



**ADMINISTRATIVE SERVICES  
PLANNING COUNCIL  
(REVISED)MINUTES**

February 9, 2006

The Administrative Services Planning Council was held on February 9, 2006 in SU-18. The meeting was called to order at 3:30 p.m. by Dr. Bonnie Ann Dowd.

Roll Call

Members Present: Akins, Bishop, Dowd, Ellis, Flores, Jay, Laderman, Lesyna, Rosas (for ASO), Sullins, Simonds, Wick

Members Absent: Crowe

Guests: Thompson

**I. MINUTES**

The minutes of December 15, 2005 were approved and will be posted on the Palomar web site (Jay/Wick).

**II. ITEMS FOR DISCUSSION/INFORMATION**

1. Institutional Review process: Sara Thompson re-iterated the IR process and the accreditation requirements. She stressed the importance that all council members review the documents and provide feedback. There was discussion on how we implement planning and feedback to departments. It was discussed that the IR documents would be put into Administrative Services departments AIP's.

2. Review Role of ASPC: The council members reviewed the ASPC governance structure and noted obvious changes; remove Food Services and Bookstore as those areas no longer report to the VP of Administrative Services. It was agreed that it be noted that Campus Police has been temporarily changed to report to the VP of Student Services. It was requested that Interim Chief of Police be asked to continue attending ASPC since his reports are critical to Administrative Services operations. It was also noted that a faculty rep is needed from the Facilities Review Committee. Mike will bring this item to the next FRC meeting. Corrections as noted will be made and sent out to the Council.

3. Workgroup to Review Comet Copy Operations & Technical Needs: Ken Jay reported that the "high speed" copiers throughout the campus need to be replaced at a cost of approximately \$1.4M as the maintenance agreements on the machines were becoming cost prohibitive. The question is whether to replace some or all and what is the need since many departments on campus are buying their own copiers and maintenance agreements. There was discussion about the District's operational needs; do we look at pieces or all services? There are no funds set aside for replacement. Also discussed was the fact that this is a District issue not solely a financial burden to Administrative Services. There was continued discussion about technology (i.e. Blackboard) and the need for "high speed" copiers and whether there should be a policy for individual department purchasing copiers.

It was agreed that Ken would chair a working group consisting of a rep from each planning council. Bonnie will include this item in her report to SPC.

4. Palomar Press: Ken Jay reported that Creative Services printed a book for a faculty member and the idea of creating internal publishing, i.e. Palomar Press was developed and has been discussed with Dean Vernoy. Ken Jay will meet with Dean Vernoy and Ken Dodson and come back with a proposal.

5. 2006-07 Budget: The Council reviewed the budget timeline and noted that budgets would be brought back to ASPC on March 9<sup>th</sup>. Dr. Dowd will advise the directors of the date budgets are due to her office.

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

1. Police Review Task Force recommendations: SPC has accepted the task force recommendations and their work is complete. SPC has asked the councils to review the recommendations and submit comments.

An issue of concern was a formal grace period for parking citations. Joel Rosas (ASG rep) expressed concern for increased parking fees. Mike Ellis raised issue to the parking fee revenue recommendation, along with rollover funds, and the Facilities Use Form. Also discussed was the fact that the report does not give a justification for having an armed police department. This will come back as 2<sup>nd</sup> reading on March 9<sup>th</sup>.

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

None.

**V. COMMITTEE REPORTS**

1. Report of Vice President: Dr. Dowd reported that an organizational change had taken place and that Payroll now reports to the Director of Fiscal Services.

2. Facilities Review Committee: Mike Ellis reported the next meeting is February 23, 2006

3. Safety & Security Committee: No report

**VI. OTHER**

ASPC will NOT meet on February 23, 2006 since Dr. Dowd will be attending the ACCCA conference.

Meeting adjourned at 4:45 p.m.

**The next ASPC meeting will be held on March 9, 2006 in SU-18**