CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

** A. Regular Meeting of March 18, 2009

INSTITUTIONAL PRESENTATIONS

A. 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. Provide Compensation for a Board Member for Absence from a Board Meeting

** B. 2009-09 Foster and Kinship Care Education (FKCE) Funds Reallocation

** C. Perkins/VTEA Grant Honorarium for the 2009 Advisory Committee Members Recognition Breakfast

** D. Stipends for the Enrollment Growth and Retention for Registered Nursing Programs Grant - Spring 2009

** E. Resolution No. 09-04, Order of Biennial Governing Board Member Elections

** F. Master Agreement Between Cerritos Community College and Cerritos College Foundation

** G. Contracts:
Construction
AMENDMENT
1. EMAE International Classroom/Lab/Office Complex 1 Facilities

** H. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year

** I. Request for Unpaid Leave of Absence

** J. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel
VII. ADMINISTRATIVE MATTERS

** A. Information Item: Coordinating Committee Minutes (March 9, 2009)

** B. Information Item: Senate Committee on Student Learning Outcomes

** C. Information Item: ACCME Constitution and By-Laws

D. Consideration of Presidential Search Process

VIII. REPORTS

A. Board of Trustees

B. Faculty and Staff Leadership

C. Acting President/Superintendent and Vice Presidents

IX. CLOSED SESSION

A. Public Employee Employment (GC#54957)
   1. Consideration of Employment of Director of Economic Development

B. 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

X. RECONVENE

XI. ADJOURNMENT

XII. NEXT REGULAR MEETING: APRIL 15, 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
MARCH 18, 2009

I. CALL TO ORDER
The meeting was called to order at 6:00 p.m. by Mr. Eppe, the Board President. Those present were Mr. Bob Arthur, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Eppe, Dr. Bob Hughlett, and Jason Macias, Student Trustee. Ms. Carmen Avalos and Mr. Tom Jackson were not present. 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 a CSEA Representative.

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

III. APPROVAL OF MINUTES
A. It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the minutes of the regular meeting of March 4, 2009. The vote for approval was unanimous.

IV. INSTITUTIONAL PRESENTATIONS
A. Mr. Farmer presented Igerna Morris with the Outstanding Classified Employee Award for the month of February 2009.

Retirement
B. The Board of Trustees presented Nubia Santanilla and Trudy Foster with retirement plaques acknowledging their years of dedicated service to Cerritos College.

Women’s History Month Essay Winners
C. This item will be presented at a future Board meeting.

Budget Update
D. Dr. Albanese indicated that there will be a June Budget Revise once the statewide budget-related ballot initiatives are voted on in May. He indicated that a presentation outlining the changes will be made to the Board after the June Revise and that simulations will be presented to the Board before then.

V. PUBLIC PRESENTATIONS
There were no public presentations.

VI. CONSENT AGENDA
It was moved by Dr. Hughlett and seconded by Mr. Jackson to approve the consent agenda and addendum. Dr. Hughlett asked that Item VI.A be held for separate consideration. The vote for approval was unanimous.

A. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve item A:

   Consideration of Adoption of College Mission Statement

Dr. Hughlett stated that although this change to the mission statement is being brought to the Board per accreditation recommendation, he feels that the mission statement should be brief and more concise. The vote for approval was unanimous.

B. Approved New Course Offerings, as attached.

C. Approved 2009 Commencement Speaker, as attached.
D. Approved Title V Gateways Grant Stipend, as attached.

E. Approved Stipends for Faculty Participating in the Basic Skills Grant Projects for 2008-2009, as attached.

F. Approved Developmental Education Honorarium, as attached.

G. Approved Notice of Completion for Bid #0708-06, Campus Wide Lighting Upgrades, as attached.

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

I. Accepted and/or Ratified Resignations Accepted by the President/Superintendent, as follows:
   Foster, Trudy, Intermediate Typist Clerk (Student Activities), effective April 1, 2009
   Santanilla, Nubia, Clerk (Purchasing Department), effective February 28, 2009

**Added by addendum:**

   DeFrance, Francine, Instructional Dean, Humanities and Social Sciences, effective June 30, 2009

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

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

**Added by addendum:**

   Student Services Assistant I @28-2 ($3,305.00 per month) effective March 24, 2009: Jessica Munoz (Admissions and Records)

   Gardener/Groundskeeper @25-1 ($2,951.00 per month) effective March 19, 2009: Miguel Ayerdia (Facilities)

   Intermediate Typist Clerk @23-4 ($3,229.00 per month) effective March 19, 2009: Megalis Lopez (Liberal Arts)

VII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained College Coordinating Committee Minutes for February 23 and March 2, 2009.

B. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to vote for the following individuals for the CCCT Board of Directors: Cy Gulassa, Marcia E. Zableckis, Douglas W. Otto, Manny Ontiveros, Jeanette Mann, Carmen Avalos and Bernard “Bee Jay” Jones. The vote for approval was unanimous.

VIII. REPORTS

A. **Board of Trustees**

   Mr. Macias indicated that applications for the ASCC President and Student Trustee are now available in the Student Activities office. He stated that the Hoe Down Days events have been great and concluded by stating that the iFalcon campaign is doing well.
B. **Faculty and Staff Leadership**

Dr. Reece stated that progress on student learning outcomes is underway in a positive fashion. He indicated that the Senate Committee on Student Learning Outcomes has been established. Dr. Reece stated that the iFalcon campaign is focusing on the "Link Up" portion of the campaign this week. He added that a recent survey of thirty classrooms showed that many students are only completing one to five hours of homework a week and that students are isolated.

Mr. Kyllingstad thanked Mr. Farmer for his support at the Classified Retreat and added that Dr. Linda Rose was an excellent facilitator for the event.

C. **Acting President/Superintendent and Vice Presidents**

Mr. Farmer stated that he visited with classified staff at the Classified Retreat in Lake Arrowhead. He visited for one evening and said that it was a great learning experience and team-building event. Mr. Farmer informed the Board that a Celebrity Basketball tournament will take place next Thursday, March 26 at Bellflower High School in support of the GEAR UP program.

Dr. Brock reminded the Board that the Academic Excellence Awards will be held on Tuesday, March 24 at 7:00 p.m. She indicated that division deans have been discussing the ARCC data and added that they are coming up with ideas to improve student success. She also stated that the Elumen software package has been acquired by the college to track student learning outcomes. Mr. Epple requested more information on how the software will meet the accountability portion of SLOs.

Dr. Johnson shared an excerpt from a CalWORKS publication titled, "Portraits of Student Success" which highlighted a Cerritos College student's accomplishments.

IX. **CLOSED SESSION**

The Board adjourned to closed session at 6:30 p.m.

X. **RECONVENE**

The Board reconvened at 6:55 p.m.

XI. **ADJOURNMENT**

The meeting was adjourned at 6:55 p.m.

XII. **NEXT REGULAR MEETING**

The next regular meeting of the Board of Trustees is scheduled for Wednesday, April 1, 2009 at 6:00 p.m.

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Bob Epple, President

Dr. Bob Hughlett, Vice President
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent WCF
DATE: April 1, 2009
SUBJECT: Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting

RECOMMENDATION

It is recommended that the Board of Trustees approve Ms. Avalos’ absence and that she be compensated for the regular meeting of March 18, 2009.

OVERVIEW

Trustees may be compensated for absences from scheduled Board meetings if the reason for absence is jury duty, school business, hardship acceptable to the Board, and illness.

ANALYSIS

Ms. Avalos was required to miss the regular meeting of March 18, 2009 due to illness.

FINANCIAL IMPLICATIONS

No financial impact.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent
REVIEWED BY: Marilyn Brock, Interim Vice President of Academic Affairs
PREPARED BY: Jenine Nolan, Instructional Dean of Health Occupations
DATE: April 1, 2009
SUBJECT: Consideration of Approval of 2008-09 Foster and Kinship Care Education (FKCE) Funds Reallocation

RECOMMENDATION

It is recommended that the Board of Trustees approve receipt of an additional $2,199 of FKCE reallocated funds for fiscal year 2008-09. The total allocation would be revised to $146,494.

OVERVIEW

The Foster and Kinship Care Education (FKCE) Program is funded through the California Community Colleges Chancellor’s Office and recently received notice that it has been approved for an additional amount of reallocated funds for fiscal year 2008-09. This is a one-time only increase and will not affect the college’s future allocations.

ANALYSIS

Original amount of funding was $144,295. Grant performance period is July 1, 2008 – June 30, 2009.

FINANCIAL IMPLICATIONS

Cerritos College will receive an additional $2,199. The funds will be used to support the activities of the Foster and Kinship Care Education Program.
CERRITOS COLLEGE

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 Kramer, Executive Dean Community, Industry and Technology Education
DATE: April 1, 2009
SUBJECT: Consideration of Approval of Perkins/VTEA Grant Honorarium for the 2009 Advisory Committee Members Recognition Breakfast

RECOMMENDATION

It is recommended that the Board of Trustees approve an honorarium to the Los Angeles County Economic Development Corporation (LAEDC) in the amount of $750.

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

The college hosts an annual breakfast to honor our vocational advisory committee members. This year’s speaker will be Jack Kyser, Founding Economist of the Kyser Center for Economic Research of the Los Angeles Economic Development Corporation (LAEDC). Mr. Kyser’s analytical research work and insightful knowledge of the regional economy has helped to elevate the LAEDC to recognition as the pre-eminent source of economic information and forecasts on Southern California.

FINANCIAL IMPLICATIONS

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

TO: Board of Trustees
FROM: William Farmer, Acting President/Superintendent
REVIEWED BY: Dr. Marilyn Brock, Interim Vice President of Academic Affairs
PREPARED BY: Jenine Mescher Nolan, Dean of Health Occupations
DATE: April 1, 2009
SUBJECT: Consideration of Approval of Stipends for the Enrollment Growth and Retention for Registered Nursing Programs Grant Spring 2009

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of stipends to nursing faculty members for work performed January through May 2009 as stipulated in and funded by the Enrollment Growth and Retention for Registered Nursing Programs Grant.

OVERVIEW

Grant objectives and activities include:
• Provide a retention program for students enrolled in the Registered Nursing Associate Degree program
• Provide support services, review courses, software, videos and clinical simulation to support both clinical and didactic practice
• Assist graduating students to prepare for the National Council Licensure Exam (NCLEX)
• Faculty development work-shop to meet BRN requirement for all faculty in geriatric continuing education
• Creation of Faculty Orientation Manual and media presentation

ANALYSIS

To maximize student success, strengthen retention, increase NCLEX pass rates, and meet BRN faculty requirement for geriatric care spring 2009 activities include:
• Project Coordinator funded by grant at $1250 for January through May 2009
• Project Case Manager funded by grant at $1250 for January through May 2009
• Presentation of workshops designed to increase student retention ($75 per hour)
• Reading, writing, English language and study skills tutoring ($55 per hour)
• Faculty Student Advisors ($250 per faculty member)
• Faculty conducted NCLEX review course ($85 per hour)

FINANCIAL IMPLICATIONS

Project coordination functions are performed by:
• Voorhies, Ann $1250

Case management functions are performed by:
• Mary Knowlton $1250
The following Cerritos College faculty members are to receive stipends for workshop presentation:

- Brooks, Kelli $225 student workshop presentations (3 hours)
- Cooke, Melodie $300 student workshop presentations (4 hours)
- Knowlton, Mary $225 student workshop presentations (3 hours)
- Veloz-Rendon, Lizette $300 student workshop presentation (4 hours)
- Orozco, Rebecca $300 student workshop presentation (4 hours)

Weekly reading, writing, test taking and study skills tutoring for students.
- Dolly Flores Salcido $1540 (28 hours)

The following faculty members are eligible for a $250 stipend for Faculty Advisor activities. Faculty members meet with students individually to identify students at risk; provide referrals to the Retention Specialist and/or support services; and to provide ongoing individualized student advisement to 10 nursing students:
- Arfwedson, Chris $250
- Brooks, Kelli $250
- Cooke, Melodie $125 (first 9 weeks only)
- Fobi, Charlene $250
- Knowlton, Mary $250
- Natividad, Rachel $250
- Orozco, Rebecca $250
- Riedel, Patti $250
- Stuart, Peggy $250
- Veloz-Rendon, Lizette $250
- Voorhies, Ann $250

The following faculty members are to receive stipends for the NCLEX Review course:
- Carolyn Holmes $1785 (21 hours)
- Debbie Binning $425 (5 hours)
- Rebecca Orozco $510 (6 hours)
- Keri Gonzales $680 (8 hours)

Stipends will be paid after work is completed. Enrollment Growth and Retention for Registered Nursing Programs Grant funds will be utilized for these expenditures. There is no cost to the District.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer. Jr., Acting President/Superintendent
DATE: April 1, 2009
SUBJECT: Consideration of Approval of Resolution No. 09-04, Order of Biennial Governing Board Member Elections

RECOMMENDATION

It is recommended that the Board adopt the attached resolution before the April 17, 2009 deadline.

OVERVIEW

Governing boards of districts scheduled to hold elections on November 3, 2009 are required to take action to initiate the regular biennial governing board election by adopting the attached resolution.

FINANCIAL IMPLICATIONS

No financial impact.
Order of Election of Cerritos Community College District of Los Angeles County, California.

RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION

RESOLVED that pursuant to Education Code (EC) §5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Election Order made under the authority of EC §5302, 5304, and §5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 3, 2009. The polling hours shall be from 7:00 a.m. to 8:00 p.m.

The purpose of the election is to submit to the voters of the district the question of whether three (3) members shall be elected to the Governing Board of the Cerritos Community College District.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The Cerritos Community College District will pay the costs of the election. If any agency holds an election on November 3, 2009, the Cerritos Community College District shall pay its pro rata share pertaining to the conduct of this election shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the district is hereby directed to furnish two copies of this order to the County Superintendent not less than 57 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of Cerritos Community College District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal vote as follows:

Ayes  
Nays  
Absent  

Signed:  
Carmen Avalos  
Clerk of the Governing Board

I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted by the Governing Board named therein at a duly constituted meeting of the said Governing Board held on April 1, 2009 as it appears upon the minutes of said meeting April 1, 2009.

Signed:  
Carmen Avalos  
Clerk of the Governing Board

REGISTRAR-RECORDER INFORMATION

Public Notice Election Announcement

Listing of two-(2) three (3) local newspapers:  Press Telegram  
Los Cerritos Community News  
Downey Patriot

Attachment No. 1 to  
Informational Bulletin No. 258  
A-20-2008-09
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: April 1, 2009
SUBJECT: CONSIDERATION OF APPROVAL OF MASTER AGREEMENT BETWEEN CERRITOS COMMUNITY COLLEGE AND CERRITOS COLLEGE FOUNDATION

RECOMMENDATION

It is recommended that the Board of Trustees approve the master agreement between Cerritos Community College and the Cerritos College Foundation.

OVERVIEW

The master agreement authorizes the Cerritos College Foundation administration to manage and administer functions or activities for the benefit of the District. The Cerritos College Foundation provides scholarships, in-kind donations, and other support programs to District. In turn, the District reimburses the Foundation for salary and facilities costs.

ANALYSIS

The new agreement is being presented for a period of five (5) years term. Upon mutual consent, the agreement may be extended for two (2) consecutive terms of five (5) years each.

FINANCIAL IMPLICATIONS

There is no financial impact.
MASTER AGREEMENT
BY AND BETWEEN THE
CERRITOS COMMUNITY COLLEGE DISTRICT
AND THE
CERRITOS COLLEGE FOUNDATION

The Master Agreement dated as of (date after Board approval) is between the Cerritos Community College District (“District”) and the Cerritos College Foundation (“Foundation”).

The Foundation is an independent, voluntary nonprofit corporation possessing a 501(c) 3 federal income tax status. The Foundation is exempt from the current auxiliary organization provisions of the California State Education Code, Section 72670 et seq., because it was incorporated and in existence prior to September 1, 1980. The Foundation shall continue to operate under Article 6 (commencing with Section 72670) of Chapter 6 of Part 45, as it read immediately prior to August 30, 1980, until the time, if any, that the organization is recognized pursuant to the current Education Codes sections 72670 et seq.

The Foundation may administer functions or activities as defined through amendments to this Agreement attached hereto as Attachment A. Other services may be provided if first approved by the Board of Trustees of the District.

I. PURPOSE

The purpose of this Agreement is to provide for the administration by the Foundation of the functions and activities described herein, instead of administration by and through the District under the usual District procedures, which is deemed to be more effective in accomplishing these functions and activities than would be possible under the usual District budgeting, purchasing, and other fiscal procedures, including the ability to respond to specialized needs of business, industry, and government in the District’s region.

II. SIGNS, FIXTURES AND EQUIPMENT

During the terms of this Agreement, the Foundation shall have the right to place and attach fixtures, signs and equipment in or upon facilities as authorized by the District President/Superintendent or his/her designee in
writing as to number, size and location. Fixtures, signs or equipment so 
ereected, placed or attached by the Foundation shall be and remain the 
property of the Foundation and be removed therefrom by the Foundation 
upon the termination of this Agreement.

III. RIGHT OF ENTRY

It is understood and agreed that at any time the District and its agents shall 
have the right to enter described facilities or any part thereof for the 
purpose of examination or supervision.

IV. DISTRIBUTION OF ASSETS UPON CESSION

The property of this auxiliary organization is irrevocably dedicated to 
charitable purposes and no part of the net income or assets of this auxiliary 
organization shall ever inure to the benefit of any director, officer or member 
of this auxiliary organization or to the benefit of any private person.

Upon winding up and dissolution of this auxiliary organization, and after 
paying and adequately providing for the debts and liabilities of the auxiliary 
organization, the assets of this auxiliary organization shall be distributed to 
the District or to any successor organization.

V. INSURANCE, INDEMNIFICATION, AND RESTORATION

The Foundation shall be included in the District’s insurance policies for all of 
its regular functions. When special events are sponsored by the Foundation, 
separate insurance coverage may be required by the District.

The Foundation agrees to indemnify, defend, and save harmless the District, 
its officers, agents, employees from any and all loss, damage, or liability 
that may be suffered or incurred by the District, its officers, agents and 
employees, caused by, arising out of, or in any way connected with the 
operation of the Foundation or the use of District facilities by the Foundation.

Upon termination of this Agreement, the District shall have the option to 
require the Foundation, at Foundation’s own expense and risk, to restore the 
facilities as nearly as possible to the condition existing prior to the 
commencement of use of the facilities by the Foundation. But if the 
Foundation shall fail to do so within ninety (90) days after the District 
exercises said option, the District may restore the property at the expense of
the Foundation and all costs and expenses of such removal or restoration shall be paid by the Foundation upon demand of the District

VI. NON ASSIGNABILITY

This Agreement is not assignable by the Foundation, either in whole or in part, nor shall the Foundation permit anyone else to use the described facilities or property or any part thereof without prior written permission of the District President/Superintendent or his/her designee.

VII. EFFECTIVE DATE

This Agreement shall become effective when executed by duly authorized representatives of both parties and shall continue for a term of five (5) years thereafter. Upon mutual agreement of the District and the Foundation, the Agreement may be extended for two (2) consecutive terms of five (5) years(s) each.

VIII. NOTICES

All notices herein required to be given, or which may be given by either party to other, shall be deemed to have been fully given when made in writing and received by the Foundation or the District President/Superintendent.

Notice to the District shall be addressed as follows:

Cerritos College Community College District
11110 Alondra Boulevard
Norwalk, CA 90650

Attention: Vice President, Business Services

Notice to the Foundation shall be addressed as follows:

Cerritos College Foundation
11110 Alondra Boulevard
Norwalk, CA 90650

Attention: Executive Director
IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the date first above written.

Cerritos Community College District

By ____________________________
William C. Farmer, Jr.
Acting District President/Superintendent

Cerritos College Foundation

By ____________________________
Victor Villegas
Foundation Chairperson
ATTACHMENT "A"

AMENDMENT TO
MASTER AGREEMENT
BY AND BETWEEN THE
CERRITOS COMMUNITY COLLEGE DISTRICT
AND THE
CERRITOS COLLEGE FOUNDATION

I. AREAS OF SERVICE

The Foundation is authorized to manage and administer for the benefit of the District:

   a) gifts, bequests, devises, endowments and trust,
   b) workshops, conferences, events, institutes, and federal/state projects
   c) alumni activities
   d) public relations programs

In carrying out these functions, the Foundation may receive funds and dispense funds received to promote the general welfare of the District including, but not limited to:

   a) supplementing the total programs and activities of the District.
   b) assisting in the promotion of educational services and facilities.
   c) aiding the District in fulfilling its role of providing a comprehensive program of service and education to the community.

II. USE OF FACILITIES AND PROPERTY

The Foundation may use, without charge, District’s meeting rooms at times they are not being used for District purposes, to hold meetings of the Foundation’s Board of Directors.

The Foundation may use, without charge, District facilities in order to conduct the normal business of the Foundation. These facilities shall be designated by the District President/Superintendent.

The Foundation may occupy, operate, and use other District facilities and property separately or jointly with the District as identified by agreement with the District. Any such agreements shall state the charges or rental, if any, for use of District facilities and property.
The Foundation shall use the facilities and property only for those services and functions that are consistent with the policies, rules and regulations, which have been or may be adopted by the Board of Trustees of the District.

The right to use of any of the District facilities or equipment included in this Agreement or amendments shall cease upon written notice by the District President/Superintendent that the facilities are needed by the District.

III. REIMBURSEMENT FOR SERVICES AND FACILITIES

A. The Foundation shall reimburse the District for expenditures and costs incurred by the District as a result of the activities of the Foundation. The District shall invoice the Foundation for such expenditures or costs, indicating items charged and the method of determining costs.

B. Subject to paragraph E below, the District will provide at District expense personnel support up to one full-time, 12-month, professional management level position, and up to two, full-time, 12-month Foundation assistant positions. The level of support up to the maximum stated herein will be determined by the District President/Superintendent.

C. The following representatives of the District may serve without compensation by the Foundation as ex-officio Directors of the Foundation and the District shall not demand nor receive reimbursement for their service as Directors of the Foundation; Trustees’ Board of Directors Representative, District President/Superintendent, Faculty Representative and ASCC Representative.

D. The Foundation may provide services to the District for which the District shall reimburse the Foundation.

E. No later than July 30 of each year, the Foundation shall provide a written Cost Benefit Report to the District, summarizing its net financial benefit to the District. On or before each July 30 of the then-current fiscal year, the Board of Trustees of the District at that time shall make a determination as to the fair market value of the services and funds provided by the Foundation to the District for the previous fiscal year.
If the fair market value of the services and funds provided by the Foundation to the District surpasses the value of the administrative services provided by the District to the Foundation under this Agreement, no reimbursement from the Foundation to the District shall be effected. If the fair market value of the services and funds provided by the Foundation is less than the value of the administrative services provided by the District to the Foundation under this Agreement, the reimbursement from the Foundation to the District shall be effected in the first six (6) months of the next fiscal year. In determining the fair market value of the services and funds provided by the Foundation to the District, the Board shall take into consideration the value of any activities of the Foundation for public relations or other purposes which benefit the District.

F. The independent CPA firm retained to audit the District will also audit the Foundation on an annual basis in the manner specified by Education Code Section 72672(a). In particular, the independent CPA firm will review documentation supporting the determination made pursuant to Subsection E as to the fair market value of the services and funds provided to the District by the Foundation during the year for which the audit is being conducted. The District shall insure that a copy of said audit is submitted to the Office of the Chancellor of the California Community Colleges. The District may provide for the cost of such audit.

IV. INDIRECT COSTS

If the Foundation administers a federal/state sponsored program, it shall reimburse the District for indirect costs associated with the performance of services by the District for the Foundation relating to the federal/state sponsored project. Such reimbursement will take into consideration the District’s federal/state cost rate and the approved indirect cost allocation, if any, of the federal or state program award.

V. DISPOSITION OF EARNINGS

Income generated by the Foundation in excess of costs and provisions for equipment, maintenance, reserves and working capital shall be used to benefit the District. Reserves shall be established by the Board of Directors of the Foundation to insure fulfillment by the Foundation of the Agreement.
VI. EXPENDITURE OF FUNDS

With respect to expenditures for purpose which would serve to augment District appropriations for the operation of the district, the Foundation may expend funds in such amount and for such purposes as are approved by the Board of Directors of the Foundation. Appropriation of funds for use outside of the Foundation’s normal business operations shall be approved in accordance with the District policy and regulations by an officer designated by the District’s Governing Board.

VII. THIRD PARTY AGREEMENTS BY FOUNDATION

The Foundation shall not enter into any contract that would obligate designated District services, facilities or equipment without the prior written approval of the District President/Superintendent or his/her designee.

VIII. REAL PROPERTY

The Foundation shall not enter into any transaction concerning real property without prior written approval of the District President/Superintendent or his/her designee.

Approved by the Foundation Board
March 12, 2009
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: April 1, 2009
SUBJECT: CONSIDERATION OF APPROVAL OF CONTRACTS

RECOMMENDATION
It is recommended that the Board of Trustees approve the contracts submitted below.

OVERVIEW
The District annually contracts with various individuals, commercial firms and other governmental agencies for purposes of procuring or providing a variety of services.

ANALYSIS

CONSTRUCTION – AMENDMENT
1. EMAE INTERNATIONAL
   CLASSROOM/LAB/OFFICE COMPLEX
   Requested by: Robert Riffe, Director of Physical Plant

Purpose: On December 10, 2008, the Board of Trustees awarded a contract to EMAE International for the Classroom/Lab/Office Complex 1. EMAE International notified the District that a subcontractor listed in the bid document was unable to fulfill their contract obligation. Below is the name of the original subcontractor and the new sub-contractor who will replace them.

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Type of Work</th>
<th>Replace With</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Bertino Manufacturing</td>
<td>Cabinets</td>
<td>Advanced Lab Concepts</td>
</tr>
</tbody>
</table>

Period: The substitution of the sub-contractor will not affect the completion date of the project.

Financial Implications: There is no additional cost to the contract for the substitution of the subcontractor.
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:      April 1, 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 - HEALTH OCCUPATIONS

**New Hires**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chang</td>
<td>Betty</td>
<td>A1</td>
<td>48.83</td>
</tr>
</tbody>
</table>

### FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES

**New Hires**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Pacas</td>
<td>Edgar</td>
<td>A1</td>
<td>48.83</td>
</tr>
</tbody>
</table>
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: April 1, 2009
SUBJECT: Consideration of Approval and/or Ratification of Request for Unpaid Leave of Absence: Allison Yabroff, Biology Instructor (SEM)

RECOMMENDATION

It is recommended that the Board of Trustees approve Ms. Allison Yabroff's request for a 47% unpaid leave of absence due to personal reasons for the period August 17, 2009 through May 21, 2010.

OVERVIEW

Allison Yabroff, Biology Instructor (SEM) has requested a 47% unpaid leave of absence due to personal reasons.

ANALYSIS

Ms. Yabroff has submitted the attached request for a 47% unpaid leave of absence due to personal reasons for the period August 17, 2009 through May 21, 2010. Dr. Carolyn Chambers, Instructional Dean of Science, Engineering and Mathematics and Dr. Marilyn Brock, Interim Vice President of Academic Affairs, have reviewed and recommended approval of Ms. Yabroff's leave request.

FINANCIAL IMPLICATIONS

No financial impact.

Attachment
Employee Name: Allison Yabroff

Division/Department: SEM/Biology

I hereby request an **Unpaid Leave of Absence** for the following period:

from 08/17/2009 through 05/21/10

Reason for Unpaid Leave of Absence: personal reason; requesting 47% unpaid leave

__________________________________________________________________________

Signature of Employee 3/5/09

Immediate Manager Recommendation

☑ Approve  ☐ Disapprove

Carolyn Chambers

Name of Immediate Manager

Carolyn Chambers

Signature of Immediate Manager 3/5/09

Administrative Recommendation

☐ Approve  ☐ Disapprove

Name of Appropriate Vice President or President

Signature of Appropriate Vice President or President 3/5/09

Request must be submitted in advance of the **Unpaid Leave of Absence**. For **Unpaid Leave of Absence** in excess of five workdays, Board of Trustees’ approval also is required.

PRESENTED TO THE BOARD OF TRUSTEES: April 1, 2009
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: April 1, 2009
SUBJECT: Consideration of Approval and/or Ratification of Request for Unpaid Leave of Absence: Angela Conley, Mathematics Instructor (SEM)

RECOMMENDATION

It is recommended that the Board of Trustees approve Ms. Angela Conley's request for a 53% unpaid leave of absence due to child bonding reasons for the period April 13, 2009 through May 22, 2009.

OVERVIEW

Angela Conley, Mathematics Instructor (SEM) has requested a 53% unpaid leave of absence due to child bonding reasons.

ANALYSIS

Ms. Conley has submitted the attached request for a 53% unpaid leave of absence due to child bonding reasons for the period April 13, 2009 through May 22, 2009. Dr. Carolyn Chambers, Instructional Dean of Science, Engineering and Mathematics and Dr. Marilyn Brock, Interim Vice President of Academic Affairs, have reviewed and recommended approval of Ms. Conley's leave request.

FINANCIAL IMPLICATIONS

No financial impact.

Attachment
Request For Unpaid Leave Of Absence
(Management, Faculty, Confidential, and Classified Non-Bargaining Unit Employees)

Employee Name: Angela G. Conley

Division/Department: SEM/Mathematics

I hereby request an Unpaid Leave of Absence for the following period:
from April 13, 2009 through May 22, 2009

Reason for Unpaid Leave of Absence: 53% unpaid leave requested for child bonding

[Signature]
03/05/09
Date

Immediate Manager Recommendation

☑ Approve  ☐ Disapprove

Name of Immediate Manager

[Signature]  3/6/09
Date

Administrative Recommendation

☐ Approve  ☐ Disapprove

Name of Appropriate Vice President or President

[Signature]  3/9/09
Date

Request must be submitted in advance of the Unpaid Leave of Absence. For Unpaid Leave of Absence in excess of five workdays, Board of Trustees' approval also is required.

PRESENTED TO THE BOARD OF TRUSTEES: April 1, 2009
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: April 1, 2009
SUBJECT: Consideration of Approval and/or Ratification of Request for Unpaid Leave of Absence: Leslie Stapp, Philosophy Instructor (Humanities/Social Sciences)

RECOMMENDATION

It is recommended that the Board of Trustees approve Ms. Leslie Stapp’s request for an unpaid leave of absence due to personal reasons for the period August 17, 2009 through May 21, 2010.

OVERVIEW

Leslie Stapp, Philosophy Instructor (Humanities/Social Sciences) has requested an unpaid leave of absence due to personal reasons.

ANALYSIS

Ms. Stapp has submitted the attached request for an unpaid leave of absence due to personal reasons for the period August 17, 2009 through May 21, 2010. Ms. Francine DeFrance, Instructional Dean of Humanities/Social Sciences and Dr. Marilyn Brock, Interim Vice President of Academic Affairs, have reviewed and recommended approval of Ms. Stapp’s leave request.

FINANCIAL IMPLICATIONS

No financial impact.

Attachment
Cerritos Community College District

Request For Unpaid Leave Of Absence
(Management, Faculty, Confidential, and Classified Non-Bargaining Unit Employees)

Employee Name: Leslie Stapp
Division/Department: Philosophy (Social Sciences & Humanities)

I hereby request an Unpaid Leave of Absence for the following period:
from 8/17/09 through 5/21/10

Reason for Unpaid Leave of Absence: I would like to pursue a graduate degree in psychological counseling. I believe this would help me become a more effective employee, colleague, and professor.

Leslie Stapp
Signature of Employee
3/5/09
Date

Immediate Manager Recommendation

☐ Approve ☐ Disapprove
Francine L. DeFrance
Name of Immediate Manager
3/6/09
Signature of Immediate Manager
Date

Administrative Recommendation

☐ Approve ☐ Disapprove

Name of Appropriate Vice President or President
3/9/09
Signature of Appropriate Vice President or President
Date

Request must be submitted in advance of the Unpaid Leave of Absence. For Unpaid Leave of Absence in excess of five workdays, Board of Trustees' approval also is required.

PRESENTED TO THE BOARD OF TRUSTEES: April 1, 2009

OP-27
11/95
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: April 1, 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>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooks, Jack</td>
<td>Gardener/Groundskeeper</td>
<td>$9.99</td>
<td>2/09/09</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>
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<td>Gardener/Groundskeeper</td>
<td>$9.99</td>
<td>2/09/09</td>
</tr>
</tbody>
</table>

Presented to the Board of Trustees 4/01/09
PRESENT: Bill Farmer  
Dr. Stephen Johnson  
Dr. Marilyn Brock  
Dr. Jim Albanese  
Francine DeFrance  
Dr. Bryan Reece  
Dean Mellas  
David Fabish  
Lynn Laughon  
Schellary Thomas  
Julie Mun  
Oscar Franco  

ABSENT: Dr. Ted Stolze  
Richard Crother  

GUEST(s): Holly Bogdanovich  
Dr. Linda Rose  
Bernie Negrete  
Tim Dickerson  

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 – March 2, 2009  
Mr. Mellas made a motion to approve the March 2 minutes; Mr. Fabish seconded the motion. Mr. Farmer recommended a minor language revision under the Staff Development Committee report. The minutes were approved as amended. Mr. Franco abstained.

IV. BOARD AGENDA – March 18, 2009  
Mr. Farmer briefly reviewed the March 18 Board Agenda and noted that there is an item for the Board to consider the adoption of a new Cerritos College Mission Statement. The revised mission statement states “Cerritos College’s mission is to serve the community by building futures through learning. Cerritos College is an open access institution committed to providing high quality, academically rigorous instruction in a comprehensive curriculum that respects the diversity represented in our student body and our region.”

Mr. Farmer invited the committee members to raise any questions and/or comments. Mr. Mellas inquired what the local standards are for the Paralegal program. The local standards are a JD or LLB from a California accredited law school; or a JD or LLB from an ABA accredited law school in another state and an active member of the California State Bar with at least 2 years of related work experience as an attorney; or graduation from an ABA approved paralegal program and a BA degree and at least 2 years of related work experience as a paralegal after graduation from the ABA approved paralegal program. Mr. Mellas also inquired how Basic Skills Grant Projects are related to SLOs or whether there is another evaluation component. Dr. Reece responded that there is an informal evaluation component and that research is needed to possibly implement an SLO evaluative process.

The committee members had no further questions.
V. ITEMS FROM INSTITUTIONAL COMMITTEES

Student Life
Ms. Bogdanovich stated that there is an item on the March 18 Board Agenda for the consideration of approval of the 2009 Commencement Speaker, Ms. Brenda Villa. Ms. Villa is the 2008-2009 women's water polo assistant coach and has participated in three Olympic Games. She received a silver medal in Sydney in 2000, a bronze medal in Athens in 2004, and another silver medal in Beijing in 2008.

Commencement caps and gowns for students are now available in the bookstore and a memorandum has been distributed to the faculty regarding their commencement caps and gowns. Ms. Bogdanovich announced that student commencement letters should be mailed out during the first week of April and that applications for the ASCC President and Student Trustee positions are available in the Student Activities Office.

Ms. Bogdanovich also reminded the committee that the ASCC Banquet is scheduled on Friday, May 8th at 7:00PM in the Student Center and that Commencement will begin at 5:00PM on Saturday, May 16. She noted that the committee is budget conscious and is looking for funding to continue providing water bottles for commencement speakers.

Mr. Farmer thanked Ms. Bogdanovich for her report and thanked the committee for all of their work done as well as the work ahead of them.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Technology-Based Learning
Mr. Negrete distributed the attached minutes from the committee’s meeting on February 5. He stated that the committee discussed issues related to offering programs completely online such as possible non-compliance with ACCJC guidelines/requirements and faculty teaching loads. The college has not established official guidelines relative to the maximum percentage of a full-time faculty member’s teaching load that can be online. A suggested temporary solution to both issues is to offer the courses as hybrid rather than online, which will be further discussed during the March 20 Faculty Senate meeting.

Dr. Brock stated that any program with over 50% of its courses offered online must file a substantive change form to the ACCJC for approval. However, these forms cannot be submitted within six months of an Accreditation visit; therefore, the college cannot do anything right now regarding this issue. She also shared that the deans were surveyed regarding full-time faculty online teaching load and found that they support a maximum 60% traditional and 40% online load. However, there is no past documentation and there are still
questions regarding the maximum part-time online teaching load.

Mr. Fabish stated that the committee membership seems to be in non-compliance with the shared governance membership description. Ms. Mun stated that the complete Shared Governance booklet including all committee descriptions is available online. She will forward the shared governance membership description for this committee to Mr. Negrete and Dr. Reece.

Mr. Mellas stated that the ongoing issue regarding distance education student authentication needs to be addressed. For his own classes, he has required students without college ID cards to provide a driver’s license or other equivalent photo identification. Dr. Reece stated that online students must use Talon Net which requires students to login. Mr. Negrete noted that this meets the current ACCJC requirement for student authentication but suspects that more strict guidelines will be required in the future.

Mr. Farmer thanked Mr. Negrete for his report and the committee for its hard work.

VII. STATUS OF SHARED GOVERNANCE
Proposal to Add Senate Committee on Student Learning Outcomes
Dr. Reece distributed a Faculty Senate request to approve shared governance committee status for the SLO Taskforce. This taskforce has been meeting regularly since Fall 2008 to organize and monitor the college’s approach to SLOs and establish an approach that has meaningful and direct impact on student success. Dr. Reece reviewed the proposed shared governance description for this committee including its purposes, membership, and reporting guidelines. The Coordinating Committee members discussed the proposed committee description and suggested some language revisions and the addition of the Vice President of Student Services (or designee) to the membership.

Mr. Mellas noted that SLOs are addressed by many college committees and questioned how the SLO process is assessed and monitored for effectiveness. Mr. Farmer responded that SLOs and their assessment are designed to improve programs which falls under the scope of program review. The main purpose of the proposed committee is to provide support, assistance, and guidance to individuals and programs with developing and assessing SLOs. Mr. Mellas stated that there is a need for a systematic way to better assess student learning outcomes and suggested using transfer requirements to help guide students. Dr. Reece agreed that additional work needs to be done to ensure that SLOs accurately measure student success. Mr. Farmer recommended Assessing Academic Programs in Higher Education by Mary J. Allen as a good source of information regarding program assessment.

Ms. DeFrance made a motion to add the Senate Committee on Student Learning Outcomes to the college’s shared governance document; Mr. Franco seconded the motion. The motion passed.
Accreditation Committee
On February 9, there was much discussion regarding possible changes to the purpose, membership, terms of office, and responsibilities of the chairperson(s) of the College Committee on Accreditation. This information had been forwarded to the current committee chairpersons, Dr. Linda Rose and Bob Livingston, for possible recommendations.

Dr. Linda Rose stated that the remaining Chairs of the 2008 Accreditation Self-Study met on February 24 to review the current shared governance description for the College Committee on Accreditation. The group recommended revising the purpose, membership, quorum, and committee name in order to reflect the committee’s focus, which is to work on the development and submission of the self-study report during a three year cycle. It has also been recommended that this committee become a task force. The remaining Chairs of the most recent self-study agreed that the majority of the committee’s current purposes, including interim and other progress reports required by the ACCJC, should be the responsibility of the college’s Accreditation Liaison Officer, which on this campus is the Vice President of Academic Affairs. The Chairs think that this will best position the college to deal with this enormous responsibility, and the ALO can consult the Co-Chairpersons for support when needed, once the self-study is prepared and submitted to ACCJC.

The Coordinating Committee members expressed that maintaining an ongoing institutional shared governance committee for an entire accreditation cycle is valuable to the college to ensure their input and expertise.

Mr. Farmer suggested that data be collected from other colleges regarding their processes for accreditation and that Dr. Rose share the Coordinating Committee’s concerns with the remaining Chairs of the 2008 Accreditation Self-Study for additional discussion. Dr. Rose agreed to meet with the Chairs and forward their feedback to the Coordinating Committee.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None
IX. PRESIDENT’S REPORT – None
X. ADJOURNMENT
Meeting adjourned at 2:50PM.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent
DATE: April 1, 2009
SUBJECT: Information Item: Senate Committee on Student Learning Outcomes

RECOMMENDATION

This item is presented for information only.

OVERVIEW

The shared governance description for the Senate Committee on Student Learning Outcomes is included in this Board Report.

ANALYSIS

On March 3, 2009 the Faculty Senate requested that the College Coordinating Committee support the establishment of the Senate Committee on Student Learning Outcomes as part of the shared governance document approved by the Board on July 18, 2007. In Fall 2008, the Faculty Senate approved a recommendation for the development of a Faculty Senate Committee to organize and monitor the College's approach to student learning outcomes. On October 14, 2008 the Faculty Senate passed a motion recognizing the importance of SLOs at the course, program, and institutional levels. The motion stated several goals including the need to address accreditation concerns related to SLOs and to establish an approach that has meaningful and direct impact on student success. The motion added SLOs to the Agenda for Student Success and directed the Faculty Senate Executive Team to establish the Senate Committee on Student Learning Outcomes.

The College Coordinating Committee reviewed and approved the attached shared governance description for this committee at its meeting on March 9.

FINANCIAL IMPLICATIONS:

No financial impact.

Attachment
SENATE COMMITTEE ON STUDENT LEARNING OUTCOMES

A. **Purposes**

- Oversees the SLO strategy for Cerritos College
- Provides support to all individuals and programs on campus that need help with developing and assessing SLOs
- Suggests College-level resources to support SLOs
- Coordinates with other groups doing SLO work, including the Instructional Program Review Committee, Curriculum Committee, and the Office of Research and Planning
- Oversees SLO assessments for the AA/GE program, career and technical education program, transfer program, developmental education program, and institution
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**

None

C. **Chairperson** (how selected/elected)

1. A faculty member elected by the voting members of the Committee for a two-year term. The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, and maintain the Committee website.

D. **Other Officers** (if any)

None

E. **Membership** (24 members)

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:
- Business Education
- Counseling
- Fine Arts & Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library & Learning Resource Center
- Health, Physical Education & Athletics
- Science, Engineering & Mathematics
- Student Services
- Technology
1 faculty representative appointed at-large by the Faculty Senate
1 faculty representative appointed by CCFF
Vice President of Academic Affairs/Assistant Superintendent (or designee)
Vice President of Student Services/Assistant Superintendent (or designee)
2 management representatives appointed by ACCME (preferably one instructional dean)
1 classified/confidential representative appointed by CSEA
1 student representative appointed by ASCC

Non-voting members:
   1 representative from the Curriculum Committee
   1 representative from the Instructional Program Review Committee
   1 representative from the Office of Research and Planning
   Student Learning Outcomes Coordinator(s)

F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by Faculty Senate.
2. The ASCC representative will serve a one-year term.

G. **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. **Reporting Guidelines**

1. All actions of the Senate Committee on Student Learning Outcomes will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Student Learning Outcomes will report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Student Learning Outcomes will give a report to the College Coordinating Committee at least one time each semester.
4. The Chairperson of the Senate Committee on Student Learning Outcomes will be responsible for maintaining relevant committee information on the website.

J. **Meetings** (day and time)

Second and Fourth Mondays at 3:00 p.m.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer Jr., Acting President/Superintendent
DATE: April 1, 2009
SUBJECT: Information Item: ACCME Constitution and By-Laws

RECOMMENDATION

This item is presented for information only.

OVERVIEW

ACCME, the organization that represents middle managers, has adopted a constitution and by-laws and has asked that they be communicated to the Board of Trustees as an information item.

ANALYSIS

Among other things, ACCME represents middle managers on compensation issues through a meet-and-confer process; appoints middle management representatives to shared governance committees and other appropriate committees and task forces; and advises senior managers on issues within its domain. It has now adopted a formal constitution and set of by-laws to govern its meetings and internal operations.

FINANCIAL IMPLICATIONS

No financial impact.

Attachment
CONSTITUTION AND BY-LAWS

ASSOCIATION OF CERRITOS COLLEGE MANAGEMENT EMPLOYEES

Revised and Approved: February 2, 2009

ARTICLE I: NAME

This association will be called the Association of Cerritos College Management Employees (ACCME).

ARTICLE II: PURPOSES

The purposes of the organization will be to promote and develop a cohesive management unit at Cerritos College; to make recommendations to the President/Superintendent for submission to the Board of Trustees on matters pertaining to the economic welfare, interests, and benefits of the management of Cerritos College; to serve in an advisory capacity to the President/Superintendent regarding the campus environment; to represent management employees in matters of compensation through meet and confer; to promote the general welfare and inter-relationships of management through professional and social activities; to continually improve the ability of ACCME to provide leadership and services to represent and respond to the changing needs of the ACCME membership; in accordance with BP2510 and AP 2510, to participate in shared governance decision-making with major college constituencies; to fulfill the responsibility of appointing management representatives to shared governance committees, college committees concerned with broad policy and planning matters, and management hiring committees.

ARTICLE III: MEMBERSHIP

Membership is open to all Cerritos College personnel who have been designated by the Board of Trustees as management, except contract employees.

ARTICLE IV: MEETINGS

Section 1 Number of Meetings

This organization will hold at least one regular meeting each month from September to June.

Section 2 Meeting Notices
Regular ACCME meetings will occur on the first Monday of the month but can be changed by a vote or call of the ACCME President notified by email to the membership, 72 hours in advance. Notice of all regular and special meetings will be mailed to the membership by the ACCME President or Secretary.

Section 3   Order of Business

The rules contained in "Robert's Rules of Order; Newly Revised" will govern meetings of the organization, committees, Executive Council, in all cases when such rules are applicable and when they are not otherwise inconsistent with any applicable statute of this Constitution and By-Laws.

Section 4   Participation

Individuals should recuse themselves as appropriate when a conflict of interest occurs.

ARTICLE V: ELECTED OFFICERS. EXECUTIVE COUNCIL AND DUTIES

Section 1   Elected Officers

The elected officers of this organization will be a President, a Vice President, a Secretary, and a Treasurer. The officers will be elected by the general membership at the May regular meeting.

Section 2   Executive Council

The Executive Council will consist of the elected officers of the organization and the immediate Past President and is the official representative body of ACCME.

The Executive Council will plan the meetings of the organization and will recommend the general policies to be observed by the organization. Any member may propose any policy or particular matter by a motion thereon at the regular meetings of the organization.

Section 3   Election

The Past President will chair the Nominating Committee. Two members in good standing will be appointed by the President to the Nominating Committee. It will be the duty of this committee to present a slate of candidates to be placed in nomination at the last regular meeting of the school year. Additional nominations will be made from the floor. All members in good standing will be given the opportunity to vote.

Section 4   Duties
The duties of the elected officers will be set forth in the By-Laws. The President will be chairperson of the Executive Council and will preside over general meetings of the organization.

ARTICLE VI:  AMENDMENTS

This constitution may be amended by a two-thirds vote of members voting, after the proposed amendments have been read at a regular meeting. Proposed changes will be submitted to the membership at least one week before the first regularly scheduled meeting at which proposed amendments are to be read.

BY LAWS

ARTICLE I:  DUTIES OF OFFICERS

Section 1  President

The President will serve as an ex-officio member of all ACCME committees. With the concurrence of the Executive Council, the President will make all appointments and create a process to fill all interim committee or executive council vacancies. The President will serve as chairperson of all regular and special meetings of the organization, including those for the Executive Council, and is duly responsible to call such meetings. The President will authorize payment of all bills of expense incurred by the organization. In the absence of the President, all duties will automatically be delegated to the Vice President.

The President is authorized as the ACCME contact person with regard to filling requests for representatives to management hiring committees and representation on other committees. The President will solicit interested members for such appointments and recommendations from ACCME either through email or regular meeting ballots when more than one ACCME member is interested in serving.

Section 2  Vice President

The Vice President will serve as Parliamentarian and Program Chairperson of the organization. In the event of the absence of the President, the Vice President will assume the duties and responsibilities of that office.

Section 3  Secretary
The Secretary will keep notes on meetings and make them available as needed. The Secretary will act as historian and officially update the Constitution and By-Laws as needed.

Section 4  Treasurer

The Treasurer will have responsibility for the books of account of the organization. The Treasurer will collect dues and deposit all negotiable assets in the proper Account, if dues are collected. All checks are to be co-signed by the President and the Treasurer. The Treasurer will, annually and/or on demand, present the books of account to the Executive Council.

ARTICLE II: STANDING COMMITTEES

Section 1  Executive Council

The Executive Council will be composed of the four officers and the immediate Past President.

Section 2  Ad Hoc Committee

Ad Hoc Committees will be appointed by the Executive Council and will serve until the special assignments are completed.

ARTICLE III: MEMBERSHIP DUES

If there are membership dues, they will be established by a majority vote at the first regular meeting of each school year; the membership year shall be from September 1 through August 31. A member will be considered in good standing if his/her dues are paid for the current year. Members will be considered delinquent if dues are not paid before November 1. Dues for management employees eligible for membership after September 1 will be pro-rated.

ARTICLE IV: VOTING ELIGIBILITY

Only members in good standing may exercise the privilege of voting. Delinquent members will lose voting privileges. The Secretary will keep a current list of members in good standing. The Executive Council will establish voting procedures, including provision for absentee ballots.

ARTICLE V: MEET AND CONFER PROCESS

ACCME representatives will meet with the College President regarding all compensation issues.
ARTICLE VI: AMENDMENTS

These By-Laws may be amended at any regular meeting by a two-thirds vote of the members voting.

Ratified on: February 2, 2009

Submitted by:

Francine L. DeFrance
Francine L. DeFrance, President of ACCME

Date: February 2, 2009

ACCME Board Members:

Lucinda Aborn
Date: February 2, 2009

Renee Chomiak

Jenine Nolan

Lola Rizkallah