



**President's Cabinet
Action Notes
June 5, 2012**

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

Linda Baldwin, Associate Vice President for Fiscal Affairs, represented Mike Gregoryk who was out ill.

1. Cabinet reviewed and agreed with the Academic Senate's version of BP 7211 – Minimum Qualifications and Equivalencies ([attached](#)). The AP's on hiring (7120, 7121, and [7122](#)) will be reviewed by Human Resources for terminology and structure but not for content. Any revisions suggested would be minor edits that do not produce substantive changes.
2. Cabinet discussed two resolutions to be considered by the Academic Senate on June 7:
 - Resolution 12-07 Priority Registration for Career and Technical Education Majors is [attached](#). Cabinet agreed with the need to solve the problem of students enrolling in CTE programs who are not interested in working in the field of training. We felt that the solution of providing priority registration for those majoring in each CTE area is problematic and that a broader range of solutions should be considered.
 - Resolution 12-09 Professional Concerns Related to Partnerships with MyEDU is [attached](#). To our knowledge, the college does not have a relationship with or use MyEDU products.
3. Cabinet reviewed the status of updates on Board Policies and Academic Procedures related to students and individuals with disabilities ([see the attached progress table](#)). The following actions were taken:
 - BP 3440 – Individuals with Disabilities ([attached](#)) was approved for forwarding to President's Advisory Council as an information item. It will then be sent to the Board for approval.
 - BP 5140 – Students with Disabilities ([attached](#)) was approved by Cabinet for discussion in the Academic Mutual Agreement Council.
 - AP 5140 – Students with Disabilities ([attached](#)) was approved by Cabinet for forwarding to President's Advisory Council as an information item. It will then be sent to the Board for approval.
 - AP 5141 – Students with Disabilities – Accessibility of Instructional Print Media ([attached](#)) was approved by Cabinet for forwarding to President's Advisory Council as an information item. It will then be sent to the Board for approval.
4. Linda Baldwin presented a draft of the 2011-12 Estimated Variances ([attached](#)) which totaled (\$2,154,025)—a negative variance. Cabinet suggested a note be added indicating that the Governor's May Revise contained reductions in 2011-12 state funding (i.e., this year's money) based on an assumption of additional local income from the dissolution of Redevelopment Agencies. This proposed state budget change has not yet been approved by the Legislature and is not included in the draft document.

5. Cabinet then turned its attention to the outcomes of the Status Quo Budget Review. Cost center managers have proposed a total of \$328,689 in line item reductions. This is a cut of 19%. [See the attached line item summary, unit by unit, of the cuts made.](#) Cabinet received a summary of line items which were not reduced, each line accompanied with a rationale from the unit manager ([attached](#)). Cabinet will review this document, as well as the remaining line items funded, during the summer.
6. Cabinet reviewed the current dollars in each account for the 2012-13 Ongoing Travel and Conference funds to be eliminated from the budget. It was noted that the \$45,000 for Professional & Organizational Development will be eliminated but was not in the chart. The total (with POD dollars) is \$277,484. The items that are not proposed to be cut: HR Recruitment, CSEA Staff Development, Classified Senate, and Academic Senate. It was noted that the travel and conference money in the Faculty Association contract will remain as will the money for student travel. The following decisions were made:
 - Just \$200,000 would be eliminated from the 2012-13 budget with \$77,494 retained in the President's Budget for travel associated with training.
 - Expenditure of these funds would only be authorized with the President's signature utilizing the following criteria: "Funding will only be approved for training which provides essential skills without which the employee could not perform a duty that supports the financial stability or authorized status of the college as a whole or one of its approved programs. It is expected that employees funded for training will bring back these essential skills and train others at the college as necessary."
 - To the extent possible, training will be obtained without extensive travel costs by means such as webinars and locally or regionally available sources.
 - This limitation applies only to the General Fund. Again, line items for recruitments, employee unions, academic senate, and students remain funded.
7. Cabinet reviewed a draft of the 2012-13 Preliminary Tentative Budget which included ongoing revenue assumptions and ongoing expenditure assumptions along with one-time revenue and expenditure assumptions. Cabinet removed the \$500,000 expenditure line item for anticipated rate increases for software licenses, utility increases, and maintenance agreement increases. [The revised document is attached.](#)
8. Cabinet reviewed the Budget and Actuals Comparison History as of June 4 and made several revisions. [The revised document is attached.](#)
 - The 2012-13 budget shows an ongoing deficit of \$11,052,518.
 - With one-time adjustments, the 2012-13 call on reserves is \$7,527,522.
 - The projected fund balance is \$15,668,783 or 10.98%.
9. The following items are needed to complete the 2012-13 Adopted Budget for September:
 - Human Resources projection on the month each vacant position will be filled.
 - Which positions will not be filled during the 2012-13 fiscal year.
 - How much budget is needed to backfill each vacant position along with the account number where the budget should be placed.
 - Categorical backfill budgets.

Cabinet will review the vacancy list at our next meeting, June 12.

10. The budget adjustment strategy is summarized below with the First Level items being implemented for the 2012-13 Adopted Budget.

First Level for 2012-13 Adopted Budget	Second Level for 2012-13 Revised Budget If Tax Initiative Fails	Potential Third Level for 2013-14 Budget to Address Structural Deficit
1. OPEB Trust—No annual payment, \$1.7 M 2. Pay current retirees from OPEB Trust, \$4.6 M 3. Travel, \$200,000 4. Managed Printing Services , TBD 5. Status Quo Savings, known, \$328,000 6. Status Quo Savings, potential, \$182,000 7. IT Equipment from BAN, \$250,000 8. Faculty/IT Equipment from BAN, \$55,000 9. Categorical Backfill, \$824,579 reduced by \$349,579—line items to be determined 10. Vacant positions not filled, TBD 11. Savings from delays in filling positions, TBD	The potential budget cut would be \$7.6 million with an estimated 1,600 FTES reduction. 1. Class reductions of 1,600 FTES, \$1,725,574 2. Operational, Program, and Service Reductions	1. Rollback 2% ongoing salary and benefits, \$2,379,255 2. Freeze Step and Column, \$900,000 3. Hard Hiring Freeze with only internal searches for replacements 4. Reassess Board Policy on Reserve Level 5. Operational, Program, and Service, Reductions

12. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):

- a. [Draft BP and AP 6625 on District Fundraising](#) and [Cabinet Notes](#) (Mike, 6/26—with Lisa Sugimoto & Audrey Yamagata-Noji plus a revised BP and AP)
- b. Centralized Printing and Copying (Mike, 8/21—with Dale Vickers)
- c. Facilities Use (Mike, 6/26—with Bill Eastham plus revised [BP/AP 6700](#))
- d. Facilities Use (Mike & Lisa, 6/26—research options for fundraisers)
- e. Implementation of Degree Works (Audrey, 8/21)
- f. [AP 6610—Facility Project Prioritization](#) (Mike, 8/21—with Gary Nellesen)
- g. Expansion of International Student Program (Audrey, 6/26-Updated [Draft Plan](#))
- h. Collaborative [Projects](#) with Cal Poly Pomona (All, 7/10)
- i. [AP 5075—Course Adds and Drops](#) revision of drop date (Audrey & George Bradshaw, 6/26)
- j. Wellness Program Ideas (**Karen Saldana, 6/12**)
- k. Review Position Vacancy List (Annette, **6/12**)