

PRESIDENT'S CABINET

Wednesday | September 5 | 2018
Sylvania Campus | CC Building | Conference Room 233B
8:30am - 11:30am

Notes

Present: Mark Mitsui, Jim Langstraat, Marc Goldberg, Eric Blumenthal, Traci Fordham, Marc Goldberg, Michael Northover, Chris Villa, Lisa Avery, Kurt Simonds, Jim Langstraat, Lisa Bledsoe via bridge line

8:30	Review final revision of Cabinet Charter Updates from Cabinet Members External Pivot - <ul style="list-style-type: none">• Delegating to Sylvia, she will run cabinet when Mark is not here• Executive memo's will be created for line of succession for signature authority and who is in charge	Mark
8:45	Presidents Work Plan - <ul style="list-style-type: none">• Focuses on alignment of three items: Budget timeline, Strategic Planning and Accreditation Strategic Plan Process - Organizational Structure study - we will be hiring a consultant so that we have a temporary person to work on logistics <ul style="list-style-type: none">• Phase 1 will begin after the Organizational Structure study - (refer to document in folder for details).• Phase 2 focused on responding to what comes out in process design, workgroups will be formed and open meetings.• Phase 3 Strategic Agenda Preparation - look at entire cycle• Phase 4 - Operational Planning• Phase 5 - Implementation• Possible Phase 6? - Analyze process, measure progress with clear deliverables, KIA's linked specifically to Strategic Plan	Mark, Katy
	Academic plan Phase I - Foundational Structure <ul style="list-style-type: none">• Program Review - 5 year cycle includes Academic Affairs, recommendations are made and Katy makes the final decision• Sector Strategies• Program Viability Phase II <ul style="list-style-type: none">• Proactive and Integrated Planning - timeline Fall 2020	

Discussion:

- Input from community
- Scheduling falls under Strategic Enrollment Management (SEM)
- Accreditation - Student Affairs come up with their outcomes and write their 5 year program review, ask folks to reflect on where they're going and what needs they have, use that for planning and decision making. Academic side is happening every 5 years, annual review of program data
- Need to make sure there is a parallel process with all other departments with measurable data
- External input gathering is made available to the internal group

9:45	Review Budget Development Process	Jim
	<ul style="list-style-type: none">• Budget Timeline Calendar changes -<ul style="list-style-type: none">◦ Added Legislative days, lobby days◦ Placeholder: How do we incorporate CRT into the budget process to allocate the different areas across the institution as well as Equitable Student Success• Bond Issuance important to PERS investment• DOI's, DOS's and Deans have come up with a distribution formula model and need time to process and plan thoughtfully.• Clarity about who is effected by the new distribution formula - campuses and/or centers• Budget Template will be ready by October, campus budget presentation will happen in November. Please prioritize what you want to bring forward. Eric and Dina are refining template.	

Budget Decisions

- Fund Balance Policy goes to the Board in September, need a vote from cabinet
- Recommend that we don't go lower than 9% on reserve
- A set of talking points for our constituents would be helpful so that we are all on the same page
- Consensus vote to move Fund Balance Policy forward to the Board in September: 2/3 vote - *All in favor*
- Identify Assumptions:
 - YESS Initiatives for the next biennium, biggest costs are faculty stipends and advising redesign
 - Bond plans for METRO and OMIC Center and services, operating costs have not been budgeted
 - President's Contingency Fund
 - President's Excellence Fund
 - Strategic Plan Initiatives
 - ERP System replacement
 - Enrollment - budget for continued enrollment decline
- Create a process for developing the assumptions around the budget, structure the process offline to meet Jim's timeline to make key budget decisions by September 12th
 - Establish criteria
 - Role of BPAC
 - Decisions around budget proposal within the timeline

- Have a process in place by the end of September

Items for future agendas:

- Process and Budget Development
- Updated Budget Scenario
- How much do we want to set aside for the future biennium
- BPAC's role and value - three options
 - Eliminate and start over
 - Modify BPAC - develop specific committees
 - Representative, communicative, tied into various stakeholder groups recommend criteria for budget development - hiatus to rethink structure
 - BPAC will be put on hiatus for now

11:30 *Adjourn*
