



**ADMINISTRATIVE SERVICES  
PLANNING COUNCIL  
MINUTES**

March 9, 2006

The Administrative Services Planning Council was held on March 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, Crowe, Dowd, Ellis, Flores, Jay, Laderman, Lesyna, Sullins, Simonds, Wick

Members Absent: Bishop, Rosas

**I. MINUTES**

The minutes of February 9, 2006 were approved as corrected and will be posted on the Palomar web site (Jay/Crowe).

**II. ITEMS FOR DISCUSSION/INFORMATION**

1. Administrative Services Departmental Budgets

Bonnie explained to the committee the budget process of building budgets from zero. She also described the 3-year comparison of “actuals” as to what was spent. She further described the “aggregate” from which to build the budgets (the lowest of the 3-years actuals).

The department budgets were reviewed and discussed. It was explained that increases in Risk Management, Utilities, Technology and other areas in Administrative Services are out of our control since they are external increases. Bonnie also explained to the committee that Administrative Services budget are budgets that serve the District.

**Motion: Move to Action Item – 1<sup>st</sup> Reading: Jay/Ellis - MSC**

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

1. Approve Administrative Services Departmental Budgets to submit to Fiscal: **Motion: Jay/Ellis - MSC**
2. ASPC Governance Structure – **Motion: Move to Action Item with changes – Wick/Jay - MSC**
3. Facilities Review Committee AIP's (April 13, 2006 meeting)

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

1. Police Review Task Force (April 13, 2006 meeting)
2. ASPC Governance Structure – **Motion: Approve with changes and forward to SPC – Wick/Simonds - MSC**

**V. COMMITTEE REPORTS**

1. Report of Vice President: Bonnie stated that Michelle Barton from Research and Planning is requesting a list of accomplishments from Planning Councils for the District Annual Report. We will work with the Directors for input.
2. Facilities Review Committee: Mike reported on projects the committee is reviewing. He also stated that the call for faculty representation from FRC to ASPC was not answered.

3. Safety & Security Committee: Mike gave a brief report.
4. Report of Campus Police: Tony reported they are re-evaluating signage in Lots 1 & 2.

**VI. OTHER**

Reminder – March 23<sup>rd</sup> meeting cancelled due to spring break.

Meeting adjourned at 4:45 p.m.

**The next ASPC meeting will be held on April 13, 2006 in SU-18**