

**CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
MAY 17, 2018**

Present: Felipe Lopez
Dr. Adriana Flores-Church
Dr. Stephen Johnson
Rick Miranda
Dr. Kristi Blackburn
Michelle Lewellen
Dr. Renee DeLong
Rachel Mason
Stephanie Murguia
Patrick O'Donnell
Adelle Krayner
Deb Moore
Stephanie Rosenblatt
Martin Salgado
Etta Walton
Linda Kaufman
Ariel Diane Valencia

Absent: Angela Conley
Debbie Jensen
Lynn Laughon
David Ward

1. CALL TO ORDER

Mr. Lopez called the meeting to order at 2:08 p.m.

2. APPROVAL OF MINUTES – April 19, 2018

It was moved by Ms. Murguia and seconded by Mr. O'Donnell to approve the April 19, 2018 minutes. Ms. Krayner and Mr. Salgado abstained. The minutes were approved as presented.

3. TIMELINE REPORTING PROGRESS: ENROLLMENT MANAGEMENT; TECHNOLOGY PLAN; EEO/DIVERSITY PLAN

Technology Plan: Mr. O'Donnell reported the Technology Plan, along with the Facilities Master Plan is out for Request for Proposals (RFP). The RFP is due back to the District on May 22, expected to go to the Board for approval on July 18, and have an approximate start date of August 1. Along with the Technology Plan, the user groups that will be providing input to the vendor are the IT Standards Committee and the technology based learning committee. Mr. O'Donnell noted that he would ensure that all appropriate user groups for both the Facilities Master Plan and Technology Plan are meeting with the vendor.

EEO/Diversity Plan: Dr. Flores-Church reported that the Board received at their May 16 meeting the District's Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2017-2018. This form states how the District has met the EEO requirements at the state level. The multiple methods form is comprised of nine areas, and at this time, the college is meeting seven areas. The two criteria the

college did not meet were Incentives for hard to hire areas/discipline, and Diversity incorporated into criteria for employee evaluation and tenure review.

Enrollment Management: This update will be scheduled in fall 2018.

4. FTES P2 UPDATE

Mr. Lopez distributed the latest FTES P2 update highlighting the 2017-18 P1, P2, and Projection numbers. He noted that the college is considering doing the “summer shift” which means borrowing your summer FTES that are eligible to borrow. There is a potential of approximately 205 FTES currently available for the summer shift that is utilizing an 80% fill rate. The college will run scenarios to see what the best fit is. Mr. Lopez noted that the college’s ability to borrow would end after this semester. Moving forward all summer classes that cross fiscal years will automatically push forward to the next fiscal year.

5. 2018-19 BUDGET TIMELINE - FINAL

Mr. Lopez distributed the final 2018-19 budget timeline. The committee had no edits or comments. He noted that this document would be placed on the Planning and Budget website.

6. ANNUAL SHARED GOVERNANCE EVALUATION FORM

Mr. Lopez reviewed the annual shared governance evaluation form. The committee provided the following comments and/or suggestions:

- Dr. Johnson questioned Goal 2. He noted that when he moved approval of the Planning Handbook, he trusted that the sentence regarding peer review in non-instructional units would be removed, and it has not. He believed that the committee agreed that we were not pursuing a peer review process for non-instructional units. It was suggested that Ms. Kaufman review the minutes of the two meetings that the planning handbook was discussed.
- It was suggested that a graphic be provided to the campus community that outlines the Program Review, Planning, and Resource Allocation Process. Dr. Blackburn noted that a graphic was provided within the Planning Handbook. After review, Dr. Johnson thought it was understood that the Human Resources Plan be removed from the graphic. It was noted that the “How We Plan” document has the HR Plan in it as a “to be developed.” The How We Plan and Planning Document were both approved as written. Dr. Johnson noted that it is the intent of the legislature and Board of Governors for the California Community Colleges to focus in the area of EEO and Diversity Plan, so having both plans risks watering down what is intended and could contribute to a possible confusion. After discussion, it was recommended to bring back both documents for further discussion regarding the Human Resources Plan.
- Add to goals: continue with improvements to Program Review Plus, and effectively communicate across campus regarding the updated college Planning Process with college-wide distribution of the Planning Graph.

7. COLLEGE PLAN – DISCUSSION/PRIORITIZATION/APPROVAL

Mr. Lopez distributed the college plan. The committee reviewed the document and provided the following comments and/or suggestions:

- It was noted that the faculty positions were still included in the college plan. Mr. Lopez agreed and noted that the faculty positions are included in the budget, so the faculty positions would be removed from the document only, but not from the Program Review+ system.
- The list as printed was not in any particular order, and it was suggested that the document reflect the prioritization so the committee knows what it is recommending to Executive Council.

After discussion, it was noted that the revised document would be properly formatted and emailed to the committee for review.

8. OTHER ITEMS FROM THE FLOOR

No items were presented from the floor.

9. NEXT MEETING – AUGUST 16, 2018

The next meeting is scheduled for August 16, 2018.

10. ADJOURNMENT

The meeting was adjourned at 3:09 p.m.