I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ** CONSIDERATION OF APPROVAL OF MINUTES OF SPECIAL MEETING OF THE BOARD OF TRUSTEES OF NOVEMBER 15, 2006

IV. ** CONSIDERATION OF APPROVAL OF MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF NOVEMBER 15, 2006

V. PRESENTATION OF PLAQUES – Two Retirements

VI. INSTITUTIONAL PRESENTATIONS

Southland Cerritos Center for Transportation Technologies Presentation – Steve Richardson, Executive Director of Cerritos College Foundation

Recognition of Cerritos College Chapter of Psi Beta (the National Honor Society in Psychology) for Outstanding Chapter of the Year Award - Francine De France, Dean of Humanities and Social Sciences

The Year in Review – 2006 – Dr. Noelia Vela, President and Kristen Habbestad, Coordinator of Media Relations

VII. 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.

VIII. ORGANIZATIONAL MEETING

** A. Election of Board Officers (President, Vice President and Secretary)

** B. Consideration of Regular Meeting Dates of the Cerritos Community College District Board of Trustees

C. Consideration of Election of Annual Representative to the Los Angeles County School Trustees Association for 2007

IX. CONSENT AGENDA

** A. Consideration of Approval of Board Member Compensation Increase

** B. Consideration of Acceptance of Gifts

** C. Consideration of Approval of New Course Offerings

** D. Consideration of Approval of Gateways Title V Grant Stipends
** E. Consideration of Approval of a Teaching Scholar Mentor Stipend

** F. Consideration of Approval of Teacher TRAC Program Faculty Stipends

** G. Consideration of Approval of Resolution No. 06-13 Authorizing Board Members and Certain Employees of the Cerritos Community College District to Sign Documents for the Period January 1, 2007 through December 31, 2007

** H. Consideration of Approval of Resolution No. 06-14 Authorizing Certain Employees of the Cerritos Community College District to Approve Documents in the LACOE Financial System for the Period January 1, 2007 through December 31, 2007

** I. Consideration of Approval of Civic Center Event Support Staff

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

** K. Consideration of Approval of Contracts

Agreements
NEW
1. To Your Health/A Su Salud Health Professions (Project HOPE), Federal Work Study Agreements
   Student Support Services

Consultant
NEW
2. Athletic Facility Consulting, Inc. (AFCI)
   Soccer Field Design and Project Management Consultant
   PE/Athletics

Mentors
NEW
3. Susan Hart
4. Tina Moskowitz
   Teacher TRAC Mentors
   Teacher TRAC

Use of Facilities
NEW
5. Sheraton Cerritos
   Math Workshop
   SEM

Workshop
NEW
6. Bill Lombard
   Math Workshop for Title V
   SEM

** L. Consideration of Ratification of Resignations Accepted by the President/Superintendent

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

** N. Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel
X. REPORTS OF BOARD MEMBERS AND STAFF

XI. ADMINISTRATIVE MATTERS

** A. Information Item: Coordinating Committee Minutes (October 30, 2006 and November 6, 2006)

** B. Approval of Resolution #06-12 to Declare District’s Withdrawal of Membership in the School Excess Liability Fund JPA (SELF)

** C. Consideration of Approval to Enter into a Contract with HMC Architects for Architectural/Engineering Services for the Classroom/Lab/Office Building Project

XII. CLOSED SESSION

A. Public Employee Employment (GC #54957)
   1. Consideration of Employment of Director of the Child Development Center

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

D. President/Superintendent’s Evaluation Form Review

XIII. RECONVENE

XIV. ADJOURNMENT

XV. NEXT REGULAR MEETING: JANUARY 17, 2007 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 4:03 p.m. by Mr. Moore the Board President. Those present were:

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

Others present were the President of the College and the Vice President of Business Services.

II. PLEDGE OF ALLEGIANCE
There was no pledge of allegiance.

III. PUBLIC PRESENTATIONS
There were no public presentations.

IV. STUDY SESSION
    Campus Tour
Dr. Vela introduced Deborah Shepley of tBP/Architecture, who would be giving the board a tour of the campus to discuss the details of the Campus Master Plan.

    After the tour, Ms. Shepley reviewed a PowerPoint presentation which was given to the board on September 14 and answered questions from the board.

    Mr. Moore thanked Deborah for her taking the time to tour the campus with the board and for making another presentation.

V. ADJOURNMENT
The meeting was adjourned at 5:35 p.m.

VI. NEXT 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
I. CALL TO ORDER

The meeting was called to order at 6:00 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

November 1, 2006

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

IV. EMPLOYEE OF THE MONTH

Ms. Avalos and Mr. Cobarrubio presented Monica Acuña with the Outstanding Classified Employee Award for the month of September 2006. Ms. Acuña began full-time classified employment with the District on October 8, 2001 as a Program Assistant II in the Public Affairs Department.

V. INSTITUTIONAL PRESENTATIONS

The Cerritos College Economic Development Program

Jose Anaya, Director of Economic Development, provided an overview of the Economic Development Program. He highlighted the achievements of the program, provided an overview of the partners and clients and explained that the program achieved self-sufficiency in 2003. Mr. Anaya thanked Nick Kremer, Executive Dean of Community, Industry and Technology Education, and Toni Grijalva, Program Facilitator for their support and assistance with the program. The Board congratulated Mr. Anaya on the success of the Economic Development Program.

VI. PUBLIC PRESENTATIONS

Matthew Pizzo, President of the Cerritos College Global History Society, invited the Board to attend an event hosted by the Global Consortium which will feature Dr. Judea Pearl, professor at UCLA and a pioneer of artificial intelligence. The event will be held November 28 at 7:00 p.m. in the Global Teleconference Center (Room LC-55). Dr. Pearl’s son, Daniel Pearl was a writer for the Wall Street Journal and was murdered by terrorists in Pakistan. He added that Dr. Pearl and his wife founded the Daniel Pearl Foundation and that this event is a momentous occasion for the college.

VII. CONSENT AGENDA

It was moved by Mr. Epple and seconded by Mr. Jackson to approve the consent agenda and addendum. Dr. Hughlett requested that Item I. be held for separate consideration. The vote for approval was unanimous.

I. It was moved by Mr. Arthur and seconded by Mr. Epple to approve item I:

Consideration of Ratification of Resignations Accepted by the President/Superintendent

Dr. Hughlett stated he regrets seeing strong names in the
resignation category. He added that although they are leaving for many reasons, he would like to comment on their departure from the college. Dr. Vela clarified that while Mr. Zamora has resigned from the position of Performing Arts Promotion Specialist, he will continue in his capacity as a part-time instructor in the Theatre Arts division. Mr. Jackson stated that as individuals are promoted to other positions, the college should have and feel pride in their achievement. The vote for approval was unanimous.

A. Approved the 2006-07/2007-08 Chancellor’s Office Industry-Driven Regional Collaborative Grant, as attached.

B. Approved Child Development Consortium Faculty Stipend, as attached.

C. Approved Stipends for the Capacity Building for Associate Degree Nursing Programs Grant, Fall 2006, as attached.

D. Approved Stipends for the Health Occupations Intensive Program Improvement Initiative (VTEA), Fall 2006, as attached.

E. Approved Quarterly Fiscal Status Report for the Quarter Ending September 30, 2006, as attached.

F. Approved Bid #06-11, Exterior Painting – Health Science Building, as attached.

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

H. Approved Contracts as follows:

Courses

AMENDMENT
1. College of the Canyons – CACT
   El Proyecto Del Barrio
   CITE
   To assist the 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. For period November 16, 2006 through December 30, 2007. Additional services 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
   Health Occupations
   To provide clinical/practicum experiences for students in the speech language pathology assistant program. For period August 18, 2006 through August 18, 2008. No cost to the District.

3. Torrance Unified School District
   Speech Language Pathology Assistant Program
   Health Occupations
   To provide clinical/practicum experiences for students enrolled in the speech-language pathology assistant program. For period

RENEWAL

4. City of Hope National Medical Center
   Physical Therapist Assistant Program
   Health Occupations
   To continue to provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. Renewed from January 1, 2007 through December 31, 2009. No cost to the District.

5. San Antonio Community Hospital
   Physical Therapist Assistant Program
   Health Occupations
   To continue to provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. Renewed through November 1, 2007. No cost to the District.

Services

AMENDMENT

6. Santa Fe Mold Company
   ISO Certification
   CITE
   To provide additional technical assistance in ISO 9000:2001 Certification. For period June 22, 2006 through December 30, 2007. The additional assistance fee will not exceed $7,000. This fee will provide funds for 100% of this project’s activities.

NEW

7. Boeing Corporation
   US Air Force Mentor-Protégé Project
   CITE
   To deliver services under the U. S. Air Forces Mentor-Protégé project. The services provided include technical assistance, providing interns from our instructional programs in manufacturing, and other assistance as needed. For period October 1, 2006 through September 30, 2009. 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. Funding is provided by the Air Force through Boeing.

8. California Manufacturing Technology Center (CMTC)
   Boeing US Air Force Mentor-Protégé Project
   CITE
   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. For period November 16, 2006 through December 30, 2007. Total cost is $140,000.00. Funding is provided by the Air Force through a contract with Boeing.

9. North Orange County Community College District
   Chancellor’s SB70 Quick Start Grant
   CITE
   To provide services in support of their California Community College Chancellor’s SB70 Quick Start grant. 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. For period November 16, 2006 through December 30, 2008. The college will receive $59,440 over a two year period.

Training
NEW
10. CMM Products, LLC
CMM Training
CITE
To provide two 10-day CMM training in support of Boeing’s Mentor-Protégé project. For period November 16, 2006 through December 30, 2007. Total cost is $40,000.00. The funds are being provided by the Air Force through a contract with Boeing.

Workshops
RENEWAL
11. Rio San Gabriel Equestrian Center
Horseback Riding Lessons
Community Education
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. Renewed from January 1, 2007 through December 31, 2008. 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
Community Education
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. Renewed from January 1, 2007 through December 31, 2008. Catherine Southern will continue to receive 30% of total enrollment fees collected per workshop. This is a financially self-supporting program.

13. Janet Wood
Personal Enrichment Workshops
Community Education
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. Renewed from January 1, 2007 through December 31, 2008. Janet Wood will continue to receive 30% of total enrollment fees collected per workshop. This is a financially self-supporting program.

I. This item was considered separately.
J. Approved Termination of Employment of Classified Employee and Placement on 39-Month Employment List Pursuant to Education Code Section §88195, as attached.

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

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

Added by addendum:

Custodian @ 24-1 ($2,761 per month) effective November 20, 2006:
John Gomez (Facilities)

Custodian @ 24-1 ($2,761 per month) effective November 20, 2006:
Hector Amador (Facilities)

Custodian @ 24-1 ($2,761 per month) effective November 20, 2006:
Jose Cortez (Facilities)

VIII. REPORTS OF BOARD MEMBERS AND STAFF

Cobarrubio

Mr. Cobarrubio stated that Student Activities will be purchasing new carpet for the Student Center and Student Activities Room. He informed the Board that a canned food drive is currently being held on campus and invited everyone to bring in canned goods, which will be donated to the local community. Mr. Cobarrubio indicated that he participated in a debate tournament at UC Berkeley and had a good time and was able to meet with former Cerritos College students. Mr. Cobarrubio concluded his report by requesting information regarding the implementation of SMART classrooms.

Hughlett

Dr. Hughlett complimented the staff for a job well done in holding the Campus Tour during the special meeting held earlier that day.

Avalos

Ms. Avalos informed the Board that she recently attended an ethics training session and added that per Assembly Bill 1234, the training is required for elected officials.

Epple

Mr. Epple stated that he attended the City of Lakewood Award of Valor Luncheon along with several other members of administration. He appreciated hearing about what the police and fire department have done to keep people safe in the community.

Arthur

Mr. Arthur congratulated the State of California for the passage of the Kindergarten-University Public Education Facilities Legislative Bond Act.

Jackson

Mr. Jackson stated that he has attended the recent events hosted by the Global Consortium and added that they were worthwhile and interesting. He stated that he is looking forward to attending the event featuring Dr. Judea Pearl. He stated that he attended the Veteran’s Day event in the City of Cerritos and enjoyed it very much. Mr. Jackson concluded by stating that he attended the Festive Holiday Choral Concert in the City of Bellflower and added that it was a great event.

Moore

Mr. Moore thanked Dr. Vela and staff for their continued work with the Board. He concluded by requesting that an invitation be extended to Erik
Duane, Cerritos College employee and Marine reservist, to attend an upcoming Board meeting so that the Board can acknowledge his military service.

Dr. Vela stated that the Global Consortium is a unique program and is another example of excellence at Cerritos College. She encouraged everyone to attend the upcoming event featuring Dr. Pearl and added that she will speak with Steve Richardson to explore whether the Cerritos College Foundation can be of assistance. She stated that she has had several wonderful conversations with Dr. John Haas, Director of the Global Consortium. Dr. Vela stated that she recently participated on a panel to speak to students in the doctoral program at UCLA. While on the campus, she had the opportunity to meet a former student from Cerritos College who expressed his gratitude for the Project HOPE program. She indicated that a meeting has been scheduled with the Chinese Cultural Association, as they are interested in finding ways to collaborate with the college from a cultural and educational perspective. Dr. Vela added that a delegation of Chinese students from Biola University recently visited the campus to learn how about the college’s occupational programs, and were interested in seeing how the college delivers such instruction. Dr. Vela also stated that delegates from GM Motors in China made a special trip to visit the campus during their tour of the country. Dr. Vela informed the Board that she and Mark Wallace, Director of Public and Governmental Relations, attended the City of South Gate State of the City Address. She added that the city has some ambitious goals for the future and it was an informative event. She also stated that she had an opportunity to introduce herself and reminded them that Cerritos College has served their residents for over fifty years and will continue to do so. Dr. Vela also stated the college has partnered with the city to provide workshops for city employees to inform them of educational opportunities at Cerritos College. Dr. Vela concluded her report by stating that she looks forward to attending the Nursing Pinning Ceremony on December 1.

Ms. Higdon stated that she and Robert Riffle attended the CCFC Conference and added that it was very well-attended. She was proud to share that tBP/Architecture, the college’s master architect, won three CCFC Professional Design Awards for Master Planning, an Award of Merit and Juror’s Award.

Dr. Johnson stated that members of the Disaster Response Planning Group attended a disaster drill in the City of Downey and added that it was informative. He thanked Kristen Habbestad, Charles Gale, and Chief Richard Bukowiecki for joining him in attending the events. He concluded by stating that he attended the Veteran’s Day event in the City of Cerritos and added that it was a top notch event.

Mr. Farmer stated that he recently attended the Chief Instructional Officers Fall Conference in San Diego. He stated that some of the key issues at the conference were state initiatives to improve the success rate of basic skills students, new Math and English degree requirements, supplemental instruction and learning assistance and strategies for more successful programs, and the enhanced funding rate for certain non-credit courses. He concluded by stating that one of the highlights of the conference was a presentation by Nancy Shulock, Director of the Institute
for Education Leadership and Policy at Cal State Sacramento, who discussed what might happen if community colleges were funded on successes rather than attendance. He added that the presentation was thought-provoking.

Reece

Dr. Reece stated that he feels the college is in a good state right now. He indicated that Faculty Senate meetings have been focusing on teaching, learning and academic programs. He stated that focus groups are working on a project that will help bring basic skills curriculum not only to the college but hopefully to high schools in the local community as well. He concluded by stating that he is eager to see faculty involved in dialogue with local representatives from K-12 school districts.

Thomas

Ms. Thomas stated that she will be stepping down from the CSEA presidency for personal reasons and added that Lynn Laughon will be CSEA President in 2007.

IX. ADMINISTRATIVE MATTERS

A. As information, the Board book contained Coordinating Committee Minutes for October 23, 2006.

B. It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve to enter into a contract with Jacobson, Betts and Company for Classification/Compensation Studies for classified, confidential and management employees. The vote for approval was unanimous.

X. CLOSED SESSION

The Board adjourned to closed session at 7:08 p.m.

XI. RECONVENE

The Board reconvened to open session at 7:26 p.m.

Read Out

Mr. Jackson reported that in closed session the Board of Trustees took action to ratify the non-continuance of employment of a probationary Classified Employee effective October 31, 2006. The vote for approval was unanimous.

XII. ADJOURNMENT

The meeting was adjourned at 7:27 p.m.

XIII. NEXT REGULAR MEETING

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

John Moore, President

Bob Arthur, Secretary
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
DATE: December 6, 2006
SUBJECT: Election of Board Officers (President, Vice President and Secretary)

RECOMMENDATION

1. It is recommended that the current Board President conduct the December 6, 2006 meeting through the official election of the 2007 Board President.

2. The 2007 President will then conduct the remainder of the meeting including the election of the Vice President and the Secretary of the Board.

OVERVIEW

Education Code Section 72000 requires the governing board of each community college district to hold an annual organization meeting.

ANALYSIS

1. The annual organization meeting shall be within a 15-day period following the first Friday in December.

2. The Board is required by Education code Section 72000 to elect a President and a Secretary of the Board from its members. In addition, Cerritos College Board of Trustees has elected a Vice President to fulfill the duties of the President when the President is not in attendance.

FINANCIAL IMPLICATIONS

No financial implication.
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
DATE: December 6, 2006
SUBJECT: Consideration of Regular Meeting Dates of the Cerritos Community College District Board of Trustees

RECOMMENDATION

It is recommended that the dates listed below be approved for the 2007 regular Board meetings.

OVERVIEW

Education Code Section 72002 requires every community college board to hold monthly meetings at such times as may be provided in the rules and regulations adopted by them. Meetings are scheduled to start at 6:00 p.m. unless otherwise noted.

ANALYSIS

The following dates are suggested for 2007:

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<td>February 21, 2007</td>
<td>May 2, 2007</td>
<td>August 1, 2007*</td>
<td>November 7, 2007*</td>
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<td>March 7, 2007</td>
<td>May 16, 2007</td>
<td>September 5, 2007</td>
<td>December 5, 2007*</td>
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* Preparation for two meetings during certain months is difficult because of time constraints and/or conflicts.
** Special Meeting, 4:00 p.m.

FINANCIAL IMPLICATIONS

No financial implication.
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
DATE: December 6, 2006
SUBJECT: Consideration of Approval of Board Member Compensation Increase

RECOMMENDATION

It is recommended that the Board of Trustees approve a 5% increase of the compensation of individual Board Members effective January 1, 2007 based on the present $441 monthly rate of compensation.

OVERVIEW

Education Code section 72425(e) authorizes the Governing Board, on an annual basis, to increase the compensation of individual Board Members in an amount not to exceed 5% based on the present monthly rate of compensation. Any increase shall be effective upon approval by the Governing Board. The Board may consider additional annual increases of 5% on each anniversary date thereafter.

ANALYSIS

In December 2005, the Board authorized a 5% compensation increase which amounted to a monthly compensation of $441. The fiscal impact of a positive vote will result in a 5% increase to the annual compensation of individual Board members ($441 \times .05 = 22.05; 441 + 22.05 = 463.05 total monthly compensation).

FINANCIAL IMPLICATIONS

The annual cost of the increase is $2,116.80 which will come from the General Fund.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
DATE: December 6, 2006
SUBJECT: Consideration of Acceptance of Gifts

RECOMMENDATION

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

ANALYSIS

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

For use in the Welding Technology Department:

- 8000 pounds of miscellaneous steel
- 9000 pounds of miscellaneous steel  
  Donated by: Larry Hamilton, Superintendent  
  Westmont Ind.  
  10805 Painter Ave  
  Santa Fe Springs, CA  90670

- 350 pounds of welding rods  
  Donated by: Craig Lopshire, Service Parts manager  
  Interlift, Inc.  
  15939 Pluma Ave  
  Cerritos, CA  90703

For use in the Library for the purchase of books and periodicals:

- $3,000  
  Donated by: Steve Richardson, Executive Director  
  Cerritos College Foundation  
  11110 Alondra Boulevard  
  Norwalk, CA 90650

For use in the Welding Technology Department:

- 300 pounds of pipe fittings
- 1400 pounds of welding rods  
  Donated by: Rob Griffin, Quality Control Officer  
  Milco  
  3930 B Cherry Avenue  
  Long Beach, CA  90803

FINANCIAL IMPLICATIONS

No financial impact.
TO: Board of Trustees
FROM: Dr. Noelia Vela, President/Superintendent
PREPARED BY: William Farmer Jr., Vice President of Academic Affairs/Assistant Superintendent
DATE: December 6, 2006
SUBJECT: Consideration of Approval of New Course Offerings

OVERVIEW
The attached new courses need approval by the Board of Trustees before the courses can be offered.

ANALYSIS
The new courses were approved at the Curriculum Committee meeting held on October 26, 2006.

RECOMMENDATION
That the Board of Trustees approves the new course offerings as presented.

Attachment
LIBERAL ARTS

ENGL 201
Tutoring Writing
Units: 2
Class hours: 2.0 lecture/1 lab
Prerequisite: ENGL 100 or equivalent with a grade of Credit or “C” or higher
Corequisite: None
Recommendation: None

This course provides essential training and experience for students who aspire to tutor writing, teach English or basic writing skills, or improve their own writing. Students learn the fundamentals of assisting peers with writing tasks. The course includes a lab component during which the student will get firsthand experience with tutoring students about writing.

ESL 15
ESL Individualized Communication Skills For Academic Success
Units: 0.5
Class hours: 2 lab
Prerequisite: None
Corequisite: None
Recommendation: None

This course is intended for ESL students who need to improve their speaking and listening skills to transition from non-credit to credit academic college-level courses. Coursework consists of a variety of self-study modules and includes role-playing situations for practice of actual classroom situations. Aural and oral communication skills are emphasized. The individual instructor selects topics that include academic vocabulary used in college settings, college instructor expectations, and explanation of cultural differences in relation to the college setting. This course may be taken a maximum of 4 times.
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: William Farmer, Vice President Academic Affairs/Assistant Superintendent
PREPARED BY: Ms. Sally Sestini, Mathematics Department Chair, Gateways Title V Grant Activity Director, AMP Coordinator
DATE: December 06, 2006
SUBJECT: Consideration of Approval of Gateways Title V Grant Stipends

RECOMMENDATION

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

OVERVIEW

Under the Opening Academic Gateways to Science and Technical Professions for Hispanic Students Title V Grant that the college received in 2004, grant funds will be used to promote success in gateway Mathematics courses, specifically Math 20, 40, 60 and 80. During the Spring 2006 semester, both Math 20 and Math 40 are being targeted to improve success and retention.

ANALYSIS

The Mathematics Department has been very active in promoting success in Math 20 and Math 40 courses this Fall semester. Numerous meetings and workshops held in Spring 2006 and Fall 2006 have focused on using different teaching modalities to help students succeed in Math 20 and Math 40. These include: using tutors inside the classroom; teaching Math 20 and Math 40 as part of a learning community; teaching Math 20 and Math 40 in a 9-week format; and applying a variety of teaching strategies such as “hands on activities” with less lecture and more discussion. A massive effort to recruit and train student tutors was implemented in Fall 2005 and continues to be a significant component of this grant.

The following faculty are currently teaching at least one section of Math 20 and/or Math 40 in Fall 2006 or are tutor recruiters and trainers, and have been involved with the Title V Grant since Fall 2006. They have attended workshops and faculty meetings relating to the grant. They are planning and implementing alternative teaching strategies, using Classroom Assessment Techniques, and developing original activities for Math 20 and Math 40. Some are using tutors in the classroom, while others are teaching in the 9-week format or teaching Math 20 or Math 40 in a learning community. The tutor trainer has spent numerous hours recruiting and training the tutors that are used in the classroom, and has had many discussions with faculty currently using the tutors. The stipends the faculty will receive will vary according to their involvement in the grant and the number of sections of Math 20 and Math 40 they are teaching. The work will be completed at the end of the Fall 2006 semester.
FINANCIAL IMPLICATIONS

The following faculty members from the Mathematics Department are to receive stipends as follows:

James Byun- $1000
Angela Conley- $800
Patty George- $800
Susan Godwin- $800
Tracy Grover- $800
Maribel Lopez- $600
Naoko Maekawa- $800
Ilva Mariani- $1200
Mario Martinez- $1200
Ian McCance- $800
Wes Nance- $800
Mojdeh Nikdel- $1200
Scott O’Neil- $1000
Karla Pallwitz- $1000
Mai Anh Pham- $800
Dara Sajjadhahm- $1000
Nii-Boye Simpson-Rodgers- $1000
Merrick Sterling- $800
Maria Torres- $600
Catalina Yang- $800
Terry Feldstein (tutor trainer) - $5000
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: William Farmer, Vice President of Academic Affairs
PREPARED BY: Sue Parsons, Director of Teacher TRAC and Learning Communities
DATE: December 6, 2006
SUBJECT: Consideration of Approval of a Teaching Scholar Mentor Stipend

RECOMMENDATION

It is recommended that the Board of Trustees approve the $750 stipend for Mary Clarke as part of the Teacher TRAC Teaching Scholar Partnership Program. There is no cost to the District.

OVERVIEW

The Cerritos College Teacher TRAC K-6 Teaching Math/Science Scholar Program (TSP) was established in 2001. The program affords Teacher TRAC students the opportunity to gain valuable experience in elementary school math & science classrooms at the Bellflower Intensive Learning Center. Teaching Scholar students receive mentoring from both a faculty member at Cerritos College and teachers at our partner elementary school. The overall project goal of TSP is to increase math and science fieldwork experience of our Teacher TRAC students.

ANALYSIS

Mentoring provides students with critical individual support and role modeling throughout their preparation for teaching. It is a central component in this project. The mentors work together to meet with students and monitor their progress through the program. All mentors coordinate to ensure that students’ coursework and fieldwork are successfully integrated into a positive classroom experience. Professional development activities such as the conference attendance of students and mentors will facilitate building a “community of learners.”

FINANCIAL IMPLICATIONS

The following full-time certificated Cerritos College employee is to receive a stipend for work performed during the 2006-2007 year.

Mary Clarke - $750

Teacher TRAC Contract Education funds will be utilized for these expenditures.
RECOMMENDATION

It is recommended that the Board of Trustees approve the $450 stipend for Lydia Alvarez, Angela Beck, Lora Carreon, Steve Clifford, Mark Hugen, Susan Crawford, and Jack Swanson as part of the Teacher TRAC Faculty Development Program. There is no cost to the District.

OVERVIEW

Teacher TRAC program faculty are a cornerstone of the program. They strive to keep current with content, credential changes, teaching standards, pedagogy, and technology. Program faculty are actively involved in deepening their knowledge of the California Content and Professional Teaching Standards which requires the careful examination of teaching practices, student learning, and classroom assessment.

ANALYSIS

Seven Faculty will enhance their experience with K-12 content standards and will work on the following tasks during the 2006-2007 year:

- Produce in collaboration with the other members of the Standards Focus Faculty, a learning module (assignments and activities) that deepens the Teacher TRAC students’ knowledge and understanding of the California Content Standards in their discipline, and employs a rubric to assess the student’s knowledge and understanding of the respective content standards.
- Attend a TaskStream training.
- Collect, organize, and post on TaskStream, the learning module used, the rubric and samples of Teacher TRAC student work that demonstrates the learning process and the building of knowledge and understanding of the California Content Standards in their discipline.

FINANCIAL IMPLICATIONS

The following full-time certificated Cerritos College employees are to receive a stipend for work performed during the 2006-2007 year.

<table>
<thead>
<tr>
<th>Name</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lydia Alvarez</td>
<td>$450</td>
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<tr>
<td>Angela Beck</td>
<td>$450</td>
</tr>
<tr>
<td>Lora Carreon</td>
<td>$450</td>
</tr>
<tr>
<td>Steve Clifford</td>
<td>$450</td>
</tr>
<tr>
<td>Mark Hugen</td>
<td>$450</td>
</tr>
<tr>
<td>Susan Crawford</td>
<td>$450</td>
</tr>
<tr>
<td>Jack Swanson</td>
<td>$450</td>
</tr>
</tbody>
</table>
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: December 6, 2006  
SUBJECT: Consideration of Approval of Resolution No. 06-13 Authorizing Board Members and Certain Employees of the Cerritos Community College District to Sign Documents for the Period January 1, 2007 through December 31, 2007.

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution No. 06-13, authorizing members and officers of the Board and certain employees to sign designated documents for the Cerritos Community College District, as required, for the period January 1, 2007 through December 31, 2007.

OVERVIEW

The Board of Trustees must officially authorize board members and certain employees to sign documents for the District.

ANALYSIS

Following the election of the new officers of the Board of Trustees, it is required that a new Certificate of Signatures be approved, effective January 1, 2007. Attached is the Resolution which, when complete, will authorize officers of the Board, Board Members, and certain employees of the Cerritos Community College District to sign designated documents for the period January 1, 2007 through December 31, 2007.

FINANCIAL IMPLICATIONS:

No financial impact.

NV: JH/LR: lr

Attachment
RESOLUTION #06-13

CERRITOS COMMUNITY COLLEGE DISTRICT

As Clerk/Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections below. * If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: January 1, 2007 to December 31, 2007 in accordance with governing board approval dated December 6, 2006.

NOTE: Please TYPE name under signature.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signatures of Members of Governing Board</td>
<td>Signatures of Personnel and/or Members of the Governing Board authorized to sign Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:</td>
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<tr>
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<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Type: President of the Board of Trustees/Education</td>
<td>Type: Dr. Noelia Vela</td>
</tr>
<tr>
<td></td>
<td>Title: President</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Type: Vice President of the Board of Trustees/Education</td>
<td>Type: William Farmer</td>
</tr>
<tr>
<td></td>
<td>Title: Vice President of Academic Affairs/Asst Superintendent</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Type: Clerk of the Board of Trustees/Education</td>
<td>Type: Jo Ann Higdon</td>
</tr>
<tr>
<td></td>
<td>Title: Vice President of Business Services/Asst Superintendent</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Type: Member of the Board of Trustees/Education</td>
<td>Type: Stephen B. Johnson</td>
</tr>
<tr>
<td></td>
<td>Title: Vice President of Student Services/Asst Superintendent</td>
</tr>
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<td></td>
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<tr>
<td>Type: Member of the Board of Trustees/Education</td>
<td>Type: Berlanti A. Rizkallah</td>
</tr>
<tr>
<td></td>
<td>Title: Director of Fiscal Services</td>
</tr>
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<td></td>
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</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Type: Member of the Board of Trustees/Education</td>
<td>Type: Jenney Ho</td>
</tr>
<tr>
<td></td>
<td>Title: Director of Purchasing</td>
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</tbody>
</table>

If the Board has given special instructions for signing warrants or orders, please attached a copy of the resolution to this form.

*K-12 District  Community College Districts
42632  85232
42633  85233
44843  87412

Number of signatures required:
On Orders of Payment
“A” Warrants ______
“B” Warrants ______
On Notice of Employment ______
On Contracts ______
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: December 6, 2006

SUBJECT: Consideration of Approval of Resolution No. 06-14 Authorizing Certain Employees of the Cerritos Community College District to Approve Documents in the LACOE Financial System for the Period January 1, 2007 through December 31, 2007.

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution No. 06-14, authorizing certain employees to approve designated documents for the Cerritos Community College District, as required, for the period January 1, 2007 through December 31, 2007.

OVERVIEW

The Board of Trustees must officially authorize board members and certain employees to approve documents for the District.

ANALYSIS

The Los Angeles County Office of Education (LACOE) requires certain individuals to be authorized by the Board of Trustees to approve documents in the LACOE Financial System. It is required that a Certificate of Signatures be approved, effective January 1, 2007. Attached is the Resolution which, when complete, will authorize certain employees of the Cerritos Community College District to approve designated documents for the period January 1, 2007 through December 31, 2007.

FINANCIAL IMPLICATIONS:

No financial impact.

NV: JH/LR: Ir

Attachment
CERRITOS COMMUNITY COLLEGE DISTRICT

As Clerk/Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections below. * If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: January 1, 2007 to December 31, 2007 in accordance with governing board approval dated December 6, 2006

NOTE: Please TYPE name under signature.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signatures of Members of Governing Board</td>
<td>Signatures of Personnel and/or Members of the Governing Board authorized to approve Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:</td>
</tr>
<tr>
<td>Signature: ____________________________</td>
<td>Signature: ____________________________</td>
</tr>
<tr>
<td>Type: President of the Board of Trustees/Education</td>
<td>Type: Jo Ann Higdon</td>
</tr>
<tr>
<td>Title: Vice President of Business Services</td>
<td>Title: Director of Fiscal Services</td>
</tr>
<tr>
<td>Signature: ____________________________</td>
<td>Signature: ____________________________</td>
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<tr>
<td>Type: Vice President of the Board of Trustees/Education</td>
<td>Type: Ramona Sue Payne</td>
</tr>
<tr>
<td>Title: Director of Fiscal Services</td>
<td>Title: Budget Manager</td>
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<tr>
<td>Signature: ____________________________</td>
<td>Signature: ____________________________</td>
</tr>
<tr>
<td>Type: Clerk of the Board of Trustees/Education</td>
<td>Type: Shawn Jones</td>
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<tr>
<td>Title: Accounting Manager</td>
<td>Title: Interim Payroll Manager</td>
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<tr>
<td>Signature: ____________________________</td>
<td>Signature: ____________________________</td>
</tr>
<tr>
<td>Type: Member of the Board of Trustees/Education</td>
<td>Type: Deanna Hart</td>
</tr>
<tr>
<td>Title: Interim Payroll Manager</td>
<td>Title:</td>
</tr>
<tr>
<td>Signature: ____________________________</td>
<td>Signature: ____________________________</td>
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<tr>
<td>Signature: ____________________________</td>
<td>Type:</td>
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<tr>
<td>Type: Member of the Board of Trustees/Education</td>
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</table>

If the Board has given special instructions for signing warrants or orders, please attached a copy of the resolution to this form.

*K-12 District Community College Districts

| 42632 | 85232 |
| 42633 | 85233 |
| 44843 | 87412 |

Sign Documents word

Number of signatures required:

- On Orders of Payment
  - "A" Warrants: ______
  - "B" Warrants: ______
- On Notice of Employment: ______
- On Contracts: ______
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Robert Riffle, Director of Physical Plant
DATE: December 6, 2006
SUBJECT: Consideration of Approval of Civic Center Event Support Staff

RECOMMENDATION

It is recommended that the Board of Trustees approve the Civic Center event support staff as presented on the attached page.

OVERVIEW

Civic Center event support staff are presented for approval.

ANALYSIS

Attached is an updated list of individuals who have agreed to serve as Civic Center event support staff.

FINANCIAL IMPLICATIONS

No financial impact.

Attachment
CERRITOS COLLEGE
CIVIC CENTER FACILITY PERSONNEL

STADIUM
Leonard Armijo
Leslie Bell
Kenneth Born
Tom Caines
Victor Childress
Refugio Estrada
Dean Grossfield
David Krebs
Bryan Leighliter
Denise Marshall
Patricia McKinley
Frank Mazzotta
Luz Ocampo
John Van Gaston
Mike Villalobos
Bernice Watson
Doug Wells

STUDENT CENTER
Leslie Bell
David Krebs
Denise Marshall
Patricia McKinley
Ngoc Nguyen
Luz Ocampo
Mike Villalobos
Bernice Watson

NON-SPECIFIC AREA
Joe Abing
Leslie Bell
Kenneth Born
Victor Childress
Refugio Estrada
David Krebs
Denise Marshall
Kodee Murray
Mike Villalobos
Bernice Watson

SWIMMING POOL
Joe Abing
Victor Childress
Sergio Macias
Denise Marshall

GYMNASIUM
Leonard Armijo
Leslie Bell
Kenneth Born
Gary Cain
David Krebs
Denise Marshall
Patricia McKinley
Ngoc Nguyen
Luz Ocampo
Teresa Valazques-Ortega
Jeff Smith
John Van Gaston
Mike Villalobos
Bernice Watson
Karen Welliver

BASEBALL FIELD
Leslie Bell
Ken Gaylord
Charles Griffin
David Krebs
Denise Marshall
Mike Villalobos

ELECTRICIAN/AV
Leslie Bell
Refugio Estrada
David Krebs
Denise Marshall
Ngoc Nguyen
Mike Villalobos
Bernice Watson

SCOREBOARD OPERATOR
John Van Gaston
Bernice Watson

BURNIGHT CENTER
Etta Walton
Richard Crother
David Ward
Denise Marshall

Updated 12/6/06
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: December 6, 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 Other Special Revenue 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 $3,000 from Federal, State and Local funding with corresponding proposed expenditure.

FINANCIAL IMPLICATIONS

The budget extension summaries reflect increased revenue of $3,000 from Federal, State and Local funding with corresponding proposed expenditure.

Attachment
### BUDGET TRANSFERS FOR DECEMBER 6, 2006

#### 01.0 FUND-GENERAL FUND-UNRESTRICTED

<table>
<thead>
<tr>
<th>FROM</th>
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<tbody>
<tr>
<td>ACADEMIC SALARIES</td>
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<tr>
<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
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<tr>
<td>EMPLOYEE BENEFITS</td>
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<tr>
<td>SUPPLIES AND MATERIALS</td>
<td>$(3,807)</td>
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<tr>
<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
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<tr>
<td>CAPITAL OUTLAY</td>
<td>$</td>
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<tr>
<td>CONTINGENCY</td>
<td>$</td>
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<td><strong>TOTAL</strong></td>
<td>$(241,132)</td>
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</table>

<table>
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<th></th>
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<tbody>
<tr>
<td>ACADEMIC SALARIES</td>
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<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
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<td>EMPLOYEE BENEFITS</td>
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<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
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<td>CAPITAL OUTLAY</td>
<td>$ 2,889</td>
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<tr>
<td>OTHER OUTGO</td>
<td>$</td>
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<td><strong>TOTAL</strong></td>
<td>$ 241,132</td>
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</table>

**Transfers:** Between object codes

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

**Number of Transfer Requests:** Seven (7)

**Divisions/Departments/Programs:**
- Adult Education, Diversity Programs;
- Apprenticeship;
- Fine Arts & Communications;
- Science, Engineering & Math
BUDGET TRANSFERS FOR DECEMBER 6, 2006

39.0 FUND-OTHER SPECIAL REVENUE FUND

FROM

<table>
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<th>Amount</th>
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<tbody>
<tr>
<td>ACADEMIC SALARIES</td>
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<tr>
<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
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<td>EMPLOYEE BENEFITS</td>
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<tr>
<td>SUPPLIES AND MATERIALS</td>
<td>$(24,025)</td>
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<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
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<td>CAPITAL OUTLAY</td>
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TOTAL: $ (42,804)

TO

<table>
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<th>Amount</th>
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<tbody>
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<td>EMPLOYEE BENEFITS</td>
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<td>SUPPLIES AND MATERIALS</td>
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<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
<td>$ 30,804</td>
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<td>CAPITAL OUTLAY</td>
<td>$ 11,000</td>
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<td>OTHER OUTGO</td>
<td>$</td>
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TOTAL: $ 42,804

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Community Education & College for Kids
### Appropriation Transfer Analysis for December 6, 2006

<table>
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<tr>
<th>Code</th>
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<td>(01.0 Fund) Local-Library &amp; Learning Resource Center</td>
<td>$3,000</td>
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</table>

To allocate income for periodicals & books

**Total:** $3,000
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.

AGREEMENTS – NEW

1. **TO YOUR HEALTH/A SU SALUD**
   **HEALTH PROFESSIONS (PROJECT HOPE), FEDERAL WORK STUDY AGREEMENTS**
   Requested by: Kim Westby, Interim Director of Student Affairs

   **Purpose:** To enter into an agreement with To Your Health/A Su Salud in partnership with the Project Hope Program to allow Federal Work Study students to provide community service and gain experience in the health care field. Students will not be placed until the contract is approved by the Board of Trustees.

   **Period:** The time period will be from December 7, 2006 through June 30, 2007.

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

CONSULTANT – NEW

2. **ATHLETIC FACILITY CONSULTING, INC. (AFCI)**
   **SOCCER FIELD DESIGN AND PROJECT MANAGEMENT CONSULTANT**
   Requested by: Dan Smith, Instructional Dean of Health, PE and Athletics

   **Purpose:** The District wishes to enter into an agreement with AFCI to provide consulting services for soccer field design and project management.

   **Period:** The time period for the agreement will be from December 7, 2006, until completion of construction.

   **Financial Implications:** The cost for this project will be $50,000. This project is to be funded from the GO Bond fund.
MENTORS – NEW
3. SUSAN HART
4. TINA MOSKOWITZ
TEACHER TRAC MENTORS
Requested by: Sue Parsons, Director of Teacher TRAC

**Purpose:** To enter into an agreement with Susan Hart and Tina Moskowitz to participate as an elementary school mentor for Teacher TRAC students in order to fulfill the requirements of the Teacher TRAC Teaching Scholar Program. The mentors will work with Cerritos College Teacher TRAC students and participate in meetings and workshops with the Teacher TRAC Director, College Mentor and Teacher TRAC students.

**Period:** The time period will be from December 7, 2006 through May 18, 2006.

**Financial Implications:** Each mentor will receive $750.00 for a total amount of $1,500.00. Funding is provided from the Teacher TRAC contract education funds.

USE OF FACILITIES – NEW
5. SHERATON CERRITOS
MATH WORKSHOP
Requested by: Norm Fujimoto, Instructional Dean of Science, Engineering and Math

**Purpose:** To enter into an agreement with Sheraton Cerritos for the use of a conference room for a Math workshop titled “Exciting Activities for Elementary Algebra” with guest speaker Bill Lombard.

**Period:** The date of the workshop and use of the conference room is April 27, 2007.

**Financial Implications:** The cost is not to exceed $5,000.00 with funding from the Gateways Title V Grant.

WORKSHOP – NEW
6. BILL LOMBARD
MATH WORKSHOP FOR TITLE V
Requested by: Norm Fujimoto, Instructional Dean of Science, Engineering and Math

**Purpose:** To enter into an agreement with Bill Lombard to facilitate a full-day Math workshop entitled “Exciting Activities for Elementary Algebra” with Title V Grant faculty. The workshop will include algebra activities focusing on the California Algebra 1 Standards to include overview, vocabulary procedure, journal prompts, homework, in-depth look, pedagogy, and assessment. There will also be time during the workshop for faculty to ask questions and discuss implementation issues.

**Period:** The workshops will be held on April 27, 2006.

**Financial Implications:** The cost will be $1,500.00 plus travel expenses not to exceed $1,000.00. Funding will come from the Gateways Title V Grant.
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: December 6, 2006
SUBJECT: Consideration of Ratification of Resignation Accepted by the President – Norman Fujimoto, Instructional Dean, Science, Engineering and Mathematics Division

RECOMMENDATION

It is recommended that the Board of Trustees ratify the President’s acceptance of Mr. Norman Fujimoto’s resignation from employment effective January 3, 2007.

OVERVIEW

Mr. Norman Fujimoto, Instructional Dean, Science, Engineering and Mathematics Division, has submitted a resignation from employment.

ANALYSIS

Mr. Fujimoto provided notice of his resignation effective January 3, 2007. The President has provided Mr. Fujimoto written notification of acceptance of his resignation from employment.

FINANCIAL IMPLICATIONS

No financial impact.
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 - FINE ARTS & COMMUNICATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
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<tbody>
<tr>
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<td>Journalism</td>
<td>A2</td>
<td>48.55</td>
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<tr>
<td>Maynard</td>
<td>Art</td>
<td>B5</td>
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<tr>
<td>Salazar</td>
<td>Music</td>
<td>B5</td>
<td>56.65</td>
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### FACULTY HOURLY - HEALTH OCCUPATIONS

#### Reemployed

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<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curtin</td>
<td>Child Development</td>
<td>A2</td>
<td>48.55</td>
</tr>
<tr>
<td>LeBlanc</td>
<td>Dental Hygiene</td>
<td>B2</td>
<td>48.55</td>
</tr>
<tr>
<td>Murrin</td>
<td>Child Development</td>
<td>B5</td>
<td>56.65</td>
</tr>
<tr>
<td>Pham</td>
<td>Child Development</td>
<td>A3</td>
<td>51.27</td>
</tr>
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#### New Hires

<table>
<thead>
<tr>
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<th>Discipline</th>
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</thead>
<tbody>
<tr>
<td>Brabender</td>
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<tr>
<td>Nguyen</td>
<td>Dental Hygiene</td>
<td>A1</td>
<td>45.85</td>
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### FACULTY HOURLY - LIBERAL ARTS

#### Reemployed

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<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
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<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson</td>
<td>Speech</td>
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</table>

#### New Hires

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gance</td>
<td>Japanese</td>
<td>A1</td>
<td>45.85</td>
</tr>
</tbody>
</table>
## FACULTY HOURLY - SCIENCE, ENGINEERING & MATHEMATICS

### New Hires

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Abyad</td>
<td>Abdelwahab</td>
<td>A1</td>
<td>45.85</td>
</tr>
<tr>
<td>Roque</td>
<td>Tatiana</td>
<td>A1</td>
<td>45.85</td>
</tr>
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</table>

## FACULTY HOURLY - TECHNOLOGY

### New Hires

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<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dzida</td>
<td>Andrew Engineering</td>
<td>A1</td>
<td>45.85</td>
</tr>
<tr>
<td>Mulleary</td>
<td>Joseph Auto Mechanical Repair</td>
<td>A1</td>
<td>45.85</td>
</tr>
</tbody>
</table>

## FACULTY HOURLY - TECHNOLOGY TRAINING & DISTANCE EDUCATION

### Reemployed

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Placement</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Kristinat</td>
<td>Laurie Educational Technology</td>
<td>A2</td>
<td>48.55</td>
</tr>
<tr>
<td>Moraga</td>
<td>Peter Drafting</td>
<td>B5</td>
<td>56.65</td>
</tr>
<tr>
<td>Morago</td>
<td>Fred Educational Technology</td>
<td>B5</td>
<td>56.65</td>
</tr>
</tbody>
</table>
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: December 6, 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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate/hr</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennedy, Christina</td>
<td>Aide-General (Laborer)</td>
<td>$7.44/hr (3)</td>
<td>10/05/06</td>
</tr>
<tr>
<td>Delgadillo, Shanna</td>
<td>Aide-Special (Counselor)</td>
<td>$7.45/hr (1)</td>
<td>10/01/06</td>
</tr>
<tr>
<td>Haboud, Jeanette</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>Regan, Danielle</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>Salih, Shamia</td>
<td>&quot;</td>
<td>09/28/06</td>
<td>&quot;</td>
</tr>
<tr>
<td>Villarreal De la Cruz, Melvi</td>
<td>&quot;</td>
<td>&quot;</td>
<td>09/22/06</td>
</tr>
<tr>
<td>Crawford, Karon</td>
<td>Aide-Special (Tutor)</td>
<td>$7.45/hr (1)</td>
<td>11/17/06</td>
</tr>
<tr>
<td>McKay, Wade</td>
<td>&quot;</td>
<td>&quot;</td>
<td>10/25/06</td>
</tr>
<tr>
<td>Yoo, Ga-Youn</td>
<td>&quot;</td>
<td>&quot;</td>
<td>08/14/06</td>
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<tr>
<td>Gomez-Garcia, Guillermo</td>
<td>Clerk</td>
<td>$8.64/hr</td>
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</tr>
<tr>
<td>Morales, Danielle</td>
<td>&quot;</td>
<td>&quot;</td>
<td>11/14/06</td>
</tr>
<tr>
<td>Ornelas, Xochitl</td>
<td>&quot;</td>
<td>&quot;</td>
<td>10/25/06</td>
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<tr>
<td>Acosata, Alexis</td>
<td>Instructional Aide I</td>
<td>$9.56/hr (1)</td>
<td>10/25/06</td>
</tr>
<tr>
<td>Becerra, Daisy</td>
<td>&quot;</td>
<td>&quot;</td>
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</tr>
<tr>
<td>Brooks, Khandie</td>
<td>&quot;</td>
<td>&quot;</td>
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</tr>
<tr>
<td>Fascinetto, Jaqueline</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>Garcia, Kelly</td>
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<td>&quot;</td>
<td>&quot;</td>
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<tr>
<td>Gonzalez, Pricilla</td>
<td>&quot;</td>
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<tr>
<td>Grow, Paul</td>
<td>&quot;</td>
<td>$9.99/hr (2)</td>
<td>11/07/06</td>
</tr>
<tr>
<td>Heng, Peter</td>
<td>&quot;</td>
<td>$9.56/hr (1)</td>
<td>10/25/06</td>
</tr>
<tr>
<td>Maldonado, Mayra</td>
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<td>&quot;</td>
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</tr>
<tr>
<td>Mora, Sofia</td>
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<td>&quot;</td>
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<tr>
<td>Muniz, Patrick</td>
<td>&quot;</td>
<td>&quot;</td>
<td>09/11/06</td>
</tr>
<tr>
<td>Navarro, Daniel</td>
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<tr>
<td>Rodriguez, Maria</td>
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</tr>
<tr>
<td>Sevilla, Daissy Zendejas</td>
<td>&quot;</td>
<td>&quot;</td>
<td>10/16/06</td>
</tr>
<tr>
<td>Steburg, Robert</td>
<td>&quot;</td>
<td>&quot;</td>
<td>10/30/06</td>
</tr>
<tr>
<td>Tedja, Bisma Putra</td>
<td>&quot;</td>
<td>&quot;</td>
<td>11/06/06</td>
</tr>
<tr>
<td>Penesa, Matthew</td>
<td>Admissions &amp; Records Clerk</td>
<td>$9.76/hr</td>
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<tr>
<td>Boice, Mary Ann</td>
<td>Community Outreach Worker</td>
<td>$9.99/hr</td>
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<tr>
<td>Lopez, Barbara</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
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<tr>
<td>Trinh, Truong Nguyen Duc</td>
<td>Program Assistant I</td>
<td>$9.99/hr</td>
<td>10/18/06</td>
</tr>
<tr>
<td>Anzai, Hanna</td>
<td>Aquatics Specialist</td>
<td>10.11/hr</td>
<td>10/18/06</td>
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</table>

Presented to the Board of Trustees 12/06/06
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Weeks</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Barnes, James</td>
<td>Instructional Aide II</td>
<td>$14.13/hr</td>
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<tr>
<td>Hsiao, Poren</td>
<td>&quot;</td>
<td>$12.81/hr</td>
<td>1</td>
<td>10/17/06</td>
</tr>
<tr>
<td>Monson, Peran</td>
<td>&quot;</td>
<td>&quot;</td>
<td>1</td>
<td>11/06/06</td>
</tr>
<tr>
<td>DeMirksoparan, Ilknur</td>
<td>Cont. Ed. Specialist (Recreation)</td>
<td>$16.84/hr</td>
<td></td>
<td>11/01/06</td>
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<tr>
<td>Komulaine, Julie</td>
<td>Aide-Special (Interpreter III)</td>
<td>$18.74/hr</td>
<td>2</td>
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<tr>
<td>Carrillo, Debbie</td>
<td>Aide-Special (Interpreter V)</td>
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<td>1</td>
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<tr>
<td>Nelson, Janine</td>
<td>&quot;</td>
<td>$26.95/hr</td>
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<tr>
<td>Sias, Jolene</td>
<td>&quot;</td>
<td>&quot;</td>
<td>1</td>
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<tr>
<td>Mays, Bobbie</td>
<td>Community Education Specialist</td>
<td>$29.15/hr</td>
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</table>
I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:05PM.

II. INTRODUCTION OF NEW EMPLOYEES

<table>
<thead>
<tr>
<th>Name</th>
<th>Title of Position</th>
<th>Beginning Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan Durdella</td>
<td>Director of Research &amp; Planning (Promotion)</td>
<td>10/5/06</td>
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<tr>
<td>Eli Jaramillo</td>
<td>Director, Advanced Transportation Technologies Project</td>
<td>10/2/06</td>
</tr>
<tr>
<td>Patricia Robbins</td>
<td>Director of Community Education (Promotion)</td>
<td>10/30/06</td>
</tr>
<tr>
<td>Norma Rodriguez</td>
<td>Coordinator of CalWORKs (Promotion)</td>
<td>10/5/06</td>
</tr>
<tr>
<td>Mark Wallace</td>
<td>Director of Public &amp; Governmental Relations</td>
<td>10/30/06</td>
</tr>
</tbody>
</table>

III. APPROVAL OF MINUTES – October 16, 2006
Dr. Reece made a motion to approve the October 23rd minutes and Ms. Nolan seconded the motion. The minutes were approved as presented. Dr. Vela, Ms. Thomas and Ms. Senf abstained.

IV. REVIEW BOARD AGENDA – November 1, 2006
Dr. Vela invited the committee members to review the Board Agenda and raise questions about any of the items. There were no questions.

V. ITEMS BY INSTITUTIONAL COMMITTEES

- Staff Development
  Mr. Bettino distributed the attached packet of information including the agenda & minutes from the Staff Development Committee meeting held on September 21st, monthly calendars listing Staff Development activities from October through May (all activities are subject to change), and a flyer for the annual Turkey Trot to be held on November 21st.
Mr. Bettino also shared the Sakai campaign promotion posters with the committee members. The committee agreed that the posters were both informative and creative. Mr. Bettino also acknowledged Ms. Thomas for doing a great job in keeping the committee active. Mr. Bettino and Ms. Thomas are currently working on new ideas for Flex week events.

Debbie Thomas

Ms. Thomas announced that the STAR group has suggested various ideas for Staff Development activities including meetings discussing ergonomics for the workplace, office etiquette, minor car repairs, the campus emergency plan and procedures, how to balance a checkbook, living trusts & wills, etc. Coordinating Committee members may email Ms. Thomas with any other suggestions for Staff Development activities.

ML Bettino

Mr. Bettino announced that the Megaconference VIII will be held on Thursday, November 2\textsuperscript{nd} from 7:00AM – 5:00PM. The Megaconference connects many videoconferencing sites around the globe and boasts participation from more than 430 colleges, universities, and institutions from 31 countries and 38 states in the U.S. Dr. John Haas will be giving a presentation titled “Building Bridges to the World: The Cerritos College Global Consortium One Year Later” at 3:15PM. Dr. Haas’s videoconference can be viewed in LC155 and the Megaconference can be viewed throughout the day in LC155 and LC135. Mr. Bettino acknowledged Bernice Watson for initiating the college’s participation in this global event.

Dr. Vela

Dr. Vela thanked Mr. Bettino, Ms. Thomas and the Staff Development committee members for their contributions to the college. She also congratulated Mr. Bettino for having his presentation accepted at an upcoming Sakai Conference.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Marijean Piorkowski

Ms. Piorkowski announced that the Curriculum Committee minutes are available for view at http://www.cerritos.edu/curriculum. Seventy-five percent of all college courses now have at least one learning outcome. There have been changes to the Associate Degree English and Math requirements that will be taken into effect beginning Fall of 2009. The English requirement will then be English 100 (Freshman Composition) or equivalent, and the Math requirement will be Math 80 (Intermediate Algebra) or equivalent. The committee is also working on creating a template that will then be available online to aid instructors developing course outlines. Ms. Piorkowski acknowledged Roger Ernest for taking the lead in
Bill Farmer

Mr. Farmer expressed his appreciation and commended Ms. Piorkowski and the Curriculum Committee for their hard work and dedication. He noted that the volume of material that is reviewed by this committee is enormous.

Dr. Reece

Dr. Reece also commended Ms. Piorkowski for the “shadowing” process that she has initiated to help prepare other Curriculum Committee members who may become the chairperson of the committee in the future.

Marijean Piorkowski

Ms. Piorkowski shared that four members of the committee have expressed an interest in chairing the committee: Janet McLarty-Schroeder, Roger Ernest, Carrie Gleckner and Rich Cameron. She has been rotating these individuals and taking them to various conferences to give them exposure to the various duties of her position.

Dr. Vela

Dr. Vela also commended Ms. Piorkowski and the Curriculum Committee for their outstanding efforts and their progress with Student Learning Outcomes.

VII. STATUS OF SHARED GOVERNANCE

Review of Shared Governance Documents

The committee members continued to review the working draft document listing the purposes of all of the Shared Governance committees. The committee made revisions to the purpose statements for the Diversity, Hiring Standards, Information Services, Instructional Technology and Matriculation committees.

Mr. Farmer stated that he met with Cynthia Convey to discuss the purpose statement for the Diversity Committee, as there have been many law changes in this area during the past few years. After discussion among the Coordinating Committee members, it was determined that a more accurate name for this committee would be the Equal Employment Opportunity Advisory Committee as the term “diversity” erroneously implies that the committee deals with issues such as cultural diversity awareness. The committee’s actual purposes include working with the college’s Equal Employment Opportunity plan and reviewing anti-discrimination, complaint and employment recruiting procedures.

The committee members then discussed whether there would be a need to create a committee to coordinate college events that would promote cultural awareness. After much discussion the committee decided to discuss the possible formation of such a committee at a later time.

It was also suggested that a more accurate name for the current Hiring Standards Committee would be titled Faculty Equivalency Standards. The committee members expressed their concern that this particular committee has not met for quite some time. It was agreed that
each Shared Governance committee will be asked to review the purposes of their committee and report as well as produce evidence of the progress towards their committee goals to the Coordinating Committee on a regular basis.

The committee also determined that a more accurate name for the current Instructional Technology Committee would be titled Technology-Based Learning. The main focus of this committee would be technology related resources needed to support instruction.

The committee will continue to discuss the purpose statements of the other Shared Governance committees at a later date.

VIII. PRESIDENT’S REPORT
Dr. Vela announced that she was a member of the Accreditation Team that visited Kapi’olani Community College in Honolulu, Hawaii last week. She noted that the team was very organized and that there was a tremendous amount of work involved with this team visit. The key focus and expectation for an accreditation visit is evidence. To prepare for the college’s visit in 2008, we must methodically review the Shared Governance documents, review and update Board Policy & Procedures and ensure that minutes are available for all committee meetings. The college will need to ensure that all of the materials that the Accreditation Team requires are readily available for them online and in the Team Room.

Dr. Vela also attended the 2nd Annual Teacher TRAC SETuP Symposium on Saturday, October 28th. This symposium was a result of many discussions between representatives of our K-12 Districts, Cerritos College and CSU Long Beach. The main topics of discussion were the need for training/preparation for both paraprofessionals and educators in special education. The event was highly attended and Dr. Vela commended Sue Parsons as well as our K-12 and CSULB associates for collaborating together and doing a great job.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Jenine Nolan
Ms. Nolan announced that the Culinary Arts department is once again accepting orders for dinner rolls and pies for the Thanksgiving holiday. All orders must be placed by November 17th at 12:00PM and orders can be picked up November 22nd between 11:00AM and 1:00PM.

X. ADJOURNMENT
The next meeting is scheduled for November 6th. Meeting adjourned at 3:54PM.
Staff Development
Activities

Coordinating Committee
October 30, 2006
Staff Development Committee
Agenda
Thursday, September 21, 2006
LC 135, 3:30pm

1 – Welcome & Introduction
Discuss modifying Meeting Times.

2 - Upcoming Events

September:
- Sept. 28 – STAR, 9-10am Board Room
  “Pay Stubs, Vacation & Sick Leave Balance Sheet – Ride Share Forms.”

October:
- Oct. 3 – 2nd Year Faculty, 11am-12:30pm LC-155, “Student Learning Outcomes”
- Oct. 5 – 1st Year Faculty, 11am-12:30pm LC-155 “Library Presentation”
- Oct. 19 – Staff Development Committee Meeting, 3:30pm, LC-135
- Oct. 26 – General Faculty & Staff Meeting, 11am-12:30pm, LC-155

November:
- Nov. 1 – 1st Year Faculty, 11am-12:30pm LC-155 “Payroll & Portal”
- Nov. 7 – 2nd Year Faculty, 11am-12:30pm LC-155
- Nov. 16 – Staff Development Committee Meeting, 3:30pm, LC-135
- Nov. 30 – STAR, 9-10am Board Room
- Nov. 30 – STAR, General Faculty & Staff Meeting, 11am-12:30pm, LC-155

December:
- Dec. 5 – 2nd Year Faculty, 11am-12:30pm LC-155 “Conflict Resolution”
- Dec. 7 – 1st Year Faculty, 11am-12:30pm LC-155 “Sexual Harassment”
- Dec. 14 – STAR, 9-10am “Vendor & gift exchange”

3 – Future / New Events
- Minor Car Repair – Frank Vega
- Art Class for Beginners – Hagop Najarian
- How to Improve Your Memory – Monica Lopez
- Personal Fitness Trainer – TBA
- Ergonomics for the Workplace - TBA
- Personal Finance – TBA
- Classroom Dynamics – TBA
- Turnitin.com – Nishi Shah-Williams

5- Next Meeting
- October 19, 2006
Staff Development Committee
Meeting Minutes
Thursday, September 21, 2006
LC135, 3:30pm

PRESENT: Debbie Thomas
Elizabeth Castelo
Ni Bueno
Nishi Shah-Williams
Robert Buschauer
Monica Lopez
Bryan Ouchi

ABSENT: ML Bettino
Carmen Garcia
Ken Hanson
Hagop Najarian
Sheela Hoyle
Glenda Kornbau
Brittney Lundeen
Barbara Muellar
Stephanie Murguia
Lynda Roberts
Beverly Thompson
Frank Vega

1 - Welcome
Debbie Thomas greeted everyone and introduced new member, Bryan Ouchi to the rest of the committee. Discussion began over modifying meeting time. It was agreed that 3:30pm would be most convenient for the majority of the members.

2 - Upcoming Events
Ms. Thomas directs the group to the Staff Development schedule handout. She talks about STAR work on September 28th on payroll and ride share forms. She goes over all events scheduled for Flex Week and informs everyone that it is still subject to change and is still taking suggestions for new workshops. Flex credit will be granted to those who volunteer to teach a workshop.

The events listed below were discussed at length.

September
- Sept. 28th, Thursday, 9-10:10am – "Pay Stubs, Balance Sheet & Ride Share," Board room

January
- Jan 2nd, Tuesday – Flex Week: Emergency Procedures; New Classified Orientation; Innovation Center Training; Online Teaching Certificate; Talon Net Training – TBA
- Jan 3rd, Wednesday- Flex Week: CPR Training; Self Defense; Getty Museum & Museum of Tolerance; Innovation Center Training; Online Teaching Certificate; Talon Net Training – TBA
• Jan 4th, Thursday – Flex Week: Minor Auto Repair; Beginning Art Class; Innovation Center Training; Online Teaching Certificate; Talon Net Training – TBA

3 – New Events
The following were ideas from the last Staff Development Meeting- each was discussed at length.

• Dealing with Student Mental Health & Disciple Workshop – Mr. Buschauer.
  Mr. Buschauer suggests having a workshop where classified and faculty are advised on how to deal with students' with physical and mental disabilities and those that are simply problematic. Ms. Lopez seconds the idea. Ms. Thomas suggested it could be a brown bag lunch. She will talk to ML (possibilities – third Thursday of October or Tuesday the 24th). An official title, date and time are still pending. Mr. Ouchi agreed to teach the workshop. Ms. Thomas will make flyers once the event is scheduled.

• Turkey Trot/ Great Health & Fitness Challenge – Ms. Bueno
  Ms. Bueno asks Staff Development to join in the Turkey Troy event planning. It is scheduled for Nov 14th. She suggests that the department could help by making the flyers, finding donations for t-shirts & prizes. Ms. Bueno specifies that at least 10 prizes are usually given at the end of the race but there can be more if more are donated. Whatever Staff Development can help with will be greatly appreciated. Ms. Bueno also suggests possibly having the Great Health & Fitness Challenge once spring come. Ms. Bueno thinks a good time for the kick off would be the third week of January.

• Turnitin.com Workshop / Balance Your Checkbook Workshop – Ms. Shah-Williams
  Ms. Shah-Williams is still willing to teach Turnitin.com workshop sometime in January during the ‘dead hour,’ possibly on the fourth Thursday of February. Ms. Shah-Williams would like us to have a ‘how to balance your checkbook workshop.’ (It was mentioned in a previous meeting.)

Ms. Thomas thanked everyone present for attending the meeting. She reminds us that she is still taking new workshop ideas for this fall schedule. She encourages committee members to email her or stop by her office with any suggestions.

4 – Next Meeting - Thursday, October 19, 2006, 3:30pm, LC 135

5 – Meeting Adjourned - 4:10pm.
<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
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**Staff Development Activities**

*"Best Practices in Teaching & Learning"
October 2006
10/25/06*

3 2nd Year Faculty Meeting
"Student Learning Outcomes" - Mizon/Connel
LC155 @11am-12:30pm

5 1st Year Faculty Meeting -
"Library Presentation" -
LC155 @11am-12:30pm

16 2nd 9wk Session Begins

19 Staff Dev Committee Meeting, 3:30pm,
LC-135

24 STAR Meeting
2-3:30pm BD Room
"Learn Payroll"

25 STAR Meeting
"Open Forum"- BD
Room @9-10am
TALON NET LAUNCH
LC135 @11am-12:30pm

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"Learning Communities & 1st Year Experience" - LC135 @11am-12:30pm—Ashe |     |     |     |     |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
|     |     |     |     | **Staff Dev Committee Meeting, 3:30pm**  
Lincoln's Birthday |     |     |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
|     | **Washington’s Birthday**  
"Best Practices"  
LC155 @11am-12:30pm |     |     | **STAR Meeting**  
9-10am Board Room |     |     |
| 25  | 26  | 27  | 28  |     |     |     |
### Staff Development Activities
**"Best Practices in Teaching & Learning"**
March 2007
10/25/06

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*"Plagiarism"*  
LC155 @11am-12:30pm -DeFrance |     |     |     |
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|     | 5   | *2nd Year Faculty Meeting*  
*"Scholarship of Teaching"*  
LC155 @11am-12:30pm -Smith | 7   | 8   | 9   | 10  |
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| *Tech Ed Conference* | *Tech Ed Conference* | *Tech Ed Conference* |     | *General Faculty & Staff Meeting* |     |     |
### Staff Development Activities

"Best Practices in Teaching & Learning"

April 2007

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Sponsored by the Health, Physical Education and Athletics Division
& Staff Development

DATE: Thursday, November 21, 2006
PLACE: FALCON SQUARE
RACE TIME: 11:05 am
RACE FEE: AT LEAST ONE CANNED FOOD ITEM
COURSE: 1.5 miles around campus, water will be available on course
RAFFLE: Begins at 11:45 am for all race participants; need not be present to win
QUESTIONS: Contact Dr. Ni Bueno, (562) 860-2451 extension 2874
AWARDS: THE FIRST 100 PARTICIPANTS WILL RECEIVE A T-SHIRT!

FIRST PLACE AWARDS:
FEMALE STUDENT
MALE STUDENT
STAFF/FACULTY

REGISTER EARLY!
Participants who pre-register will receive an extra raffle ticket

Pre-registration is encouraged and appreciated
❖ Pre-registration forms should be returned to the HPEA Division before November 16, 2006
❖ Canned goods must accompany registration
❖ Extra credit tickets and raffle tickets will be issued on race day

NAME: ____________________________________________ □ Female
□ Male

PHONE NUMBER: ____________________________________________ □ Faculty
□ Staff
□ Student

DIVISION/GROUP: ____________________________________________

EXTRA CREDIT INSTRUCTOR: ____________________________________________

Cerritos College
Staff Development
I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:09PM.

II. INTRODUCTION OF NEW EMPLOYEES – NONE

III. APPROVAL OF MINUTES – October 30, 2006
Ms. Nolan made a motion to approve the October 30th minutes, Dr. Reece seconded the motion. The minutes were approved as presented.

IV. SET BOARD AGENDA – November 15, 2006
Dr. Vela invited the committee members to review the Board Agenda and raise questions about any of the items.

Ms. Nolan requested than an item on the Consent Agenda be moved ahead of another item due to the fact that the items are related. Changing the order in which they are read will lead to a better understanding of the items.

Dr. Vela made note that the college has received a letter of resignation from Dr. Patricia Stewart, Director of the Dental Hygiene program in the Health Occupations division. This will be a great loss for the college but the college wishes Dr. Stewart the best during her retirement.

Dr. Vela also announced that an institutional presentation will be made during the Board meeting by Jose Anaya, Director of Economic Development, illustrating the success this program has had through partnerships. This self-supporting program offers customized training in industry and operates several specialized grants such as the Center for Applied Technology. Through the program Cerritos College has developed an excellent reputation for delivering quality services which in turn has led to numerous referrals as well as national recognition. Mr. Anaya will present to the Coordinating Committee on November 13th.
V. ITEMS BY INSTITUTIONAL COMMITTEES – NONE

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – NONE

VII. STATUS OF SHARED GOVERNANCE
    Board Policy & Procedures Review
    Dr. Jane Wright, Educational Consultant from the CCLC, was present to guide the
    Coordinating Committee review and revise several policies from Chapter 6, Business
    Services, of the Board Policy.

    These policies have already been reviewed and revised by Ms. Higdon, who noted that Ms.
    Lola Rizkallah (Director of Fiscal Services) was consulted on any policies dealing with fiscal
    matters. Ms. Higdon also stated that the CCLC suggested policy on housing was deleted as
    it does not pertain to the college. Also, CCLC suggested policies regarding collection of
    money and payroll were both modified as procedures, as they correspond to Policy 6300,
    Fiscal Management.

    After much discussion, the committee members made revisions to policies 6100, 6150, 6200,
    6250, 6300 and 6330. Due to time constraints, the discussion regarding policy 6340 will be
    continued during the next meeting.

VIII. PRESIDENT’S REPORT – NONE

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – NONE

X. ADJOURNMENT
    The next meeting is scheduled for November 13th. Meeting adjourned at 2:31PM.
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
PREPARED BY: Jo Ann Higdon, Vice President of Business Services
DATE: December 6, 2006
SUBJECT: Approval of Resolution #06-12 to Declare District's Withdrawal of Membership in the School Excess Liability Fund JPA (SELF)

RECOMMENDATIONS

It is recommended that the Board of Trustees approve withdrawing from the SELF JPA effective December 31, 2006.

OVERVIEW

SELF is a public agency joint powers authority which has been in operation for 20 years. SELF provides excess liability, excess workers’ compensation and life benefits. On July 1, 2003 the District joined the Statewide Association of Community College (SWACC) JPA for general property and liability coverage. As part of this program School Excess Liability Fund (SELF) through SWACC provides the District with liability coverage of $4 million in excess of $1 million of losses. Additionally, the District purchases coverage directly from SELF for $20 million in excess of $5 million of losses.

ANALYSIS

Over the course of the past year, SWACC has had concerns about SELF’s recent financial deterioration and the adequacy of SELF’s coverage. Upon review of SELF’s Audited Financial Statements and Actuarial Study it is in the district’s best interest to conduct due diligence and evaluate alternatives to the SELF program. In order for this to be done the District must file a written notice of withdrawal along with an authorized Board resolution no later than December 31, 2006 with an effective date of July 1, 2007.

FINANCIAL IMPLICATIONS

No financial implication.
RESOLUTION No. 06-12

RESOLUTION OF THE BOARD OF TRUSTEES OF THE
CERRITOS COMMUNITY COLLEGE DISTRICT
DECLARING WITHDRAWAL OF MEMBERSHIP IN THE SELF JPA

WHEREAS, California Community College districts have determined there is a need for fiscally stable excess liability coverage to protect their agency against unforeseen liability claims; and

WHEREAS, The District presently has $5,000,000 in liability limits through its membership in the Statewide Association of Community Colleges Joint Powers Authority; and

WHEREAS, The District desires to seek quotations for additional limits of liability from the Statewide Association of Community Colleges Joint Powers Authority; and

WHEREAS, In order for the District to be able to make an informed decision on this matter it must give notice of withdrawal to the Schools Excess Liability Fund Joint Powers Authority by December 31, 2006.

NOW, THEREFORE, be it resolved that the Board of Trustees of the Cerritos Community College District notifies the Schools Excess Liability Fund Joint Powers Authority of its intent to withdraw from that Joint Powers Authority effective July 1, 2007.

ADOPTED, SIGNED, AND APPROVED by the Board of Trustees of the Cerritos Community College District this 6th day of December, 2006.

AYES: Signed: _____________________________

President, Board of Trustees

NOES:

ABSENT: Attest: ___________________________

Secretary to Board of Trustees
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: December 6, 2006
SUBJECT: Consideration of Approval to Enter into a Contract with HMC Architects for Architectural/Engineering Services for the Classroom/Lab/Office Building Project.

RECOMMENDATION

It is recommended that the Board of Trustees approve entering into a contract with HMC Architects for Architectural/Engineering Services for the Classroom/Lab/Office Building Project.

OVERVIEW

In September, 2006 the College issued a Request for Proposal (RFP) for Architectural/Engineering Services for the Classroom/Lab/Office Building. Seven (7) responses were received. An ad-hoc committee comprised of building users, facilities management, and Campus Transformation Committee members was established. That committee conducted interviews on November 3, 2006. The ad-hoc committee selected the strongest firms and teams for whom reference checks were then performed.

ANALYSIS

Based upon the work and recommendation of that committee, the contract for architectural/engineering services was negotiated with HMC Architects.

FINANCIAL IMPLICATIONS

The cost of this service shall be approximately 8% of the project budget plus reimbursable expenses. Funding shall come from the GO Bond funds.