

**CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
MARCH 2, 2017**

Present: Felipe Lopez
Dr. Adriana Flores-Church
Dr. Stephen Johnson
Rick Miranda
Dr. Kristi Blackburn
Michelle Lewellen
Rachel Mason
Jay Elarcosa
Stephanie Murguia

Patrick O'Donnell
Stephanie Rosenblatt
Dr. Dan Smith
Dr. Stephen Clifford
Debbie Jensen
Miriam Tolson
Etta Walton
Linda Kaufman

Absent: Adelle Krayner
Lynn Laughon

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES – February 2, 2017 and February 16, 2017

It was moved by Dr. Johnson and seconded by Dr. Smith to approve the February 2, 2017 minutes. Stephanie Rosenblatt, Patrick O'Donnell and Miriam Tolson abstained. The minutes were approved as presented.

It was moved by Dr. Clifford and seconded by Dr. Aborn to approve the February 16, 2017 minutes. Dr. Flores-Church, Michelle Lewellen, Rick Miranda, Stephanie Rosenblatt, Miriam Tolson and Etta Walton abstained. The minutes were approved as presented.

3. DISCUSSION OF FACULTY SENATE PROPOSAL "HIRING ALLOCATION PRIORITIES"

Michelle Lewellen noted that she and Angela Hoppe-Nagao attended the latest ACCME meeting and presented the faculty senate proposal on faculty hiring. She noted that during the meeting ACCME was surprised regarding this proposal and their conversation reflected that, but she did see some willingness to try and work this out. Ms. Lewellen also publicly apologized to Graciela Vasquez for coming off rude at the ACCME meeting as it was not her intention. She noted that she was not at liberty to discuss a faculty and faculty senate issue during the ACCME meeting, but it has since been worked out.

Ms. Lewellen noted that after speaking with Dr. Fierro she would like to make a recommendation to comprise a task force of faculty, senior administration and deans to review the faculty hiring process. She added that faculty are open to amending their proposal and she believes a smaller group can review the faculty hiring process and bring recommendations back to this committee. This began a discussion with the following comments:

- Dr. Blackburn asked if this task force would expand the membership of the current Planning and Budget task force or would this be a completely new task force? Ms. Lewellen noted that Dr. Fierro has specific ideas as to how he wants this faculty hiring process to work, and the faculty has the same idea, so this would be a new task force outside of Planning and Budget. Mr. Miranda added that Dr. Fierro has tasked both Senate and management to come together to find a solution. Dr. Fierro wants data only and will leave the process to staff to mutually agree.
- Dr. Aborn asked if Planning and Budget would have any representation on the task force noting that it is important that Planning and Budget be involved in some way as this committee has an understanding of the planning process and how it is linked to the request for faculty. Ms. Lewellen agreed and Planning and Budget would be part of the conversation.
- Dr. Blackburn asked if Board Policy was being violated? Mr. Miranda noted that BP2510 speaks to a mutual agreement under certain areas. As we are at a status quo at the moment, and only talking about future change, we are not in violation.
- Dr. Aborn requested that the following two points be included in the faculty hiring discussion. 1) That it is a campus-wide process and 2) that we are considering all aspects of both the past as well as the future.

4. BUDGET UPDATE

Mr. Lopez distributed the 2016-17 Budget to Actual for the Unrestricted General Fund dated as of January 6, 2017. He noted that the difference in the (deficit) surplus from the adopted budget (\$3,664,705) to now (\$1,229,595) is primarily the cost savings from hiring the new hires. He also included the percentage of Salary/Benefits for 2015-16 and 2016-17. Dr. Blackburn asked what percentage target the college should be at? Mr. Lopez replied that he is trying to get new data from the Chancellor's Office, but currently the average is 85%. This would give the college 15% discretionary if there was an issue with the budget as you could decrease the cost in your discretionary without affecting your personnel cost.

5. PLANNING EVALUATION SURVEY RESULTS

Dr. Blackburn distributed and reviewed the Institutional Effectiveness, Research and Planning - Planning Evaluation Results. She noted that this survey was given to the stakeholders in the planning process to address an accreditation recommendation that the college should evaluate each step of the planning process.

6. MISSION STATEMENT DATA/RESULTS FROM MIG SURVEY

Dr. Blackburn distributed the Mission Statement Data/Results from the MIG survey. She noted that as part of the educational master planning process, the college reviews its mission statement. The questions assessing the college's mission statement were built into a survey that was disseminated by MIG, our Educational Master Planning Consultants.

Dr. Blackburn asked that based on the feedback received, do we need to update the mission statement or are we fine with the mission statement going forward? After discussion, Dr. Smith moved to maintain our current mission statement. Dr. Aborn seconded the motion. The motion passed unanimously.

7. COLLEGE PLANNING DOCUMENT PROCESS

Dr. Blackburn distributed the Cerritos College Planning Document Descriptions updated as of 11/17/16. She noted that this document helps the college establish what the proper processes are for planning documents.

Michelle Lewellen requested that Faculty Senate be added to the Enrollment Management Plan approval process to ensure what is requested on the faculty, faculty can accomplish and are willing to do so. There was a lengthy discussion regarding the enrollment management plan and the approval process. Stephanie Rosenblatt moved to add Faculty Senate into the approval process for the Enrollment Management Plan. Dr. Clifford seconded the motion. The vote was 5 yes; 8 noes; 3 abstentions. The motion was not approved.

Michelle Lewellen moved that the Coordinating Committee be added to the approval process for the Enrollment Management Plan. Dr. Johnson seconded the motion. The motion passed unanimously.

Mr. Miranda noted that SSSP, Equity and BSI now has a template which combines all three areas into one report. Dr. Blackburn will update the narrative to reflect this update.

The committee also suggested that the Facilities Master Plan, Diversity/EEO plan and Sustainability Plan be added to the document. Dr. Blackburn will update the document and provide an updated version at the next meeting.

8. ITEMS FROM THE FLOOR

No items were presented from the floor.

9. NEXT MEETING – APRIL 6, 2017

The next meeting is scheduled for April 6, 2017.

10. ADJOURNMENT

The meeting was adjourned at 3:37 p.m.