

**CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
APRIL 5, 2018**

Present: Felipe Lopez
Dr. Adriana Flores-Church
Dr. Stephen Johnson
Rick Miranda
Dr. Kristi Blackburn
Michelle Lewellen
Dr. Lucinda Aborn (DeLong)
Rachel Mason
Stephanie Murguia

Patrick O'Donnell
Adelle Kraye
Martin Salgado
Stephanie Rosenblatt
Lynn Laughon
Etta Walton
Linda Kaufman
Ariel Diane Valencia

Absent: Angela Conley
Debbie Jensen

Deb Moore
David Ward

1. CALL TO ORDER

Mr. Lopez called the meeting to order at 2:03 p.m.

2. APPROVAL OF MINUTES – March 1, 2018

It was moved by Ms. Laughon and seconded by Mr. O'Donnell to approve the March 1, 2018 minutes. Dr. Aborn abstained. The minutes were approved as presented.

3. PLANNING HANDBOOK

Mr. Miranda distributed the planning handbook noting that this is the committee's second review. Mr. Miranda noted that at the last meeting Dr. Johnson stated that in Section III, academic program review and administrative program review were different and requested documents to assist with administrative program review. Dr. Flores-Church requested that in Figure 1, the Human Resources Plan be removed, as it has not been developed yet. It was requested that Ms. Kaufman send the committee via email the planning handbook and how Cerritos plans documents so the committee can review and provide any comments to Mr. Miranda, Mr. Lopez and Dr. Blackburn. The planning handbook will be brought back to the next meeting for approval.

4. ACCJC ANNUAL INSTITUTION SET STANDARDS

Mr. Miranda distributed the Institution Set Standards – Annual Measurement Report in accordance with the ACCJC Annual report. A brief background of the history of the report:

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 are completion/retention

Mr. Miranda reviewed each graph. The committee provided feedback regarding the data and expressed no issues with the presented information.

5. ENROLLMENT/FTES UPDATE

Mr. Lopez provided the current FTES Trend Data (as of 4/2/18). He noted the highlighted columns of P1 and Projection, noting that the college is currently 55 FTES above what was initially budgeted, and we are currently in-line with the budget of 16,800 FTES.

Ms. Murguia noted that P2 is due on April 20, 2018 and this encompasses FTES from January 1 through April 15.

Mr. Lopez added that he would continue to update the committee on the latest FTES numbers.

6. 2018-19 BUDGET TIMELINE

Mr. Lopez provided a draft of the 2018-19 Budget Timeline. He noted that the budget needs to be approved by the Board of Trustees on September 5 to meet the Chancellor's Office deadline of September 20. Based on these dates, without summer meetings, this provides the committee only the first week of school to review and recommend the budget. Mr. Miranda inquired if a summer meeting was needed to review the budget, would the faculty be willing to consider attending the meeting. Ms. Lewellen replied that Dr. Fierro has previously kept in contact with her over the summer, so there would not be a "summer surprise" upon faculty return in the fall. She suggested that once a new Faculty President is elected, that this be discussed with that person.

Mr. Lopez requested that the committee review the dates and he would bring back the timeline for further discussion at the next scheduled meeting.

7. OTHER ITEMS FROM THE FLOOR

No items were presented from the floor.

8. NEXT MEETING – APRIL 19, 2018

The next meeting is scheduled for April 19, 2018.

9. ADJOURNMENT

The meeting was adjourned at 2:26 p.m.