



**ADMINISTRATIVE SERVICES  
PLANNING COUNCIL  
MINUTES**

October 14, 2004

The regular meeting of the Administrative Services Planning Council was held on October 14, 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: Norma Bean, Jayne Conway, Kelley Mac Isaac

**I. MINUTES**

The minutes of September 23, 2004 (MSC: Jay/Ellis) were approved and will be posted on the Palomar web site: [www.palomar.edu/committees](http://www.palomar.edu/committees)

**II. ITEMS FOR DISCUSSION/INFORMATION – 1<sup>st</sup> Reading**

a. AED Proposal from Safety & Security: Kelley discussed the proposal for Automatic External Defibrillator purchase and training. The proposal is for 7 AED's to be distributed as follows: 3 for Campus Police, 1 for Health Services, 2 for Athletic Department trainers (including the Wellness Center), 1 for Escondido Center. There are also training and maintenance costs associated with the purchase. Initial start-up will be \$18,000 to \$20,000. On-going costs would be approximately \$1,000 per year.

Discussion continued on liability of training. A minimum of 8 people will be trained. This is the pilot training and is considered Phase I and the campus community will be phased in for training. There is Council support for this purchase.

This item is scheduled to come back for a second reading when more detailed information will be provided.

b. Budget Reports – this item was postponed for a future meeting

c. Account Numbers – this items was postponed for a future meeting

**III. 2<sup>ND</sup> READING**

N/A

**IV. COMMITTEE REPORTS**

a. Facilities Review Committee:

Mike Ellis reported the conversion of SU-22 (ASG game room) to classroom use. Mike is concerned that this item went around the process/procedure and is already in the spring schedule. He also reported the proposed conversion of the racquetball courts to classrooms and it impact on our capacity load ratio.

The committee discussed the parking issues due to the high tech building. The committee will make a recommendation to have Lot 7A for staff; Lot 8 will be part staff and part students and recommend that a portion of Lot 1 be available for students.

Also discussed was the 2005-05 Annual Implementation Plan regarding master signage and it is recommended that the District develop a budget to hire a consultant specializing in "way finding" systems.

Mike reported that the high tech bid was approved at the Governing Board meeting. Construction is due to begin November 1, 2004.

b. Campus Police Advisory Committee: No report

c. Safety & Security Committee:

*Proposal for security cameras at the Escondido Center*: Tony Cruz reported regarding the increased gang activity in Escondido and the concern for our student and staff safety. He introduced a representative from American Surveillance and Security. The rep proceeded to outline a design of camera he would suggest for the Escondido Center. The biggest area of concern would be Lot 3. A fact sheet will be developed describing the pros & cons of security cameras and will be sent to Jo Anne for distribution. The Safety & Security Committee has approved the concept and identified the need of using security cameras at the Escondido Center.

*Closure of Lot 12 entrance from Lot 11*: There is a recurring problem of pedestrians not using the crosswalk from Lot 11 to Lot 12. They are cutting across Comet Circle from the driveway and there is no stop sign at this area. The Police Department has monitored this area at great length. The Safety & Security Committee along with the Police Department are recommending closing this particular entrance. Once the entrance has been closed students will cross over Comet Circle to a sidewalk and not a parking lot.

#### IV. OTHER

Meeting adjourned at 4:30

**The next ASPC meeting will be held on November 11, 2004 at 3:30 p.m. in SU-18.**