

## STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:	<input type="checkbox"/>		<b>Date:</b>	<b>4/29/03</b>
	<input checked="" type="checkbox"/>	Staff	<b>Starting Time:</b>	<b>2 p.m.</b>
	<input type="checkbox"/>	Product/Project	<b>Ending Time:</b>	<b>4 p.m.</b>
	<input type="checkbox"/>	Special	<b>Place:</b>	<b>South Trailer</b>

**CHAIR:** Sherrill Amador

**MEMBERS:** Barkley, Barton, Bishop, Cater, Champine, Davis, Dimmick, Dowd, Drinan, Eberhart, Engleman, Fukunaga, Giese, Halttunen, Lutz, Madrigal, Melena, Millet, Miyamoto, Owens, Patton, Perry, Smith, Wallenius  
**GUESTS:** Wilson

**RECORDER:** Barbara Baldrige

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
<b>A. <u>MINUTES – APRIL 22, 2003</u></b>	Decision	Attached	2 min.
<b>B. <u>FIRST READING</u></b>			
1. Proposed Deletion of BP 403.2 - Enrollment Fee Waiver	Discussion	Handout	2 min.
2. Proposed Revisions to Student Services Committees:	Discussion		10 min.
a. Student Services Planning Council		Attached	
b. Extended Opportunity Programs and Services Advisory Committee		Attached	
c. Financial Aid Advisory and Appeals Committee		Attached	
d. Internal Education Advisory Committee		Attached	
e. Scholarship Committee		Attached	
3. Proposed VTEA Planning & Advisory Committee		Attached	5 min.
<b>C. <u>DISCUSSION ITEMS</u></b>			
1. Budget Reduction Plans with Priorities from Planning Councils:	Discussion		1½ hr.
a. Ground Rules for Priority Settings		Bring from April 22 meeting	
b. President's Office & Advancement		Bring from April 22 meeting	
c. Administrative Services		Bring from April 22 meeting	
d. Human Resources		Bring from April 22 meeting	
e. Instruction		Bring from April 22 meeting	
f. Student Services		Bring from April 22 meeting	
2. PAR (Telephone Registration)	Information/Discussion		10 min.
<b>E. <u>REPORTS OF PLANNING COUNCILS</u></b>			Included above
1. <b>Administrative Services Planning Council</b> – Jerry Patton			
2. <b>Human Resource Services Planning Council</b> – Jack Miyamoto			
3. <b>Instructional Planning Council</b> – Diane Lutz			
4. <b>Student Services Planning Council</b> – Joe Madrigal			

**F. REPORTS OF CONSTITUENCIES**

10min.

1. **Administrative Association** – Mollie Smith
2. **Associated Student Government** – Leo Melena
3. **Confidential/Supervisory Team** - Jo Anne Giese
4. **CCE/AFT** – Mike Dimmick
5. **Faculty Senate** - Chris Barkley
6. **PFF/AFT** – Mary Ann Drinan

**G. PENDING ITEMS**

1. Proposed BP 3280 – Grants (to replace BP 311)
2. Proposal for Divisional Representation for Faculty on Councils and Committees
3. Learning Culture Task Force Composition (Senate to Submit proposal)

**H. OTHER ITEMS**

**SCHEDULE OF MEETINGS  
REMAINDER OF SPRING SEMESTER, 2003  
2:00-4:00 p.m.**

**May 6**

**May 13  
(Annual Implementation Plan Final Assessment)**

**May 20**



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
April 29, 2003**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, April 29, 2003, in the South Trailer. The meeting was called to order at 2:00 p.m. by Dr. Sherrill L. Amador.

**ROLL CALL**

Members Present: Amador, Barkley, Barton, Bishop, Davis, Dimmick, Dowd, Drinan, Eberhart, Engleman, Fukunaga, Giese, Halttunen, Lutz, Madrigal, Melena, Millet, Miyamoto, Owens, Patton, Perry, Smith, Wallenius

Members Absent: Cater, Champine

Guests Present: Cheryl Ashour, Steve Spear (for Cater)

**A. MINUTES**

Approval of the April 22, 2003 minutes was postponed until the April 29 meeting.

**B. ACTION ITEMS/FIRST READING**

**1. Proposed Deletion of BP 403.2 – Enrollment Fee Waiver**

Mr. Lee discussed the enrollment fee waiver for high school students and made a recommendation to delete BP 403.2 in order to charge high school students enrollment fees. The Chancellor's office is investigating dual enrollment where high school students receive both college and high school credit and eliminating BP 403.2 would partially address that concern. Dr. Amador explained the background of dual enrollment. The Student Services Planning Council and the Associated Student Government endorse this proposal. About 1300 high school students presently have their fees waived at Palomar, which means the College does not receive compensation for those students. Mr. Lee stated that the student would automatically receive college credit for the class, and if they wanted to get high school credit instead they would have to request it specifically.

This item will appear for action on the agenda for the May 13 meeting. **(Exhibit B1)**

**2. Proposed Revisions to Student Services Committees.**

Mr. Madrigal explained that the Student Services Planning Council has been revised to show the addition of three new committees: Financial Aid Advisory and Appeals Committee, International Education Advisory Committee and Scholarship Committee. The language in the Extended Opportunity Programs and Services Advisory Committee has also been revised.

This item will appear for action on the agenda for the May 13 meeting. **(Exhibit B2)**

**3. Proposed VTEA Planning & Advisory Committee**

Ms. Owens explained that this is a committee the College has had for the past four years. It is required by the Perkins legislation to manage and make recommendations for the internal allocation of VTEA funds. The intent is to formalize the committee and have the committee function through our governance process as other committees do.

This item will appear for action on the agenda for the May 13 meeting. **(Exhibit B3)**

**C. DISCUSSION ITEMS**

**1. Budget Reduction Plans with Priorities from Planning Councils:**

Mr. Patton distributed a handout and discussed proportionality in terms of cuts related to each department. Administrative Services, Human Resource Services, Governing Board, Institutional, Instruction Services, President's Office, and Student Services percent of the budget was shown compared to their percentage of cuts for midyear 02-03 and FY 03-04. Discussion ensued. **(Exhibit C.1)**

**a. Ground Rules for Priority Settings**

Dr. Amador reminded the Council that it will be looking at what we are doing, the overall impact, and recognize that on any given day one group may be giving up more than another, and visa versa, but we are all part of the same college family. We all have roles to play that are appropriate on this campus. Therefore when we have to make cuts in those areas there is going to be some impact. When one of us isn't here we have to assume that obviously there was value to that person being here or doing a certain job. The impact could also be that now someone may be doing two jobs instead of one. Proportionality becomes a very murky issue. Dr. Amador cautioned the council to not spend time being divisive, for instance saying, "well we need another percentage point from you, that type of thing."

Each council was asked to give their first one or two priorities for restoration. A full review of each detailed priority list was deemed not needed.

**b. President's Office & Advancement**

The President's Office will make their proposed cuts and they will be permanent.

**c. Administrative Services**

Mr. Patton distributed a handout showing the Administrative Services' ranking from 1 through 31, with 31 being the first priority to come back. Staff positions are the first items to come back. The A.S.P. Council had asked Mr. Patton to rank priority based on Administrative Services globally, not from the perspective of each department, with the requirement that he bring it back to the Council for ratification in case they wanted to make a change or reprioritize. He brought the list to the last meeting and changes were made to the list. The council was concerned because the department does not have much else besides people to cut. They wanted to make sure that everyone was aware of how severe this is cutting into the department. The page that has the line in middle reflects the department's proportionate share of the budget. Discussion followed.

**Exhibit C.1.c**

**d. Human Resources**

Dr. Miyamoto distributed a similar sheet as presented at the last meeting but with reinstatement priority added. Dr. Miyamoto found that it would not be possible to combine the HR and Payroll Functional Specialists positions, so that position has been eliminated from the list. The H.R.P. Council is not aware of the change because it just came to light in the last couple of days. If it is needed to go back to the planning councils to obtain additional recommendations, at that time the H.R.P. Council may make another recommendation. Discussion followed. **(Exhibit C.1.d)**

**e. Instruction**

Ms. Lutz referred everyone to last week's handout. Two positions were prioritized to come back the first is line 68, the Media Equipment Technician and the second one to come back is at line 69, the Instructional Support Assistant III – Art. Those were the only two prioritized from the I.P. Council because their council's objective is to protect positions, i.e., people. They were concerned that other councils might be required to cut too much so they felt those were the top two and beyond that we might want to look at some others here. Discussion followed. **(Exhibit C.1.e)**

**f. Student Services**

Mr. Madrigal distributed a handout showing the Student Services' priorities from 1 through 23 with 1 being the first item to be brought back. The list is broken into two groups, unrestricted funds and restricted funds. Each manager of the unrestricted funds had been asked to prioritize within their division and then have Mr. Madrigal do the final prioritization. The first priority brings back summer tutoring and the second priority puts back the reduction of the academic year hourly tutoring. The managers of the restricted funds, EOP&S, DSP&S and Matriculation ranked their programs separately. The handout had not been looked at by the S.S. Council; their first reading will be tomorrow. Discussion followed. **(Exhibit C.1.f)**

Employee reinstatement and COBRA was discussed. If staff have any further questions, people were directed to contact Human Resources.

Ms. Drinan questioned to what extent money may be available from other funds, such as Wellness Center fees and international student fees, which could be reallocated to preserve positions. Dr. Amador responded that Revenue Allocation is going through the budget to find the funds that could be used. There may be limitations or restrictions of using some money. Mr. Patton stated that Resources Allocation Committee will put together a list depending on what happens with reductions in 03-04, ending fund balances, and what RAC committees comes up with as they review. The process is to come up with as many dollars as they can pull out of the existing budget and combine it with ending fund balances. People have assignments within RAC to look at the various budgets. Mr. Madrigal said the Ed. Code restricts the use of the nonresident student fees for purposes of capital outlay, maintenance and equipment only. Ms. Dowd stated that RAC will be asking questions from people to understand the budget and information shown. It does not mean a position is being specifically targeted. Mr. Woods stated that the Wellness Center fees are used to offset the expenses and operations outside of instructional staff. The Wellness Center does not receive state money.

Dr. Amador and the Vice Presidents, through the various managers, are now looking at estimated ending balances. We need to be sure these items are not double counted. The list is due at the May 6 SPC meeting and will be given to the Revenue Allocation Committee to help them in their work. Positions and backfills will be looked at to be sure they were not double counted. We will know by May 14 whether there are enough people for the SERP, and the savings. RAC hopefully will have the results of their efforts to share with SPC at the May 20 meeting.

Dr. Amador gave an update of the state budget and how it may affect the College.

**2. PAR (Telephone Registration)**

Mr. Lee discussed telephone registration. It is recommended that the telephone registration be phased out by Summer 04, at the time the upgrade to PeopleSoft 8 has been completed. There would be at least \$19,000 cost savings in doing so. Discussion ensued.

**D. REPORTS OF PLANNING COUNCILS**

**1. Administrative Services Planning Council**

The next meeting is scheduled for May 8

**2. Human Resource Services Planning Council**

The next meeting is scheduled for May 6

**3. Instructional Planning Council**

The next meeting is scheduled for May 14

**4. Student Services Planning Council**

The next meeting is scheduled for April 30

RAC is meeting April 30. They meet the first and third Tuesdays at 4:00 p.m. and the second and fourth Wednesdays at 4:00. If anyone is interested in what is going on at a planning council or what the Revenue Allocation Committee it doing, you are certainly welcome.

Dr. Amador noted that SPC is using the processes appropriately; we are getting feedback, listening, and coming up with priorities, which is exactly what we are supposed to be doing. By May 20<sup>th</sup>, we will merge what we have done here with what Revenue Allocation has come up with. Mr. Patton will be doing a Board presentation May 27 which will be the first read of the tentative budget. The tentative budget will be submitted for approval by the Board on June 10. This allows the District to legally spend money beginning July 1, 2003.

**E. REPORTS OF CONSTITUENCIES**

**1. Administrative Association – no report.**

**2. Associated Student Government**

Mr. Melena reported that ASG elections were held last week. Renee Hugo, Laurie Davis, Casey Clampett, Diana Jones have been voted for the Senator positions. The Vice President of Social is Nicole Coffman, Vice President of State of Affairs is Jasper Sadwell, and President is Amador Soto. Mr. Melena will be introducing him at the next SPC meeting. He will be sworn in on May 14, the second ASG meeting of the month.

**3. Confidential/Supervisory Team**

Ms. Giese reported that they are still working with the District on the handbook.

**4. CCE/AFT – no report.****5. Faculty Senate**

Ms. Barkley reported that there was a mix-up between the elections committee and the Senate and as a result they are not going by their constitution. They were supposed to have the elections finished by this Wednesday so they could invite the new Senators to the first meeting in May and then they take their seats the second meeting in May. Ms. Barkley is contacting all the people who are running and inviting them to the first meeting in May. They won't know what the results of the election are until the middle of next week. They will know who they are in time for the May 12 meeting. Quite a few people were appointed to committees for next year. Bonnie Ann Dowd voted to receive the Research Award. The Gift of Time Award, which is chosen by the Council, is being awarded to Dan Sourbeer for his work on Faculty Hiring and Lori Waite for her work on Accreditation. The Faculty Service Award which is voted on by all of the full time faculty is going to Mary Ann Drinan and Dave Forsyth. She will let everyone know at the next meeting who The Distinguished Faculty Award recipients are, as well as the finalists who were considered.

**6. PFF/AFT**

Mary Millet reported that she was at Sacramento last Tuesday. She is lobbying against the AB680 bill. She explained what the bill would do and why it should be stopped. Discussion ensued.

The meeting was adjourned at 3:40 p.m.

**BP 403.2**

***Enrollment Fee Waiver (85-11299, 94-16817, 97-18584)***

The Governing Board of the Palomar Community College District shall, effective after July 1, 1986, exempt from the enrollment fee any private or public elementary or secondary school pupil admitted to Palomar College as a special part-time student for credit classes. The attendance of the student must be authorized by a letter of permission from the appropriate authorized individual at the school.

For purposes of this policy, a special part-time student is a student who registers in 12 units or less per semester at Palomar College. Credit for courses completed shall be at the college level but may be transferred back to the school district for fulfillment of graduation requirements. EC 72252, 76001; GB 6-10-86, GB 1-17-95, GB 10-14-97



Exhibit B2

GOVERNANCE STRUCTURE GROUP REQUEST
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Request submitted by Joseph L. Madrigal					Date April 15, 2003				
Proposed Name of Requested Group					STUDENT SERVICES PLANNING COUNCIL				
	Council		Committee		Subcommittee		Task Force		
Action Requested:				Add		Delete		Change X	
<b>Role, Products, Reporting Relationships:</b>  Add under Role: <ul style="list-style-type: none"> <li>o Financial Aid Advisory and Appeals Committee</li> <li>o Scholarship Committee</li> </ul> Change under Role: <ul style="list-style-type: none"> <li>o Matriculation and Transfer Advisory Committee</li> </ul>									
<b>Meeting Schedule:</b>									
<b>Chair:</b> Change:                      Vice President, Student Services  <b>Members:</b>									

Reviewed by Strategic Planning Council:                      Comments:

\_\_\_\_\_ First Reading

\_\_\_\_\_ Approved/Denied





GOVERNANCE STRUCTURE GROUP REQUEST
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Request submitted by Suzanne Gavin					Date April 15, 2003				
Proposed Name of Requested Group <b>EXTENDED OPPORTUNITY PROGRAMS AND SERVICES ADVISORY COMMITTEE</b>									
	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>				<b>Add</b>		<b>Delete</b>		<b>Change</b>	<b>X</b>
<b>Role, Products, Reporting Relationships:</b>  Change under Role:  The EOP&S / CARE Advisory Committee is aware of the operation and plans of the EOP&S program and makes recommendations to the Director of the EOP&S / CARE program with respect to the needs and desires of the community.  Change under Reporting Relationship:      Director, EOP&S / CARE									
<b>Meeting Schedule:</b>									
<b>Chair:</b>									
<b>Members:</b>  Change:      Director, EOP&S / CARE									

Reviewed by Strategic Planning Council:

Comments:

\_\_\_\_\_ First Reading

\_\_\_\_\_ Approved/Denied



GOVERNANCE STRUCTURE GROUP REQUEST
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Request submitted by Mary San Agustin				Date April 15, 2003				
Proposed Name of Requested Group FINANCIAL AID ADVISORY AND APPEALS COMMITTEE								
	Council		Committee		Subcommittee		Task Force	
Action Requested:				Add		Delete		Change X
<b>Role, Products, Reporting Relationships:</b>  Change sentence under Role, Products to:  Furthermore, the committee reviews and makes recommendations to the Vice President of Student Services on written / oral appeals submitted by a student regarding his / her financial aid status (i.e., academic progress, student loan denials and projected year income).  Change Reporting Relationship: Vice President, Student Services								
<b>Meeting Schedule:</b>								
<b>Chair:</b>								
<b>Members:</b>								

Reviewed by Strategic Planning Council:

Comments:

\_\_\_\_\_ First Reading

\_\_\_\_\_ Approved/Denied



# GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Herman Lee					Date April 15, 2003				
Proposed Name of Requested Group INTERNATIONAL EDUCATION ADVISORY COMMITTEE									
	Council		Committee		Subcommittee		Task Force		
Action Requested:				Add		Delete		Change	X
<b>Role, Products, Reporting Relationships:</b>  Change Role: The International Education Advisory Committee makes recommendations regarding the overall international education program. It reviews admission procedures in light of various laws, rules, and regulations governing international students, and designs appropriate instructional programs to meet the needs of international students. It also recommends policies and procedures for study abroad programs.									
<b>Meeting Schedule:</b>  									
<b>Chair:</b>  									
<b>Members:</b>  Change Members to: <ul style="list-style-type: none"> <li>Coordinator, International Education</li> <li>One Counselor</li> <li>Classified Unit Employee</li> <li>Two (2) Faculty Members (one from the ESL department)</li> </ul>									

Reviewed by Strategic Planning Council:

Comments:

\_\_\_\_\_ First Reading

\_\_\_\_\_ Approved/Denied



# GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Mary San Agustin					Date April 15, 2003				
Proposed Name of Requested Group					SCHOLARSHIP COMMITTEE				
	Council		Committee		Subcommittee		Task Force		
Action Requested:				Add		Delete		Change	X
<b>Role, Products, Reporting Relationships:</b>  Change Role:  The Scholarship Committee reviews applications for Palomar College scholarships, selects award recipients, and assists the Director of Financial Aid & Scholarships in establishing policy relative to the administration of the scholarship program.									
<b>Meeting Schedule:</b>									
<b>Chair:</b> Change:      Director, Financial Aid & Scholarships, Chair (non-voting of recipients)									
<b>Members:</b>  Change last member from One Financial Aid Technician (Scholarship) as Support Staff to: <ul style="list-style-type: none"> <li>One Financial Aid Advisor (Scholarship) as process coordinator</li> </ul>									

Reviewed by Strategic Planning Council:

Comments:

\_\_\_\_\_ First Reading

\_\_\_\_\_ Approved/Denied

# BUDGET REDUCTION PLAN

Department / Function: President's Office/Governing Board Office

Current Function(s) Provided:

The President and Superintendent functions of the college and district are provided by the office.

Proposed Changes to Function(s):

Run a more effective and efficient office operation.

Impact of Changes (based on criteria):

Quality of print material reduced mainly affecting the annual plan production and distribution.

Reduce travel paid for by the district.

Reduce number of institutional memberships at the national level, not a significant impact.

Savings Achieved (indicate how achieved; list positions, if applicable):

Reduction in 4000 and 5000 accounts, mainly in printing, mailings, travel, and consultants in President's Office

Reduction in 5000 accounts consisting of institutional memberships in Governing Board Office

Amount of Savings:

02-03 \_\_\_\_\_  
\$10,000

☐ one-time  
X on-going

03-04 \_\_\_\_\_  
\$10,000 X on-going

Executive Administrator: Sherrill L. Amador

# BUDGET REDUCTION PLAN

Department / Function: Advancement Division/Marketing, Public Information, Fund Raising

Current Function(s) Provided: Advancement is the total program to foster growth, support and understanding for Palomar College. Major elements of the Advancement Program are marketing, public relations, media relations, fund raising, publications, internal and external communications and government relations.

Proposed Changes to Function(s):

- Position of Director of Public Information eliminated.
- Position of Director of Marketing Communications eliminated.
- Job duties and responsibilities of above positions combined into one new position.
- Reduce Marketing Communications budget.

Impact of Changes (based on criteria):

- Two director positions eliminated. Job duties and responsibilities combined into one new director position.
- College Viewbook not produced.
- Marketing campaigns curtailed.
- Stability and /or growth in enrollment may greatly suffer.
- Reduced printed class schedule production and appearance.

Savings Achieved (indicate how achieved; list positions, if applicable):\*\*

- Director of Public Information salary/benefits: \$91,000
  - Director of Marketing Communications salary/benefits: \$84,000
  - Viewbook publication \$50,000
  - Marketing Communications campaigns/publications \$75,000
- (\$50,000: 02-03)  
(\$25,000: 03-04)

Amount of Savings:

02-03	\$50,000 (\$35,000 PFE)	X	one-time	03-04	_____	<input type="checkbox"/>	one-time
	\$50,000	X	on-going		\$106,000	X	on-going

Executive Administrator \_\_\_\_\_

\*\*Creation of new position, Director of Communications  
(Combining two positions into one): \$94,000-salary/benefits

Administrative Services  
Budget Reduction Considerations

Line	Dept	Item	Amount	Totals
1	Bookstore	Follett Commission - Bookstore	\$ 150,000	\$ 150,000
2				
3	Bus Services	Risk Management (JPA Premiums) - Bus Services	\$100,000	
4	Bus Services	Graphic Specialists (2) - Bus Services	\$91,712	
5	Bus Services	Senior Buyer - Bus Services	\$46,709	
6	Bus Services	Sr. Office Specialist - AP - Bus Services	\$40,452	
7	Bus Services	Storekeeper - Bus Services	\$48,744	
8	Bus Services	Office Specialist - Print Services (Business Services)	\$40,455	
9	Bus Services	Student Hourly	\$54,000	\$422,072
10				
11	Contracts	Various Operations - Contracts Office	\$7,585	
12	Contracts	Contracts Officer - Contracts Office	\$125,135	\$132,720
13				
14	Facilities	Facilities Recycling - Facilities	\$5,000	
15	Facilities	Energy Consumption - Facilities	\$20,000	
16	Facilities	Reduce Cellphones - Facilities	\$3,000	\$28,000
17				
18	Fiscal Svcs	Budget Technician - Fiscal Svcs	\$71,222	
19	Fiscal Svcs	Sr. Accounting Asst - 45% - Cashiering (Fiscal Svcs)	\$16,169	
20	Fiscal Svcs	Fiscal Services Tech - Budget - 45% (Fiscal Svcs)	\$ 16,979	
21	Fiscal Svcs	Sr. Accounting Asst - 100% - Cashiering (Fiscal Svcs)	\$ 43,507	\$147,877
22				
23	IS	Decrease Utilities Budget - IS	\$40,000	
24	IS	Centralize Main Campus Servers - IS	\$50,000	
25	IS	Telecommunications Technician - IS	\$60,000	
26	IS	Telephone Operator Services - IS	\$35,000	
27	IS	Technical Services - IS	\$50,000	
28	IS	Programmer - IS	\$60,000	
29	IS	Replace Nextel Phones - IS	\$6,000	\$301,000
30				
31	Payroll	Replace student worker with work study employee	\$10,000	
32	Payroll	Cut back on supply expenses (Payroll)	\$3,000	
33	Payroll	Eliminate most overtime compensation (Payroll)	\$3,000	
34	Payroll	Eliminate charge for "fold/stuff" paychecks (Payroll)	\$630	\$16,630
35				
36	VPFAS	Reduce Student Workers - VPFAS	\$30,000	
37	VPFAS	Reduce Operations - VPFAS	\$40,000	
38	VPFAS	Reduce Contingency - VPFAS	\$ 40,000	\$110,000
39				\$ 1,308,299





## Administrative Services

## Budget Reductions - Prioritized List

Dept	Rk	Item	Amount	RK	Cumulative
Fiscal Svcs	4	Sr. Accounting Asst - 100% - Cashiering	\$ 43,507	31	\$ 43,507
Bus Services	3	Graphic Specialists (1)	\$ 45,856	30	\$ 89,363
Fiscal Svcs	1	Budget Technician	\$ 71,222	29	\$ 160,585
IS	5	Technical Services	\$ 50,000	28	\$ 210,585
IS	4	Telephone Operator Services	\$ 90,000	27	\$ 300,585
IS	3	Telecommunications Technician	\$ 60,000	26	\$ 360,585
Bus Services	7	Office Specialist - Print Services	\$ 40,455	25	\$ 401,040
Bus Services	6	Storekeeper	\$ 48,744	24	\$ 449,784
Bus Services	5	Sr. Office Specialist - AP	\$ 40,452	23	\$ 490,236
Bus Services	4	Senior Buyer	\$ 46,709	22	\$ 536,945
Contracts	2	Contracts Officer	\$ 125,135	21	\$ 662,080
Bus Services	2	Graphic Specialists (1)	\$ 45,856	20	\$ 707,936
Fiscal Svcs	3	Fiscal Services Tech - Budget - 45%	\$ 16,979	19	\$ 724,915
Fiscal Svcs	2	Sr. Accounting Asst - 45% - Cashiering	\$ 16,169	18	\$ 741,084
Facilities	4	Reduce Cellphones	\$ 3,000	17	\$ 744,084
IS	7	Replace Nextel Phones	\$ 6,000	16	\$ 750,084
Contracts	1	Various Operations	\$ 7,585	15	\$ 757,669
Payroll	1	Replace student worker with work study employee	\$ 10,000	14	\$ 767,669
Payroll	5	Eliminate charge for "fold/stuff" paychecks	\$ 630	13	\$ 768,299
Payroll	4	Eliminate most overtime compensation	\$ 3,000	12	\$ 771,299
Payroll	3	Cut back on supply expenses	\$ 3,000	11	\$ 774,299
Facilities	1	Facilities Recycling	\$ 5,000	10	\$ 779,299
Facilities	2	Energy Consumption	\$ 20,000	9	\$ 799,299
IS	2	Centralize Main Campus Servers	\$ 50,000	8	\$ 849,299
IS	1	Decrease Utilities Budget	\$ 40,000	7	\$ 889,299
VPFAS	3	Reduce Contingency	\$ 40,000	6	\$ 929,299
VPFAS	2	Reduce Operations	\$ 40,000	5	\$ 969,299
VPFAS	1	Reduce Student Workers	\$ 30,000	4	\$ 999,299
Bus Services	1	Risk Management (JPA Premiums)	\$ 100,000	3	\$ 1,099,299
Bookstore	1	Follett Commission	\$ 150,000	2	\$ 1,249,299
IS	6	Programmer	\$ 60,000	1	\$ 1,309,299
TOTAL ADMINISTRATIVE SERVICES			\$1,309,299		

# Administrative Services

## Budget Reductions - Prioritized List

Dept	Rk	Item	Amount	RK	Cumulative
IS	6	Programmer	\$ 60,000	1	\$ 60,000
Bookstore	1	Follett Commission	\$ 150,000	2	\$ 210,000
Bus Services	1	Risk Management (JPA Premiums)	\$ 100,000	3	\$ 310,000
VPFAS	1	Reduce Student Workers	\$ 30,000	4	\$ 340,000
VPFAS	2	Reduce Operations	\$ 40,000	5	\$ 380,000
VPFAS	3	Reduce Contingency	\$ 40,000	6	\$ 420,000
IS	1	Decrease Utilities Budget	\$ 40,000	7	\$ 460,000
IS	2	Centralize Main Campus Servers	\$ 50,000	8	\$ 510,000
Facilities	2	Energy Consumption	\$ 20,000	9	\$ 530,000
Facilities	1	Facilities Recycling	\$ 5,000	10	\$ 535,000
Payroll	3	Cut back on supply expenses	\$ 3,000	11	\$ 538,000
Payroll	4	Eliminate most overtime compensation	\$ 3,000	12	\$ 541,000
Payroll	5	Eliminate charge for "fold/stuff" paychecks	\$ 630	13	\$ 541,630
Payroll	1	Replace student worker with work study employee	\$ 10,000	14	\$ 551,630
Contracts	1	Various Operations	\$ 7,585	15	\$ 559,215
IS	7	Replace Nextel Phones	\$ 6,000	16	\$ 565,215
Facilities	4	Reduce Cellphones	\$ 3,000	17	\$ 568,215
Fiscal Svcs	2	Sr. Accounting Asst - 45% - Cashiering	\$ 16,169	18	\$ 584,384
Fiscal Svcs	3	Fiscal Services Tech - Budget - 45%	\$ 16,979	19	\$ 601,363
Bus Services	2	Graphic Specialists (1)	\$ 45,856	20	\$ 647,219
Contracts	2	Contracts Officer	\$ 125,135	21	\$ 772,354
Bus Services	4	Senior Buyer	\$ 46,709	22	\$ 819,063
Bus Services	5	Sr. Office Specialist - AP	\$ 40,452	23	\$ 859,515
Bus Services	6	Storekeeper	\$ 48,744	24	\$ 908,259
Bus Services	7	Office Specialist - Print Services	\$ 40,455	25	\$ 948,714
IS	3	Telecommunications Technician	\$ 60,000	26	\$ 1,008,714
IS	4	Telephone Operator Services	\$ 90,000	27	\$ 1,098,714
IS	5	Technical Services	\$ 50,000	28	\$ 1,148,714
Fiscal Svcs	1	Budget Technician	\$ 71,222	29	\$ 1,219,936
Bus Services	3	Graphic Specialists (1)	\$ 45,856	30	\$ 1,265,792
Fiscal Svcs	4	Sr. Accounting Asst - 100% - Cashiering	\$ 43,507	31	\$ 1,309,299
TOTAL ADMINISTRATIVE SERVICES			\$1,309,299		



## BUDGET REDUCTION PLAN

**DEPARTMENT/FUNCTION:** HUMAN RESOURCE SERVICES

**CURRENT FUNCTION(S) PROVIDED:**

Employer/Employee Relations, Employment Services, Health Benefits, Employee Records, Adjunct Faculty Hiring, Short-Term/Hourly Employee Hiring, all other general human resource components.

**PROPOSED CHANGES TO FUNCTION(S):**

- Combine Human Resources and Payroll Functional Specialist Position
- Employment Services reduced by 1.5 FTE

**IMPACT OF CHANGES (BASED ON CRITERIA):**

With the elimination of 1.5 FTE in Employment Services, efficiencies will be affected and additional time will be requested to perform all employment services functions.

Combining of the HR and Payroll Functional Specialists positions will result in reduced services to both Human Resource Services and Payroll. All functions will be accommodated, it will take more time.

The reduction of budget dollars from the 400010 and 500010 accounts will mean that there will be fewer dollars available to run the HR department.

**SAVINGS ACHIEVED (INDICATE HOW ACHIEVED; LIST POSITIONS, IF APPLICABLE):**

**Reinstatement**

<u>Priority</u>	<u>Item</u>	<u>Savings</u>
1	Combine HR and Payroll Functional Specialists Positions	\$ 62,500
2	Eliminate Office Specialist position in Employment Services (100%)	36,746
3	Reduce 400010 and 500010 budget accounts	22,000
	Eliminate Employment Services Position 50% (CCCSAT funded)	(26,056)
		<u>\$121,246</u>

**AMOUNT OF SAVINGS:**

- 2002-2003 - \$15,000 ONE-TIME
- 2003-2004 - \$121,246 ON-GOING SAVINGS

**EXECUTIVE ADMINISTRATOR:**

Dr. Jack Miyamoto  
Assistant Superintendent/Vice President  
Human Resource Services

	A	B	C	D	E	F	H
1		<b>Palomar College</b>	1	O			
2		Considerations for Budget Reductions - FY02-03 and 03-04	T	n			
3		<b>FY03-04</b>	m	e			
4		<b>Source</b>				<b>Amount</b>	<b>Subtotals</b>
5		<b>Instruction</b>					
6		Accreditation		X		\$ 125,000	
7		Dental Assisting - 4000 - ongoing 02-03		X		\$ 800	
8		Liaison between Child Development Dept & CCCtr ** - ongoing 02-03		X		\$ 4,300	
9		Planetarium Director * - ongoing 03-04		X		\$ 10,715	
10		Math Faculty Positions Funded for 03-04 less hourly backfill - ongoing		X	2	\$ 101,440	
11		Public Safety 6000 (one-time) 02-03	X			\$ 7,500	
12		AJ 6000 - ongoing 02-03		X		\$ 6,700	
13		Fire 6000 - ongoing 02-03		X		\$ 1,651	
14		Business Faculty Position Funded for 03-04 less hourly backfill - ongoing		X		\$ 50,720	
15							\$ 308,826
16							
17		<b>Lottery - Instructional Supplies</b>					
18		2002-03 Lottery AL Division - one-time	X			\$ 13,494	
19		2002-03 Lottery CT Division - one-time	X			\$ 3,000	
20		2002-03 Lottery HAS Division - one-time	X			\$ 17,000	
21		2002-03 Lottery MBCS Division - one-time	X			\$ 15,000	
22		2002-03 Lottery MNHS Division - one-time	X			\$ 9,000	
23		2002-03 Lottery Instructional Supplies (add'l) - one-time	X			\$ 11,830	
24		2003-04 Lottery - Instructional Supplies	X			\$ 300,000	
25							\$ 369,324
26		<b>Designated</b>					
27		2002-03 ROP overhead Instruction - one-time	X			\$ 19,106	
28		2003-04 ROP overhead Instruction - one-time	X			\$ 15,000	
29		Bulletin board Escondido	X			\$ 795	
30		Innovation fund Performing Arts	X			\$ 13,379	
31		2002-03 Catalog 1/3 Instruction - one-time	X			\$ 4,876	
32							\$ 53,156
33		<b>Unrestricted Supplies and Printing</b>					
34		2002-03 Supplies & Printing AL Division - one-time	X			\$ 18,000	
35		2002-03 Supplies & Printing Centers - one-time	X			\$ 3,000	
36		2002-03 Supplies & Printing CT Division - one-time	X			\$ 20,000	
37		2002-03 Supplies & Printing HAS Division - one-time	X			\$ 24,000	
38		2002-03 Supplies & Printing MBCS Division - one-time	X			\$ 20,100	
39		2002-03 Supplies & Printing MNHS Division - one-time	X			\$ 20,000	
40		2002-03 Supplies & Printing Instruction - one-time	X			\$ 20,000	
41		2003-04 Supplies & Printing AL Division - one-time	X			\$ 18,000	
42		2003-04 Supplies & Printing CT Division - one-time	X			\$ 20,000	
43		2003-04 Supplies & Printing HAS Division - one-time	X			\$ 33,000	
44		2003-04 Supplies & Printing MBCS Division - one-time	X			\$ 17,900	
45		2003-04 Supplies & Printing MNHS Division - one-time	X			\$ 21,500	
46							\$ 235,500
47		<b>Short Term and Hourly Budgets</b>					
48		2002-03 Hourly Centers - one-time	X			\$ 22,000	
49		2002-03 Student Hourly AL Division - one-time	X			\$ 15,000	
50		2002-03 Student Hourly HAS Division - one-time	X			\$ 3,000	
51		2002-03 Student Hourly MBCS Division - one-time	X			\$ 9,500	
52		2003-04 Student Hourly AL Division		X		\$ 5,000	
53		2003-04 Student Hourly HAS Division - one-time	X			\$ 10,000	
54		2003-04 Student Hourly MBCS Division - one-time	X			\$ 10,000	
55		Math Center 1000, 2000, 3000 hourly	X			\$ 7,500	
56		Public Safety 2000 hourly		X		\$ 4,238	
57		AJ 2000 hourly		X		\$ 11,542	
58		Fire 2000 hourly		X		\$ 5,750	
59							\$ 103,530

	A	B	C	D	E	F	H
1		<b>Palomar College</b>	1 T i m e	O n g i n g			
2		Considerations for Budget Reductions - FY02-03 and 03-04					
3		<b>FY03-04</b>					
4		<b>Source</b>				<b>Amount</b>	<b>Subtotals</b>
60		<b>Contract Positions 2003-04 unless otherwise noted</b>					
61		Manager, Community Education - Vacant as of July 1, 2003		X	1	\$ 74,978	
62		2003-04 Instr. Support Asst II - Nursing Vacant as of March 28, 2003		X	0.16	\$ 5,004	
63		2002-03 Instr. Support Asst II - Nursing 2 months salary	X			\$ 900	
64		ATG Instr. Computer Lab Tech. to Instr. Support Asst. I		X	1	\$ 9,243	
65		PE Trainer 30% to Athletic Equipment Asst.		X	0.3	\$ 3,822	
66		Instructional Support Asst I - ESL (Reduction from 1.0)		X	0.5	\$ 20,868	
67		Ed Center Assistant - Camp Pendleton		X	1	\$ 40,323	
68		Media Equipment Technician - Library/Media		X	1	\$ 49,184	
69		Instructional Support Asst III - Art		X	1	\$ 58,809	
70		Training Officer - Public Safety/Police Acad (2 at 0.45 ea)		X	0.9	\$ 35,924	
71		Instr Computer Lab Technician - Camp Pendleton		X	1	\$ 52,000	
72							\$ 351,055
73							
74		<b>Total</b>				<b>\$1,421,391</b>	<b>\$ 1,421,391</b>
75		* negotiable item funding to come from Planetarium fees rather than general fund					
76		** funding to come from Child Care Center funds rather than general fund					



**CONSIDERATIONS FOR BUDGET REDUCTIONS - FISCAL YEAR 2003 / 04  
STUDENT SERVICES  
UNRESTRICTED FUNDS**

Priority	Area	Reduction	Cost Savings Achieved
23	Student Services	Classified Hourly	\$1,000
17	Student Support Programs	Dean, Student Support Programs	\$25,000 (Net Effect)
18		Sr. Administrative Secretary (1.0 FTE)	\$49,842
19		4000 – 5000 – 6000	\$47,700
5	Counseling & Matriculation	Transfer Education Advisor (.45 FTE)	\$17,507
4	*Earlier this Spring semester, an approximate total of \$300,000 of Counseling hourly 2003/04 funds was approved as a backfill to the proposed EOPS/DSPS contract counselor salaries budget reductions – Priority 3*  *(Restoration is subject to final EOPS / DSPS allocations and review of all other priorities)	Career Center Advisor (.45 FTE – vacant)	\$17,507
20		Career Center - Classified Student Hourly	\$ 4,000
16		Reconfigure Counseling Services Supervisor	\$64,577
15		Outreach – PEERS	\$10,000
21		Counseling - Classified Student Hourly	\$32,212
14		PEERS Program	\$13,450
22	Financial Aid & Scholarships	Classified Student Hourly	\$ 2,800
8		Financial Aid Specialist (1.0 FTE -vacant)	\$41,566
9		Financial Aid Systems Module Functional Specialist (1.0 FTE – vacant)	\$58,220
13		4000 – 5000 – 6000	\$17,546
6	Enrollment Services	Admissions Assistant (.50 FTE)	\$20,000
7		Administrative Secretary (1.0 FTE)	\$47,810
10	Athletics	Office Specialist (.45 FTE)	\$15,244
11		Classified Hourly	\$ 5,000
12		4000 – 5000 – 6000	\$25,000
22	Tutorial Services	Reduce academic year hourly tutoring	\$25,000
21		Eliminate summer tutoring	\$ 6,000
(7.85 FTE Classified) TOTAL			\$546,981

**CONSIDERATIONS FOR BUDGET REDUCTIONS - FISCAL YEAR 2003 / 04**  
**STUDENT SERVICES**  
**RESTRICTED FUNDS**

Priority	Area	Reduction	Cost Savings Achieved
9	EOP&S	EOPS/CARE Supervisor (1.0 FTE)	\$63,183
8		EOPS/CARE Staff Aide (1.0 FTE)	\$46,794
10		EOPS/CARE Staff Assistant (1.0 FTE – vacant)	\$45,838
5		EOPS/CARE Outreach Tech (.45 FTE)	\$15,219
1		EOPS/CARE Office Specialist (.45 FTE)	\$18,918
2		EOPS/CARE Office Specialist (.45 FTE)	\$12,563
3		Reduce Tutorial Salaries	\$ 4,601
4		Reduce hourly EOPS counseling	\$33,418
7		Reduce classified / student hourly	\$36,587
6		Reduce discretionary costs	\$25,000
3	DSP&S	Instructional Support Asst III (1.0 FTE)	\$50,190
4		Instructional Support Asst I (.45 FTE)	\$14,149
2		Disabled Student Assistant (.45 FTE)	\$14,149
1		Staff Aide (1.0 FTE)	\$53,756
5		Reduce hourly counseling	\$39,571
7		Reduction – supplies	\$ 2,912
8		Reduction – equipment	\$ 3,750
9		Reduce hourly instruction	\$ 2,279
10		Reduce 4000 – 5000	\$ 6,352
6		Eliminate student hourly / short term	\$52,773
	Matriculation *This reduction will not affect existing staff levels	6000 account	\$126,482
(4.35 FTE - Classified) EOP&S (2.90 FTE – Classified) DSP&S Matriculation			EOP&S – \$302,121 DSP&S – \$239,881 Matriculation - \$126,482
*Adding the backfill from counseling hourly to EOPS/DSPS contract counselors' salaries, the total cuts in Student Services is approximately \$892,061 for 2003/04 from unrestricted funds.			<b>UNRESTRICTED - \$546,981</b> <b>RESTRICTED - \$668,484</b>
<b>GRAND TOTAL</b>			

April 29, 2003

**Palomar College**  
**Budget Development FY03-04**  
**Planning Council Options - SPC 4-22-03**

Organizational Area	Amount	%	Amount	%	Budgeted includes PFE	%	Proptn Share
Administrative Services	\$ 1,308,299	37.28%	\$ 13,137,988	15.74%	\$ 552,365		
Advancement Office	\$ -	0.00%		0.00%			
Human Resource Services	\$ 121,246	3.46%	\$ 1,018,663	1.22%	\$ 42,828		
Governing Board	\$ -	0.00%	\$ 171,716	0.21%	\$ 7,220		
Institutional*	\$ -	0.00%	\$ 11,284,234	13.52%	\$ 474,427		
Instruction Services	\$ 1,416,515	40.37%	\$ 47,753,642	57.22%	\$ 2,007,722		
President's Office	\$ 116,000	3.31%	\$ 1,352,447	1.62%	\$ 56,861		
Student Services	\$ 546,981	15.59%	\$ 8,743,818	10.48%	\$ 367,619		
<b>TOTALS</b>	<b>\$ 3,509,041</b>	<b>100.00%</b>	<b>\$ 83,462,508</b>	<b>100.00%</b>	<b>\$ 3,509,041</b>		

percent  
of  
CIS90 of  
budget

\*Includes expenditures allocated to VP areas, but not broken out here

**Palomar College**  
**Budget Reduction - Midyear FY02-03**  
**Planning Council Options - SPC 4-29-03**

Organizational Area	Amount	%	Amount	%	Budgeted includes PFE	%	Proptn Share
Administrative Services	\$ 923,215	25.23%	\$ 13,137,988	15.74%	\$ 575,964		
Advancement Office	\$ -	0.00%		0.00%			
Human Resource Services	\$ 87,097	2.38%	\$ 1,018,663	1.22%	\$ 44,658		
Governing Board	\$ -	0.00%	\$ 171,716	0.21%	\$ 7,528		
Institutional*	\$ -	0.00%	\$ 11,284,234	13.52%	\$ 494,696		
Instruction Services	\$ 2,181,876	59.63%	\$ 47,753,642	57.22%	\$ 2,093,498		
President's Office	\$ 68,905	1.88%	\$ 1,352,447	1.62%	\$ 59,291		
Student Services	\$ 397,866	10.87%	\$ 8,743,818	10.48%	\$ 383,325		
<b>TOTALS</b>	<b>\$ 3,658,959</b>	<b>100.00%</b>	<b>\$ 83,462,508</b>	<b>100.00%</b>	<b>\$ 3,658,959</b>		

\*Includes expenditures allocated to VP areas, but not broken out here