CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
May 22, 2008

Present: Rich Cameron  Wes Nance
Renée De Long Chomiak (DeFrance)  Jeanine Prindle
Dr. Nathan Durdella  Dr. Bryan Reece
Bill Farmer  Lynn Serwin
Fred Henry  Dr. Dan Smith
Jo Ann Higdon  Schellary Thomas
Dr. Stephen Johnson  Dr. Noelia Vela
Lee Krichmar  David Ward
Lynn Laughon

Absent: James Lee  Jenine Nolan
Dr. Solomon Namala  Anita Rios

Guests: Dr. Carolyn Chambers  Stephanie Murguia
Arcelly Donnell  Suzie Payne
Dr. Young Kim  Lola Rizkallah
Dr. Connie Mayfield

1. CALL TO ORDER
Ms. Vela called the meeting to order at 2:08 p.m.

2. APPROVAL OF MINUTES
   - May 1, 2008
   It was moved by Dr. Reece to approve the minutes of May 1, 2008. Mr. Henry seconded the motion. The minutes were approved as presented.

3. STATE BUDGET UPDATE
Ms. Higdon gave a brief overview of the State Budget. She stated that in the Governor's Budget proposal there is no anticipation of increased fees for the community colleges yet. She stated that some of the property tax issues have been addressed. The Governor is proposing to balance the state budget through the lottery which in turn may affect the money education gets from this fund. Another proposal is to add an extra percentage on the sales tax. The lottery proposal will have to be approved by the voters. She concluded by stating that updated and new information will be shared as it's received.

Ms. Higdon distributed and reviewed the attached revised one-page draft 2008-09 Preliminary Budget Assumptions which was originally distributed at the February 21st meeting. The changes were as follows: increase in PERS Employer Contribution from 9.306% to 9.428% and decrease in Workers Compensation Rate from 0.98% to 0.92%.

Next, Ms. Higdon distributed and reviewed the attached revised 2008-09 Proposed Tentative Budget which was originally distributed at the February 21st meeting.
Ms. Higdon informed the committee that the proposed tentative budget will be presented to the College Committee on Planning and Budget at the June 5th meeting. It will then be presented for consideration of approval by the Board at their June 18th meeting.

4. PLANNING PROCESS

Mr. Farmer announced that the current Strategic Plan goes from 2005-2008 and he would like to solicit input from this committee as to how the new Strategic Planning Process should unfold for the new plan which will begin in 2009. Input is needed on the following items: timelines, community input, hire a consultant to guide through the process, purposes and goals, planning approach, plan period, planning cycle, plan focus and component, and committee structure (i.e. working groups), etc.

Dr. Vela suggested that prior to the Strategic Plan being developed, that an Educational Master Plan be developed. The College does not have an updated Educational Master Plan and it is needed to drive the Facilities and Strategic Plans.

After much discussion, the committee acknowledged and agreed that the Educational Master Plan should be updated prior to the Strategic Plan. It was noted that the current plans (i.e. Educational Development Plan, Enrollment Management Plan, Facilities Master Plan, Information Technology Plan, Matriculation Plan, Program Review, Student Equity Plan, and Unit/Division/Area Plans) as well as the Accreditation Standards from the various accrediting bodies, Environmental Scan, and Madrid Study Data will be used in the creation of the Educational Master Plan. A working group will be comprised of the following: Vice President of Academic Affairs, Vice President of Student Services, Instructional Dean(s), Student Services Manager(s), Faculty Senate President, Faculty Representatives, and Director of Research and Planning. Mr. Farmer will draft a committee composition list and organize first meeting. The working group will be formed to begin the process and a draft will be brought back to this committee for review on a regular and periodic basis.

Dr. Reece asked what are the core differences between the Educational Master Plan and Strategic Plan. Mr. Farmer stated the purpose of the Educational Master Plan is to address the needs of the instructional and support programs of the College. Also, the purpose is to seek where improvement is needed, review the various programs and determine new areas of focus and possible areas of reduction or elimination.

Dr. Durdella stated that when the Strategic Plan is revised the committee will review all of the existing plans (i.e. Educational Development Plan, Enrollment Management Plan, Facilities Master Plan, Information Technology Plan, Matriculation Plan, Program Review, Student Equity Plan, and Unit/Division/Area Plans) and will integrate them to define the College’s overall direction in all areas. Dr. Durdella stated the process to revise the Strategic Plan is similar to the process used to develop of the Educational Master Plan.

Dr. Vela stated that one of the recommendations from the Accreditation Team was to expand the College’s mission statement. The team liked the statement however they
said it is not comprehensive enough and needs to include statements regarding the College's focus on students and commitment to learning. Dr. Durdella stated that after consulting colleagues and reviewing best practices, the mission review and revision process would best take place during the development of the new Strategic Plan.

5. ITEMS FROM THE FLOOR
Mr. Farmer gave a brief enrollment update and reported the following with regard to the FTES:

- In 2004/05, the College's FTES was: 17,135.00 *(highest total and included +301.38 which was carried over from 2003/04)*
- In 2005/06, the College's FTES was: 16,620.94 *(first year we did not make base)*
- In 2006/07, the College's FTES was: 16,579.70 *(enrollment declined)*
- In 2007/08, the College's FTES is: 17,057.44 *(includes Summer 2007 - after July 1, Fall 2007, almost final data on Spring 2008, and estimate of Summer 2007 through June 30)*

The College is currently 77.94 FTES below our peak for 2004/05. The State allows three years to restore base and this is year two. He stated that he remains hopeful that the College will get out of restoration this year.

Mr. Farmer thanked everyone who has played a role in increasing the College’s enrollment as well as Information Technology Department for providing/reporting the FTES data.

Rich Cameron requested the following be added to the next agenda: Capital Outlay Status Update and process for budget reductions if needed. If budget areas will be cut (i.e. supplies or adult hourly), rather than a unilateral decision or across the board decision, his division feels they would like input on that. Some programs feel if adult hourly employees are cut it would work while others would rather cut supplies. He concluded by stating they would like some input at the unit level if cuts are necessary.

Dan Smith asked that as well as Capital Outlay Status that facilities, personnel and budget augmentation be discussed too.

6. NEXT MEETING
The next meeting is scheduled for June 5, 2008 at 2 p.m.

7. ADJOURNMENT
The meeting was adjourned at 3:25 p.m.