



President's Cabinet

Action Notes

July 26, 2011

Bill Scroggins, President/CEO
Virginia Burley, VP of Instruction
Audrey Yamagata-Noji, VP of Student Services
Mike Gregoryk, VP of Administrative Services
Annette Loria, VP of Human Resources

1. The [CTE e-brochure system](#) recommended by PIO CB Brown was reviewed and support was reaffirmed. For implementation, Cabinet would like to see a training plan and a joint implementation plan with IT.
2. The most recent Academic Mutual Agreement Council (AMAC) meeting was discussed.
 - [Academic Senate Resolution 2011-07 on Outcomes](#) was discussed. It was recommended that departments and divisions identify plans for assessment methods, review of assessment results, and reporting of actions taken. If the timing for the development of such plans was early this fall, then the college could work with departments and divisions to identify needed resources, be they staff time, faculty time, or fiscal. The plans could be implemented in the spring such that a comprehensive assessment system could be in place in time to be reported to the Accrediting Commission by the Fall 2012 deadline. Ginny will work with the Outcomes Committee, Division Deans, and Department Chairs to create assessment plans and identify needed resources.
 - [Academic Senate Resolution 2011-04 on a Comprehensive Strategy for Budgetary Retrenchment](#) was discussed. The work that Cabinet is doing to establish and carry out the [Structural Deficit Recovery Roadmap](#) substantially meets the goal of this resolution. This work will follow established budget planning processes as well as the specific elements requested in Resolution 2011-04. Cabinet did not support the portion of the resolution recommending "a corresponding increase of support to those areas that support the strategy. Rather, support will flow to units that need that support to carry out the mission of the college.
 - Cabinet appreciated the research done by the Academic Senate on the matter of funding for student travel. Cabinet will include the new [Title 5 Section 55220](#) in its review of the issue next week.
3. The team reviewed the revised [Vacancy List](#) and verified its accuracy. The elimination of these positions will produce an on-going savings of \$2,544,600 in salaries and benefits as summarized in the [Unrestricted General Fund Position Changes Report](#) and another \$109,899 as listed in the [Restricted Funds Position Changes Report](#). The [Faculty Position Count Report](#) has been updated to reflect these changes as has the [Position Vacancies for the 2011-12 Adopted Budget Report](#).

4. The team reviewed the [Positions Funded with One-Time Categorical Support Report](#). The goal was to move the funding of these positions from one-time into a specified on-going general fund account. VPs will provide account numbers for these changes.
 - CA9916 funded in Adult Basic Education
 - CA9817 (Educational Advisory) will have a site change to Counseling
 - CA 9833 funded in Counseling
 - CA9537 (Receptionist) will be moved to an open position (Annette checking this)
 - CA9758 funded in DSPS
 - CA9654 funded in the Writing Center
 - CA9653 funded in the Tutorial Center
 - CA9800 and CA9934 were eliminated in actions previously taken by Cabinet
5. The team reviewed the line item changes made last week as compiled in the [2011-12 Status Quo Budget Reduction report of 7/25/11](#). The one change was that the Other Services/Noncredit Adult Education potential cut of \$5,000 was rescinded.
6. Last week, targeted categorical budget reductions were set as \$45,000 for Noncredit Matriculation and \$40,000 for Credit Matriculation. Ginny recommended that the Noncredit Matric cut be achieved by the elimination of an incumbent position, and this recommendation will move forward. **Audrey will report on the Credit Matric reduction specifics by the end of the day Monday.**
7. The team completed the line item review of the Unrestricted General Fund 11 Budget and Expenditure Reports for the last two fiscal years **except for Tech and Contract Ed which Ginny will report directly to Linda.** Both the [09-10](#) and [10-11](#) reports that were discussed are attached. **Linda will provide a summary of all the changes.** In addition to line item changes, the budget review triggered a number of other discussions.
 - Both Travel and Conference and Food line items were cut severely but not eliminated. Managers are encouraged to use the scarce remaining funds judiciously—as was done commendably during the 10-11 fiscal year.
 - The team recognized that budgets have been cut so extensively that flexibility for unexpected needs is extremely limited. To address this eventuality, each VP will have a line item 7900 (Reserves) of \$50,000 added to the budget.
 - The vehicle fleet is aging. In discussing needs, the utility of larger (15 passenger) vans was identified. Consideration of this need will be given in future budget discussions. The associated need for Class B driver's licenses was mentioned. The team will explore the implications of this associated need.
8. [Institutional memberships](#) were reviewed from the standard that such memberships could benefit the institution by leading to program accreditation, qualification for grants, significant professional development, or savings at conference attendance. Four

were eliminated outright. For another 18 the supervising VP will investigate and report back at the August 2nd Cabinet meeting.

9. The Positive Variance Reports were discussed, both for [2009-10](#) and [2010-11 \(Estimated\)](#).
 - While actual non-resident tuition income is estimated at \$3.3 M, \$300,000 above budget, it is likely that course cuts for 11-12 will severely reduce this revenue, so the 10-11 budget will remain at \$3 M.
 - One-time savings will be realized due to delays in filling authorized positions. Annette has [estimated dates of hire for such positions](#) and [Linda will estimate the savings and report to Cabinet on August 2nd](#).
 - Reductions in Catalog printing should save \$103,000 for 11-12, down to \$46 K.
 - The one-time cost of the accreditation site visit will not recur for 11-12, reducing the budget by \$114,367.
 - The cost of adjunct backfill for the full-time faculty positions would be \$500,000 if all the course sections previously taught by those faculty were staffed. The recommended budget augmentation for such backfill is half of that level or \$250,000. [Ginny will adjust course section offerings for 11-12 to achieve this savings](#).

10. The Cabinet work on the Structural Deficit Recovery Roadmap (Phase 1) has proceeded well enough to provide agenda material for both the President's Advisory Task Force on Fiscal Planning and the Budget Committee. [Mike has started the process to call these two meetings as soon as possible, preferably on the same day to save time](#).

11. Items for future agendas:
 - a. [Education/Information Reports to the Board](#)
 - b. [BP and AP 6625 on District Fundraising](#) (Mike, 9/20)
 - c. [Student Travel Title 5 Section 55220](#) (Mike, 8/2)
 - d. Centralized Printing and Copying (Mike, 8/2)
 - e. Justification for Reclassifications Pulled at June Board ([Annette](#), [Mike](#), [Audrey](#), 8/2)