CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
December 1, 2008

PRESENT: Bill Farmer
Dr. Stephen Johnson
Dr. Marilyn Brock
Dr. Bryan Reece
Francine DeFrance
Dean Mellas
Dr. Ted Stolze
David Fabish
Lynn Laughon
Schellary Thomas
Oscar Franco
Julie Mun

ABSENT: Dr. Jim Albanese
Richard Crother

GUEST(s): Lee Krichmar

I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:06PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – November 10, 2008
Dr. Reece made a motion to approve the November 10 minutes; Dr. Brock seconded the motion. Mr. Mellas stated that he would like the minutes to be amended to include additional discussion regarding SLOs and sanctions. Mr. Fabish and Ms. DeFrance made corrections to the attendance record. The minutes as presented were not approved; amended minutes will be presented at the December 8 meeting.

IV. BOARD AGENDA – December 10, 2008
Mr. Farmer briefly reviewed the December 10 Board Agenda and invited the committee members to raise any questions and/or comments. Ms. Laughon requested additional information regarding an agenda item for Board Member compensation increase. Mr. Farmer replied that this is an annual item, which was placed on the agenda in consultation with the Board President, to consider approving a 5% compensation increase.

The committee members had no further questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Enrollment Management
Dr. Johnson distributed the attached minutes from the committee’s October 16 meeting and also the Fall 2008-Summer 2009 Activities calendar for the Enrollment Management Plan 2007-2010. He reported that enrollment for the current semester is impressively higher than the Fall 2007 semester. Enrollment management is an ongoing effort and there have been rapid changes within this year due to the economy. They are watching enrollment trends in local schools, including those outside of our district, in order to be prepared to respond to changing conditions. He noted that changes to the printing
and mailing of class schedules and college catalogs, which were shared with the Coordinating Committee on November 3, will be launched during the Summer 2008 session. He also shared that SARS should be available for email and phone contact for the Spring 2009 semester after the current upgrade is completed. The committee discussed the need for a reminder system to alert students of important enrollment deadlines, the proposed changes to the state budget, and the contingency plans to prepare for state budget changes once they are finalized.

Dr. Johnson stated that various student outreach efforts are continuous and that a new informational brochure targeting high school students has recently been distributed. This brochure includes sections regarding steps for registration, student resources, co-curricular activities, academic programs, certificates and degrees, and financial aid. Mr. Mellas stated that within the old ALPHA system there was a useful tool to identify specific student groups to send them notifications regarding programs and enrollment. A similar tool would be useful to keep students informed.

Dr. Reece raised questions regarding strategies the college will use to keep enrollment numbers as high as possible while decreasing the number of class sections. Mr. Farmer stated that even without any cut to the college’s budget, the maximum growth that will be funded by the state is 1.12%; the enrollment growth for Fall 2008 was approximately 8.9%. Therefore, regardless of the finalized state budget, the college will not be funded to support this much enrollment growth. All divisions and departments have been asked to carefully review their class sections to reduce the number of sections while maximizing enrollment in the open sections.

Dr. Brock stated that she has met with the deans and that all divisions and departments have put much careful thought and work into keeping student needs the priority while reducing class sections. To prepare for budget cuts, each division has identified, within its area, 5% of sections to put on hold and another 5% as tentative. The goal is to maximize enrollment in all of the currently open sections and open some of the hold/tentative sections as necessary. Ms. DeFrance added that retention of necessary part-time faculty was also considered while carefully reviewing all class sections. Dr. Stolze stated that it is also important to include part-time faculty in discussions so they are aware of these changes so that they may make contingency plans of their own. He also noted that during difficult times it is important that the campus community come together to share the burden.

Mr. Franco inquired if there is any information he can share with the students to prepare and make plans. Dr. Brock stressed that it is very important for students to register for their classes quickly and to enroll in as many units possible. Mr. Fabish stated that students must do their best to complete their classes as they may not have the opportunity to retake the same class the next semester. Mr. Farmer
added that students should be as flexible as possible with their schedule to enroll in the classes they need. Mr. Franco also stated that students have been discussing a possible increase in enrollment fees. Mr. Farmer replied that this cannot be confirmed until the revised state budget is approved. He stated that he would be glad to speak at an ASCC meeting to answer any questions the students may have regarding these changes and Mr. Franco replied that he will provide Mr. Farmer with the next ASCC meeting date and time.

Dr. Reece questioned whether the college will use reserve funds if necessary and Mr. Farmer replied that reserves will be drawn down if necessary to meet the January-March cash flow challenge. The next approach would be to borrow from funds within the college rather than borrow outside funds which incur interest. If college reserves fall below the 5% required level at the end of the year, the college could be placed on a state watch list.

Mr. Farmer encouraged the Coordinating Committee members to share all of this information with their constituency groups to minimize rumors and to contact his office with any questions.

Information Technology Standards
Ms. Krichmar distributed the attached agendas for the committee's recent meetings as well as the minutes for its September 12 and October 10 meetings. She noted that the December 12 agenda includes a demonstration of a free-standing presentation monitor from GST and also reviews of financial and information technology reports to discuss whether the college will keep Hewlett Packard as its standard desktop manufacturer. Ms. Krichmar stated that during the September 12 meeting, a demonstration was given with the ShoreTel Voice over IP phone and Call Manager software. This system utilizes new technology to seamlessly integrate voice and data messaging and has much more advanced features than our current system. On October 10, representatives from Hewlett Packard presented the committee with their new DC7900 desktop computer. The college’s current standard, the DC 7800, will be discontinued by the end of this year.

Mr. Farmer thanked Ms. Krichmar for her report and the other committee members for their hard work.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE – None

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None

IX. PRESIDENT’S REPORT – None

X. ADJOURNMENT
Meeting adjourned at 2:27PM.