President O’Hearn called the meeting to order at 3:05 p.m. He thanked Robertson Wellen for chairing the April 30 meeting and Denise Lindholm for taking the meeting notes.

1. **April 30, 2003 Meeting Notes**

Council members reviewed the April 30, 2003, meeting notes and one point of clarification was made. Under #3, Budget Committee Recommendation for 2003-04, the second bullet actually related to five proposed reductions: $9,881 – Health Skills Lab and Tutoring: Hourly staff; $14,325 – Instructional Programs: Support staff; $8,589 – ESL: Instructional staff; $28,483 – Instructional Programs: Support staff; $13,800 – Instructional Programs: Support Staff. The original question was – are all these hourly staff? President O’Hearn confirmed that the $9,811 Health Skills Lab and tutoring staff are hourly and will check on the others, although he believes they are.

Other than the information above, no revisions to the meeting notes were suggested.

**Action Required:** President O’Hearn will clarify if the proposed reductions above are hourly staff and report back.

2. **Annual Year-End Report of Results**

President O’Hearn suggested that the College not do an annual year-end report of results this year. This is very time consuming for divisions and he thought the information could be gathered in other ways. Council members agreed with the President’s suggestion.

**Action Taken:** There will be no Year-End Report of Results required this year.

3. **Budget Committee Recommendation for 2003-04**

President O’Hearn thanked Council members for recommending the majority of the 2003-04 budget recommendations made by the Budget Committee. He commented on the following items that were questioned at the last PAC meeting:
- Why was the original $4,400,000 budget reduction reduced to $3,800,000?
  This was changed following discussion among the Vice Presidents where it was pointed out that in some of the cross-team impacts, some proposed reductions were being counted twice.

- Page 5 ($9,881, Health Skills Lab and Tutoring: Hourly Staff) - Is this Hourly?
  Yes. President O'Hearn will check on the other items that were to be included in this section and report back if the staff listed are hourly.

- Page 7 ($20,000, Limit theater productions) - Is not a showcase. It is really reducing classes.
  That is correct. This is reducing classes.

- Page 7 [$46,102, Transfer direct support of the Mountaineer to students (eliminate District direct support of the Mountaineer)] - No one has approached the students regarding their willingness to support the paper. They have already approved their budget for next year. It will have to go a year unfunded if this is turned over to them. Is that acceptable to the District?
  President O'Hearn said he has discussed this issue with the Vice Presidents and it is their recommendation that this item be put on hold and no action taken related to the Mountaineer at this time. He is in agreement with that recommendation.

  Becky Meza suggested that Associated Students be approached during next year's budget deliberations to see if they can provide any funding. She said students don't fund advisors and won't fund a program completely, but they might be able to offer some financial assistance. President O'Hearn will follow up on this suggestion.

- Page 11 ($18,676, DSPS Repairs and Materials) - Is DSPS getting hit twice due to State cuts?
  Yes, they are getting cut categorically and they are making additional reductions.

- Page 13 ($71,520, Parking Services: Charge entire Administration Building Office to Parking Fund) - How can there be no increase in fees and still reduce $71,520?
  These are funds that would have been used to cover projects until it could be reimbursed by parking fees.

- Page 13 ($200,000, Includes retiree benefit fund contribution, C/O payback, utility reduction, no budget holiday budget) - It is the understanding of the Council that the retiree benefit fund contribution alone would be closer to $2,000,000. Is this an additional $200,000?
  Description is wrong. Utility reduction is the reason for the cut. The retirement benefit contribution reduction has already been made.

- How do we communicate these cuts to everyone?
  Communication is more of an issue for this body to deal with.
The Council is recommending that the following items be pulled and treated separately:

- **Page 6 ($1,224,896, Reduce summer session 2004 by 90%)** – 90% reduction in summer session? Why continue for 10%? The general consensus of the Council is that, if there’s only 10% offered, perhaps it would be better to cancel the session altogether.
  
  This item has been pulled and will be treated separately. All of summer will be treated separately. At this point there has been no determination made that summer session is being cut 90% or whether we will have a summer session or not, excluding the ongoing programs.

- **Page 8 ($15,400, Reduce Honors program reassigned time)** – All reassigned time pulled because it is part of District/Association Reduction Plan.
  
  It is correct that reassigned time is being handled under a different process. President O’Hearn said the correct amount being reduced here is approximately $10,000 – the $5,400 is reassigned time. The $10,000 reduction is a reduction in classes.

- **Page 9 ($2,700, Eliminate 10% reassigned for SI Coordinator)**.

  Being pulled and dealt with separately since it is a reassigned time issue.

- **Page 9 [($61,076), “Success Community” effort]** – Is an increase, not a budget reduction. Referred to AMAC for review as part of the retirement replacement process.

  Yes, this is an increase. Has been removed from the list because it is not a reduction. Was originally put on the list so the impact could be seen.

President O’Hearn said he appreciated the quality of the questions asked by Council members. They were good and needed to be addressed.

Another request made by Council members at last week’s meeting was for President O’Hearn to request from the Vice Presidents a total of 10% budget reductions after rounds 1 and 2 cuts. President O’Hearn noted that reductions didn’t make the 5% goal after the first round and may not make it after the second. The President said he thinks it’s important that we reach the 10% goal and he will be directing the Vice Presidents to push harder.

**Action Required:** Changes noted above will be shared with Vice President Rice. She will be asked to update the reduction plan so it can be shared with others.

### 4. Budget Crisis Guidelines

Robertson Wellen distributed the draft budget crisis guidelines prepared by the PAC subcommittee (consisting of Ralph Jagodka, Becky Meza, Mark Fernandez, Deb Blackmore, and himself). After review by the Council, several minor suggestions were made including naming the document Considerations for Budget Reductions.
Robertson will refine the document and it will be shared with the Budget Committee for its review. Copies will also be shared with PAC members.

**Action Required:** Robertson will refine the document and it will be shared with the Budget Committee.

5. **Summer Meeting Schedule**

It was the consensus of Council members that meetings should be held throughout the summer. Meetings will be scheduled for June 4 and 18, July 2 and 16, and August 6 and 20. Should a meeting not be needed, President O’Hearn’s office will notify everyone via e-mail.

6. **Miscellaneous Items**

- Revisions to AR&P’s will be brought to PAC for point of information only, not approval.
- PAC agendas and meeting notes should be posted on the web.
- Phil Maynard asked that “Diversity Action Plan” be added as a future agenda item.

7. **Communicating Budget Reductions**

Council members discussed how the recommended reductions should be communicated. It was decided that Vice President Rice would be asked to prepare a document with the changes discussed earlier in the meeting made. That document will then be disseminated by the vice presidents through the team structure where there is an opportunity to discuss anything that may not be clear.

**Action Required:** President O’Hearn will follow-up with the vice presidents.

8. **Next Meeting**

June 4, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:00 p.m.

CCO:dc