1. **CALL TO ORDER**  
Dr. Albanese called the meeting to order at 2:00 p.m.

2. **APPROVAL OF MINUTES** - December 3, 2009  
It was moved by Dr. DeLong Chomiak to approve the minutes of December 3, 2009. Mr. Farmer seconded the motion. The minutes were approved as presented.

3. **EDUCATIONAL MASTER PLAN**  
Dr. Myers reminded the committee that the Educational Master Plan Task Force gathered input from various constituency groups and with this input minor modifications were made to the Educational Master Plan. Dr. Myers asked the committee for their endorsement of the finalized educational master plan. Mr. Farmer moved that the Planning and Budget Committee endorse the Educational Master Plan. Dr. Smith seconded the motion. The motion was passed unanimously.

4. **INSTITUTIONAL EFFECTIVENESS ASSESSMENT**  
Mr. Farmer and Dr. Myers explained that the college is in the process figuring out what we should adopt as indicators of institutional effectiveness. The college does not have an institutional effectiveness plan and specific institutional effectiveness outcomes that are reviewed on a regular basis as ways to assess the college. Dr. Myers proposed that the Planning and Budget Committee consider establishing a sub-committee to determine what kind of institutional effectiveness outcomes we should have as an institution and how we would go about assessing those. The committee had no objections with the formation of a sub-committee. The following committee members volunteered: Bill Farmer, Francie Quaas-Berryman, Deb Moore, and Chris
Myers. The sub-committee will give an update report at a future planning and budget meeting.

Dr. Albanese noted that division plans are available for review on Planning Plus and area plans will be available for review in February. The Business Services area plan is available for review now. He stated that in March the committee needs to begin working on budget priorities for next year 2011-12.

5. **BUDGET UPDATE**

A PowerPoint presentation with 2010-11 Budget information was given by Dr. Albanese. He stated that the presentation would highlight the governor’s budget, the revised budget for the college and marginal analysis for 2010-11, the options and a full six month cost comparison. Also included in the handouts was the five month salary comparison. After the presentation a few committee member had brief clarification questions. A brief discussion ensued regarding unfunded FTES and it was noted that the college currently has 1200 unfunded FTES. Although the college has made significant cuts to class offerings, it is not enough. Mr. Farmer stated that he is currently reviewing reducing course offerings in 2nd summer session. The college cannot afford to have 1200 or more unfunded FTES.

Deb Moore commented that faculty are receiving mixed messages regarding class size. They have been asked to add students, but it appears that adding students could affect the course offerings for the next semester. She stressed that there needs to be a clear message to faculty regarding class sizes.

Dr. Johnson commented regarding the categorical programs. The total reduction in one year to DSPS is approximately $900,000. Although DSPS will need assistance from the general fund, the fact that they have managed a large portion of reduction should be applauded.

Dr. DeLong Chomiak commended the categorical managers for their diligent work during this difficult budget time. With the large cuts they have been asked to make they will be making their future budget decisions based on their current allocations, as to not impact the college general fund as much.

6. **FEE AUGMENTATION**

Dr. Albanese reported that the fee task group has met and is recommending an increase in both student parking fees and the diploma replacement fee. The increase to the parking fee would be $5.00, from $30.00 to $35.00. The increase to the diploma replacement fee would be $15.00, from $10.00 to $25.00. The diploma replacement fee is to cover the actual cost of the outside company who prints the duplicate diploma. Dr. Albanese stated that the Student Senate has endorsed the increase to the diploma replacement fee. The parking increase will go before the Student Senate on Tuesday, January 26th.
Dr. Albanese requested that the committee consider approving these two increases subject to the final action of the student senate. This does not mean we may not go forward if student senate defeats it. Dr. Smith moved the request, Dr. DeLong Chomiak seconded. The motion passed unanimously.

Dr. Albanese added that the Alondra student drop-off is moving forward.

7. **ITEMS FROM THE FLOOR**
   Mr. Farmer publicly thanked and expressed his deep appreciation to Dr. Albanese for his service to Cerritos College. He has done an excellent job keeping the College solvent in a difficult period of time.

8. **NEXT MEETING - FEBRUARY 18, 2010**
   The next meeting is scheduled for February 18, 2010.

9. **ADJOURNMENT**
   The meeting was adjourned at 3:10 p.m.