

**CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
APRIL 19, 2018**

Present: Felipe Lopez  
Dr. Adriana Flores-Church  
Dr. Stephen Johnson  
Dr. Kristi Blackburn  
Michelle Lewellen  
Dr. Dan Smith (DeLong)  
Rachel Mason  
Terrie Lopez (Murguia)

Patrick O'Donnell  
Angela Conley  
Deb Moore  
Stephanie Rosenblatt  
Etta Walton  
Linda Kaufman  
Ariel Diane Valencia

Absent: Rick Miranda  
Debbie Jensen  
Adelle Krayner

Lynn Laughon  
David Ward  
Martin Salgado

**1. CALL TO ORDER**

Mr. Lopez called the meeting to order at 2:03 p.m.

**2. APPROVAL OF MINUTES – April 5, 2018**

It was moved by Ms. Lewellen and seconded by Ms. Rosenblatt to approve the April 5, 2018 minutes. Ms. Lopez and Ms. Moore abstained. The minutes were approved as presented.

**3. PLANNING HANDBOOK UPDATE/APPROVAL**

Dr. Blackburn distributed the planning handbook asking for corrections, deletions or suggestions. Hearing no suggested edits, it was moved by Dr. Johnson and seconded by Ms. Lewellen to approve the Planning Handbook. The Planning Handbook was approved unanimously.

**4. AREA PLAN PRESENTATIONS**

Each Vice President (Connie Boardman presented for Mr. Miranda) presented their 2018-19 Area Plans along with their prioritized resource requests. It was noted that this year the Area Plans align with the Educational Master Plan and Strategic Plan.

The committee reviewed and provided feedback. It was noted that in the resource allocation requests specific faculty positions were listed. After discussion, it was suggested to create a space holder within the resource requests for the faculty positions, without being specific. Dr. Smith noted that the evening men's locker room attendant is an on-going expense, not one-time expense as it was listed.

**5. ANNUAL SHARED GOVERNANCE EVALUATION FORM**

Mr. Lopez distributed the Planning and Budget shared governance evaluation form. Dr. Blackburn will populate the form with the 2017-18 goals and bring to the next meeting for review. The committee will prepare 2018-19 goals.

**6. ONLINE INITIATIVE PROPOSAL**

Ms. Lewellen presented the Cerritos College Online Initiative Proposal, which is part of the Educational Master Plan. She reviewed the following goals:

- Increase the number online course offerings by 5% (5% of the number of courses the college already offers)
- Increase the number of students taking online classes by 5%
- Provide a productive preparation environment for quality, online teaching and learning
- Develop policies and procedures that increase the effectiveness of the online learning environment

**7. 2018-19 BUDGET TIMELINE**

Mr. Lopez reviewed the draft of 2018-19 Budget Timeline noting the following dates:

- August 16 – Planning and Budget reviews and recommends adopted budget
- August 28 – Campus Budget Forums – 11:00 am and 5:30 pm
- August 30 – Convocation
- September 5 – Board adopts budget

Mr. Lopez noted that he would bring the final version of the 2018-19 Budget Timeline to the next meeting.

**8. COLLEGE PLAN – DISCUSSION AND PRIORITIZATION**

Dr. Blackburn noted the next step after area plan presentations is the college plan. She will be meeting with the VPs before next meeting and they will create a draft of what they propose to be the college plan. The college plan will be brought to the next meeting for discussion and approval.

**9. OTHER ITEMS FROM THE FLOOR**

No items were presented from the floor.

**10. NEXT MEETING – MAY 3, 2018**

The next meeting is scheduled for May 3, 2018.

**11. ADJOURNMENT**

The meeting was adjourned at 3:34 p.m.