I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ** CONSIDERATION OF APPROVAL OF MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF NOVEMBER 1, 2006

IV. RECOGNITION OF CLASSIFIED EMPLOYEE OF THE MONTH

V. INSTITUTIONAL PRESENTATIONS

Partnering for Success: The Cerritos College Economic Development Program

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. CONSENT AGENDA

** A. Consideration of Acceptance of 2006-07/2007-08 Chancellor’s Office Industry-Driven Regional Collaborative Grant

** B. Consideration of Approval of Child Development Consortium Faculty Stipend

** C. Consideration of Approval of Stipends for the Capacity Building for Associate Degree Nursing Programs Grant, Fall 2006

** D. Consideration of Approval of Stipends for the Health Occupations Intensive Program Improvement Initiative (VTEA), Fall 2006

** E. Consideration of Approval of Quarterly Fiscal Status Report for the Quarter Ending September 30, 2006

** F. Consideration of Approval of Bid #06-11, Exterior Painting – Health Science Building

** G. Consideration of Approval to Make Budget Extensions and Budget Transfers

** H. Consideration of Approval of Contracts

Courses

AMENDMENT

1. College of the Canyons – CACT
   El Proyecto Del Barrio
   CITE
2. Los Angeles County Office of Education
   Speech Language Pathology Assistant Program
   Health Occupations

3. Torrance Unified School District
   Speech Language Pathology Assistant Program
   Health Occupations

RENEWAL
4. City of Hope National Medical Center
   Physical Therapist Assistant Program
   Health Occupations

5. San Antonio Community Hospital
   Physical Therapist Assistant Program
   Health Occupations

Services
AMENDMENT
6. Santa Fe Mold Company
   ISO Certification
   CITE

NEW
7. Boeing Corporation
   US Air Force Mentor-Protégé Project
   CITE

8. California Manufacturing Technology Center (CMTC)
   Boeing US Air Force Mentor-Protégé Project
   CITE

9. North Orange County Community College District
   Chancellor’s SB70 Quick Start Grant
   CITE

Training
NEW
10. CMM Products, LLC
    CMM Training
    CITE

Workshops
RENEWAL
11. Rio San Gabriel Equestrian Center
    Horseback Riding Lessons
    Community Education

12. Catherine Southern
    Holistic Health Workshops
    Community Education

13. Janet Wood
    Personal Enrichment Workshops
    Community Education

** I. Consideration of Ratification of Resignations Accepted by the President/Superintendent
J. Consideration of Approval of Termination of Employment of Classified Employee and Placement on 39-Month Employment List Pursuant to Education Code Section §88195

K. Consideration of Approval and/or Ratification of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed, for the 2006-2007 Academic Year

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

VIII. REPORTS OF BOARD MEMBERS AND STAFF

IX. ADMINISTRATIVE MATTERS

A. Information Item: Coordinating Committee Minutes (October 23, 2006)

B. Consideration of Approval to Enter into a Contract with Jacobson, Betts and Company for a Classification/Compensation Studies for Classified, Confidential and Management Employees

X. CLOSED SESSION

A. Public Employee Employment (GC #54957)

B. Public Employee Discipline/Dismissal/Release (GC #54957)

C. Conference with Labor Negotiators (GC #54957.6)
   1. Agency Representative: Daniel O’Rourke
   2. Employee Organizations:
      a. Cerritos College Faculty Federation (CCFF)
      b. California School Employees Association (CSEA)
   3. Unrepresented Employees:
      a. Management Employees
      b. Contract Management Employees
      c. Confidential Employees

XI. RECONVENE

XII. ADJOURNMENT

XIII. NEXT REGULAR MEETING: DECEMBER 6, 2006 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
I. CALL TO ORDER
The meeting was called to order at 6:04 p.m. by Mr. Moore the Board President. Those present were:

Mr. John Moore  Mr. Bob Epple  
Mr. Bob Arthur  Dr. Bob Hughlett  
Ms. Carmen Avalos  Mr. Tom Jackson  
Dr. Ted Edmiston  Mr. Joe Cobarrubio, Student Trustee

Others present were the President of the College, Vice President of Business Services, Faculty Senate President and CSEA President.

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

III. MINUTES
October 18, 2006
It was moved by Mr. Jackson and seconded by Dr. Hughlett to approve the minutes of the regular meeting of October 18, 2006. The vote for approval was 6-0-1 (Mr. Arthur abstained).

IV. INSTITUTIONAL PRESENTATIONS
Kristen Habbestad, Coordinator of Media Relations, informed the Board that the Public Affairs staff won three gold medallions, two silver medallions and two bronze medallions during the National Council for Marketing and Public Relations (NCMPR) District 6 conference in Laughlin, Nevada in September. Dr. Vela then introduced Mark Wallace, Director of Public and Governmental Relations, who began employment at Cerritos College on October 30. On behalf of the Board, Mr. Moore congratulated the Public Affairs staff members and welcomed Mr. Wallace to Cerritos College.

V. PUBLIC PRESENTATIONS
There were no public presentations.

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

A. It was moved by Mr. Epple and seconded by Dr. Edmiston to approve item A:

Approve to provide compensation to Board Member Mr. Arthur for his absence from the October 18, 2006 Board meeting.

The motion passed with 6-0-1 vote; Mr. Arthur abstained.

B. Accepted gifts with letters of thanks to the following:
- 2000 pounds of miscellaneous steel
  Donated by: Elwood Christensen - CEBE Co.
  15345 Allen St.
  Paramount, CA 90723

- 2000 pounds of miscellaneous steel
  Donated by: Vim Lippincott - Danrich Welding Co
  7011 Jackson St
  Paramount, CA 90723
C. Approved VTEA Grant Honorariums, as attached.

D. Approved New Course Offerings, as attached.

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

F. Approved Contracts as follows:

Medical

NEW

1. CVS Pharmacy Inc.
   Pharmacy Technology Program
   Health Occupations
   To use CVS Pharmacy facilities as clinical sites for the students
   enrolled in the Pharmacy Technology program. For period
   December 1, 2006 through November 30, 2007. No cost to the
   district.

Use of Facilities

NEW

2. City of Palmdale
   PS-MAPP Program
   Health Occupations
   To rent a room at Desert Sands Park to be used as an off-site
   classroom for the PS-MAPP program. For period November 7,
   2006 through December 14, 2006. Total cost will not exceed
   $540.00 with funding from the PS-MAPP Training Project grant.

G. Ratified Resignations Accepted by the President Superintendent, as
   follows:

   Added by addendum:

   Cortez, Armando, Custodian (Culinary Arts Department),
   effective October 27, 2006

   Stewart, Patricia Ann, Professor (Dental Hygiene Program),
   effective December 15, 2006

H. Approved Employment of 2006 Summer Session Faculty Personnel,
   as attached.

I. Approved and/or Ratified Employment of Temporary and/or
   Substitute Hourly Faculty Personnel, as needed for the 2006-2007
   Academic Year, as attached.

J. Approved Denial of Request for Unpaid Leave of Absence Due to
   Illness Reasons for Classified Employee, as attached.
K. Approved and/or Ratified Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

VII. REPORTS OF BOARD MEMBERS AND STAFF

Cobarrubio

Mr. Cobarrubio stated that the Campus Clean Up event was a success and ASCC hopes to have more clean-up events in the future. He thanked Arcadio Avila, Operations Manager, Patty McKinley, Lead Custodian and Jimmy Ainsworth, Custodian for their assistance. Mr. Cobarrubio also thanked Kelly Kwan for his efforts designing the graphics in the Spring Schedule of Classes which highlighted the “Show Pride in Our Campus” campaign. Mr. Cobarrubio concluded his report by informing the Board that he will be visiting UC Berkeley as part of a debate tournament with Cerritos College.

Hughlett

Dr. Hughlett welcomed Mr. Wallace. He stated that he had lunch with James Chang and individuals from the Chinese Cultural Association; who are interested in furthering the Chinese language and cultural activities with Cerritos College and the ABC Unified School District. Dr. Hughlett congratulated John Zamora for the Hamlet performance and added that it was intriguing. He thanked Etta Walton, Theatre Production Manager, for her participation in judging musical performances for the Friends of Arts Education at the Cerritos Center. Dr. Hughlett concluded by stating his concerns regarding the vacancy in the Judicial Affairs position.

Eppele

Mr. Eppele stated that the Cheryl A. Eppele Memorial Scholarship fundraiser raised a net of $11,000 for the scholarship. He thanked everyone who participated.

Edmiston

Dr. Edmiston requested a written status report regarding the International Students Program. He also requested information regarding PeopleSoft as well as benchmarks.

Arthur

Mr. Arthur thanked the Board for their patience and added that he was unable to attend the past two Board meetings because his attendance was required at work-related functions. He thanked Mr. Moore and Dr. Vela for keeping him apprised of actions that were taken.

Jackson

Mr. Jackson welcomed Mr. Wallace back to the college.

Moore

Mr. Moore stated that he and his wife enjoyed the fundraiser for the Cheryl A. Eppele Scholarship.

Vela

Dr. Vela informed the Board that staff has been working on a recommendation to address the Judicial Affairs vacancy. She also stated that written reports will be prepared regarding the International Students Program, PeopleSoft and benchmarks. Dr. Vela indicated that she recently returned from an accreditation team site visit and added that it was a tremendous amount of work. She stated that it was a learning experience and was a reminder of what Cerritos College does well. Dr. Vela concluded by stating that the second Annual Special Education Symposium was attended by 225 participants and was a great success, and added that the local K-12 colleagues are very appreciative of the partnership.

Higdon

Ms. Higdon informed the Board that twenty-three contractors were present during the pre-bid conference for the painting of the Health Sciences building. Ms. Higdon also discussed the process for selecting
an audit firm. After discussion, the Board agreed that a committee will look at responses to an RFQ and recommend two or three firms who will make presentations to the Board.

Dr. Reece stated that the Faculty Senate has been busy working on a number of goals, including the redesign of the Faculty Senate website and developing standards for instructional spaces. Dr. Reece stated that groups who have been working on goals for student success have commented that a major challenge is that students have significant challenges with respect to reading skills, writing skills, computation skills, study skills and general college preparedness. He stated that the groups feel these challenges are regional in nature. Dr. Reece asked the Board for their input on how the college can address these issues at a regional level.

VIII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained Coordinating Committee Minutes for October 2, 2006 and October 9, 2006.

IX. CLOSED SESSION

The Board adjourned to closed session at 6:53 p.m.

X. RECONVENE

The Board reconvened to open session at 8:04 p.m.

XI. ADJOURNMENT

The meeting was adjourned at 8:05 p.m.

XII. NEXT SPECIAL MEETING

The next special meeting of the Board of Trustees is scheduled for Wednesday, November 15, 2006 at 4:00 p.m.

XIII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, November 15, 2006 at 6:00 p.m.

John Moore, President

Bob Arthur, Secretary
RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the 2006-07/2007-08
Economic and Workforce Development Industry-Driven Regional Collaborative grant awarded by the
California Community Colleges System Office in the amount of $331,066.

OVERVIEW

Cerritos College was awarded the grant from the Chancellor’s Office for two years to assist the regional
automotive aftermarket industry in upgrading its use of current technology and the skills of its
workforce.

ANALYSIS

The purpose of this grant is to develop and provide vocational and technical educational programs to
support the region’s automotive aftermarket industry, which is primarily made up of small companies
with limited resources. The grant will pay for workshops, technical assistance and the development of
an Aftermarket Manufacturing Certificate Program. The grant will also be used to pay for staff time,
meeting expenses, and travel cost in support of the grant.

FINANCIAL IMPLICATIONS

The college will receive $331,066 in state funds to be used as outlined above in the analysis section.
The required match will be met through the contributions and services of the partners ($411,700) and
facilities, equipment, staff time and other in-kind services from the college ($344,039).
RECOMMENDATION

It is recommended that the Board of Trustees approve payment of a $300 stipend for Ceci Medina to conduct a Professional Growth Advisor’s Training session.

OVERVIEW

The Board of Trustees approved acceptance of the Child Development Training Consortium Grant on October 18, 2006.

ANALYSIS

Required grant activities include presentation of a Professional Growth Advisor’s Training session to individuals whose California Child Development Permit is due for renewal. Ceci Medina is the project director/advisor and will conduct this training.

FINANCIAL IMPLICATIONS

A $300 stipend will be paid to Ceci Medina. Child Development Consortium 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/Superintendent
REVIEWED BY: William Farmer, Vice President of Academic Affairs
PREPARED BY: Jenine Mescher Nolan, Dean of Health Occupations
DATE: November 15, 2006
SUBJECT: Consideration of Approval of Stipends for the Capacity Building for Associate Degree Nursing Programs Grant, Fall 2006

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of stipends to nursing faculty members for work performed June through December 2006 as stipulated in and funded by the Capacity Building for Associate Degree Nursing Programs Grant.

OVERVIEW

Grant objectives and activities which were approved at the Cerritos College Board of Trustees meeting on June 21, 2006, include:
- Strengthening the infrastructure to support additional students
- Evaluating and strengthening student retention
- Conducting faculty training
- Facilitating student success by developing and piloting a variety of innovative learning techniques and teaching strategies

ANALYSIS

To maximize student success and strengthen program infrastructure, full- and part-time nursing faculty members will
- participate in staff development pertinent to experiential learning – seminar is scheduled for December 12, 2006 (6 hrs x $50 = $300)
- develop scenario-based learning experiences which utilize human simulators and mimic real life (10 – 20 hrs are required to develop each scenario. 10 hrs x $50 = $500 per scenario)
- develop student workshops designed to increase retention (5 hrs x $50 = $250)
- project coordination funded by grant at $3750 for June – December ’06 grant activities

FINANCIAL IMPLICATIONS

Project coordination functions are performed by:
- Voorhies, Ann $ 3750

The following Cerritos College faculty members are to receive stipends for work performed June through December 2006 (7 months):
- Brooks, Kelli 1250 scenario (2) and student workshop development
- Cooke, Melodie 1250 scenario (2) and student workshop development
- Knowlton, Mary 1250 scenario (2) and student workshop development
- Natividad, Rachel 1250 scenario (2) and student workshop development
- Riedel, Patti 1000 scenario (2) development
The following full- and part-time faculty members are eligible for a $300 stipend for participation in staff development pertinent to experiential learning. This seminar will be held December 12, 2006. Stipends will be paid at a rate of $50 per hour of participation to individuals listed below only after each has participated in the seminar.

- Arfwedson, Chris
- Binning, Debbie (PT)
- Brooks, Kelli
- Cooke, Melodie
- Florez, Alice (PT)
- Fobi, Charlene
- Holmes, Carolyn
- Hughes, Carol
- Knowlton, Mary
- Natividad, Rachel
- Riedel, Patti
- Simmons, Meta (PT)
- Stuart, Peggy
- Voorhies, Ann
- Weaver, Martha (PT)
- Wilson, Donna (PT)
- Zarate, Rebecca

Capacity Building for Associate Degree Nursing Programs Grant funds will be utilized for these expenditures. There is no cost to the District.
TO: Board of Trustees
FROM: Dr. Noelia Vela, President/Superintendent
REVIEWED BY: William Farmer, Vice President of Academic Affairs
PREPARED BY: Jenine Mescher Nolan, Dean of Health Occupations
Nick Kremer, Executive Dean, CITE
DATE: November 15, 2006
SUBJECT: Consideration of Approval of Stipends for the Health Occupations Intensive Program Improvement Initiative (VTEA), Fall 2006

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of stipends to Health Occupations faculty members for work performed July through December 2006 on the VTEA funded Intensive Program Improvement Initiative.

OVERVIEW

In May 2006, the Health Occupations Division submitted and was awarded a VTEA funded Intensive Program Improvement Initiative (IPII) grant. Grant activities were designed to coordinate with activities of the Capacity Building for Associate Degree Nursing Programs Grant which is specific to the nursing program. IPII funding (VTEA) expands activities to include Pharmacy Technology, Physical Therapist Assistant, and Medical Assistant (non-nursing) disciplines. Inclusion of multiple disciplines in the development of learning resources results in interdisciplinary materials and experiences which mimic the interdisciplinary environment of the health care industry and are applicable to a broader student population. Goals and activities approved for the IPII grant include:

- Evaluating and strengthening student retention
- Conducting faculty training
- Facilitating student success by developing and piloting a variety of innovative learning techniques and teaching strategies

ANALYSIS

Full- and part-time Pharmacy Technology, Physical Therapist Assistant and Medical Assistant faculty members will

- Participate in staff development pertinent to experiential learning – seminar is scheduled for December 12, 2006 (6 hrs x $50 = $300)
- Develop and/or expand scenario-based learning activities to include interdisciplinary components (e.g.: Pharmacy Technology faculty provide guidelines for medication orders/stocking of medication carts; PTA incorporates physical therapy consult activities into core of simulation scenarios; Medical Assisting provides clinic and/or out-patient expansion to scenarios) 10-20 hours are required to develop each scenario. 10 hrs x $50 = $500 per scenario
- Develop student workshops designed to increase retention (5 hrs x $50 = $250)
FINANCIAL IMPLICATIONS

The following Cerritos College faculty members are to receive stipends for work performed July through December 2006:

- Bathke, Julie   PTA   $ 500   scenario (1) development
- Kusumoto, Alice   Skills Lab   1000   scenario standardization and packaging
- Malkin, Hal   Pharm Tech   1250   scenario (2) and workshop development
- Roberto, Pat   Medical Asst   250   workshop development

The following full- and part-time faculty members are eligible for a stipend not to exceed $300 for participation in staff development pertinent to experiential learning. This seminar will be held December 12, 2006. Stipends will be paid at a rate of $50 per hour of participation to individuals listed below only after each has participated in the seminar.

- Bathke, Julie   PTA
- Gallant, Audrey   Medical Asst (PT)
- Kusumoto, Alice   Skills Lab
- Malkin, Hal   Pharm Tech
- Piorkowski, Marijean   PTA
- Roberto, Pat   Medical Asst (PT)

IPII/VTEA 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/Superintendent
REVIEWED BY: Mrs. Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: November 15, 2006
SUBJECT: Consideration of Approval of Quarterly Fiscal Status Report for the Quarter Ending September 30, 2006

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Quarterly Report (CCFS-311Q) as of September 30, 2006.

OVERVIEW

Title 5 of the California Code of Regulations (CCR), Section 58310, requires California Community College Districts to report quarterly on their financial condition and to indicate any material events that occurred during the quarter.

ANALYSIS

In compliance with the above regulation, the District has completed form CCFS-311Q from the State Chancellor’s Office (please see Attachment #1). The Board of Trustees must review and approve this form at a regular meeting. Please note that the Chancellor’s Office has revised this form starting with September 30, 2006 quarter.

Section I compares Unrestricted General Fund Revenue, Expenditure and Fund Balance three prior years with the current actual year. It allows analysis by the Chancellor’s Office of fluctuations in revenue, expenditures and fund balance.

Section II compares three prior years with the current year for Annualized Attendance Full Time Equivalent Student (FTES).

Section III General Fund Cash Balance indicates actual cash flow for the same period of years pinpointed to specific quarters. This information, when compared to actual quarterly income, can be useful in predicting possible cash flow problems.

Section IV compares actual income and expenditures year-to-date for the quarter ending 9/30/06 to budget. This helps to gauge the reality of budgeted income and expenditures to what is actually occurring. It also tells the Chancellor’s Office if the revenues being received are occurring at the same levels as expenditures are occurring. The same section provides the Chancellor’s Office with information relative to the status of negotiations and any extraordinary events that could affect the fiscal stability of the district. Any salary increases granted to the classified, confidential, academic and management groups are reflected in this section.

Section V would reflect the issuance of any Tax and Revenue Anticipation Notes (TRANS), Certificates of Participation (COPS) or General Obligation Bonds.
Section VI would disclose any fiscal problems that the District must address in the current year and the following year.

A graph accompanies the Quarterly Report. The graph shows “required contingency” versus “actual general fund cash balance” (please see Attachment #2).

**FINANCIAL IMPLICATIONS:**

As presented above.

Attachments
<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget</th>
<th>Annual Current Budget</th>
<th>Year-to-Date Actuals</th>
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<td>83,783,680</td>
<td>23,159,782</td>
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IV. Has the district settled any employee contracts during this quarter? Yes

If yes, complete the following: (If multi-year settlement, provide information for all years covered)

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<th>Management</th>
<th>Academic</th>
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<td>YYY-YY</td>
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<td><strong>Total Cost Increase</strong></td>
<td><strong>%</strong></td>
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<td>Year 1: 2006-07</td>
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* As specified in Collective Bargaining Agreement or other Employment Contract.

b. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.
The District is utilizing the State COLA of 5.92%.

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.
The District is utilizing the State COLA of 5.92%.

V. Did the district have significant events for the quarter (include issuance of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)? Yes

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VI. Does the district have significant fiscal problems that must be addressed this year? No

Next year? No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)
<table>
<thead>
<tr>
<th><strong>CERTIFICATION</strong></th>
<th><strong>District:</strong> 810 Cerritos Community College District</th>
</tr>
</thead>
<tbody>
<tr>
<td>To the best of my knowledge, the data contained in this report are correct.</td>
<td>To the best of my knowledge, the data contained in this report are correct.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District Chief Business Officer</th>
<th>Date</th>
<th>11/1/06</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>District Superintendent</th>
<th>Date</th>
<th>11/1/06</th>
</tr>
</thead>
</table>

Ctr. Ended: September 30, 2006

<table>
<thead>
<tr>
<th>Governing Board Meeting Date:</th>
<th>11/15/06</th>
</tr>
</thead>
</table>

I further certify that this report was/will be presented at the governing board meeting specified below, and afforded the opportunity to be discussed and entered into the minutes of that meeting.
QUARTERLY FINANCIAL STATUS REPORT
September 30, 2006

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Revenue</th>
<th>General Fund</th>
<th>Expenditures</th>
<th>Required Contingency</th>
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<tbody>
<tr>
<td>FY 2003-04</td>
<td>17,482</td>
<td>70,000,000</td>
<td>90,000,000</td>
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<td>FY 2004-05</td>
<td>17,167</td>
<td>70,000,000</td>
<td>90,000,000</td>
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<tr>
<td>FY 2005-06</td>
<td>16,621</td>
<td>70,000,000</td>
<td>90,000,000</td>
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</tr>
<tr>
<td>FY 2006-07</td>
<td>16,621</td>
<td>70,000,000</td>
<td>90,000,000</td>
<td>0</td>
</tr>
</tbody>
</table>
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: November 15, 2006
SUBJECT: Consideration of Approval of Bid #0607-11, Exterior Painting – Health Science Building

RECOMMENDATION

It is recommended that the Board of Trustees approve to award the bid #0607-11, Exterior Painting – Health Science Building, to ______________, as the lowest overall responsive and responsible bid. Board approval is contingent upon there being no bid protests during the applicable protest time period. Board approval is also contingent upon contractor providing acceptable insurance and bonding.

OVERVIEW

The Purchasing Department advertised and solicited bids from 23 firms for exterior painting for the Health Science Building. The bid due date was November 13, 2006.

ANALYSIS

On November 13, 2006, the District Purchasing Department received _____responses for Bid #0607-11, Exterior Painting – Health Science Building. The recommended award was predicated on the lowest overall responsive and responsible bidder as stipulated in the bid.

FINANCIAL IMPLICATIONS

The amount of the lowest bid is __________. Funding for this project will come from the Capital Outlay Fund.
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: November 15, 2006  
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 and 2 are budget transfers between major account classifications for the Unrestricted Fund, and Restricted Fund. These transfers are self-balancing and have no effect on the ending balance.

Page 3 is the budget extension summaries that reflect increased revenue of $209,537 from Federal, State and Local funding with corresponding proposed expenditure.

FINANCIAL IMPLICATIONS

The budget extension summaries reflect increased revenue of $209,537 from Federal, State and Local funding with corresponding proposed expenditure.

Attachment
## BUDGET TRANSFERS FOR NOVEMBER 15, 2006

### 01.0 FUND-GENERAL FUND-UNRESTRICTED

### FROM

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC SALARIES</td>
<td>$</td>
</tr>
<tr>
<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
<td>$</td>
</tr>
<tr>
<td>EMPLOYEE BENEFITS</td>
<td>$</td>
</tr>
<tr>
<td>SUPPLIES AND MATERIALS</td>
<td>$</td>
</tr>
<tr>
<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
<td>$</td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>$(10,000)</td>
</tr>
<tr>
<td>CONTINGENCY</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL** $ (10,000)

### TO

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC SALARIES</td>
<td>$</td>
</tr>
<tr>
<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
<td>$</td>
</tr>
<tr>
<td>EMPLOYEE BENEFITS</td>
<td>$</td>
</tr>
<tr>
<td>SUPPLIES AND MATERIALS</td>
<td>$</td>
</tr>
<tr>
<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>$</td>
</tr>
<tr>
<td>OTHER OUTGO</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL** $ 10,000

**Transfers:** Between object codes

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

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

**Divisions/Departments/Programs:**
Business Services
BUDGET TRANSFERS FOR NOVEMBER 15, 2006

01.3 FUND-GENERAL FUND-RESTRICTED

<table>
<thead>
<tr>
<th>FROM</th>
<th></th>
<th>TO</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC SALARIES</td>
<td>$</td>
<td>ACADEMIC SALARIES</td>
<td>$</td>
</tr>
<tr>
<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
<td>$</td>
<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
<td>$</td>
</tr>
<tr>
<td>EMPLOYEE BENEFITS</td>
<td>$</td>
<td>EMPLOYEE BENEFITS</td>
<td>$</td>
</tr>
<tr>
<td>SUPPLIES AND MATERIALS</td>
<td>$</td>
<td>SUPPLIES AND MATERIALS</td>
<td>$</td>
</tr>
<tr>
<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
<td>$ (5,017)</td>
<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
<td>$ 5,017</td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>$</td>
<td>CAPITAL OUTLAY</td>
<td>$</td>
</tr>
<tr>
<td>OTHER OUTGO</td>
<td>$</td>
<td>OTHER OUTGO</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ (5,017)</td>
<td><strong>TOTAL</strong></td>
<td>$ 5,017</td>
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</tbody>
</table>

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Carnegie Grant
**APPROPRIATION TRANSFER ANALYSIS FOR NOVEMBER 15, 2006**

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>00000.0-00007-70700-8890-6960000</strong> (01.3 Fund) Local-Child Development Training Consortium</td>
<td>To allocate income for salaries and associated fringe benefits; supplies; postage; other payments to or for students</td>
<td>$20,300</td>
</tr>
<tr>
<td><strong>00000.0-00000-70607-8690-0000000</strong> (41.0 Fund) State-06-07 Scheduled Maintenance</td>
<td>To allocate income for repairs &amp; maintenance; capitalize site improvements</td>
<td>189,237</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td><strong>$209,537</strong></td>
</tr>
</tbody>
</table>
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

COURSES – AMENDMENT
1. COLLEGE OF THE CANYONS
   EL PROYECTO DEL BARRIO
   Requested by: Nick Kremer, Executive Director Community, Industry & Technology Education
   Jose Anaya, Director of Economic Development

   **Purpose:** To amend the agreement with College of the Canyons (COC) to assist Cerritos College in delivering services under our contract with El Proyecto del Barrio. Under the amendment COC will provide two 160 hour CNC set up training courses to El Proyecto clients at the COC campus.

   **Period:** The time period will be from November 16, 2006 through December 30, 2007.

   **Financial Implications:** These additional services will be provided at an amount not to exceed $56,000. A contract with El Proyecto del Barrio will provide funds for 100% of this project’s activities with no cost to the District.

MEDICAL – NEW
2. LOS ANGELES COUNTY OFFICE OF EDUCATION
   SPEECH LANGUAGE PATHOLOGY ASSISTANT PROGRAM
   Requested by: Jenine Nolan, Instructional Dean of Health Occupations

   **Purpose:** The District wishes to enter into a contract with the Los Angeles County Office of Education to provide clinical/practicum experiences for students enrolled in the speech-language pathology assistant program.

   **Period:** The time period will be from August 18, 2006 through August 18, 2008. Students will not be placed until the contract is approved by the Board of Trustees.

   **Financial Implications:** There is no cost to the District.
3. TORRANCE UNIFIED SCHOOL DISTRICT
SPEECH LANGUAGE PATHOLOGY ASSISTANT PROGRAM
Requested by: Jenine Nolan, Instructional Dean of Health Occupations

**Purpose**: The District wishes to enter into a contract with Torrance Unified School District to provide clinical/practicum experiences for students enrolled in the speech-language pathology assistant program.

**Period**: The time period will be from September 25, 2006, through September 25, 2008. Students will not be placed until the contract is approved by the Board of Trustees.

**Financial Implications**: There is no cost to the District.

4. CITY OF HOPE NATIONAL MEDICAL CENTER
PHYSICAL THERAPIST ASSISTANT PROGRAM
Requested by: Jenine Nolan, Instructional Dean of Health Occupations

**Purpose**: To renew the agreement with City of Hope National Medical Center to continue to provide clinical/practicum experiences for students enrolled in the physical therapist assistant program.

**Period**: The renewal period will be from January 1, 2007 through December 31, 2009.

**Financial Implications**: There is no cost to the District.

5. SAN ANTONIO COMMUNITY HOSPITAL
PHYSICAL THERAPIST ASSISTANT PROGRAM
Requested by: Jenine Nolan, Instructional Dean of Health Occupations

**Purpose**: To renew the agreement with San Antonio Community Hospital to continue to provide clinical/practicum experiences for students enrolled in the physical therapist assistant program.

**Period**: The renewal period will be through November 1, 2007. Students will not be placed until the contract is approved by the Board of Trustees.

**Financial Implications**: There is no cost to the District.

SERVICES – AMENDMENT
6. SANTA FE MOLD COMPANY
ISO CERTIFICATION
Requested by: Nick Kremer, Executive Director Community, Industry & Technology Education
Jose Anaya, Director of Economic Development

**Purpose**: The District wishes to amend an agreement with Santa Fe Mold Company to provide additional technical assistance in ISO 9000:2001 Certification. This technical assistance will provide management with the required knowledge to improve manufacturing processes in pursuit of ISO Certification.

**Period**: The time period will remain the same; June 22, 2006 through December 30, 2007.

**Financial Implications**: The additional assistance fee will not exceed $7,000. This fee will provide funds for 100% of this project’s activities with no cost to the District.
7. **BOEING CORPORATION**  
**US AIR FORCE MENTOR-PROTÉGÉ PROJECT**  
Requested by: Nick Kremer, Executive Director Community, Industry & Technology Education  
Jose Anaya, Director of Economic Development

**Purpose:** Boeing Corporation wishes to contract with Cerritos College to deliver services under the U. S. Air Forces Mentor-Protégé project. The College will assist minority contractors to build their capacity as suppliers to the Boeing Corporation. The services provided include technical assistance, providing interns from our instructional programs in manufacturing, and other assistance as needed. The focus is on doubling the capacity of three Southern California Boeing suppliers including Omega Precision Inc. of Santa Fe Springs.  
**Period:** The time period will be from October 1, 2006 through September 30, 2009. It is a three year contract renewable annually. Students will not be placed until the contract is approved by the Board of Trustees.  
**Financial Implications:** The District will receive $353,808.00 for the first year with a total contract amount of $950,392.00 over the three year period (The second and third years will be slightly less). The funds are being provided by the Air Force through Boeing.

8. **CALIFORNIA MANUFACTURING TECHNOLOGY CENTER (CMTC)**  
**BOEING US AIR FORCE MENTOR-PROTÉGÉ PROJECT**  
Requested by: Nick Kremer, Executive Director Community, Industry & Technology Education  
Jose Anaya, Director of Economic Development

**Purpose:** To enter into an agreement with CMTC (California Manufacturing Technology Center) to provide technical assistance in support of Boeing’s Mentor-Protégé project. The technical assistance will cover lean enterprise transformation and be provided by CMTC to companies involved in the Boeing project. The focus of the project is on doubling the capacity of three Southern California Boeing Suppliers.  
**Period:** The time period will be from November 16, 2006 through December 30, 2007.  
**Financial Implications:** The cost will be an amount not-to-exceed $140,000.00. The funds are being provided by the Air Force through a contract with Boeing. No district funds are involved.

9. **NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**CHANCELLOR’S SB70 QUICK START GRANT**  
Requested by: Nick Kremer, Executive Director Community, Industry & Technology Education  
Jose Anaya, Director of Economic Development

**Purpose:** The District wishes to enter into an agreement with North Orange County Community College District to provide services in support of their California Community College Chancellor’s SB70 Quick Start grant. The focus of the grant is to attract high school students to pursue careers in manufacturing. The services that Cerritos will provide include recruiting high school students to participate in grant paid workshops, provide manufacturing technology workshops and attend meetings as required in support of the grant. These services complement the activities of the Center for Applied Competitive Technologies.  
**Period:** The time period will be from November 16, 2006 through December 30, 2008.  
**Financial Implications:** For these services the college will receive $59,440 over a two year period. This fee will provide funds for 100% of this project’s activities with no cost to the District.
TRAINING – NEW

10. **CMM PRODUCTS, LLC**
**CMM TRAINING**
Requested by: Nick Kremer, Executive Director Community, Industry & Technology Education
Jose Anaya, Director of Economic Development

**Purpose:** To enter into an agreement with CMM Products, LLC to provide two 10-day CMM training in support of Boeing’s Mentor-Protégé project. The services will include CMM software/hardware training on how to use a coordinate measuring machine. The training will be provided by CMM Products to companies involved in the Boeing’ Mentor-Protégé project. The focus of the project is on doubling the capacity of three Southern California Boeing Suppliers.

**Period:** The time period will be from November 16, 2006 through December 30, 2007.

**Financial Implications:** The cost to will be an amount not-to-exceed $40,000.00. The funds are being provided by the Air Force through a contract with Boeing. No district funds are involved.

WORKSHOPS – RENEWAL

11. **RIO SAN GABRIEL EQUESTRIAN CENTER**
**HORSEBACK RIDING LESSONS**
Requested by: Nick Kremer, Executive Director Community, Industry & Technology Education

**Purpose:** The District wishes to renew its agreement with Rio San Gabriel Equestrian Center to provide not-for-credit, fee-based horseback riding classes for Community Education on an as needed basis. All terms to remain the same as previously approved on 2-17-99 and amended on 3-15-00.

**Period:** The renewal period will be from January 1, 2007 through December 31, 2008.

**Financial Implications:** Rio San Gabriel Equestrian Center will continue to receive $120 per student for the 6-week year-round classes and $165 per student for the summer youth horse camps. This is a financially self-supporting program.

12. **CATHERINE SOUTHERN**
**HOLISTIC HEALTH WORKSHOPS**
Requested by: Nick Kremer, Executive Director Community, Industry & Technology Education

**Purpose:** The District wishes to renew its agreement with Catherine Southern to provide not-for-credit, fee-based workshops for Community Education in Holistic Health on an as needed basis. All terms to remain the same as previously approved on 12-8-04.

**Period:** The renewal period will be from January 1, 2007 through December 31, 2008.

**Financial Implications:** Catherine Southern will continue to receive 30% of total enrollment fees collected per 9-hour workshop. This is a financially self-supporting program.

13. **JANET WOOD**
**PERSONAL ENRICHMENT WORKSHOPS**
Requested by: Nick Kremer, Executive Director Community, Industry & Technology Education

**Purpose:** The District wishes to renew its agreement with Janet Wood to provide not-for-credit, fee-based Personal Enrichment workshops for Community Education on an as needed basis. Workshops range from 3-5 hours of instruction. All terms to remain the same as previously approved on 1-19-05.

**Period:** The renewal period will be from January 1, 2007 through December 31, 2008.

**Financial Implications:** Janet Wood will continue to receive 30% of total enrollment fees collected per workshop. This is a financially self-supporting program.
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: November 15, 2006

SUBJECT: Consideration of Ratification of Resignation Accepted by the President – John Zamora, Performing Arts Promotion Specialist (Fine Arts Division)

RECOMMENDATION

It is recommended that the Board of Trustees ratify the President’s acceptance of resignation from employment of John Zamora, effective November 6, 2006.

OVERVIEW

Mr. John Zamora, Performing Arts Promotion Specialist (Fine Arts Division), has submitted a resignation.

ANALYSIS

Mr. Zamora provided notice of his resignation effective November 6, 2006. Human Resources received the resignation, and notified the President’s Office. The President has provided Mr. Zamora’s written notification of acceptance of his resignation.

FINANCIAL IMPLICATIONS

No financial impact.
RECOMMENDATION

It is recommended that the Board of Trustees ratify the President’s acceptance of Mr. Daniel M. O’Rourke’s resignation from employment due to retirement, effective December 29, 2006.

OVERVIEW

Mr. Daniel M. O’Rourke, Acting Director of Human Resources, has submitted a resignation from employment due to retirement.

ANALYSIS

Mr. O’Rourke provided notice of his resignation effective December 29, 2006. Human Resources received the resignation, and notified the President's Office. The President has provided Mr. O’Rourke written notification of acceptance of his resignation from employment.

FINANCIAL IMPLICATIONS

No financial impact.
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: November 15, 2006  

RECOMMENDATION

It is recommended that the Board of Trustees approve the termination of employment of Renato Reyes, Sergeant Campus Police/ETC, effective October 5, 2006 and place Mr. Reyes on a 39-month reemployment list pursuant to Education Code Section §88195 and District policy.

OVERVIEW

Mr. Reyes, Sergeant Campus Police/ETC, has been absent due to illness.

ANALYSIS

Mr. Reyes exhausted all available District-paid illness leave provisions effective October 5, 2006. He has not obtained a physician’s release verifying that he is medically able to return to full and unlimited duties in his classification with the District. Mr. Reyes was advised of his options to: (1) return to service with a full and unrestricted medical release to perform all of the duties of his job classification/assignment, (2) resign employment, or (3) request an unpaid leave of absence due to illness reasons which is subject to administrative and Board of Trustees approval. Mr. Reyes requested an unpaid leave and his request was denied by the Board of Trustees at the November 1, 2006 Board meeting.

Pursuant to the provisions of Education Code Section §88195 (copy attached), and District policy, when a classified employee exhausts all available leave allowances, and is still unable to assume the duties of his/her position, he/she shall be terminated from employment and placed on a 39-month reemployment list. While on the reemployment list, the person retains the right to be reemployed in a vacant position in the same classification from which he/she was terminated in preference to new applicants providing he/she notifies the District in writing of his/her request to return to service in the classification, and provides the District an acceptable full and unlimited statement of release from a physician which verifies that he/she can fully perform all of the duties of the classification/assignment.

FINANCIAL IMPLICATIONS

No financial impact.
88195. A permanent employee of the classified service who has exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leave and who is absent because of nonindustrial accident or illness may be granted additional leave, paid or unpaid, not to exceed six months. The board may renew the leave of absence, paid or unpaid, for two additional six-month periods or lesser leave periods that it may provide but not to exceed a total of 18 months.

An employee, upon ability to resume the duties of a position within the class to which he or she was assigned, may do so at any time during the leaves of absence granted under this section and time lost shall not be considered a break in service. The employee shall be restored to a position within the class to which he or she was assigned and, if at all possible, to his or her position with all the rights, benefits and burdens of a permanent employee.

If, at the conclusion of all leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his or her position, the employee shall be placed on a reemployment list for a period of 39 months.

At any time during the prescribed 39 months that the employee is able to assume the duties of his or her position, the employee shall be reemployed in the first vacancy in the classification of his or her previous assignment. The employee's reemployment shall take preference over all other applicants except for those laid off for lack of work or funds under Section 88117 in which case the employee shall be ranked according to his or her proper seniority. Upon resumption of the employee's duties, the break in service will be disregarded and the employee shall be fully restored as a permanent employee. This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060).
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: November 15, 2006
SUBJECT: Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2006-2007 Academic Year

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2006-2007 academic year, as presented on the attached list.

OVERVIEW

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

ANALYSIS

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

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

FINANCIAL IMPLICATIONS

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

Attachment
### FACULTY HOURLY - HEALTH OCCUPATIONS

Reemployed

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moore</td>
<td>Debora</td>
<td>Nursing</td>
<td>B3</td>
</tr>
<tr>
<td>Knapp</td>
<td>Joni</td>
<td>Nursing</td>
<td>A3</td>
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### FACULTY HOURLY - SCIENCE, ENGINEERING & MATHEMATICS

Reemployed

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<thead>
<tr>
<th>Name</th>
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<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Boyle</td>
<td>John</td>
<td>Biology - Teacher Trac</td>
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</table>

### FACULTY HOURLY - TECHNOLOGY

Reemployed

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</thead>
<tbody>
<tr>
<td>Wilson</td>
<td>Esther</td>
<td>Cosmetology</td>
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</table>

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

Reemployed

<table>
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</thead>
<tbody>
<tr>
<td>Martin</td>
<td>Lawrence</td>
<td>Adult Education</td>
<td>A4</td>
</tr>
</tbody>
</table>
CERRITOS COLLEGE

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: November 15, 2006
SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

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

FINANCIAL IMPLICATIONS

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

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

**SUBSTITUTE HOURLY EMPLOYMENT (AS NEEDED) - (2006 - 2007 School Year)**

<table>
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**SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2007 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST**

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Presented to the Board of Trustees 11/15/06
**SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2007 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST**

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## SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2007 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

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I. MEETING CALLED TO ORDER
Ms. Higdon called the meeting to order at 1:08PM.

II. INTRODUCTION OF NEW EMPLOYEES – NONE

III. APPROVAL OF MINUTES – October 16, 2006
Ms. Nolan made a motion to approve the October 16th minutes and Dr. Reece seconded the motion. The minutes were approved as presented.

IV. SET BOARD AGENDA – November 1, 2006
Ms. Higdon requested that the committee members carefully review the Board Agenda and voice questions and or comments about any of the items.

Ms. Nolan requested backup information on Item C under the Consent Agenda, Consideration of Approval of VTEA Grant Honorariums. Under the Carl D. Perkins Vocational and Technical Act of 1998 (VTEA) funds will be utilized to develop new occupational classes and programs in order to improve and promote vocational and technical educational programs, services, and activities.

Mr. Farmer questioned whether Item J under the Consent Agenda, Consideration of Denial of Request for Unpaid Leave of Absence Due to Illness Reasons for Classified Employee, would be discussed during open session. Mr. O’Rourke confirmed that this is accurate.

Ms. Higdon inquired whether any resignations have been received by Human Resources and Mr. O’Rourke replied that as of today, no resignations have been received.

Ms. Nolan announced that due to a lack of a Foster Care & Kinship program in the Palmdale area, the college has submitted a contract with the City of Palmdale under Item F of the Consent Agenda to rent a room at the Desert Sands Park to be used as an off-site classroom for the PS-MAPP program.
Mr. Farmer questioned the timeliness of Item H under the Consent Agenda, Consideration of Ratification of Employment of 2006 Summer Session Faculty Personnel. Mr. O'Rourke responded that the paperwork to hire this instructor was unfortunately delayed.

Dr. Johnson questioned how many new courses are being considered for approval under Item D of the Consent Agenda. There are two new courses to be considered for approval; NRSG 48T – Elective Nursing Tutorial and NRSG 80 – Nursing Process Documentation. Dr. Johnson also inquired what gifts are being considered for acceptance under Item B of the Consent Agenda. Ms. Higdon replied that the gifts include steel, aluminum, a welding machine and miscellaneous tools for the Automotive Technology and Welding departments.

Ms. Higdon also noted that a legal item may possibly be added for discussion during closed session.

V. **ITEMS BY INSTITUTIONAL COMMITTEES** – NONE

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

Nadia Sanchez  
Professional Relations

Ms. Sanchez spoke on behalf of Ms. Nina Motruk, chairperson of the Professional Relations committee, who was unable to attend the meeting. Ms. Sanchez is one of the ASCC representatives on this committee.

Ms. Sanchez distributed the attached minutes from the committee’s October 17th meeting, a timeline for the 2006-2007 Outstanding Faculty selection process, the Outstanding Faculty Nomination Form, a chart listing the locations of the Outstanding Faculty nomination boxes and a roster of the committee membership. Ms. Sanchez shared that Dr. Reece attended the October 17th meeting as a guest speaker, who suggested that a picture documentary of the faculty awardees be shown during the ceremony. The committee decided to instead focus on the Most Outstanding Faculty winner only for this year, on a trial basis. The committee members also decided to utilize the same poster format that was used for last year’s ceremony. All nomination boxes have been completed and a committee member has been assigned responsibility for each of the boxes. Nominations will be accepted beginning November 1st and ending December 4th.

Ms. Higdon thanked Ms. Sanchez for the informative report.

VII. **STATUS OF SHARED GOVERNANCE**
**Policy/Procedures Review**

The committee members were each given a revised copy of Policy 2410, Board Policy & Administrative Procedure Development. The revisions reflect the changes made during the Coordinating Committee meeting held on October 16th.
Review of Shared Governance Documents
The committee members continued to review the draft document listing all of the Shared Governance committees' purposes. The committee made revisions to the purpose statements for the Academic Affairs, Curriculum and Facilities Planning committees. The members also agreed to add a default statement to each committee's purpose statement that reads, “Monitors trends and practices on issues within the committee's scope and communicates them to the college.”

Ms. Higdon noted that the committee will have to revisit the purpose statement for the Diversity committee as the appropriate people with knowledge of the many law changes regarding this area are not present, including Ms. Cynthia Convey and Dr. Vela. Mr. Farmer will meet with Ms. Convey and report back to the committee.

Ms. Higdon shared that it had been previously suggested to combine the Facilities Planning committee with the Campus Transformation committee; the latter committee is not part of Shared Governance. Ms. Higdon stated that members of the Facilities Planning committee do not wish to merge these two committees as Facilities Planning works with campus-wide issues whereas Campus Transformation focuses on the GO Bond implementation. Ms. Nolan suggested that if the committees were to somehow merge, that Campus Transformation could perhaps become an ad hoc or subcommittee under Facilities Planning. This issue will be further discussed in the future.

VIII. PRESIDENT'S REPORT – NONE

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

   Jenine Nolan  Ms. Nolan inquired whether an announcement would be made to the campus about the recent hiring of new managers. Ms. Habbestad replied that she is currently working on a news release that will provide that information.

   Bernie Negrete  Mr. Negrete questioned whether the Cerritos College Organizational Chart has been recently updated. The President’s Office emailed the updated chart on October 12, 2006, to all managers and secretaries. The committee members have requested to make this information more widely accessible to members of the campus community.

X. ADJOURNMENT
The next meeting is scheduled for October 30th. Meeting adjourned at 2:51PM.
Professional Relations Committee
Tuesday, October 17, 2006
Chair - Nina Motruk
Meeting Held in Cosmetology Department

Members:
Faculty - Peter Moloney, Dora Macias, Anna DeMichele, Adelle Krayer, Thomas Caines, Doug Haynes (FSA), Sally Sestini, Nishi Shaw Williams, Mary Hunt, Val Mitchell; Administrators - Graciela Vasquez, Theresa Lopes; Classified/Confidential - John Gallant; Student - Ariadna Sanchez & Nadia Sanchez

Absent: Thomas Caines, Doug Haynes (FSA), Mary Hunt, Val Mitchell; John Gallant
Guest: Bryan Reese, President Faculty Senate

Minutes

1. Guest Speaker
Bryan Reese made a suggestion to do a picture documentary of the faculty awardees to be shown at the Awards Ceremony. Sally Sestini suggested that we do the Faculty of the Year only for a trial base to see how long it will take. We then voted and agreed. We also suggested that maybe after the award ceremony we could focus on the rest of the awardees. Bryan said he spoke with Mr. Farmer and ML Bettino and there are funds to cover this and staff to work on this with the help of the committee.

2. Advertisements - Talon Marks and Campus Connection
Nina explained that she emailed Campus Connection Kristin Habbestad and asked if she will have an announcement to be place on October 30 and a reminder on November 27 and Kristen agreed.

Then Nina spoke with someone from Talon Marks and I will be setting an appointment as soon as possible. Nina did email all the information to Talon Marks. Also, spoke with Dodie O'Donnell about having the link on the Cerritos Website and through the Academic Senate.

Nina spoke with John Gallant to speak at the Dean Meeting to have the Deans announce in their division meeting the period of the nomination.

Nina will be going to Publications to order the 20 packs of 50 nominations form.

3. Letter from Bryan Reece, Faculty Senate President that will go out with nominations forms to each faculty member
Bryan Reece stated he already taken care of this with Dodie O'Donnell. This letter will be going to the entire faculty with a copy of the nomination form.

4. Decide on the poster format
The committee agreed to have the same poster from the previous years and to contact
Roger Ernest to make the poster to placed with the nomination boxes.

5. Assignments of nomination box location to each member and their responsibility.
The list was passed out and the committee signed off (see attachment) and explaining the responsibilities that are required in this assignment for the nomination box.

Sally Sestini suggested to have two additional boxes in the new Science Building on the first and second floor faculty offices and the also Anna DeMichele suggest to have one in the Theater Department. Sally said it is difficult for students to get to because the Physical science students will not go over to the Science Building. Anna stated that the Fine Arts building is too far for the Theater students to go their. Nina then stated that she would find out if we could and get in contact with Dodie O'Donnell to see if that would be possible.

Nina gave out the instructions that each committee member need to pick up the box, poster and nomination forms from the Senate Office and sign check their name off. The list will be with Dodie O'Donnell. The members need to do this on Monday, October 30 or the 31st or no later than November 1. She stated she will email each committee member the completed list of the nomination boxes assignment.

6. Make announcements to your divisions meeting about the nomination period November 1 to December 4, 2006.
Then asked the committee member make an announcement in their division in November about the nomination period.

7. Other business:
Introduction of the Student Representatives Ariadna and Nadia Sanchez.

Nina announced the representative of this committee would need to be at the Coordinating Committee on Monday, October 23, 2006. She stated that she begins Jury Duty starting on that day, if someone would be able to attend in case she cannot attend. Ariadna Sanchez stated that she is already on the committee and will be more than happy to bring in the material and represent the committee.

Reminder the Nomination period is from November 1 until December 4.

Meeting adjourned 11:45 PM
### Professional Relations Committee
#### Outstanding Faculty Selection
##### Timeline 2006-2007

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<td>September 19</td>
<td>Committee meeting</td>
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<td>October 17</td>
<td>Committee meeting Nomination box assignments</td>
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<tr>
<td>November 1 through December 4</td>
<td>Nomination period (Wed. 11/1 – Mon 12/4/06)</td>
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<tr>
<td>November 21</td>
<td>Committee meeting to discuss evaluation process</td>
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<tr>
<td>December 8 to January 11</td>
<td>Evaluate nominations (Fri 12/8 – Thurs 1/11/07)</td>
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<tr>
<td>January 16</td>
<td>Committee meeting to review and discuss candidates who will go to next phase in the selection process</td>
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<tr>
<td>January 22 to February 9</td>
<td>Review candidate finalists</td>
</tr>
<tr>
<td>February 20</td>
<td>Committee meeting to select awardees Finalize recommendations for revisions to award procedures</td>
</tr>
<tr>
<td>March 1</td>
<td>Deadline for announcing awardees to Faculty Senate President</td>
</tr>
<tr>
<td>March (if necessary)</td>
<td>Present recommended revisions to award procedures to Faculty Senate for review</td>
</tr>
<tr>
<td>March 20</td>
<td>Committee Meeting-Awards ceremony</td>
</tr>
<tr>
<td>April 17</td>
<td>Final Committee meeting if necessary</td>
</tr>
<tr>
<td>April 19 (Thursday)</td>
<td>Outstanding faculty awards ceremony</td>
</tr>
</tbody>
</table>

**Meetings**
- September 19, 2006
- October 17, 2006
- November 21, 2006
- January 17, 2006
- February 20, 2007
- March 20, 2007
- April 17, 2007 (tentative)

**Nomination Period**
- November 1 – December 5, 2006

**1st Evaluation**
- December 8, 2006 – January 11, 2007

**2nd Evaluation**
- January 22 – February 9, 2007

**Select Award Recipients**
- February 20, 2007

**Announce Awardees to Fac. Sen. President**
- March 1, 2007 (deadline)
OUTSTANDING FACULTY NOMINATION FORM

Who is eligible to win this award?
All certificated teaching and non-teaching faculty. This includes all full and part-time faculty, counselors, librarians, and faculty in student services (Student Activities, DSPS, Career Center, and Academic Support Center).

What are the criteria?
1) Outstanding teaching, coaching, guidance
2) Unselfish dedication to students and the college
3) Other criteria may include:
   a) Publications, grant writing
   b) Club and student activities involvement
   c) Contributions to the college through committees, special projects, volunteerism, etc.
   d) Service to the community as a representative of the college
   e) Art exhibitions, concerts, public performances, etc.

Who may nominate?
All currently enrolled students and Cerritos College employees.

Name of nominee

Name of nominator (required) ____________________________ Student / Faculty / Staff
Please circle one

Student ID number (required if nominator is a student) ____________________________

How has this person made a difference at Cerritos College? What outstanding contributions has this person made for the students at Cerritos College? Please indicate as specifically as possible the reasons or criteria for your nomination. You may do this in the form of a paragraph or list. For a nomination to be considered you must list multiple reasons or criteria for why this person deserves this award. If you are aware of recent accomplishments, please include these in your nomination. Single statement nominations will not be considered. Attach an additional sheet if necessary.

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Place completed form in boxes located in Admissions and Records, Business Education, Computer Assisted Instruction Lab (CAI), Disabled Student Programs and Services (DSPS), Faculty Senate Office, Fine Arts, Health Occupations, HPE, Humanities/Social Sciences, Liberal Arts, Library Circulation Desk, Classroom Building (CB), Physical Sciences, Student Activities Office, Technology. Deadline is December 4, 2006.
# Professional Relations Committee

**Items to Pick up from the Side Room of the Academic Affairs Office**

<table>
<thead>
<tr>
<th>Box Location</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and Records</td>
<td>Terrie Lopez</td>
</tr>
<tr>
<td>Business Education</td>
<td>Peter Moloney</td>
</tr>
<tr>
<td>Classroom Building (CB)</td>
<td>Graciela Vasquez</td>
</tr>
<tr>
<td>Computer Assisted Instruction Lab</td>
<td>Val Mitchell</td>
</tr>
<tr>
<td>Disabled Student Programs and Services</td>
<td>Mary Hunt</td>
</tr>
<tr>
<td>Faculty Senate Office</td>
<td>Anadna Sanchez</td>
</tr>
<tr>
<td>Fine Arts/Theater</td>
<td>Anna DeMichele</td>
</tr>
<tr>
<td>Health Occupations</td>
<td>Adelle Krayder</td>
</tr>
<tr>
<td>HPE</td>
<td>Tom Caines</td>
</tr>
<tr>
<td>Humanities/Social Sciences</td>
<td>Doug Haynes</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>Nishi Shah-Williams</td>
</tr>
<tr>
<td>Library Circulation Desk</td>
<td>Val Mitchell</td>
</tr>
<tr>
<td>Physical Sciences/Science Building</td>
<td>Sally Sestini</td>
</tr>
<tr>
<td>Student Activities Office</td>
<td>Nadia Sanchez</td>
</tr>
<tr>
<td>Technology</td>
<td>Nina Motruk</td>
</tr>
</tbody>
</table>

## Items to Pick up from the Side Room of the Academic Affairs Office

1. **Box(es) for your Area(s)**
   - Boxes are labeled.
2. **One (1) Pad of Nomination Forms**
   - You may pick up more as the need arises.
3. **Flyers and/or Small Flyers in Plastic Frame for your Area(s)**
4. **Please Check Off Your Name When You Pick Up Your Items**
   - Clipboard will be at Dodie O'Donnell's Desk
# Professional Relations Committee Membership

**2006-07**

*As of October 17, 2006*

<table>
<thead>
<tr>
<th>Chairperson:</th>
<th>Nina Motruk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension:</td>
<td>2957</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:motruk@cerritos.edu">motruk@cerritos.edu</a></td>
</tr>
</tbody>
</table>

## Members

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Division</th>
<th>Ext</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Moloney</td>
<td>Business Education</td>
<td>2742</td>
<td><a href="mailto:pmoloney@cerritos.edu">pmoloney@cerritos.edu</a></td>
</tr>
<tr>
<td>Dora Macias</td>
<td>Counseling</td>
<td>2233</td>
<td><a href="mailto:dhmacias@cerritos.edu">dhmacias@cerritos.edu</a></td>
</tr>
<tr>
<td>Anna DeMichele</td>
<td>Fine Arts/Communications</td>
<td>2641</td>
<td><a href="mailto:ademichele@cerritos.edu">ademichele@cerritos.edu</a></td>
</tr>
<tr>
<td>Adelle Krayer</td>
<td>Health Occupations</td>
<td>2564</td>
<td><a href="mailto:akrayer@cerritos.edu">akrayer@cerritos.edu</a></td>
</tr>
<tr>
<td>Thomas Caines</td>
<td>HPE/Athletics</td>
<td>2887</td>
<td><a href="mailto:tcaines@cerritos.edu">tcaines@cerritos.edu</a></td>
</tr>
<tr>
<td>Doug Haynes (FSA)</td>
<td>Humanities/Social Sciences</td>
<td>2777</td>
<td><a href="mailto:dhaynes@cerritos.edu">dhaynes@cerritos.edu</a></td>
</tr>
<tr>
<td>Nishi Shah-Williams</td>
<td>Liberal Arts</td>
<td>2786</td>
<td><a href="mailto:Nwilliams@cerritos.edu">Nwilliams@cerritos.edu</a></td>
</tr>
<tr>
<td>Val Mitchell</td>
<td>Library</td>
<td>2416</td>
<td><a href="mailto:vmitchel@cerritos.edu">vmitchel@cerritos.edu</a></td>
</tr>
<tr>
<td>Sally Sestini</td>
<td>Science, Engineering &amp; Math</td>
<td>2656</td>
<td><a href="mailto:ssestini@cerritos.edu">ssestini@cerritos.edu</a></td>
</tr>
<tr>
<td>Mary Hunt</td>
<td>Student Services</td>
<td>2409</td>
<td><a href="mailto:mhunt@cerritos.edu">mhunt@cerritos.edu</a></td>
</tr>
<tr>
<td>Nina Motruk</td>
<td>Technology</td>
<td>2957</td>
<td><a href="mailto:motruk@cerritos.edu">motruk@cerritos.edu</a></td>
</tr>
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<tr>
<th>Administrators</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Graciela Vasquez</td>
<td>Title V Project Director</td>
<td>2788</td>
<td><a href="mailto:gvasquez@cerritos.edu">gvasquez@cerritos.edu</a></td>
</tr>
<tr>
<td>Theresa Lopez</td>
<td>Asst. Dean, Career Services</td>
<td>2361</td>
<td><a href="mailto:tmlopez@cerritos.edu">tmlopez@cerritos.edu</a></td>
</tr>
</tbody>
</table>

### Classified/Confidential

| John Gallant                | Academic Affairs                        | 2223 | jgallant@cerritos.edu                    |

### Student

| Ariadna Sanchez             | Student Representative                  | 2478 | AriadnaS@gocerritos.com                  |
| Nadia Sanchez              | Student Representative                  | 2378 | nadatane19@hotmail.com                   |

10/17/2006
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
PREPARED BY: Jo Ann Higdon, Vice President of Business Services
DATE: November 15, 2006
SUBJECT: Consideration of Approval to Enter into a Contract with Jacobson, Betts and Company for a Classification/Compensation Studies for Classified, Confidential and Management Employees

RECOMMENDATIONS
It is recommended that the Board of Trustees approve entering into a contract with Jacobson, Betts and Company for Classification/Compensation Studies for Classified, Confidential and Management Employees.

OVERVIEW
Upon direction from the Board, a Request for Proposal (RFP) was issued for the classification/compensation study for classified and confidential employees. A second RFP was issued for a classification/compensation study for management employees.

Six (6) firms responded to the classified RFP and interviews were held on September 18 and 19, 2006. Five (5) firms responded to the management RFP and interviews were held on September 21 and 22, 2006.

The interview committee composition for classified consisted of representatives from management, CSEA, Human Resources, and Executive Council. The interview committee composition for management consisted of representatives from management (ACCME), Human Resources, and Executive Council. The individual ad-hoc committees then selected the strongest firms for whom reference checks were then performed.

ANALYSIS
Based upon that process, Jacobson, Betts and Company emerged as the strongest firm. Staff recommends the Board of Trustees enter into a contract with Jacobson, Betts and Company to conduct these two classification/compensation studies.

FINANCIAL IMPLICATIONS
The cost to the District will be $68,000.00 and these funds are provided for in the budget.