

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
August 28, 2017

PRESENT:	Rick Miranda Dr. Stephen Johnson Dr. Adriana Flores-Church Felipe Lopez Michelle Lewellen Armando Soto Dr. April Griffin Lynn Laughon Sandy Marks Stephanie Rosenblatt David Ward Miriam Tolson Julie Mun Karen F. Patron D.	ABSENT:	Dr. Jose Fierro
		GUEST(s):	Patrick O'Donnell

I. MEETING CALLED TO ORDER

Mr. Miranda called the meeting to order at 1:04 p.m. He welcomed new members Stephanie Rosenblatt, Sandy Marks, and Karen Patron.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

Information regarding all employment opportunities is posted on the Human Resources webpage.

<u>Employment Opportunities</u>	<u>Closing Date</u>
Full-Time Instructor, Engineering	September 19
Full-Time Instructor, Economics	September 19

IV. APPROVAL OF MINUTES – May 8, 2017

It was moved by Dr. Johnson and seconded by Mr. Ward to approve the May 8 minutes. The vote for approval was 11-0-3; Ms. Marks, Ms. Rosenblatt, and Ms. Patron abstained.

V. BOARD AGENDA – September 6, 2017

The committee reviewed the draft September 6 Board Agenda.

**2017-18 Proposed Adopted Budget**

Mr. Lopez provided information with regard to the 2017-18 Proposed Adopted Budget. He stated that projections were revised after receiving updates from the Governor in June. Cost savings from hiring positions later in the fiscal year or by not filling positions helped reduce

the projected deficit by \$1.4 million. The projected deficit is now estimated at \$3.8 million. Mr. Lopez stated that the budget is based on the assumption that the college will be able to achieve 16,800 FTES in the 2017-18 academic year, which is a slight increase from 2016-17. The college will continue to monitor its FTES goals throughout the year in order to be prepared for possible declines in enrollment.

Mr. Lopez also stated that Campus Budget Forums to review the proposed adopted budget are scheduled for Tuesday, August 29 at 11:00 a.m. in the Teleconference Center, and at 5:30 p.m. in the Board Room.

The information will be presented to the Board of Trustees at its September 6 regular meeting. The committee members provided feedback and thanked Mr. Lopez.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

**Information Technology Standards**

Mr. O'Donnell stated that the committee's focus has been on updating [standards](#) to replace discontinued models. New standards for LaserJet printers, Inkjet printers, laptops, and all-in-one computers were updated and approved.

**Enrollment Management**

Dr. Johnson distributed the attached January 25, March 22, and April 26 meeting agendas and minutes, and August 26 meeting agenda. He stated that the committee reviewed and discussed the [Enrollment Management Plan](#), retention via intervention practices, and will continue working on alignment with the [Educational Master Plan](#). He thanked Dr. Kristi Blackburn for developing the attached Enrollment Management Plan Activity Reporting Schedule, which is aligned with Educational Master Plan goals.

**Planning and Budget**

Mr. Lopez distributed the attached June 1 meeting minutes. He stated that the committee met on July 27 and August 17 to review the updated tentative budget and proposed adopted budget, and to begin discussing potential cost savings measures.

Mr. Miranda stated that a fall planning retreat will be scheduled to begin campuswide alignment with the Educational Master Plan and to ensure that the campus is moving in the same direction. A task force consisting of all constituent group leaders is scheduled to meet on Wednesday, August 30 to set a date and develop a draft agenda.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

None

VIII. STATUS OF SHARED GOVERNANCE

None

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen stated that the OER Initiative is gearing up and that the kickoff will be announced soon. A Student Success Conference is scheduled for Friday, November 3 from 9:00 a.m. – 3:00 p.m. in the Student Center. Representatives from Lumen will be present to discuss OER updates. Ms. Lewellen also stated that Faculty Senate is working on an online

**APPROVED**

push for more training with regard to what online learning is, new technologies, the philosophy, and how it actually works.

Ms. Patron stated that ASCC Vice President David Ramirez is working on scheduling a Majors Exploration Day and she asked faculty to participate and help spread the word. She also invited the committee to ASCC Club Information Day, which is scheduled for September 6-7. ASCC Senate applications are due Friday, September 8.

**PRESIDENT'S REPORT**

Mr. Miranda gave a report on Dr. Fierro's behalf. He reminded the committee that the annual Convocation event is scheduled for Thursday, August 31 to begin at 11:00 a.m. in the Burnight Center Theatre.

Mr. Miranda also provided information related to recent topics discussed by the Executive Council such as monitoring class fill rates and adjusting the fall class schedule accordingly, budget updates, campuswide alignment with the Educational Master Plan, and promoting a service-oriented culture and workplace to help retain students and maximize enrollment. He thanked staff, managers, and faculty for working early and late hours to accommodate and assist new and returning students.

**X. ADJOURNMENT**

Meeting adjourned at 1:43 p.m.

**Cerritos College**  
**ENROLLMENT MANAGEMENT COMMITTEE**

Wednesday, January 25, 2017  
3:00 p.m. in LC 51

**Agenda**

- I. Approval of Minutes – October 26, 2016
- II. Enrollment Management Plan Campus Review Update Blackburn
- III. Enrollment Management Data Blackburn
  - A. FTES Reports
- IV. Retention via Intervention Practices Lundeen
- V. Member Reports and Announcements
- VI. Future Agenda Items

**Cerritos College**  
**ENROLLMENT MANAGEMENT COMMITTEE**  
Minutes of January 25, 2017

Members Present: Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning  
Craig Breit, Assistant Professor, Fine Arts and Communications  
Dr. Amy Holzgang, Professor, Sociology  
Debbie Jensen, Professor, HPEDA, CCFF Designee  
Michelle Lewellen, Faculty Senate President  
Brittany Lundeen, Counselor/Assistant Professor, Counseling  
Sandy Marks, Instructional Dean of Health Occupations  
Rachel Mason, Instructional Dean of Business Education & Humanities/Social Sciences  
Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)  
Debra Moore, Professor, Library

Members Not Present: Dr. Renée DeLong, Dean of Counseling Services  
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)  
Tim Juntilla, Assistant Professor, English  
Saul Lopez-Pulido, ASCC President  
Stephanie Murguia, Dean of Admissions, Records and Services  
Marcia Taylor, Disabled Student Programs and Services  
Silvia Varela, Financial Aid

Mr. Miranda called the meeting to order at 3:13 p.m.

I. Approval of Minutes

MSU (Lewellen, Lundeen) to approve the minutes of October 26, 2016 as presented. Mr. Miranda, Ms. Marks, and Ms. Mason abstained.

II. Enrollment Management Plan Campus Review Update

Dr. Blackburn provided copies of the most recent draft of the Enrollment Management Plan which reflects revisions made by the academic deans, Faculty Senate, and a smaller group consisting of Dr. Fierro, Ms. Lewellen, Mr. Miranda, and Dr. Blackburn.

Following robust discussion, the draft document was approved with the following revisions:

**Goal #1:**

Student Engagement

- Activity 3 was moved to the Academic Infrastructure circle as Activity 4. It was revised to read “Develop Course cancellation policy as it relates to student engagement. The policy will be uniformly enforced across divisions.” Faculty

Senate was added as a lead party and the Vice President of Business Services was added as an involved party.

Academic Infrastructure

- Activity 1 was revised to read “Ensure all full-time faculty have full-time teaching schedules.”
- Activity 2 regarding growing FTES was removed by a committee vote of 8-1. The remaining activities were renumbered accordingly.

MSU (Blackburn, Lewellen) to approve Goal #1 as amended.

**Goal #2:**

The title of Goal #2 was revised for clarity to read “Improve Completion/Success rates in courses which have, over a 5-year period, been ranking in the bottom 10 in completion/success rate”.

Support Services

- Activity 1 was revised to read “Inform Counselors about the completion and success rates of courses so they can inform students about support services for courses which are particularly challenging.”

MSU (Lewellen, Blackburn) to approve Goal #2 as amended.

**Goal #3:**

MSU (Lewellen, Blackburn) to approve Goal #3 as presented.

**Goal #4:**

Student Engagement

- The Activity was revised to read “Explore the re-organization of School Relations as a reporting office to Director of Educational Partnerships (Overseen by Dean of Counseling) in Student Services”.

Academic Infrastructure

- The Activity was revised to read “Teacher TRAC program will continue to report to the Vice President of Academic Affairs”.
- The Metric was revised to read “Assignment of Teacher TRAC to a faculty member”.

Instructional Programs

- The Activity was revised to read “Explore the reorganization of Educational Partnerships and Programs as a reporting office to the Dean of Counseling in Student Services”.

MSU (Blackburn, Lewellen) to approve Goal #4 as amended.

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**Goal #5:**

MSU (Lewellen, Blackburn) to approve Goal #5 as presented.

III. Enrollment Management Data

This item was held over to the next meeting.

IV. Retention via Intervention Practices

This item was held over to the next meeting.

V. Member Reports and Announcements

This item was held over to the next meeting.

VI. Future Agenda Items

None

The meeting was adjourned at 4:56 p.m.

**Cerritos College**  
**ENROLLMENT MANAGEMENT COMMITTEE**  
Wednesday, March 22, 2017  
3:00 p.m. in LC 51

**Agenda**

I.	Approval of Minutes – January 25, 2017	
II.	Enrollment Management Data	Blackburn
	A. FTES Reports	
III.	Retention via Intervention Practices	Lundeen
IV.	Enrollment Management Strategies	All
V.	Member Reports and Announcements	All
VI.	Future Agenda Items	All

**Cerritos College**  
**ENROLLMENT MANAGEMENT COMMITTEE**  
Minutes of March 22, 2017

Members Present:	Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning Dr. Renée DeLong, Dean of Counseling Services Debbie Jensen, Professor, HPEDA, CCFF Designee Dr. Stephen Johnson, Vice President of Student Services (Co-chair) Michelle Lewellen, Faculty Senate President Brittany Lundeen, Counselor/Assistant Professor, Counseling Sandy Marks, Instructional Dean of Health Occupations Rachel Mason, Instructional Dean of Business Education & Humanities/Social Sciences Rick Miranda, Acting Vice President of Academic Affairs (Co-chair) Debra Moore, Professor, Library Stephanie Murguia, Dean of Admissions, Records and Services Marcia Taylor, Disabled Student Programs and Services
Members Not Present:	Craig Breit, Assistant Professor, Fine Arts and Communications Dr. Amy Holzgang, Professor, Sociology Tim Juntilla, Assistant Professor, English Saul Lopez-Pulido, ASCC President Silvia Varela, Financial Aid

Dr. Johnson called the meeting to order at 3:11 p.m.

**I. Approval of Minutes**

MSU (Lundeen, Marks) to approve the minutes of January 25, 2017 as presented. Dr. Johnson, Dr. DeLong, and Ms. Taylor abstained.

**II. Enrollment Management Data**

Dr. Blackburn reviewed the CS20 report generated in Cognos for quick FTES counts. As development of Cognos moves forward, the reports will be made available to college personnel. Deans will be able to run their own CS20 reports and look at data across many terms. The report is currently sent to the Vice Presidents and Academic Cabinet to share with their department chairs.

In addition, Dr. Blackburn shared a Cognos FTES projection tool which can calculate an estimated percent of growth or decline. She also previewed new tools for measuring basic skills progression and student persistence.

There was additional discussion regarding how combined-class headcounts are calculated and adjustments needed to the way combined classes are built in PeopleSoft.

**III. Retention via Intervention Strategies**

Ms. Lundeen noted that during development of the Enrollment Management Plan, one of our emphases was on how to bring new students to campus. She wanted to share with the committee the efforts being made in different areas to keep students enrolled. Some of the strategies being used and considered are:

- Work with students approaching dismissal status by offering success workshops.
- Offer a COUN 50 class for students who were dismissed that allows them to come back to college sooner. The class was offered once before and helped students with developing Ed Plans to keep them on track and moving forward.
- Revive the Early Alert system. While not used lately, this tool could be used by faculty and staff across campus.
- Continue the development of completion pathways.
- Provide faculty mentors to students. The English Department is planning to offer faculty mentors to their English majors to talk about what they want to do with their major and refer them to the services they need.
- Use class time for group advising. Instead of cancelling a class, offer counselors to go to classes when a teacher is going to be out for another commitment and use the time for things like Ed Plan workshops or Transfer 101.

Additional discussion followed regarding having counselors visit classrooms during the semester, updating our teaching practices for the visual/verbal learners, and empowering students by expressing the belief they can succeed.

**IV. Enrollment Management Strategies**

Discussion of enrollment management strategies was included in the previous agenda item.

**V. Member Reports and Announcements**

Ms. Lewellen asked if the committee will receive activity reports from the leads assigned in the Enrollment Management Plan. Mr. Miranda responded that he and Dr. Johnson would contact the parties listed and develop a reporting calendar.

**VI. Future Agenda Items**

None

The meeting was adjourned at 4:45 p.m.

**Cerritos College**  
**ENROLLMENT MANAGEMENT COMMITTEE**

Wednesday, April 26, 2017  
3:00 p.m. in LC 51

**Agenda**

- I. Approval of Minutes – March 22, 2017
- II. Enrollment Status
- III. Enrollment Management Plan Implementation Timeline
- IV. Educational Master Plan Alignment to Enrollment Management Plan
- V. Enrollment Management Shared Governance Committee Self Evaluation 2016-17
- VI. Member Reports and Announcements
- VII. Future Agenda Items

**Cerritos College**  
**ENROLLMENT MANAGEMENT COMMITTEE**  
Minutes of April 26, 2017

Members Present: Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning  
Craig Breit, Assistant Professor, Fine Arts and Communications  
Dr. Renée DeLong, Dean of Counseling Services  
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)  
Brittany Lundein, Counselor/Assistant Professor, Counseling  
Rachel Mason, Instructional Dean of Business Education & Humanities/Social Sciences  
Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)  
Debra Moore, Professor, Library

Members Not Present: Dr. Amy Holzgang, Professor, Sociology  
Debbie Jensen, Professor, HPEDA, CCFF Designee  
Tim Juntilla, Assistant Professor, English  
Michelle Lewellen, Faculty Senate President  
Saul Lopez-Pulido, ASCC President  
Sandy Marks, Instructional Dean of Health Occupations  
Stephanie Murguia, Dean of Admissions, Records and Services  
Marcia Taylor, Disabled Student Programs and Services  
Silvia Varela, Financial Aid

Dr. Johnson called the meeting to order at 3:22 p.m.

**I. Approval of Minutes**

Dr. Blackburn requested the wording of the first sentence on page 2, Section III, be clarified to read: Ms. Lundein noted that during development of the Enrollment Plan, **our focus one of our emphases** was on how to bring new students to campus.

MSU (Blackburn, Lundein) to approve the minutes of March 22, 2017 as corrected.

**II. Enrollment Status**

Mr. Miranda reported that the enrollment headcount for summer is slightly over 6,200, which is about the same number as this time last year. For the year as a whole, we are projecting enrollment will be about 1,000 FTES below the 17,741 mark. On the P2 320 report, we reported 16,740 FTES. That loss of 1,000 FTES, at \$5,000 per FTES, translates to about a \$5 million loss of revenue. Because we are in stabilization this year, we will receive full funding for 2017-18, but will face a loss in revenue next year if the downward trend continues.

**III. Enrollment Management Plan Implementation Timeline**

Mr. Miranda noted that the Enrollment Management Plan speaks to our enrollment strategy. We need to identify what strategies are immediate and which individuals are

the responsible leads so we can begin working in earnest on the activities. The co-chairs will reach out to the leads to advise them of their roles. Mr. Miranda indicated he would create a separate document for each area (i.e., Public Affairs, Student Success) that lists the activities specific to that area. It was also suggested that the vice presidents bring the Enrollment Management Plan to their respective managers' meetings to review and discuss their activities.

Dr. Johnson stated that the co-chairs would develop a reporting schedule for the leads of each activity to address the committee to track progress and receive feedback.

Dr. Blackburn referred the committee to the development of a cancellation policy listed in Goal #1, Academic Infrastructure, Item 4. It was noted that Faculty Senate and the Office of Academic Affairs would work on developing a policy.

**IV. Educational Master Plan Alignment to Enrollment Management Plan**

Dr. Johnson stated there is a need to align the goals from the Educational Master Plan with the Enrollment Management Plan. The goals of the Educational Master Plan are our driver and as such the new Strategic Goals (previously the "7 Circles") should be placed in the first column of the Enrollment Management Plan to align and crosswalk it with the Educational Master Plan. The committee will receive a draft document to review and finalize at the next meeting.

**V. Enrollment Management Shared Governance Committee Self Evaluation 2016-17**

The committee completed and approved the Enrollment Management Committee Self Evaluation for 2016-17 and developed the following goals for 2017-18.

1. Continue to align the Enrollment Management Plan and Educational Master Plan
2. Continue to support the carrying out of the Enrollment Management Plan
3. Support attendance at Committee meetings
4. Hear reports on activities from assigned leads in the Enrollment Management Plan.

MSU (DeLong, Miranda) to accept the Enrollment Management Committee Self Evaluation for 2016-17 and the 2017-18 committee goals.

**VI. Member Reports and Announcements**

There were no member reports or announcements.

**VII. Future Agenda Items**

None

The meeting was adjourned at 4:31 p.m.

**Cerritos College**  
**ENROLLMENT MANAGEMENT COMMITTEE**

Wednesday, August 23, 2017  
3:00 p.m. in LC 51

**Agenda**

- I. Approval of Minutes – April 26, 2017
- II. 2017-18 Meeting Dates
- III. Enrollment Management Plan Alignment to Educational Master Plan
- IV. Enrollment Management Plan Activity Reporting Schedule
- V. Member Reports and Announcements
- VI. Future Agenda Items
- VII. Next Meeting – Wednesday, September 27, at 3 p.m. in LC 51

**Approved 08/17/17**

**CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
JUNE 1, 2017**

Present:	Felipe Lopez Dr. Adriana Flores-Church Michelle Lewellen (Moore) Dr. Kristi Blackburn Rachel Mason (Aborn) Patrick O'Donnell Linda Kaufman	Jay Elarcosa Stephanie Rosenblatt Dr. Dan Smith (Marks) Adelle Krayer Miriam Tolson Etta Walton
Absent:	Dr. Stephen Clifford Debbie Jensen Dr. Stephen Johnson Lynn Laughon	Rick Miranda Stephanie Murguia ASCC Representative

**1. CALL TO ORDER**

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

**2. APPROVAL OF MINUTES – May 18, 2017**

It was moved by Dr. Aborn and seconded by Adelle Krayer to approve the May 18, 2017 minutes. Dr. Aborn, Deb Moore and Etta Walton abstained. The minutes were approved as presented.

**3. REVIEW OF 2017-18 TENTATIVE BUDGET**

Mr. Lopez distributed the latest multi-year projection for years 2017-18, 2018-19, and 2019-20. He noted that this update included the May revise information. For example, the COLA increased from 1.48% to 1.56% and an additional \$160 million of base increases, provided in recognition of pending cost increases in areas such as pension rates, employee benefits, and utilities. In addition, the budget projections include reduced apportionment due to declining enrollment, employee salary increases, and increased costs to meet STRS and PERS obligations.

Mr. Lopez also added that the legislatures are going to use the deferred maintenance and instructional equipment dollars to self-balance, meaning if there is any type of deficit when it comes to back fills of our proportional share of Prop. 98 funds, these funds will be used first. In addition, the college will not know until 22 months from now what, if any, deferred maintenance and instructional dollars we will receive. At this time, the college is not going to budget for these funds.

## **Approved 08/17/17**

Mr. Lopez noted that both houses of the legislature passed the State Capital Outlay funding, which is proposed to fund the 29 projects the Chancellor's Office originally submitted to the governor for approval.

Mr. Lopez distributed the FTES Trend data from 2011-12 through 2016-17, and what the college reported for P1 and P2 in 2016-17. He reminded the committee that enrollment is down and it is anticipated the college will report FTES for 2016-17 at 16,781.95. Based on these numbers, the budget has been built based on 16,800 FTES. He reminded the committee that the college is going into stabilization this year and will have three years to get back to the original number of 17,740.73. After three years, whatever the college reports will be our new adjusted base.

Mr. Lopez noted that between the time of the tentative budget and final budget the college will be looking for various ways to cut down operating costs. In addition, this budget assumes all vacancies. If there are vacancies after July 1, there will be salary savings.

Mr. Lopez stated that the tentative budget will go to the Board for approval on June 21, 2017. During the summer, work will be done to finalize the proposed budget.

Dr. Aborn noted that she heard there might be a movement to request to waive the penalties that could be imposed on the college if FON is not met. Mr. Lopez replied that he has not heard anything about waiving the FON.

### **4. COMMITTEE SELF-EVALUATION 2016-17**

Mr. Lopez distributed the Shared Governance Committee Self Evaluation form for 2016-17.

The committee reviewed the form, discussed the six questions, and approved the accomplishments and obstacles. (See attached)

### **5. STRATEGIC PLAN - SUBCOMMITTEE**

Dr. Blackburn requested that a subcommittee be formed to assist with mapping our educational master plan into a three-year cycle and begin to look at what can be reasonably accomplished based on resource allocation in Year 1, Year 2 and Year 3 towards the six- year over-arching educational master plan.

The following volunteered: Dr. Blackburn, Felipe Lopez, Jay Elarcosa, and Dr. Aborn. Due to Rick Miranda and Michelle Lewellen's absence, they will be asked to join the subcommittee

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

Dr. Blackburn reminded the committee that the State IEPI report is due on June 15. As discussed at an earlier meeting, an email of the report with a survey monkey will be sent to the committee for either a yes or no vote.

**Approved 08/17/17**

Ms. Marks commented that a discussion was held at the deans' meeting regarding the possibility of a golden handshake. It was requested that the college look into a cafeteria type plan where monies could be used to choose years of service or health benefits, and that by offering this type of cafeteria plan, the college could possibly have more staff applying for retirement.

**7. NEXT MEETING – JULY 27, 2017**

The next meeting is scheduled for July 27, 2017.

**8. ADJOURNMENT**

The meeting was adjourned at 3:25 p.m.