

**Approved 11/01/18**

**CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
OCTOBER 18, 2018**

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

**1. CALL TO ORDER**

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

**2. APPROVAL OF MINUTES – September 20, 2018**

It was moved by Dr. Flores-Church and seconded by Ms. Mason to approve the September 20, 2018 minutes. Mr. Miranda and Mr. Banuelos abstained. Ms. Krayer and Mr. O'Donnell were not present for the vote. The minutes were approved as presented.

**3. ENROLLMENT MANAGEMENT UPDATE**

Mr. Miranda provided a brief update from the Enrollment Management Committee. He noted that at the September 26, 2018 meeting, the committee reviewed and proposed the following goals. He stated that continued discussion of goals would take place at the next scheduled Enrollment Management Committee Meeting.

- Continue to align the Enrollment Management Plan and Educational Master Plan
- Aid the development of the Facilities Master Plan
- Adopt a reporting protocol in order to discuss impacts on the Enrollment Management Plan
- Analyze the impact of the new funding formula on the Enrollment Management Plan
- Review and update Enrollment Management Plan activities

Mr. Miranda also noted the following:

- Since the Facilities Master Plan is integral to the college's Educational Master Plan, the FMP consultant Gensler has been invited to attend the October 31, 2018 Enrollment Management Committee Meeting.
- A subcommittee was formed to review and update the enrollment management plan activities.
  - A draft activity form has been prepared. This form would be prepared by the leads and sent to the enrollment management committee, who would then review and discuss the information. If further information is needed the enrollment management committee would have the option to invite the leads for future discussion.

**4. BUDGET UPDATE**

Mr. Lopez noted that he would provide a budget to actuals report at a future meeting.

**5. SHARED GOVERNANCE EVALUATION - UPDATE**

Dr. Blackburn distributed the updated shared governance self-evaluation report for years 2016-17 and 2017-18. It was noted that this report was provided to the Coordinating Committee on October 8, 2018.

Dr. Griffin noted that there has been a request for shared governance training.

**6. STRATEGIC PLAN – YEAR 1 EVALUATION – YEAR 2 PLANNING**

Dr. Blackburn distributed the Strategic Plan 2017-2020; and the evaluation/report draft. The purpose of sharing the documents is to discuss whether or not, based on the outcomes of the evaluation, if there needs to be any adjustments to the Strategic Plan for Year 2.

Dr. Griffin noted that two of the goals that are stalled/not started are under Faculty Senate and the reason is that there is not enough clerical support. A full-time classified staff member is needed to assist Faculty Senate.

It was also suggested that an activity be placed in the document about how the college is moving forward to being more accessible on campus.

Mr. Miranda suggested that the committee thoroughly review the document, and bring it back to a future meeting for discussion.

**7. ISLOs RESULTS (GENERAL EDUCATION AND INSTITUTIONAL)**

Mr. Fronke distributed the SLO Assessment from 2014-17, and reviewed the following online documents:

Institutional SLOs

<http://cms.cerritos.edu/slo/reports-and-data/slo-reports-institutional.htm>

General Education SLOs

[http://cms.cerritos.edu/slo/reports-and-data/slo-reports-general\\_education.htm](http://cms.cerritos.edu/slo/reports-and-data/slo-reports-general_education.htm)

Mr. Fronke presented the information and the committee provided feedback. Mr. Fronke suggested a subcommittee be established to connect the SLO's to the resource allocation process. Dr. Blackburn concurred with this request. She noted that in order to meet the accreditation standard, it is discussing what the college learned, and what we are going to do. It is using the analysis and evidence to improve.

Discussion ensued regarding whether this subcommittee would belong in Faculty Senate or Planning and Budget. It was noted that SLO is already a subcommittee of Faculty Senate. Ms. Tafoya noted that in terms of Student Services, a staff member in counseling is taking the lead to discuss the AUO process and their plan moving forward. Mr. Lopez asked Ms. Tafoya to send him the meeting dates so all administrative areas can be working together. Dr. Griffin suggested that further subcommittee discussion be brought to Faculty Senate, with Dr. Blackburn suggesting that non-instructional and administrative areas could come to Planning and Budget to create an action plan. Dr. Blackburn noted that the hardest part is the service area outcomes and administrative unit outcomes are not being reported. This is an area that the college needs to strengthen.

**8. OTHER ITEMS FROM THE FLOOR**

Dr. Flores-Church announced that Falcon Day is taking place Friday, November 2, and to register ASAP.

Mr. Lopez reminded the committee that all the [planning documents](#) are on the Planning and Budget website, under planning documents. Since the committee refers to the documents regularly, may be helpful to committee members to print the documents and have them in a folder.

**9. NEXT MEETING – NOVEMBER 1, 2018**

The next meeting is scheduled for November 1, 2018.

**10. ADJOURNMENT**

The meeting was adjourned at 3:11 p.m.