

**CERRITOS COLLEGE**  
**COLLEGE COMMITTEE ON PLANNING AND BUDGET**  
**MEETING MINUTES**  
**NOVEMBER 15, 2018**

Present: Felipe Lopez  
Dr. Adriana Flores-Church  
Rick Miranda  
Humberto Solis (Blackburn)  
Dr. April Griffin  
Rachel Mason  
Patrick O'Donnell  
Graciela Vasquez

Angela Conley  
Adelle Krayer  
Michelle Lewellen  
Deb Moore  
Stephanie Rosenblatt  
Martin Salgado  
Lynn Laughon  
Etta Walton  
Linda Kaufman  
Tina Vejar

Absent: Kim Westby  
Yvette Tafoya  
David Ward

**1. CALL TO ORDER**

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

**2. APPROVAL OF MINUTES – November 1, 2018**

It was moved by Mr. O'Donnell and seconded by Ms. Krayer to approve the November 1, 2018 minutes. Dr. Griffin abstained. Ms. Conley and Ms. Vasquez were not present for the vote. The minutes were approved as presented.

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

Mr. Miranda distributed the Strategic Plan 2017-2020, and the evaluation/report draft. He noted that based on discussion from the last meeting, Goal D4: Provide information delivery guidelines for employees and students to ensure information is communicated more effectively, intuitively and with ease (more consistent information flow through Cerritos College) needed input from Dr. Griffin. Dr. Griffin stated that this goal was to stay "stalled" as listed on the document because permanent staff is needed to make progress on Year 1 activities for this goal. Mr. Miranda noted that he would work with Dr. Griffin regarding clerical support.

**4. FACULTY HIRING PRIORITIZATION FINAL RANKING – INFORMATION ITEM**

Mr. Lopez distributed the Faculty Hiring Prioritization Committee's final faculty ranking. He noted that as part of the Faculty Hiring process, the Faculty Hiring Committee has provided their committee final rankings to Executive Committee, Faculty Senate and Planning and Budget. The next step is for the Executive Committee to meet and make the final rankings.

It was noted that at a past meeting, Human Resources had requested the finalized full-time faculty listing so it could be posted to the Human Resources website prior to the winter break. After discussion, it was noted that Executive Council would try to meet soon so the finalized ranking could be sent to the designated shared governance committees for their information. In addition, Dr. Flores-Church will provide Dr. Griffin a list of items that faculty need to do prior to serving on a hiring committee, which also includes providing a link for faculty to complete their selection process monitor training. Human Resources will work with the President's office for final interview dates.

There was a brief discussion regarding the final FON number. At this time, the college is anticipating hiring 27 full-time faculty. Mr. Lopez will provide updated FON information at a future meeting.

**5. OTHER ITEMS FROM THE FLOOR**

Dr. Griffin noted that Department Chairs have expressed that the unit planning timeline is tight. There was a brief discussion regarding the Institutional Effectiveness, Research and Planning (IERP) information load dates and faculty unit plan input dates. After discussion, Mr. Miranda noted that he would speak with Dr. Blackburn to see if the institutional data could be loaded earlier or into separate blocks with notification to staff when their department information is ready. In addition, it will be discussed with Dr. Blackburn if the unit plan deadline could be extended a week with a new deadline of February 1.

Ms. Mason commended the IERP department for the training that was provided recently to her departments. She noted that many of her faculty were able to complete their unit plans shortly after the training.

**6. NEXT MEETING – DECEMBER 6, 2018**

The next meeting is scheduled for December 6, 2018.

**7. ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.