**President’s Cabinet**

**Action Notes**

**July 12, 2011**

1. The Faculty Personnel Budget Position Count report was reviewed. The status of the 14 open positions was reviewed and the two planned hires were confirmed (Respiratory Therapy and Counselor/Articulation Officer). Linda will update the report and send to Cabinet. The Faculty Obligation Number for Fall 2011 is 404 which equals the authorized positions plus the 12 late retirement positions that remain open. The state budget reduction of 5% has been enacted as a workload reduction, that is, as a reduction in FTES generated state allocation. It is anticipated that the Board of Governors will reduce the FON by this 5% as was done for the 3.39% workload reduction two years ago. This will reduce the Mt. SAC FON by 20 positions. In anticipation of this change, the 2011-12 permanent budget that will go to the Board in September will show the 12 open positions as eliminated.
2. The Critical Positions Ranked by Area report (as of July 14) was reviewed. Each position was categorized for replacement or elimination. Annette will share an updated report with Cabinet. Other changes included the following. Several of the positions were identified for internal search only. A Public Safety Officer position was moved to be funded entirely by parking funds. The reduction in custodians triggered the need to do a service level reduction. Mike will bring a plan for custodial service reduction to a future Cabinet meeting. Changes in IT will also require a discussion of service levels. Mike will bring proposals for IT service levels, for centralized tech support for student computer labs, and for virtualization of student computer labs to a future Cabinet meeting. The Professional Development position was put on hold. Bill will lead a Cabinet discussion on options for professional development staffing at a future meeting. An open half time position was shifted into HCRC. The Honors Program staffing will be at the Receptionist/Clerical Assistant level.
3. The Position Vacancies for the 2011-12 Adopted Budget report was reviewed. This report was reconciled with the changes made on the Critical Positions report reviewed above. Additional open positions were categorized for replacement or elimination. Linda will provide an updated report to Cabinet.
4. The Recruitment Status report was reviewed and updated to conform to decisions made above. Priorities for hiring were reviewed and updated. Annette will share an updated report with Cabinet.
5. The Student Services Categorical Budgets Overview report was reviewed. Funding for the Speech Therapist position will be moved from DSPS to Health. EOPS will reduce $7,500 in tutoring and $5,00 in hourly counseling. The Credit Matriculation budget will be reduced by $40,000 and the Noncredit Matriculation budget by $45,000. Specifics from Audrey and Ginny will be shared with Cabinet by 7/25 and discussed on 7/26. Permanent positions funded by Title V and Basic Skills will be moved into the general fund and no backfill provided.
6. Proposals from the VPs to the President’s Advisory Task Force on Fiscal Planning were discussed. The expectation is that these reductions will be implemented for the 2011-12 final budget. Each VP will review the Level 1 PATF proposals for finalization at the 7/26 Cabinet meeting.
7. At Cabinet next Tuesday, the 19th, the line item budgets for 09-10 and 10-11 will be evaluated primarily for reductions but with augmentations possible.
8. At Cabinet on July 26, any unfinished budget line item analysis will be completed. The positive variance analysis will be discussed with the goal of better aligning anticipated revenues and expenditures with actuals. VPs will also report on budget reductions to be implemented from Level 1 PATF recommendations.
9. Items for future agendas:
   1. Education/Information Reports to the Board
   2. Institutional Memberships