



**ADMINISTRATIVE SERVICES  
PLANNING COUNCIL  
MINUTES**

September 23, 2004

The regular meeting of the Administrative Services Planning Council was held on September 23, 2004 in SU-18. The meeting was called to order at 3:30 p.m. by Joe Newmyer.

Roll Call

Members Present: Cruz, Ellis, Flores, Good, Jay, Metzger, Newmyer, Simonds, Sullins, Wick (for McCluskey)

Members Absent: Akins, Bishop, Dolan

**I. MINUTES**

The minutes of May 13, 2004 (MSC: Jay/Good) 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**

The Council members reviewed the 2003-04 Annual Implementation Plans:

Goals #9 – Explore options for flexible multi-year departmental budget planning: This was a RAC issue. A task force was formed and made a recommendation which was forwarded to SPC. We will re-send to SPC

Goal #10 – Continue efforts to make budget reports user-friendly: This is a work in progress and Fiscal continues to work of this. There is the hope that Version 8.8 will help solve this problem. The date of July 1, 2005 is the target implementation date. ASPC will re-visit this item once implementation of Version 8 has occurred. It was also suggested that this item is a “continuous process.”

Goal #11 – Develop and implement a long range budget plan for computer hardware and software upgrades and/or replacement: The Technology Master Planning Committee is responsible for this plan. ASPC will consider the budget impact after the plan is completed.

Goal #12 - Ensure planning and Revenue Allocation processes effectively address the equipment replacement needs of the educational and student services programs of the college (ACC): The plan is complete, but the funding of \$250,000 annually has not been identified. This plan is designed to develop a prioritized list. There is an allocation of \$270,000 for Instructional equipment, but that does not cover other division’s requests.

Goal #14 - Future retiree health and dental benefits be clearly identified and funded as a future obligation of the college (ACC): This item has been addressed in the Facilities Review Committee. It was discussed that in the context of obligation that the health benefit plan impacts the future obligation. The Benefit Committee is reviewing the current plans. The District will look at current benefit packages.

Goal #15 - 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): Mike will develop a list and take to Facilities Review for approval. There may be some one-time funds available.

Goal #16 - Develop and implement a flexible parking plan that accommodates the needs of students, faculty, staff, and the community (02-03): A plan has been established – just lacks funding. Discussion followed about parking on campus. Students will lose 70 spaces due to the high tech building construction.

Alternative parking ideas were discussed to accommodate staff and students. It was requested that Tony assign a member of his staff to count empty spaces in Lots 1 & 2 Monday through Thursday at 10:00 a.m.

Goal #17 - Evaluate and improve district-wide facilities-related safety and security throughout District: A “working” plan has been developed.

Goal #18 - Develop and implement uniform Facilities Use Policy and Procedures: Meetings have been held with the Instruction office of the item. A task force has completed the revisions to the policies and procedures..

Joe then distributed a DRAFT copy of the Annual Implementation Plan for 2004-04. Item #13 – Master Signage Plan – has been added and Mike has a group working on this plan. This item is part of the District Master Plan and is a work in progress.

### **III. COMMITTEE REPORTS**

- a. Facilities Review Committee: Mike reported that the cell services requesting to install sites in the Facilities area are now offering \$2,000/month and \$20,000 up front.
- b. Campus Police Advisory Committee: No report
- c. Safety & Security Committee: No report

### **IV. OTHER**

Wendy asked that we find a replacement for her pm the Fiscal Stability Task Force as she will have to miss a lot of meetings. Jo Anne will make this request of the other faculty members on the Council.

Also, it was agreed that the Council will meet on a monthly basis.

Meeting adjourned at 4:30

**The next ASPC meeting will be held on October 14, 2004 at 3:30 p.m. in SU-18.**