

**CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
FEBRUARY 15, 2018**

Present: Felipe Lopez
Dr. Stephen Johnson
Rick Miranda
Dr. Kristi Blackburn
Michelle Lewellen
Dr. Renee DeLong
Sandy Marks (Mason)

Stephanie Murguia
Patrick O'Donnell
Adelle Krayner
Stephanie Rosenblatt
Etta Walton
Linda Kaufman
Ariel Diane Valencia

Absent: Dr. Adriana Flores-Church
Angela Conley
April Griffin
Debbie Jensen

Martin Salgado
Lynn Laughon
David Ward

1. CALL TO ORDER

Mr. Lopez called the meeting to order at 2:09 p.m.

2. APPROVAL OF MINUTES – January 18, 2018

It was moved by Ms. Marks and seconded by Ms. Murguia to approve the January 18, 2018 minutes. Mr. Miranda abstained. The minutes were approved as presented.

3. PLANNING CALENDAR/DEADLINES UPDATE

Dr. Blackburn distributed the updated planning calendar. She noted that most of the unit plans are completed, as most of them exist with the instructional faculty. There are some managers that have units, and those managers have been contacted and reminded that Friday, February 23 is the deadline. They have also been told that training is being offered that day to assist them with unit planning within the PR+ Program.

Dr. Blackburn noted that division planning begins after the unit plans have been submitted. She stressed that it is imperative that staff do PR+ the way it was designed, as this is what creates the audit trail.

Sustainability Update: Mr. Lopez noted that the sustainability funds are one-time funds and the college is looking for continuing funding resources; for example, working with Edison to potentially fund some ongoing sustainability projects. Once the Sustainability Committee has been re-established, he will provide an update at a future meeting.

4. 2017-18 FTES UPDATE

Mr. Lopez distributed a copy of the FTES trend data as of 02/05/18. He reviewed the document and noted the following:

- Two columns were added, P1 and Projection
- The college's FTES base number is 17,740.73 from the 2015-16 year
- The college entered into stabilization in 2016-17
- The college budgeted 16,800 FTES for 2017-18

Mr. Lopez noted that the revised projections are based on the actual current spring FTES. The college is trending approximately 110 FTES below what we were hoping we were going to achieve based on the budget of 16,800. The plan is to continue to monitor and start looking at a plan to see what the college is going to do at the end of the year with the new funding formula. He added that he would continue to keep the committee updated with the latest FTES information.

Ms. Lewellen inquired about scheduling classes for 2018-19. Mr. Miranda replied that the schedule being built now is a rollover from fall 2017. The assumption at this time is that fall 2018 will be the same as fall 2017. Ms. Lewellen also inquired about the status of adding online classes. Mr. Miranda replied that there has been no directive regarding online classes and suggested that they meet to discuss further.

5. 2018-19 GOVERNOR'S BUDGET UPDATE

Mr. Lopez noted that the committee was emailed the trailer bill for the actual funding formula. He requested that the committee review the information on their own.

Mr. Lopez added that the Legislative Analyst Office (LAO) just released their budget analysis of the governor's budget. Some "hot" topics regarding the budget are focused on the formulas. There are two workgroups working with the Chancellor's Office (CEO and CBO) to provide input on the funding formula. The biggest concern is the different factors of the funding formula and how they are going to be weighted, and how the college is going to be measured.

6. PLANNING AND BUDGET GOALS

The 2017-18 goals were distributed and discussed. The following is a recap:

Goal 1: Improve and clarify the prioritizations of each Area during the Area Plan and College Plan development. *It was suggested that the VP's provide a presentation to the committee that would inform the committee of the Area Plan prioritization, what was approved and what was important going into the College Plan.*

Goal 2: With Program Review being the cornerstone of planning, examine and implement a peer review process for non-instructional and administrative "units", which will include establishing and measuring Service Area Outcomes (SAOs). *The draft is ready for review at the next meeting. It was also suggested that examples are provided of other colleges or universities that have a peer review process for non-instructional administrative units.*

Goal 3: Committee Co-Chairs will update the committee website. *This goal is complete.*

Goal 4: Develop a template for all college plans to use which will align with EMP and Strategic Plan. *The template has been approved.*

Goal 5: The lead agents for each planning document will provide a progress update to Planning and Budget Committee. *This goal is currently being accomplished.*

Ms. Lewellen commented that many campus committees are having difficulty with meeting quorum. She noted with that in mind, last year a summer Planning and Budget meeting was held. Mr. Lopez replied that summer is a critical time during the budget process, but he understands faculty cannot attend over the summer. He is ok to revert to not meeting over the summer as long as the committee understands that all budget information would be presented in the fall. The committee had no objections.

Dr. DeLong noted that last year, staff were told to focus on Tier 1, where only critical needs came up. She requested guidance as to what departments bring forward to the Area Plan so everyone is consistent. The Vice President's responded that they would like to see the entire plan to get a "pre-read" of it, then they can prioritize.

Mr. Lopez ended the discussion by requesting the committee think of new goals for 2018-19 for discussion at a future meeting.

7. NEXT MEETING – MARCH 1, 2018

The next meeting is scheduled for March 1, 2018.

8. ADJOURNMENT

The meeting was adjourned at 2:48 p.m.