CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES
  ** A. Regular Meeting of January 21, 2009

PUBLIC HEARING
  ** A. Presentation of Initial Proposal for Negotiation of a Successor Collective Bargaining Agreement for the 2009-2010 Academic Year Submitted by Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO for Official Receipt and Public Hearing

INSTITUTIONAL PRESENTATIONS
  A. Accountability Reporting for Community Colleges (ARCC) Presentation
  B. Budget Update

PUBLIC PRESENTATIONS

The Cerritos College Board of Trustees welcomes public comment on issues within the jurisdiction of the College. Comments should be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that college personnel and processes are available for further communication.

APPROVAL AND/OR RATIFICATION OF CONSENT AGENDA ITEMS
  ** A. Perkins/VTEA Grant Stipend
  ** B. National Science Foundation “Teaching Secondary School Scholar Partnership”, Year 4 Stipends
  ** C. Teaching Assistant Program Participant
  ** D. Memorandum of Understanding for the Faculty Inquiry Network Project with Chabot-Las Positas CCCD
  ** E. Sabbatical Leave Applications for 2009-2010 Academic Year
  ** F. Board Resolution #09-02 to Waive Sabbatical Leave Bond
  ** G. Bid #0809-03, Southland Cerritos Center for Transportation Technologies
  ** H. Change Order #1, Bid #0607-25, Central Plant & Infrastructure Phase I
  ** I. Budget Extensions and Budget Transfers
** J. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2008-2009 Academic Year

** K. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel

VIII. ADMINISTRATIVE MATTERS

** A. Information Item: Coordinating Committee Minutes (December 8, 2008)

B. Consideration of Proposed President/Superintendent Recruitment Brochure

IX. REPORTS

A. Board of Trustees

B. Faculty and Staff Leadership

C. Acting President/Superintendent and Vice Presidents

X. CLOSED SESSION

A. Conference with Labor Negotiators (GC 54957.6)

1. Agency Representatives: Steve Andelson and Daniel O’Rourke

2. Employee Organizations:
   a. Cerritos College Faculty Federation (CCFF)
   b. California School Employees Association (CSEA)

3. Unrepresented Employees:
   a. Management Employees
   b. Contract Management Employees
   c. Confidential Employees

B. President/Superintendent’s 2008-2009 Goals

XI. RECONVENE

XII. ADJOURNMENT

XIII. NEXT REGULAR MEETING: FEBRUARY 18, 2009 AT 6:00 P.M.

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability, who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the:

President’s Office - 11110 Alondra Boulevard - Norwalk, California 90650
(562) 860-2451, Extension 2204 - (562) 860-1104 – FAX

Copies of the agenda materials are available in the President’s Office
CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
JANUARY 21, 2009

I. CALL TO ORDER
The meeting was called to order at 5:00 p.m. by Mr. Epple, the Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, Mr. Tom Jackson and Jason Macias, Student Trustee. Others present were the Acting President of the College, Interim Vice President of Academic Affairs, Interim Vice President of Business Services, Vice President of Student Services, Faculty Senate President and the CSEA President.

II. PLEDGE OF ALLEGIANCE
The flag salute was led by Mr. Epple.

III. STUDY SESSION
Community Outreach and Government Relations
A. Mark Wallace, Director of Public and Governmental Relations, provided informational materials on legislative outreach efforts. He discussed with the Board the information and programs that will be shared with legislators during the upcoming CCLC Legislative Conference and ACCT National Legislative Summit.

Budget Update
B. Jim Albanese, Interim Vice President of Business Services, provided an update on California’s budget. He provided an overview of the Governor’s Proposed Budget as well as various analyses on cash balances and cash flow for 2008-2009. There was much discussion about how the college is addressing budget issues.

IV. APPROVAL OF MINUTES
A. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve the minutes of the regular meeting of December 10, 2008. The vote for approval was unanimous.

B. It was moved by Mr. Jackson and seconded by Dr. Edmiston to approve the minutes of the special meeting of December 16, 2008. The vote for approval was unanimous.

V. INSTITUTIONAL PRESENTATIONS
Employee of the Month
A. Mr. Farmer presented Nancy Mirabella and Vangie Reichwein with the Outstanding Classified Employee Award for the months of December 2008 and January 2009, respectively.

VI. PUBLIC PRESENTATIONS
Fred Henry
Fred Henry, Welding Instructor, spoke in support of an early retirement plan at the college and added that it is an effective strategy to reduce costs.

VII. CONSENT AGENDA
It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve the consent agenda and addendum. Dr. Cho requested that Item VII.H be held for separate consideration. The vote for approval was unanimous.

H. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve Item H:
Consideration of Approval Non-Resident Tuition Fee and Non-Resident Fee for Foreign Students for 2009-10, as attached.
Dr. Cho asked how the proposed fee compares with other colleges. Mr. Albanese distributed a fee comparison of surrounding community colleges and added that most colleges charge the state average and add the capital outlay cost. The vote for approval was unanimous.
A. Approved to provide compensation to Jason Macias, Student Trustee, for his absence from the December 10 and December 16 Board meetings.

B. Accepted gifts with letters of thanks to the following:
   - Peri-Pro III with Daylight loader, Model #94000
   - Cleaning Accessories, Manual and Filling bottle
     Donated by: Robert Cheung, DDS
     4546 College Avenue
     San Diego, CA 92115

C. Approved New Course Offering, as attached.

D. Approved Gateways Title V Grant Stipends, as attached.

E. Approved Child and Adult Care Food Program, as attached.

F. Approved Teaching Assistant Program Participant, as attached.

G. Approved Resolution No. 09-01 Authorizing the Vice President of Business Services, or Designee, to Execute/Amend Small Contracts under $25,000, as attached.

H. This item was considered separately.

I. Approved General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending December 31, 2008:
   - Payroll “A” Warrants 8,300 $18,365,287.97
   - Other “B” Warrants 11,036 $16,555,439.15

J. Approved Budget Extensions and Budget Transfers, as attached.

K. Approved Contracts as follows:
   Agreements
   NEW
   1. ABC Unified School District
   2. Bellflower Unified School District
   3. Paramount Unified School District
   California High School Exit Exam (CAHSEE) CITE/Pathway Programs
   To assist students that have not passed the California High School Exit Exam (CAHSEE) from the Class of 2008. For period January 22, 2009 through July 31, 2009. Each school district will receive $20,000.00 each for a total amount of $60,000.00. The funds will come from the CAHSEE III grant.

   Classes
   RENEWAL
   4. Independent Roofing Contractors of California Roofing Classes
   CITE/Adult Education
   To provide roofing courses for their member companies. For period January 22, 2009 through January 21, 2010. IRCC will pay the college $1,000 for each 32 hour course offered under this agreement as well as hire and pay for an instructor who meets minimum qualifications. There is no cost to the district.
5. Ralphs Grocery Company
   Human Relations in Business Classes
   CITE
   To provide BA 107 Human Relations in Business for their employees who live outside the state, it will be an online course for period January 22, 2009 through December 31, 2009. The course will be provided for a fee of $4,400 for up to 30 employees. No cost to the district.

6. Cardenas & Associates Physical Therapy
   Physical Therapist Assistant Program
   Health Occupations
   To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period November 12, 2008 through November 12, 2010. No cost to the District.

7. Country Villa Seal Beach
   Nursing Program
   Health Occupations
   To provide clinical/practicum experiences for students enrolled in the nursing program. For period November 1, 2008 through November 30, 2010. No cost to the District.

8. DG Therapy Group, Inc.
   Speech-Language Pathology Assistant Program
   Health Occupations
   To provide clinical/practicum experiences for students enrolled in the speech-language pathology assistant program. For period November 7, 2008 through November 7, 2010. No cost to the District.

9. Irvine Unified School District
   Speech-Language Pathology Assistant Program
   Health Occupations
   To provide clinical/practicum experiences for students enrolled in the speech-language pathology assistant program. For period January 22, 2009 through January 22, 2011. No cost to the District.

10. Pomona Valley Hospital Medical Center
    Physical Therapist Assistant Program
    Health Occupations
    To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period January 22, 2009 through January 22, 2011. No cost to the District.

11. Whittier Area Parents Association for the Developmentally Handicapped
    Speech-Language Pathology Assistant Program
    Health Occupations
    To provide clinical/practicum experiences for students enrolled in the speech-language pathology assistant program. For period November 24, 2008 through November 24, 2010. No cost to the District.
RENEWAL
12. Professional Physical Therapy Associates
   Physical Therapist Assistant Program
   Health Occupations
   To continue to provide clinical/practicum experiences for students
   enrolled in the physical therapist assistant program. For period
   November 24, 2008 through November 24, 2010. No cost to the
   District.

13. University of Southern California (USC)
    Dental Assisting Program
    Health Occupations
    To continue to provide clinical/practicum experiences for students
    enrolled in the dental assistant program. For period November 26,

Services
NEW
14. American Society for Quality (ASQ)
    Quality Audit
    CITE
    To provide a 5-day on-site Quality audit in support of Boeing’s Mentor-
    Protégé project. The audit will be provided by American Society for
    Quality (ASQ) to companies involved in the Boeing Mentor-Protégé
    project. For period January 22, 2009 through December 31, 2010.
    Total cost is not to exceed $9,000. The funds are being provided by a
    contract with Boeing.

15. California Department of Education
    General Child Care and Development (CCTR) Services
    Health Occupations
    To accept an award of funding from the California Department of
    Education, Child Development Division to provide General Child Care
    and Development (CCTR) services. For period January 1, 2009 through
    June 30, 2009. The District will receive $245,267.00 for the services.
    This amount represents a full year of funding for program operations.
    Contracts for subsequent fiscal years (July 1-June 30, annually) are
    renewed each spring, subject to successful performance. No cost to
    the District.

16. California Department of Education
    Child Development Center
    Health Occupations
    To accept funding from the California Department of Education for
    instructional materials to be used in the Child Development Center. For
    period July 1, 2008 through June 30, 2009. The District will receive
    $671,000. Funding is provided to the State from various Federal grants.

17. National Quality Assurance (NQA)
    AS9100 Standards Audit
    CITE
    To provide a 4-day on-site audit for the new 2009 revisions of the
    AS9100 Standards in support of Boeing’s Mentor-Protégé project. For
    period January 22, 2009 through December 31, 2010. Total cost not to
    exceed $6,500 with funding provided by a contract with Boeing.
Training

AMENDMENT

18. CG Tech
   Vericut Software Training
   CiTE
   To increase the contract amount for additional VERICUT software training. The training will be provided by CG Tech to companies involved in the Boeing Mentor-Protégé Project. For period January 22, 2009 through December 31, 2009. The contract amount will be increased from $8,500 to an amount not to exceed $30,500. The funds are being provided by a contract with Boeing.

Training

RENEWAL

19. Associated Builders & Contractors (ABC)
   Electrical Certification Training Program
   CiTE/Adult Education
   To extend the agreement with the Associated Builders & Contractors (ABC) to provide the Electrical Certification Training Program. For period January 22, 2009 to December 31, 2009. The revenue generated by the course will be shared as follows: ABC 92% and the District 8%. This reflects the fact that ABC provides the facility, instructors, equipment, and supplies. The college provides curriculum, oversees instruction and tracks attendance for the State.

Workshops

NEW

20. Frances Greenspan
   World Wide Web Workshops
   CiTE/Community Education
   To provide for Community Education on an as needed basis not-for-credit, fee-based entrepreneurial workshops in the area of selling using the World Wide Web. Each workshop will provide six (6) hours of instruction. For period February 1, 2009 through January 31, 2011. Frances Greenspan will receive 30% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.

21. Shirley Douglass & Associates
   Independent Visitation Monitor
   CiTE/Community Education
   To provide for Community Education on an as needed basis not-for-credit, fee-based career development workshops in the topic area of becoming an independent visitation monitor. A visitation monitor is an independent contractor hired by the Department of Child and Family Services (DCFS) or other monitoring agency to be present during court-ordered supervised visitation, meetings that take place between child(ren) and their non-custodial parent. Each workshop will provide eight (8) hours of instruction. For period February 1, 2009 through January 31, 2011. Shirley Douglass & Associates will receive 30% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.
22. Bryant Begany
   Youth Academic Classes
   CITE/Community Education
   To provide for Community Education on an as needed basis not-for-
   credit, fee-based youth (ages 6-17) academic classes. For period
   January 25, 2009 through January 25, 2011. Community Education will
   pay Mr. Begany $400 for each SAT preparation class (9 hours). For
   other classes, he will be paid $380 for each 12 hour class and $ 620 for
   each 20 hour class taught. Community Education is a financially self-
   supporting program.

23. Tom Beringer
   Traffic School
   CITE/Community Education
   To provide for Community Education on an as needed basis not-for-
   credit, fee-based classes in the area of traffic school. Community
   Education is an approved vendor for this class through the DMV, and
   Tom Beringer is certified to teach this course. Each session will provide
   6 hours of instruction. For period January 25, 2009 through January
   25, 2011. Mr. Beringer will receive a flat fee of $300 per session taught.
   Community Education is a financially self-supporting program.

24. Lila Gruzen, PhD, M.F.C.C.
   Self-Improvement Workshops
   CITE/Community Education
   To provide for Community Education on an as needed basis not-for-
   credit, fee-based personal enrichment classes in the area of self-
   improvement. Each session will provide three (3) hours of instruction.
   will receive a 40% of the total enrollment fees collected per session.
   Community Education is a financially self-supporting program.

25. Clark Kidder
   Guitar Lessons
   CITE/Community Education
   To provide for Community Education on an as needed basis not-for-
   credit, fee-based youth music programs in the area of guitar lessons.
   Each session will provide 9 hours of instruction. For period January 25,
   2009 through January 25, 2011. Clark Kidder will receive 30% of the
   total enrollment fees collected per session. Community Education is a
   financially self-supporting program.

26. Marshall Reddick
   Real Estate Investment Workshops
   CITE/Community Education
   To provide on an as needed basis not-for-credit fee-based workshops
   for Community Education in the area of real estate investment. For
   will receive 30% of the total enrollment fees collected per workshop.
   Community Education is a financially self-supporting program.
27. The Memory School
   Study Skills Workshops
   CITE/Community Education
   To provide for Community Education on an as needed basis not-for-credit, fee-based study skills classes to youth in our community (ages 6-17). Each session will provide 3 hours of instruction. For period February 1, 2009 through January 31, 2011. The Memory School will receive a 40% of the total enrollment fees collected per session. Community Education is a financially self-supporting program.

28. Janet Woods
   Holistic Health Workshops
   CITE/Community Education
   To provide for Community Education on an as needed basis not-for-credit, fee-based personal enrichment classes in the area of holistic health. Each session will provide 3-5 hours of instruction. For period January 25, 2009 through January 25, 2011. Ms. Woods will receive 30% of the total enrollment fees collected per session. Community Education is a financially self-supporting program.

L. Approved and/or Ratified Resignation(s) Accepted by the President/Superintendent, as follows:
   Dr. Nathan R. Durdella, Director of Research & Planning, effective January 9, 2009

M. Approved Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2008-2009 Academic Year, as attached.

N. Approved Unpaid Leave of Absence, as follows:
   Joana Moorz Gonzales, English Instructor (Liberal Arts), effective February 25, 2009 through May 22, 2009

O. Approved and/or Ratified Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

VIII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained College Coordinating Committee Minutes for November 10 and December 1, 2008.

B. As information, the Board book contained the Associated Students Cerritos College (ASCC) Financial Report for the Period Ending September 30, 2008.


D. It was moved by Mr. Arthur and seconded by Dr. Hughlett to Accept the Independent Audit Report for the Cerritos College District for Fiscal Year Ending June 30, 2008. The vote for approval was unanimous.

E. It was moved by Mr. Arthur and seconded by Dr. Hughlett to Accept the Independent Audit Report for the Cerritos College Proposition 39 General Obligation Bonds for Fiscal Year Ending June 30, 2008. The vote for approval was unanimous.
the Independent Audit Report for the Cerritos College Foundation for Fiscal Year Ending June 30, 2008. The vote for approval was unanimous.

G. It was moved by Mr. Arthur and seconded by Dr. Cho to approve to Extend the Length of the Strategic Plan Timeline, as attached. Mr. Farmer stated that the Office of Research and Planning conducted a study of the strategic plan and found that a number of items were incomplete. He stated that the Planning and Budget Committee agreed that the college should extend the length of the plan so that an educational master plan can be created prior to developing a new strategic plan. He indicated that the development of the educational master plan is currently underway. Dr Hughlett asked if the college would have an issue during the accreditation review if we extend the strategic plan, and Mr. Farmer replied that it would be detrimental only if we had no current operative strategic plan. Mr. Epple indicated that the strategic plan should be a living document that is periodically updated and brought to the Board for review and added that the Board should receive feedback on items that are completed. The vote for approval was unanimous.

H. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to nominate Carmen Avalos for the 2009 CCCT Board Election. The vote for approval was unanimous.

I. This item was pulled from the agenda.

IX. REPORTS

A. Board of Trustees
Mr. Jackson stated that the ASCC Conference was exceptional and the Board agreed that it was an excellent event.

Dr. Hughlett stated that he, Steve Richardson and Lola Rizkallah attended Supervisor Don Knabe’s State of the County Address. He stated that the outlook is dismal. He indicated that he read the 2009 Accreditation Draft Report and added that he would like to hear what the constituent groups think about the report.

Mr. Arthur indicated that Karen Welliver, Women’s Basketball Head Coach, may become the most winningest coach in the state of California if they win their basketball game tonight.

Dr. Edmiston stated that this year will be a challenging year and added that he is confident that the campus will be up to meeting the challenges.

Mr. Macias thanked the Board for attending the ASCC Conference. He stated that students are looking forward to the iFalcon campaign. He concluded by stating that ASCC has begun to beautify the Student Center area.

B. Faculty and Staff Leadership
Dr. Reece discussed the iFalcon marketing campaign on campus. He explained that the campaign is launching in a phase but encouraged the Board and everyone on campus to participate in the campaign by sharing the Habits of Mind campaign and find ways to incorporate the campaign into all areas on campus.
C. Acting President/Superintendent and Vice Presidents

Mr. Farmer stated that the Southland Motor Car Dealers Association Dinner was a wonderful event. He added that on behalf of the college, he received the final installment of funds from SMCDA to be used on the Southland Cerritos Center for Transportation Technologies. Mr. Farmer indicated that he greatly enjoyed the ASCC Conference and added that it was a great group of students. He thanked Mr. Albanese and Ms. Rizkallah for their work with the auditors as well as their hard work in keeping the campus informed of the latest budget developments.

Dr. Brock acknowledged Dr. Reece for his efforts on the Habits of Mind campaign and added that the campus is very excited about it.

Dr. Johnson indicated that he will pass along compliments to the staff at Student Activities who worked very hard to organize the ASCC Conference. He concluded by stating that enrollment figures are still increasing and he complimented staff for their efforts in assisting students on campus.

X. CLOSED SESSION

The Board adjourned to closed session at 7:04 p.m.

XI. RECONVENE

The Board reconvened at 8:45 p.m.

XII. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

XIII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, February 4, 2009 at 6:00 p.m.

Bob Epple, President

Carmen Avalos, Secretary
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent
PREPARED BY: Daniel O’Rourke, Acting Director of Human Resources
DATE: February 4, 2009
SUBJECT: Presentation of Initial Proposal for Negotiation of a Successor Collective Bargaining Agreement for the 2009-2010 Academic Year Submitted by Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO for Official Receipt and Public Hearing

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO for negotiation of a successor collective bargaining agreement for the 2009-2010 academic year be acknowledged for official receipt by the District and presented for public hearing pursuant to the provisions of State Government Code Section 3547.

2. The President of the Board of Trustees open the hearing for public comment, and after any comments from the public, the President of the Board of Trustees shall close the public hearing.

OVERVIEW

The Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO has submitted an initial proposal to the District for negotiation of a successor collective bargaining agreement for the 2009-2010 academic year pursuant to the provisions of the existing CCFF-District Collective Bargaining Agreement.

ANALYSIS

Attached is the initial proposal submitted by Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO for negotiation of a successor collective bargaining agreement for the 2009-2010 academic year, pursuant to the provisions of Article 10 of the CCFF-District Collective Bargaining Agreement.

FINANCIAL IMPLICATIONS

Financial implications are contingent on the results of negotiations.

Attachment
Cerritos College Faculty Federation Memorandum

TO: DAN O’ROURKE, ACTING DIRECTOR OF HUMAN RESOURCES
FROM: TED STOLZE, PRESIDENT, CERRITOS COLLEGE FACULTY FEDERATION
DATE: JANUARY 14, 2009


The following is the CCFF’s proposal for negotiation of a successor Collective Bargaining Agreement between the Cerritos College Faculty Federation (CCFF), AFT Local 6215, and the Cerritos Community College District for the 2009-2010 academic year. The CCFF proposes to enter seventeen (17) new articles into negotiations and to amend existing articles as listed below in order to achieve a comprehensive contract.

NEW ARTICLES TO NEGOTIATE IN 2009-2010:

Academic Freedom covers the need for the District and Union to work cooperatively to promote and maintain a climate of free inquiry and discussion. The District and the Union should actively seek to maintain a teaching and learning environment that is free of harassment, discrimination, or abusive conduct, and should promote learning activities that enhance critical thinking by students.

Benefits covers health, retirement, and other benefits program for active full-time and part-time employees, retirees, and their dependents. This article involves all aspects of benefits including, but not limited to, dependents (spouse, domestic partner, children), enrollment (initial, open, changes in), district contribution, and COBRA.

Conferences and Travel addresses the value of professional development activities and establishes a funding mechanism to support faculty attendance at professional conferences, meetings, and workshops.

Faculty Service Areas considers how the Board should comply with the California Education Code Section 87743, which provides for the establishment, in joint agreement with the Faculty Senate and the Union, of Faculty Service Areas (FSAs) to be used in the event of reduction in force while
providing each faculty member and tenured administrator the right to qualify for one or more of these Faculty Service Areas. (Board Policy 7213)

**Holidays and Vacation Days** establishes paid holidays such as Veteran’s Day, Labor Day, and Martin Luther King, Jr., Day for all full-time and part-time faculty.

**Intellectual Property Rights** addresses ownership when faculty members make use of District resources in the development of intellectual property.

**Just Cause** addresses procedures, standards, and rights concerning discipline, reprimand, suspension, dismissal, and complaints.

**Leaves** establishes procedures for taking leaves including for bereavement, child care, elder care, family illness, jury duty, personal necessity, catastrophic illness, parental needs, military service, and assault and battery/harassment. This section also includes sabbatical leaves.

**Non-Discrimination** proposes that the Board and the Union agree not to discriminate against any faculty member on the basis of race, color, creed, national origin, religion, sex, age, sexual orientation, political beliefs, political activities, political affiliations, marital status, or disability. The Board and the Union should also comply with all federal and state laws regarding non-discrimination. Finally, the Board should not discriminate against faculty members or applicants for faculty positions because of their membership in the Union or because of their exercise of other rights to meet and negotiate as provided by law.

**Past Practices and New District Policies** requires advance notification of proposed changes in District policies that may have an impact on faculty wages and working conditions; and addresses the District’s obligation to bargain with the Union prior to changing any existing written rules, written regulations, written procedures, or existing practices.

**Personnel Files** addresses the placement of, and access to, faculty personnel files.

**Reduction in Workload** allows eligible full-time faculty to request a reduction in workload to part time (not less than half time) with prorated pay and maintenance of full-time benefits.

**Resignation and Replacement** establishes the process by which a faculty member may voluntarily terminate employment with the District and the District’s obligation to replace faculty members.

**Retirement** outlines process and procedures for retirement, and rights and benefits of emeritus status.

**Supplemental Compensation and Released/Reassigned Time** refers to compensation for work beyond a standard workload; specifies how and by whom a faculty member may be released or reassigned from a part or all of his/her assignment to perform other assigned duties.

**Transfer** refers to voluntary and involuntary transfer of classroom and non-classroom faculty. Includes procedures and time frame.

**Tuition Reimbursement and Waiver Plans** refers to tuition reimbursement (tuition recompensed) for full-time and part-time faculty who elect to fulfill professional growth by continuing their education. Also establishes a tuition waiver program for faculty members and their dependents who attend Cerritos College.
REOPENERS AND CONTINUED BARGAINING OVER:

We intend to extend, refine, and modify existing language as well as to include new sections in the articles briefly summarized below.

**Article 1: Recognition** modifies definition of bargaining unit.

**Article 2: District Rights** introduces the idea of grievability.

**Article 3: Union Rights** proposes ex-officio CCFF representation on the Board of Trustees, enhanced representation on shared governance committees, and additional released time for CCFF officers.

**Article 4: Salary** proposes salary increases for full-time and part-time faculty. It awards credit on the salary scale for prior part-time and full-time teaching experience for tenure-track hires, including retroactive pay where appropriate. It also proposes a full step and column system for part-time faculty.

**Article 5: Evaluation** modifies faculty rights in the evaluation process.

**Article 7: Temporary Part-Time Faculty Reemployment/Assignment** expands upon first consideration rights.

**Article 10: Term**

**Class Size and Load Banking** establishes the mechanism by which low-enrolled classes are allowed to “make” or are cancelled. It establishes compensation enhancements for large classes. The article also allows tenured faculty to earn Load Credit instead of salary to receive a reduced assignment for a future academic term(s) or a paid Load Credit Leave.

**Lecture/Lab Pay Differentials** establishes the process by which the District will eliminate the pay differential between “lecture” and “lab” course assignments.

**Sustainable Workplace** requires the District to establish and maintain a safe, clean, healthy, and sustainable work environment, and includes, but is not limited to, faculty offices, instructional spaces, facilities, and technology that are appropriate to the teaching profession.

**Retirement Incentives** refers to the Union and the District reopening negotiations on a retirement incentive at any time at the request of either party.
TO: Board of Trustees
FROM: William C. Farmer Jr., Acting President/Superintendent
REVIEWED BY: Dr. Marilyn Brock, Interim Vice President of Academic Affairs
PREPARED BY: Nick Kremer, Executive Dean Community, Industry and Technology Education
DATE: February 4, 2009
SUBJECT: Consideration of Approval of Perkins/VTEA Grant Stipend

RECOMMENDATION

It is recommended that the Board of Trustees approve a stipend for Steven Hirohama for the 2008-2009 academic year.

OVERVIEW

Under the Carl D. Perkins Vocational and Technical Act of 2006, Perkins funds (VTEA) will be utilized to develop new occupational classes and programs in order to improve and promote vocational and technical educational programs, services, and activities.

ANALYSIS

As part of the effort to grow the film production program, the Fine Arts Division has been awarded special funding from the Perkins/VTEA program to hold a series of workshops conducted by industry experts. Steven Hirohama, Fine Arts faculty member, is responsible for developing and coordinating the workshops and scheduling guest speakers. He will receive a $2,500 stipend per semester for a total of $5,000 for the 2008-2009 academic year.

FINANCIAL IMPLICATIONS

Perkins/VTEA funds will be utilized for this expenditure. No district general funds will be used.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer Jr., Acting President/Superintendent
REVIEWED BY: Dr. Marilyn Brock, Acting Vice President of Academic Affairs
PREPARED BY: Sue Parsons, Director of Teacher TRAC and Learning Communities
DATE: February 4, 2009
SUBJECT: Consideration of Approval of the National Science Foundation “Teaching Secondary School Scholar Partnership”, Year 4 Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of stipends from the National Science Foundation “Teaching Secondary School Scholar Partnership” Grant for Jeff Bradbury and Mark Hugen. The Board of Trustees approved the National Science Foundation Grant extension on October 1, 2008.

OVERVIEW

Funding from the National Science Foundation is provided to the Teacher TRAC program to develop a secondary school mathematics and science teacher preparation program called Teaching Secondary School Scholar Partnership, TS³P. The overall project goal of TS³P is to increase the number of secondary school teachers who have single subject credentials in mathematics or the sciences. To accomplish this goal, seven objectives will be developed and implemented, including: 1) recruitment, 2) curriculum development, piloting, and pathway development, 3) fieldwork, 4) mentoring, 5) counseling and advising, 6) professional development, and 7) university transfer.

ANALYSIS

As stipulated and funded by the Cerritos College Teaching Secondary School Scholar Partnership Program NSF grant, the following tasks and activities will be carried out: Jeff Bradbury, Chemistry Department, and Mark Hugen, Mathematics Department, will serve as Cerritos College Mentors. Mentoring provides students with critical individual support and role modeling throughout their preparation for teaching. It is a central component in this project. Once intake is conducted, students will be matched with mentors in their discipline: one each from Cerritos College, CSULB, and John Glenn High School. This mentoring “triad” will ensure that support and advisement of students is seamless no matter where the students are working and learning. These mentors will work together to meet with students and monitor their progress through the program. All mentors will coordinate to ensure that students’ coursework and fieldwork are successfully integrated into a positive classroom experience. Professional development activities such as the conference attendance of students and mentors will facilitate building a “community of learners.”

FINANCIAL IMPLICATIONS

The following full-time certificated Cerritos College employees are to receive a stipend for work performed February 5, 2009 through September 30, 2009.

Jeff Bradbury - $2,000
Mark Hugen - $2,000

NSF funds will be utilized for these expenditures.
TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent
REVIEWED BY: Dr. Marilyn Brock, Interim Vice President of Academic Affairs
PREPARED BY: Dr. Linda Rose, Interim Dean of Library and LRC
DATE: February 4, 2009
SUBJECT: Consideration of Approval of Teaching Assistant Program Participant

RECOMMENDATION

It is recommended that the Board of Trustees approve Briseyda Valencia as a Teaching Assistant Program Participant for the 2008-2009 academic year.

OVERVIEW

The Cerritos College Staff Development Program offers the Teaching Assistant Program (TAP) to graduate students interested in unpaid internships.

ANALYSIS

From time to time we accept volunteers to assist the instructor and to provide the volunteer an opportunity to earn hours that can be used as part of his/her internship. In this case the volunteer is a graduate of California State Dominguez Hills with a Master of Arts degree in Health Science and a Bachelor of Arts degree in Kinesiology and Physical Education from California State University Long Beach and will work under the supervision of the instructor, Ni Bueno.

FINANCIAL IMPLICATIONS

There is no cost to the District.
TO: Board of Trustees

FROM: Mr. William C. Farmer, Jr., Acting President/Superintendent

REVIEWED BY: Dr. Marilyn Brock, Interim Vice President of Academic Affairs/Provost

PREPARED BY: Dr. Jan Connal, Counselor

DATE: February 4, 2009

SUBJECT: Consideration of Approval of Memorandum of Understanding for the Faculty Inquiry Network Project with Chabot-Las Positas CCCD

RECOMMENDATION

It is recommended that the Board of Trustees approve the Memorandum of Understanding (MOU) from the Chabot-Las Positas CCCD for collaborating as partners in the development and delivery of the Faculty Inquiry Network.

OVERVIEW

A statewide Faculty Inquiry Network is being created as part of a Hewlett Foundation Grant administered by Chabot-Las Positas CCCD. The purpose of the Network is to improve educational outcomes by supporting faculty inquiry into teaching and learning practices. Cerritos College has been selected as one of 18 colleges in the State to contribute to the development of the Network. The MOU shall be in effect from January 1, 2009 through December 30, 2010.

ANALYSIS

The Network will infuse a culture of inquiry throughout the State by engaging faculty in the Scholarship of Teaching and Learning (SoTL). Network teams, including the Cerritos College team, will systematically investigate teaching and learning, using evidence of student learning to refine educational practices. In this project, teams will engage in the following tasks:

- Participate in a structured series of campus-based, collaborative faculty inquiry meetings to examine teaching and learning within their practice.
- Attend various statewide and regional meetings for planning, developing, implementing and evaluating the Network.
- Develop authentic, visible multimedia representations of teaching and learning inquiry findings about developmental learners.
- Collect, interpret, and share a range of data, including student demographic and educational outcomes data for contextual, cross-campus analysis.

FINANCIAL IMPLICATIONS

The college will receive $17,500 in funding to cover the cost of participation in the Faculty Inquiry Network.

There is no cost to the District.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Mr. William C. Farmer, Jr., Acting President/Superintendent
PREPARED BY: Dr. Marilyn Brock, Interim Vice President of Academic Affairs
DATE: February 4, 2009
SUBJECT: Consideration of approval of Sabbatical Leave Applications for 2009-2010 Academic Year

RECOMMENDATION

That the Board of Trustees approves requests for sabbatical leaves of absence for:

Christine Arfwedson 2009-10 Academic Year
Steve Berkite 2009-10 Academic Year
William McFadden 2009-10 Academic Year
Cheryl Shimazu 2009-10 Academic Year
Robert Walther 2009-10 Academic Year

OVERVIEW

Approval is requested for sabbatical leaves of absence during the 2009-2010 academic year for Christine Arfwedson, Professor, Nursing; Steve Berkite, Professor, Automotive Technology; William McFadden, Professor, Mathematics/Computer Science; Cheryl Shimazu, Professor, Chemistry, and Robert Walther, Professor, Microbiology.

ANALYSIS

1. Education Code Section 87768 authorizes the governing board of a community college district to grant a sabbatical leave to any certificated employee who has rendered service to the district for at least six consecutive years preceding the granting of the leave, but not more than one such leave shall be granted in each six year period.

2. Board Policies establish rules and regulations for sabbatical leaves at Cerritos College. All certificated school-month employees shall be eligible after serving six consecutive years for a semester leave or a school year leave at 70% of contract salary. All certificated school-month employees shall be eligible after serving 10 consecutive years for a semester leave or a school year leave at 100% of contract salary.

3. Board Policies establish rules and regulations for sabbatical leaves for the purposes of study, research, travel, work experience or other related creative activity.
4. **Board Policy states that the maximum number of sabbatical leaves granted in any one year shall not exceed 5% of the full-time certificated employees. The maximum number of one-year sabbatical leaves will be limited to 3% of the full-time certificated employees. Board Policy authorizes that the remaining 2% be granted one-semester sabbatical leaves. The number of sabbatical leaves that have been recommended total 1.14% of the full-time certificated employees at Cerritos College.**

The Sabbatical Leave Committee (SLC), a Faculty Senate standing committee chaired by Associate Professor Kimberly Rosenfeld, applying the criteria established in the "Sabbatical Leave Policy" (Board Policy 7220. Ed Codes 87767 et seq.) (Board approved August 10, 1999; Faculty Senate approved August 26, 1997) from the Cerritos College "Faculty Handbook 2003-2004," and the Faculty Senate, chaired by Dr. Bryan Reece, submit unanimous approval and recommend the Sabbatical Leave of Absence proposals for the 2009-2010 academic year for the following:

A. Christine Arfwedson, Professor, Nursing; 2009-2010 academic year; * Formal study, self-directed study* (100% of regular contract salary).

Mrs. Arfwedson plans to update her knowledge and pedagogical skills in her core teaching areas of obstetrics, pediatrics, community-based nursing and nutrition. She will accomplish these objectives by studying the most recent periodical and internet research, visiting health care sites to observe current nursing practice, and completing formal coursework. She will study and learn the newest methods of media use to enhance and update her existing lessons.

B. Steve Berkliite, Professor, Automotive Technology; 2009-2010 academic year; * Formal, and self-directed study* (100% of regular contract salary).

Mr. Berkliite will take coursework at local manufacturer training centers in the latest technology. He will make visits to automotive training programs to observe teaching techniques and presentation methods, including electronic self-paced instruction to allow implementation of these techniques into our college classrooms. He will visit automotive employers to verify that the course content that is added to the college curriculum is satisfying their needs and is of value to students. Mr. Berkliite will use his sabbatical leave to provide information that will advance the subject matter presented in the automotive department and enhance effective teaching practices to improve student learning outcomes and success.
C. William McFadden, Professor, Mathematics/Computer Science; 2009-2010 academic year; research and self-directed study (100% of regular contract salary).

Mr. McFadden will do independent research on the various capabilities of the Texas Instruments graphing calculators and will create instructional materials for use by faculty and students in the classroom. Students are required to use graphing calculators in trigonometry (MATH 140), college algebra (MATH 114), finite math (MATH 115), statistics (MATH 112), business calculus (MATH 116), pre-calculus (MATH 150), and calculus (MATH 170, 190, 220 and 240). The graphing calculators included in the research are the TI-83 plus, TI-84 plus, TI-89, and TI-Nspire. He will also create instructional materials for the software package Maple to supplement and extend the graphics capabilities of the graphing calculators used in the courses listed above.

D. Cheryl Shimazu, Professor, Chemistry; 2009-2010 academic year; Formal and self-directed study and travel (100% of regular contract salary).

Mrs. Shimazu will survey chemistry classes in order to determine what classroom changes should be made to enhance teaching and learning. To that end she will have formal study in designing assessment tools. In order to help revitalize and update her chemistry courses. Professor Shimazu will attend conferences to expand her knowledge of effective teaching practices and the appropriate use of educational technology in the classroom. Her updated courses will include new digital chemistry images and videos as well as digital links to online chemistry resources. Finally, Mrs. Shimazu will travel to England, Germany and France for a historical perspective on chemistry.

E. Robert Walther, Professor, Microbiology; 2009-2010 academic year; Travel, research project, course revision, and instructor's guide development (100% of regular contract salary).

Mr. Walther's sabbatical leave will feature travel in England to trace the footsteps of the pioneers of microbiology. His studies will take him to England, Scotland, France, Germany and the Netherlands and will include organized visits to the outstanding biological museum and library collections of the world. His sabbatical year will also include a field study of a lake in Minnesota where he will monitor the lake for the presence of fecal contaminants. Mr. Walther's sabbatical plans include visits to neighboring community colleges where he will explore ways of making the microbiology lab experience more relevant to student preparation in the health sciences. He also plans to complete an instructor's guide for use by faculty teaching MICR 200.
FINANCIAL IMPLICATIONS

The amount of $198,000 will be budgeted to cover the cost of replacing sabbatical leave applicants with part-time faculty to teach their regular loads.

MB/jag

Sabbatical Leave applications submitted under separate cover
CERRITOS COLLEGE

TO: Board of Trustees

FROM: Mr. William Farmer, Jr, Acting President/Superintendent

PREPARED BY: Dr. Marilyn Brock, Interim Vice President of Academic Affairs

DATE: February 4, 2009

SUBJECT: Consideration of approval of Board Resolution #09-02 to Waive Sabbatical Leave Bond

RECOMMENDATION

Pending approval of the Sabbatical Leave application requests, it is recommended that the attached resolution waiving sabbatical leave bond requirements for Christine Arfwedson, Steve Berkliite, William McFadden, Cheryl Shimazu and Robert Walther be approved for academic year 2009-2010.

OVERVIEW

Education Code Section 87770 requires every employee granted a sabbatical leave of absence to return from his/her leave and serve the district after the leave is completed. Compensation granted to the employee during the period of leave is paid in the year following the leave unless the employee furnishes a bond or the bond is waived by Board Resolution.

ANALYSIS

Employees granted sabbatical leaves of absence have written agreements stating their intention to return and serve the district after the sabbatical leave is completed. The Board of Trustees has waived by Resolution the employee bond in the past.

Rescission #09-02 is attached.

FINANCIAL IMPLICATIONS

No financial implications.

Attachment

MB/jag
CERRITOS COLLEGE
RESOLUTION #09-02

WHEREAS, Christine Arfwedson, Steve Berkite, William McFadden, Cheryl Shimazu and Robert Walther have petitioned for a sabbatical leave of absence for the 2009-2010 academic year at 100% of the contract salary; and

THEREFORE BE IT RESOLVED that the Board of Trustees declares that the interest of the District is protected by written agreement of the above named certificated employees to return to the services of the District and render at least two years of service therein following a one-year sabbatical leave, and

BE IT FURTHER RESOLVED that the Board of Trustees waives all requirements for furnishing a bond, and that it will pay the above-mentioned certificated employees while on leave in the same manner as though a bond were furnished.

This RESOLUTION was adopted by a

Vote upon the motion by Trustee ________________

And seconded by Trustee ____________________

At a regular meeting of the Board of Trustees of the Cerritos College Community College District held on February 4, 2009.

_________________________________________
Secretary, Board of Trustees
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer Jr., Acting President/Superintendent
REVIEWED BY: Dr. Jim Albanese, Interim Vice President of Business Services
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: February 4, 2009
SUBJECT: Consideration of Approval of Bid #0809-03, Southland Cerritos Center for Transportation Technologies

RECOMMENDATION

It is recommended that the Board of Trustees approve to award the bid #0809-03, Southland Cerritos Center for Transportation Technologies, to EMAE International as the lowest overall responsive and responsible bidder. Board approval is contingent upon there being no bid protests during the applicable protest time period. Board approval is also contingent upon contractor providing acceptable insurance and bonding.

OVERVIEW

The Purchasing Department advertised the project on October 24 and October 31, 2008. The bid due date was on January 15, 2009.

ANALYSIS

On January 15, 2009, twelve bids were received. A summary of the bids recap is attached. The recommended award was predicated on the lowest overall responsive and responsible bidder as stipulated in the bid.

FINANCIAL IMPLICATIONS

The amount of the lowest responsive and responsible bid is $3,329,273.00. Funding for this project will come from the GO Bond.
## Bid #0809-03, Southland Cerritos Center Transportation Technology

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Allowance</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMAE International</td>
<td>3,179,273.00</td>
<td>150,000.00</td>
<td>3,329,273.00</td>
</tr>
<tr>
<td>Cavecche Engineering &amp; Const.</td>
<td>3,671,613.00</td>
<td>150,000.00</td>
<td>3,821,613.00</td>
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<tr>
<td>Metro Builders &amp; Engineers</td>
<td>3,743,377.00</td>
<td>150,000.00</td>
<td>3,893,377.00</td>
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<td>HCH Constructors-Managers, Inc.</td>
<td>3,897,000.00</td>
<td>150,000.00</td>
<td>4,047,000.00</td>
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<tr>
<td>Perera Construction</td>
<td>3,954,000.00</td>
<td>150,000.00</td>
<td>4,104,000.00</td>
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<tr>
<td>G-2000 Construction Inc.</td>
<td>4,076,000.00</td>
<td>150,000.00</td>
<td>4,226,000.00</td>
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<tr>
<td>Construction 1 One, Corp.</td>
<td>4,090,526.00</td>
<td>150,000.00</td>
<td>4,240,526.00</td>
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<tr>
<td>Erickson-Hall Construction</td>
<td>4,229,000.00</td>
<td>150,000.00</td>
<td>4,379,000.00</td>
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<td>JRH Construction Co., Inc.</td>
<td>4,390,000.00</td>
<td>150,000.00</td>
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<td>Angeles Contractor Inc.</td>
<td>4,491,000.00</td>
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<td>Morillo Construction</td>
<td>4,898,000.00</td>
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<td>5,048,000.00</td>
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<tr>
<td>ALFA 26 Construction Co.</td>
<td>4,982,000.00</td>
<td>150,000.00</td>
<td>5,132,000.00</td>
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</tbody>
</table>
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer Jr., Acting President/Superintendent
REVIEWED BY: Dr. Jim Albanese, Interim Vice President of Business Services
PREPARED BY: Robert Riffle, Director of Physical Plant
DATE: February 4, 2009
SUBJECT: Consideration of Approval of Change Order #1, Bid #0607-25, Central Plant & Infrastructure Phase I

RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order #1, Bid #0607-25, Central Plant & Infrastructure Phase I in the amount of $426,697.58 (4%) with the new contract amount being $10,603,697.58 and adding 195 additional days to the contract. Funding for this project is coming from the GO Bond.

OVERVIEW

On July 18, 2007, the Board awarded a contract to Minco Construction for the Central Plant & Infrastructure Phase I project. Public Contract Code Section 20859 requires Board approval for a change order to a public works bid.

ANALYSIS

This Change Order is comprised of four (4) items. All items were requested by Cerritos College.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Time Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Extend chilled water piping to the Science Building</td>
<td>$48,587.58</td>
<td>10 days</td>
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<tr>
<td>• High Voltage and Communication Bunker 12 relocation</td>
<td>$205,862.53</td>
<td>60 days</td>
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<tr>
<td>• Extend New High Voltage, Communications, Chilled Water, Domestic Water and Natural Gas service south to new Facilities Building location.</td>
<td>$172,247.47</td>
<td>90 days</td>
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<td>• Contract Time Extension</td>
<td>$0.00</td>
<td>35 days</td>
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</tbody>
</table>

FINANCIAL IMPLICATIONS

Funding for Change Order #1 in the amount of $426,697.58 is coming from the GO Bond Funds.
TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent
REVIEWED BY: James Albanese, Interim Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: February 4, 2009
SUBJECT: Consideration of Approval to Make Budget Extensions and Budget Transfers

RECOMMENDATION

It is recommended that the Board of Trustees approve the budget extensions and budget transfers as presented.

OVERVIEW

Budget transfers and budget extensions are routinely processed to facilitate modifications to the adopted budget. These modifications are necessary to provide for unanticipated expenditure and revenue changes.

ANALYSIS

Pages 1 is the budget transfer between major account classifications for the Unrestricted General Fund. These transfers are self-balancing and have no effect on the ending balance.

Page 2 is the budget extension summaries that reflect the increased revenue of $425,853 from Federal, State and Local funding with corresponding proposed expenditure. There is a correction to a grant budget reducing the expense to balance to the revenue. This is not a reduction in funding. This is an internal correction.

FINANCIAL IMPLICATIONS

Page 2 is the budget extension summaries that reflect the increased revenue of $425,853 from Federal, State and Local funding and a decrease to grant expense budget of $43,623.

Attachment
# BUDGET TRANSFERS FOR FEBRUARY 4, 2009

## 01.0 FUND-GENERAL FUND-UNRESTRICTED

### FROM

<table>
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<th>Description</th>
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<tr>
<td>ACADEMIC SALARIES</td>
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<tr>
<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
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<tr>
<td>EMPLOYEE BENEFITS</td>
<td>$35,088</td>
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<tr>
<td>SUPPLIES AND MATERIALS</td>
<td>$4,779</td>
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<tr>
<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
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</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>$</td>
</tr>
<tr>
<td>OTHER OUTGO</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$250,800</strong></td>
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### TO

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>ACADEMIC SALARIES</td>
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<tr>
<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
<td>$</td>
</tr>
<tr>
<td>EMPLOYEE BENEFITS</td>
<td>$</td>
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<tr>
<td>SUPPLIES AND MATERIALS</td>
<td>$</td>
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<tr>
<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
<td>$248,714</td>
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<tr>
<td>CAPITAL OUTLAY</td>
<td>$2,086</td>
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<tr>
<td>OTHER OUTGO</td>
<td>$</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$250,800</strong></td>
</tr>
</tbody>
</table>

**Transfers:** Between object codes

**Self Balancing:** No effect on ending balance

**Number of Transfer Requests:** Four (4)

**Divisions/Departments/Programs:**
- Faculty Senate
- Apprenticeship
APPROPRIATION TRANSFER ANALYSIS FOR FEBRUARY 4, 2009

Revenue:

###00000.0-00000-71200-8622-9000000 (01.3 Fund)  $ 233,717
State- EOPS
To allocate income for salaries and associated fringe benefit; supplies; travel conference; advertising; payment to or for students; grants for students aid

###00000.0-00000-72000-8130-0000000 (01.3 Fund)  21,821
Fed-Family Literacy-WIA
To allocate income for salaries and associated fringe benefit; textbooks; supplies; travel and conference; advertising

###00000.0-02800-72800-8629-0000000 (01.3 Fund)  31,991
State- Cooperative Agency Resources Education
To allocate income for salaries and associated fringe benefit; supplies; payment to or for students; grants for students aid

###00000.0-00000-73445-8620-0000000 (01.3 Fund)  138,324
State-Ca High School Exit Exam Prep #2
To allocate income for salaries and associated fringe benefit; supplies; textbooks; travel and conference; contracted services; advertising; equipment.
Prior year grant was $230,540 less expenses of $34,959 for a total variance of $195,581. Revenue was budgeted as $57,257 and should be $195,581 for a total variance of $138,324.

Total Revenue:  425,853

Expenditures:

###00000.0-00000-73445-4550-6190000 (01.3 Fund) (Same location as above)  (43,623)
State-Ca High School Exit Exam Prep #2
The expense budget was entered as $239,204 and should have been $195,581 for a variance of $43,623. This correction brings the expense budget is in line with the revenue budget. This is not a reduction of funding. This is an internal correction to the budget.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent
REVIEWED BY: Daniel M. O'Rourke, Acting Director of Human Resources
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources
DATE: February 4, 2009
SUBJECT: Consideration of Approval and/or Ratification of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2008-2009 Academic Year

RECOMMENDATION

It is recommended that the Board of Trustees approve and/or ratify the employment of temporary and/or substitute hourly faculty personnel as needed for the 2008-2009 academic year, as presented on the attached list.

OVERVIEW

The attached list of temporary and/or substitute hourly faculty personnel is submitted for approval of employment.

ANALYSIS

Human Resources has received and completed the processing of Employment Request forms for the employment of temporary and/or substitute hourly faculty personnel as indicated on the attached list.

All requirements for employment processing have been completed, and Human Resources cleared the individuals for employment.

FINANCIAL IMPLICATIONS

No additional financial impact. This is budgeted in General Fund.

Attachment
## FACULTY HOURLY - ACADEMIC AFFAIRS

### Reemployed

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mendoza</td>
<td>Myrna Project Hope</td>
<td>A1</td>
<td>48.83</td>
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## FACULTY HOURLY - BUSINESS EDUCATION

### Reemployed

<table>
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<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cline</td>
<td>Margaret Court Reporting</td>
<td>A1</td>
<td>48.83</td>
</tr>
</tbody>
</table>

### New Hires

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huebel</td>
<td>Doris Paralegal</td>
<td>A1</td>
<td>48.83</td>
</tr>
<tr>
<td>Kim</td>
<td>Rick Paralegal</td>
<td>A1</td>
<td>48.83</td>
</tr>
</tbody>
</table>

## FACULTY HOURLY - FINE ARTS & COMMUNICATIONS

### Reemployed

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pearson</td>
<td>Patrick Theatre Arts</td>
<td>B1</td>
<td>48.83</td>
</tr>
<tr>
<td>Salazar</td>
<td>Hector Music</td>
<td>B5</td>
<td>60.33</td>
</tr>
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</table>

### New Hires

<table>
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<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delgado</td>
<td>Jasmine Art &amp; Design</td>
<td>A1</td>
<td>48.83</td>
</tr>
<tr>
<td>Konya</td>
<td>Amanda Photography</td>
<td>A1</td>
<td>48.83</td>
</tr>
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</table>

## FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES

### Reemployed

<table>
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<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Dzida</td>
<td>Andrew Philosophy</td>
<td>B1</td>
<td>48.83</td>
</tr>
</tbody>
</table>

## FACULTY HOURLY - LIBERAL ARTS

### New Hires

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Givhan</td>
<td>Jennifer English</td>
<td>A1</td>
<td>48.83</td>
</tr>
<tr>
<td>Schendel</td>
<td>Kelly English</td>
<td>A1</td>
<td>48.83</td>
</tr>
<tr>
<td>Smith</td>
<td>Joshua English</td>
<td>A1</td>
<td>48.83</td>
</tr>
<tr>
<td>Simoes</td>
<td>Nora English</td>
<td>A1</td>
<td>48.83</td>
</tr>
</tbody>
</table>
### FACULTY HOURLY - PE/ATHLETICS

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaudet</td>
<td>Athletics</td>
<td>B5</td>
<td>60.33</td>
</tr>
</tbody>
</table>

### FACULTY HOURLY - SCIENCE, ENGINEERING & MATHEMATICS

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Khan</td>
<td>Astronomy</td>
<td>B5</td>
<td>60.33</td>
</tr>
</tbody>
</table>

### FACULTY HOURLY - TECHNOLOGY

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duncan</td>
<td>Plastics</td>
<td>A3</td>
<td>54.60</td>
</tr>
<tr>
<td>Mees</td>
<td>Engineering Design Technology</td>
<td>A2</td>
<td>51.71</td>
</tr>
</tbody>
</table>

**New Hires**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goldman</td>
<td>Automotive Mechanical Repair</td>
<td>A1</td>
<td>48.83</td>
</tr>
</tbody>
</table>
CERRITOS COLLEGE

TO:              Board of Trustees
FROM:            William C. Farmer Jr., Acting President/Superintendent
REVIEWED BY:     Daniel M. O'Rourke, Acting Director of Human Resources
PREPARED BY:     Adriana Flores-Church, Assistant Director of Human Resources
DATE:            February 4, 2009
SUBJECT:         Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel

RECOMMENDATION

It is recommended that the Board of Trustees approve and/or ratify the employment of classified, short-term, substitute, and/or student hourly personnel as presented on the attached list.

OVERVIEW

The attached list of classified, short-term, substitute, and/or student hourly personnel is submitted for approval and/or ratification of employment.

ANALYSIS

The Human Resources Office has received and completed the processing of Employment Request forms for the employment of classified, short-term, substitute, and/or student hourly personnel as indicated on the attached list.

All requirements for employment processing have been completed, and the Human Resources Office has cleared the individuals for employment.

FINANCIAL IMPLICATIONS

No additional financial impact. This is budgeted in the General Fund.

Attachment
EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE, AND/OR STUDENT HOURLY PERSONNEL

SUBSTITUTE HOURLY EMPLOYMENT (AS NEEDED) – (2008 – 2009 School Year)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate/hr</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silva, Ronnie</td>
<td>Custodian</td>
<td>$9.76</td>
<td>12/18/08</td>
</tr>
</tbody>
</table>

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2009 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate/hr</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee, Peter</td>
<td>Aide-Special (Special Ed.)</td>
<td>$8.00</td>
<td>01/12/09</td>
</tr>
<tr>
<td>Mares, Luis</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>Isas, Jaqueline</td>
<td>Instructional Aide I</td>
<td>$9.56</td>
<td>01/12/09</td>
</tr>
<tr>
<td>Mejia-Gramajo, Edgar</td>
<td>Intermediate Clerk</td>
<td>$9.56</td>
<td>01/12/09</td>
</tr>
<tr>
<td>Mitchum, Lauren</td>
<td>&quot;</td>
<td>&quot;</td>
<td>01/05/09</td>
</tr>
<tr>
<td>Silva, Ronnie</td>
<td>Custodian</td>
<td>$9.76</td>
<td>12/18/08</td>
</tr>
<tr>
<td>Jacinto, Franklin</td>
<td>Program Assistant I</td>
<td>$9.99</td>
<td>01/12/09</td>
</tr>
<tr>
<td>McLeod, Joshua</td>
<td>&quot;</td>
<td>&quot;</td>
<td>11/01/08</td>
</tr>
<tr>
<td>Rosales, Claudia</td>
<td>&quot;</td>
<td>&quot;</td>
<td>01/12/09</td>
</tr>
<tr>
<td>Salib, Joseph</td>
<td>&quot;</td>
<td>&quot;</td>
<td>01/05/09</td>
</tr>
<tr>
<td>Williams, Amadi</td>
<td>&quot;</td>
<td>&quot;</td>
<td>01/12/09</td>
</tr>
<tr>
<td>Markey, Yolanda</td>
<td>Student Services Assistant</td>
<td>$11.88</td>
<td>01/05/09</td>
</tr>
<tr>
<td>Tomblin, Pamela</td>
<td>Speech and Language Instructional Aide</td>
<td>$12.81</td>
<td>01/12/09</td>
</tr>
<tr>
<td>$ (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lopez, Alejandro</td>
<td>Program Facilitator</td>
<td>$13.79</td>
<td>01/12/09</td>
</tr>
<tr>
<td>Rojas, Mary</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>Morse, Julie</td>
<td>Aide-Special (Interpreter Level IV)</td>
<td>$33.50</td>
<td>01/01/09</td>
</tr>
</tbody>
</table>

Presented to the Board of Trustees 2/04/09
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate/hr</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks, Cliff</td>
<td>Senior Applications Analyst</td>
<td>$19.05</td>
<td>12/09/08</td>
</tr>
<tr>
<td>Carey, Francielle</td>
<td>Grant Writer</td>
<td>$19.51</td>
<td>11/05/08</td>
</tr>
<tr>
<td>Gartner, Bryce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spence, Charles</td>
<td></td>
<td></td>
<td>12/09/08</td>
</tr>
<tr>
<td>Hulett, Olivia</td>
<td>Cont. Ed. Specialist (Arts &amp; Crafts)</td>
<td>$22.45</td>
<td>01/12/09</td>
</tr>
<tr>
<td>Smiley, Gregory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Van Aken, Earl</td>
<td></td>
<td></td>
<td>07/01/08</td>
</tr>
<tr>
<td>Ashe, Suzanne</td>
<td>Community Education Specialist</td>
<td>$29.15</td>
<td>08/18/08</td>
</tr>
<tr>
<td>Barlow, Chris</td>
<td></td>
<td></td>
<td>11/18/08</td>
</tr>
<tr>
<td>Choi, Hye-Jin</td>
<td></td>
<td></td>
<td>11/25/08</td>
</tr>
<tr>
<td>Johnson, Dewayne</td>
<td></td>
<td></td>
<td>11/15/08</td>
</tr>
<tr>
<td>Knight, Raymond</td>
<td></td>
<td></td>
<td>12/01/08</td>
</tr>
<tr>
<td>Moreland, Eddie</td>
<td></td>
<td></td>
<td>11/25/08</td>
</tr>
<tr>
<td>Neiman, Julia</td>
<td></td>
<td></td>
<td>11/15/08</td>
</tr>
<tr>
<td>Csiszer, Pauline</td>
<td>Aide-Special (Interpreter V)</td>
<td>$39.50</td>
<td>01/01/09</td>
</tr>
<tr>
<td>Bronner, Ramon</td>
<td>Cont. Ed. Specialist (Business Tech)</td>
<td>$50.52</td>
<td>12/01/08</td>
</tr>
<tr>
<td>Pacheco, Rupert</td>
<td></td>
<td></td>
<td>07/01/08</td>
</tr>
<tr>
<td>Tait, Mark</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taylor, Kevin</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
December 8, 2008

PRESENT: Bill Farmer
          Dr. Stephen Johnson
          Dr. Marilyn Brock
          Dr. Jim Albanese
          Dr. Bryan Reece
          Francine DeFrance
          Dean Mellas
          Dr. Ted Stolze
          David Fabish
          Tim Kyllingstad
          Oscar Franco
          Julie Men

ABSENT: Lynn Laughon
         Schellary Thomas
         Richard Crother

GUEST(s): Cynthia Convey

I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:05PM.

II. INTRODUCTION OF NEW EMPLOYEES—None

III. APPROVAL OF MINUTES—November 10, 2008 & December 1, 2008
During the December 1 meeting, Mr. Mellas stated that he would like the November 10 minutes to be amended to include additional discussion regarding SLOs and sanctions. The minutes were amended and distributed to the committee for approval. Dr. Johnson made a motion to approve the November 10 minutes; Dr. Brock seconded the motion. The minutes were approved as presented. Dr. Albanese, Dr. Johnson, Ms. DeFrance and Mr. Kyllingstad abstained. Dr. Reece made a motion to approve the December 1 minutes; Dr. Brock seconded the motion. The minutes were approved as presented. Dr. Albanese and Mr. Kyllingstad abstained.

IV. BOARD AGENDA

V. ITEMS FROM INSTITUTIONAL COMMITTEES

EEOAC (Diversity)
Ms. Convey stated that the committee has been making good progress working on selection procedures and that they are trying to develop a template that can be used by all employee groups. They hope to have this template completed by March. They are also using the CCLC's model to review and revise complaint procedures which should be completed by January. All other procedures are expected to be completed by October and will be presented to all constituent groups for feedback. Finalized procedures will be presented to the Board in December.

Mr. Farmer thanked Ms. Convey for her report and thanked the committee for its hard work.
cancelled. Mr. Farmer reminded the committee that we will not know
the extent of cuts to our budget until the state budget is finalized so
there is much ambiguity at this time. 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 schedules
to reduce sections where possible while maximizing enrollment in the
open sections. Cancellation of the entire summer session would be
detrimental to our enrollment. Dr. Albanese added that without a
finalized state budget the college can only prepare contingency plans
for the time being. The college has sufficient reserves through June
2009 but cash flow will be a major challenge.

Mr. Farmer stated that we must be careful not to overreact while being
prepared for upcoming budget changes. He thanked Dr. Albanese for
his report and the committee for its hard work.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE

Board Policy 5500 – Standards of Conduct
Dr. Johnson stated that the college is responding to changes in federal regulations regarding
authentication of online student identification by revising BP 5500 – Standards of Conduct.
Language has been added to address the issue of potential misrepresentation or
impersonation of student identities in an online environment. Ms. DeFrance commented
that she is concerned that the language regarding plagiarism is not detailed enough in this
policy. Mr. Fabish, Mr. Mellas and Mr. Kyllingstad suggested that additional language may
be required to include online student conduct standards. Mr. Farmer requested that the
committee members forward their suggestions to Dr. Johnson so that they may be reviewed
and brought back for further discussion on January 26.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Dr. Johnson stated that program review in Student Services areas has been completed. He
added that the departments and managers did a great job going through this process,
especially since it was new for many. He is impressed with the dialogue between the staff
and Dr. Matthew Lee.

IX. PRESIDENT’S REPORT
Mr. Farmer stated that he has been sending regular updates to the campus via email so a
President’s Report is not necessary. He wished the committee members a happy holiday
season.

X. ADJOURNMENT
Meeting adjourned at 2:17PM.