1. CALL TO ORDER
Dr. Vela called the meeting to order at 2:08 pm.

2. APPROVAL OF MINUTES – October 5, 2006
It was moved by Mr. Henry that the minutes of October 5, 2006 be approved as presented. Ms. Higdon seconded the motion.

3. REVIEW OF DRAFT BUDGET CALENDAR
Ms. Rizkallah presented Draft #1 of the 2007/08 Budget Development calendar. After the committee reviewed the calendar, Ms. Nolan commented that she would like to provide a copy of the budget development calendar to the ACCME management group for their input. She believes a concern managers will bring forward will be if they (managers) would have an opportunity to offer input regarding their own budgets. Ms. Higdon responded positively to the request but noted that the process by which they will be providing input cannot be answered at this time. It was requested that if any committee member has further input to the budget development calendar, to contact Ms. Rizkallah directly. The 2007/08 budget development calendar will be brought back for committee approval at the next scheduled meeting December 7, 2006.

4. AUDIT FIRM SELECTION PROCESS
Ms. Higdon indicated that it has been some time since the College has done a Request for Proposals (RFP) process for the selection of the College auditors. She briefly described the RFP process and proposed that an ad-hoc committee be formed for the selection of the short-list of audit firms. The final review of the short-listed audit firms...
would be completed by the Board. So that the ad-hoc committee has cross representation, it was suggested that the ad-hoc committee consist of members of the Fiscal Services staff, herself and a few members of the Planning and Budget Committee. The committee agreed to participate in the RFP process and the following members volunteered to serve: Dr. Nathan Durdella, Fred Henry, and Debbie Thomas (via nomination by Lynn Laughon.)

5. REVIEW OF CURRENT YEAR STATE REVENUES

Dr. Vela noted that the College still does not know what our equalization allocation will be. She reminded the committee that with the addition of Los Angeles CCD and San Francisco CCD into the equalization funding process, it reduces the resources available for everyone. The CEO Executive Committee continues to re-visit the details of the equalization allocations. As soon as she receives information it will be shared with the committee.

Dr. Vela indicated that there recently has been some State budget information shared with faculty groups. She conveyed to the committee how confusing those documents could be and wanted to provide to the committee the opportunity to understand them more clearly. She reiterated her belief in a transparent budget process and urged the committee members to share the information with their colleagues. Ms. Higdon provided to the committee a detailed explanation of the following sheets: 1) Spreadsheet on the potential impact of SB 361 Funding and Reconciliation to current budget; 2) 2006/07 Revenue sheet from State; and 3) Beginning Balance and Projected Revenue sheet from Board budget presentation.

Dr. Vela reminded the committee of outstanding monetary College commitments that have been made, but are not funded.

- Phase II Technology Replacement Plan (employee and college infrastructure computers).
- The memorandum of understanding by the Board for a comp and class study for the classified and management staff. It was noted that a recommendation would be presented to the Board on November 15, 2006 for the approval of a contract for a consultant for the comp and class study for the classified and management staff.
- The unfunded capital needs that were identified by the campus in spring 2006. It was noted that the needs identified did not represent 100% of all the needs. Because only one-time capital funds of $500,000 were available, some departments chose not to submit capital requests.

Dr. Vela also stated her concern with regard to student enrollment and how that would impact Cerritos College’s funding. Below are some examples of factors that will have or have had an impact on the student enrollment.

- The enrollment fee in spring 2007 is going from $26.00 to $20.00 per unit and it is hopeful that decrease in fees will have a positive impact in our enrollment.
The Los Angeles CCD has a new chancellor that is actively recruiting those students who have chosen to attend outlying community colleges. The old Firestone plant in Downey has been purchased by Los Angeles CCD for the purpose of opening a center that can serve up to 20,000 students.

Some of the local K-12 districts will be closing at least one elementary school. The birth rate has declined, and in addition laws have changed that no longer allows multiple families to live in a single dwelling, so that means fewer children going through the educational pipeline.

Along with the above factors it is also a matter of growth and retention. It is important that we retain the students we have, and actively promote Cerritos College. This is why the enrollment management committee’s work is very important.

Dr. Reece inquired why the college is not able to know our FTES count for fall 2006 semester yet. Dr. Vela expressed her frustration with regard to not being able to receive FTES information earlier in the semester. Ms. Krichmar noted that the IT Department completed the FTES projection report in September. Dr. Vela added that projection information is very important to have by the 2nd week of classes so that the deans can be informed whether or not classes need to be added, or if it is a good opportunity to invest and allow some classes to go with lower enrollment or if needed, add enrollment to current classes.

Ms. Higdon provided to the committee for informational purposes a handout entitled, “Consideration of Approval of Quarterly Fiscal Status Report for the Quarter Ending June 30, 2006 per AB2910. This information was presented to the Board on September 20, 2006. Ms. Higdon noted that the information is un-audited. The final audit report will include a page that reconciles any differences between the quarterly fiscal status report and the audit numbers.

6. **ITEMS FROM THE FLOOR**
   No items were presented.

7. **NEXT MEETING – DECEMBER 7, 2006**
   The next meeting is scheduled for December 7, 2006

8. **ADJOURNMENT**
   The meeting was adjourned at 3:16 pm.