

CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
NOVEMBER 17, 2016

Present: Ali Delawalla

Dr. Adriana Flores-Church  
Dr. Stephen Johnson  
Dr. Kristi Blackburn  
Rick Miranda  
Michelle Lewellen  
Stephanie Murguia

Rachel Mason

Patrick O'Donnell  
Dr. Dan Smith  
Angela Conley  
Dr. Stephen Clifford  
Etta Walton  
Linda Kaufman  
Miriam Tolson

Absent: Dan Clauss

Adelle Krayer

Dr. Solomon Namala

Lynn Laughon

**1. CALL TO ORDER**

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

**2. APPROVAL OF MINUTES** – November 3, 2016

It was moved by Dr. Smith and seconded by Dr. Johnson to approve the November 3, 2016 minutes. Dr. Adriana Flores-Church, Dr. Johnson and Miriam Tolson abstained. The minutes were approved as presented.

**3. SHARED GOVERNANCE COMMITTEE SELF EVALUATION FORM**

Dr. Blackburn distributed the Shared Governance Committee Self Evaluation Form noting that all requested revisions had been added. Michelle Lewellen suggested that questions #5 and #6 on this form be mapped to the Educational Master Plan to ensure what the college says we are doing is what we agreed to do. Dr. Blackburn agreed with this suggestion and will update the questions. Angela Conley moved to approve the self-evaluation form with the addendum, Michelle Lewellen seconded. The vote for approval was unanimous.

**4. PLANNING DOCUMENT DESCRIPTIONS - DRAFT**

Dr. Blackburn distributed the draft Planning Document descriptions. She noted that while meeting with the Educational Master Plan consultants and evaluating the planning process, staff were not able to accurately describe what the process is for each of the college's planning documents, i.e. how it gets created, who is responsible for the leadership of it, who should be involved in the actual creation of plans and ultimately if they are planning documents for the college, should they be reviewed by this committee.

A discussion ensued with the following comments/suggestions:

- Since division plans are not presented to faculty, it was suggested each division agendize their specific division plan and provide faculty an opportunity to review the document and provide their feedback.
- It was requested that the Academic Senate have the opportunity to be part of the enrollment planning process. Mr. Miranda noted the request and suggested that he, Michelle Lewellen and Dr. Blackburn meet with Dr. Fierro to discuss this request.
- Have unit plans be inclusive of all information so faculty do not have to replicate information more than once and have it all tie into PR+ database to be more streamlined and efficient.

At the end of the discussion Dr. Blackburn encouraged the committee to continue to review the planning document descriptions and be prepared to discuss at future meetings.

Dr. Blackburn also shared that as a part of the college's accreditation recommendation of evaluating each step of the planning process, her office will be sending survey to this committee, department chairs, deans and the Vice President's. She would appreciate any feedback. Also, as the college begins the educational master plan process, another survey will be sent to staff regarding the college's mission statement.

## 5. **BUDGET UPDATE**

Mr. Delawalla noted that the following two propositions were passed on November 8, 2016:

- Proposition 51 the public schools facility bonds - A "yes" vote supported the state issuing \$9 billion in bonds to fund improvement and construction of school facilities for K-12 schools and community colleges. The college has construction projects at the state level and is in-line to request State funds.
- Proposition 55 is the extension of the Proposition 30 Income Tax Increase. A "yes" vote supported extending the personal income tax increases on incomes over \$250,000 approved in 2012 and extended for another 12 years through 2030 in order to fund education and healthcare.

Mr. Delawalla noted that an email was sent to the committee that provided a LAO (Legislative Analyst's Office) budget forecast. He cautioned the committee that this is only a **forecast** from LAO. The State of California Department of Finance provides the State budget information. He noted that he will keep the committee apprised of any new budget information as it becomes available.

## 6. **ITEMS FROM THE FLOOR**

**Approved 12/01/16**

Michelle Lewellen requested to revisit the Faculty Ranking Process in the spring to ensure that faculty have an opportunity to discuss the hiring justification with the departments.

**7. NEXT MEETING – DECEMBER 1, 2016**

The next meeting is scheduled for December 1, 2016.

**8. ADJOURNMENT**

The meeting was adjourned at 3:08 p.m.