

**Approved 10/18/18**

**CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
SEPTEMBER 20, 2018**

Present:	Felipe Lopez Dr. Adriana Flores-Church Dr. Kristi Blackburn Dr. April Griffin Rachel Mason Patrick O'Donnell Yvette Tafoya Graciela Vasquez	Adelle Krayer Michelle Lewellen Deb Moore Martin Salgado Sunday Obazuaye (Conley) Stephanie Rosenblatt Etta Walton Lynn Laughon Linda Kaufman Tina Vejar
Absent:	Rick Miranda Kim Westby	David Ward

**1. CALL TO ORDER**

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

**2. APPROVAL OF MINUTES – September 6, 2018**

It was moved by Ms. Krayer and seconded by Dr. Griffin to approve the September 6, 2018 minutes. Dr. Flores-Church, Ms. Laughon, Ms. Lewellen, and Ms. Tafoya abstained. The minutes were approved as presented.

**3. FACULTY OBLIGATION NUMBER (FON)**

Mr. Lopez distributed the latest estimated FON information. He reported that FON is based on FTES and the handout is a reflection of his tracking on P1, P2 and annual reporting. Based on the numbers presented, the college's estimated FON for fall 2019 is 292. This number does include the state allocated hires. He noted that the state allocated \$50 million for full-time faculty hires that goes towards the FON obligation to get college districts closer to the 75/25 ratio. The college's portion of the state allocated dollars is approximately \$700,000.

There were questions regarding the exact number of full-time faculty that the college would be hiring for fall 2019. Dr. Flores-Church noted that she would research the exact number, and provide this information to the committee.

Mr. Lopez stated that he would continue to monitor the FON and provide updates to the committee as needed.

**4. 2018-19 ACADEMIC YEAR PLANNING CALENDAR UPDATE**

Dr. Blackburn distributed the updated planning calendar noting that the Faculty Hiring Prioritization dates have been pulled out of the calendar and will be an addendum to the calendar.

Dr. Blackburn noted that the Unit Plan “roll forward” is scheduled to begin at the end of November. She requested that committee members share this information with their constituents. She also noted that PR+ training sessions would be held during the month of November to assist with this task. If a department wants a separate training, please contact Dr. Blackburn.

Dr. Flores-Church expressed concern regarding the November/December timeline for the full-time faculty final ranking list. She noted that if the college is going to hire many full-time faculty positions, Human Resources needs time to prepare. She would like all full-time faculty positions to be posted on the college’s website in December.

**5. DRAFT TIMELINE FOR REPORTING ON PLANS**

Mr. Lopez distributed the draft timeline for reporting for following plans: Enrollment Management; Technology; Sustainability and EEO/Diversity.

Mr. O’Donnell requested that he provide his Technology Plan update on February 21, 2019. The committee had no objections.

**6. OTHER ITEMS FROM THE FLOOR**

Ms. Lewellen noted that the college’s Distance Education (DE) Plan needs to go through the proper channels for approval. After a brief discussion, Ms. Lewellen and Dr. Blackburn will meet to place this document within the “How we Plan” document, then ensure it goes to the appropriate shared governance committees as either information items and/or approval.

Ms. Vejar requested that if there are any additional budget funds, that consideration be given for students in need, as there is a population of homeless and hungry students. Mr. Lopez noted that he would provide Ms. Vejar with the appropriate manager to discuss her concerns.

Mr. Lopez encouraged staff to attend the Facilities Master Plan visioning session taking place outside of the LRC until 6:00 p.m.

Dr. Griffin announced that the Rwandan debate team would be hosting a presentation from 5:30 – 7:00 pm in the Teleconference Center.

**7. NEXT MEETING – OCTOBER 4, 2018**

The next meeting is scheduled for October 4, 2018.

**8. ADJOURNMENT**

The meeting was adjourned at 2:40 p.m.