



STRATEGIC PLANNING COUNCIL SPECIAL MEETING AGENDA

Date:	June 7, 2005
Starting Time:	2:00 p.m.
Ending Time:	4:00 p.m.
Place:	SU-18

CHAIR: Deegan

MEMBERS: Akins, Barton, Bishop, Cuaron, Dimmick, Dowd, Fernandez, Frady, Gowen, Halttunen, Ivey, Jay, Kelber, Kovrig, Madrigal, McCluskey, Miyamoto, Nebelsick-Tagg, Newmyer, Owens, Townsend-Merino, Stanley, Versaci, Waite

RECORDER: Ashour

Attachments

Time

A. DISCUSSION/INFORMATION ITEMS

1. Budget Update
2. Book Loan Program



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
June 7, 2005**

The special joint meeting of the Palomar College Strategic Planning Council and Resource Allocation Committee was held on Tuesday, June 7, 2005, in SU-18. The meeting was called to order at 2:00 p.m. by Mr. Robert P. Deegan.

ROLL CALL

Members Present: Akins, Barton, Bishop, Deegan, Dowd, Frady, Halttunen, Jay, Madrigal, McCluskey, Miyamoto, Newmyer, Townsend-Merino, Stanley, Doran, Davis, Eckman
Members Absent: Cuaron, Dimmick, Kovrig, Ivey, Owens, Waite, Versaci
Recorder: Josie Silva

A. DISCUSSION/INFORMATION

1. Budget Update

Mr. Robert Deegan thanked everyone for attending and explained to the committee that because of an urgent situation related to the budget, this meeting was called. He said he wanted to make sure everyone had an opportunity to hear and discuss the issues affecting the tentative budget.

Mr. Joe Newmyer reported that it was discovered that the Apprenticeship budget had not been included in the tentative budget due to the fact that the department failed to submit its budget development report; the Apprenticeship expenditures totaled \$922,000. Because these expenditures were not included in the tentative budget, the following proposed adjustments will be made to the 2005-06 budget:

**Adjustments to Increases 2005-06
(Reductions)**

1. 4 FTEF	338,000
2. PERS Reduction	12,000
3. Administrative Services Departments	49,000
4. Maintenance & Operations	152,000
5. Human Resource Services Adjustments	10,000
6. Student Services	50,000
7. Marketing	100,000
8. One Position (Instruction Area)	51,000
9. Indirect	160,000
Total	\$922,000

Mr. Newmyer briefed the committee on the proposed reductions to the 2005-06 budget. After identifying departments that were able to handle cutbacks, Mr. Newmyer was able to use these funds to balance the budget. Committee members were very concerned with the budget cuts referenced above. One of the concerns of the committee was that the budget reductions were not equitable. Discussion continued regarding how these reductions will impact the operations budgets of the areas identified above. Committee members expressed their concerns that the departments that are giving up their money will not get it back. Mr.

Deegan assured committee members that these funds will be returned to the departments if the money is available.

At this time, Ms. Newmyer summarized an Updated General Fund Unrestricted and Designated Fund Balances report for year ending June 30, 2004, reflecting the changes that were made to the tentative budget. Mr. Newmyer commented that these are updated numbers and that the intent is to end with a balanced budget. Committee members questioned the \$1,000,000 deficit, and Mr. Newmyer said that the deficit will most likely be taken from the 05-06 budget projected ending balance.

MSC (Halttunen/Madrigal) to replace funds to those departments whose budgets were reduced in terms of the \$922,000 that was taken from current year budget, when these funds become available (last out becomes the first in). Those departments are listed below:

Administrative Services Departments (Payroll and Business Services)	\$49,000
Maintenance & Operations	152,000
Human Resource Services	10,000
Student Services	50,000
Marketing	100,000

The vote was unanimous.

2. PROPOSED TEXTBOOK LOAN PROGRAM

Mr. Deegan said that when the \$400,000 contract was approved with Follett, it was agreed at that time to allocate \$50,000 toward book loans for students.

Mr. Joe Madrigal presented a proposal for the Textbook Loan Program. After a lengthy discussion, the following proposal was approved by the committee with the understanding that these are emergency funds strictly for purchasing textbooks:

MSC (Jay/Halttunen) to approve the proposal with the noted changes below:

Textbook Loan Proposal

An amount of money is allocated to the Office of Student Affairs to supplement the funds of the Gene Jackson Emergency Loan Program. The additional funds will be used for the purpose of establishing a separate loan program specifically designed to aid students with the purchase of textbooks.

- Maximum loan amount of \$200.00
- Minimum GPA of 2.0 for continuing students
- No outstanding loans to the college
- Must present class schedule and list of textbook needs and prices to OSA
- Office of Student Affairs will provide voucher in the amount of the loan to be used in the Palomar College Bookstore.
- ~~Director of Student Affairs has discretion to increase the loan amount and / or make exceptions to the criteria.~~
- Loan must be paid back within 60 days or prior to the last day of the semester / session.

Mr. Madrigal was asked to provide an update to SPC by the end of the fall semester as to the effectiveness of this program.

The meeting was adjourned at 3:50 p.m.