

**CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
OCTOBER 19, 2017**

Present: Felipe Lopez
Dr. Stephen Johnson
Rick Miranda
Dr. Kristi Blackburn
Michelle Lewellen
Renee DeLong
Rachel Mason (Marks)
Patrick O'Donnell
Dr. Angela Hoppe-Nagao

Adelle Kraye
Stephanie Rosenblatt
Martin Salgado
Lynn Laughon
Etta Walton
David Ward
Linda Kaufman
Ariel Diane Delos Santos

Absent: Dr. Adriana Flores-Church
Angela Conley

Stephanie Murguia
Debbie Jensen

1. CALL TO ORDER

Mr. Lopez called the meeting to order at 2:04 p.m.

2. APPROVAL OF MINUTES – October 5, 2017

It was moved by Dr. Johnson and seconded by Ms. Kraye to approve the October 5, 2017 minutes. Dr. DeLong, Dr. Johnson, Mr. Lopez, Mr. O'Donnell, Ms. Walton, Mr. Ward abstained. The minutes were approved as presented. Dr. Hoppe-Nagao was not present for the vote.

3. ENROLLMENT UPDATE

Mr. Lopez distributed the FTES trend data that reflects information as of 10/19/17. He noted that the college is staying within our target, and he is hopeful that with the additional classes that were added to La Mirada, spring 2018 will provide solid enrollment numbers. He reminded the committee that the college is currently in stabilization and still not near the original base of 17,741. The college has until 2019-20 to get back to the base level of 17,741, if we do not, then the college will be funded at the current FTES. He added that once our base is reset, for the college to grow, this would be based on the state's growth formula. Mr. Lopez noted that he would continue to provide updates to the committee on the latest FTES trend data.

Dr. Blackburn requested that while the college is in a current hiring freeze, that we look to hire an integral IT position that will be vacant next fiscal year. Mr. Lopez acknowledged her concern and noted that he is working with Mr. O'Donnell to come up with a plan.

4. **INTEGRATED PLANNING DOCUMENT REVIEW**

Ms. Baskette distributed a draft of the 2017-19 Integrated Plan. She reviewed the five goals and the committee provided feedback.

Mr. Miranda noted that this document would need to come back to Planning and Budget for approval. Discussion ensued regarding the approval process and timeline so as to ensure it is presented to the Board for approval at their December meeting. Mr. Miranda stated Executive Council would work with Ms. Baskette to reset the timelines to ensure this document gets to the all appropriate committees and the Board for approval by December.

5. **CCEAL SURVEY UPDATE**

Dr. Blackburn noted that the CCEAL survey is a part of the college's equity initiative. This data is going to help the college improve our course completion and tying to the institutional planning. She noted that it has been a challenge getting faculty to indicate when they can come to their classrooms to proctor the CCEAL. After discussion, it was decided that Ms. Lewellen will send an email to faculty. For surveys in the future, it was suggested that the subject line of the email indicate that action is needed, and also the email be sent to department chairs, so that department chairs can send directly to faculty.

6. **PLAN/OUTCOMES REPORTING FINAL SCHEDULE**

Dr. Blackburn distributed the updated timeline for reporting on plans – progress and outcomes.

December 7:	Enrollment Management
January 18:	Technology Plan
February 15:	Sustainability
April 19:	EEO/Diversity

7. **STRATEGIC GOALS UPDATE**

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

Prior to the Strategic Plan being approved, Ms. Lewellen requested that the motion include that the committee has the ability to make changes to the document throughout the year. Dr. Blackburn replied that the strategic plan is a living document, so it is open to reiteration at any time. If changes are requested, the plan can be placed on the agenda for committee discussion. Ms. Lewellen commented that plans discussed with the committee do not usually go that easily.

It was moved by Mr. Lopez and seconded by Ms. Rosenblatt to approve the Strategic Plan. The motion was unanimously approved.

8. **GUIDED PATHWAYS OVERVIEW**

This item was tabled to the next meeting.

9. ITEMS FROM THE FLOOR

There were no items presented.

10. NEXT MEETING – NOVEMBER 2, 2017

The next meeting is scheduled for November 2, 2017

11. ADJOURNMENT

The meeting was adjourned at 4:03 p.m.