

CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
FEBRUARY 7, 2019

Present:	Rick Miranda Dr. Adriana Flores-Church Dr. Dilcie Perez Dr. April Griffin Sandy Marks (Mason) Javier Banuelos (O'Donnell) Sunday Obazuaye (Conley) Deb Moore	Adelle Krayer Michelle Lewellen Martin Salgado Stephanie Rosenblatt Kathy Hogue Michele Kingston Etta Walton Linda Kaufman
Absent:	Felipe Lopez Dr. Kristi Blackburn	Yvette Tafoya Graciela Vasquez ASCC Student Rep

**1. CALL TO ORDER**

Mr. Miranda called the meeting to order at 2:06 p.m.

**2. APPROVAL OF MINUTES – January 17, 2019**

It was moved by Ms. Rosenblatt and seconded by Ms. Hogue to approve the January 17, 2019 minutes. Mr. Banuelos, Ms. Kingston, Ms. Krayer, Ms. Lewellen, Ms. Marks, Mr. Miranda and Mr. Obazuaye abstained. The minutes were approved as presented.

**3. FTES UPDATE**

Mr. Miranda provided the following FTES update:

- The college is down approximately 1000 FTES.
- The college's budget assumption for the current fiscal year was based on 16,800 FTES. P1 was reported at approximately 15,800 FTES.
- Historically spring semesters have lower enrollment than fall. Some possible reasons for the low enrollment:
  - Fewer students and the enrolled students are not taking as many units as in the past.
  - Unemployment rates have dramatically decreased in the last 4 years.
- Academic Affairs will be reviewing fill rates, sections, and capacities looking at data to share with deans to see the trends and patterns. This information will be shared with department chairs and discussions will take place to come up with ideas to maintain the students we have, and look at ways to both slow the enrollment drop, and grow FTES.

- Chairs are being asked to review the schedule and add 9-week courses where possible.

**4. FON UPDATE**

Mr. Miranda noted that the shortfall in FTES has affected the Faculty Obligation Number (FON). Originally, the college was expected to hire 27 full-time faculty, this has now been changed to 13 full-time faculty. He also noted if the P2 FTES numbers come in low, the hiring would remain at 13. If P2 comes in greater, and the college is not at our FON number, this information will be brought to the committee for discussion.

Mr. Obazuaye inquired how the FON formula is calculated. Mr. Miranda suggested that Mr. Obazuaye meet directly with Mr. Lopez for this calculation.

**5. 2019-2020 DRAFT BUDGET TIMELINE**

Mr. Miranda distributed the 2019-2020 draft budget timeline for the upcoming fiscal year. He noted that the Campus Budget Forum is scheduled for Tuesday, August 27 at 11:00 a.m. and 5:30 p.m. It was also noted that the 11:00 a.m. forum is scheduled during Faculty Senate. Discussion ensued regarding possible other dates/times for the forum, noting that the window is tight as the semester begins August 19 and the proposed budget needs to be approved at the September 4, 2019 Board meeting. It was suggested that any alternate date/times be emailed to Ms. Kaufman.

**6. OTHER ITEMS FROM THE FLOOR**

No items were presented from the floor.

**7. NEXT MEETING – FEBRUARY 21, 2019**

The next meeting is scheduled for February 21, 2019.

**8. ADJOURNMENT**

The meeting was adjourned at 2:34 p.m.