

**CERRITOS COLLEGE**  
**COLLEGE COMMITTEE ON PLANNING AND BUDGET**  
**MEETING SUMMARY**  
**JULY 27, 2017**

Present: Felipe Lopez  
Dr. Stephen Johnson  
Dr. Kristi Blackburn  
Rachel Mason (Marks)  
Patrick O'Donnell

Dr. Dan Smith (Robbins Smith)  
Adelle Krayer  
Lynn Laughon  
Linda Kaufman (Mun)

Absent: Dr. Stephen Clifford  
Dr. Adriana Flores-Church  
Stephanie Murguia  
Stephanie Rosenblatt  
Miriam Tolson

Rick Miranda  
Michelle Lewellen  
Jay Elarcosa  
Debbie Jensen  
Etta Walton  
ASCC Representative

**1. CALL TO ORDER**

Mr. Lopez called the meeting to order at 2:10 p.m.

**2. APPROVAL OF MINUTES – June 1, 2017**

This item was postponed to the August 17 meeting due to the lack of quorum.

**3. COST SAVINGS IDEAS**

Mr. Lopez stated that a [list of options](#) for preserving programs and services to students, staff, and the community was developed during budget year 2010-11. The options included suspending vacation buyback and suspending cash-in-lieu. Mr. Lopez stated that there have been conversations with ACCME with regard to cash-in-lieu benefits for new manager hires. There isn't much room to cut costs with less than 9% of the budget consisting of discretionary funds but items such as the adult hourly, consulting and legal fees, and conference and travel budgets are being assessed for potential cost savings. Leaving vacant positions open may also save the college \$1-1.5 million to help narrow the gap. The option to offer an early retirement incentive is also being considered. The college has done a good job this past fiscal year in tightening the budget, and will continue to do so to right size the 2017-18 budget as much as possible.

The committee requested that a new, current list of options be developed for discussion at the August 17 meeting. They also requested that strategies to increase revenue be discussed and considered.

**4. COLLEGE ANNUAL PLAN**

This item was postponed to the August 17 meeting.

**5. BUDGET TIMELINE**

Mr. Lopez distributed the updated budget development timeline for planning year 2017-18. The adopted budget will be presented to the committee at its August 17 meeting.

**6. STRATEGIC GOALS/PLAN**

Dr. Blackburn distributed updates for the 2016-17 strategic directions. She stated that there is some data in progress for items that are not yet available. She asked the committee to review the document prior to discussion at the August 17 meeting to assess whether the initiatives should be ongoing and to ensure alignment with the EMP.

**7. PLANNING RETREAT**

Dr. Blackburn asked the committee to add two potential dates to their calendars: Friday, October 6 and Friday, November 3. The purpose of the retreat will be to review collegewide planning in a coordinated manner. The confirmed date will be announced as soon as possible.

**8. ITEMS FROM THE FLOOR**

Dr. Blackburn distributed the 2017-18 Annual Planning/Resource Allocation Schedule. This item will be discussed at the August 17 meeting.

**9. NEXT MEETING – August 17, 2017**

The next meeting is scheduled for August 17, 2017.

**10. ADJOURNMENT**

The meeting was adjourned at 2:54 p.m.