STRATEGIC PLANNING COUNCIL
SPECIAL MEETING AGENDA

Date:	February 3, 2012
Starting Time:	9:00 a.m.
Ending Time:	10:00 a.m.
Place:	**AA-140**

CHAIR: Deegan
MEMBERS: Barton, Brannick, Cater, Cerda, Claypool, Cuaron, Davis, Dean, Halttunen, Hogan-Egkan, Laughlin, Lienhart, Lucero, Martinez, Maunu, Newmyer, Stewart, Talmo, Titus, Tortarolo, Vernoy, Wick
RECORDER: Ashour

	Attachments	Time
A. 2012-13 BUDGET	**Exhibits A1-4**	**60 min**

PALOMAR COLLEGE
Learning for Success

STRATEGIC PLANNING COUNCIL
MEETING MINUTES
February 3, 2012

A regular meeting of the Palomar College Strategic Planning Council scheduled February 3, 2012, was held in AA-140. President Robert Deegan called the meeting to order at 2:04 p.m.

ROLL CALL

Present: Barton, Brannick, Cerda, Claypool, Cater, Davis, Deegan, Lucero, Newmyer, Talmo, Titus, Vernoy
Absent: Cuaron, Dean, Halttunen, Hogan-Egkan, Laughlin, Maunu, Stewart, Tortarolo, Wick
Recorder: Cheryl Ashour
Guests: Jayne Conway, Glynda Knighten, David Leonard, Norma Miyamoto, Dan Sourbeer, Wilma Owens

A. 2012-13 BUDGET

Joe Newmyer, Vice President of Finance and Administrative Services, presented a budget projection for 2012-13 and 2013-14. He provided the following handouts and discussed each one:

- Budget Information – Fund 11 **(Exhibit A1)**
  Vice President Newmyer discussed the Fund 11, 2011-12 beginning and ending balance, as well as budgeted savings and reductions from academic salaries, instructional hourly, classified monthly and hourly, employee benefits, and other operating expenses.

- A list of academic and non-academic vacant positions **(Exhibit A2)**
  There are 97.75 vacancies to date, broken down by division.

- 2011-12 Apportionment and FTES **(Exhibit A3)**
  Vice President Newmyer stated that, to date, the Chancellor's office reduced Palomar College's FTES goal from 20,000 to 18,488. If the tax initiative on the November ballot fails, the FTES goal could drop to 17,471. However, since we won't know this until the end of 2012, the 2012-13 budget will be based on 18,488 FTES. He reviewed the 2011-12 apportionment as of 12-20-11, and the potential adjusted base for 2012-13.

- Budget Projection – Including Lottery But Excluding Other Designated (Exhibit A4), showing the beginning and ending balances, revenue, available resources, and expenditures for 2011-12, 2012-13, and 2013-14.

  Vice President Newmyer discussed two scenarios listed in the handout. The first scenario assumes the Governor's tax initiative on the November ballet succeeds; the second scenario assumes the tax initiative fails. The goal is to have a 2012-13 budget that will work under both scenarios. To help achieve this goal, a $3 million adjustment will be made during 2011-12. He discussed the types of adjustments that could be made. For each scenario Mr. Newmyer reviewed the beginning and ending balances, revenue, available resources, and expenditures for 2012-13 and 2013-14. The College may need to makes changes to salaries and benefits in order to achieve a balanced budget for either scenario. Discussion ensued.

It was asked if faculty will be hired for 2012-13. President Deegan responded that the District is waiting to hear what the FON number will be from the Chancellor's office. If the FON is 0, faculty will not be hired for 2012-13; however if the FON is more than 0, faculty will be hired. It was asked if the faculty who are acting as interim administrators count toward the FON. President Deegan responded yes.

It was asked if there will be summer school this year. President Deegan responded yes, it will be the same as last year.

President Deegan discussed the legislative conference he recently attended with the District's Governing Board members and the San Diego and Imperial Counties community college leaders. Some legislators are more aware than others of what community colleges do for students and our community. He is actively working with the local legislatures to get their support and increase their understanding of the importance of community colleges.

There being no further business, the meeting was adjourned at 10:00 a.m.

BUDGET INFORMATION - FUND 11

2010-11 FINAL ENDING FUND BALANCE		**$22,832,473**
ADJUSTMENTS		
DESIGNATED ACCOUNTS	$3,778,728	
BOARD REQUIRED RESERVE	$5,000,000	
TOTAL ADJUSTMENTS		$8,778,728
ADJUSTED ENDING BALANCE		$14,053,745
DEFICIT SPENDING		
DEFICIT SPENDING PER ADOPTED BUDGET	$7,815,408	
BOARD APPROVED TRANSFER TO FUND 69	$2,100,000	
TOTAL 2011-12 DEFICIT SPENDING		$9,915,408
JUNE 30, 2012 UNCOMMITTED ENDING BALANCE		**$4,138,337**

BUDGETED SAVINGS & REDUCTIONS

	2010-11	**2011-12**
1000 & 1200 ACADEMIC SALARIES	$750,000	$2,100,000
1300 INSTRUCTIONAL HOURLY		$1,450,000
1400 NON-INSTRUCTIONAL HOURLY		$150,000
2000 CLASSIFIED MONTHLY	$500,000	$2,400,000
2300 CLASSIFIED HOURLY		$700,000
3000 EMPLOYEE BENEFITS	$194,050	$1,900,000
5000 OTHER OPERATING EXPENSES	$500,000	$1,000,000
TOTAL	**$1,944,050**	**$9,700,000**

DIVISION	VACANT POSITIONS	NUMBER OF POSITIONS VACANT AS OF 1/25/12	TOTAL AMOUNT BUDGETED FOR VACANT POSITIONS W/O SALARY SAVINGS	FUND 11, UNRESTRICTED SALARY SAVINGS	SALARY SAVINGS FROM INTERIM POSITIONS
	FUND 11, UNRESTRICTED				
	ACADEMIC:	33	$2,238,221	-$2,100,000	
INSTRUCTION = 29.55 ACADEMIC				$138,221	
STUDENT SERVICES = 3.45 ACADEMIC					
(NOTE: 1 FACULTY POSITION IS SPLIT BETWEEN HEALTH, PE, & ATHLETICS)					
	NON-ACADEMIC:				
FINANCE & ADMINISTRATIVE SERVICES	EXECUTIVE ADMINISTRATION (VP FIN & ADM SVCS)	1	$130,383		
INSTRUCTION	INSTRUCTIONAL DEAN OF LANGUAGES & LITERATURE	1	$0		
	(SIVERT INTERIM DEAN; SAVINGS FROM SIVERT'S FAC POS)		$0		$45,855
INSTRUCTION	INSTRUCTIONAL DEAN OF MATHEMATICS & THE NATURAL & HEALTH SCIENCES	1	$0		
	(SOURBEER INTERIM DEAN; SAVINGS FROM SOURBEER'S FAC POS)		$0		$99,381
INSTRUCTION	INSTRUCTIONAL DEAN OF SOCIAL & BEHAVIORAL SCIENCES	1	$0		
	(CATER INTERIM DEAN; SAVINGS FROM CATER'S FAC POS)		$0		$109,213
INSTRUCTION (100% FUNDED UNDER VPI)	DIRECTOR/CHIEF OF POLICE (PUBLIC SAFETY PROG/CAMPUS POLICE)	1	$127,745		
INSTRUCTION	DIRECTOR (EXTENDED EDUCATION)	1	$115,743		
STUDENT SERVICES	DIRECTOR (EOPS/CARE)	1	$19,133		
INSTRUCTION	MANAGER (LIBRARY STAFF SERVICES)	1	$28,674		
FINANCE & ADMINISTRATIVE SERVICES	DIRECTOR (FACILITIES)	1	$0		
	(HUDSON-MacISAAC INTERIM DIRECTOR; SAVINGS FROM MANAGER POS)		$0		$106,568
HUMAN RESOURCES	DIRECTOR (HUMAN RESOURCE SERVICES)	1	$115,743		
STUDENT SERVICES	ADMINISTRATIVE ASST, OFFICE OF VPSS (EXEC ADM SUPPORT, CAST)	1	$58,013		
FINANCE & ADMINISTRATIVE SERVICES	ADMINISTRATIVE ASST, OFFICE OF VPFAS (EXEC ADM SUPPORT, CAST)	1	$56,158		
FINANCE & ADMINISTRATIVE SERVICES	SUPERVISOR CUSTODIAL SVCS (SUPERVISOR, CAST)	1	$48,800		
FINANCE & ADMINISTRATIVE SERVICES	SUPERVISOR GROUNDS SVCS (SUPERVISOR, CAST)	1	$53,868		
FINANCE & ADMINISTRATIVE SERVICES	SUPERVISOR DISTRICT CASHIERING SVCS (SUPERVISOR, CAST)	1	$56,581		
FINANCE & ADMINISTRATIVE SERVICES	SUPERVISOR OF MEDIA EQUIPMENT, AUDIO VISUAL (SUPERVISOR, CAST)	1	$41,470		
CLASSIFIED:	CLASSIFIED	46.5	$1,344,873		
STUDENT SERVICES = 7 CLASSIFIED	SUBTOTAL NON-ACADEMIC:	62.5	$2,197,184	-$2,400,000	$361,017
INSTRUCTION = 22.50 CLASSIFIED	(Note: Office Spec-Fire Tech position funded by both Unrestricted & Restricted funds.)			-$202,816	
FINANCE & ADMINISTRATIVE SERVICES = 17 CLASSIFIED					
	TOTAL FUND 11, UNRESTRICTED	**95.5**	**$4,435,405**	-$64,595	$296,422
	FUND 11, DESIGNATED				
	NON-ACADEMIC:				
HUMAN RESOURCES (1 CLASSIFIED)	HR ANALYST (NON-INSTRUCTIONAL ADMINISTRATOR)	1	$20,910		
STUDENT SERVICES (1.25 CLASSIFIED)	CLASSIFIED	1.25	$37,025		
	TOTAL FUND 11, DESIGNATED	**2.25**	**$57,935**		
	(Note: Senior CSO position funded by both Designated & Restricted funds.)				
	FUND 11 TOTAL (UNRESTRICTED AND DESIGNATED)	**97.75**	**$4,493,340**		

TOTAL FUND 11 (UNRESTRICTED AND DESIGNATED) POSITIONS BY DIVISION:

PRESIDENT'S OFFICE = 0
INSTRUCTION = 58.05
STUDENT SERVICES = 13.70
FINANCE & ADMINISTRATIVE SERVICES = 24
HUMAN RESOURCES = 2
TOTAL = 97.75

	A	B	C	D	E	F	G	H
1	**2011-12 APPORTIONMENT AND FTES**							
2								
3				**CREDIT**	**NON-CR**	**CDCP**	**TOTAL**	**COLLEGE**
4		**APPORTIONMENT**		**FTES**	**FTES**	**FTES**	**FTES**	**GOAL**
5	BASIC FOUNDATION	$6,643,091						
6	FTES ALLOCATION	$89,064,393		18,896.29	213.29	687.07	19,796.65	20,000.00
7	UNADJUSTED BASE	$95,707,484						
8	STATE BUDGET WORKLOAD ADJUSTMENT	$5,529,629		-1,173.46	-13.25	-42.67	-1,229.37	-1,229.37
9	ADJUSTED BASE REVENUE	$90,177,855		17,722.83	200.04	644.40	18,567.28	18,770.63
10	TIER 2 REDUCTION	$1,271,991		-270.54	-5.75	-6.33	-282.63	-282.63
11	TIER 2 ADJUSTED BASE	$88,905,864		17,452.29	194.29	638.07	18,284.65	18,488.00
12	PFE ADJUSTMENT	$215,082						
13	PFE ADJUSTED BASE REVENUE	$88,690,782						
14	TIER 1 REDUCTION	$487,917						
15	TIER 1 ADJUSTED BASE	$88,202,865						
16	DEFICIT FACTOR ADJUSTMENT(0.6935%)	$663,731						
17	APPORTIONMENT AS OF 12-20-11	$87,539,134						
18								**12-13 FTES**
19	**2012-13 APPORTIONMENT AND FTES**							**GOAL**
20	BASIC FOUNDATION	$6,643,091						
21	FTES ALLOCATION	$82,258,062						18,488.00
22	UNADJUSTED BASE	$88,901,153						
23	POTENTIAL REDUCTION	$4,577,376						-1,017.00
24	POTENTIAL ADJUSTED BASE	$84,323,777						17,471.00

BUDGET PROJECTION - INCLUDING LOTTERY BUT EXCLUDING OTHER DESIGNATED

	2011-12	ELECTION SUCCEEDS		ELECTION FAILS	
		2012-13	2013-14	2012-13	2013-14
BEGINNING BALANCE	$19,053,745	$11,774,980	$9,577,376	$11,774,980	$7,000,000
REVENUE	$93,068,773	$95,110,575	$95,110,575	$90,533,199	$90,533,199
AVAILABLE RESOURCES	$112,122,518	$106,885,555	$104,687,951	$102,308,179	$97,533,199
EXPENDITURES	$103,347,538	$97,308,179	$99,687,951	$97,308,179	$92,533,199
PRELIMINARY ENDING BALANCE	$8,774,980				
ADJUSTMENTS	$3,000,000			$2,000,000	
FINAL ENDING BALANCE	$11,774,980	$9,577,376	$5,000,000	$7,000,000	$5,000,000