Administrative Planning Council  
October 28, 2008, 3:00-4:00 p.m.  
Meeting Location ST 201  
Final Minutes

Present: Debra Creswell, Donna Dery, Norm Godin, Gaither Loewenstein, Steve Monsanto, Damon Nance, Karin Skiba, Jim Thomas, Phu Tran, Linda Wright (recorder)

Action items:

I. Review proposed Statement of Purpose for Administrative Planning Council:

_The Administrative Planning Council provides support and recommendations to the Norco Campus Strategic Planning Committee on matters relative to resource allocation for classified positions and equipment requested by administrative departments through the Program Review Process. The members of the Council include faculty, classified staff and management employees._

Consensus is to approve the Statement of Purpose as written. It will be posted to the AdPC web page.

II. Final comments and review of prioritized lists:
   a. Staff: it was agreed by the council to exchange the rankings of Manager, Grounds Services and Groundsperson. The prioritized list will be forwarded to the Co-chairs council meeting on November 4th.
   b. Equipment: It was agreed by the council to accept the rankings as they stand. The prioritized list will be forwarded to the SPC meeting on November 11th.

Both prioritized lists will be posted to the AdPC web page.

III. It was agreed that the council should have an additional meeting to review this process and make improvements for next year. A date will be set for December.