

Approved 05/18/17

**CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
MAY 4, 2017**

Present: Felipe Lopez
Dr. Adriana Flores-Church
Dr. Stephen Johnson
Rick Miranda
Michelle Lewellen
Stephanie Murgua
Dr. Kristi Blackburn
Rachel Mason

Dr. Stephen Clifford
Carlos Arce (Elarcosa)
Patrick O'Donnell
Stephanie Rosenblatt
Dr. Dan Smith
Adelle Krayer
Miriam Tolson
Linda Kaufman

Absent: Debbie Jensen
Lynn Laughon

Etta Walton

1. CALL TO ORDER

Mr. Lopez called the meeting to order at 2:06 p.m.

2. APPROVAL OF MINUTES – April 20, 2017

It was moved by Rick Miranda and seconded by Dr. Flores-Church to approve the April 20, 2017 minutes. Dr. Clifford, Michelle Lewellen and Stephanie Murgua abstained. The minutes were approved as presented.

3. BUDGET UPDATE

Mr. Lopez distributed the Budget Development Timeline for the Planning Year 2017-18. He noted that this handout provides a timeline for the college budget. Michelle Lewellen noted that the budget is a 10+1 and requested that Faculty Senate be included on the timeline for August 22, 2017. Mr. Lopez concurred. Mr. Lopez also noted that a Planning Calendar for 2018-19 will be brought to the committee for review/approval in September 2017.

4. RECOMMENDATION OF THE 2017-2023 DRAFT EDUCATIONAL MASTER PLAN

Mr. Miranda requested a recommendation of the 2017-2023 Draft Educational Master Plan. It was moved by Dr. Blackburn and seconded by Dr. Smith that the 2017-2023 Educational Master Plan be recommended for approval. The motion passed unanimously.

5. REVIEW OF FINAL COLLEGE PLANNING DOCUMENT

Dr. Blackburn distributed the Cerritos College Planning Document Descriptions updated as of 05/04/17. She noted that this document incorporates all the edits that were requested at the April 20, 2017 meeting. It was moved by Rick Miranda and seconded by Patrick O'Donnell to approve the Cerritos College Planning Document. The motion passed with two members opposing.

6. COLLEGE ANNUAL PLAN – RESOURCE ALLOCATION PRIORITIZATION

Prior to reviewing the 2017-18 Resource Allocation requests, Mr. Lopez reminded the committee of the following:

- The college is going into stabilization for 2016-17, as we are approximately 1000 FTES under from last year.
- A 1000 less FTES equates to an approximate \$5M to \$5.5 M reduction in State apportionment. If the college continues with this pattern of less FTES we will be guaranteed a reduction of approximately \$5 to \$5.5M in State apportionment funds for next year.
- Currently the college is not making any reductions in operations. Moving forward with the resource allocation, anything that effects the unrestricted general fund, there is no intention of granting those additional funds.
- There are additional financial resources the college can use such as instructional materials, deferred maintenance, capital outlay, Vintage funds and categorical funds.

Each Vice President reviewed their 2017-18 Resource Allocation requests with the committee reviewing the document and asking questions on the following items:

- Stipend for iFalcon Coordinator – in the past was faculty release time. Mr. Miranda noted that as the college moves forward it is being discussed that the larger release time (one year/multiple years) be funded with stipends. Release Time will be granted if it is tied to the contract, anything outside the contractual obligation will be considered as a stipend. Dr. Clifford noted that he believed the Board of Trustees institutionalized this funding. Mr. Miranda will research and report back to the committee.
- Does the CTX operating budget include Faculty Release Time? Mr. Miranda will research this and report back to the committee.
- Instructional Design by Universal Accessibility Principle is a priority and it was requested that EC consider this as a top priority.
- It was confirmed that any faculty on the resource allocation list would go through the faculty prioritization process.

It was moved by Dr. Smith and seconded by Dr. Flores-Church to approve the resource allocation with the following caveats: 1) follow up to see if the Board institutionalized the iFalcon Coordinator as faculty release time; 2) clarify if the CTX operating budget includes faculty release time or stipend. If it is release time, it is ok to move the CTX forward with the resource allocation. The motion was approved with two abstentions.

7. COMMITTEE SELF-EVALUATION 2016-17

Dr. Blackburn distributed the Shared Governance Committee Self Evaluation form for 2016-17. She noted that while the committee did not have any goals listed for the current year, we had some accomplishments such as successfully using PR+ for the college annual planning and process and approving the planning document descriptions. Dr. Blackburn suggested that the committee review the document and bring back suggested goals and any other suggestions to the next scheduled meeting.

8. ITEMS FROM THE FLOOR

No items were presented from the floor.

9. NEXT MEETING –

Mr. Lopez proposed that the committee meet on their normal scheduled meeting date of May 18, 2017 which is during finals week. The committee agreed to meet this date.

10. ADJOURNMENT

The meeting was adjourned at 3:14 p.m.