

Approved 05/04/17

**CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
APRIL 20, 2017**

Present:	Felipe Lopez Dr. Adriana Flores-Church Dr. Stephen Johnson Rick Miranda Dr. Kristi Blackburn Rachel Mason Jay Elarcosa	Sandy Marks (O'Donnell) Stephanie Rosenblatt Dr. Renee DeLong (Smith) Adelle Krayer Lynn Laughon Etta Walton Linda Kaufman
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Absent:	Michelle Lewellen Stephanie Murguia Dr. Stephen Clifford	Debbie Jensen Miriam Tolson
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1. CALL TO ORDER

Mr. Lopez called the meeting to order at 2:04 p.m.

2. APPROVAL OF MINUTES – March 2, 2017

It was moved by Dr. Johnson and seconded by Dr. Flores-Church to approve the March 2, 2017 minutes. Dr. DeLong, Adelle Krayer, Lynn Laughon, and Sandy Marks abstained. The minutes were approved as presented.

3. REVIEW 2017-2023 DRAFT EDUCATIONAL MASTER PLAN

Mr. Miranda noted that the draft educational master plan has been sent to all staff for review. He requested that the committee review the document and to provide any comments and/or corrections to Dr. Robbins-Smith. This document will be brought back to the May 4, 2017 meeting for a final recommendation.

4. REVIEW OF FINAL COLLEGE PLANNING DOCUMENT

Dr. Blackburn distributed the Cerritos College Planning Document Descriptions updated as of 04/20/17. She noted that this document helps the college establish what the proper processes are for planning documents.

Michelle Lewellen was not present at the meeting, but sent questions via email to Dr. Blackburn stating that she wanted to revisit some of the processes.

- Composition of the Educational Master Plan writing group. This is not how it was done this past year. Dr. Blackburn concurred that a consulting group was hired to assist with the Educational Master Plan and tell us what the process

would be, not what we wanted it to be. By having this description in our planning processes document we have the opportunity to outline the processes for a future document, regardless if a consultant is hired or not. After a lengthy discussion, Mr. Lopez moved and Dr. Flores-Church seconded that the writing group composition wording read: Vice Presidents, Faculty Senate President, Members of Planning and Budget Committee and/or their designees. The motion passed unanimously.

- Is the College Annual Plan approval process a 10+1 and should Faculty Senate be added to the approval process? The committee discussed the past approval process for the College Annual Plan and the rationale behind adding Faculty Senate to the approval process. It was moved by Sandy Marks and seconded by Mr. Lopez that the approval process for the College Annual Plan stay as is. The motion passed unanimously.
- Stephanie Rosenblatt moved and Dr. Johnson seconded that the 6-Year Planned Course Offerings be removed from the document pending further discussion. There was a lengthy discussion regarding why it was requested that the description be stricken pending further discussion, and it being noted that while curriculum is faculty based, offerings are within the District purview with consultation from faculty/chairs/deans. The motion did not pass.

The committee requested additional minor grammatical changes to the document. This document will be brought back to the committee for final approval at the May 2, 2017 meeting.

5. PRESENTATION – ACCJC ANNUAL REPORT – INSTITUTIONAL SET STANDARDS REPORTING

Dr. Blackburn distributed the Institution Set Standards – Annual Measurement Report in accordance with the ACCJC Annual report. She provided a brief background of the history of the report and noted the following:

- The Standards are thresholds which are to be maintained, evaluated, and adjusted. Standards are not “Aspirational” they are threshold, meaning the college will not fall below these standards
- The targets include percentages for some targets and numbers for others
- The targets should be folded into the larger campus dialogue of student success and program review
- The college adjusts its standards every year by taking the new five-year average as the target for the following year
- Course Completion language change in 2015 to be “Successful Course Completion”; metrics of previous years’ reporting will not align

Rick Miranda moved and Stephanie Rosenblatt seconded to approve the standards as presented. The motion passed unanimously.

6. UPDATE ON PR+ AREA PLANS AND PLANNING DEADLINES

Dr. Blackburn distributed an extract from PR+ of the proposed 2017-18 Resource Allocation Requests. She requested that the committee review the document as it will be discussed further at the May 4, 2017 meeting.

7. DISCUSSION OF TIMELINES FOR THE INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIAVE (IEPI) YEAR 3

Dr. Blackburn noted State law requires that the IEPI Year 3 information be submitted to the State Chancellor's Office by June 15, which is outside of the shared governance meeting schedule. She asked the committee how they would like to proceed with approval of this document as she will not get the final information needed to complete it until June 14. After discussion Mr. Lopez moved and Dr. Flores seconded the motion that an email be sent to the committee with a survey monkey to vote yes or no and if there are any questions, do a "reply all." The motion passed unanimously.

8. BUDGET UPDATE

Mr. Lopez reported the following:

- The P2 is being submitted today, April 20, 2017. The P2 an estimate through April 15. The current projected FTES number for 2016-17 is 16,747. In 2015-16 the FTES was approximately 17,741.
- At this time, the college will be entering stabilization for 2016-17, as we are about 1000 FTES under from last year.
- After extensive analysis, while the college's headcount has stayed consistent, it is the amount of units that the students are taking that has changed, causing the decrease in FTES. For fiscal planning next year, 1000 FTES equates approximately to \$5M less of state apportionment. If the FTES downward trend continues for 2017-18 that will mean \$5M less dollars. If the college filled all the positions that are currently vacant, we could not continue operations and still break even, and would be deficit spending.
- The challenge will be with the 2017-18 resource allocation, as these would be new numbers on top of our current budget. In reality, it is not known how the college would be able to approve any additional revenues on top of our current unrestricted general fund budget.
- The first indication on how the college will project 2017-18 FTES will be the numbers from Summer 1 (July start classes). In 2016-17 the FTES target was missed every term. If the college exceeds what we have budgeted than it may be possible to make modifications and release some additional funds mid-year. But if the college does not hit FTES goals there will need to be dramatic changes to the budgets mid-year. Not saying things will be scaled back, but probably will not be able to add any additional. We have to be smart on our budget.

9. ITEMS FROM THE FLOOR

No items were presented from the floor.

10. NEXT MEETING – MAY 4, 2017

The next meeting is scheduled for May 4, 2017.

11. ADJOURNMENT

The meeting was adjourned at 4:05 p.m.