

**Approved 03/07/19**

CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
FEBRUARY 21, 2019

Present: Felipe Lopez

Rick Miranda

Dr. Dilcie Perez

Dr. Kristi Blackburn

Dr. April Griffin

Javier Banuelos (O'Donnell)

Yvette Tafoya

Graciela Vasquez

Adelle Krayer

Dr. Michelle Lewellen

Stephanie Rosenblatt

Kathy Hogue

Michele Kingston

Etta Walton

Julie Mun (Kaufman)

Absent: Dr. Adriana Flores-Church

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 – January 17, 2019**

It was moved by Ms. Krayer and seconded by Ms. Kingston to approve the February 7 minutes. Mr. Lopez, Dr. Blackburn, and Ms. Vasquez abstained. The minutes were approved as presented. Ms. Tafoya and Dr. Griffin were not present for the vote.

**3. ACCJC Institution Set Standards**

*EMP Goal A: Strengthening the Culture of Completion*

Dr. Blackburn distributed the handout titled Cerritos College Standards for Monitoring Improved Institutional Performance for 2017-18 (reporting year: 2019). She stated that this time of year, there is an annual review of Institution Set Standards. We report on them to the ACCJC in our annual report. This information will also be presented to Faculty Senate and the Coordinating Committee.

She provided a background of Institution Set Standards. The standards are thresholds, which are to be maintained, evaluated, and adjusted. She stated that the handout summarizes our standards and displays the college's performance on these measures from the previous five academic or cohort years, and the average calculated over those years. As the college monitors its progress on these measures, any declines in achievement lower than the five-year average will call attention to the measure, prompt further analyses, and focus efforts towards improvement.

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A follow-up discussion will be scheduled for the next meeting so that the committee has time to digest the information and develop a recommendation.

**4. BUDGET UPDATE**

*EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Lopez distributed the attached Budget-to-Actual Report as of December 31, 2018. This document provides a snapshot of our adopted budget and sum of actuals for each major object. Approximately 47% of our available budget was spent by December 2018. He noted that some expenses, such as those related to retirements, are not applied equally throughout the year. He will provide additional updates in March and June.

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

*EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Lopez provided the committee with another opportunity to review the 2019-2020 draft budget timeline for the upcoming fiscal year. The dates are based on the schedule from past years. He stated that there was some concern expressed at the last meeting regarding the date for the campus budget forum. He stated that there is some flexibility with the dates; it could be scheduled on Wednesday instead of Tuesday. The forums give the campus an opportunity to review the budget information and provide feedback prior to adoption, which is scheduled for the September 4 board meeting.

Ms. Lewellen stated that by law, faculty need to have time to provide input for the budget. She referred to AB 1725. She stated that it is a problem if the budget is presented to the public for review prior to the Faculty Senate.

Mr. Lopez stated that the budget must be made available 10 days prior to the board meeting as part of the public hearing process. He stated that there is still time for continued conversation to find a solution. He stated that he could meet with Dr. Griffin separately for further discussion.

**6. OTHER ITEMS FROM THE FLOOR**

Mr. Lopez asked the committee if they would like to view his Student Centered Funding Formula (SCFF) presentation. The committee voiced their interest; the item will be scheduled for the March 7 meeting.

**7. NEXT MEETING – MARCH 7, 2019**

The next meeting is scheduled for March 7, 2019.

**8. ADJOURNMENT**

The meeting was adjourned at 2:36 p.m.