



**ADMINISTRATIVE SERVICES  
PLANNING COUNCIL  
MINUTES**

September 28, 2006

The Administrative Services Planning Council was held on September 28, 2006 in SU-18. The meeting was called to order at 3:30 p.m. by Vice President Dowd.

Roll Call

Members Present: Akins, Faulkner, Flores, Jay, Mac Isaac (for Ellis), Sullins, Simonds, Weems, Wick

Members Absent: Bishop, Cruz, and Brazeau (ASG Rep)

**I. MINUTES**

The minutes of March 9, 2006 were approved and will be posted on the Palomar web page (MSC: Jay/Akins)

**II. ITEMS FOR DISCUSSION/INFORMATION**

1. General Purpose One-time Funds: Bonnie discussed the summary sheet of one-time funds that Palomar will receive for FY2006-07. Each planning council will submit "wish lists" to SPC. Note that any one-time allocation pertaining to Instruction is strictly for Instruction and will be handled by IPC. Additionally, Scheduled Maintenance items will go through the governance process of the Facilities Review Committee, ASPC and then to SPC. Bonnie noted that the one-time funds "up for grabs" and are not slated for any particular purpose are the items entitled General Purpose Allocations (One-Time) equaling \$1.7M.

Bonnie pointed out that in order to balance the budget \$0.5M was pulled out of the expenditures and about 2/3 of that was from Administrative Services. Depending upon the passage of Prop M some of the items pulled from the budget could be paid for from bond money. Also to note our division removed \$2.1M in expenditure items from the budget prior to even submitting for approval. This included \$660K from Maintenance and the remainder was for technology on the campus. Again, these are items that could be paid for from bond proceeds.

The budget was balanced without Equalization funds being built in to it which is about \$2.6M. The Governor has not yet signed SB 361 but has until September 30 to sign. It is expected he will sign the bill.

2. Draft Annual Implementation Plans:

Bonnie discussed the Annual Implementation Plan and the process by which they were developed. The five GOALS have not changed but Objectives have been defined.

The Committee reviewed the three draft AIP's that are assigned to ASPC.

**III. 1<sup>st</sup> READING: N/A**

**IV. 2<sup>nd</sup> READING: N/A**

**V. COMMITTEE REPORTS**

1. Report of Vice President: Bonnie distributed a copy of the Facilities Improvement Plan. The items identified on this list have gone through the governance process and do have an effect on the institution as a whole. Kelley pointed out that a few of the projects have been submitted as Scheduled Maintenance projects. If they are funded then they will be removed from this list. Bonnie also pointed out that there are emergency projects that have to be funded. Bonnie will be sharing this list with SPC.

Workgroup to review copy operations: Ken reported that he has contracted with a firm at no charge to review & make recommendations to a print methodology campus wide and maximize our assets. They are looking at all copiers & printers both large and departmental. He will report back once the firm has completed its task. Once the report is complete Bonnie will take to SPC with a recommendation from ASPC.

2. Facilities Review Committee: Kelley stated that the Motorcycle Training Program is conducting a trial program for “dirt bike school.” There is a liability issue with this program. Kelley also reported that the FRC rescinded an earlier recommendation to convert Comet Circle to a two-way street. She also reported that the FPP (Final Project Proposal) for the LRC (Library Learning Center) was submitted to the System Office on July 1, 2006. Kelley also reported that funding for the Multi-Disciplinary Building is included in the Governor’s statewide budget. Additionally, the soccer field project is complete. We received a \$100K donation for the field and the electronic sign is named for the donor. Also, center approval for the “North Education Center (NEC) continues. The Needs Assessment was submitted and approved by the System Office and now will move forward to the Board of Governors (BOG) for approval.
3. Safety & Security Committee: Kelley reported that the committee is currently working to update the current District vehicle procedures. They will prohibit the use of cell phones in all vehicles including carts. This also includes “text messaging.” They are also addressing pedestrian safety issues in Lot 12. Also, there are ADA issues in Lot 9 that they are following up on. Additionally there were recommendations from SWACC (liability) pertaining to safety issues focusing on the Child Care Center that the committee is reviewing.

## VI. OTHER

Meeting adjourned at 4:40 p.m.

**The next ASPC meeting will be held on October 26, 2006  
in A4-C**