

**CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
SEPTEMBER 7, 2017**

Present: Felipe Lopez  
Dr. Adriana Flores-Church  
Dr. Stephen Johnson  
Rick Miranda  
Michelle Lewellen  
Rachel Mason  
Stephanie Murguia  
Patrick O'Donnell (Banuelos)  
Dr. Dan Smith  
Angela Conley  
Debbie Jensen  
Adelle Krayner  
Stephanie Rosenblatt  
Martin Salgado  
Lynn Laughon  
Miriam Tolson  
Etta Walton  
Linda Kaufman (Thury)  
Ariel Diane Delos Santos

Absent: Dr. Kristi Blackburn

**1. CALL TO ORDER**

Mr. Lopez called the meeting to order at 2:06 p.m. Ms. Lewellen introduced new faculty representative Martin Salgado. ASCC Student representative Ariel Diane Delos Santos introduced herself.

**2. APPROVAL OF MINUTES – August 17, 2017**

It was moved by Dr. Flores-Church and seconded by Ms. Rosenblatt to approve the August 17, 2017 minutes. Javier Banuelos, Cheryl Thury and Etta Walton abstained. The minutes were approved as presented.

**3. 2017-18 ADOPTED BUDGET UPDATE**

Mr. Lopez stated that the [2017-18 Adopted Budget](#) was approved by the Board at their September 6, 2017 meeting.

**4. FTES GOALS AND DISCUSSION**

Mr. Lopez reviewed the FTES Trend Data handout and explained how the numbers are analyzed. He explained the college's goals for the 2017-18 academic year and he project's we will be on target for the year. He will continue to monitor the numbers and report the status at future meetings.

**5. COLLEGE ANNUAL PLAN**

Mr. Miranda reviewed the Academic Affairs final area plan and indicated many of his items are tied to the Equity Budget. Mr. Lopez also reviewed the Business Services final area plan noting that only Tier 1 items were funded and did not affect the general fund. Mr. Miranda added that since many of the Academic Affairs items are tied to Equity funds, he and Dr. Johnson will bring back to a future meeting the equity budget as an informational item after it is reviewed by the Equity Committee and before it goes to Coordinating Committee and Executive Council for approval.

Ms. Rosenblatt inquired if the college is still receiving Vintage funds. Mr. Lopez confirmed that the college still is receiving these funds. He noted that an itemized list is brought to the Board annually for approval. Mr. Lopez will share the list with the committee.

Dr. Smith agreed that we need additional instructional equipment money in an emergency fund. He stated in the past we received additional instructional equipment money and inquired if we anticipate receiving these additional funds from the State. Mr. Lopez indicated we are still getting funds; however currently those funds are dwindling. This year we received approximately half million dollars which is split 50/50 with Academic Affairs for instructional equipment facilities for deferred maintenance. These are considered one-time dollars and he does not anticipate additional dollars this year.

**6. COST SAVINGS IDEAS**

Mr. Lopez stated that the Board at its September 6, 2017 meeting approved implementing a change in the cash-in-lieu amount for both Board Members elected July 1, 2017, and thereafter and managers hired July 1, 2017, and thereafter. The new cash-in-lieu amount will be a maximum of \$400 monthly upon proof of other group medical insurance. This will coincide with faculty and staff cash-in-lieu benefit.

Mr. Lopez reviewed the Cost Savings Options handout and stated the district will continue to review additional cost saving strategies and options. Regarding Early Retirement Incentive, the cost are being analyzed. If in favor of the district, the details will be shared with this committee. The committee discussed a variety of ideas to save money. Mr. Lopez encouraged the committee to continue brainstorming then share ideas on ways to reduce costs.

**7. 2017-18 ANNUAL PLANNING/RESOURCE ALLOCATION SCHEDULE**

Mr. Miranda indicated that the subcommittee recently met to review the annual planning process. They discussed how effective planning should occur through campus. It is important that the planning process is integrated, cohesive and complete. Since we have set goals with the Educational Master Plan, the subcommittee believes that strategic planning can occur every three years instead of every year. Mr. Miranda will be share with the committee an outline of the goals and activities of the Strategic Plan to be achieved.

**8. ITEMS FROM THE FLOOR**

There were no items from the floor.

**9. NEXT MEETING – SEPTEMBER 21, 2017**

The next meeting is scheduled for September 21, 2017

**10. ADJOURNMENT**

The meeting was adjourned at 2:55 p.m.