

CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
APRIL 4, 2019

Present: Felipe Lopez  
Rick Miranda  
Dr. Adriana Flores-Church  
Dr. Kristi Blackburn  
Dr. April Griffin  
Patrick O'Donnell  
Yvette Tafoya  
Graciela Vasquez

Adelle Krayner  
Dr. Michelle Lewellen  
Stephanie Rosenblatt  
Kathy Hogue  
Michele Kingston  
Etta Walton  
Linda Kaufman

Absent: Dr. Dilcie Perez  
Rachel Mason

Angela Conley  
Deb Moore  
Martin Salgado

**1. CALL TO ORDER**

Mr. Lopez called the meeting to order at 2:05 p.m.

**2. APPROVAL OF MINUTES – March 7, 2019**

It was moved by Ms. Krayner and seconded by Ms. Hogue to approve the March 7, 2019 minutes. Mr. Lopez, Mr. Miranda, Ms. Tafoya abstained. The minutes were approved as presented. Dr. Blackburn, Dr. Flores-Church, Dr. Griffin, and Mr. O'Donnell were not present for the vote.

**3. ENROLLMENT UPDATE**

*EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Miranda distributed the [Cerritos College Enrollment Management presentation](#) that was presented to the Board on February 20, 2019. He highlighted the historic headcount and FTES, the impact of enrollment at Cerritos, actions, and the new funding structure. Mr. Miranda added that while the latest enrollment shows a slight FTES increase, this slight increase is roughly about 100 FTES.

Mr. Miranda noted that the college was chosen for the IEPI strategic management training. This training will assist the college in looking at data and technology assisting the enrollment management approach. He will share the proposal at a future meeting. Ms. Rosenblatt noted that more data is being used to make decisions, how can we enable faculty more access to data. Mr. Miranda noted her question and concerns.

Mr. Miranda shared that the enrollment management committee had a discussion regarding the purpose of the committee. The enrollment management committee has decided to refocus and repurpose the committee. The new approach is having a single campus-wide goal through enrollment management.

**4. NON-INSTRUCTIONAL PEER REVIEW PROCESS**

*EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Lopez noted that the Vice Presidents have met regarding the non-instructional peer review process and are looking at templates and rubrics. Once a process has been finalized, it will be brought to this committee for review.

**5. BUDGET UPDATE**

*EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Lopez distributed a 2018-19 budget update that he presented to the board on April 3, 2019. The highlights of the budget update are:

- At P1, the State had a \$324 million shortfall or 5.03% deficit factor. This shortfall will affect **all** community colleges in the state (including Cerritos College). The revenue shortfall consists of two components, shortfall in property taxes and higher estimates of the Total Computational Revenue (TCR)
- Property Tax: There is an expectation of the property tax shortfall to disappear at P2 and year-end, as history the State has backfilled loss in property tax. The only time it has not was during the severe economic downturn.
- Wildcard: 1) cost of the hold harmless costs more than they anticipated. 2) SCFF costs as of the first principal apportionment are higher than the estimated budget act of 2018.

Next Steps:

- If any reductions are required, they would be made to any revenue districts would receive in excess of the 2017-18 TCR, adjusted by the 2018-19 COLA.
- It is expected changes will be made to the student center funding formula for implementation in 2018-19 in order to narrow the revenue short.

Mr. Lopez noted that he would keep the committee updated with any additional budget information.

**6. OTHER ITEMS FROM THE FLOOR**

Dr. Lewellen announced that representatives from Proctorio, a student integrity testing software program, would be on campus April 23. They will be presenting to Faculty Senate and also be set up outside of the CTX. It is hoped that a formal recommendation will be made to administration to purchase the Proctorio program.

Ms. Walton shared that with the construction of the new Performing Arts Center (PAC), that a "station" be constructed to serve our students and community. The items near this "station" could be an additional ATM, emergency blue phone, sitting area, vending machine and ticketing kiosk. Mr. Lopez replied that emergency blue phones are now a campus standard with new buildings, so there will be phone(s) in this area. In addition, the [updated Facilities Master Plan](#) addresses many of the items Ms. Walton is requesting, including a modification to the parking area in front of the PAC. In regards to the ATM, Mr. Lopez has spoken to Schools First, and at this time, they are not interested in placing a second ATM on campus. Mr. Lopez also shared that he is working with Chief Gallivan to have the campus implement and use a mobile parking app for visitor/community campus parking.

Mr. Miranda asked the committee to save May 3 as a "Sunshine Planning Meeting". It is being proposed to have a one day meeting of all the planning bodies which are involved in the approval process to have an opportunity for input (sunshine) of the plans (simultaneously), and then at a regular scheduled meeting. Otherwise, staff do not see all of the planning documents getting through the shared governance process in the few weeks before finals.

Ms. Kraye announced that the Dental Hygiene seniors all passed their national boards.

**7. NEXT MEETING – APRIL 18, 2019**

The next meeting is scheduled for April 18, 2019.

**8. ADJOURNMENT**

The meeting was adjourned at 3:06 p.m.