

CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
NOVEMBER 7, 2019

Present: Felipe Lopez  
Dr. Adriana Flores-Church  
Dr. Dilcie Perez  
Humberto Solis  
Javier Banuelos (Vasquez)  
Rachel Mason  
Yvette Tafoya

Michael Pierini  
Stephanie Rosenblatt  
Rebekah Hathaway (Obazuaye)  
Kathy Hogue  
Irlanda Lopez (Kingston)  
Erik Duane (Walton)  
Linda Kaufman  
Heather Johnson

Absent: Rick Miranda  
Patrick O'Donnell  
Dr. April Griffin

Dr. Michelle Lewellen  
Adelle Krayner  
Deb Moore

**1. CALL TO ORDER**

Mr. Lopez called the meeting to order at 2:05 p.m.

**2. APPROVAL OF MINUTES – October 17, 2019**

It was moved by Mr. Duane and seconded by Mr. Solis to approve the October 17, 2019 minutes. Ms. Hathaway and Ms. Hogue abstained. Dr. Flores-Church, Dr. Perez, and Ms. Rosenblatt were not present for the vote. The minutes were approved as presented.

**3. UNIT PLANNING AND PR+ REVIEW**

*EMP Goal D: Improving Internal and External Communication*

Mr. Solis reviewed the Unit Planning Update PowerPoint presentation. This presentation highlighted the following:

- The approval process
- Unit Planning, in a nutshell
- Resource Requests must clearly map to a SWOT
- Information regarding starting the 2020-2021 Planning Cycle
- Concerns with PR+ and proposed solutions

Ms. Johnson asked if students were allowed to get involved in the unit planning process. A discussion ensued where committee members shared how they incorporate student feedback in the unit planning process.

Ms. Johnson asked what is unit planning and how does it pertain to students. Dr. Perez shared that unit planning is about resource allocation, identifying goals, and identifying the resources needed to achieve them. Ms. Rosenblatt also explained the program review process and how one of the goals of this process is to ensure the institution is responsive to student needs.

Ms. Johnson asked how do students get involved? It was shared that there is a student seat on program review, along with many other shared governance committees. This would be the opportunity for students to share their concerns and provide student feedback.

In closing, Mr. Lopez requested that Mr. Solis send out email to remind staff about the unit planning deadlines.

**4. OTHER ITEMS FROM THE FLOOR**

No items were presented.

**5. NEXT MEETING – NOVEMBER 21, 2019**

The next meeting is scheduled for November 21, 2019.

**6. ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.