



**ADMINISTRATIVE SERVICES
PLANNING COUNCIL
MINUTES**

April 12, 2007

The Administrative Services Planning Council was held on April 12, 2007. The meeting was called to order at 3:37 p.m. by Bonnie Dowd.

Roll Call

Members Present: Akins, Cruz, Hudson-MacIsaac, Jay, Simonds, Sullins and Wick

Members Absent: Bishop, Brazeau (ASG Rep), Ellis, Faulkner, Laderman

I. MINUTES

The minutes of March 8, 2007 were amended to add the augmentation of staff funded by Prop M bonds to the F & AS Budgets section II item #1 and approved and will be posted on the Palomar web page (MSC: Jay/Simonds).

II. ITEMS FOR DISCUSSION/INFORMATION

1. F & AS Personnel: Per the discussion at our last meeting we are increasing personnel to include four custodial staff, one grounds person, one HVAC person and one Human Resources person from the General Fund. We are replacing one accountant that left with another individual so our head count is correct in Fiscal Services. Three additional personnel which will be hired specifically for the Prop M bonds, will carry Prop M in their titles and be totally paid for by Prop M funds; a construction accountant to work out of Facilities, a contracts person to work in Business Services and the third person is an assistant for Facilities Planning to assist Kelley Hudson-MacIsaac with FPPs, IPPs, User Groups, etc. All three positions will be eliminated when Prop M funds are expended and these individuals will need to apply for any open positions if so desired. We reorganized Fiscal Services due mostly to an auditor's written recommendation that we needed a dedicated internal auditor since we are an independent district and also to fully staff the department to what it needed to be per the last meetings submitted reorganization plan.
2. Shared Governance Evaluation: Research and Development is sending each of the planning council members our annual survey evaluation form to fill out to provide anonymous feedback on our governance process.
3. Future Meetings: Pending lack of agenda items, ASPC will not meet until fall 2007.

III. 1st READING: N/A

IV. 2nd READING:

1. May 2007 Annual Implementation Plan (AIP) Updates: Activity #s 14, 17 and 18 reviewed. Activity #14 Sullins asked to have the Windows Vista training for techs (H) added. Activity 17 will add: Fully staffed with new personnel; 4 custodial and 1 HVAC (H/V). Activity #18 no changes at this time (MSC: Jay/Hudson-MacIsaac)
2. F & AS Budgets: Budgets as submitted were reviewed and approved as submitted (MSC: Sullins/Simonds).

V. COMMITTEE REPORTS

- Report of Vice President: Series A of Prop M bonds have been completed – final funding will occur May 2, 2007 in the amount of \$160 million.
- Facilities Review Committee: Architect interviews have been completed and nine selected.
- Safety & Security Committee: No Report

VI. OTHER

Meeting adjourned at 4:30 p.m.

Next Meeting: Fall 2007