



**ADMINISTRATIVE SERVICES
PLANNING COUNCIL
MINUTES**

March 10, 2005

The regular meeting of the Administrative Services Planning Council was held on March 10, 2005 in SU-18. The meeting was called to order at 3:30 p.m. by Joe Newmyer

Roll Call

Members Present: Akins, Bishop, Cruz, Dolan, Ellis, Flores, Jay, McCluskey, Newmyer, Simonds, Sullins,

Members Absent: Crowe, Metzger

Guests: N/A

I. MINUTES

The minutes of February 10, 2005 were approved and will be posted on the Palomar web site:
www.palomar.edu/committees

II. ITEMS FOR DISCUSSION/INFORMATION: N/A

III. 1st READING

- a. Review one-time requests: Joe reviewed the distribution of one-time funds approved by FSTF and to be forwarded to SPC. The breakdown is as follows:

One-time funds currently available for distribution:	\$1,000,000
Less: Facilities re-instatement	(100,000)
 Sub—total available for allocation to planning areas	 \$ 900,000
 *Allocation amounts recommended:	
Instruction (net of \$105,735 Block Grant adj.)	455,235
Student Services	191,862
Administrative Services (including Fiscal/Admin., Human Resources & President)	252,903
 Total	 \$1,000,000

The council members also reviewed this list of one-time requests from Administrative Services departments (less \$100,000 worth of requests from Facilities). This list will also have to be combined with requests from the President's Office and Human Resources and then prioritized. It was agreed that the Director's prioritize their requests.

- b. FY05-06 Budget Requests: Budgets are due to the VP's tomorrow for review. Of importance are the requested increases. We will also need to look at the growth that will occur at the Escondido Center. We have legal option that the vacant space can be used for Adult Education and Non-Credit classes. This means that Facilities will be responsible for Custodial, Maintenance, etc. The requested increase will be summarized and sent to ASPC. Clarification of the justification was requested on the budget document.

- c. Indirect Cost Fee: Joe called for volunteers to form a working group as tasked to ASPC from SPC to review current fees and programs and come with a plan. The volunteers were Martin Good, Ken Jay, and Becky McCluskey.

Ken distributed a handout that he wanted to move to 1st Reading that he was going to address under “Other” on the agenda. His memo was “Suggested Revision to Board Contract Review Policy.” The Board has requested a change as to how they receive contract information. This item was discussed at length and it was agreed that further clarification is needed from the President and the Board. The item will be brought back.

IV. 2nd READING

- a. Request for permit increase (from Campus Police Advisory Committee). This item was “tabled” until further review from the Campus Police Review Task Force. (MSC)

V. COMMITTEE REPORTS

- a. Facilities Review Committee: No report other than capital improvement projects that were submitted for review as one-time funds which will also be listed as line items in the Facilities FY05-06 budget.
- b. Campus Police Advisory Committee/Police Review Task Force: No report – will meet on March 17, 2005.
- c. Safety & Security Committee: No reportable action

VI. OTHER

There will be a special meeting on March 31, 2005 to review FY05-06 Budgets

Meeting adjourned at 4:30

The next ASPC meeting will be held on March 31, 2005 at 3:30 in SU-18