

**CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
OCTOBER 5, 2017**

Present: Dr. Adriana Flores-Church
Rick Miranda
Dr. Kristi Blackburn
Michelle Lewellen
Rachel Mason
Patrick O'Donnell (Banuelos)
Dr. Dan Smith (Fabish)
Angela Conley
Dr. Angela Hoppe-Nagao

Debbie Jensen
Adelle Krayner
Stephanie Rosenblatt
Martin Salgado
Lynn Laughon
Miriam Tolson
Linda Kaufman
Ariel Diane Delos Santos

Absent: Felipe Lopez
Dr. Stephen Johnson

Stephanie Murguia
Etta Walton

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES – September 21, 2017

It was moved by Ms. Laughon and seconded by Dr. Flores-Church to approve the September 21, 2017 minutes. Dr. Hoppe-Nagao and Mr. Fabish abstained. The minutes were approved as presented. Ms. Conley was not present for the vote.

Ms. Lewellen noted that her requested agenda item, Faculty Hiring Prioritization Process, was not on the agenda. Mr. Miranda apologized for the oversight and stated that the committee, with 2/3 vote could agendaize this item. It was moved by Ms. Laughon and seconded by Ms. Jensen that the Faculty Hiring Prioritization Process be added to the agenda. The motion was unanimously approved.

3. FACULTY HIRING DATA PRESENTATION

Dr. Blackburn reviewed the Faculty Hiring Ranking 2017-18 Data overview presentation. This presentation included the following information: 1) Faculty Ranking Process Dates; 2) FON number; 3) Metrics to assess college needs: FTEF, WSCH, Enrollment, Average Class Size; 4) Cerritos College Full-Time Faculty demographics; 5) Cerritos College Student Demographics; and 6) External Scan Indicators. Dr. Blackburn noted that the handout along with the attachments would be sent via e-mail to the committee. Mr. Fabish requested clarification of the FON. Mr. Miranda stated that the FON for 2017-18 was projected at 306, in August the Chancellor's Office indicated that our FON was 284, and for 2018-19, the FON is projected at 299.

4. **STRATEGIC PLAN REVIEW OF GOALS IN "F"**

Dr. Blackburn reviewed the proposed strategic goals in "F" and the committee provided feedback. It was noted that Goal F1 needed to be further reviewed by the Vice President's and once reviewed; an update will be shared with the committee.

5. **REVIEW STRATEGIC PLAN WITH REVISIONS/ADDITIONS/DELETIONS**

Dr. Blackburn reviewed the proposed strategic goals and the committee provided feedback.

Dr. Hoppe-Nagao inquired as to why only the CRTL initiative was listed in Goal 8 and not the other diversity initiatives on campus. Dr. Blackburn explained that by listing only CRTL does not mean that the other programs do not count, but this is a budding program and is going to become something larger. Dr. Hoppe-Nagao provided her thoughts on this program and requested that this goal be inclusive of other programs on campus. After discussion, it was noted that Dr. Hoppe-Nagao, Dr. Flores-Church and Dr. Raphael would rewrite Goal A8 and share with the committee when complete.

6. **PLANNING DOCUMENT TEMPLATE**

Dr. Blackburn distributed the Planning Document Template/Guidelines. She explained that for the college to have synchronicity amongst its planning and resource allocation process; this template would be used for all planning documents, unless a template is required for state/federal purposes. She reviewed the six steps for the template.

It was moved by Ms. Conley and seconded by Dr. Smith to accept the Cerritos College Planning Document Template/Guidelines. The motion passed unanimously.

7. **TIMELINE FOR REPORTING PROGRESS ON CURRENT PLANS: EEO/DIVERSITY AND TECHNOLOGY**

Dr. Blackburn distributed the timeline for reporting progress on current plans and requested that the chairs of the following committees choose a future planning and budget meeting date to provide progress and outcomes.

December 7: Enrollment Management

January 18: Technology

Sustainability (Ms. Kaufman will follow up with Mr. Lopez regarding a date in February)

April 19: EEO/Diversity

8. **FACULTY HIRING PRIORITIZATION**

Ms. Lewellen stated that when it was decided to go with the same faculty hiring prioritization process that we had, we were all under the assumption that our FON would go up or stay the same. This is not the case and the college is not going to hire faculty next year. She suggested that the faculty hiring task force continue with their work this semester and do a dry run this spring, as there will be no consequences, as opposed to going through the faculty hiring prioritization process, which is not going to result in anything, this semester.

Mr. Miranda noted that the college is above the FON and the college will NOT be hiring for next year. He added that there is always the possibility that if an emergency arose, Executive Council has the right to hire, if needed. The last two times this has happened, the Faculty Senate President has been present in those discussions. Mr. Miranda acknowledged that there has been a lull in the Faculty Hiring Prioritization Task Force meetings. He indicated at the next task force meeting he will present a timeline to complete the process and the representatives, Rachel Mason, Dr. Lucinda Aborn, Dr. Angela Hoppe-Nagao and Deb Moore, will handle that process. He and Ms. Lewellen are there to facilitate the meetings.

Dr. Hoppe-Nagao shared her concern with the delay and lack of transparency in the process. A discussion regarding this topic followed and in closing Mr. Miranda stated the following: 1) faculty hiring is on hold; 2) the task force will be reconvened with a timeline for completion that we can move forward with; 3) any processes that are put together will be shared with this committee.

9. ITEMS FROM THE FLOOR

There were no items presented.

10. NEXT MEETING – OCTOBER 19, 2017

The next meeting is scheduled for October 19, 2017

11. ADJOURNMENT

The meeting was adjourned at 3:41 p.m.