

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 Mark
Updates from Cabinet Members
External Pivot -

- 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

8:45 Presidents Work Plan - Mark, Katy

- 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

- 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

Academic plan

Phase I - Foundational Structure

- Program Review - 5 year cycle includes Academic Affairs, recommendations are made and Katy makes the final decision
- Sector Strategies
- Program Viability

Phase II

- Proactive and Integrated Planning - timeline Fall 2020
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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

- Budget Timeline Calendar changes -
 - 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
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- 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 re-think structure
 - BPAC will be put on hiatus for now

11:30

Adjourn
