



**ADMINISTRATIVE SERVICES  
PLANNING COUNCIL  
MINUTES**

October 13, 2005

The Administrative Services Planning Council was held on October 13, 2005 in SU-18. The meeting was called to order at 3:30 p.m. by J. Madrigal (for R. Deegan).

Roll Call

Members Present: Ellis, Flores, Faulkner, Laderman, Simonds, Sullins, Wick

Members Absent: Akins, Bishop, Crowe, Jay, Parks (ASG)

Guests: Sara Thompson

**I. MINUTES**

The minutes of May 12, 2005 and September 8, 2005 were approved and will be posted on the Palomar web site. (MSC Ellis/Flores)

**II. ITEMS FOR DISCUSSION/INFORMATION**

Institutional Review: Sarah Thompson gave a presentation on Institutional Review 2005-Non-Instructional Program Guidelines. Questions and answers on the process followed.

**III. 1<sup>st</sup> READING**

None.

**IV. 2<sup>nd</sup> READING**

None.

**V. COMMITTEE REPORTS**

a. Facilities Review Committee

M. Ellis reported on the following items:

The Facilities Review Committee has received a number of proposals for exterior signage. A working group has been formed to create guidelines & procedures for the use of exterior signage.

A request has been received for additional vending machines, specifically juice and sports drinks on campus. This request is now being reviewed.

The Committee has been working on annual reports for annual implementation plans for facilities improvement, safety & security and parking improvements. Target date for completions of the reports is December 31, 2005.

b. Campus Police Advisory Committee/Police Review Task Force

M. Ellis reported that the Police Review Task Force had met. Several recommendations will be forwarded to SPC relative to staffing of police officers, services they will provide, funding level

requirements, etc. Twelve (12) items in all will be presented to SPC by Kelley Hudson-MacIssac and/or Kevin Barrett.

c. Safety & Security Committee

M. Ellis reported the Committee approved the upgrade of the lighting at the swimming pool, utilizing the safety repair fund;

The Committee formed a working group to review and make recommendations to ASPC on registered sex offenders taking classes at Palomar College and what actions need to be taken when a minor is in the same class.

**VI. OTHER**

V.P. Madrigal reported President Deegan has assigned the Campus Police Department to report to the Vice President of Student Services, effective immediately. This change in reporting has been created by the absence of a permanent Vice President of Finance & Administrative Services.

V. P. Madrigal shared with the Committee the timeline for the hiring of the Vice Presidents for Human Resources and Finance & Administrative Services.

Meeting adjourned at 4:15

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