



**FISCAL STABILITY TASK FORCE  
MINUTES**

September 7, 2004

The meeting was called to order at 3:35 by Joe Newmyer

Roll Call

Members Present: Cuaron, Davis, Dowd, Eckman, Forsyth, Frady, Gordon, Jay, Kratcoski (for Lopez) Madrigal, McCluskey, Metzger, Miyamoto, Newmyer, Roth, Smith, Townsend-Merino,

Members Absent: Doran, Gommell, Neault-Kelber, Springer, Versaci

Guests Present: Akins, Jones, Thompson

I. Approval of Minutes - (MSC Jay/Davis) The minutes of August 24, 2004 were approved with corrections and will be posted on the Palomar web page - [www.palomar.edu/committees.htm](http://www.palomar.edu/committees.htm)

II Action Items/Second Reading

III. First Reading

IV. Other

a. FSTF Process

The Agenda was moved to Item IV - a. The Task Force wanted to discuss the process it is using before any other agenda items were discussed. The Task Force also welcomed Dr. Jones as a guest.

A "laundry list" of *concerns* and *suggestions* were discussed. Items of concern included: concerns about the path of the Task Force; the Task Force is always jumping around issues, operational issues versus planning issues are being discussed; we are making "one-time" fixes with no changes to the budgeting. There are structural issues that create systematic imbalances. The primary concern being that the SPC directive states that the role of FSTF is to "develop a two-year plan to balance the budget where expenditures equal revenues by the end of FY05-06 and fund balances equal a minimum of a 3% reserve on June 30, 2006." A product of "a balanced budget with detail documentation on "right-sizing" of expenditure plan is due January 1, 2005."

*Suggestions* discussed were: identify "enterprise" programs and review them for possible source of funds, develop a formula model worksheet, engage in a comparable college comparison review of expenditures, avoidance of lay-offs, position re-training, structural

reorganization, look at need for all education centers, determine workload measures in the Instructional Division, look at services provided by positions rather than individuals in the various positions such that all vacancies are reviewed and a process for filling them are considered whether or not things can be done differently.

Also discussed was Growth - whether or not we could still grow this year - it was suggested that if we met the growth projections of the Chancellor's office, we could possibly be ok, worst case scenario - no growth in 2005-06 would mean close to a deficit of \$2.4M.

The idea of breaking the Task Force into smaller working groups was also discussed. The working groups could be broken down into areas of review. Some areas suggested were: Vacancies, Enterprise Programs, Education Center, formula organization model worksheet based upon review of comparable colleges.

Because of the length of the meeting, it was determined that FSTF would continue its discussion regarding process to achieve its stated directive at the next meeting to be held September 21<sup>st</sup>. The Task Force members were encouraged to e-mail either co-chair expressing interest in any of the proposed working groups or to suggest additional areas or alternative processes to be followed.

At the next meeting the working groups will be assigned and a timeline established for reporting back to the entire Task Force with their findings.

Meeting adjourned at 5:00

The next meeting is scheduled for 3:30 p.m., September 21, 2004  
Room SU-18