CERRITOS COMMUNITY COLLEGE DISTRICT  
REGULAR MEETING OF BOARD OF TRUSTEES  
CHERYL A. EPPLÉ BOARD ROOM  
MAY 21, 2008  

RETIREE RECEPTION – 5:00 P.M.  
BOARD MEETING – 6:00 P.M.  

I. CALL TO ORDER  

II. PLEDGE OF ALLEGIANCE  

III. INSTITUTIONAL PRESENTATIONS  
A. Recognition of Classified Employee of the Month - Paula Massadas-Pereira  
B. Presentation of Certificate of Appreciation  
C. Presentation of the Developmental Education Plan, Submitted to the State on May 1, 2008 – Bill Farmer, Dr. Bryan Reece, Dr. Jan Connal and Francie Quaas-Berryman  

IV. 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.  

V. CONSENT AGENDA  
** A. Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting  
** B. Consideration of Acceptance of Gifts  
** C. Consideration of Approval to Donate Bass Drum to Youth Symphony Musique Sur La Mer (a non-profit organization)  
** D. Consideration of Approval of Chancellor’s Office Grant Augmentation – Quick Start Initiative; Southland Cerritos Transportation Career Pathways Project  
** E. Consideration of Approval to Pay Faculty Stipends as Part of the Automotive Quick Start Grant  
** F. Consideration of Approval of Notice of Completion for Bid 0607-27, Cerritos College Soccer Field Upgrade  
** G. Consideration of Approval to Make Budget Extensions and Budget Transfers
** H. Consideration of Approval of Contracts

Agreements

AMENDMENT

1. ABC Unified School District
   Quick Start AB70 Grant
   Technology

2. Southeast ROP
   Quick Start AB70 Grant
   Technology

Medical

RENEWAL

3. Lakewood Regional Medical Center
   Nursing, Physical Therapist Assistant, Emergency Medical Technician,
   Pharmacy Technician and Speech Language Pathology Assistant
   Programs
   Health Occupations

Presenter

NEW

4. Los Angeles County Office of Education
   Woodworking Event
   Technology

** I. Consideration of Approval and/or Ratification of Request for Unpaid Leave of Absence

** J. Consideration of Approval of Employment of 2008 Summer Session Faculty Personnel

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

VI. ADMINISTRATIVE MATTERS

** A. Information Item: Coordinating Committee Minutes (April 28, 2008)


C. Information Item: Status Report of Progress Made Toward the College’s 2005-08 Strategic Plan (Report provided under separate cover)

VII. REPORTS

A. Board of Trustees

B. Faculty and Staff Leadership

C. President/Superintendent and Vice Presidents

VIII. CLOSED SESSION

A. Conference with legal counsel – anticipated litigation [GC #54956.9(b)]
   One potential case

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)
IX. RECONVENE

X. ADJOURNMENT

XI. NEXT REGULAR MEETING: JUNE 4, 2008 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
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
DATE: May 21, 2008
SUBJECT: Consideration of Approval to Provide Compensation to Board Member for Absence from a Board Meeting

RECOMMENDATION

It is recommended that the Board of Trustees approve an absence for Mr. Arthur for the regular meeting of May 7, 2008.

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

Mr. Arthur had a job conflict requiring him to miss the regular meeting of May 7, 2008.

FINANCIAL IMPLICATIONS

No financial impact.
CERRITOS COLLEGE

TO:      Board of Trustees
FROM:    Dr. Noelia Vela, President
DATE:    May 21, 2008
SUBJECT: Consideration of Acceptance of Gifts

RECOMMENDATION

It is recommended that the gifts below be accepted on behalf of the College.

ANALYSIS

The following items have been received by the College as donations:

For use in the Automotive Technology Department:

- 4 t-350 Manual Transmissions
  *Donated by:* Gregory Smith
  Chrysler Corporation
  CIMS: 906-00-00
  5141 Santa Ana St.
  Ontario, CA 91761

FINANCIAL IMPLICATIONS

No financial impact.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services
REVIEWED BY: William C. Farmer, Vice President of Academic Affairs
PREPARED BY: Dr. Connie Mayfield, Dean of Fine Arts & Communications
DATE: May 21, 2008
SUBJECT: Consideration of Approval to Donate Bass Drum to Youth Symphony Musique Sur La Mer (a non-profit organization)

RECOMMENDATION

It is recommended that the Board of Trustees approve the donation of a used and obsolete bass drum to Musique Sur La Mer, a local non-profit youth symphony in Los Alamitos, CA.

OVERVIEW

The music department has a bass drum that has been declared surplus. The drum is old, needs new heads, and has a cracked rim, which makes it unusable for music department ensembles. The above-mentioned organization has requested that we donate the item to them.

ANALYSIS

According to Education Code 81452, if the governing Board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board. The value of the drum is greatly reduced due to its damaged condition and is not suitable for purposes of higher education instruction.

Our first choice was to donate the drum to a public school. Mr. David Betancourt, full-time faculty member of the music department, contacted 17 high schools in our service area and offered the drum to them as a donation. None of them are interested in acquiring the drum. The primary reasons given are: 1) it is too small, 2) they do not have the repair funds to fix the cracked rim, 3) it is too old, and 4) they already have a functional bass drum and do not have space to store one that is broken.

Since none of our area public schools are interested in the donation of this drum, we recommend that the drum be donated to Musique Sur La Mer, which, as a non-profit organization, is a viable alternative to a public school donation.

FINANCIAL IMPLICATIONS

There are no financial implications for the district. The music department already owns a newer bass drum that is in excellent condition.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noella Vela, President
REVIEWED BY: William Farmer, Vice President of Academic Affairs
PREPARED BY: Dr. Randy Peebles, Inst. Dean of Technology and Business
DATE: May 21, 2008
SUBJECT: Consideration of Approval of Chancellor’s Office Grant Augmentation – Quick Start Initiative; Southland Cerritos Transportation Career Pathways Project

RECOMMENDATION

It is recommended that the Board of Trustees approve an additional $40,000.00 in funding from the Chancellor’s Office as part of the Quick Start Initiative and move the grant timeline ending date to November 30, 2008.

OVERVIEW

The Board of Trustees reviewed and approved the Automotive Quick Start Grant at its May 17, 2006 Board meeting. The Chancellor’s office is augmenting the total of this grant by providing an additional $40,000.00, bringing the grant total to $490,000.00 and extending the timeline through November 30, 2008.

ANALYSIS

The approved Quick Start program was initiated to expand and replicate a successful Automotive Career Institute (ACI) training model for high school students piloted in September 2005. We are currently continuing to meet project goals.

FINANCIAL IMPLICATIONS

The college will receive an additional $40,000.00 in funding to continue meeting original project goals.

There is no cost to the District.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: William Farmer, Vice President of Academic Affairs
PREPARED BY: Dr. Randy Peebles, Inst. Dean of Technology and Business
DATE: May 21, 2008
SUBJECT: CONSIDERATION OF APPROVAL TO PAY FACULTY STIPENDS AS PART OF THE AUTOMOTIVE QUICK START GRANT

RECOMMENDATION

It is recommended that the Board of Trustees approve stipends for the following full-time faculty members: Kevin Taylor, Tony Baron, Richard Aragon, James Rudd, Frank Vega, Leonard Glick, Israel Andrade and Jon Bender. These are in the amount of $1800.00 for workshops offered during the Summer 2008 semester as part of our Quick Start funded grant activities.

OVERVIEW

The Board of Trustees reviewed and approved the Automotive Quick Start Grant at its May 17, 2006 Board meeting. As a required grant objective, our instructional staff will participate in "Articulation Work Teams" to develop articulation in cooperation with Gahr High School, Artesia High School, Norwalk High School and Bellflower High School, as well as other potential high schools that will be included. A faculty stipend of $1800.00 will be paid to the above listed faculty members for summer workshops offered during the summer 2008 term, which is an added project instructional activity.

ANALYSIS

These grant-related activities by our faculty are supporting our partnerships with high school districts. This directly supports potential future enrollments in career programs at Cerritos College. This work will not conflict with teaching assignments. There is no cost to district. $14,000 has been allocated from the grant budget for this use.

FINANCIAL IMPLICATIONS

The following full-time Certified Cerritos College employees are to receive stipends for work performed summer 2008:

- Kevin Taylor   $1800.00
- Tony Baron     $1800.00
- James Rudd     $1800.00
- Richard Aragon $1800.00
- Frank Vega     $1800.00
- Leonard Glick  $1800.00
- Israel Andrade $1800.00
- Jon Bender     $1800.00

Quick Start AB70 grant funds will be utilized for these expenditures.

There is no cost to the District.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: May 21, 2008
SUBJECT: CONSIDERATION OF APPROVAL OF NOTICE OF COMPLETION FOR BID 0607-27, CERRITOS COLLEGE SOCCER FIELD UPGRADE.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for America West Landscape, Inc. for the Cerritos College Soccer Field Upgrade at Cerritos Community College District as presented.

OVERVIEW

The District issued a contract to America West Landscape, Inc. on July 19, 2007. As required by Public Contract Code, the District must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS

This project was completed on May 5, 2008 and in compliance with Public Contract Code. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

FINANCIAL IMPLICATIONS

The total contract amount was $438,598.52.
NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVE, pursuant to the provisions of Section §3093 of the Civil code of the State of California, that the CERRITOS COMMUNITY COLLEGE DISTRICT, of Los Angeles County, as owner of the property known as Cerritos Community College, located at 11110 Alondra Boulevard, Norwalk, California, caused improvements to be made to the property to wit: Cerritos College Soccer Field Upgrade, Bid #0607-27 contract for the doing of which was heretofore entered into on the 19th day of July, 2007 which contract was made with America West Landscape, Inc., contract number #C07-1013, as contractor; that said improvements were completed on the 5th day of May, 2008, and accepted by formal action of the governing board of said District on the 21st day of May, 2008; that title to said property is vested in the CERRITOS COMMUNITY COLLEGE DISTRICT of Los Angeles County, California; that the surety for the above named contractor is First National Insurance Company of America.

I certify or declare under penalty of perjury that the foregoing is true and correct.

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA

By: _______________________________________
   Jo Ann Higdon
   Vice President of Business Services

Date: _______________________________________

Place of Execution: Norwalk, California
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: May 21, 2008
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 through 3 are the budget transfers between major account classifications for the Restricted General Fund, Capital Outlay Projects Fund, and Student Health Services Fund. These transfers are self-balancing and have no effect on the ending balance.

Page 4 is the budget extension summaries that reflect the increased revenue of $236,391 from Federal, State and Local funding with corresponding proposed expenditure.

FINANCIAL IMPLICATIONS

Page 4 is the budget extension summaries that reflect the increased revenue of $236,391 from Federal, State and Local funding with corresponding proposed expenditure.

Attachment
# BUDGET TRANSFERS FOR MAY 21, 2008

## 01.3 FUND-GENERAL FUND-RESTRICTED

### FROM

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<td>Employee Benefits</td>
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<td>Supplies and Materials</td>
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<td>Other Contract Expenses and Services</td>
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<td>Capital Outlay</td>
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<td>Other Outgo</td>
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**Total** $ (169,948)

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<td>Other Outgo</td>
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**Total** $ 169,948

**Transfers:** Between object codes

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

**Number of Transfer Requests:** Six (6)

**Divisions/Departments/Programs:**
Basic Skills from 05/06 and 06/07 for 07/08; CalWORKS
# BUDGET TRANSFERS FOR MAY 21, 2008

## 41.0 FUND-CAPITAL OUTLAY PROJECTS FUND

### FROM

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<td>Capital Outlay</td>
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### TO

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<td>Classified and Other Non-Academic Salaries</td>
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<td>Other Contract Expenses and Services</td>
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<td>Capital Outlay</td>
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<tr>
<td>Other Outgo</td>
<td>$ 104,324</td>
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<td><strong>TOTAL</strong></td>
<td>$ 104,324</td>
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</table>

**Transfers:** Between object codes  

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

**Number of Transfer Requests:** One (1)  

**Divisions/Departments/Programs:**  
District, Capital Outlay
BUDGET TRANSFERS FOR MAY 21, 2008

69.0-STUDENT HEALTH SERVICES FUND

**FROM**

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<td>EMPLOYEE BENEFITS</td>
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<td>SUPPLIES AND MATERIALS</td>
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**TO**

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<td>SUPPLIES AND MATERIALS</td>
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<td><strong>TOTAL</strong></td>
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**Transfers:** Between object codes

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

**Number of Transfer Requests:** One (1)

**Divisions/Departments/Programs:**
Student Health Services
### APPROPRIATION TRANSFER ANALYSIS FOR MAY 17, 2008

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<td>contracted services</td>
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<td>06-07 Scheduled Maintenance</td>
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<td>To set up remaining District Match of 06-07 Scheduled Maintenance</td>
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<td>$236,391</td>
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CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: May 21, 2008
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 commercial firms and other governmental agencies for purposes of procuring or providing a variety of services.

ANALYSIS

AGREEMENTS – AMENDMENT
1. ABC UNIFIED SCHOOL DISTRICT
   QUICK START AB70 GRANT
   Requested by: Dr. Randy Peebles, Instructional Dean of Technology Division

   **Purpose:** To extend the existing contract with ABC Unified School District and increase the contract amount for additional transportation costs as part of the activities of the Automotive Quick Start AB70 grant project.
   **Period:** The period of the agreement will be extended through November 30, 2008.
   **Financial Implications:** The contract will be increased an additional $604.00 to cover additional transportation costs. This will bring the total contract amount to $23,604.00. Funds are provided by the Automotive Quick Start AB70 grant.

2. SOUTHEAST ROP
   QUICK START AB70 GRANT
   Requested by: Dr. Randy Peebles, Instructional Dean of Technology Division

   **Purpose:** To amend the existing agreement with Southeast ROP (SEROP) to include a faculty stipend and add an additional project related high school class as part of the approved activities of the Automotive Quick Start AB70 grant.
   **Period:** The time period will remain the same through June 30, 2008.
   **Financial Implications:** SEROP will receive $1,000 for the faculty stipend and will also be reimbursed $9,000 for the additional high school class. Funding will be provided by the Automotive Quick Start AB70 grant.
MEDICAL – RENEWAL
3. LAKEWOOD REGIONAL MEDICAL CENTER
   NURSING, PHYSICAL THERAPIST ASSISTANT, EMMERGENCY MEDICAL TECHNICIAN,
   PHARMACY TECHNICIAN AND SPEECH LANGUAGE PATHOLOGY ASSISTANT
   PROGRAMS
   Requested by: Jenine Nolan, Instructional Dean of Health Occupations Division

Purpose: To renew the agreement with Lakewood Regional Medical Center to continue to provide
   clinical/practicum experiences for the students enrolled in the nursing, physical therapist assistant,
   emergency medical technician, pharmacy technician and speech language pathology assistant
   programs.
Period: The renewal period will be from July 1, 2008 through July 1, 2013. The term of the contract is
   consistent with the facility's normal practice.
Financial Implications: There is no cost for these services.

PRESENTER
4. LOS ANGELES COUNTY OFFICE OF EDUCATION
   WOODWORKING EVENT
   Requested by: Dr. Randy Peebles, Instructional Dean of Technology Division

Purpose: To enter into an agreement with Los Angeles County Office of Education (LACOE) for
   Anthony Fortner, a full-time District instructor to be a presenter at a special woodworking event co-
   hosted by LACOE.
Period: The time period will be from May 22, 2008 through June 30, 2008.
Financial Implications: The District will receive $600.00 plus any potential taxes, benefits or related
   costs from LACOE to issue a stipend to Anthony Fortner for his services. There is no cost to the
   District.
RECOMMENDATION

It is recommended that the Board of Trustees ratify Leonard Armijo's request for an unpaid leave of absence due to Family Medical Leave Act reasons from the period of March 26, 2008 through June 18, 2008.

OVERVIEW

Leonard Armijo, Locker and Equipment Manager (Physical Education/Athletics) has requested an unpaid leave of absence due to Family Medical Leave Act reasons.

ANALYSIS

Mr. Armijo has submitted the attached request for an unpaid leave of absence due to Family Medical Leave Act reasons from the period of March 26, 2008 through June 18, 2008. William Farmer, Jr., Vice President of Academic Affairs/Assistant Superintendent has reviewed and recommended approval of Mr. Armijo'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: LEONARD MARTIN

Division/Department: IT P.E.A

I hereby request an Unpaid Leave of Absence for the following period:
from March 26, 2008 through June 18-2008

Reason for Unpaid Leave of Absence: MY FATHER IS VERY ILL

Signature of Employee: [Signature]

Date: 4-6-08

Immediate Manager Recommendation

☑ Approve
☐ Disapprove

Name of Immediate Manager: DANNY SMITH

Signature of Immediate Manager: [Signature]

Date: 5/8/08

Administrative Recommendation

☑ Approve
☐ Disapprove

Name of Appropriate Vice President or President: WILLIAM C. FARMER JR.

Signature of Appropriate Vice President or President: [Signature]

Date: 5-9-08

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: May 21, 2008
CERRITOS COLLEGE

TO:        Board of Trustees
FROM:      Dr. Noelia Vela, President
REVIEWED BY:  Daniel M. O'Rourke, Acting Director of Human Resources
PREPARED BY:  Adriana Flores-Church, Assistant Director of Human Resources
DATE:      May 21, 2008
SUBJECT:  Consideration of Approval and/or Ratification of Employment of 2008 Summer Session Faculty Personnel

RECOMMENDATION

It is recommended that the Board of Trustees approve and/or ratify the employment of full-time and/or temporary part-time hourly faculty personnel as needed for the 2008 Summer Session, as presented on the attached list.

OVERVIEW

The attached list of full-time and/or temporary part-time hourly faculty personnel is submitted for approval of employment during the 2008 Summer Session.

ANALYSIS

Human Resources has completed the processing of employment of full-time and/or temporary part-time hourly faculty personnel for the 2008 Summer Session as indicated on the attached list. All requirements for employment processing have been completed, and Human Resources has cleared the individuals for employment.

FINANCIAL IMPLICATIONS

No additional financial impact. This is budgeted to run the summer session.

Attachment
### BUSINESS EDUCATION

#### Part-Time Instructors

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### HUMANITIES/SOCIAL SCIENCES

#### Part-Time Instructors

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<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brady</td>
<td>Michael</td>
<td>A1</td>
<td>45.85</td>
</tr>
<tr>
<td>Ferguson</td>
<td>Melissa</td>
<td>A1</td>
<td>45.85</td>
</tr>
<tr>
<td>Gillis</td>
<td>Cara</td>
<td>B2</td>
<td>48.55</td>
</tr>
<tr>
<td>Ramirez</td>
<td>Adriana</td>
<td>A1</td>
<td>45.85</td>
</tr>
</tbody>
</table>

### LIBERAL ARTS

#### Part-Time Instructors

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colson</td>
<td>Michael</td>
<td>A1</td>
<td>45.85</td>
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</table>

### PE/ATHLETICS

#### Full-Time Instructors

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abing</td>
<td>Athletics</td>
<td>E14</td>
</tr>
<tr>
<td>Artiaga</td>
<td>Athletics</td>
<td>B3</td>
</tr>
<tr>
<td>Bueno</td>
<td>Athletics</td>
<td>F5</td>
</tr>
<tr>
<td>Cain</td>
<td>Athletics</td>
<td>E18</td>
</tr>
<tr>
<td>Caines</td>
<td>Athletics</td>
<td>E13</td>
</tr>
<tr>
<td>Edwards</td>
<td>Fitness</td>
<td>F11</td>
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<tr>
<td>Gaylord</td>
<td>Athletics</td>
<td>C11</td>
</tr>
<tr>
<td>Grosfeld</td>
<td>Athletics</td>
<td>D12</td>
</tr>
<tr>
<td>Jensen</td>
<td>Athletics</td>
<td>E14</td>
</tr>
<tr>
<td>Macias</td>
<td>Athletics</td>
<td>D8</td>
</tr>
<tr>
<td>Mazzotta</td>
<td>Athletics</td>
<td>E30</td>
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<tr>
<td>McPherson</td>
<td>Health Education</td>
<td>D12</td>
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<tr>
<td>Murray</td>
<td>Athletics</td>
<td>D12</td>
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<tr>
<td>Prindle</td>
<td>Physical Education</td>
<td>E30</td>
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<tr>
<td>Sanderson</td>
<td>Dance</td>
<td>D12</td>
</tr>
<tr>
<td>Welliver</td>
<td>Athletics</td>
<td>E18</td>
</tr>
<tr>
<td>Wells</td>
<td>Athletics</td>
<td>E18</td>
</tr>
</tbody>
</table>
SCIENCE, ENGINEERING & MATHEMATICS

Part-Time Instructors

Name          Discipline  Salary
Lorenz        Todd         Biology
               A1           45.85

STUDENT SERVICES

Full-Time Counselors

Name          Discipline  Salary
Page          Elizabeth   DSPS
               B10

Part-Time Counselors

Name          Discipline  Salary
Hansch        Dan         DSPS
Salazar       Felipe      DSPS
               C2           40.47
               C1           37.77

Full-Time Instructors

Name          Discipline  Salary
Garriot       Donald      DSPS
Holmes        Judi        DSPS
Hunt          Mary        DSPS
Nakasone      Harriet     DSPS
               C10
               E9
               E6
               E30

Part-Time Instructors

Name          Assignment  Salary
Toumajjan     Mary Kay    Counseling
               A1           45.85

FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION

Part-Time Instructors

Name          Assignment  Salary
Garcia        Joseph     Adult Educations
               A1           45.85
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Daniel O’Rourke, Acting Director of Human Resources
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources
DATE: May 21, 2008
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

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS 
PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, 
WHICHEVER OCCURS FIRST

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gomez, Jose de Jesus</td>
<td>Aide-General (Lab)</td>
<td>$8.00/hr</td>
<td>04/21/08</td>
</tr>
<tr>
<td>Ruiz, Edward</td>
<td>Aide-Special (Counselor)</td>
<td>$8.00/hr</td>
<td>03/24/08</td>
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<tr>
<td>Neupane, Kaubin</td>
<td>Aide-Special (Tutor)</td>
<td>$8.00/hr</td>
<td>04/18/08</td>
</tr>
<tr>
<td>Barot, Alok</td>
<td></td>
<td></td>
<td>03/13/08</td>
</tr>
<tr>
<td>Coulter, Sherri</td>
<td>Outreach Worker</td>
<td>$9.07/hr</td>
<td>03/25/08</td>
</tr>
<tr>
<td>De Leon, Vanessa</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gallardo, Gloria</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lindsay, Jody</td>
<td></td>
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</tr>
<tr>
<td>Montes, Susana</td>
<td></td>
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<tr>
<td>Murillo, Veronica</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Rivera, Jose</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rodriguez, Xenia</td>
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<tr>
<td>Sanchez, Gwen</td>
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<td></td>
</tr>
<tr>
<td>Villareal De La Cruz, Melvi</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lewis, Steve</td>
<td>Instructional Aide I</td>
<td>$9.56/hr</td>
<td>01/07/08</td>
</tr>
<tr>
<td>Nambo, Helen</td>
<td></td>
<td></td>
<td>03/13/08</td>
</tr>
<tr>
<td>Navarro, Noe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owen, Kelly</td>
<td></td>
<td></td>
<td>03/12/08</td>
</tr>
<tr>
<td>Gomez, Stephanie</td>
<td>Intermediate Clerk</td>
<td>$9.56/hr</td>
<td>04/15/08</td>
</tr>
<tr>
<td>Del Real, Judy</td>
<td>Intermediate Typist Clerk</td>
<td>$9.56/hr</td>
<td>03/25/08</td>
</tr>
<tr>
<td>Uluivuda, Mata</td>
<td>Program Assistant I</td>
<td>$9.99/hr</td>
<td>04/03/08</td>
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<tr>
<td>Hall, Asja</td>
<td>Secretary Clerk</td>
<td>$10.53/hr</td>
<td>03/26/08</td>
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<tr>
<td>Owen, Kelly</td>
<td></td>
<td></td>
<td>04/23/08</td>
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<tr>
<td>Padilla, Debra</td>
<td>Lead Registration Account Clerk</td>
<td>$11.06/hr</td>
<td>04/25/08</td>
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<tr>
<td>Candelario, Manuel</td>
<td>Program Assistant II</td>
<td>$11.34/hr</td>
<td>04/01/08</td>
</tr>
<tr>
<td>Esparza, Janel</td>
<td></td>
<td></td>
<td>04/25/08</td>
</tr>
<tr>
<td>Hope, Gregory</td>
<td></td>
<td></td>
<td>04/01/08</td>
</tr>
<tr>
<td>Mishler, Katherine</td>
<td></td>
<td></td>
<td>03/25/08</td>
</tr>
<tr>
<td>Morada, Gabriella</td>
<td></td>
<td></td>
<td>04/03/08</td>
</tr>
</tbody>
</table>

Presented to the Board of Trustees 5/21/08
**SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garcia, Priscila</td>
<td>Fine Arts Specialist</td>
<td>$11.77/hr</td>
<td>03/25/08</td>
</tr>
<tr>
<td>Wood, Robin</td>
<td>Technical Director/Designer</td>
<td>$14.79/hr</td>
<td>03/01/08</td>
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<tr>
<td>Bradbury, Jefferey</td>
<td>Community Education Specialist</td>
<td>$29.15/hr</td>
<td>10/01/07</td>
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<tr>
<td>Hill, Sheila</td>
<td>&quot;</td>
<td>&quot;</td>
<td>01/07/08</td>
</tr>
<tr>
<td>Rivera, Cynthia</td>
<td>Aide-Special (Interpreter Level IV)</td>
<td>$33.50/hr</td>
<td>03/03/08</td>
</tr>
<tr>
<td>Alvarado, Luz</td>
<td>Cont. Ed. Specialist (Business Tech.)</td>
<td>$50.52/hr</td>
<td>03/25/08</td>
</tr>
<tr>
<td>Blackmun III, Gene</td>
<td>&quot;</td>
<td>&quot;</td>
<td>02/28/08</td>
</tr>
<tr>
<td>Gonzalez, Sergio</td>
<td>&quot;</td>
<td>&quot;</td>
<td>03/25/08</td>
</tr>
<tr>
<td>Sebastian, Ilona</td>
<td>&quot;</td>
<td>&quot;</td>
<td>04/01/08</td>
</tr>
<tr>
<td>Wilson, Esther</td>
<td>&quot;</td>
<td>&quot;</td>
<td>01/01/08</td>
</tr>
<tr>
<td>Fitzgerald, Barret</td>
<td>Project Specialist (Technical) Level I</td>
<td>$75.00/hr</td>
<td>04/01/08</td>
</tr>
<tr>
<td>Howlett, Richard</td>
<td>&quot;</td>
<td>&quot;</td>
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</tr>
</tbody>
</table>
CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
April 28, 2008

PRESENT: Dr. Noelia Vela
Jo Ann Higdon
Dr. Stephen Johnson
Dr. Bryan Reece
Francine DeFrance
Dean Mellas
Dr. Ted Stolze
Philip Hu
Lynn Laughon
Schellary Thomas
Richard Crother
Julie Mun

ABSENT: Bill Farmer
Steve Richardson
Mark Wallace

GUEST(s): Adriana Flores-Church

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

II. INTRODUCTION OF NEW EMPLOYEE – None

III. APPROVAL OF MINUTES – April 21, 2008
Dr. Johnson made a motion to approve the April 21st minutes; Ms. DeFrance seconded the motion. Mr. Mellas indicated that on April 21 he noted that throughout the documents distributed by Ms. Quaas-Berryman from the College Committee on Developmental Education, Developmental Education is referred to as “DE.” He indicated that this acronym is already used by the Distance Education department and suggested that Developmental Education use a different abbreviation such as “Dev. Ed.” in order to avoid any confusion. The minutes were approved as corrected.

IV. SET BOARD AGENDA – May 7, 2008
Dr. Vela briefly reviewed the May 7 Board Agenda and invited the committee members to raise any questions and/or comments. Dr. Stolze requested further information regarding a new medical contract with the Veteran’s Affairs Long Beach Healthcare System. Dr. Vela replied that this contract will provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program beginning May 1, 2008 through May 1, 2010 at no cost to the district. Mr. Mellas requested further information regarding an item to consider the denial of a request for an unpaid leave of absence for Armando Gonzales, Gardener/Groundskeeper. Dr. Vela replied that considerations for approval as well as denials of an unpaid leave of absence must be presented to the Board. In this case Mr. Gonzales has exhausted all available leave and has requested an unpaid leave of absence. Mr. Gonzales has been informed of the Education Code provisions and is also aware of the administration’s recommendation to the Board. This process allows Mr. Gonzales to protect his right to be reemployed in a vacant position in the same job classification within the next 39 months.

Dr. Vela also noted that during the May 7 Board meeting Dr. Kimberley Duff and Georgia Well will be presenting their sabbatical leave reports to the Board under institutional
presentations. There will also be a presentation of the initial proposal for renegotiation of items for the 2008-2009 fiscal year submitted by CSEA. The committee had no further questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES – None

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE
Board Policy and Administrative Procedure Service Update #14
Dr. Johnson led the committee in the review of revisions made to two administrative procedures during the recent CCLC’s Board Policy and Administrative Procedure Service Update #14.

The committee initially reviewed AP 4225 – Course Repetition on April 14, which was revised to include changes in Title 5 references and also to add a statement regarding repetition of cooperative work experience education courses. The committee also suggested additional language to clarify “substandard grades” and the number of allowed course repetitions. There was some discussion regarding the maximum number of allowed course repetitions and military withdrawals and the committee requested that this procedure be brought back for further discussion after gathering additional information. Dr. Johnson stated that additional revisions to this procedure include the addition of “FW” to the list of substandard grades, the addition of a paragraph that discusses military withdrawals and also a cross reference to AP 5013 titled Students in the Military. The committee had no additional revisions.

The committee also reviewed AP 5610 – Voter Registration which was revised to reflect conditions cited in SB 854 which permits students to submit completed voter registration forms to the Secretary of State as well as return the forms in person or mail them to the county election official, requires every community college that operates an automated class registration system on or before January 1, 2008 to permit students to coordinate with the Secretary of State during the class registration process to receive voter registration information, and requires community colleges to designate a contact person to coordinate the distribution of voter registration cards with the Secretary of State. The committee had no additional revisions.

VIII. PRESIDENT’S REPORT
Dr. Vela invited and encouraged the committee to attend as many end of the year events as possible to celebrate the accomplishments of our students. She noted that student achievement also reflects the success of our faculty and staff and that our attendance is very meaningful for the students. Some of these events include the Scholars Honors Program Banquet on Tuesday April 29, the Phi Theta Kappa Graduation and a showing of Urinetown “The Musical” on Thursday May 1, the ASCC Spring Awards Banquet on Friday May 2, the Project HOPE Banquet and Media Awards Night on Wednesday May 7, the Teacher TRAC Recognition Ceremony and PUENTE Celebration on Thursday May 8, the EOPS Graduation on Friday May 9, and Commencement on Saturday May 10.
IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Ms. Higdon reported that she received some news regarding the growing statewide property tax shortfall. It was previously shared that the estimated shortfall was approximately $84 million. However, the most recent estimate is now over $100 million. She hopes to receive an updated figure in writing within the next week so that the College Committee on Planning and Budget can begin discussing plans and procedures. Updated and new information will be shared as it is received.

Ms. DeFrance shared that Dr. Kimberley Duff was awarded the Wayne Weiten Teaching Excellence Award from the American Psychological Association. This is the highest teaching honor awarded by the APA for two-year college faculty and there is only one recipient each year. The award will be presented to Dr. Duff during the APA conference in Boston this summer.

X. ADJOURNMENT
Meeting adjourned at 1:30PM.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Mrs. Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: May 21, 2008

RECOMMENDATION

This item is presented for information only.

OVERVIEW

The ASCC Financial Report for the period ending March 31, 2008 is included in this Board Report.

ANALYSIS

Page 1 is the Combining Balance Sheet listing all Associated Students, Clubs & Trust, and Scholarships & Loan Fund account balances.

Page 2 is the Combining Statement of Revenues, Expenditures and changes in fund balance for budget and actual revenues and expenditures.

Page 3 is the Budget Summary graphic depiction of actual revenues and expenditures.

Sources of income are the college services fee (CSID), commissions from the Bookstore, vending machines, electronic games, and the Food Court vendors, Fine Arts (Theatre), Athletics (Football and Basketball commissions), Student Activities, and interest income.

2007-08 revenue was budgeted at $856,900; income received (including receivable) is $677,161.78 as of March 31, 2008.

Funds for disbursement are budgeted to support a variety of activities:

$209,100 was budgeted for the Student Government Programs and Services. Amount expended: $151,898.89 as of March 31, 2008.

$200,500 was budgeted for the Instructional Programs. This includes Music, Pep Band, WPMD/Broadcasting, Theater Production, Newspaper, Academic Honors, Forensics, Dance, Vocational, Art, and Matriculation. Amount expended: $94,705.44 as of March 31, 2008.
$193,200 was budgeted to support state and national academic competitions, capital outlay projects, summer programs, Student Center building fund, faculty supervision and student I.D. cards.
   Amount expended: $77,137.85 as of March 31, 2008.

$183,850 was budgeted to support the men’s and women’s Intercollegiate Athletic Programs.
   Amount expended: $151,609.94 as of March 31, 2008.

$70,250 was budgeted to support the Student Activities Center, registration, promotional activities, support services, and student workers.
   Amount expended: $34,634.55 as of March 31, 2008.

Expenditures were budgeted at $856,900. Amounts actually expended were $509,966.67 as of March 31, 2008.

FINANCIAL IMPLICATIONS:

As presented above.

Attachments
ASSOCIATED STUDENTS-CERRITOS COLLEGE  
COMBINING BALANCE SHEET  
March 31, 2008

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Associated Students Fund</th>
<th>Students Clubs &amp; Trust Fund</th>
<th>Scholarship &amp; Loans Fund</th>
<th>Combined</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash On Hand And In Banks</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Bank of America - ASCC</td>
<td>$ 1,060,416</td>
<td>$</td>
<td>$</td>
<td>$ 1,060,416</td>
</tr>
<tr>
<td>Bank of America - Trust</td>
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<td>473,416</td>
<td>543</td>
<td>473,958</td>
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<tr>
<td><strong>Investments</strong></td>
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<tr>
<td>Los Angeles County Treasurer (109-00-000)</td>
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<td>California Nat'l Bank CDs</td>
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<td><strong>Petty Cash &amp; Change Funds</strong></td>
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<tr>
<td>ASCC Account (104-90-000)</td>
<td>750</td>
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<tr>
<td>Accounts Receivable</td>
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<td>Due From Other Funds</td>
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<tr>
<td>Clearing Account</td>
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<td><strong>TOTAL ASSETS</strong></td>
<td>1,301,916</td>
<td>473,416</td>
<td>96,361</td>
<td>1,871,693</td>
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## ASSOCIATED STUDENTS-CERRITOS COLLEGE
### COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
#### For the Period July 1, 2007 - March 31, 2008

<table>
<thead>
<tr>
<th></th>
<th>Associated Students Fund</th>
<th>Students Clubs &amp; Trust Fund (250's)</th>
<th>Scholarship &amp; Loans Fund (275's)</th>
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<tbody>
<tr>
<td></td>
<td>BUDGET</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
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<tr>
<td><strong>REVENUES</strong></td>
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<tr>
<td>College Services Fee</td>
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<td>245,050.00</td>
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<tr>
<td>Student Store (400-01-002)</td>
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<tr>
<td>Football (400-02-001)</td>
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<td>6,482.00</td>
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<tr>
<td>Basketball (400-02-002)</td>
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<tr>
<td>Student Activities (400-03-001)</td>
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<tr>
<td>Newspaper Advertising (400-03-002)</td>
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<tr>
<td>Other Income (400-03-005)</td>
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<tr>
<td>Interest Income (400-03-007)</td>
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<td>7,099.73</td>
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<tr>
<td>Vending Commission (North County &amp; Pepe) (400-04-002)</td>
<td>87,000.00</td>
<td>87,000.00</td>
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<tr>
<td>Electronic Games (400-04-003)</td>
<td>16,000.00</td>
<td>9,530.75</td>
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<tr>
<td>Food Court Income (400-04-004)</td>
<td>91,000.00</td>
<td>65,623.16</td>
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<tr>
<td>Elbow Rooms Commission (400-04-005)</td>
<td>52,000.00</td>
<td>38,268.14</td>
<td></td>
</tr>
<tr>
<td>Fine Arts/Theatre (400-05-001)</td>
<td>8,000.00</td>
<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td>Fine Arts/Music (400-05-002)</td>
<td>1,000.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>ASCC Undistributed Reserves (400-05-003)</td>
<td>45,000.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Receipts</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>856,900.00</td>
<td>677,161.78</td>
<td>0.79</td>
</tr>
</tbody>
</table>

|                          |        |        |            |            |
| **EXPENDITURES**         |        |        |            |            |
| Student Government Program (600-01-000 to 600-01-995) | 209,100.00 | 151,888.89 |            |            |
| Instructional Programs (600-02-000 to 600-02-999) | 200,500.00 | 94,705.44 |            |            |
| Special Operations (600-03-000 to 600-03-999) | 193,200.00 | 77,137.85 |            |            |
| Intercollegiate Athletics Program (600-04-000 to 600-04-999) | 183,850.00 | 151,609.94 |            |            |
| Student Services (600-05-000 to 600-05-995) | 70,250.00 | 34,634.55 |            |            |
| Adjust for restreaments | 0.00    | 0.00    |            |            |
| **Disbursements**        |        |        |            |            |
| **TOTAL EXPENDITURES**   | 856,900.00 | 509,386.67 | 0.60       | 393,240.96 |

|                          |        |        |            |            |
| **EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES** | | | 167,175.11 | -48,719.90 |
| **BEGINNING FUND BALANCE, JULY 1, 2007** | 1,138,285.29 | 507,538.47 | 95,961.39 |
| **ENDING FUND BALANCE, MARCH 31, 2008** | 1,305,460.40 | 458,818.57 | 96,361.39 |

* Per audited financial statements
** Including Adjustment of Addtl $16,837.21

Ir: 4/23/08
ASSOCIATED STUDENTS-CERRITOS COLLEGE

BUDGET SUMMARY

MARCH 31, 2008

<table>
<thead>
<tr>
<th>Revenue/Expenditure Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE SVC FEE</td>
<td>$245,050</td>
</tr>
<tr>
<td>STUDENT STORE</td>
<td>$206,250</td>
</tr>
<tr>
<td>COMMISSIONS</td>
<td>$200,422</td>
</tr>
<tr>
<td>FINE ARTS/ATHLETICS</td>
<td>$13,970</td>
</tr>
<tr>
<td>OTHER</td>
<td>$11,470</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>$677,162</strong></td>
</tr>
<tr>
<td>STUDENT GOVERNMENT</td>
<td>$151,899</td>
</tr>
<tr>
<td>INSTRUCTIONAL</td>
<td>$94,705</td>
</tr>
<tr>
<td>SPECIAL OPERATIONS</td>
<td>$77,138</td>
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<tr>
<td>ATHLETICS</td>
<td>$151,610</td>
</tr>
<tr>
<td>SERVICES</td>
<td>$34,635</td>
</tr>
<tr>
<td>ADJ FOR RESTATEMENT</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>$599,887</strong></td>
</tr>
</tbody>
</table>

TOTAL REVENUES

- COLLEGE SVC FEE: 30%
- STUDENT STORE: 36%
- COMMISSIONS: 3%
- FINE ARTS/ATHLETICS: 2%
- OTHER: 30%

TOTAL EXPENDITURES

- STUDENT GOVERNMENT: 30%
- INSTRUCTIONAL: 30%
- SPECIAL OPERATIONS: 7%
- ATHLETICS: 18%
- SERVICES: 15%