes and agendas of ASPC are posted on the web and are accessible to everyone. There was no opposition to this recommendation.

b. Account Numbers – the issue of the number of digits has come up – we currently have 28 digits. There was discussion on the need for so many numbers and would our system accept a change. Human Resources and Payroll use a different account string, utilizing a letter system in place on digits. Joe will ask Martin to set up a task force comprised of Janien Lau-Thompson, Cindy Fisher, Tricia Frady, Tracy Sickinger, and Linda Balko and himself to review the digits in the system and see if a change would be worth the effort.

c. Budget Reports – Joe inquired as to whether there is a need for budget training. Council members stated that they print their own department budgets. There are departments that do not run their budgets and continually submit Purchase Requisitions with insufficient funds. A lot of departments maintain their own spreadsheets to track their own funds. Discussion continued about when funds are encumbered in the Purchasing Department. The PeopleSoft system is never up-to-date.

III. 1st READING

a. Proposal for security cameras at the Escondido Center – Brian Herritt reported on gang activity in Escondido – especially around the Escondido Center. It is believed that security cameras will deter criminal activity at the Center. The idea is not to spy on people. The internet based system will be

available when there is a need to identify a criminal offender. There is only one officer and one CSO patrolling the center. There will not be a staff person assigned to monitor the cameras. There was discussion on the number of cameras that would be needed. It was agreed that the trees in Lot 3 would need to be cut down in order for the security camera to be effective. There was consensus among Council members that something needs to be done. Motion: Move forward with the idea for at least one camera and to review vendors and prices and come back for a second reading. MSC Dolan/Crowe).

b. Closure of Lot 12 across from Lot 11 – This recommendation came from Safety & Security. It was agreed that this is a perfect example of Operational versus Policy & Procedure. It was agreed to move this item to second reading. Motion: Approve this closure (MSC - Dolan/Crowe). Mike will put an article in the Telescope explaining the closure

IV. **2nd READING**

a. AED Proposal – The cost for the AED will be about \$18,000 plus on-going costs. The funds will come from the General Fund. Motion: Move approval of the purchase of AED – MSC (Ellis/Dolan)

V. **COMMITTEE REPORTS**

a. Facilities Review Committee:

Mike reported the relocation of the Redwood City loading zone to Lot 6 due to the closure of the road into Redwood City. Also suggested was that the President moving his parking spot to Lot 1 or 2 due to the construction of the High Tech Building.

The committee also heard a request from Herman Lee to convert the dental area at the Escondido Center for records storage. His area is trying to make room for office space. The committee was concerned about security of permanent records. Also, there is not a budget to cover the cost of utilities.

The Art Department has submitted a request to put a permanent roof and lights on the timber frame structure next to the Theatre.

b. Campus Police Advisory Committee: No report

c. Safety & Security Committee:

As a result of the recent campus closure, the committee is setting up a sub-group to review and update emergency procedures and the evacuation plan.

VI. **OTHER**

a. Emergency Generator

Don expressed the need for an emergency generator to keep the computer systems, telephone systems and dispatch up and running during a power outage. Mike described a campus-wide power system he is researching. He will report back at the next meeting for a 1st reading to move ahead.

Meeting adjourned at 4:55

The next ASPC meeting will be held on December 9, 2004 at 1:00 in RS-5