

**CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
AUGUST 16, 2018**

Present: Felipe Lopez
Dr. Adriana Flores-Church
Kim Westby
Rick Miranda
Dr. Kristi Blackburn
Dr. April Griffin
Dr. Lucinda Aborn
Sandy Marks (Mason)
Stephanie Murguia

Patrick O'Donnell
Adelle Kraye
Michelle Lewellen
Deb Moore
Stephanie Rosenblatt
Martin Salgado
Etta Walton
Linda Kaufman

Absent: Angela Conley
Lynn Laughon

David Ward

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES – May 17, 2018

It was moved by Dr. Flores-Church and seconded by Ms. Kraye to approve the May 17, 2018 minutes. Dr. Aborn, Ms. Griffin and Ms. Marks abstained. The minutes were approved as presented.

3. REVIEW/RECOMMEND 2018-19 ADOPTED BUDGET

Mr. Lopez distributed the 2018-19 General Fund – Unrestricted Summary. He reviewed the adopted budget numbers, highlighting the following:

- The 2017-18 unaudited actuals ended with a \$3,985,443 deficit.
- The difference between the 2018-19 tentative budget and 2018-19 adopted budget was at the tentative budget it was too early to gauge where the college was at with the new funding formula. The 2018-19 tentative budget assumed the college would be funded at the 2017-18 level, plus COLA.
- For the 2018-19 adopted budget, the college is showing a \$5,102,092 surplus.

Ms. Rosenblatt noted that that the college is expected to receive additional funds for programs such as full-time hires, and part-time hires. Mr. Lopez replied that he does anticipate additional funds, although no clarification has been made regarding the amount. He is waiting from information from the State.

Ms. Rosenblatt added that when you look at the amount the college will be spending on salaries and benefits and apply the 2.71% COLA, this would cost the college \$2.5 million to provide COLA to all staff, with plenty of surplus money left.

Mr. Lopez distributed the Executive Council approved College Plan. He highlighted the following:

- The college plan dollars are incorporated into the 2018-19 Adopted Budget
- The college plan is broken down into four different categories
 - General fund, which reflect Tier 1 items. Note: faculty vacancies are included in the budget
 - Non-general fund related expenses (one-time dollars)
 - Additional non-unrestricted fund requests
 - Vintage funds

4. 2018-19 ACADEMIC YEAR PLANNING CALENDAR

Mr. Miranda distributed the draft 2018-19 Planning and Shared Governance Committee Calendar. He noted that with Accreditation coming soon, the college has a lot of planning to do, and that it is important we maintain our planning documents, our schedules, our strategic goals, and keep in alignment with the Educational Master Plan.

Dr. Blackburn reviewed the draft planning calendar and inquired if the college annual plan would be shared with Faculty Senate and Coordinating Committee. It was confirmed that it would and Dr. Blackburn will work with Ms. Griffin to get a date from Faculty Senate.

Mr. Miranda noted that the planning calendar is a working document. As such, dates will change as we progress through the academic year. He asked if the committee would approve the planning calendar knowing dates will change, and if anything changes on the calendar, the revision date will be reflected on the bottom of the document. There was a brief discussion regarding the Faculty Hiring Prioritization process steps and dates. Dr. Blackburn will be provided the information she needs to complete the academic calendar with regard to the process/dates. The academic calendar will be brought back to the committee for approval.

5. PLANNING DOCUMENTS

Mr. Lopez noted that Human Resources has stated that the Human Resources Plan will stay in both planning documents, the Integrated Program Review, Planning and Resource Allocation Handbook and the Cerritos College Planning Document descriptions. Dr. Blackburn will coordinate with Faculty Senate and Coordinating Committee to have these two documents provided for their information.

6. OTHER ITEMS FROM THE FLOOR

Mr. Lopez announced that the Campus Budget Forums are scheduled for Tuesday, August 28 at 11:00 a.m. and 5:30 p.m. in the Teleconference Center.

7. NEXT MEETING – SEPTEMBER 6, 2018

The next meeting is scheduled for September 6, 2018.

8. ADJOURNMENT

The meeting was adjourned at 3:03 p.m.