

**Budget Resolution and Reduction in Force Planning
2020-2021 Fiscal Year**

Responsible	Item	Start	End
	Immediate		
Human Resources	Update Seniority Lists		
	Review Timelines and Planning with Cabinet		
	Vacancy Report		
	MAY 2020		
Human Resources	Unions – review bumping and layoff processes: ACE, CSEA, POA, Teamsters, Conf, FA Associations – review notice of non-renewal and layoff processes: AMA, Confidential <ul style="list-style-type: none"> • Calendar review, process and steps, Exit protocols, Bumping response time, Identify liaisons for Informal Notice meetings with affected EEs, Reassignment rights, Recruitment process, timelines, Reclassification deadlines, Seniority List sign off. • Seniority List Update 	May 14, 2020	Jun 15, 2020
HR/Bus Services/ Campuses	Vacancy list and Budgeted Positions: Review with Campus/CS	May 14, 2020	May 30, 2020
Business Services	Establish projected target for planning purposes		May 30, 2020
Campuses/CS	Planning and Shared Governance <ul style="list-style-type: none"> • Initiate discussions and brainstorming ASAP. • Review options, ideas, analysis, consolidation, program review, reorgs, etc. 	May 11, 2020	ongoing
Chancellor	Meetings: <ul style="list-style-type: none"> • Senior Staff • Consultation Task Force (CTF) <ul style="list-style-type: none"> ○ Review and input: e.g., District v. Campus planning processes ○ Key group for set of recommendations ○ Senates and union leaders, and customary District senior administrators ○ APM and campus committees/councils may provide constituency input. • Chancellor’s Office Hour 	May 27, 2020	May 26, 2020 May 27, 2020 Ongoing

	<ul style="list-style-type: none"> ○ Communicate extraordinary urgency of this timeline – All EEs ○ Communicate extraordinary changes that may be required – All EEs 		
JUNE 2020			
Business Services/ Human Resources	Board Meeting – Closed Session <ul style="list-style-type: none"> • Negotiations All Administrators/Supervisor Meeting <ul style="list-style-type: none"> • Timeline and Steps, Planning Projections, Procedures • Q and A Board Meeting – Closed Session <ul style="list-style-type: none"> • Negotiations 		Jun 2, 2020 Jun 5, 2020 Jun 8, 2020
Campuses/CS	Planning and Shared governance <ul style="list-style-type: none"> • Review options, ideas, analysis, consolidation, program review, reorgs, etc. 		Ongoing
Chancellor	Meetings: <ul style="list-style-type: none"> • Chancellor’s Office Hour 		Ongoing
JULY 2020			
Campuses/CS	Planning Cont’d		Ongoing
Human Resources/Business Services	Board of Trustees – Closed Session <ul style="list-style-type: none"> • Negotiations 		Jul 13, 2020
Chancellor	Meetings: <ul style="list-style-type: none"> • Senior Staff • Consultation Task Force (CTF) • Chancellor’s Office Hour 		Jul 14, 2020 Jul 15, 2020 Ongoing
AUGUST 2020			
Campuses/CS	Planning Cont’d		Ongoing
Human Resources/Business Services	Board of Trustees – Closed Session <ul style="list-style-type: none"> • Negotiations 		Aug 3, 2020
Business Services	Review August Revise – State Budget		Aug 15, 2020

	Adjust FHDA Budget projections		Aug 18, 2020
Chancellor	Chancellor’s Cabinet: Review Adjusted Budget Projections Meetings: <ul style="list-style-type: none"> • Senior Staff • Consultation Task Force (CTF) • Chancellor’s Office Hour 		Aug 18, 2020 Aug 25, 2020 Aug 27, 2020 Aug 26, 2020 Ongoing
SEPTEMBER 2020			
Campuses/CS	Planning Cont’d		Ongoing
Human Resources/Business Services	Board of Trustees – Closed Session <ul style="list-style-type: none"> • Negotiations 		Sep 14, 2020
OCTOBER 2020			
Campus/CS	Conclude and finalize recommendations for reductions	Oct 1, 2020	Oct 25, 2020
Human Resources/Business Services	Board of Trustees – Closed Session <ul style="list-style-type: none"> • Negotiations 		Oct 5, 2020
Human Resources	Finalize Seniority Lists Finalize Elimination Forms/Spreadsheet, Seniority and Bumping provisions, Contract provisions - all employee units		Oct 30, 2020
Chancellor	Meetings: <ul style="list-style-type: none"> • Senior Staff • Consultation Task Force (CTF) 		Oct 6, 2020 Oct 10, 2020
NOVEMBER 2020			
Campus/CS Human Resources Chancellor Cabinet	Reduction Plan/Cut List – V.1 <ul style="list-style-type: none"> • Campus/CS Submission • HR bumping analysis • Cabinet review 		Nov 1, 2020 Nov 12, 2020 Nov 13, 2020
Campus/CS	Reorganization changes due date <ul style="list-style-type: none"> • Concurrent with Cut List 		Nov 1, 2020

	<ul style="list-style-type: none"> • <i>Any/All subsequent changes must be submitted to Cabinet for review and approval.</i> 		
Human Resources/Business Services	Board of Trustees – Closed Session <ul style="list-style-type: none"> • Negotiations 		Nov 2, 2020
Chancellor Cabinet Human Resources Chancellor Cabinet	Reduction Plan/Cut List – V.2 <ul style="list-style-type: none"> • Cabinet Adjustments Discussion and Edits • HR bumping analysis • Cabinet review and Final Edits 		Nov 20, 2020 Dec 1, 2020 Dec 1, 2020
DECEMBER 2020			
Campus/CS	Final Reduction Plan/Cut List to Chancellor’s Cabinet <ul style="list-style-type: none"> • Cabinet to Review 		Dec 8, 2020
Human Resources	Final Bumping Analysis	Dec 8, 2020	Dec 11, 2020
Human Resources/ Chancellor Cabinet	Final Cut List and Effects/Bumping Report		Dec 15, 2020
Human Resources/Business Services	Board of Trustees – Closed Session <ul style="list-style-type: none"> • Negotiations • Discipline/Dismissal/Release 		Dec 14, 2020
Campus/CS	Final Authorization to Eliminate Forms Due	Dec 1, 2020	Dec 16, 2020
Human Resources	Final Review of all Authorization Forms		Dec 17, 2020
JANUARY 2021			
Human Resources	Board of Trustees Meeting – Closed Session <ul style="list-style-type: none"> • Discipline/Dismissal/Release – Proposed Reductions 		Jan 11, 2021
	Admin/Supv Training <ul style="list-style-type: none"> • Conducting Informal Notice meetings • Establishing a supportive environment; dealing with grief 		Jan 8, 2021
Campus/CS w Human Resources	Informal Notice to Classified, Faculty, and Admin	Jan 11, 2021	Jan 31, 2021
Human Resources	Formal Notice to FA – potentially affected faculty positions		Jan 30, 2021
FEBRUARY 2021			

Human Resources	<p>Board of Trustees Meeting</p> <ul style="list-style-type: none"> • Closed Session <ul style="list-style-type: none"> ○ Discipline/Dismissal/Release 		Feb 1, 2021
Human Resources	<p>Workshops and Support</p> <ul style="list-style-type: none"> • Job hunting, Resume writing, Interviewing skills, EAP, CalSTRS/CalPERS – Retirement options and planning, Benefits after separation, Resources – job fairs, job sites, webpages, etc. 	Feb 1, 2021	Mar 15, 2021
	<p>FSA Report/Updates</p> <ul style="list-style-type: none"> • Final adjustments to bumping, other options 	Feb 15, 2021	Feb 17, 2021
	<p>Board Action Item Documents Due</p> <ul style="list-style-type: none"> ○ Non-Renewal Administrators ○ Non-Renewal Faculty ○ Classified Position Elimination and Notice of Layoff 		Feb 23, 2021
	<p>Update Layoff Options Notice (Template) Update Layoff/Bumping Options Notice Initiate Layoff Options Review</p>		Feb 28, 2021
MARCH 2021			
Human Resources	<p>Board of Trustees Meeting</p> <ul style="list-style-type: none"> • Closed Session <ul style="list-style-type: none"> ○ Discipline/Dismissal/Release • Open Session <ul style="list-style-type: none"> ○ Board Action – Notice of Non-Renewal Administrators ○ Board Action – Notice of Non-Renewal Faculty ○ Board Action – Classified Position Elimination and Notice of Layoff to Affected Employees • Mail/Distribute Notice of Non-Renewal/Release 		<p>Mar 1 or 8, 2021</p> <p>March 15, 2021</p>
APRIL 2021			
Human Resources	<p>Formal Classified Layoff Notice to Unions Formal Classified Layoff Notice to Employees</p>		<p>Apr 12, 2021 Apr 26 2021</p>

MAY 2021			
Human Resources	Finalize Exit Protocol Adjustments <ul style="list-style-type: none"> Finalize process for meetings with EEs at each location Keys, PCs, paperwork, etc. Email, MyPortal status. Educational or other assistance beyond layoff effective date 	May 1, 2021	May 28, 2021
JUNE 2021			
	Board Closed Session <ul style="list-style-type: none"> Discipline/Dismissal/Release Negotiations 		Jun 7, 2021
	Exit Meetings with Employees Transition Team Meetings with transitioning employees	Jun 1, 2021	Jun 21, 2021
Layoff or Nonrenewal/End of Contract			Jun 25, 2021 Jun 30, 2021
	39 Month Reemployment List Update		Jun 30, 2021