



**FISCAL STABILITY TASK FORCE
MINUTES**

November 16, 2004

Joe Newmyer called the meeting to order at 3:40

Roll Call

Members Present: Cuaron, Doran, Dowd, Forsyth, Gordon, Jay, Kratcoski (for Lopez) Madrigal, McCluskey, Miyamoto, Neault-Kelber, Newmyer, Roth, Smith, Springer, Townsend-Merino

Members Absent: Davis, Eckman, Frady, Gommel

- I. Approval of Minutes - (MSC Doran/Roth) The approval of the minutes of November 2, 2004. These will be posted on the Palomar web page:

www.palomar.edu/committees.htm

II. Reports from Sub-Group meetings

The notes of Sub-Group 1 were reviewed and discussed. The Gooder Group comparisons revealed: 1) Instructional Activity is under-funded; 2) Facilities is under-funded; 3) Instructional Support Services **may** be over-funded (but need further data); 4) Instructional Administration is over-funded.

The minutes of Group 1 have been distributed to the Group 1 members but there is a dispute among them about the agreements that were reached at their meeting. Clarification will be sought at the next meeting. However, Group 1 did discuss the fact that Instructional Support Services budget (6100) includes CCC-Confer and CCCSAT which are huge grants and therefore, possibly skew that activity amount.

Further discussion in Group 1 continued regarding accounting center 6100 and grants in general. All agree, that it is imperative that before grants are accepted and approved that cost implications to the General Fund are considered.

An excerpt from the State Budget & Accounting Manual was distributed to task force members. It states in part that, "Instructional Activities 0100 through 5900 activities center should include salaries, benefits, and related expenses of those coordinators, supervisors, departmental chairpersons, and their support staff whose duties are directly related to direct instructional activities." Currently these are charged to Instructional Administration. Discussion continued on whether a survey questionnaire should be distributed to comparable colleges with the intent to validate the accounting practices of those colleges for the 0100-4900 and the 6000 accounts.

A question was raised on the creation of the Gooder Group as a comparison group for Palomar College. Members familiar with the history shared the fact that the Gooder College group comparison was accepted by board action. Group 1 did another comparison based on other

factors to "test" the validity of the Gooder Group comparison and found the rankings to be very similar. The group agreed to continue to use the Gooder Group colleges for data comparisons.

A member of FSTF suggested that perhaps a "glossary of terms" should be created for the entire group to fully understand terminology used in all discussions.

It was reported by Joe Newmyer, that we are currently charging departmental chairpersons, etc. to 6000 which does not accurately reflect Instructional Administration accounting. It was suggested that an adjustment be made to see how the rankings are then reflected.

Group 4 reported the discussion they had regarding Print Services and Comet Copy including a potential rate increase for printing and copying. Further discussion revolved around this department providing a service to the entire District and should therefore not be considered a profit making center. This area will be reviewed further. It was also reflected in the notes that the Wellness Fitness Center was added to the list of Auxiliary Services to be reviewed.

Group 2 is working on a worksheet formula. At their next meeting they will be working up a model using some of the data submitted to FSTF with the "actuals" for the past three years and the most recent budget. The group intends to include the multi-year flexible budgeting plan that was approved by SPC in any model developed.

Group 3 is reviewing the district's organizational structure and will begin discussing procedures for reviewing vacancy replacements. They feel each planning council should review organizational areas as they have a better knowledge of their respective areas.

They also shared the research that was completed on the VP HR position. Also discussed was the salary range. There will be further discussion in the Group before a recommendation is made.

III. Budgets

IV. Status Report for SPC

It is a goal to have a report for SPC by the end of the semester and possibly a report to the Governing Board in February.

V. Other

It was agreed that since there is a 5th Tuesday in November we would meet on November 30th from 2:00 to 5:00!

Meeting adjourned at 5:00

The next meeting is scheduled for 2:00 p.m., November 30, 2004
Room SU-18