

**CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
AUGUST 17, 2017**

Present: Felipe Lopez Patrick O'Donnell
Dr. Adriana Flores-Church Dr. Dan Smith
Dr. Stephen Johnson Debbie Jensen
Rick Miranda Adelle Kraymer
Dr. Kristi Blackburn Stephanie Rosenblatt
Michelle Lewellen Lynn Laughon
Rachel Mason Miriam Tolson
Stephanie Murguia David Ward (Walton)
Linda Kaufman

Absent: Faculty Representative (Clifford) ASCC Representative
Faculty Representative (Program Review)

1. CALL TO ORDER

Mr. Lopez called the meeting to order at 2:07 p.m.

2. APPROVAL OF MINUTES – June 1, 2017

It was moved by Patrick O'Donnell and seconded by Dr. Smith to approve the June 1, 2017 minutes. Stephanie Rosenblatt, Michelle Lewellen, David Ward and Lynn Laughon abstained. The minutes were approved as presented.

Mr. Lopez noted that there was not a quorum for the July 27, 2017 meeting. A meeting summary was provided to the committee for their information.

3. 2017-18 ADOPTED BUDGET PRESENTATION

Mr. Lopez distributed the draft copy of the adopted budget for the unrestricted general fund. He highlighted the changes between the tentative budget and the final adopted budget.

Highlights:

- Total income tentative budget = \$99,186,416
- Total income adopted budget = \$101,968,263
- Total expenditures tentative budget = 104,625,466 with an operating surplus/(deficit) of (\$5,439,050)
- Total expenditures adopted budget = \$105,781,571 with an operating surplus/(deficit) of (\$3,813,308)

- The college's headcount is down approximately 4.5% (as of August 14). Mr. Lopez will continue to keep the committee updated with the latest enrollment information.
- The adopted budget is based on 16,800 FTES

Stephanie Rosenblatt asked if the revenue from the new lease at the corner of 166th and Studebaker (strawberry field) were included in the budget; and what stakeholders are involved in drafting a plan to present to the Board for uses of those funds? Mr. Lopez replied that the revenue is not included in the budget as discussions are continuing with the City of Cerritos. As far as the plan for the funds, Executive Council have only begun preliminary discussions at this point and details have not been discussed.

Lynn Laughon suggested that with the yearly revenue stream of \$426,000 for five years, be used for filling positions in those departments that are needed, and/or that the funds come back to the general fund and are used for what the college needs instead of being designated for special projects.

4. COST SAVING IDEAS

Mr. Lopez reviewed the cost savings options for 2017-18. He noted that under expenses any new managers hired after 07/01/17 would only be eligible for the cash-in-lieu guidelines for faculty and classified.

Mr. Lopez reminded the committee that the college entered into stabilization in 2016-17. The first full year of stabilization is 2017-18. This means that in 2016-17 even though the college had 16,747 FTES, we were funded at our original base of approximately 17,741 FTES (from 2015-16) . At the end of this current year, whatever FTES we report is the level at which the State will fund. There was a brief discussion regarding whether Cerritos is a 17,000+ FTES campus, and if it is not, budget discussions will need to take place as we continue to spend at the higher funding level.

Mr. Lopez noted that he would send the cost savings form to the committee so if anyone has further ideas they can fill it out on the form and Fiscal Services will research the savings and share with the committee. David Ward requested that any cost savings suggestions that come forward, that they be done in a fair and equitable way, i.e. if the board and administration are asking a constituent group to sacrifice, then they should also be willing to make the same sacrifice.

5. COLLEGE ANNUAL PLAN

Mr. Miranda noted that the college annual plan would be brought to the committee at an upcoming meeting.

6. STRATEGIC GOALS/PLAN

Dr. Blackburn reported on the following strategic goals:

Goal 1: Increase semester-to-semester retention by minority male students by 2% in the 2016-17 academic year.

- *Some progress made, but did not achieve goal completely.*
- *Human Resources needs to report on the activity which was to increase diversity of faculty hired that are beginning fall 2017. IERP does not have access to this data.*

Goal 2: The college will increase the number of students progressing through the Basic Skills courses into college level by 2% (at each course entry level, in both English and math).

- *This goal was not achieved; however we had 2 course levels that did increase by 2% in English and Math*

Goal 3: As part of the Cerritos College and Career Readiness Initiative, we will increase the number of students that successfully matriculate into the college through the K-16 Bridge/Cerritos Complete, Dual Enrollment and Concurrent Enrollment Programs with district high schools by 10% and with K-16 Bridge A (Adult Education) by 2%.

- *Aspects of the goal were achieved: Adult Education and Cerritos Complete*

Goal 4: Increase number of students receiving Financial Aid by 2%

- *Achieved the goal? Dr. Blackburn is following up with Financial Aid.*

Goal 5: Finish implementation of Completion Dashboard; formulate a goal about student completion as a result of the dashboard (include a measureable outcome). Goal: At least 10% of the students will report having used the Dashboard by the end of spring, 2017.

- *Goal was not achieved; activities will take place in the fall 2017 semester.*

Goal 6: Finish implementation of PR+.

- *Goal achieved.*

Goal 7: OER Adoption

- *Each of the elements were reported on*

Dr. Blackburn noted that if anyone is interested in serving on the Strategic Plan task force (first 3 years of Educational Master Plan) and assisting with the strategic goals to contact her ASAP.

7. 2017-18 ANNUAL PLANNING/RESOURCE ALLOCATION SCHEDULE

Dr. Blackburn reviewed the planning/resource allocation schedule. She noted that the approval of the college 2017-18 annual plan by this committee would be on September 7. All other corresponding dates (Coordinating and Board) will be adjusted to new dates. After review of the form it was noted that 1) an email will be sent to management and deans regarding the faculty ranking process steps and dates; 2) a list of possible dates for the strategic planning meeting will also be sent to the committee.

Ms. Lewellen asked if the deans' meeting is going to be open for faculty/staff to attend. Mr. Miranda replied that the meeting has always been open.

Mr. Miranda commented that this academic year is the year the college will be putting together the next self-evaluation ACCJC team. Teams will begin to form and to work on alignment because we are going to have to show evidence of alignment of moving forward and timeliness. He noted that it is very important that we do whatever we can to keep to the timelines as we move forward.

8. ITEMS FROM THE FLOOR

Mr. Lopez noted the following two dates:

- 1) Campus budget Forum - August 29 at 11:00 a.m. in LC 155 and 5:30 pm in the Board Room.
- 2) Cerritos College at Norwalk-La Mirada Adult School Opening Reception – August 30 from 4:00 – 5:00 p.m.

9. NEXT MEETING – SEPTEMBER 7, 2017

The next meeting is scheduled for September 7, 2017

10. ADJOURNMENT

The meeting was adjourned at 3:37 p.m.