NOTES

Present: Traci Fordham, Dina Farrell, Marc Goldberg, Jessica Howard, Lisa Bledsoe, Sylvia Kelley, Mark Mitsui, Chris Villa, Michael Northover, Katy Ho, Rob Steinmetz, Karin Edwards, Eric Blumenthal, Lisa Avery via bridge line

8:30 am Update - Mark

Legislative session

- Including a new revenue package, working with OCCA to get consensus on revenue
- K-12 is the focus of new state revenue
- Positive feedback as we continue pressure in Salem, we are being heard.
- Should have a framework by March 2019
- If we get CTE dollars they are leaning toward a base plus model, allocation for each college would get 1.5M (x 4 for PCC)
- **ACTION**: Emma give an update and resend link to the document

Introduction & 3% Contingency/Cost Reduction Planning - Mark

- Deans need clarity and direction on what they need to cut. Goal is to meet the 570 target; decision was made to cut 3% (not strictly across the board due to margin differences)
- Deans were asked to re-calibrate in terms of campus readjustments, redistribute first then take off the 3%. Finance can give the deans the bottom line and then the 3% comes off that
- Mark will make the decisions for any exceptions, need a good faith effort
- Cabinet would like to see the list of budget managers that will receive the budget memo.
- **Action**: Add to budget memo: All recommendations will come back to cabinet. Cabinet will review before memo goes out

Review of Potential Expenditures - Budget Model

- **Administration, AP’s, Managers, etc** - no increase could reduce morale, less retention, difficult recruitment. Managing optics is challenging
- **President’s Excellence Fund** - What is the strategic impact that these projects have on the college? It’s a lot of work that may or may not make a difference. Remove 1M dollar funding from Pres excellence and Strat plan and leave Presidents Contingency fund
- **Strategic Plan**: Strategic plan process can be taken from President’s contingency
- **ERP** - put off for a year. Document that if we get additional funding we will revisit this category. There are options for external financing. RFP was put on hold. Do we allocate some money for that or put everything on hold. Reduce to 200,000 included in the IT budget
- **IT** - Adjust budget: to include contractual obligations, labor, tech fee?
- **Enrollment Decline**: Enrollment management and marketing will make a difference long term, so percentage in line item is realistic for January when we submit the tuition resolution
- **Questions about fund balance, based at 9-10%**
- Incorporate reductions in Budget Memo
- Revisit Budget Deficiencies/shortfall (unmet needs)

Summary of Layoff Notice Periods - Lisa Bledsoe

- Document provided, please contact your human resources representative

Budget Model Review & Strategies for Meeting Budget Shortfall

- Look at what the budget managers come up with and then strategize. Be ready when that information is available
- February 8th is the deadline for our 3% recommendations, will go to the finance office. **Action:** Have a check-in with cabinet on January 23rd
- Discussion for pay increase and furlough for Administration - general feeling is that it causes more distress than layoffs, need to keep people enthused - off the table. **Outcome:** Keep 2.5 in the line item
- **Early retirement:** Will we fill those positions? Be careful about actuarial issue. Remember that the Pay equity has clear requirements. If we don’t fill the position, it may not be the best strategy. Retirement information will be provided by Lisa.

Adjourn