 **President’s Cabinet Action Notes**

**July 12, 2011**

1. Fall Convocation and Flex Day will be on Friday, August 26.
* Faculty will sign in and be served a continental breakfast from 7:30 to 8:00 in the Sophia B. Clarke Theatre Courtyard. The Faculty Open Meeting will be in the theater from 8:15 to 9:30. Faculty will then have an opportunity to attend breakout sessions, planned by the Academic Senate, from 10:00 to 11:15 and from 11:30 to 12:45. [Tentative descriptions of the breakouts are attached](http://www.mtsac.edu/presidentsboardreport/Fall%202011%20Convocation%20Faculty%20Breakouts.pdf). Department/Division activities are scheduled for 2:00 to 3:00.
* An Opening Meeting will be held for Classified Staff on Convocation Day from 10:00 to 11:00 following the Faculty Opening Meeting. The CSEA chapters and the Classified Senate have been encouraged to schedule workshops for the day. Convocation Day will continue to be a work day, but most campus offices will be closed for business on Convocation Day (with the exception of key offices needed for student admission and campus operations) so that classified staff can attend the Classified Opening Meeting, barbeque, and scheduled workshops.
* The Convocation Day Barbeque will be held in shifts from 11:30 to 2:00. The logistics of the barbeque need to be finalized. Audrey will call together a group to work on this. Suggested participants were Randy Smith, Donna Lee, Marchelle Naime-Proulx, and Liz Callahan.
1. The possibility of managers working flexible hours or working from home was discussed. It was agreed that this was not college policy but supervisors could give permission for occasional work to be done at home on a case-by-case basis. The expectation is that the regular work day applies to all managers. This point will be made at the September 15 Management Staff meeting.
2. Several requests for classified staff working out of class were brought forward. It was clarified that working out of class would be compensated at the range of the class into which to person was working rather than on a percentage basis unless some other arrangement is negotiated with CSEA. Annette will work with the relevant managers to revise the requests. A general discussion of the issue will be held at the September 15 Management Staff Meeting.
3. [AP 3250 on Institutional Planning](http://www.mtsac.edu/presidentsboardreport/AP%203250%20-%20Institutional%20Planning.doc) was discussed. It has undergone faculty and institutional review and is ready for the PAC agenda.
4. [Proposed BP and AP 6625 on District Fundraising](http://www.mtsac.edu/presidentsboardreport/BP%20and%20AP%206625%20-%20District%20Fundraising.doc) were discussed. These need some work. It was decided that a simplified process is needed whereby a form for a fundraising event would be signed by the line administrator, the appropriate vice president, and then either the President or the Foundation Executive Director. Funds collected would be deposited to one of the two 501(c)(3) groups (Foundation or Auxiliary) and then transferred by check to an account held by the District for that group. Expenditures from such accounts would follow district processes. A group consisting of Mike Gregoryk, Richard Morley, Ginny Burley, and Mary Tolano will be convened by Mike to revise the process and the BP and AP.
5. Most of the meeting was devoted to creating a Structural Deficit Recovery Roadmap. The first rough draft of this document is [attached](http://www.mtsac.edu/presidentsboardreport/Structural%20Deficit%20Recovery%20Roadmap%20071211.doc). This document will serve as the template for the discussion at the special all day Cabinet meeting this Thursday. The results from Thursday’s Cabinet will be shared with the Task Force and Budget Committee at special meetings this summer. Source documents were reviewed at this meeting and will inform the Thursday Cabinet discussion:
* President’s Advisory Task Force on Fiscal Planning Level 1 Options:
	+ [Instruction](http://www.mtsac.edu/presidentsboardreport/PATF%20Level%201%20Instruction.docx)
	+ [Student Services](http://www.mtsac.edu/presidentsboardreport/PATF%20Level%201%20Student%20Services.docx)
	+ [Human Resources](http://www.mtsac.edu/presidentsboardreport/PATF%20Level%201%20HR.docx)
	+ [Administrative Services](http://www.mtsac.edu/presidentsboardreport/PATF%20Level%201%20Admin%20Services.docx)
* [Enrollment Management Plan (2011-12)](http://www.mtsac.edu/presidentsboardreport/ENROLLMENT%20MNGMT%204-4-11%20PLAN.docx)
* [Retiree List: Classified](http://www.mtsac.edu/presidentsboardreport/Retiree%20incentive%20list%20-%20Classified%2006.27.11.docx)
* [Retiree List: Faculty and Management](http://www.mtsac.edu/presidentsboardreport/Retiree%20incentive%20list%20-%20Faculty%20Mgt%2006.27.11.docx)
* [Active Recruitments as of June 27](http://www.mtsac.edu/presidentsboardreport/List%20of%20recruitments%2006.27.11.xlsx) (needs updating)
* [Critical Positions for Replacement](http://www.mtsac.edu/presidentsboardreport/Critical%20positions%20-%20alpha%2006.27.11%20wRons%20notes.xlsx)
* [Categorical Positions Considered to Fill](http://www.mtsac.edu/presidentsboardreport/Categorical%20Positions%20Considered%20to%20Fill.pdf)
* [Permanent Positions Funded with Basic Skills Soft Money](http://www.mtsac.edu/presidentsboardreport/2011-2012%20BS%20Budget%20T.Long.xls)
* [2011-12 Budget Comparison History](http://www.mtsac.edu/presidentsboardreport/2011-12%20Budget%20Comparison%20History-With%20Salary-Benefit%20Increase.xls)
* [2010-11 Estimated Positive Variance as of May 23](http://www.mtsac.edu/presidentsboardreport/2010-11%20Positive%20Variances-for%20Tentative%20Budget%206-09-11.xlsx) (needs updating)
* Budget Clarification
	+ Presentation of Tentative Budget: [Example from COS 2011-12 Tentative Budget](http://www.mtsac.edu/presidentsboardreport/COS%202011-12%20Tentative%20Budget%20Pages%209-21.pdf)
	+ Presentation of Working Budget: [Example from COS 2010-11 Working Budget Report](http://www.mtsac.edu/presidentsboardreport/COS%202010-11%20Working%20Budget%20Report%20052511.pdf)
1. Items for future agendas:
	1. Education/Information Reports to the Board
	2. Institutional Memberships