

**CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
SEPTEMBER 6, 2018**

Present: Felipe Lopez
Kim Westby
Dr. Kristi Blackburn
Dr. April Griffin
Rachel Mason
Stephanie Murguia
Graciela Vasquez

Patrick O'Donnell
Angela Conley
Adelle Krayner
Deb Moore
Stephanie Rosenblatt
Etta Walton
Linda Kaufman
Tina Vejar

Absent: Dr. Adriana Flores-Church
Rick Miranda
Michelle Lewellen

Martin Salgado
Lynn Laughon
David Ward

1. CALL TO ORDER

Mr. Lopez called the meeting to order at 2:09 p.m.

2. APPROVAL OF MINUTES – August 16, 2018

It was moved by Ms. Westby and seconded by Ms. Moore to approve the August 16, 2018 minutes. The minutes were approved as presented.

3. BUDGET UPDATE

Mr. Lopez stated that the Board at their September 5, 2018 meeting approved the 2018-19 Adopted Budget.

Mr. Lopez noted that the Facilities Master Plan is in the process of being updated. The college will be hosting a Campus Visioning Session on Thursday, September 20 in front of the LRC. It is an open session and he encouraged all staff to stop by anytime between 11:00 a.m. and 6:00 p.m. to take part in the interactive process.

4. SHARED GOVERNANCE EVALUATION DOCUMENT REVIEW

Dr. Blackburn distributed the shared governance self-evaluation document for the years 2016-17 and 2017-18. This document provides an executive summary, evaluation rubrics of meeting frequency, attendance criteria, and agendas/minutes critique, and the college's shared governance 2018-19 goals. This document will be brought forward to the Coordinating Committee on October 8, 2018.

The committee reviewed the document and provided the following feedback:

- It was noted that Planning and Budget completed their 2016-17 self-evaluation, and the document does not reflect this information. Dr. Blackburn will follow up.
- It was asked if there was a mechanism, besides the self-evaluation, to indicate whether a committee is active or inactive. It was noted that the Coordinating Committee is the committee in charge of the shared government document and this topic should be brought forward to the Coordinating Committee.

5. STUDENT SUCCESS SCORECARD PRESENTATION

Dr. Blackburn distributed the Student Success Scorecard 2017 and Fact Book Overview. She noted that this is the last year of the scorecard as the State is moving in a different direction. The document covers the following:

- Information on the Cerritos College Institutional Effectiveness, Research, and Planning website that stores our institutional data sets
- Outcome Measures Reported are:
 - Completion
 - Persistence
 - 30 Units
 - Remedial Education Progression
 - Career Technical Education
 - Career Development and College Preparation (Non-Credit)
 - Skill Builders
 - Transfer Level Achievement

6. STRATEGIC PLAN YEAR ONE UPDATE

Dr. Blackburn distributed the Strategic Plan Year One Update. She provided this document as an update and asked the committee to review the document and provide feedback and/or updates as needed.

7. 2018-19 ACADEMIC YEAR PLANNING CALENDAR UPDATE

Dr. Blackburn distributed the latest draft of the Academic Year Planning Calendar. She noted that another draft would be provided to the committee at the September 20 meeting that will include the hiring prioritization dates. This document will be on both the Research and Planning and Planning and Budget website. She encouraged all committee members to review and share the document.

Ms. Mason inquired as to when department chairs can update their goals, as the unit plan "roll forward" date is November 30. Discussion ensued regarding the timeline on updating unit plans and Dr. Blackburn offered to attend a department meeting to assist chairs with this task. Ms. Mason will work with Dr. Blackburn to coordinate a meeting.

8. OTHER ITEMS FROM THE FLOOR

Ms. Krayner inquired as to when the college would know the Faculty Obligation Number (FON) for 2019-20. Mr. Lopez replied the adopted budget has a FON of 285, and due to the recent retirements, the college is currently at 272. Assuming the college maintains

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the current FTES, it is anticipated the college would hire approximately 10-11 faculty. He will provide additional FON information at a future meeting.

9. NEXT MEETING – SEPTEMBER 20, 2018

The next meeting is scheduled for September 20, 2018.

10. ADJOURNMENT

The meeting was adjourned at 3:13 p.m.