I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ** CONSIDERATION OF APPROVAL OF MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF NOVEMBER 7, 2007

IV. PUBLIC PRESENTATIONS

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

V. ADMINISTRATIVE MATTERS

** A. Certification of the Accreditation Self Study

** B. Discussion Item: Concerns Expressed by the HPEA Faculty

VI. ADJOURNMENT

VII. NEXT REGULAR MEETING DECEMBER 12, 2007 AT 4:30 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 5:00 p.m. by Mr. Jackson the Board President. Those present were:

Ms. Carmen Avalos    Mr. Tom Jackson
Dr. Ted Edmiston     Mr. John Moore
Mr. Bob Epple        Mr. Jason Macias, Student Trustee
Dr. Bob Hughlett

Mr. Arthur was not present. Others present were the President of the College, Vice President of Business Services, Vice President of Academic Affairs, Faculty Senate President and CSEA President.

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

III. STUDY SESSION
Accreditation Liaison Officer Bill Farmer and Self Study Co-chairs Dr. Linda Rose and Bob Livingston provided an overview of the new accreditation standards as well as changes to the Accrediting Commission’s standards and processes since the last accreditation site visit. Mr. Farmer said the landscape for accreditation has changed significantly since the college’s last accreditation in 2002. He said there is now pressure from many quarters, including the federal government, on accrediting agencies to require more stringent evaluations of colleges that reflect a greater focus on accountability measures. He cited a recent statement by the director of the Accrediting Commission for Community and Junior Colleges (ACCJC), Dr. Barbara Beno, that teams must address all questions in the ACCJC’s publication, Guide to Evaluating Institutions, for an accreditation visit to be comprehensive. He also said there is a new emphasis on a “culture of evidence” and the visiting team will want to see documents, minutes of meetings, notes, statistical reports, survey results, etc. to determine whether the conclusions reached in the self-study are justified by concrete evidence. Finally, he said the commission has great interest in three key issues: (1) Has the college implemented an effective program review process? (2) Has the college tied planning to resource allocation? and (3) What progress has the college made in developing and assessing Students Learning Outcomes (SLO’s) and how is it using that assessment to improve learning? Dr. Rose stated that in the process of creating the self study report, there was an emphasis on evidence-based data gathering. She added that in the beginning of the process, each group was given templates to put each portion of the report together. She indicated that the entire accreditation team and guests reviewed the draft responses to each accreditation standard by conducting weekly meetings. A draft of the document was completed in Spring 2007 and an editor worked to unify the separate components of the document. Mr. Livingston explained that four main groups (one for each standard) divided the work of the self-study.

Mr. Farmer, Dr. Rose and Mr. Livingston provided an overview of the strengths and weaknesses reported under each standard. Mr. Farmer noted one consistent recommendation was the need to further develop student learning outcomes.
Dr. Hughlett stated that he felt the report was light on evidence-based data gathering in Standard IV and questioned the omission of the findings of the Noel-Levitz survey. Mr. Farmer stated that all standard co-chairs received the Noel-Levitz report on June 6 and added that Standard 2 co-chairs did include some of the data. He emphasized that some of the findings of the Noel-Levitz report were complicated.

Faculty Senate President Dr. Bryan Reece distributed a memo and copies of the first and second drafts of the Standard IV section of the report. He read the memo to the Board and stated that the Faculty Senate is concerned with the accuracy of Standard IV of the Accreditation Self Study Report and added that the revisions that were done to unify the document modified the voice and rearranged content as well as changed the key elements of the message. He stated that four members of the Standard IV committee felt that information was excluded from the second draft because it was critical of the administration. He added that the omitted comments were germane to the standard’s question and should be reinstated into the document. He stated that the Faculty Senate is also concerned that the Noel-Levitz findings were omitted from the draft. He referenced as an example Noel-Levitz findings that were critical of academic advising. Dr. Reece concluded by requesting that the Board affirm that content from the first Standard IV draft remain in place unless the committee members agree to revise or remove the content, affirm that all committees are given the opportunity to include key findings from the Noel-Levitz report, determine why the results were delayed and determine why the original work submitted by the Standard IV committee was rewritten. He added that some members of the Standard IV team would remove their name from the document if the second draft is approved as is.

Mr. Epple questioned the editing process and stated that while editing was done to the document to ensure that the self study document questions were answered, the differences in the two documents destroy the community input.

Mr. Moore questioned if the group was aware that there were specific questions to be addressed. Dr. Rose stated all committee members were present at the meetings when it was discussed but added that the Standard IV group chose not to use the templates that were provided. Dr. Hughlett commented that the two documents were light years apart. Dr. Rose stated that the summary of the Noel-Levitz survey was distributed via email on June 18.

Mr. Moore stated that he felt that legitimate concerns were being raised and added that the Board needed time to address the issue. Ms. Avalos pointed out that accuracy is most important and that our purpose is to have a correct reflection of the college. Dr. Hughlett stated that it would be premature to come to a conclusion and added that he would not support certifying the document at this time. Mr. Epple recommended that someone instruct the editor and the committee to meet and discuss and resolve the discrepancies in the report. Mr. Jackson questioned if the Board thought all of the standards should be looked at again.

Mr. Farmer stated that during the comment period of the document, eight comments were received and none of the comments were on the issues that were being discussed tonight. Dr. Reece stated that he was deluged with comments and that individuals expressed discomfort with the
situation. He added that he didn’t feel the committee would be willing to do any work on the revised document.

Mr. Moore stated that he understands that the accreditation process is very difficult and that everyone means well. He emphasized that the Steering Committee, the Accreditation Liaison Officer and Self Study Co-chairs are doing what is best for the institution. Dr. Hughlett stated that the Standard IV committee should be charged with the responsibility of putting the original document in the template format and let the editor polish it as needed. Dr. Edmiston noted that it was important that the Board be clear as to what is accurate and whether something is political.

Dr. Hughlett stated that he wanted to be sure this discussion was memorialized in the minutes of the meeting. There was a consensus on the Board that the two groups should come together and resolve the discrepancies in the two draft versions of the document. Mr. Jackson requested that the information be provided to the Board with ample time to review before the December 12 Board meeting.

The Board took a five-minute recess and reconvened at 6:25 p.m.

IV. MINUTES
October 17, 2007

It was moved by Mr. Epple and seconded by Dr. Hughlett to approve the minutes of the regular meeting of October 17, 2007. The vote for approval was unanimous.

V. PRESENTATION OF PLAQUE - RETIREMENT

The Board presented Fred Williams with a retirement plaque acknowledging his years of dedicated service to Cerritos College.

VI. PUBLIC PRESENTATIONS

There were no public presentations.

VII. CONSENT AGENDA

It was moved by Dr. Hughlett and seconded by Mr. Moore to approve the consent agenda and addendum. The vote for approval was unanimous.

A. Approved New Course Offerings, as attached.

B. Approved Additional Textbook Adoptions for Spring 2008, as attached.

C. Approved Perkins/VTEA Grant Stipend, as follows:

   $3,750 stipend per semester for a total of $7,500 for the 2007-2008 academic year: Steven Hirohama

D. Approved Quarterly Fiscal Status Report for the Quarter Ending September 30, 2007, as attached.

E. Approved General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending September 30, 2007:

   Payroll “A” Warrants 5,790 $13,509,245.12
   Other “B” Warrants 9,182 $12,962,256.74

F. Approved Budget Extensions and Budget Transfers, as attached.
G. Approved Contracts as follows:

Agreements

RENEWAL

1. ABC Unified School District
   America Reads & America Counts – Federal Work Study Program
   Student Support Services
   To participate in the America Reads & America Counts program. The agreement allows Federal Work Study students to participate as tutors in the Kindergarten through sixth grades. For period November 8, 2007 through June 30, 2008. No cost to the District.

2. To Your Health/A Su Salud
   Health Professions (Project Hope), Federal Work Study Program
   Student Support Services
   To continue to allow Federal Work Study students provide community service and gain experience in the health care field. For period November 8, 2007 through June 30, 2008. No cost to the District.

Classes

NEW

3. Southeast Regional Occupation Program
   Quick Start AB70 Automotive Program Technology
   For an additional course to be offered through the Automotive Career Academy. For period September 1, 2006 through June 30, 2008. The cost for the additional course will be $9,000 bringing the total contract amount to $24,000 with funding from Quick Start AB70 Grant funds.

Classes

NEW

   Personal Enrichment Classes
   CITE/Community Education
   To provide not-for-credit, fee-based personal enrichment classes in the subject area of personal retirement planning. For period November 15, 2007 through June 30, 2009. Financial Analytical Services will receive 30% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.

Internships

AMENDMENT

5. Sync Masters, Inc.
   Film Production Internship
   CITE
   To provide intensive internships for film production students. For period November 8, 2007 through June 30, 2008. Training and additional activities will be provided by Sync Masters at an increase of $250 for a total not to exceed $2,750 with funding from Perkins/(VTEA) grant funds.
Lease/Purchase
6. Pivot Point
   Lease Purchase Agreement
   Technology
   To include a new module: Texture: A Designer’s Approach. The period of time will remain the same. Any additional cost will be funded by Cosmetology.

Medical
NEW
7. Dr. Raveen Acora
   Nursing and Medical Assisting Program
   Health Occupations
   To provide clinical/practice experiences for students enrolled in the nursing and medical assisting programs. For period November 8, 2007 through November 8, 2009. No cost to the District.

RENEWAL
8. Presbyterian Intercommunity Hospital
   Nursing, Pharmacy Technician, Emergency Medical Technician, Physical Therapist Assistant, and other Educational Programs
   Health Occupations
   To provide clinical/practicum experiences for students enrolled in the nursing, pharmacy technician, emergency medical technician, physical therapist assistant, and other educational programs. For period November 7, 2007 through November 7, 2009. No cost to the District.

Services
AMENDMENT
9. tBP/Architecture
   Architect Services
   Physical Plant
   At the October 17, 2007 Board meeting, the Board of Trustees approved the updated Campus Transformation Implementation Plan which modified this project from a renovation to a New Building/Replacement Project. The time period will be through construction and final Division of State Architect (DSA) close-out of the project. The cost of this service shall be approximately 8% of the project construction budget plus reimbursable expenses with funding from the GO Bond funds.

Services
NEW
10. Comm-Western, Inc., dba Windsor Broadcast Productions
    American Health Journal Episode
    Public and Governmental Relations
    For underwriting and the production of one episode of American Health Journal, a documentary television series produced for public television stations. For period September 9, 2007 through September 1, 2008. Total cost is $4,500.00 which will match a grant from the Cerritos College Foundation. The funding will come from the Public Relations Department.
Use Of Facilities

NEW

11. Norwalk Marriott
   Quick Start AB70 Grant Meeting
   Technology
   To provide use of their facilities and catering services for the grant approved meeting in support of the Quick Start AB70 grant. The meeting will be held during the Spring 2008 semester. Total cost is not to exceed $6,600.00 with funding from the Quick Start AB70 Grant.

12. Sheraton Cerritos
   Quick Start AB70 Grant Meeting
   Technology
   For the use of their facilities and catering services for the grant approved meeting in support of the Quick Start AB70 grant. The meeting will take place on November 28, 2007. Total cost is not to exceed $10,100.00 with funding from the Quick Start AB70 Grant.

H. Approved and/or Ratified Resignations Accepted by the President/Superintendent, as follows:
   Frederick P. Williams, Plumber (Facilities), effective December 28, 2007

I. Approved Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2007-2008 Academic Year, as attached.

J. Approved Request for Unpaid Leave of Absence, as follows:
   Julie Trager, Art Instructor (Fine Arts & Communications), effective for the Fall Semester 2008

K. Approved Request for Change on Reduced Workload Prior to Retirement Pursuant to the Provisions of Board Policy 7215-7215.3 and Education Code Section 87483, as attached.

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

   Added by addendum:
   Division Clerk @ 25-1 ($2,823.00 per month) effective November 8, 2007: Rachel Samarin (Foundation)
   Program Facilitator @38-3 ($4,176.00 per month) effective November 8, 2007: Linda Isai (Economic Development)
   Typist Clerk @19-1 ($2,463.00 per month) effective November 26, 2007: Nancy Mirabella (Foster & Kinship Care Education)
   Typist Clerk @19-1 ($2,463.00 per month) effective November 13, 2007: Gina Rossman (Child Development Center)

VIII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained College Coordinating Committee Minutes for October 8 and October 15, 2007.

C. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to table the item to consider certification of the Accreditation Self Study until the December 12, 2007 Board meeting. The vote for approval was unanimous.

D. As information, the Board considered the First Reading of the Chapter 2 Board Policies (Board of Trustees). It was moved by Ms. Avalos and seconded by Dr. Hughlett to strike the following language from paragraph 19 of Administrative Procedure 2200:

“Participate in the interview and selection process for the president, vice presidents, and all line management/administrative positions that report directly to the President/Superintendent.”

The vote for approval was unanimous.

E. It was moved by Dr. Hughlett and seconded by Mr. Moore to approve the adoption of Chapter 3 Board Policies (General Institution). The vote for approval was unanimous.

F. It was moved by Mr. Moore and seconded by Dr. Hughlett to approve the Modification of Local Hiring Standards for U.S. History. The vote for approval was unanimous.

IX. REPORTS OF BOARD MEMBERS AND STAFF

Macias

Mr. Macias stated that he had the opportunity to visit both UC Berkeley and UC San Francisco and added that he is leaning toward UC San Francisco to continue his studies.

Hughlett

Dr. Hughlett stated that Mr. Moore’s birthday celebration was very good and was a good send-off for his many years of service. He stated that the State of the State luncheon held by the Cerritos Chamber of Commerce was well attended and was a good opportunity to learn. Dr. Hughlett stated that he had a spectacular evening at the “Hollywood Revisited” event. He concluded by reiterating the need to look into the possibility of filling the Judicial Affairs position on an interim basis. He requested a report to the Board or an agenda item.

Edmiston

Dr. Edmiston thanked everyone who participated in their civic duties by voting on Tuesday and added that he appreciates everyone’s efforts.

Moore

Mr. Moore stated that the homecoming ceremonies were spectacular despite the fact that the Homecoming game was cancelled. He concluded by congratulating his colleagues on being re-elected to the Board.

Epple

Mr. Epple congratulated the student body and staff for altering the Homecoming events at the last minute and added that it was a very enjoyable day.

Jackson

Mr. Jackson stated that he enjoyed Mr. Moore’s birthday party. He also stated that the homecoming festivities were very fun. He thanked Allison Abel and Mark Wallace for posting photos of the floats on the website.

Vela

Dr. Vela congratulated Fred Williams on his retirement. She stated that despite the fact that the homecoming football game was cancelled, staff came up with a plan to ensure that we maintain the spirit of homecoming festivities. She added that it was very enjoyable. Dr. Vela indicated that
she attended a recent CEOCCC Statewide Meeting where there was much discussion regarding next year’s budget as well as student learning and basic skills. She added that she was fortunate to be a part of a CEO group to discuss strategies to help students succeed and indicated that the Faculty Senate and the Vice President of Academic Affairs are working hard to ensure that those strategies are applied here. Dr. Vela indicated that the college was invited to attend a meeting at Montebello Unified School District to discuss a plan to create an applied technology center and opportunities for partnership. She stated that she, Mr. Farmer, Dr. Johnson and Jenine Nolan were honored to participate in the discussion along with Rio Hondo College, East Los Angeles City College, Pomona College, CSULA and CSULB. Dr. Vela stated that she attended a seminar where Dr. Nancy Shulock, author of the publication “Beyond the Open Door”, spoke of her research that highlights barriers that inhibit the ability of community colleges to educate students. She added that there was discussion regarding efforts to remove some of those barriers. Dr. Vela stated that the “Hollywood Revisited” event was spectacular. She indicated that the fundraiser was organized by Steve Richardson and Janice Cole and added that because of the success of the program and talent, they are looking at the possibility of a repeat performance. She acknowledged Professor Greg Schneider for his efforts. Dr. Vela indicated that she recently met with retirees of Cerritos College and made a presentation on happenings on campus including the campus’ transformation plans. She stated that the retirees are interested in helping students succeed and many volunteered to participate in the “Ask Me” Campaign. She added that some retirees would like to assist even further. Dr. Vela congratulated the incumbents on their re-election and added that she spoke with Dr. Tina Cho and offered congratulations. She stated that everyone is looking forward to continuing to serve the community.

Johnson

Dr. Johnson stated that it was a pleasure to join retirees and discuss the “Ask Me” campaign. He stated that the change in plans for the homecoming festivities was seamless and added that it was a very polished event. Dr. Johnson concluded by stating that he attended a southern California workshop on Title V changes and indicated that staff will be sharing the information with students.

Farmer

Mr. Farmer stated that he attended the Chief Instructional Officers Conference in Monterey and added that there was much discussion regarding Title V changes. He noted that some of the changes have created an opportunity to offer more certificate programs to students. Mr. Farmer indicated that he enjoyed the homecoming activities and concluded by inviting everyone to attend the art gallery faculty exhibition which opened last Tuesday.

Reece

Dr. Reece congratulated the Board members who were re-elected on November 7. He invited everyone to attend the My Democracy Awards on November 15 and concluded by stating that there has been some interesting discussion regarding Proposition 92. He indicated that an effort to coordinate fundraising efforts on campus is being sponsored by several groups on campus and invited the Board to participate if they were interested.

X. CLOSED SESSION

The Board adjourned to closed session at 7:20 p.m.
XI. RECONVENE

The Board reconvened at 7:45 p.m.

Read Out

Mr. Moore reported that in closed session the Board of Trustees approved 1.) Health insurance benefits adjustments for Management employees for the 2008 Calendar Year as presented in the attached memorandum dated November 7, 2007; and 2.) Management employee’s salaries continue to remain indefinite effective July 1, 2007 for the 2007-2008 fiscal year.

Read Out

Mr. Moore reported that in closed session the Board of Trustees approved the attached memorandum of understanding dated November 6, 2007 between the District and the Cerritos College Faculty Federation regarding health insurance benefits for full-time faculty employees for the 2008 calendar year.

Read Out

Mr. Moore reported that in closed session the Board of Trustees approved the attached tentative agreement dated November 6, 2007 between the District and the California School Employees Association (CSEA) Chapter #161 regarding health and welfare benefits for the 2008 calendar year.

Read Out

Mr. Moore reported that in closed session the Board of Trustees approved 1.) Health insurance benefits adjustments for confidential employees for the 2008 calendar year as presented in the attached memorandum dated November 7, 2007; and 2.) Confidential employees’ salaries continue to remain indefinite effective July 1, 2007 for the 2007-2008 fiscal year.

XII. ADJOURNMENT

The meeting was adjourned at 7:49 p.m.

XIII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, December 12, 2007 at 4:30 p.m.

Tom Jackson, President

Robert Epple, Secretary
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
PREPARED BY: William C. Farmer Jr., Vice President of Academic Affairs
DATE: December 3, 2007
SUBJECT: Certification of the Accreditation Self Study

RECOMMENDATION

The College’s self-study in support of the reaffirmation of its accreditation by the Accrediting Commission of Community and Junior Colleges (ACCJC) has been completed and is presented to the Board for certification by its President of widespread participation in the preparation of the self-study and accuracy in its reflection of whether the campus is in compliance with ACCJC standards.

OVERVIEW

Cerritos College is in the process of seeking reaffirmation of its accredited status by the ACCJC. As part of that process, it has completed a self-study assessing the degree to which it complies with the standards of effective practice identified by the ACCJC. The self-study was led by Dr. Linda Rose, Dean of Liberal Arts, and Bob Livingston, faculty member in the Business Education Division. Over 70 administrators, faculty, classified staff, and students participated in the analysis, writing, and editing of the self-study. Each team was co-chaired by an administrator and a faculty member. The self-study was posted to the college website on October 8, 2007 for comment by members of the college community. A total of nine comments were received and, where appropriate, incorporated into the self-study. Five campus forums, three of them in Fall 2007, have also been held to discuss the accreditation process and the self-study. At the November 7, 2007 study session on the self-study, the Board directed the accreditation self-study co-chairs and ALO to work with the Standard IV Committee to reconcile the two versions of that part of the self-study. As the Board is aware from the letter dated November 9, 2007 it received from one of the Standard IV co-chairs, the committee declined to work with the self-study co-chairs and ALO to reconcile the two versions. Nevertheless, the self-study co-chairs, ALO, and self-study editor have made revisions in Standard IV in its own attempt to reconcile the two versions and maintain the integrity of the report.

ANALYSIS

The college must seek reaffirmation of its accredited status by the ACCJC every six years. It must begin the request for reaffirmation of accreditation by conducting a self-study that analyzes whether it complies with standards of effective practice for community and junior colleges identified and adopted by the ACCJC. A visiting team of peer evaluators, selected and trained by the ACCJC, will visit the college between March 3-6, 2008, to examine the validity of the self-study’s conclusions and to make a recommendation to the ACCJC about the college’s accredited status. The self-study must be submitted to the ACCJC at least 45 days before the visit. The Board of Trustees President, among others, must certify that the self-study was the product of widespread participation of members of the college community and that it is an accurate reflection of the college’s position relative to the ACCJC standards of accreditation.
FINANCIAL IMPLICATIONS

There is no financial impact of the completion of the self-study. Funds for the evaluation team’s visit have been included in the 2007-08 annual budget.

ATTACHMENTS

Under separate cover, additional back-up materials regarding the Accreditation Self Study have been provided with the Board’s packet of information.
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
PREPARED BY: Jo Ann Higdon, Vice President of Business Services
DATE: December 3, 2007
SUBJECT: Discussion Item: Concerns Expressed by the HPEA Faculty

RECOMMENDATION

It is recommended that the Board of Trustees discuss the concerns referenced by Dr. Hughlett that were expressed by the HPEA faculty and give staff direction.

OVERVIEW

Board member Dr. Hughlett requested that an agenda item be prepared to allow the Board to discuss the concerns expressed by the HPEA faculty.

ANALYSIS

No background information was provided regarding the specific concerns referenced by Dr. Hughlett. However, under separate cover and included in the Board’s packet of information, staff has provided information regarding the upcoming transformation for areas used by the HPEA division.

- Chronology of events since 2005 regarding meetings and information about the plans for the areas used by HPEA division and the minutes of the Campus Transformation Committee (CTC) meetings at which HPEA-related transformation items were discussed.

- Copy of memos dated November 6, 2007 and November 13, 2007 from Dr. Bryan Reece
  - For the Board’s information, a CTC meeting is scheduled for December 6 during which the items included in Reece’s memo will be discussed.

FINANCIAL IMPLICATIONS

Unknown