

CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
JANUARY 19, 2017

Present: Felipe Lopez  
Dr. Adriana Flores-Church  
Dr. Stephen Johnson  
Rick Miranda  
Dr. Kristi Blackburn  
Michelle Lewellen  
Rachel Mason  
Patrick O'Donnell

Dr. Dan Smith  
Dr. Stephen Clifford  
Debbie Jensen  
Stephanie Rosenblatt  
Lynn Laughon  
Etta Walton  
Linda Kaufman

Absent: Stephanie Murguia  
Terrance Mullins

Adelle Krayner  
Miriam Tolson

1. **CALL TO ORDER**

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

2. **APPROVAL OF MINUTES** – December 8, 2016

It was moved by Dr. Johnson and seconded by Rick Miranda to approve the December 8, 2016 minutes. Dr. Blackburn, Stephanie Rosenblatt and Lynn Laughon abstained. The minutes were approved as presented.

3. **ENROLLMENT MANAGEMENT PLAN**

Mr. Miranda stated the Enrollment Management Plan continues to move forward and the committee is addressing the concerns that have been raised.

4. **FACULTY PRIORITIZATION**

Mr. Miranda noted that the college followed the faculty ranking process that was in place this year. Based on questions from committee members regarding the dean's faculty ranking process for the 2017-18 academic year, a reply was sent to the committee that provided the dean's justification.

Michelle Lewellen commented that the dean's justification did not provide any additional information that wasn't already known. She noted that faculty did want to work with the deans to try and come up with a collaborative ranking process, and it feels like now there is a territory dispute on both sides, guarding what has been the status quo versus what is by law 10 +1 (hiring.) Mr. Miranda replied that there is still an opportunity for the Faculty Ranking Task Force to discuss the issues. The committee briefly discussed the make-up of the task force and agreed to the following members: Rick Miranda, Michelle Lewellen, Dr. Blackburn Dr. Aborn, and Dr. Clifford (who will replace former committee member Bill Sparks). Some future topics for the

Faculty Ranking Task Force are the faculty ranking process, the timeline, and retirees and where they fit into the ranking process.

Michelle Lewellen noted that an email needs to be sent to Department Chairs that faculty justifications need to be in their unit plans. It was agreed that Dr. Blackburn would send out an email that states if departments are going to request faculty for next year's process it needs to be in your PR+ prior to February 24, 2017.

The 2017-18 Faculty Ranking List was discussed with the following comments:

- Dr. Aborn stated that the DSPS position that is in the status ranking was a vacancy as of June 30, 2016 by Mary Hunt.
- Michelle Lewellen brought up the discussion of the order of the dance faculty position and the economics faculty position.
- Concern was noted regarding the upcoming retirement of Rich Cameron and that the Journalism position was not reflected in the rankings.

After discussion, Michelle Lewellen made a motion that we trust Executive Council to consider those positions in departments that are left with zero faculty (Plastics and Journalism), that the Economics position move above the Dance position and all other faculty positions would move down by one, and that Executive Council consider the Plastics and Journalism positions above and beyond the eight faculty positions that were approved to be hired. Dr. Smith seconded the motion. The motion passed unanimously. The new faculty ranking is as follows: Welding, Chemistry, Administration of Justice, English, Studio Art, Economics, Dance and Reading.

Michelle Lewellen commented that the faculty, union and Senate want an automatic hire of all retirees. Lynn Laughon noted that some staff were not hired because of the economic downturn. Michelle Lewellen concurred with this statement and clarified that she was referring to the retirements that took place during 2009-2012.

Dr. Johnson expressed his concern regarding the college's resourcing of the basic skills, particularly Math and how the college is ensuring we are loading enough into the curriculum for students to progress. It is his understanding that if the college adds Math offerings it is not easy to find math instructors, so he is concerned about the number of full-time Math professors that we prioritize in the process. Dr. Clifford agreed and added that this committee should address this topic soon, as Math and English are large, and because of the completion initiative state-wide they always have a need for faculty. He added that this does significantly hurt the smaller programs who have a legitimate claim for their majors and programs as any other department. He suggested having a future conversation to figure out ways to move Math and English out of the faculty ranking equation so they are not competing with smaller but vital programs.

**5. CERRITOS COLLEGE ENVIRONMENTAL SCAN**

Mr. Miranda provided a brief background of the environmental scan and requested that the committee review the environmental scan that was sent to the committee and provide any comments to Patricia Robbins-Smith prior to Monday, January 23.

6. **HOW TO PREPARE A PLANNING DOCUMENT**

Due to time constraints, this item was tabled until the next scheduled meeting.

7. **BUDGET UPDATE**

Mr. Lopez provided the following budget update:

2016-17 Budget

- An actual budget to actual projections overview will be distributed at the next meeting.
- The college adopted a budget that has a little over a \$3.6M deficit.
- The percentage of salary and benefits to the college's overall operating budget is at 90.78%. This percentage was 91.2% in the 2015-16 budget year. Mr. Lopez is going propose a plan to help minimize or at least lower the percentage. Lynn Laughon asked who would be coming up with this plan and requested on behalf of CSEA that the Health Benefits Task Force be re-instated. She noted that this is a shared governance process and that everyone is involved if decisions need to be made regarding benefits. These decisions should not come from the top down, but as a group as everyone at the college is a stakeholder. Mr. Lopez clarified that he would be proposing recommendations/strategies and that he was referring to salary and benefits overall, not specifically benefits. If benefits need to be discussed, then the Health Benefits Task Force will be re-instated.
- There is concern regarding low enrollment and the possibility of the college being in stabilization. In 2015-16 the college's FTES was 17,741. At this time the college is not near that. Mr. Lopez and college staff continue to monitor the situation.
- Michelle Lewellen asked the following questions. 1) Does the 2016-17 salary and benefit percentage reflect the retroactive pay? *Yes, the retroactive pay is reflected in the 2016-17 budget.* 2) What does accreditation suggest as a recommended percentage of salary and benefits? *Accreditation recommends this figure to be in the mid 80%.* 3) What is the ending reserve balance? *At the end of 2016 the ending unrestricted general fund reserve is +/- \$20M*
- Rachel Mason commented that the college cannot operate at a 9% operating budget. For example, the college just built new buildings and we will not be able to hire janitors. The college needs a healthy 15% to 20% operating budget to fund items like this. She also added that even adding sections may not be the answer; we need to get our fill rate up.
- Dr. Johnson commented that in previous meetings a 3-year budget projection was provided that reflected about how much the college would be spending the reserve until there is eventually no more reserve, unless we change. It all goes back to the saving the college can do now to help mitigate the impact. So, in essence, you want to hope for a strong reserve ending this year because we are going to need it for the next few years.

2017-18 Budget

- The years of increase revenues are gone
- The sales tax portion of Prop 30 was phased out as of 12/31/16. Moving forward the Educational Projection Account will be lessened until 2030
- Prop 55 (Income Tax) was extended to 2030. Moving forward the college can expect a 20% to 30% decrease in the Prop 30 dollars received
- \$400M in new Prop 98 dollars for the California Community Colleges
- Approximately \$79M for Access (growth)
- COLA is at 1.48%
- The State is allocating \$23.6M to increase the base funding to primarily offset the increase in the cost for STRS/PERS
- \$150M for implementation of Guided Pathways
- \$20M for Innovation Awards programs
- \$5.4M COLA increase for some of the categorical programs such as Apprenticeship, EOPS, DSPS, CalWORKs and the Child Care Tax Bail Out Programs
- \$43.7M in scheduled maintenance and instructional materials (significant decrease from last year)
- \$53.3M for Prop 39 - Energy Efficient programs (significant decrease from last year)
- Concern regarding the State's adopted budget which shows over a \$3-billion-dollar deficit.
- Dr. Johnson commented with relevance to our budget status and the salary and benefit percent for personnel, following up on a committee member's question as to the percent. He noted that what he is saying does not take away the college's need to address the percent, but feels important that it is in perspective. At the January 18, 2017 Board meeting, the annual adjustment to the international tuition was presented for approval. The calculation for that includes a review of cost per FTES for all 72 districts in the state. There are only two districts with a slightly lower cost per FTES than ours. We are third from the bottom. It speaks to the funding formula and the reality of what this district is subjected to as a result of that. We just need to make sure we address the budget needs we are going to have. It is not about us internally finger pointing; it is important that we recognize that.

8. **ITEMS FROM THE FLOOR**

Michelle Lewellen noted that she has been receiving a lot of complaints about email storage space. Patrick O'Donnell noted that the college is developing a plan to move faculty and staff into the Office 365 Cloud which will provide a 50G mailbox.

9. **NEXT MEETING – FEBRUARY 2, 2017**

The next meeting is scheduled for February 2, 2017.

10. **ADJOURNMENT**

**Approved 02/02/17**

The meeting was adjourned at 3:53 p.m.