

CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
APRIL 18, 2019

Present:	Felipe Lopez Dr. Adriana Flores-Church Dr. Dilcie Perez Dr. Kristi Blackburn Dr. April Griffin Patrick O'Donnell Yvette Tafoya Graciela Vasquez	Dr. Michelle Lewellen Deb Moore Stephanie Rosenblatt Kathy Hogue Carmen Lizarraga (Kingston) Linda Kaufman
Absent:	Rick Miranda Rachel Mason Angela Conley	Adelle Krayer Martin Salgado Etta Walton

**1. CALL TO ORDER**

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

**2. APPROVAL OF MINUTES – April 4, 2019**

It was moved by Ms. Hogue and seconded by Dr. Griffin to approve the April 4, 2019 minutes. Ms. Lizarraga and Ms. Moore abstained. The minutes were approved as presented. Ms. Vasquez was not present for the vote.

**3. DRAFT INSTITUTIONAL SELF EVALUATION REPORT (ISER)**

*EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Lewellen provided a brief update on the Institutional Self Evaluation Report (ISER). She noted that the report is posted on Canvas. There are two methods to provide feedback, through direct email to [accreditation2020@cerritos.edu](mailto:accreditation2020@cerritos.edu), or using public discussion boards on the Canvas Accreditation course page. The report is due to the ACCJC by December 2019. Campus forums to discuss the draft Institutional Analysis section of the ISER will be scheduled in fall 2019.

Mr. Lopez and Dr. Flores-Church both expressed their appreciation to the co-chairs of Accreditation Committee. They noted that having the draft available early in the process is helpful as it gives the college ample time for edits. Dr. Flores-Church added that she thought it was helpful to have another team review your standard.

**4. AREA PLAN PRESENTATIONS**

*EMP Goal F: Enhancing Organizational Effectiveness*

Each Vice President (Felipe Lopez presented for Mr. Miranda) presented their 2019-20 Area Plans along with their prioritized resource requests. It was noted that the Area Plans align with the Educational Master Plan and Strategic Plan. The committee reviewed and provided feedback.

**5. PLANNING EVALUATION FORM**

*EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Blackburn distributed the Planning Evaluation Form. She stated that there is a need to have college-wide way of reporting on activities that go with the different plans because the college has a decentralized planning process. When we evaluate them, we do not have a way to know what is being done by whom. She noted both the Enrollment Management Committee and Student Equity Committee have supported the adoption of this form. The goal is to have this Planning Evaluation Form on the planning website so those staff in charge of a planning document can easily access and submit any updated information. After review, it was moved by Ms. Rosenblatt and seconded by Ms. Hogue to support the Planning Evaluation Form and move it forward. The committee unanimously approved.

**6. AB1809 DISCUSSION**

*EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Blackburn shared that the college's Sunshine meeting has been scheduled for May 10. It is being proposed to have a one day meeting of all the planning bodies which are involved in the approval process to have an opportunity for input (sunshine) of the plans (simultaneously), and then at a regular scheduled meeting. Otherwise, staff do not see all of the planning documents getting though the shared governance process in the few weeks before finals.

Dr. Blackburn distributed a draft of a presentation entitled: Local Goal Setting: Aligning Vision of Success Metrics. This handout included information such as Local Goal Alignment in Legislation; Local Action with Goal Alignment; the Process for Local District Goal Setting; Aligning Metrics to Goals, the Nova Platform reporting tool, and what CCCCO are asking colleges to consider. She noted that this information would be shared at the Sunshine Meeting May 10, Faculty Senate May 14, Planning and Budget May 16 and Coordinating Committee on May 20. The sequencing of getting this through all the shared governance committee is important as the AB1809 goals are due May 31.

**7. OTHER ITEMS FROM THE FLOOR**

Ms. Tafoya noted that the Transfer Center would be having a college signing day on May 1, 2019 at the quad area at 11:00 a.m. Watch your email for more information.

Dr. Perez acknowledged that Ms. Tafoya's interim assignment as Dean of Counseling is ending and she will be returning to her former position as the Director of EOPS. She thanked her for her leadership and for being instrumental in helping the counseling team during this time of transition.

Mr. Lopez stated that the draft [Facilities Master Plan presentation](#) and [forum](#) are available for viewing. He encouraged staff to view the presentation and to provide him any feedback. He added that he would provide a FMP presentation at the May 2, 2019 meeting.

**8. NEXT MEETING – MAY 2, 2019**

The next meeting is scheduled for May 2, 2019.

**9. ADJOURNMENT**

The meeting was adjourned at 4:00 p.m.