



**ADMINISTRATIVE SERVICES
PLANNING COUNCIL
MINUTES**

May 13, 2004

The regular meeting of the Administrative Services Planning Council was held on May 13, 2004 in SU-18. The meeting was called to order at 3:30 p.m. by Jerry Patton.

Roll Call

Members Present: Akins, Charas (ASG), Ellis, Flores, Good, Houser, Jay, McCluskey, Metzger, Patton, Simonds, Sullins

Members Absent: Bishop

Guest: Joe Newmyer

Jerry introduced Joe Newmyer to the Council stating his expertise in the community college system and with budgeting. Joe expressed his enthusiasm for the opportunity to help out Palomar College.

I. MINUTES

The minutes of April 22, 2004 (MSC: Jay/McCluskey) were approved and will be posted on the Palomar web site: www.palomar.edu/committees

II. ITEMS FOR DISCUSSION/INFORMATION

a. Revenue Allocation Committee Task Force

Jerry explained that a new task force is being formed to come up with solutions to “right-size” the budget – Financial Stability Task Force which would consist of RAC and two members from each council. The two members representing ASPC will be Wendy Metzger and Ken Jay. The Council concurred.

b. Annual Implementation Plans have been submitted to the president’s office. The Council received copies. Unfortunately, there are no funds available to actually implement the plans.

c. Restoration Budget

The Council prioritized the FY04-05 budget requests and restoration of budgets that were cut in FY03-04. There was disparity between planning councils as to who cut and who didn’t. The CCE members made it clear that they would not approve restoring student salaries and feel they should be eliminated first if budgets need to be cut further. The Councils will submit their restoration budgets to SPC for approval.

The Administrative Services Directors were encouraged to continue their “bench marking” process to use as a tool when requesting resources and to assure the rest of the campus that their spending is within specific parameters.

IV. COMMITTEE REPORTS

a. Facilities Review Committee:

Mike discussed the Library remodel request and funding is being requested from the President’s Associates. He also discussed the Adjunct Faculty office building – its proposed site is Lot 12.

b. Campus Police Advisory Committee: No report

c. Safety & Security Committee:

The committee has recommended the closure of entrance to Lot 12 across from Lot 11. Want to re-route pedestrian traffic to the cross-walk.

VI. OTHER

Meeting adjourned at 4:15

The next ASPC meeting will be held on September 9, 2004 at 3:30 p.m. in SU-18.