



**ADMINISTRATIVE SERVICES
PLANNING COUNCIL
MINUTES**

October 26, 2006

The Administrative Services Planning Council was held on October 26, 2006 in A4-c. The meeting was called to order at 3:30 p.m. by Don Sullins.

Roll Call

Members Present: Akins, Brazeau (ASG Rep), Ellis, Faulkner, Jay, Sullins, Simonds, Weems, Wick

Members Absent: Bishop, Cruz

Guest: MacIsaac

I. MINUTES

The minutes of September 28, 2006 were approved and will be posted on the Palomar web page (MSC: Ellis/Jay)

II. ITEMS FOR DISCUSSION/INFORMATION

1. Annual Implementation Plan: The Council identified progress on each AIP assigned to ASCP – see attachment.
2. Client Advantage RFP – Operation Report: Ken distributed a copy of the Request for Proposal – Replacement of Print Oce Copiers. Ken reported that his contact feels that we can cut the cost of new copiers in half utilizing the plan devised by Client Advantage. Bonnie will take to the Vice President's meeting for approval.

III. 1st READING: N/A

IV. 2nd READING: N/A

V. COMMITTEE REPORTS

Report of Vice President: No Report

2. Facilities Review Committee: Mike reported that there is a request for an engineering review of parking lot 1 for safety issue. He will hire a traffic engineer. State scheduled maintenance projects have been submitted. They had a first reading of a request from Bruce Bishop. He is requesting an expansion of the Snack Shack into RF-1. This was referred back to IPC for approval. They also received a request to expand the EC103 Water Lab.
3. Safety & Security Committee: The committee is working on a procedure to prohibit the use of cell phones while driving District vehicles including carts. Since her department is responsible for workstation evaluations and making the necessary modifications for proper ergonomic workstations. The department is funded for items such as keyboards, arms & trays, but not chairs. She is requesting \$20,000 from one-time chairs for 50 ergonomic chairs. She has made the same request of HRSPC. Kelley also requested \$70K from one-time funds for safety & liability issues identified at the Child Care

Center per the safety audit performed by Keenan as part of our liability insurance. (Kelley will provide the Council with a copy of the report.) **Motion:** Approve Kelley's request and ask VP Dowd to take request to SPC. MSC/1 abstention

VI. **OTHER**

Meeting adjourned at 4:10 p.m.

Objective/Activity 14 Goal : Organizational and Professional Development		Primary Person(s): Superintendent/President	
Evaluate formal communication channels and improve the vertical and horizontal communication within the governance structure.		Assigned Groups: Strategic Planning Council; Instructional Planning Council; Student Services Planning Council; Human Resource Services Planning Council; Administrative Planning Council; Research and Planning	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006 <ul style="list-style-type: none"> - Administrative Services IS Department provided PeopleSoft Financial Upgrade Training (H&V) - Fiscal provided Budget Training using PS (H&V) - Installed display cases by A-4C to provide campus wide F/AS information (H & V) - F/AS directors have joint meeting monthly with mgrs. & supvs. (H) H = Horizontal/V=Vertical	Feb., 2007	May, 2007	

Objective/Activity 17 <i>Goal : Facilities Improvement</i>		Primary Person(s): Vice President, Finance & Administrative Services; Director, Facilities
Identify and provide appropriate levels of funding to support and ensure implementation of the facilities plan and the ongoing maintenance of buildings and grounds.		Assigned Groups: Administrative Services Planning Council; Facilities Review Committee
Estimated Cost:	One Time	Funding Source:
	Ongoing	Time Line: May, 2007
Nov., 2006 The 2005-06 AIP's for Facilities Improvements is currently in progress. Staffing & funding levels remain the same as the 2004-05 budget. For the 2004-05 Facilities Improvement Plan 116 construction projects have been completed. For 2005-06 18 projects have been completed and 19 have been scheduled or are in the works. Funding and staffing levels continue to be inadequate for volume of projects.	Feb., 2007	May, 2007

Objective/Activity 18 <i>Goal : Facilities Improvement</i>		Primary Person(s): Vice President, Finance & Administrative Services	
Complete the master signage plan for all district facilities		Assigned Groups: Administrative Services Planning Council	
Estimated Cost: \$200K	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006 A “way-finding” prototype has been installed in front of Student Services bldg. ADA & standard door signs are identified throughout the District. Directional signs are displayed on light poles on San Marcos campus. In addition “curb appeal” signs are being evaluated for Escondido Center. The working group has done what it can with available resources & without outside professional assistance.	Feb., 2007	May, 2007	

Objective/Activity 19 <i>Goal : Facilities Improvement</i>		Primary Person(s): Manager, Facility Planning/Environmental Health & Safety	
Continue to develop procedures to respond to emergency situations.		Assigned Groups: Safety and Security Committee; Campus Police Committee	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
Nov., 2006 NIMS & SIMS training has been completed for the management team. Add'l training will be provided to building coordinators & response teams. Supplies have been purchased for the Emergency Command Center and a plan is being developed for strategic placement throughout the District.	Feb., 2007	May, 2007	