

CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
APRIL 7, 2016

Present: Dr. Mary Anne Gularte Dan Clauss
Dr. Stephen Johnson Mark Fronke
Rick Miranda Adelle Kraye
Dr. Kristi Blackburn Bernie Negrete
Bill Sparks (Lewellen) Etta Walton
Stephanie Murguia Carla Yorke
Connie Boardman (Mason) Linda Kaufman
Patrick O'Donnell
Dr. Dan Smith

Absent: Dr. David El Fattal Dr. Solomon Namala
April Griffin Lynn Laughon

Guest: Ali Delawalla

1. **CALL TO ORDER**

Dr. Johnson called the meeting to order at 2:03 p.m.

2. **APPROVAL OF MINUTES** – March 3, 2016

It was moved by Bernie Negrete and seconded by Patrick O'Donnell to approve the March 3, 2016 minutes. Connie Boardman, Dan Clauss, Stephanie Murguia and Bill Sparks abstained. The minutes were approved as presented.

3. **AREA OVERVIEWS 2016-17 AND RESOURCE ALLOCATION CALENDAR**

Dr. Johnson distributed the 2016-17 area overviews and reviewed the resource allocation calendar. Each Vice President reviewed their area overview explaining how they prioritized the resource allocations. Dr. Blackburn requested that dollar amounts be attached to the resource allocations. Dr. Johnson noted that Executive Council will review the resource allocations and an updated handout will be brought back to the committee on April 21, 2016.

4. **STRATEGIC PLANNING RETREAT**

Dr. Blackburn stated that the Strategic Planning Retreat is scheduled for Friday, May 6, 2016. The agenda includes the following items: Dr. Luke Wood from San Diego State University will be a guest speaker; Dr. El Fattal and Rick Miranda will present the timeline of the educational master planning process; a discussion on metric and goal setting will take place; and the retreat will close with break-out sessions. She and Rick Miranda both requested that committee members be available during the retreat to assist with the breakout sessions, as the goal is to have the outcomes come directly back to this committee.

5. **BUDGET UPDATE**

- FTES
 - Ali Delawalla distributed 2015-2016 General Revenue Fund Change and FTES. He provided a brief background of the enrollment process and the challenges Fiscal Services faces when projecting FTES.
 - The 1st FTES reporting is January 15. The college has concerns that the FTES numbers were going to be lighter than projected. In September, FTES were budgeted at 18,000.
 - 17,240 FTES is the base guaranteed amount the college will receive if we don't meet growth
 - Final FTES reporting is July 15. For the 2014-15 year the FTES was 17,790.
 - Based on projections, the college could have revenue shortfall of approximately \$3,979,623, which is a reduction in revenue based on the adopted budget approved by the Board in September.

A brief discussion followed regarding the additional teaching units being offered in the summer and strategies to attract and keep more students.

Mr. Negrete asked how the college is going to fund the possible \$3.9 million revenue reduction. Dr. Gularte replied Executive Council has been reviewing the budget and discussing ways to address the shortfall without affecting core services. At this time only discussion is taking place, there is not a decision.

- BOG Fee Waiver
 - Stephanie Murguia stated that beginning with the 2016-2017 academic year, the loss of the BOG fee waiver will occur if a student has two consecutive primary terms (Fall and Spring) of not meeting cumulative academic (2.0 GPA or above) or progress standards (more than 50% completion rate). There is an appeal process for both the loss of enrollment priority and the loss of the BOG fee waiver. If the student has appealed for the enrollment priority and is successful then the BOG fee waiver automatically gets renewed and meets that requirement. She added that if a student appeals and there is no way to approve the loss of enrollment priority and the student explains in their petition that there were special circumstances they can get their BOG waiver but not necessarily their enrollment priority back. If students lose their enrollment priority and they are not approved on the appeal process they will enroll during open enrollment. Ms. Murguia noted that summer can't hurt a student but it can help them. Any further questions, please contact Stephanie or Ken Matsuura.

6. **RETIREE BENEFITS IRREVOCABLE TRUST TASK FORCE**

Dr. Johnson noted that a retiree benefits irrevocable trust task force needs to be established to review companies and/or entities that would be involved in managing the trust. At this time Ali Delawalla, Dr. El Fattal and Mark Logan will be on this task force. Dr. Johnson stated that it would be beneficial to have another member of the Planning and Budget Committee with accounting knowledge involved and requested Mark Fronke to assist with this task force. Mr. Fronke agreed to assist.

7. **ANNUAL REVIEW OF SHARED GOVERNANCE COMMITTEE PURPOSES AND MEMBERSHIP**

Dr. Johnson distributed the annual review of the shared governance committee purposes and membership. Dr. Blackburn suggested that campus task forces and/or committees provide a report as an informational item to Planning and Budget whenever their work intersects with planning and budget and resource allocation. After discussion Dr. Johnson suggested that, subtracting any negotiated items, a representative from task forces and/or committees be invited to Planning and Budget to provide information, an overview or total picture.

8. **ITEMS FROM THE FLOOR**

There were no items from the floor.

9. **NEXT MEETING – APRIL 21, 2016**

The next meeting is scheduled for April 21, 2016.

10. **ADJOURNMENT**

The meeting was adjourned at 3:56 p.m.