



**ADMINISTRATIVE SERVICES
PLANNING COUNCIL
MINUTES**

February 13, 2003

A meeting of the Administrative Services Planning Council was held on February 13, 2003, in RS-5.

Members Present: Jay, Wick, Meyer, Ellis, Echeverria, Houser, McCluskey, Barrett, Sullins, Della Santana, Robert (ASG), Stoney, Flores, Bishop

Members Absent:

Jerry Patton called the meeting to order at 3:00

I. Approval of Minutes

The minutes of December 12, 2002 were approved (with two corrections from Mike Ellis) (Bishop/Jay) and are posted on the Administrative Services web page, as well as the Strategic Planning web page.

II. Discussion

Jerry Patton requested dialogue from the committee on the impact of “services” caused by reductions. The entire District will be affected by a reduction of services. It will be up to the committee to help the campus understand alternative thinking, and ways to do things differently and other ways to “do business.”

Jerry followed up by quoting the figures that the Governor is proposing is his reductions; \$3.6M for 2002-2003 mid-year cuts, and for 2003-2004 \$3.6M plus an additional \$6.5M over the next 18 months.

Jerry also reported to the committee the Ken Jay has taken the first steps by laying off student workers, causing services to be cut or at the least modified.

Ken Jay stated that this is a time that Administrative Services departments will have to work collectively, cross boundaries, and think “outside of the box.” For instance, in working with Jim Stoney and the Campus Police Department, they have collectively figured a way to keep the copy rooms of F6 & A23 open until 7:30 p.m. and the officers will lock the doors in the evenings. This will enable evening access to adjunct faculty.

The machines will not be staffed. This creates a risk for paper and supply theft, and this is a risk that we’ll run. Ken will post a sign on each door that says “Staff Only.”

Jerry Houser stated that the adjunct faculty in his department have a key to the department office and the office is stocked with supplies for their use. This allows them office space and also use of a phone in case of emergencies. Jerry Patton said perhaps we should offer this suggestion campus-wide.

Further discussion took place about student employee lay-offs. Jerry Houser stated he is concerned that we could fall under CAP if students drop out of school if they cannot afford to attend Palomar because of raised tuition and lack of employment. He also stated that he feels student labor is inexpensive labor and is a small cut when it comes to the budget. Bruce Bishop stated that international students are only permitted to work "on-campus" and they pay a substantial tuition to the college.

Bruce Bishop questioned about "out-sourcing" certain functions, i.e. grounds, custodial. Jerry said "no" those areas are protected by state law. Only auxiliary services can be out-sourced.

Discussion continued about holidays, salary cuts, and the matrix – these are all negotiated items. Jerry also stated that all reduction ideas are being looked at by the VP's.

Mike Ellis requested that when cuts are announced or presented that we keep it a positive as possible.

Jerry also reported that at RAC next week he will reports on savings from vacancies, combined with departmental cuts is enough reduction to cover mid year cuts. Most of these are one-time, except for the vacancies which are on-going.

Don Sullins reported that he has substantial savings in the long distance service. He questioned if budgets will roll-over the same amount. Jerry Patton responded that budgets are reduced by vacant positions. After clarification, budget development is the same budget assumption as the previous year. The planning process will determine cuts.

There was discussion regarding energy conservation. Most classrooms are equipped with motion sensors that activate lights and HVAC. Mike reported also that all projects that are in process have already been funded. There are no new projects being started. Jerry stated that the Facilities Department will not be cut to any magnitude.

Jerry Patton also reported that if we pursue the General Obligation Bond, it takes money to get money. The bond could mean almost \$400M to us. We are a college and have to continue doing business. As difficult as this is now – the state will come back.

State Update: the Senate and Assembly both passed their versions of the budget and we sitting down to meet and then on Friday the Governor dropped a bombshell and said that if they didn't turn in a budget that didn't include a \$280M worth of cuts for community colleges – he will veto what is sent to him and blue line and put in his own cuts. This is within his power. The speaker of the house has defied the Governor and has said the Governor will not hold them hostage. There is a major split in the democratic party and we are back to square one.

Walt Della-Santina inquired about EOPS cuts, this year the Governor's version is a 10% cut and next year a 40% cut = 50% cuts.

Mike Ellis discussed cuts vs. increases, i.e. the recycling program, increase number of vending machines, hosting a swap meet. We should be looking at sources of revenue.

The Foundation is looking at ways to increase revenue for the college.

Lois inquired of Bruce and Leo their opinion of cutting the cashiering hours. The feelings where there would be a minimal impact on students, except during rush. Leo agreed with Bruce. Students may have to wait in longer lines at the cashier as well as in Student Service areas. Students are willing to do with less as long as it remains across the board.

Becky McClusky added that they have lines in Escondido and feels that if the students know they are recognized and staff are working as fast as they can, they don't really mind waiting in line.

Jerry had asked Payroll to run a report of student worker for January and there were either 217 or 219. Administrative Services only had 15 of those students.

Leo added there are special circumstances when an international student can work off campus. There is a detailed process which includes a sponsor. Leo and Jerry Patton will meet with Dale Wallenius to discuss having him assist with his connections in the community.

Walt added that he will help in any way he can in hiring international student employees in the Bookstore. He also added that he would be willing to install a copy machine if needed and will assist with selling parking permits if the cashier's cut their hours.

Jerry requested that any other thoughts be sent to him via e-mail.

The meeting adjourned at 4:40 p.m.

[The next scheduled meeting is February 27, 2003](#)