

APPLIED TECHNOLOGIES DIVISION

Memorandum

Date: December 1, 2009

To: Christina Espinosa-Pieb, Vice President of Instruction

From: Steve Sellitti, Dean

Subject: **Mandated Reduction Plan for 2010-2011**

It is with regret but appreciation that I submit the elimination of the Division Administrative Assistant position as the complete fulfillment of our mandatory additional cuts for next academic year. Sally Larson has decided to retire so that the division will not incur further B Budget cuts or additional class section reductions. After conferring with PERS, December 30, 2009 was determined to be her optimum retirement date.

Summary

Year	Budget Savings	Position
Effective 2010 - 2011	\$108,192	230078