

STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	05/06/03
	<input type="checkbox"/>	Product/Project	Starting Time:	2 p.m.
	<input type="checkbox"/>	Special	Ending Time:	4 p.m.
			Place:	South Trailer

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
 RECORDER: Barbara Baldrige GUESTS: Wilson

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
A. <u>MINUTES – APRIL 22 & 29, 2003</u>	Decision	Attached	2 min.
B. <u>DISCUSSION ITEMS</u>			
1. Budget Reduction Plans Opportunities for Additional Information, Priority Setting, Discussion of Estimated Fund Balances.	Discussion		1½ hr.
a. President's Office & Advancement		Bring from April 22 meeting	
b. Administrative Services		Bring from April 29 meeting	
d. Human Resources		Bring from April 29 meeting	
e. Instruction		Bring from April 22 meeting	
f. Student Services		Bring from April 29 meeting	
2. Proposed Student Services Reorganization	Information/Discussion	Attached	10 min.
3. Learning Culture Task Force Compensation – Senate Proposal	Discussion		10 min
C. <u>REPORTS OF PLANNING COUNCILS</u>			15 min
1. Administrative Services Planning Council – Jerry Patton			
2. Human Resource Services Planning Council – Jack Miyamoto			
3. Instructional Planning Council – Diane Lutz			
4. Student Services Planning Council – Joe Madrigal			
D. <u>REPORTS OF CONSTITUENCIES</u>			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			

E. PENDING ITEMS

1. Proposed BP 3280 – Grants (to replace BP 311)
2. Proposal for Divisional Representation for Faculty on Councils and Committees
3. Proposed Deletion of BP 403.2 – Enrollment Fee Waiver (Action May 13)
4. Proposed Revisions to Student Services Committees: (Action May 13)
 - a. Student Services Planning Council (Action May 13)
 - b. Extended Opportunity Programs and Services Advisory Committee (Action May 13)
 - c. Financial Aid Advisory and Appeals Committee (Action May 13)
 - d. Internal Education Advisory Committee (Action May 13)
 - e. Scholarship Committee (Action May 13)
5. Proposed VTEA Planning & Advisory Committee (Action May 13)

F. OTHER ITEMS

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

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

May 20



STRATEGIC PLANNING COUNCIL MEETING MINUTES May 6, 2003

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, May 6, 2003, in the South Trailer. The meeting was called to order at 2:05 p.m. by Dr. Sherrill L. Amador.

ROLL CALL

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

Members Absent: Champine

Guests Present: Cheryl Ashour

A. MINUTES

MSC (Barkley/Madrigal) Cater/Drinan abstain

The minutes of the April 22, 2003 meeting were approved. The minutes of the April 29 meeting were approved with the following corrections in bold: page 1, item B.3 should read "**Ms.** Owens explained ..."; page 3, third paragraph, end of second line should read "Dr. Amador responded that **Revenue** Allocation is going through the budget ...; page 4, item E.5, line 9 and 10 should read "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.**"

B. DISCUSSION ITEMS

Ms. Barkley stated that the Faculty Senate requests that whenever someone sends a revision to a document or structure, the original document be sent with the changes in bold or crossed out so that it is clear what the changes might be. Or, a person could send the original document along with the revised document so they could be compared.

1. Budget Reduction Plans

Each group was asked to come up with some estimated fund balances for the year end and additional ideas for cost savings. The Revenue Allocation Committee will be provided this information.

Dr. Amador pointed out that these ending balances came about because departments have stopped travel, purchasing, marketing, etc., since January because they knew of the budget situation. Mr. Patton stated that Ken Jay told him that requisitions coming through have almost dwindled to nothing. It shows that everyone has really tried to save money throughout the year. Dr. Amador stated her appreciation for everybody's efforts in that regard.

Ms. Barkley stated that the Faculty Senate would have around \$10,000 as their estimated ending fund balance.

a. President's Office & Advancement

There are no changes in priorities or information. Dr. Amador provided estimated ending balances for the Superintendents/President's Office, including the Governing Board, Advancement, Marketing, Public Information, and Institutional Research/Planning to be \$50,500. These were additional one-time only funds that can be used to help with the District's beginning balance. Discussion followed. (**Exhibit B.1.a**)

b. Administrative Services

Mr. Patton distributed a handout showing the estimated fund balances for Administrative Services, including Business Services, Counsel, Contracts & Special Projects, Facilities, Fiscal Services, Information Services, and Payroll to be \$259,806. He pointed out that IS was able

to postpone purchase of equipment which brought in a significant savings of \$100,000. Discussion followed. (**Exhibit B.1.b.1**)

Mr. Patton distributed a handout showing budget reduction proposals from the divisions in his department. He reviewed and discussed the listed items. Jenny Akins and Lois Meyer assisted in explaining some of the items. Discussion followed. (**Exhibit B.1.b.2**)

c. Human Resources

There is no additional information from the HR planning council and their priorities are the same. Dr. Miyamoto stated they estimate about a \$20,000 ending balance.

d. Instruction

Ms. Lutz stated that their department had already added most of the funds earlier, so the only additional amount would be \$12,804 from the Mathematics and the Natural and Health Sciences Division. Discussion followed.

Ms. Lutz distributed a handout showing cost-saving/revenue-generating ideas from the Instruction department. (**Exhibit B.1.e.**)

e. Student Services

Mr. Madrigal distributed a handout showing the estimated fund balances for Student Services, including Student Affairs, Enrollment Services, Counseling/Matriculation, Athletics, and Student Support Programs to be \$171,016. He stated that hourly tutoring was taken off the cuts list as it was determined that summer tutoring should continue. There is also a staffing change reflecting the resignation of the Dean of Student Support Services. The position has been eliminated and originally the Dean was going to become part of the counseling staff, so there will be a savings, but he does not have the amount at this time. Discussion followed. (**Exhibit B.1.f.**)

Mr. Madrigal discussed the cost-savings ideas from his department. He did not have a handout at this time but will electronically send them.

2. Proposed Student Services Reorganization

Mr. Madrigal referred to the proposed organizational chart which was sent electronically to all members. With the elimination of the Dean of Student Support Programs position, the managers and SSPC have discussed what would be the best way to reallocate the areas from that position to existing manager positions. He discussed the changes and the effects it would have on the department. Ms. Barkley said that the Faculty Senate received the report from their faculty SSPC representative. Ms. Lutz will take the tutorial change affecting Instruction to the IPC. (**Exhibit B2**)

3. Learning Culture Task Force Composition – Senate Proposal

Ms. Barkley stated that the Faculty Senate requested this item be postponed until the fall semester. Everyone agreed.

C. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council

The next meeting is scheduled for May 8 at 3:30 p.m in RS-5.

2. Human Resource Services Planning Council

The next meeting is scheduled for May 13 at 3:30, location TBA.

3. Instructional Planning Council

The next meeting is scheduled for May 14

4. Student Services Planning Council

Mr. Madrigal reported that SSPC met last week and discussed the priority list. Their next meeting is May 14.

D. REPORTS OF CONSTITUENCIES**1. Administrative Association**

Ken Jay is going to be next year's president and Norma Bean is going to be the Vice President. The other members will be elected in the next week or so. The change will be effective July 1, 2003.

2. Associated Student Government

Mr. Melena reported that the past few meetings have been taken up with the budget and how our campus is working through this. They also discussed the email project for the students. Mr. Melena anticipates finalizing their position at their meeting tomorrow. In addition, they are going to swear in the new officers on May 14, 2003. Mr. Melena will swear in the president and the elected board. They are continuing their statewide efforts in lobbying. They are working closely with the Government Affairs Committee for tomorrow's news conference and look forward to it being a very successful event.

3. Confidential/Supervisory Team – no report.**4. CCE/AFT**

Mr. Dimmick reported that they are going through the election process. They received nominations two weeks ago and voting is going out to membership shortly. They will be attending "lobby days" May 18 & 19 in Sacramento.

5. Faculty Senate

Ms. Barkley reported the Faculty Senate discussed the proposed changes that came through SPC last week and they anticipate taking action on them at their next meeting. They are also discussing a possible sub-committee on technology recommended by Mike Arguello. They passed a motion to list summer classes offered in June, like field course classes, in the spring class schedule. It will be similar to the way January classes are listed in the fall class schedule. This will allow students more time to be aware of these classes so that they might have a higher enrollment. They will be deliberating at the next meeting on continuing printing ads in the class schedule and trying to find out the costs of doing that because the low enrollment classes would benefit from these ads. They made some suggestions for the Institutional Review Committee. Elections are going to be next week, May 12, and they will have a new council at that point. Ms. Barkley recently returned from the State Senate meeting where Scott Lay from CCLC explained the creative accounting principles that allowed us to have a lower mid-year cut. Mr. Lay gave a lot of interesting handouts that explained how the state got in this position. They are available in the Faculty Senate office if anyone would like to read them.

6. PFF/AFT

Mary Millet confirmed that the differential fee has been taken off the AB680 bill.

E. PENDING ITEMS

Pending Items 1 and 2 are still not ready to come back for action. Pending Items 3 through 5 will be on the May 13 agenda.

F. OTHER ITEMS

The next two meetings, May 13 and May 20, will be held in RS-5, the facilities conference room.

Mr. Madrigal announced that beginning next week Student Services staff will be occupying the trailers for approximately three months. The heating and ventilation will be renovated. He asked for everyone's patience as there will be some inconveniences.

Mr. Bishop reminded everyone that the Gene Jackson fund is up and operating.

The Annual Implementation Plan Assessment will be discussed at the next meeting. A notice has already gone out to those listed as the principal people responsible for those objectives to get their information to Ms. Baldrige by May 8 so that copies can be made and electronically sent before the next meeting.

The meeting was adjourned at 3:15 p.m.

**Superintendent/President's Office
&
Functions
Estimated Ending Fund Balances
June 30, 2003**

President	\$10,000.00
Governing Board	2,500.00
Advancement	
Marketing	32,000.00
PIO	4,000.00
Institutional Research/Planning	2,000.00
TOTAL	\$50,500.00

Administrative Services Division
 FY02-03 Unrestricted General Fund Ending Fund Balances
 400010, 500010, & 600010 budget pools

	<u>400010</u>	<u>500010</u>	<u>600010</u>	<u>TOTAL</u>
<u>Administrative Services</u>	\$ 5,000	\$ 7,000	\$ 3,000	\$ 15,000
<u>Business Services</u>		\$ 50,000	\$ 9,000	\$ 59,000
<u>Counsel, Contracts & Special Projects</u>	\$ 2,000	\$ 3,000		\$ 5,000
<u>Facilities</u>	\$ 15,000		\$ 15,000	\$ 30,000
<u>Fiscal Services</u>	\$ 406	\$ 1,600		\$ 2,006
<u>Information Services</u>				
Department Office		\$ 20,000	\$ 100,000	\$ 120,000
Telecom	\$ 5,000		\$ 20,000	\$ 25,000
Telephone	\$ 300	\$ 400	\$ 100	\$ 800
<u>Payroll</u>	\$ 3,000			\$ 3,000
TOTALS	\$ 30,706	\$ 82,000	\$ 147,100	\$ 259,806

Administrative Services

Budget Reduction Plan - Proposals by department - FY03-04

Department and Item	Amount
<u>Business Services</u>	
Eliminate central district funding for:	
Copier, FAX & related equipment	\$ 15,676
Mops, mats, shop rags, towels	\$ 11,616
Admissions equipment	\$ 2,839
Musical equipment	\$ 5,495
Increase copy costs to Bookstore	\$ 43,976
<u>Facilities</u>	
Eliminate Knight Security: This item would save \$11,856 and I submitted a Budget Reduction Plan Form for it.	\$ 11,856
Propagate plant material for use around the campus; for trade with outside vendors and for sale to specific groups: This is a long term program and would not see any savings for at least a couple of years (we may be able to save \$3,000 to \$4,000 per year once the program is up and running). In the short term we are relocating plants from the various construction zones around the campus to the areas identified for renovation. We are currently relocating some trees and plants from the High Tech building site and will save about \$3,000 or more just from this one instance. There is a question if this is a true savings or not, since with the current budget crisis we most likely would not be scheduling or funding renovation projects.	?
Closely monitor water use on campus and reduce consumption where possible: We may be able to save up to 10% of the irrigation costs by reducing the watering schedules. The current total water use runs about \$3,900 and I would estimate that 50% of that is irrigation. \$1,950 times 10% equals \$19.50 per month in the cool or winter months. The non-irrigation use will decrease or remain the same in the hot summer months, but the irrigation will be 4 times as much during the hot summer months, so the savings would more than increase by about 6 times. I would estimate that we can save about \$1,500 per year by reducing the irrigation schedules.	\$ 1,500
Investigate the possibility of separate water meters installed for irrigation use and we may be able to get an agricultural rate for water: This would be a long term savings, if it's even possible. The cost to separate and install new water meters would greatly exceed the cost of savings for the first 5 years.	?
Monitor surplus equipment program and renovate, repair and re-issue items that still have a useful life: The cost savings here would be dependant upon staff members being willing to use the renovated furniture and equipment in lieu of purchasing new items. We are implementing a classroom tab-arm chair repair program and expect to save about \$1,000 per year with this program.	\$ 1,000

Administrative Services

Budget Reduction Plan - Proposals by department - FY03-04

Department and Item	Amount
Freeze all non-essential work requests or special projects: In this fiscal year we have completed over \$35,900 in work requests and we still have 63 work requests to complete in this fiscal year. These figures do not include any special projects or remodel projects. If we assume that we are going to have an average of \$40,000 in work requests and limit that to critical or emergency requests only, then we should be able to save at least \$20,000 annually. Please keep in mind that the majority of these savings are not out of the Admin Services budget, but are requested by Instruction and Student Services.	\$ 20,000
Lease space in the parking lots for swap meets or other events that would generate income for the District: I am not sure how to calculate the possible income for this use. I have been told that a couple of Community Colleges do this and have incomes over \$100,000 annually, but there are a number of variables that we would need to consider before we even undertook such a project. I would say that we could generate \$10,000 annually, but it would have an impact on students, staff and community use of the front parking lots on the weekends.	\$ 100,000
Update and increase the fee for use by outside groups and inside groups that use our facilities, including Aramark, Follett, Child Care Centers and California English School: I would estimate that we could recover about \$5,000 in costs associated with these groups using our facilities at a discount.	\$ 5,000
Reduce the number of hours worked and paid: I turned in a Budget Reduction Plan form for this and if everyone in Facilities worked and got paid for 36 hours a week we would save \$226,268 annually.	\$ 226,268
<u>Fiscal Services</u>	
Email billings to students - IS is testing a program for all students to have e-mail addresses	\$ 39,953
Require students to file for refunds and capture refunds not requested to be sent	\$ 100,000
Reduce Cashier Office hours to match those of Financial Aid and Admissions & Records	\$ 12,273
<u>Payroll Services</u>	
Charge for duplicate check stubs and duplicate W-2s	\$ 1,000
Charge employees to duplicate their payroll files	\$ 100
As authorized by law, begin charging a 'Garnishment' processing fee	\$ 500
Close Payroll Services on Fridays	\$ 200

COST SAVING/REVENUE GENERATING IDEAS – INSTRUCTION

Employees pay for parking

Sell naming rights to the Theatre

Charge small fees for a variety of services on campus

Across-the-board pay cut of 10%

Work 80% and not full time, with voluntary incentive top defer pay for later

Close campus on Fridays in summer

Cancel summer session

Administrative SERP

Classified SERP with retraining opportunities to fill critical positions

Reduce number of months in administrative contracts

Close the library on Saturdays

Reduce the number of hours the Education Centers are staffed

Estimated Fund Balances-Student Services-June 30, 2003

Office of the Vice President of Student Services:

Budget Pool	4000010	\$3,000
	5000010	\$20,400
	6000010 (Includes \$23,000 Inst. Equip.)	\$30,000

Student Affairs:	4000010	\$3,000
	5000010	\$1,000

PIC Ctr.	4000010	\$3,000
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Enrollment Services

Intl. Educ.	4000010	\$5,000
	5000010	\$31,000

A&R	4000010	\$3,000
	5000010	\$8,000

Counseling/Matric.

Gen. Couns.	4000010	\$1,000
	5000010	\$2,500

Couns. Instr.	4000010	\$4,000
	5000010	\$5,000

PEERS	4000010	\$8,500
	5000010	\$500

Transf. Ctr.	4000010	\$394
	5000010	\$1,122

Athletics

	600010	\$5,000
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Student Support Programs

Dean	400010	\$9,000
	500010	\$12,000
	600010	\$5,000

Tutoring	400010	\$2,000
	500010	\$3,000

600010

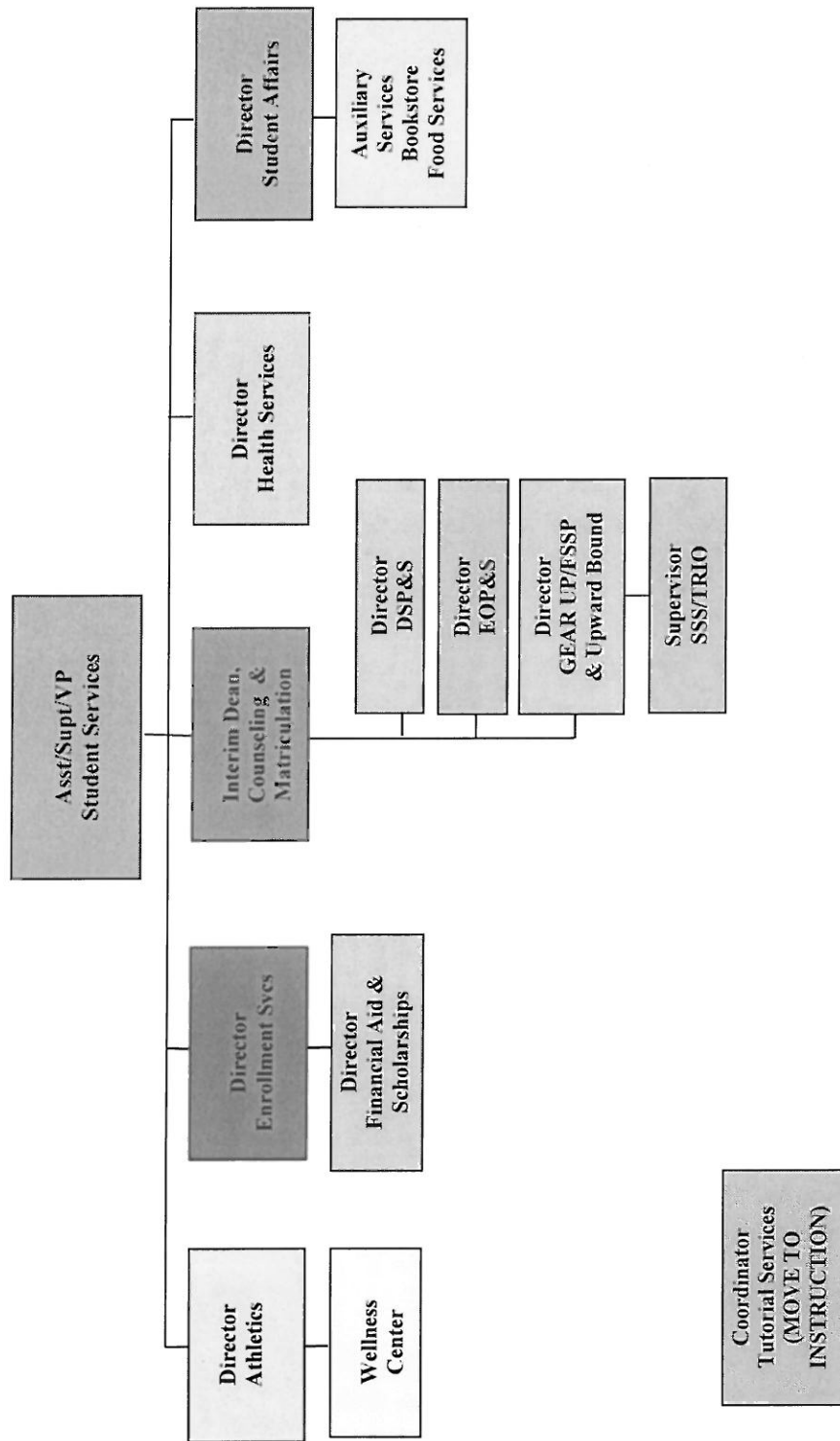
\$3,000

TOTAL

\$171,018

Exhibit C -
B2

Proposed Student Services Organizational Chart April 28, 2003



Coordinator
Tutorial Services
(MOVE TO
INSTRUCTION)