CERRITOS COLLEGE
BOARD BOOK

OCTOBER 1, 2008
Cerritos College Mission

The Cerritos College Mission is to serve the community by building futures through learning.

Cerritos College Vision

Driven by the pursuit of unparalleled student success, Cerritos College will provide access to innovative learning opportunities that promote the power of learning.
CERRITOS COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE
REGULAR MEETING OF BOARD OF TRUSTEES
CHERYL A. EPPLE BOARD ROOM
OCTOBER 1, 2008
6:00 P.M.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES
   ** A. Regular Meeting of September 17, 2008

IV. PUBLIC HEARING
   ** A. Presentation of Initial Proposal for Negotiation of Reopener Items for the 2008-2009 Academic Year Submitted by Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO for Official Receipt and Public Notice/Hearing
   ** B. Presentation of Initial Proposal for Negotiation of Reopener Items for the 2008-2009 Academic Year Submitted by Cerritos Community College District for Negotiations with Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO for Official Receipt and Public Notice/Hearing
   ** C. Consideration of Approval to Publicize Notice of Date, Time and Location of Public Hearing and the Availability of the Cerritos Community College District Proposed 2008-09 Adopted Budget for Public Inspection

V. INSTITUTIONAL PRESENTATIONS
   A. Recognition of Classified Employee of the Month – Connie Hunter
   B. Check Presentation by the Greater Los Angeles New Car Dealers Association to the Cerritos College Foundation for the Cerritos Automotive Partners Building

VI. 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.

VII. APPROVAL AND/OR RATIFICATION OF CONSENT AGENDA ITEMS
   ** A. Gifts to the College
   ** B. Gateways Title V Grant Stipend
   ** C. Career Technical Education (CTE) Teacher Preparation Pipeline Grant Resource Faculty Stipends
** D. National Science Foundation Grant No-Cost Extension
** E. Institutional Membership into Long Beach Area Chamber of Commerce
** F. Partnership Agreement with Southern California Edison and Accept New Monies
** G. Contracts:

Medical

AMENDMENT
1. Presbyterian Intercommunity Hospital
   Nursing, Pharmacy Technician, Emergency Medical Technician, Physical Therapist Assistant Programs
   Health Occupations

NEW
2. California State University, Long Beach
   Student Field Placement – Kinesiology
   Student Health Services

RENEWAL
3. Evergreen Fullerton Healthcare
   Nursing Program
   Health Occupations

License

RENEWAL
4. California Mathematics Diagnostic Testing Project (MDTP)
   Mathematics Assessment Agreement
   Career & Assessment Services

Services

NEW
5. Sara Adler
   Arbitration Services
   Human Resources

6. Dr. Dawn Person
   CTE Teacher Preparation Pipeline Grant
   Teacher TRAC

7. Southeast Regional Occupational Program (SEROP)
   CTE Teacher Preparation Pipeline Grant
   Teacher TRAC

8. Dr. Matthew C. Lee
   Accreditation Consulting Services
   President’s Office

** H. Resignation Accepted by the President
** I. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2008-2009 Academic Year
** J. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel
VIII. ADMINISTRATIVE MATTERS

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


IX. REPORTS

A. Board of Trustees

B. Faculty and Staff Leadership

C. Acting President/Superintendent and Vice Presidents

X. CLOSED SESSION

A. Conference with Labor Negotiators (GC 54957.6)
   1. Agency Representatives: Steve Andelson and Daniel O'Rourke
   2. Employee Organizations:
      a. Cerritos College Faculty Federation (CCFF)
      b. California School Employees Association (CSEA)

XI. RECONVENE

XII. ADJOURNMENT

XIII. NEXT REGULAR MEETING: OCTOBER 15, 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
Copies of the agenda materials are available in the President’s Office
CALL TO ORDER
The meeting was called to order at 6:00 p.m. by Mr. Arthur, the Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Eppie, Dr. Bob Hughlett, Mr. Tom Jackson, and Jason Macias, Student Trustee. Others present were the Acting President of the College, Interim Vice President of Business Services, Vice President of Student Services, Faculty Senate President and the CSEA President.

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

APPROVAL OF MINUTES
A. It was moved by Mr. Eppie and seconded by Dr. Hughlett to approve the minutes of the regular meeting of September 3, 2008. The vote for approval was 6-0-1; Mr. Arthur abstained.

INSTITUTIONAL PRESENTATIONS
Employee of the Month
Connie Hunter was unable to attend the meeting but will be present at meeting of October 1 to receive her award.

PUBLIC PRESENTATIONS
There were no public presentations.

CONSENT AGENDA
It was moved by Dr. Edmiston and seconded by Mr. Eppie to approve the consent agenda and addendum. The vote for approval was unanimous.

A. Accepted gifts with letters of thanks to the following:
   • Essential tools valued at $2,922.41
     Donated by: Jim Locke
     Snap On Industrial
     2801 80th Street
     Kenosha, WI 53141-1410

B. Approved Quarterly Fiscal Status Report For the Quarter Ending June 30, 2008, as attached.

C. Approved Contracts as follows:
   Medical RENEWAL
   1. California State University, Dominguez Hills (CSUDH)
      Clinical Experience for CSUDH Nursing Students
      Health Occupations
      For their Master of Science degree nursing students to be teamed with Cerritos College nursing faculty in order for them to gain experience in teaching and demonstrating nursing skills. The time period will be from the Fall 2008 to the Summer 2010 semesters. Exact start/end dates are subject to CSUDH calendar approval. No cost to the District Program RENEWAL
   2. California Community College Chancellor’s Office
      Chancellor’s Office Tax Outset Program (COTOP)
      Student Support Services
      To renew the agreement with the Chancellor’s Office Tax Offset Program (COTOP) as authorized under AB2347. This allows the Chancellor’s Office to act on behalf of the college to recover
outstanding student obligations such as financial aid overpayments and student loans. For period October 1, 2008 through December 29, 2009. No cost to the District. Any recovered funds will be deposited into the existing Financial Aid Trust account, and to be used to cover such costs related to the return of Title IV, operational costs, and/or discretionary program costs related to student financial aid or other applicable fees.

Workshops

AMENDMENT

3. Webby Dance Company
   Dance and Cheerleading Workshops
   CITE/Community Education
   Webby Dance Company receives $560 per 18 hr. workshop and $620 per 20 hr. workshop held in the summer. The amendment is to add that any dance/cheer classes held by this company during the academic year will be paid at 30% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.

NEW

4. Lifeforce Wellness Center
   Hypnosis and Stress Reduction Workshops
   CITE/Community Education
   To provide not-for-credit, fee-based Personal Enrichment workshops in the area of hypnosis and stress reduction for Community Education on an as needed basis. For period October 1, 2008 through September 30, 2010. LifeForce Wellness Center will receive 30% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.

Use of Facilities

NEW

5. College of the Canyons
   PS-MAPP Classroom Site
   Health Occupations
   For the use of their facilities for PS-MAPP classroom site. For period October 4, 2008 through November 8, 2008. No cost to the District.

6. Faith Church
   PS-MAPP Classroom Site
   Health Occupations
   For the use of their facilities for PS-MAPP classroom site. For period September 18, 2008 through June 30, 2009. No cost to the District.

7. Paramount Unified School District
   Parent Training Classes
   Health Occupations
   For the use of their facilities to provide 14 parent training classes. For period October 2, 2008 through May 31, 2009. No cost to the District.

8. Way Out Ministries
   PS-MAPP Classroom Site
   Health Occupations
   For the use of their facilities for PS-MAPP classroom site. For period September 18, 2008 through June 30, 2009. No cost to the District.

9. WIC Bellflower
   PS-MAPP Classroom Site
   Health Occupations
   For the use of their facilities for PS-MAPP classroom site. For period
D. Approved Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2008-2009 Academic Year, as attached.

E. Approved and/or Ratified Request for Unpaid Leave of Absence, as follows:

Lacy, Tor, Earth Science Instructor (Science, Engineering & Mathematics), for period January 12, 2009 through May 22, 2009

Added by addendum:

O'Donnell, Dorothy, Faculty Senate Clerk (Academic Affairs), for period September 8, 2008 through October 8, 2008

Kusumoto, Alice, Health Occupations Skills Lab Coordinator (Health Occupations), for period September 2, 2008 through September 19, 2008

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

VII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained College Coordinating Committee Minutes for August 25, 2008.

B. Mr. Arthur opened discussion regarding the process for appointing an Interim President/Superintendent. Mr. Farmer distributed a memo that highlighted several options regarding the matter. There was much discussion regarding Title V of the Education Code and the need to fill the position on a permanent basis. After discussion, Dr. Hughlett moved that the Board of Trustees not conduct a recruitment process for an Interim President/Superintendent, and that Mr. William C. Farmer, Jr., be continued in the assignment as Acting President/Superintendent. Mr. Epple seconded the motion and the vote for approval was unanimous.

VIII. REPORTS

A. Board of Trustees

Mr. Macias indicated that approximately thirty-five Student Senate members were elected. He indicated that the campus is heading in the right direction and students are adjusting to the construction on campus.

Mr. Epple, Dr. Hughlett and Dr. Cho indicated that the New Employees Reception was an enjoyable event.

Mr. Jackson congratulated David Betancourt for an excellent performance at the Patriot Day concert in the City of Cerritos. He added that the college has an excellent football team this year.

B. Faculty and Staff Leadership

Dr. Reece stated that the Faculty Senate is interested in the idea of broadening the profile of candidates for the upcoming presidential search.
C. **Acting President/Superintendent and Vice Presidents**  
Mr. Farmer shared a report of activities and stated that enrollment is up by 11.1% in headcount and up by 8.31% in overall FTES. He added that staff is continuing to monitor the budget situation.

Dr. Johnson informed the Board that today is Constitution Day and added that there have been events on campus to celebrate the day. He stated that the Patriot Day concert was a great event.

<table>
<thead>
<tr>
<th>IX. CLOSED SESSION</th>
<th>The Board adjourned to closed session at 6:35 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>X. RECONVENE</td>
<td>The Board reconvened at 6:50 p.m.</td>
</tr>
<tr>
<td>XI. ADJOURNMENT</td>
<td>The meeting was adjourned at 6:50 p.m.</td>
</tr>
<tr>
<td>XII. NEXT REGULAR MEETING</td>
<td>The next regular meeting of the Board of Trustees is scheduled for Wednesday, October 1, 2008 at 5:00 p.m.</td>
</tr>
</tbody>
</table>

_____________________________________________________
Bob Arthur, President

_____________________________________________________
Dr. Bob Hughlett, Secretary
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent
PREPARED BY: Daniel O'Rourke, Acting Director of Human Resources
DATE: October 1, 2008
SUBJECT: Presentation of Initial Proposal for Negotiation of Reopener Items for the 2008-2009 Academic Year Submitted by Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO for Official Receipt and Public Hearing

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO for negotiation of reopener items for the 2008-2009 academic year be acknowledged for official receipt by the District and presented for public hearing pursuant to the provisions of State Government Code Section 3547.

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

OVERVIEW

The Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO has submitted an initial proposal to the District for negotiation of reopener items for the 2008-2009 academic year pursuant to the provisions of the existing CCFF-District Collective Bargaining Agreement.

ANALYSIS

Attached is the initial proposal submitted by Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO for negotiation of reopener items for the 2008-2009 academic year, pursuant to the provisions of Article 10 of the CCFF-District Collective Bargaining Agreement.

FINANCIAL IMPLICATIONS

Financial implications are contingent on the results of negotiations.
Cerritos College Faculty Federation Memorandum

TO: DAN O’ROURKE, ACTING DIRECTOR OF HUMAN RESOURCES, CERRITOS COLLEGE

FROM: TED STOLZE, PRESIDENT, CERRITOS COLLEGE FACULTY FEDERATION

DATE: SEPTEMBER 15, 2008


The following is the CCFF’s proposal for negotiation of reopener items between the Cerritos College Faculty Federation (“CCFF”), AFT Local 6215, and the Cerritos Community College District (“District”) for the period July 1, 2008, through June 30, 2009. The CCFF proposes to negotiate three (3) new articles and to amend existing articles as listed below.

SUMMARIES OF ARTICLES FOR THE CCFF TO NEGOTIATE IN 2008-2009

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

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

Standards for Instructional Space and Work Environment requires the District to establish and maintain a safe, clean, healthy, and sustainable work environment, and includes, but is not limited to, faculty offices, instructional spaces, facilities, and technology that are appropriate to the teaching profession.

REOPENERS
We intend to extend, refine, and modify existing language as well as include new sections briefly summarized below. The specific Article numbers are subject to change depending upon the incorporation of new contract articles as proposed above.

**Article 4: Salary** proposes salary increases for full-time and part-time faculty, paid office hours and ancillary activities for part-time faculty, and paid parking for full-time and part-time faculty.

**Health Benefits** proposes changes to health benefits for retired faculty and establishes health benefits for part-time faculty.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent
PREPARED BY: Daniel O'Rourke, Acting Director of Human Resources
DATE: October 1, 2008
SUBJECT: Presentation of Initial Proposal for Negotiation of Reopener Items for the 2008-2009 Academic Year Submitted by Cerritos Community College District for Negotiations with Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO for Official Receipt and Public Notice/Hearing

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the District for negotiation of reopener items for the 2008-2009 academic year with Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO, be acknowledged for official receipt and presented for public notice/hearing pursuant to the provisions of State Government Code Section 3547.

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

OVERVIEW

The District has submitted an attached initial proposal for negotiation of reopener items for the 2008-2009 academic year with the Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO, pursuant to the provisions of the existing CCFF-District Collective Bargaining Agreement.

ANALYSIS

Attached is the initial proposal submitted by the District for negotiation of reopener items for the 2008-2009 academic year with the Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO, pursuant to the provisions of Article 10 of the CCFF-District Collective Bargaining Agreement.

FINANCIAL IMPLICATIONS

Financial impact is contingent on the results of negotiations.

Attachment
CERRITOS COLLEGE

TO: Dr. Ted Stolze, President
Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO
FROM: Daniel O’Rourke, Acting Director of Human Resources
DATE: September 15, 2008
SUBJECT: District’s Initial Proposal for Negotiation of Reopener Items Between the Cerritos College Faculty Federation, Local 6215, CFT/AFT, AFL-CIO and the Cerritos Community College District for the 2008-2009 Academic Year.

The following is the District’s initial proposal for negotiation of reopener items for the CCFF-District Collective Bargaining Agreement for the period July 1, 2008 through June 30, 2009, in accordance with the provisions of Article 10 of the existing bargaining agreement. All provisions of the existing agreement remain the same except for negotiation of the following items:

1. **SALARY:** Determine salaries for full-time bargaining unit employees (base contract, overload, summer session pay rates), and temporary part-time hourly bargaining unit employees (hourly pay rates).

2. **HEALTH BENEFITS:** Determine and specify provisions for District health benefit plans for eligible bargaining unit employees and eligible retirees.

3. **ASSIGNMENT:** Include a new article that delineates the terms and conditions of faculty assignments.

4. **EVALUATION FORMS:** Modify the existing evaluation forms including changes to conform to accreditation standards.

5. **TERM:** Extend the term of the Agreement through June 30, 2011 with reopener provisions for the 2009-2010 and 2010-2011 academic years.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Mr. William C. Farmer, Jr., Acting President/Superintendent
REVIEWED BY: James A. Albanese, Interim Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: October 1, 2008
SUBJECT: Consideration of Approval to Publicize Notice of Date, Time and Location of Public Hearing and the Availability of the Cerritos Community College District Proposed 2008-09 Adopted Budget for Public Inspection.

RECOMMENDATION

It is recommended that the Board of Trustees approve the publication of the notice of the date, time, and location of the Public Hearing and the availability of the Cerritos Community College District Proposed 2008-09 Adopted Budget for public inspection.

OVERVIEW

Title 5, Division 6, Chapter 9, Subchapter 4, Section 58301 requires the Community College Districts to publish a notice in newspapers of general circulation, announcing the availability of the District’s Proposed Adopted Budget for public inspection indicating the dates, times, and locations of the Public Hearing.

ANALYSIS

Due to the fact that the State has delayed the adoption of its budget, the Chancellor’s Office has extended the deadline to adopt the 2008-09 budget to October 15, 2008. The notice providing the date, time, and location for public inspection of the Cerritos Community College District Proposed 2008-09 Adopted Budget, will be placed in local publications. These are daily, weekly and monthly publications covering the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, La Mirada and Norwalk:

1) Los Angeles Times (Southeast Long Beach Edition)
2) Long Beach Press Telegram
3) Whittier Daily News
4) L.A. Opinion (Spanish)
5) Los Cerritos Community News
6) Orange County Register
7) Downey Herald American
The Budget Calendar is as follows:

October 2, 2008* District publishes notice in the newspapers and the local publications announcing dates, times, and location for public inspection of the Budget.

October 8, through October 15, 2008* Dates the Budget is available for inspection by the public in the President's Office and the Office of the Vice President of Business Services at Cerritos College.

October 15, 2008* 8:00 a.m. to 4:30 p.m. Public Hearing – Board of Trustees Regular Meeting in the “Cheryl A. Epple Board Room”.

October 15, 2008* Board adopts the Proposed 2008-09 Adopted Budget – Board of Trustees Regular Meeting in the “Cheryl A. Epple Board Room”.

* Above dates are subject to change pending the Governor’s approval of the budget.

FINANCIAL IMPLICATIONS

No additional financial impact. This is budgeted in the General Fund.
NOTICE OF PUBLIC HEARING
ON THE PROPOSED 2008-09 ADOPTED BUDGET OF
CERRITOS COMMUNITY COLLEGE DISTRICT
OF LOS ANGELES COUNTY

The governing board of Cerritos Community College District will hold a public hearing on the Proposed Adopted Budget of the District for the 2008-09 year prior to final adoption as required by Title 5, Division 6, Chapter 9, Subchapter 4, Section 58301.

The Public Hearing will be held at the Cerritos Community College “Cheryl A. Eppler Board Room” on October 15, 2008, at 6:00 P.M. The public is cordially invited to attend this meeting.

The Proposed Adopted Budget will be on file and available for public inspection at the following location(s) should members of the public wish to review the Budget prior to the Public Hearing.

Location: Cerritos Community College, 11110 Alondra Blvd., Norwalk – President’s Office and Vice President of Business Services Office; Date/Time: Wednesday, October 8, through Wednesday, October 15, 2008 between the hours of 8:00 a.m. and 4:30 p.m.

Berlanti A Rizkallah, Director of Fiscal Services
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent
DATE: October 1, 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 Program:

- 2008 Ford F150
  VIN No.: 1FTRF12258KC89046
  Donated by: Fay A. Watts, Technical Career Entry Program Manager
              Technical Support Operations
              Ford Motor Company
              1555 Fairlane Drive
              Allen Park, MI 48101

For use in the Welding Department:

- 1000 pounds of miscellaneous steel
- 500 pounds of miscellaneous aluminum
  Donated by: Don Araiza, President
              Eide Industries, Inc.
              16215 Pluma Avenue
              Cerritos, CA 90803

FINANCIAL IMPLICATIONS

No financial impact.
TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent
REVIEWED BY: M.L. Bettino, Dean of Academic Affairs
PREPARED BY: Ms. Sally Sestini, Mathematics Department Chair, Gateways Title V Grant Activity Director, AMP Coordinator
DATE: October 1, 2008
SUBJECT: Consideration of Approval of Gateways Title V Grant Stipend

RECOMMENDATION

It is recommended that the Board of Trustees approve payment for the named employee. Gateways Title V Grant funds will be utilized for this expenditure.

OVERVIEW

Under the Opening Academic Gateways to Science and Technical Professions for Hispanic Students Title V Grant that the college received in 2004, grant funds will be used to promote success in gateway Mathematics courses, specifically Math 20, 40, 60 and 80.

ANALYSIS

The Mathematics Department has been very active in promoting success in Math 20, 40, 60 and Math 80 courses this past Spring semester. Numerous meetings and workshops held in Fall 2007 and Spring 2008 have focused on using different teaching modalities to help students succeed in Math 20, 40, 60 and Math 80. These included: using tutors inside the classroom; teaching Math 20, 40, 60 and Math 80 in a 9-week format as part of a learning community; and applying a variety of teaching strategies such as “hands on activities” with less lecture and more discussion. A massive effort to recruit and train student tutors was implemented in Spring 2005 and continues to be a significant component of this grant.

Jan Connal has served as the Cerritos College project evaluator for the Title V Grant since its inception. During the summer (2008) she assimilated and reviewed suggestions and previously prepared reports to develop an evaluation program for the final year of the project. She reviewed and distributed literature pertinent to improving and assessing student performance in pre-collegiate mathematics. She also prepared program files to report and analyze relevant performance measures from the institution’s Spring 2008 MIS submission.

FINANCIAL IMPLICATIONS

The following full-time Certified Cerritos College employee is to receive a stipend for work performed over the summer in 2008.

Janice Connal - $3,500.00
Gateways Title V Grant funds will be utilized for this expenditure.
CERRITOS COLLEGE

TO: Board of Trustees

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

PREPARED BY: Carina Huynh, CTE Teacher TRAC Project Manager

DATE: October 1, 2008

SUBJECT: Consideration of Approval of the Career Technical Education (CTE) Teacher Preparation Pipeline Grant Resource Faculty Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of CTE Teacher Preparation Pipeline Grant stipends to Steve Berklite, Anthony Fortner, and Rupert Pacheco. The grant was Board approved on June 18, 2008.

OVERVIEW

Cerritos College has received funding in the amount of $264,200 from the Chancellor's Office to assist with meeting the need for high school and community college CTE Teachers by implementing teacher preparation pathways in three CTE industry sectors (automotive, welding, and woodworking).

ANALYSIS

The funds from the CTE Teacher Preparation Pipeline Grant are designated to develop CTE teacher pathways and curriculum, establish student development activities and provide individualized counseling services, develop program marketing and recruitment materials/activities, develop support structures and partnerships, and provide staff development opportunities for faculty within the designated industry sectors. The Resource Faculty are an integral part of the development and success of the program.

As stipulated and funded by the Grant, the following tasks and activities will be carried out by our resource faculty:

1. Serve as main liaison for their department and CTE Teacher TRAC.
2. Participate in professional development sessions, student professional development activities (e.g., conferences, workshops, etc.) and in other program meetings and activities.
3. Participate in a Math and/or English Faculty Inquiry Group (FIG) and meetings for development and continuation of a contextualized Math 60 course and English 52 course.
4. Assist with internship/mentorship program development, student placement, and recruitment of participating faculty and provide input on marketing, outreach, and evaluation activities.
5. Meet with CTE Project Manager on consistent basis.

FINANCIAL IMPLICATIONS

The following Cerritos College faculty are to receive a $2,500 stipend for their work performed during the 2008-2009 school year: Steve Berklite, Anthony Fortner, and Rupert Pacheco.

The CTE Teacher Preparation Pipeline Chancellor's Grant will be used for these expenditures.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent
PREPARED BY: Sue Parsons, Director of Teacher TRAC and Learning Communities
DATE: October 1, 2008
SUBJECT: Consideration of Approval of the National Science Foundation Grant No-Cost Extension

RECOMMENDATION

It is recommended that the Board of Trustees approve the National Science Foundation grant no-cost extension.

OVERVIEW

Cerritos College has received funds from the National Science Foundation (NSF) for October 1, 2005 - September 30, 2008 in the amount of $282,360. NSF has awarded the College an extension through September 30, 2009 without additional funds.

ANALYSIS

Funding from the National Science Foundation was provided to the Teacher TRAC program to develop a secondary school mathematics and science teacher preparation program called Teaching Secondary School Scholar Partnership TS³P. The overall project goal of TS³P is to increase the number of secondary school teachers who have single subject credentials in mathematics or the sciences. The extension is awarded in order to allow for the completion of the agreed level of effort. A major focus this year will be recruiting, placing, and mentoring as many students as possible each semester in work experience in a middle school or high school math and/or science classroom.

FINANCIAL IMPLICATIONS

The no-cost extension allows the Cerritos College Teacher TRAC Program to spend the remainder of the grant funds already awarded to the college. There is no cost to the district.
National Science Foundation  
4201 WILSON BOULEVARD, ARLINGTON, VIRGINIA 22230

Award Date: August 30, 2008  
Award No. DUE-0501326  
Amendment No. 001

Dr. John Grindel  
President  
Cerritos College  
11110 E Alondra Blvd  
Norwalk, CA 90650-6203

Dear Dr. Grindel:

By letter dated June 16, 2005, the sum of $282,360 was awarded to Cerritos College, under the direction of Susan D. Parsons, Mark Hugen for support of the project entitled:

"Teaching Secondary School Scholar Partnership Program (TSSP)."

The purpose of this amendment is to extend the expiration date of the grant from September 30, 2008 to September 30, 2009 without additional funds in order to allow for the completion of the agreed level of effort.

Except as modified by this amendment, the grant conditions remain unchanged.

The cognizant NSF program official for this grant is Karen F. Zuga (703) 292-5112.

The cognizant NSF grants official is Angela A. Turner (703) 292-7524.

Sincerely,

Angela A. Turner  
Grants and Agreements Officer

CFDA No. 47.076  
jgrindel@cerritos.edu

CERRITOS COLLEGE

TO: Board of Trustees

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

PREPARED BY: Mark Wallace, Director of Public and Governmental Relations

DATE: October 1, 2008

SUBJECT: Consideration of Approval of Institutional Membership into Long Beach Area Chamber of Commerce

RECOMMENDATION

It is recommended that the Board of Trustees approve institutional membership of Cerritos College in the Long Beach Area Chamber of Commerce.

OVERVIEW

The Long Beach Area Chamber of Commerce has been actively soliciting Cerritos College to become a member. Faculty members in the Business Division are interested in broadening their reach for training partnerships, including building an advisory committee for the new insurance program. The college also places students in automotive dealerships in Long Beach and would be joining the Southland Motor Car Dealers Association as a member. Several of our state legislative districts overlap into Long Beach. Additionally, we have partnerships with CSULB, a prominent member of the Chamber.

ANALYSIS

While Long Beach is outside the College District, it is a neighbor city to the college. We also receive a significant number of students from Long Beach each year. Affiliation with the Chamber will provide an opportunity for the college to enhance its publicity in this community and to help us build our competitive edge throughout the region.

FINANCIAL IMPLICATIONS

The cost to the college will be $730.00 for an institutional membership.
CERRITOS COLLEGE

TO: Board of Trustees

FROM: William C. Farmer Jr., Acting President

REVIEWED BY: Jim Albanese, Interim Vice President of Business Services

PREPARED BY: Robert Riffle, Director of Physical Plant

DATE: October 1, 2008

SUBJECT: Consideration of Approval to enter into Partnership Agreement with Southern California Edison and Accept New Monies

RECOMMENDATION

It is recommended that the Board of Trustees direct the Vice President of Business Services or his designee to enter into a Partnership Agreement with Southern California Edison and accept new monies. It is requested that the agreement be approved to accept new revenue, establish and/or adjust budgets, and authorize expenditures within the Capital Outlay Fund, pursuant to the California Code of Regulations Title 5, §58308. Authorization is further requested for the Vice President of Business Services or the Director of Physical Plant to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

OVERVIEW

Authorization is requested to enter into an agreement for the Partnership Program with Southern California Edison (SCE), entitled “California Community Colleges Energy Efficiency Partnership Program.” This Agreement is a one-time offer to provide a financial incentive to the District for participation in the program.

To be eligible for incentives under the Program, the project(s) proposed in the agreement must be a facility retrofit, monitoring-based commissioning, or new construction project located within SCE’s service territory where energy-efficient equipment or systems are installed.

The Agreement is valid through June 30, 2009. However, proposed projects must be completed and verified by SCE Program Representatives by December 31, 2008.

ANALYSIS

As a result of the District’s participation in the Program, the District will receive estimated incentives totaling $922,747.32, which will be used for future energy-saving projects at Cerritos College. The incentives received are the result of the following current GO Bond projects: the new Central Plant, energy efficient lighting retro-fitting, and the replacement of hot water boilers throughout campus. The incentives will not pay for infrastructure such as underground piping and high voltage electrical panel replacements within the central plant/chilled water project.

FINANCIAL IMPLICATIONS

The District will receive estimated incentives totaling $922,747.32 which will be used for future energy-saving projects at Cerritos College.
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: October 1, 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

MEDICAL – AMENDMENT

1. PRESBYTERIAN INTERCOMMUNITY HOSPITAL
   NURSING, PHARMACY TECHNICIAN, EMERGENCY MEDICAL TECHNICIAN, PHYSICAL
   THERAPIST ASSISTANT PROGRAMS
   Requested by: Jenine Nolan, Instructional Dean of Health Occupations

   Purpose: To amend the agreement with Presbyterian Intercommunity Hospital to add a requirement for drug abuse testing of students placed at the facility.
   Period: The time will remain through November 7, 2009.
   Financial Implications: There is no cost to the District.

NEW

2. CALIFORNIA STATE UNIVERSITY, LONG BEACH
   STUDENT FIELD PLACEMENT – KINESIOLOGY
   Requested by: Nancy Montgomery, Coordinator of Student Health Services

   Purpose: To enter into an agreement with California State University, Long Beach for the Student Health Services department to provide designated CSULB students in the Department of Kinesiology with practicum experience including use of appropriate facilities for learning and training purposes.
   Period: The time period will be from October 2, 2008 through June 30, 2009.
   Financial Implications: There is no cost to the District.

RENEWAL

3. EVERGREEN FULLERTON HEALTHCARE
   NURSING PROGRAM
   Requested by: Jenine Nolan, Instructional Dean of Health Occupations

   Purpose: To renew the agreement with Evergreen Fullerton Healthcare to continue to provide clinical/practicum experiences for students enrolled in the Nursing Program.
   Period: The time period will be from December 1, 2008 through November 30, 2010.
   Financial Implications: There is no cost to the District.
4. CALIFORNIA MATHEMATICS DIAGNOSTIC TESTING PROJECT (MDTP) through the REGENTS OF THE UNIVERSITY OF CALIFORNIA; (for the campus at San Diego) MATHEMATICS ASSESSMENT AGREEMENT
   Requested by: Terrie M. Lopez, Director of Career & Assessment Services

   **Purpose:** To renew the agreement with the California Mathematics Diagnostic Testing Project (MDTP). This agreement allows the use of MDTP copyrighted tests to assess students for mathematics classes.
   **Period:** The period will be from July 1, 2008 through June 30, 2009. Ratification is necessary due to the delay in receiving the contract from the contractor.
   **Financial Implications:** The cost to the District will be $800.00 with funding from the Career & Assessment Services department.

5. SARA ADLER
   ARBITRATION SERVICES
   Requested by: Cynthia Convey, Manager of Employment Services

   **Purpose:** To enter into an agreement with Sara Adler to serve as an arbitrator in a classified employment grievance.
   **Period:** The period of this agreement will be from November 18, 2008 through March 1, 2009.
   **Financial Implications:** The cost is not-to-exceed $10,000.00 with funding from the Human Resources department.

6. DR. DAWN PERSON
   CTE TEACHER PREPARATION PIPELINE GRANT
   Requested by: Sue Parsons, Director of Teacher TRAC

   **Purpose:** To enter into an agreement with Dr. Dawn Person, as stipulated and funded by the CTE Teacher Preparation Pipeline Chancellor's Grant (Board Approved on June 18, 2008), to provide evaluation services to include: developing, administering and tabulating surveys and focus groups for our program students, SEROP instructors, Cerritos faculty, and counselors and completing summary reports.
   **Period:** The time period will be from October 2, 2008 through May 31, 2009.
   **Financial Implications:** The cost is not-to-exceed $4,000.00 with funding coming from the CTE Teacher Preparation Pipeline Grant. There will be no cost to the District.

7. SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (SEROP)
   CTE TEACHER PREPARATION PIPELINE GRANT
   Requested by: Sue Parsons, Director of Teacher TRAC

   **Purpose:** To enter into an agreement with the Southeast Regional Occupational Program (SEROP) to fund joint faculty development programs, conduct student outreach and to develop through the Partnership for Quality Education (PQE) the course sequencing and pathways in career education.
   **Period:** The time period will be from October 2, 2008 through May 1, 2009.
   **Financial Implications:** The cost is not-to-exceed $17,600.00. Funds are provided by the CTE Teacher Pipeline Preparation Grant. There is no cost to the District.
8. **DR. MATTHEW C. LEE**  
**ACCREDITATION CONSULTING SERVICES**  
Requested by: William C. Farmer, Jr., Acting President/Superintendent

**Purpose:** The District wishes to enter into an agreement with Dr. Matthew C. Lee to coordinate and provide technical assistance and advice to Cerritos College in preparing its Progress Report for the Accrediting Commission for Community and Junior Colleges (ACCJC). Dr. Lee will write and/or edit a first and final draft of the Progress Report before its submission to the ACCJC.

**Period:** The time period will be from October 2, 2008 through March 1, 2009.

**Financial Implications:** The cost is $64,500 with funding from the President's Office.
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: October 1, 2008
SUBJECT: Consideration of Ratification of Resignation Accepted by the President – Ms. Ellen M. Horvath, Professor (Speech Department)

RECOMMENDATION

It is recommended that the Board of Trustees ratify the President's acceptance of Ms. Ellen M. Horvath's resignation from employment due to retirement effective July 2, 2009.

OVERVIEW

Ms. Ellen M. Horvath, Professor (Speech Department), has submitted a resignation from employment due to retirement.

ANALYSIS

Ms. Ellen M. Horvath provided notice of her resignation effective July 2, 2009. Human Resources received the resignation, and notified the President's Office. The President has provided Ms. Horvath written notification of acceptance of her resignation from employment due to retirement.

FINANCIAL IMPLICATIONS

No financial impact.
TO: Board of Trustees
FROM: William C. Farrer, Jr., Acting President/Superintendent
REVIEWS BY: Daniel M. O’Rourke, Acting Director of Human Resources
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources
DATE: October 1, 2008
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 - BUSINESS EDUCATION**

**New Hires**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kerr</td>
<td>Janet</td>
<td>Court Reporting</td>
<td>A1</td>
</tr>
</tbody>
</table>

**FACULTY HOURLY - FINE ARTS & COMMUNICATIONS**

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dillon</td>
<td>Rhonda</td>
<td>Applied Music</td>
<td>B5</td>
</tr>
<tr>
<td>Kent</td>
<td>Kathi</td>
<td>Photography</td>
<td>A2</td>
</tr>
</tbody>
</table>

**FACULTY HOURLY - HEALTH OCCUPATIONS**

**New Hires**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Puckett</td>
<td>Linda Speech-Language Pathology Asst</td>
<td>A1</td>
<td>48.83</td>
</tr>
</tbody>
</table>

**FACULTY HOURLY - LIBERAL ARTS**

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gallegos</td>
<td>Joe English</td>
<td>B4</td>
<td>57.46</td>
</tr>
</tbody>
</table>

**FACULTY HOURLY - SCIENCE, ENGINEERING & MATHEMATICS**

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engebretson</td>
<td>James Computer &amp; Information Sciences</td>
<td>B2</td>
<td>51.71</td>
</tr>
<tr>
<td>Gonzalez</td>
<td>Antonio Mathematics</td>
<td>B1</td>
<td>48.83</td>
</tr>
</tbody>
</table>

**New Hires**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lechuga</td>
<td>Hector Mathematics</td>
<td>A1</td>
<td>48.83</td>
</tr>
</tbody>
</table>
### FACULTY HOURLY - TECHNOLOGY

#### Reemployed

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller Harberts</td>
<td>Roxanna Cosmetology</td>
<td>51.71</td>
</tr>
</tbody>
</table>

#### New Hires

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becerra</td>
<td>Mardell Cosmetology</td>
<td>48.83</td>
</tr>
<tr>
<td>Mabry</td>
<td>Robert Machine Tool Technology</td>
<td>48.83</td>
</tr>
</tbody>
</table>

### FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION

#### Reemployed

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Salary Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edroa</td>
<td>Edward Apprenticeship</td>
<td>48.83</td>
</tr>
<tr>
<td>Knight</td>
<td>Michael Pathways Programs</td>
<td>B5 60.33</td>
</tr>
</tbody>
</table>

#### New Hires

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Salary Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronner</td>
<td>Ramon Pathways Programs</td>
<td>48.83</td>
</tr>
<tr>
<td>Hong</td>
<td>Daniel Pathways Programs</td>
<td>48.83</td>
</tr>
</tbody>
</table>
CERRITOS COLLEGE

TO: Board of Trustees
FROM: William C. Farmer Jr., Acting President/Superintendent
REVIEWED BY: Daniel M. O'Rourke, Acting Director of Human Resources
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources
DATE: October 1, 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, 2009 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>Liong, Joshua</td>
<td>Aide-General (Clerical)</td>
<td>$8.00/hr</td>
<td>07/01/08</td>
</tr>
<tr>
<td>Reveles-Martinez, Lizbeth</td>
<td>&quot;</td>
<td>&quot;</td>
<td>08/18/08</td>
</tr>
<tr>
<td>Mardonovich, Sandra</td>
<td>Aide-General (Lab)</td>
<td>$8.00/hr</td>
<td>08/04/08</td>
</tr>
<tr>
<td>Nga, Yannick</td>
<td>Aide-Special (Special Ed.)</td>
<td>$8.00/hr</td>
<td>08/18/08</td>
</tr>
<tr>
<td>Shah, Kundan</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>Ruiz, Martha</td>
<td>Clerk</td>
<td>$8.64/hr</td>
<td>07/01/08</td>
</tr>
<tr>
<td>Bavarsad, Ernest</td>
<td>Instructional Aide I</td>
<td>$9.56/hr</td>
<td>07/28/08</td>
</tr>
<tr>
<td>Branch, William</td>
<td>&quot;</td>
<td>&quot;</td>
<td>08/06/08</td>
</tr>
<tr>
<td>Lee, James Junho</td>
<td>&quot;</td>
<td>&quot;</td>
<td>07/28/08</td>
</tr>
<tr>
<td>Jimenez, Sarah</td>
<td>Intermediate Clerk</td>
<td>$9.56/hr</td>
<td>07/28/08</td>
</tr>
<tr>
<td>Heredia, Anthony</td>
<td>Aquatics Specialist</td>
<td>$10.11/hr</td>
<td>07/25/08</td>
</tr>
<tr>
<td>Try, Kim Beau</td>
<td>Science Lab Technician (Biology)</td>
<td>$11.88/hr</td>
<td>07/01/08</td>
</tr>
<tr>
<td>Boss, Brian</td>
<td>Instructional Aide II</td>
<td>$12.81/hr</td>
<td>07/01/08</td>
</tr>
<tr>
<td>Pintado, Crystal</td>
<td>&quot;</td>
<td>&quot;</td>
<td>07/30/08</td>
</tr>
</tbody>
</table>

Presented to the Board of Trustees 10/01/08
CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
September 8, 2008

PRESENT: Bill Farmer
Dr. Stephen Johnson
Dr. Bryan Reece
Jenine Nolan
Dean Mellas
Lynn Laughon
Richard Crother
Schellary Thomas
Julie Mun

ABSENT: Dr. Jim Albanese
Dr. Ted Stolze
Steve Richardson
Mark Wallace

GUEST(s): Mary Balmages
Dr. Jan Connal
Cynthia Convey

I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:09PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – August 25, 2008
Dr. Reece made a motion to approve the August 25 minutes; Ms. Laughon seconded the motion. Mr. Mellas suggested different language regarding the unavailability of official minutes for the scheduled July 28 meeting due to the lack of a quorum. The minutes were approved as corrected.

IV. BOARD AGENDA – September 17, 2008
Mr. Farmer briefly reviewed the September 17 Board Agenda and invited the committee members to raise any questions and/or comments. Mr. Mellas requested further information regarding the discussion/consideration of processes for appointing an Interim President/Superintendent and dialogue with the Acting and/or Interim President/Superintendent. Mr. Farmer replied that at the July 16 Board meeting, the Board held a discussion regarding the Interim President/Superintendent Appointment Process. The Board voted that the committee open the search to all interested individuals regardless of whether or not they are current or recent employees and also voted to continue the discussion at the next Board meeting where all Board members are present. The Board has also requested to engage in a dialogue with the Acting President regarding views on a variety of issues.

The committee members had no further questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Developmental Education
Dr. Connal distributed the attached memorandum requesting approval of clarification regarding voting members on the College Committee on Developmental Education. Due to the recent appointment of Ms. Francie Quaas-Berryman as the college’s Developmental Education Coordinator, the committee discussed and unanimously voted to
recommend that the committee composition be amended within the Shared Governance document to include this position as a non-voting member.

Ms. Laughon made a motion to approve this request; Dr. Reece seconded the motion. The motion was approved.

**Equal Employment Opportunity Advisory Committee (EEOAC)**
Ms. Convey reported that this committee's primary focus for the fall semester is to work on selection procedures in order to comply with a recommendation made by the Accreditation Team. She also gave an update regarding the current committee composition and stated that they have a very active and up-to-date website which lists all their meetings and minutes.

Mr. Farmer stated that this particular recommendation needs to be completed by June 2010 and asked whether Ms. Convey has worked on a plan or timeline to ensure that the necessary work will be completed well in advance of the deadline. He also noted that consultation with all appropriate constituent groups will be required. Ms. Convey stated that she will discuss this with the committee during their September 9 meeting and that they will create a timeline and have an updated report to give to the Coordinating Committee members later this semester.

Mr. Farmer thanked Ms. Convey for her report.

VI. **ITEMS FROM FACULTY SENATE STANDING COMMITTEES**

**Academic Affairs**
Ms. Balmages distributed the attached minutes from the committee's meeting on September 4. They discussed the Student Records Access Procedure which will aid in verifying the eligibility of Academic Excellence Awards nominees and have tentatively scheduled the 2009 Academic Excellence Awards for March 24. The webpage for this committee is still under development and will be completed soon. The 2008 Academic Excellence Awards DVD is currently being captioned and will be posted on the committee webpage once it is completed. The committee also discussed ways to improve the awards ceremony, the Student Success Initiative and set future meeting dates.

Ms. Nolan inquired how the DVD will be used once it is completed and Ms. Balmages replied that the file will be posted on the committee's webpage for students and faculty to view. This DVD may be helpful to other students as the award winners discuss their study habits and other factors leading to student success during their interviews. The committee is also discussing the possibility of creating a slideshow in order to feature each award winner as only those who
volunteered to be interviewed were featured on the DVD.

Mr. Mellas stated that he greatly enjoys the yearly Academic Excellence Awards. He voiced his concerns regarding the Student Records Access Procedure as he completed all of the necessary steps to be granted access on the first day of the fall semester and has yet to receive any feedback from Admissions & Records. Dr. Johnson replied that he would look into this matter.

Mr. Farmer thanked Ms. Balmages and the committee members for their great work.

VII. STATUS OF SHARED GOVERNANCE

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Ms. Laughon reported that over a year ago the Outstanding Classified Employee Subcommittee was reconfigured and that this subcommittee is doing a fabulous job with the changes and that she is very pleased with the outcome. The selection process is transparent and it is an honor for any employee to receive this award. She also shared that CSEA has appointed their representatives for this subcommittee but that they have some concerns regarding the current process in appointing the chairperson. The subcommittee members will discuss whether they want to amend the chairperson selection process and bring forth a recommendation to the Coordinating Committee accordingly.

Mr. Mellas questioned when the Senate Committee on Faculty Equivalency/Local Standards will be giving an update on the activities of their committee. Dr. Reece replied that the committee plans to bring forth a request to change the name of the committee and to address some structural changes later this semester. Mr. Mellas also stated that new guidelines from the Chancellor’s Office have been released regarding Distance Education and questioned how that will affect our current model, also noting that this information should be shared with the Senate Committee on Technology-Based Learning. Dr. Reece stated that a new chairperson has yet to be selected for this committee but that they will be notified of this update.

IX. PRESIDENT'S REPORT
Mr. Farmer has been sending campus updates via e-mail to keep the college informed. He shared that enrollment has increased approximately 8.35% from the same time last year and that there was an article in the L.A. Times on September 7 regarding increased enrollment among community colleges.

Mr. Mellas requested information regarding newly enrolled students who may have developmental education needs and also which programs are seeing growth and which programs are seeing a decline.

X. ADJOURNMENT
Meeting adjourned at 1:52PM.
TO: Board of Trustees
FROM: William C. Farmer, Jr., Acting President/Superintendent
REVIEWED BY: James A. Albanese, Interim Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: October 1, 2008

RECOMMENDATION
This item is presented for information only.

OVERVIEW
The ASCC Financial Report for the period ending June 30, 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 $988,810.10 as of June 30, 2008.

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

$209,100 was budgeted for the Student Government Programs and Services.  

$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.  
$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: $171,503.89 as of June 30, 2008.

$183,850 was budgeted to support the men’s and women’s Intercollegiate Athletic Programs.
Amount expended: $177,164.48 as of June 30, 2008.

$70,250 was budgeted to support the Student Activities Center, registration, promotional activities,
support services, and student workers.

Expenditures were budgeted at $856,900. Amounts actually expended were $778,871.28 as of
June 30, 2008.

**FINANCIAL IMPLICATIONS:**

As presented above.

Attachments
# ASSOCIATED STUDENTS-CERRITOS COLLEGE

## COMBINING BALANCE SHEET

**June 30, 2008**

### ASSETS

<table>
<thead>
<tr>
<th>Description</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>Cash On Hand And In Banks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank of America - ASCC</td>
<td>$ 956,707</td>
<td>$</td>
<td>$</td>
<td>$ 956,707</td>
</tr>
<tr>
<td>Bank of America - Trust</td>
<td></td>
<td>485,222</td>
<td>143</td>
<td>485,364</td>
</tr>
<tr>
<td>Investments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>'Los Angeles County Treasurer (109-00-000)</td>
<td>172,000</td>
<td></td>
<td></td>
<td>172,000</td>
</tr>
<tr>
<td>California Nat'l Bank CDs</td>
<td></td>
<td></td>
<td></td>
<td>95,819</td>
</tr>
<tr>
<td>Petty Cash &amp; Change Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASCC Account (104-00-000)</td>
<td>750</td>
<td></td>
<td></td>
<td>750</td>
</tr>
<tr>
<td>ASCC Accounts Receivable</td>
<td>275,829</td>
<td></td>
<td></td>
<td>275,829</td>
</tr>
<tr>
<td>ASCC Prepaid Expenses</td>
<td>4,536</td>
<td></td>
<td></td>
<td>4,536</td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Clearing Account</td>
<td>-30</td>
<td></td>
<td></td>
<td>-30</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>1,409,791</strong></td>
<td><strong>485,222</strong></td>
<td><strong>95,961</strong></td>
<td><strong>1,990,974</strong></td>
</tr>
</tbody>
</table>

### LIABILITIES AND FUND BALANCE

<table>
<thead>
<tr>
<th>Description</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>Accounts Payable</td>
<td>$ 25,357</td>
<td>$</td>
<td>$</td>
<td>$ 25,357</td>
</tr>
<tr>
<td>Due To Other Funds</td>
<td>$ 36,210</td>
<td>$ 12,710</td>
<td></td>
<td>48,920</td>
</tr>
<tr>
<td>Amounts Held For Others</td>
<td>472,512</td>
<td>95,961</td>
<td></td>
<td>568,473</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td><strong>61,567</strong></td>
<td><strong>485,222</strong></td>
<td><strong>95,961</strong></td>
<td><strong>642,750</strong></td>
</tr>
</tbody>
</table>

### FUND BALANCE

<table>
<thead>
<tr>
<th>Description</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>Designated for Special Purpose</td>
<td>1,348,224</td>
<td></td>
<td></td>
<td>1,348,224</td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCE</strong></td>
<td><strong>1,348,224</strong></td>
<td></td>
<td></td>
<td><strong>1,348,224</strong></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND FUND BALANCE</strong></td>
<td><strong>1,409,791</strong></td>
<td><strong>485,222</strong></td>
<td><strong>95,961</strong></td>
<td><strong>1,990,974</strong></td>
</tr>
</tbody>
</table>
## ASSOCIATED STUDENTS-CERRITOS COLLEGE
### COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
For the Period July 1, 2007 - June 30, 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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td><strong>BUDGET</strong></td>
<td><strong>ACTUAL</strong></td>
<td><strong>ACTUAL</strong></td>
</tr>
<tr>
<td>College Services Fee (400-01-001)</td>
<td>245,020.00</td>
<td>270,050.00</td>
<td></td>
</tr>
<tr>
<td>Student Store (400-01-002)</td>
<td>287,500.00</td>
<td>449,504.00</td>
<td></td>
</tr>
<tr>
<td>Football (400-02-001)</td>
<td>6,400.00</td>
<td>6,482.00</td>
<td></td>
</tr>
<tr>
<td>Basketball (400-02-002)</td>
<td>1,000.00</td>
<td>486.00</td>
<td></td>
</tr>
<tr>
<td>Student Activities (400-03-001)</td>
<td>1,000.00</td>
<td>370.00</td>
<td></td>
</tr>
<tr>
<td>Newspaper Advertising (400-03-002)</td>
<td>4,000.00</td>
<td>4,000.00</td>
<td></td>
</tr>
<tr>
<td>Other Income (400-03-005)</td>
<td>6,000.00</td>
<td>6,000.00</td>
<td></td>
</tr>
<tr>
<td>Interest Income (400-03-007)</td>
<td>6,000.00</td>
<td>9,017.98</td>
<td></td>
</tr>
<tr>
<td>Vending Commission (North County &amp; Pismo) (400-04-002)</td>
<td>87,000.00</td>
<td>87,000.00</td>
<td></td>
</tr>
<tr>
<td>Electronic Games (400-04-003)</td>
<td>16,000.00</td>
<td>11,903.50</td>
<td></td>
</tr>
<tr>
<td>Food Court Income (400-04-004)</td>
<td>91,000.00</td>
<td>84,746.81</td>
<td></td>
</tr>
<tr>
<td>Elbow Rooms Commission (400-04-005)</td>
<td>52,000.00</td>
<td>55,033.91</td>
<td></td>
</tr>
<tr>
<td>Fine Arts/Theatre (400-05-001)</td>
<td>8,000.00</td>
<td>4,000.00</td>
<td></td>
</tr>
<tr>
<td>Fine Arts/Music (400-05-002)</td>
<td>1,000.00</td>
<td>214.20</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>988,810.10</td>
<td>480,031.07</td>
</tr>
</tbody>
</table>

| **EXPENDITURES** | **BUDGET** | **ACTUAL** | **ACTUAL** | **ACTUAL** |
| Student Government Program (600-01-000 to 600-01-999) | 209,100.00 | 196,987.47 |
| Instructional Programs (600-02-000 to 600-02-999) | 200,500.00 | 170,778.57 |
| Special Operations (600-03-000 to 600-03-999) | 193,200.00 | 171,503.89 |
| Intercollegiate Athletics Program (600-04-000 to 600-04-999) | 183,850.00 | 177,164.48 |
| Student Services (600-05-000 to 600-05-999) | 70,250.00 | 62,436.87 |
| Adjust for restatements | 0.00 | 0.00 |
| **Disbursements** | | | 515,057.66 | 40,244.76 |
| **TOTAL EXPENDITURES** | 856,900.00 | 779,871.28 | 515,057.66 | 40,244.76 |

**EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES**

| **EXCESS (DEFICIENCY)** | **BUDGET** | **ACTUAL** | **ACTUAL** |
| 209,938.82 | -35,026.39 | 0.00 |

**BEGINNING FUND BALANCE, JULY 1, 2007**

| **BEGINNING FUND BALANCE, JULY 1, 2007** | **$** | **$** | **$** |
| 1,136,285.29 | 95,961.39 |

**ENDING FUND BALANCE, JUNE 30, 2008**

| **ENDING FUND BALANCE, JUNE 30, 2008** | **$** | **$** | **$** |
| 1,348,234.11 | 472,511.88 | 95,961.39 |

* Per audited financial statements
** Including Adjustment of Add'l $16,837.21
Page 2
## ASSOCIATED STUDENTS-CERRITOS COLLEGE

### BUDGET SUMMARY

**JUNE 30, 2008**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE SVC FEE</td>
<td>$270,050</td>
</tr>
<tr>
<td>STUDENT STORE</td>
<td>$449,504</td>
</tr>
<tr>
<td>COMMISSIONS</td>
<td>$238,684</td>
</tr>
<tr>
<td>FINE ARTS/ATHLETICS</td>
<td>$15,184</td>
</tr>
<tr>
<td>OTHER</td>
<td>$15,388</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>$968,810</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT GOVERNMENT</td>
<td>$196,987</td>
</tr>
<tr>
<td>INSTRUCTIONAL</td>
<td>$170,779</td>
</tr>
<tr>
<td>SPECIAL OPERATIONS</td>
<td>$171,504</td>
</tr>
<tr>
<td>ATHLETICS</td>
<td>$177,164</td>
</tr>
<tr>
<td>SERVICES</td>
<td>$62,437</td>
</tr>
<tr>
<td>ADJ FOR RESTATEMENT</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>$778,871</strong></td>
</tr>
</tbody>
</table>

### TOTAL REVENUES

- COLLEGE SVC FEE: 27%
- STUDENT STORE: 45%
- COMMISSIONS: 24%
- FINE ARTS/ATHLETICS: 2%
- OTHER: 3%

### TOTAL EXPENDITURES

- STUDENT GOVERNMENT: 25%
- INSTRUCTIONAL: 22%
- SPECIAL OPERATIONS: 22%
- ATHLETICS: 8%
- SERVICES: 23%