

**CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
FEBRUARY 2, 2017**

Present: Felipe Lopez
Dr. Adriana Flores-Church
Dr. Stephen Johnson
Rick Miranda
Dr. Kristi Blackburn
Michelle Lewellen
Rachel Mason
Jose Elarcosa (Mullins)

Dr. Dan Smith
Dr. Stephen Clifford
Debbie Jensen
Adelle Kraymer
Etta Walton
Linda Kaufman

Absent: Stephanie Murguia
Patrick O'Donnell
Stephanie Rosenblatt

Miriam Tolson
Lynn Laughon

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES – January 19, 2017

It was moved by Dr. Johnson and seconded by Dr. Clifford to approve the January 19, 2017 minutes. Adelle Kraymer abstained. The minutes were approved as presented.

3. ACCREDITATION MID-TERM REVIEW - DRAFT

Mr. Miranda noted that the Accreditation Mid-Term Final Draft Report was emailed to the committee. He requested the committee review the report and provide any comments directly to him or Dr. Patricia Robbins-Smith. The final report will be brought back to the February 16, 2017 meeting for approval.

4. ENROLLMENT MANAGEMENT PLAN

Dr. Blackburn provided an overview of the college's Enrollment Management Plan which outlined the overview of the process and the work the committee has completed in the last 2 ½ years.

- Goal #1 – Maintain Base of 18,000 FTES

The committee discussed the goal and suggested changes.

Dr. Johnson moved to remove #7 under Support Services (Examine Financial Aid disbursement process which does not drop students for non-payment when they have

not received their disbursement yet.) Dr. Blackburn seconded the motion. The motion was approved unanimously.

Dr. Clifford moved to reword Teaching practices #3 to read "expand weekend offerings – identify programs to be offered via weekend scheduling." Michelle Lewellen seconded. The motion passed unanimously.

Dr. Clifford moved to approve Goal #1 with the suggested changes. Mr. Miranda seconded the motion. The motion passed unanimously.

- Goal #2 – Improve Completion/Success Rates in courses which have over a 5-year period been ranking in the bottom 10 completion/success rate.

A lengthy discussion took place regarding this goal and the wording of the goal, and also the activity/activities of the goal.

Dr. Johnson moved that Goal #2 be renamed: To improve completion/success rates in courses which, over a five-year period, have been identified for resourcing for improved completion/success rates. Michelle Lewellen seconded the motion. The motion was approved unanimously.

Dr. Clifford moved to accept Goal #2 with all the suggested changes. Michelle Lewellen seconded the motion. The motion passed unanimously.

- Goal #3 – Identify new programs to offer/develop

The committee discussed the goal and suggested changes. After discussion Dr. Blackburn moved to accept Goal #3 with the suggested changes. Michelle Lewellen seconded the motion. The motion passed unanimously.

- Goal #4: Re-Organization of offices (in reporting/and in function) to accomplish alignment of "Front Door" activities as well as coordinated resource allocation (3SP/Equity)

A lengthy discussion was held regarding this goal with committee and staff providing their comments on the proposed re-organization. Mr. Miranda recapped the conversation indicating that the comments reflected communication, working together and integration. He recommended that his office set up a meeting with Financial Aid, Outreach, Counseling, Teacher Trac and EPP and discuss how to support each other, leverage resources, create timelines and inform one another so that we are not duplicating services. The committee agreed to this recommendation.

Dr. Blackburn moved that the based on the discussion that the title of Goal #4 be renamed to: Alignment of front door activities as well as coordinated resource allocation. Michelle Lewellen seconded. The motion was unanimously approved.

Based on renaming the goal the committee discussed grammatical changes within the document. The committee approved all the changes.

Michelle Lewellen moved that Teacher Trac does not want to be separated from EPP under these circumstances. Dr. Johnson seconded the motion. The motion was approved unanimously.

Mr. Miranda and Michelle Lewellen personally thanked Dr. Blackburn for her efforts to put together these goals. It has been a difficult task and they appreciate all her hard work.

- Goal #5 – Improve Fiscal Reporting to Guide Enrollment Management Planning

The committee discussed the goal and Dr. Blackburn moved to accept Goal #5. Dr. Clifford seconded the motion. The motion passed unanimously.

5. **HOW TO PREPARE A PLANNING DOCUMENT**

Due to time constraints, this item was tabled until the next scheduled meeting.

6. **BUDGET UPDATE**

Due to time constraints, this item was tabled until the next scheduled meeting.

7. **ITEMS FROM THE FLOOR**

Dr. Clifford inquired if Executive Council had made a decision regarding the faculty hiring. Mr. Miranda replied that a decision has been made and he, along with Michelle Lewellen, are drafting a joint email that reflects the manner in which the positions were selected and it is anticipated to be sent campus-wide by the end of the week.

8. **NEXT MEETING – FEBRUARY 16, 2017**

The next meeting is scheduled for February 16, 2017.

9. **ADJOURNMENT**

The meeting was adjourned at 3:53 p.m.