1. **CALL TO ORDER**
   Dr. Albanese called the meeting to order at 2:00 p.m.

2. **APPROVAL OF MINUTES** - October 16, 2008
   It was moved by Dr. Reece to approve the minutes of October 16, 2008. Ms. Nolan seconded the motion. The minutes were approved as presented.

3. **STATE BUDGET UPDATE - Review/Discussion of President Farmer’s draft letter concerning the effects of the State Budget crisis on Cerritos College.**
   Dr. Albanese asked the committee to review President Farmer’s draft letter to the campus community. The committee voiced no objections to the substance of the draft letter, just a clarification. It was requested that the letter be sent ASAP to the campus community. Dr. Albanese indicated that he would notify Mr. Farmer of the suggested change and request that the letter be sent ASAP.

4. **DISCUSSION/ ACTION ON 2008-09 AREA PLANS**
   Dr. Albanese noted that all the 2008-09 area plans (with the exception of the President’s Office) have been provided to the committee for their review. The committee agreed and concluded that they have reviewed last year’s process and the college community and leadership moved as far forward on completing the process.
Considering the state of finances for the College the 2009/10 planning process has begun. The College is moving forward with the 2009/10 planning, and anyone in the planning process can pull items from the 2008/09 plans and incorporate them into their 2009/10 plans.

Dr. Albanese added that the program review and unit/division planning are moving forward in both Business Services and Student Services. He stressed that communication is important and if at anytime anyone feels that the College is not allowing anyone to participate in any process, please let him know.

5. **2008-09 CAPITAL OUTLAY/ FACILITIES MODIFICATIONS PRIORITIZATION LIST**

The items on this list will be merged with the 2009/10 planning process.

6. **STRATEGIC PLAN PRESENTATION**

Dr. Nathan Durdella and Dr. Young Kim presented to the committee a power point presentation on the Evaluation of the Cerritos College Strategic Plan: Findings and Recommendations. This presentation noticed clear themes from the data collected. There were dual purposes of the evaluation: 1) to understand the progress we made on the current strategic plan; and 2) identify recommendations for a succeeding plan. Based upon the evaluation the following recommendations were suggested:

- Develop a framework to incorporate the College's institutional plans (educational, facilities, and operational planning) to establish the College's future direction.
- Do not begin the strategic planning development process until an educational master plan has been developed.
- The planning period would be 6 years.
- Have on-going monitoring and assessment of the plan. Every 2 years to conduct a formularize evaluation and submit a status report.
- Include additional components of the plan.
  - Having measurable outcome indicators.
  - Including the context in the planning process.
- The Planning and Budget Committee would be maintained and include community and board members. It is common practice to have an ad-hoc or sub-committee structure as well.
- Invite the participation of the President, since he is no longer the chair of the Planning and Budget Committee.
- Dr. Durdella would lead the strategic planning working sessions.
- Continue with the shared governance model for decision making. Consensus would be the preferred method of decision making, and if consensus cannot be reached then a majority vote.
- Encourage more on-campus and committee participation.

Dr. Albanese thanked Dr. Durdella and Dr. Kim for their thorough presentation. He requested that the committee complete the evaluation form by December 1, 2008. He also requested one change to the presentation that recommendations from the
Planning and Budget committee are given to the President. The President then makes a recommendation to the Board. Dr. Albanese asked the committee to bring back the recommendations at the next meeting to discuss them. Dr. Durdella requested that questions on specific findings be noted on the feedback from rather than in the meeting.

7. **ITEMS FROM THE FLOOR**
Mr. Ward asked if there has been any indication of what direction is being given to division heads about budget cuts and percentages of budget cuts. Dr. Albanese briefly replied that there are no plans for budget cuts other than what is outlined in Mr. Farmer’s letter. Also, the College adopted a budget that is deficit in relation to income and expenditures. At this time the League is indicating that an additional $4.9 million dollars needs to be cut from the budget. The College has sufficient reserves to June 30, 2009, but the problem is that you get there by spending one-time money and then the problem doubles for the next fiscal year.

8. **NEXT MEETING – DECEMBER 4, 2008**
The next meeting is scheduled for December 4, 2008.

9. **ADJOURNMENT**
The meeting adjourned at 3:11 p.m.