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

2. APPROVAL OF MINUTES – November 20, 2008
It was moved by Mr. Henry to approve the minutes of November 20, 2008. Dr. Reece seconded the motion. The minutes were approved as presented.

3. STATE BUDGET UPDATE
Dr. Albanese referred to the Community College League Budget Update #24. In this e-mail the budget picture for the State of California is very serious. He noted that Cerritos College was going to move ahead with planning, and that we do not have a lot of flexibility in the discretionary portions of the budget, but we do have adequate reserves.

4. STRATEGIC PLANNING RECOMMENDATIONS
Dr. Durdella stated that since the last Planning and Budget meeting only two responses were received from the feedback form. He requested that committee members please submit ASAP the feedback form.
Dr. Albanese led the committee in discussion regarding the following recommendations:

**Recommendation 4.2 – Plan Period**

The recommendation is that the strategic plan be for a period of six years (2009-2014). The current plan would be carried forward until we get the next strategic plan completed. There would be monitoring and a status report of the plan every two years. There was no objection from the committee.

**Recommendation 4.5 – Committee Structure**

Dr. Albanese recommended that the suggested Strategic Planning committee structure not include the CEO, Community Members, and Board Members. The committee discussed committee structure and the following were agreed to by the Planning and Budget Committee.

CEO: would be invited to participate in the Strategic Planning sessions when the committee is discussing vision and overall direction of the College.

Community Members and Board of Trustees: would not be invited to participate in process, but would give them an opportunity to provide input with forums and/or focus groups.

**Recommendation 4.9 – Support**

Dr. Albanese noted that the suggestion is for the College to hire an external consultant to support the strategic planning process. The committee discussed this issue, especially in light of the current budget situation. What is the cost benefit? Discussions centered on the cost benefit, the importance of the college getting the accreditation warning removed, and the importance of informing the campus community of the necessity to hiring consultant. Dr. Namala stated that he was opposed to hiring an external consultant to support the strategic planning process. It was decided that Dr. Durdella would consult with firms to get a cost. This information will be brought back to a future Planning and Budget meeting.

**Recommendation 4.11 Tentative Timetable and Schedule**

The discussion on this recommendation centered on the educational master plan (or lack thereof) and the work that needs to be completed on the strategic plan and whether the strategic plan and educational master plan could be done concurrently. After committee discussion, there was no objection from the Planning and budget committee doing both plans simultaneously.

5. **ITEMS FROM THE FLOOR**
Mr. Henry shared that Orange Coast College makes money on their swap meet and suggested that the College should look into this opportunity as well.
Dr. Reece inquired about the latest information on the state budget and the status of adjunct faculty classes. Dr. Albanese replied that he will know more about the budget situation after January 12th. Dr. Brock replied that registration continues to move forward and classes are filling up fast. The College will be closely monitoring registration and decisions will be made regarding the opening/closing of classes when the school re-opens on January 5, 2009. The best thing we can tell the part-time faculty is that they have a class that is tentatively on hold, and they will be informed before the winter break or early January whether they will be teaching that class. That is the best we can do right now.

6. **NEXT MEETING - JANUARY 15, 2009**
   The next meeting is scheduled for January 15, 2009.

7. **ADJOURNMENT**
   The meeting adjourned at 3:25 p.m.