

**CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
MAY 18, 2017**

Present: Felipe Lopez  
Dr. Adriana Flores-Church  
Michelle Lewellen  
Stephanie Murguia  
Dr. Kristi Blackburn  
Rachel Mason (Marks)  
Patrick O'Donnell

Carlos Arce (Elarcosa)  
Stephanie Rosenblatt  
Dr. Dan Smith  
Adelle Krayner  
Lynn Laughon  
Miriam Tolson  
Linda Kaufman (Mun)

Absent: Dr. Stephen Clifford  
Debbie Jensen  
Dr. Stephen Johnson

Rick Miranda  
Etta Walton  
ASCC Representative

**1. CALL TO ORDER**

Mr. Lopez called the meeting to order at 2:02 p.m.

**2. APPROVAL OF MINUTES – May 4, 2017**

It was moved by Ms. Marks and seconded by Ms. Lewellen to approve the May 4, 2017 minutes. Ms. Laughon, Ms. Marks, and Ms. Mun abstained. The minutes were approved as presented. Ms. Rosenblatt and Ms. Tolson were not present for the vote.

**3. REVIEW DRAFT OF TENTATIVE BUDGET**

Mr. Lopez distributed an updated Budget Development timeline for Year 2017-2018. He stated that per Ms. Lewellen's request, Faculty Senate was included in the timeline and is scheduled to review the final budget at its August 22 meeting.

Mr. Lopez also distributed a multi-year projection for years 2017-18, 2018-19, and 2019-20. He stated that the 2017-18 tentative budget will continue to be updated as new information is received. For example, the tentative budget included 1.5% COLA but in the May Revise, COLA was increased to 1.56%. The additional 0.06% will be reflected in the next update. The May Revise also included an additional \$160 million of base increases, provided in recognition of pending cost increases in areas such as pension rates, employee benefits, and utilities. The college's portion of the adjustment will also be included in the next update.

Mr. Lopez stated that the budget projections include reduced apportionment due to declining enrollment, employee salary increases, and increased costs to meet STRS and PERS obligations.

Mr. Lopez reminded the committee that when making budget considerations and projections, it is best practice to underestimate revenue rather than expenditures to avoid mid-year cuts. He also stated that he will be working closely with IERP and Academic Affairs to centralize data collection and provide better reporting and analysis. The Executive Council will also review enrollment numbers on a regular basis to provide a better picture year round. Mr. Lopez will continue sharing information to the committee so that all are aware, better prepared, and can make better decisions.

**4. COMMITTEE SELF-EVALUATION 2016-17**

Mr. Lopez distributed the Shared Governance Committee Self Evaluation form for 2016-17. Dr. Blackburn distributed the shared governance description for the Planning and Budget Committee as well as suggestions to consider for the committee's accomplishments, obstacles, and goals. She also distributed the Strategic Directions for 2016-17 including supporting goals and activities.

The committee agreed to review Dr. Blackburn's suggestions, review the Educational Master Plan, and bring back any additional suggestions to the next meeting. The committee will also review data and progress updates for the Strategic Directions goals and activities at the next meeting.

**5. ITEMS FROM THE FLOOR**

Ms. Lewellen stated that the Faculty Senate has been appointing four faculty representatives but that the shared governance description states that there should be five. She will work with Ms. Tolson to appoint an additional faculty representative for 2017-18.

**6. NEXT MEETING – June 1, 2017**

The next meeting is scheduled for June 1, 2017.

**7. ADJOURNMENT**

The meeting was adjourned at 2:40 p.m.