CALL TO ORDER

PLEDGE OF ALLEGIANCE

INSTALLATION OF RE-ELECTED BOARD MEMBERS
   Bob Epple and Dr. Bob Hughlett

INSTALLATION OF NEWLY ELECTED BOARD MEMBER
   Dr. Shin Liu

PRESENTATION OF APPRECIATION AND RECOGNITION OF SERVICE

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

APPROVAL OF MINUTES
   A. Regular Meeting of November 4, 2009

INSTITUTIONAL PRESENTATIONS
   A. Recognition of Classified Employee of the Month
   B. Presentation of Retirement Plaques

AUDIT REPORT
   B. Consideration of Receipt of Independent Audit Report for the Cerritos College Foundation for Fiscal Year Ending June 30, 2009
   D. Consideration of Acceptance of Independent Audit Report for the Cerritos College District for Fiscal Year Ending June 30, 2009

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
XI. APPROVAL AND/OR RATIFICATION OF CONSENT AGENDA ITEMS

** A. Acceptance of Gifts

** B. New Course Offering

** C. Acceptance of Chancellor’s Office Economic and Workforce Development Grant Renewal

** D. Stipends for Faculty Participating in the Basic Skills Projects for the Fall Semester of the 2009-2010 Academic Year

** E. Notice of Completion for Bid 0708-16, Aquatic Center Project

** F. Resolution No. 09-12 Authorizing Board Members and Certain Employees of the Cerritos Community College District to Sign Documents for the Period January 1, 2010 through December 31, 2010

** G. Resolution No. 09-13 Authorizing Certain Employees of the Cerritos Community College District to Approve Documents in the LACOE Financial System for the Period January 1, 2010 through December 31, 2010

** H. Resolution No. 09-14 Authorizing the Vice President of Business Services, or Designee, to Execute/Amend Small Contracts Under $25,000

** I. Budget Extensions and Budget Transfers

** J. Contracts:

Consultant
NEW
1. Dowden & Associations
   Title V Consultant
   Academic Affairs

Training
NEW
2. California Manufacturing Technology Consulting (CMTC)
   Training to Companies
   CITE

** K. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year

** L. Request for Unpaid Leave of Absence

** M. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel

** N. New Classified Manager Job Classification and Position of Captain, Campus Police Services

XII. ADMINISTRATIVE MATTERS

** A. Information Item: Coordinating Committee Minutes (October 19, November 2, and November 16, 2009)


** C. Information Item: Board Member Compensation Increase
** D. Consideration of Approval of Citizens’ Bond Oversight Committee Membership

** E. Information Item and Presentation: Student Success Plan

XIII. REPORTS
A. Board of Trustees
B. Faculty and Staff Leadership
C. President/Superintendent and Vice Presidents

XIV. CLOSED SESSION
A. Public Employee Employment (GC #54957)
   1. Consideration of Employment of Clinical Supervisor-Nurse Practitioner
   2. Consideration to Extend Employment of Interim Director, Research & Planning
B. Conference with Labor Negotiators (GC #54957.6)
   1. Agency Representatives: Victor Collins and Steve Andelson
   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
C. Consideration of Grade Grievance

XV. RECONVENE

XVI. ADJOURNMENT

XVII. NEXT REGULAR MEETING: JANUARY 20, 2010 AT 6:00 P.M.

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability, who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the: President’s Office - 11110 Alondra Boulevard - Norwalk, California 90650 (562) 860-2451, Extension 2204 - (562) 860-1104 – FAX Copies of the agenda materials are available in the President’s Office
TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
DATE: December 9, 2009
SUBJECT: Election of Board Officers (President, Vice President and Secretary)

RECOMMENDATION

1. It is recommended that the current Board President conduct the December 9, 2009 meeting through the official election of the 2010 Board President.

2. The 2010 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. Linda L. Lacy, President/Superintendent  
DATE: December 9, 2009  
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 2010 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 for regular and study session meetings are suggested for 2010:

<table>
<thead>
<tr>
<th>January 20, 2010</th>
<th>April 7, 2010</th>
<th>June 12, 2010*</th>
<th>September 15, 2010</th>
</tr>
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<tbody>
<tr>
<td>February 3, 2010</td>
<td>April 21, 2010</td>
<td>June 16, 2010</td>
<td>October 6, 2010</td>
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<tr>
<td>February 17, 2010</td>
<td>May 5, 2010</td>
<td>July 7, 2010</td>
<td>October 20, 2010</td>
</tr>
<tr>
<td>March 17, 2010</td>
<td>June 2, 2010</td>
<td>September 1, 2010</td>
<td>December 8, 2010</td>
</tr>
</tbody>
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* Study Session for President’s Evaluation and Board Self-Evaluation (8:30 a.m.)

FINANCIAL IMPLICATIONS

No financial implication.
I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Bob Epple, the Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, Mr. Tom Jackson and Mr. Felipe Grimaldo, Student Trustee. Others present were the President of the College, Vice President of Academic Affairs, Interim Vice President of Business Services, Vice President of Student Services, Faculty Senate President and a CSEA Representative.

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

III. APPROVAL OF MINUTES A. It was moved by Mr. Jackson and seconded by Mr. Arthur to approve the minutes of the regular meeting of October 21, 2009. The vote for approval was 6-0-1; Mr. Epple abstained (student advisory vote: Aye).

IV. INSTITUTIONAL PRESENTATIONS A. Steve Berklite, Instructional Dean of Technology, gave a presentation regarding the Automotive Partners building. He provided an overview of the renovation phases and completion dates. Todd Leutheuser, Program Center Manager of Northwood University, also provided an overview of the services offered by Northwood University at Cerritos College. He explained that Northwood offers two bachelor's degrees through their program at the college and added that they will also be located in the Automotive Partners building once construction is complete.

Budget Update B. Dr. Albanese stated that the budget shortfall burden at Cerritos College for 2009-10 is approximately $8.4 million. He stated that the Planning and Budget committee is weighing options for preserving programs and service to students, staff and community for the budget year. He also shared expenditure comparisons of the Unrestricted General Fund for the quarter ending September 30, 2009 compared to the quarter ending September 30, 2008. Dr. Albanese added that he will share more comparative data during future Board meetings.

V. PUBLIC PRESENTATIONS Rosa Alejo, a member of Parents of Project HOPE, expressed concern regarding the CG50 class that parents were previously able to enroll in. She stated that it’s frustrating that she and her daughter can’t enroll in the class to receive important information.

Claudia and Jessica Aguilera Claudia and Jessica Aguilera stated that representatives from Project HOPE visited Jessica’s school and promoted the CG50 class. She stated that her immigration status was questioned when she turned in her application and that they could not meet with anyone for assistance. Ms. Jessica Aguilera stated that she felt she was treated unfairly by Cerritos College.

Joyce Yun Joyce Yun stated that she feels that citations have been improperly given in Parking Lot C-4. She requested that the college refund the money to students and their families.
VI. CONSENT AGENDA

It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the consent agenda and addendum (student advisory vote: Aye). Mr. Epple requested that Items A and E be held for separate consideration and Dr. Hughlett requested that Item C be held for separate consideration. The vote for approval and/or ratification of the following items was unanimous:

A. It was moved by Mr. Arthur and seconded by Dr. Edmiston to Provide Compensation to Board Member Epple for His Absence from the October 21 Board Meeting. The vote for approval was 6-0-1 (Mr. Epple abstained).

C. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve Item C:

Acceptance of Department of Education Grant – Court Reporting Closed Captioning, as attached.

Dr. Hughlett stated that this grant demonstrates that lobbying efforts can have very successful outcomes. The vote for approval was unanimous.

E. It was moved by Mr. Epple and seconded by Mr. Arthur to approve Item E:

Sale of Surplus and Obsolete Materials/Equipment, as attached.

Mr. Epple requested that in the future, the list of obsolete materials/equipment include more information on the determination of the value of the items. The vote for approval was unanimous.

B. Textbook Adoptions for Spring 2010, as attached.

C. This item was considered separately.

D. Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends, as attached.

E. This item was considered separately.

F. Purchase Orders for the Quarter ending September 30, 2009

Purchase Orders 28548 to 34224 $6,509,834.51

G. New/Amended Contracts under $25,000

New Contracts $33,710.00 C09-1000 to C09-1029

Amended Contracts $59,159.09

H. General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending September 30, 2009

Payroll “A” Warrants 7,280 $15,598,159.26

Other “B” Warrants 6,174 $15,894,718.45

I. Quarterly Fiscal Status Report For the Quarter Ending September 30, 2009, as attached.
J. Budget Extensions and Budget Transfers, as attached.

K. Contracts:

Services

RENEWAL
1. Vangent, Inc. – From Pearson Government Solutions
   Hope Scholarship and Lifetime Learning Credit
   Fiscal Services
   To report the mandated information to the Internal Revenue Service
   regarding the Hope Scholarship and Lifetime Learning Credit for the
   tax year 2009. Total cost is approximately $25,000 with funding from
   the Fiscal Services budget.

Training

AMENDMENT
2. The Biz Visions Group
   Management Training
   CITE
   To provide an additional three groups of 35-hour Management training
   for employees at HAAS Automation. For period November 5, 2009
   through July 1, 2010. This is a financial self-supporting program with
   no district funds involved.

L. Resignation(s) Accepted by the President/Superintendent, as
   follows:

   Victor Childress, Pool Maintenance Technician (Facilities), effective
   December 26, 2009

   Added by addendum:

   Glenda M. Kornbau, Secretary Clerk (Facilities), effective December
   29, 2009

M. Employment of Temporary and/or Substitute Hourly Faculty
   Personnel, as needed for the 2009-2010 Academic Year, as
   attached.

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

   Added by addendum:

   Interim Financial Aid Specialist @36-4 ($4,364.00 per month)
   effective November 5, 2009: Juan Carrillo (Financial Aid)

VII. ADMINISTRATIVE
    MATTERS

A. As information, the Board book contained College Coordinating
   Committee Minutes for October 12, 2009.

VIII. REPORTS

A. Board of Trustees

   Mr. Jackson stated that the Homecoming activities were
   outstanding and thanked the student body.

   Dr. Hughlett stated that the Culinary Arts “Taste of France” special
   menu was excellent and added that the students should be proud.
   He concluded by stating that Supervisor Don Knabe gave the State
   of the County Address on November 4. He added that it was a
   well-attended event and that Cerritos College was prominently
   noted.
Mr. Grimaldo invited the Board to attend the Veteran’s Day Ceremony on November 10 in Falcon Square.

B. Faculty and Staff Leadership
Ms. Moore indicated that she had a great time at the Homecoming game.

C. President/Superintendent and Vice Presidents
Dr. Johnson indicated that the Pound by Pound program has been very successful and added that several participants have had their diabetic medications reduced or eliminated. He shared the latest Financial Aid Bulletin with the Board. Dr. Johnson indicated that Mary Hunt, DSPS Specialist, received the Professional Recognition Award at the CAPED conference. He also stated that Chris Sugiyama, Counselor, was awarded the 1st annual POWER award sponsored by the RP Group & Academic Senate for California Community Colleges for her work on student learning outcomes.

Mr. Farmer informed the Board that the Student Success Plan will be brought to the Board at the December 9 Board meeting. He also stated that the ARCC Report will be given at the January 2010 regular Board meeting.

Dr. Lacy stated that she attended a Southeast Regional Occupation Program meeting with representatives from Bellflower Unified School District and ABC Unified School District and added that it was a productive meeting. She informed the Board that the California Community Colleges Board of Governors will consider providing relief on the 50% Law as it pertains to recovery funds. Dr. Lacy concluded by stating that she will be attending the CCLC Annual Convention and CEO meeting.

IX. CLOSED SESSION
The Board adjourned to closed session at 7:31 p.m.

X. RECONVENE
The Board reconvened at 7:44 p.m.

Read Out
Dr. Hughlett reported that in closed session the Board of Trustees took action to ratify the Tentative Agreement between the District and CCFF Representatives. The vote for approval was unanimous.

XI. ADJOURNMENT
The meeting was adjourned at 7:45 p.m.

XII. NEXT REGULAR MEETING
The next regular meeting of the Board of Trustees is scheduled for Wednesday, December 9, 2009 at 6:00 p.m.

Bob Epple, Board President

Carmen Avalos, Secretary
TO: Board of Trustees
FROM: Dr. Linda L. Lace, President/Superintendent
REVIEWED BY: James A. Albanese, Interim Vice President of Business Services
Mr. Steven Richardson, Executive Director of the Cerritos College Foundation
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: December 9, 2009
SUBJECT: Consideration of Receipt of Independent Audit Report for the Cerritos College Foundation for Fiscal Year Ending June 30, 2009

RECOMMENDATION

It is recommended that the Board of Trustees receive the audit report for fiscal year 2008-09, as presented by the independent audit firm of Vavrinek, Trine, Day & Co.

ANALYSIS

The final report is presented for Board receipt. The report was received and accepted by the Cerritos College Foundation Board of Directors at their regularly scheduled meeting on November 19, 2009.

A representative from the firm of Vavrinek, Trine, Day & Co will be present at the Board meeting to clarify and answer any questions regarding the final audit report.

FINANCIAL IMPLICATIONS

No financial implications.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY: James A. Albanese, Interim Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: December 9, 2009

RECOMMENDATION

It is recommended that the Board of Trustees accept the audit report for fiscal year 2008-09, as presented by the independent audit firm of Vavrinek, Trine, Day & Co, and authorize that it be filed with the appropriate county, state and federal agencies.

ANALYSIS

The final report is presented for Board acceptance. This includes both the Financial Audit and the Performance Audit.

A representative from the firm of Vavrinek, Trine, Day & Co will be present at the Board meeting to clarify and answer any questions regarding the final audit report.

FINANCIAL IMPLICATIONS

No financial implications.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY: James A. Albanese, Interim Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: December 9, 2009
SUBJECT: Consideration of Acceptance of Independent Audit Report for the Cerritos College District for Fiscal Year Ending June 30, 2009

RECOMMENDATION

It is recommended that the Board of Trustees accept the audit report for fiscal year 2008-09, as presented by the independent audit firm of Vavrinek, Trine, Day & Co, and authorize that it be filed with the appropriate county, state and federal agencies.

ANALYSIS

The final report is presented for Board acceptance.

A representative from the firm of Vavrinek, Trine, Day & Co will be present at the Board meeting to clarify and answer any questions regarding the final audit report.

FINANCIAL IMPLICATIONS

No financial implications.
TO:          Board of Trustees
FROM:        Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY: Jim Albanese, Interim Vice President of Business Services
PREPARED BY: Jenney Ho, Director of Purchasing
DATE:        December 9, 2009
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 a donation:

For use in the Foreign Language Department:

- (14) Koss Multi-Media Stereophones Model SB45
- (23) Labtec Elite-825 Headphones

    Donated by: Matt Stibal
                Gateway Business Bank
                mstibal@gbbanker.com

The estimated value of the above items is $650.

FINANCIAL IMPLICATIONS

There is no cost to the District.
TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
PREPARED BY: William Farmer Jr., Vice President of Academic Affairs/Assistant Superintendent
DATE: December 9, 2009
SUBJECT: Consideration of Approval of New Course Offering

RECOMMENDATION
That the Board of Trustees approve the new course offering as presented.

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

ANALYSIS
JOUR 107, was approved at the Curriculum Committee meeting held on October 8, 2009. CRCC 119AEF, CRCC 119BCD, CRCC 137A, CRCC 137B, CRCC 190A, CRCC 190B, CRCC 190C, CRCC 194A, CRCC 194B, CRCC 194C, CRCC 194D, CRCC 195, Captioning Post Production Certificate, and CSM Exam Qualifying Candidate Certificate of Achievement were approved at the Curriculum Committee meeting held on October 29, 2009.

FINANCIAL IMPLICATIONS
None

Attachment
FINE ARTS/COMMUNICATIONS

JOUR 107
College Newspaper
3.0 Units
Class hours: 2.0 lecture/3.0 lab
Prerequisite: None
Corequisite: None
Recommendation: JOUR 101 or equivalent with a grade of Pass or “C” or higher or concurrent enrollment, and satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.

This course focuses on writing and producing student news publications using the school newspaper, the Talon Marks and its online version, talonmarks.com, as a practical laboratory. Students research, write, and edit articles for the two publications; take photographs and create graphic illustrations; develop multimedia stories; and produce the print and online publications for distribution to a college-wide audience. Ethics and legal aspects of communication are also covered. This course may be taken a maximum of 4 times. Pass/No Pass option is available for non-journalism majors.

BUSINESS EDUCATION

CRCC 119AEF
CAT Dictionary Build
2.5 Units
Class hours: 2.0 lecture/2.0 lab
Prerequisite: None
Corequisite: None
Recommendation: CRCC 141 or equivalent with a grade of Pass or “C” or higher.

The A portion of this course introduces students to the Computer-Aided Transcription (CAT) process and includes some history of CAT and computer terminology. Students will build a basic CAT dictionary of approximately 15,000 words. The E portion of this course is for building a medical dictionary. The F portion of this course is for building a legal dictionary. Students may work in the court reporting lab or be required to have an electronic stenotype machine and CAT software available for their use. This course may be taken a maximum of 3 times.

CRCC 119BCD
Computer-Aided Transcription
2.5 Units
Class hours: 2.0 lecture/2.0 lab
Prerequisite: None
Corequisite: None
Recommendation: CRCC 119A or CRCC 119AEF and CRCC 143 or equivalent with a grade of Pass or “C” or higher.

This course is designed to prepare students for using computer-aided transcription to transcribe their court reporting assignments and tests. The B portion of this course takes students through dictionary preparation for transcript production. The C portion of this course takes students through transcript production. The D portion of this course takes students into realtime and working out conflicts that may arise in realtime translation. All portions take students through scoping, editing, transcribing, spell checking, formatting, dictionary maintenance, and printing of
documents using CAT (Computer-Aided Transcription) software, the stenotype machine, and the computer. This course may be taken a maximum of 3 times.

CRCC 137A
Beginning CAT Software
1.0 Unit
Class hours: 1.0 lecture/1.0 lab
Prerequisite: None
Corequisite: None
Recommendation: None

This course will give court reporters and court reporting students an introduction to the use of court reporting computer-aided transcription (CAT) software. Students will learn how to use CAT software in the CAT process of producing transcripts and writing realtime. This course is for students just beginning to use CAT software. Students may use the CAT software of their choice, but the main applications being addressed are ProCAT and CATalyst. This course may be taken a maximum of 4 times.

CRCC 137B
Intermediate CAT Software
1.0 Unit
Class hours: 1.0 lecture/1.0 lab
Prerequisite: None
Corequisite: None
Recommendation: CRCC 137A or equivalent with a grade of Pass or "C" or higher.

This course will give court reporters and court reporting students who are already using the basic functions of CAT software for court reporting computer-aided transcription (CAT) an introduction to some of the more advanced function capabilities of the software. Students may use the CAT software of their choice, but the main applications being addressed are ProCAT and CATalyst. This course may be taken a maximum of 4 times.

CRCC 190A
Captioning Video Introduction
2.0 Units
Class hours: 2.0 lecture/1.0 lab
Prerequisite: None
Corequisite: None
Recommendation: None

This course is designed to be an introduction to the field of non-live post-production or offline captioning and caption editing. Federal mandates require educational audio and video media be captioned for accessibility and this course addresses an overview of the process of captioning. This course will expose students to types, methods, and styles of captioning, text editing, language mechanics, presentation rate, and special considerations for non-hearing viewers. Students will also participate in some captioning script preparation and should be able to accurately type 35 words per minute on the computer keyboard. Stenotype students may also use their Stenotype machines for script creation. This course may be taken a maximum of 2 times.
CRCC 190B
Captioning Video Laws and Requirements
1.0 Units
Class hours: 1.0 lecture/1.0 lab
Prerequisite: None
Corequisite: None
Recommendation: CRCC 190A or equivalent with a grade of Pass or “C” or higher.

This course is designed to give students interested in post-production captioning and accessibility requirements an understanding of the Federal Communications Commission laws, along with other laws and mandates pertaining to providing captioning of audio/video material. Federal mandates require educational audio and video media be captioned for accessibility and this course addresses an overview of accessibility requirements relating to audio/video media. This course will also introduce basic video production terminology and equipment. Students will participate in some captioning script preparation and application of caption files to media and should be able to accurately type 35 words per minute on the computer keyboard. Stenotype students may also use their Stenotype machines for script creation. This course may be taken a maximum of 2 times.

CRCC 190C
Captioning Video for the Web and Video Production
2.0 Units
Class hours: 2.0 lecture/1.0 lab
Prerequisite: None
Corequisite: None
Recommendation: CRCC 190A, CRCC 190B or equivalent with a grade of Pass or “C” or higher.

This course is designed to give post-production/offline captioning students, as well as students just interested in captioning their own videos, an introductory knowledge of video production as it relates to the field of captioning. Students will gain a general knowledge of the various types of media formats that require captioning and a general introduction to caption editing software, including both proprietary and free software, available for captioning. Federal mandates require educational audio and video media be captioned for accessibility and this course addresses an overview of video production in relation to creating and applying captions to audio and video media. Preparing and applying captions to popular video and audio Web hosts will also be covered. Students will participate in some captioning script preparation and application of caption files to media and should be able to accurately type 35 words per minute on the computer keyboard. Stenotype students may use their Stenotype machines for script creation. This course may be taken a maximum of 2 times.

CRCC 194A
Realtime Captioning Level 1
2.0 Units
Class hours: 2.0 lecture/1.0 lab
Prerequisite: None
Corequisite: None
Recommendation: CRCC 193A and CRCC 193B or equivalent with a grade of Pass or “C” or higher.

This course is designed for the court reporting student who is ready to begin active study in the fields of Communication Access Realtime Translation (CART) and broadcast captioning.
Course overview will include the history of captioning, the captioning consumer, captioning defined, the legal environment of captioning, and an introduction to concepts of television production. Students should be at 140 words per minute on the stenotype machine and have a functional realtime dictionary in computer-aided transcription (CAT) software. Students will begin to build captioning dictionaries. May be taken concurrently with CRCC 194B, CRCC 194C, and CRCC 194D. This course may be taken a maximum of 2 times.

CRCC 194B
Realtime Captioning Level 2
2.0 Units
Class hours: 2.0 lecture/1.0 lab
Prerequisite: None
Corequisite: None
Recommendation: CRCC 193A, CRCC 193B, and CRCC 194A or equivalent with a grade of Pass or “C” or higher.

This course is designed for the court reporting student who is studying the fields of Communication Access Realtime Translation (CART) and broadcast captioning. This course is designed to give students an understanding of all equipment pertaining to the production of captioning, including software and hardware. Student should be at 140 words per minute on the Stenotype machine and will continue captioning dictionary build of specialty terms. May be taken concurrently with CRCC 194A, CRCC 194C, and CRCC 194D. This course may be taken a maximum of 2 times.

CRCC 194C
Realtime Captioning Level 3
3.0 Units
Class hours: 3.0 lecture/2.0 lab
Prerequisite: None
Corequisite: None
Recommendation: CRCC 194A, CRCC 194B, CRCC 193A, and CRCC 193B or equivalent with a grade of Pass or “C” or higher.

This course is designed to expose the Communication Access Realtime Translation (CART) or captioning student through actual practical applications to the psychological aspects of on-air captioning and CART reporting. This course includes simulated assignments in captioning CART and broadcast video/audio, as well as instruction on captioning methodologies. Students should be at 170 words per minute on the Stenotype machine and will continue dictionary building of captioning specialty terms. May be taken concurrently with CRCC 194A, CRCC 194B, and CRCC 194D. This course may be taken a maximum of 2 times.

CRCC 194D
Realtime Captioning Level 4
3.0 Units
Class hours: 3.0 lecture/2.0 lab
Prerequisite: None
Corequisite: None
Recommendation: CRCC 194A, CRCC 194B, CRCC 194C, CRCC 193A, and CRCC 193B or equivalent with a grade of Pass or “C” or higher.
This course is designed to expose the Communication Access Realtime Translation (CART) or captioning student to advanced practical applications of on-air captioning and will also cover troubleshooting issues for the live captioner, as well as professional development and certification preparation. This course also covers CART reporting methodology, requirements, certification preparation, and completion of CART and broadcast captioning practicum assignments. Students should be at 180 words per minute on the Stenotype machine and will continue dictionary building of specialty terms. May be taken concurrently with CRCC 194A, CRCC 194B, and CRCC 194C. This course may be taken a maximum of 2 times.

CRCC 195  
Realtime Captioning Level 5  
3.0 Units  
Class hours: 2.0 lecture/4.0 lab  
Prerequisite: None  
Corequisite: None  
Recommendation: CRCC 194A, CRCC 194B, CRCC 194C, and CRCC 194D or equivalent with a grade of Pass or “C” or higher.

This course is designed to be a hand-on finishing class for captioning and Communication Access Realtime Translation (CART) students and incorporates actually using steno skills and equipment and captioning software and hardware to complete captioning assignments in a simulated or professional environment. This course requires completion of CART and broadcast captioning practicum assignments and includes field trips so students may observe the captioning process in action. Students should be at 190 words or higher per minute on the Stenotype machine. This course may be taken a maximum of 2 times.

Captioning Post-Production Certificate

The Captioning Post-Production Certificate is designed for students who will work with television networks, government, and educational programs to accurately and proficiently provide real-time captions for audio and video presentations, thereby giving access to the deaf and hearing-impaired populations. This program complements the existing court reporting program by expanding career opportunities for prospective and incumbent court reporters to enter the field of captioning.

CSR Exam Qualifying Candidate Certificate

The CSR Exam Qualifying Candidate Certificate is designed for students who have successfully completed the academic hours and machine shorthand speed tests required by the Court Reporters Board of California to be eligible to sit for the CSR exam. CSR Exam Qualifying Candidates are prepared for employment in the court reporting field and have verifiable proof of their readiness to enter the field.
RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the 2009-2010 Economic and Workforce Development Grant Renewal for a Statewide Strategic Initiative Hubs (HUBS) project in the amount of $66,274.

OVERVIEW

The Chancellor’s Office of the California Community College operates Economic Development Programs that award workforce development grants through a competitive grant process. The purpose of these grants is to advance the state’s economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement.

Cerritos College was awarded an Economic Development Program HUBS grant. The purpose of the grant is to support regional initiatives such as green manufacturing. This grant complements the mission of Cerritos College’s Office of Economic Development and the Technology Division.

ANALYSIS

Cerritos College will be responsible for administering the grant. The term of this grant shall be from July 1, 2009 to June 30, 2010.

FINANCIAL IMPLICATIONS

Cerritos College will receive $66,274. The funds will be used to pay Cerritos College staff time and other expenses as required to meet the goals of the grant.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY: William C. Farmer, Vice President of Academic Affairs
PREPARED BY: Francie Quaas-Berryman, Developmental Education Coordinator
DATE: December 9, 2009
SUBJECT: Consideration of Approval of Stipends for Faculty Participating in the Basic Skills Projects for the Fall Semester of the 2009-2010 Academic Year

RECOMMENDATION
It is recommended that the Board of Trustees approve payments for the named employees for their participation in the Basic Skills/Developmental Education projects for the academic year of 2009-2010.

OVERVIEW
The College Committee on Developmental Education has sponsored several grants and projects in support of the five-year plan developed as part of the California Basic Skills Initiative.

ANALYSIS
During the fall semester of the 2009-2010 academic year, faculty participated in a variety of projects designed to better prepare faculty to meet the needs of students with developmental skills as well as integrate the iFalcon project into the college culture and further campus work on Faculty Inquiry Groups. Innovative projects included continued workshops for adjunct faculty in English exploring a variety of instructional strategies for active learning, faculty training for specialized populations of students, and Faculty Inquiry Groups focusing on building a strengths-based campus, and integrating iFalcon into the classroom.

FINANCIAL IMPLICATIONS
No General funds will be used for these stipends. Basic Skills Initiative funds will be utilized for this expenditure. The Following faculty members are to receive stipends as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bello-Gardner, Sylvia</td>
<td>$500</td>
</tr>
<tr>
<td>Betancourt, David</td>
<td>$1,000</td>
</tr>
<tr>
<td>Boudreau, Debbie</td>
<td>$500</td>
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<tr>
<td>Carreon, Lora</td>
<td>$500</td>
</tr>
<tr>
<td>Choi, Hye Jin (Esther)</td>
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</tr>
<tr>
<td>Conley, Angela</td>
<td>$500</td>
</tr>
<tr>
<td>Dimond, Theresa A.</td>
<td>$500</td>
</tr>
<tr>
<td>Duff, Kimberley</td>
<td>$500</td>
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<tr>
<td>Edwards, Carrie</td>
<td>$500</td>
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<td>Evans, Max</td>
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<td>Fabish, David</td>
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<td>Feist, Astrid</td>
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<td>George, Patty</td>
<td>$500</td>
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<tr>
<td>Greene, Chad</td>
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<tr>
<td>Hanniff, Brooke</td>
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<tr>
<td>Harmon, James</td>
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<td>Herrera, Veronica</td>
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<td>Hsiao, John</td>
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<td>Hunt, Mary</td>
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<td>Hurtado, Henrietta</td>
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<td>Ing-Yurz, Li Tea</td>
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<td>Isaacs, David</td>
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<td>Johaso, John</td>
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<td>Keenan, Diane</td>
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<td>Leora, Claudia</td>
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<td>Lewellen, Michelle</td>
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<td>Mariani, Ilva</td>
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<td>Marine, Rebecca</td>
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<td>Moore, Debra</td>
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<td>Mullin, Masy</td>
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<td>Nikdel, Mojdeh</td>
<td>$500</td>
</tr>
<tr>
<td>Parsons, Sue</td>
<td>$1,000</td>
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<td>Pham, Ann</td>
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<td>Romero, Virginia</td>
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<td>Rosenfeld, Kimberly</td>
<td>$1,000</td>
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<td>Sampson, Lynda</td>
<td>$500</td>
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<td>Saucedo, Marcelino</td>
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<td>Savard, Hale</td>
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<td>Sirot, Luanne</td>
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<td>Spradlin, Nancy</td>
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<td>Sterling, Merviele</td>
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<td>Tashima, John</td>
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<td>Tharwat, Marcos</td>
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<td>Thigpen, Joyce J.</td>
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<td>Toumajjan, Mary Kay</td>
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<td>Troup, Jacqueyn</td>
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<tr>
<td>Wagner, Helene</td>
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</tr>
<tr>
<td>Young, David</td>
<td>$500</td>
</tr>
</tbody>
</table>
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Linda Lacy, President/Superintendent
REVIEWED BY: Dr. Jim Albanese, Interim Vice President of Business Services
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: December 9, 2009
SUBJECT: CONSIDERATION OF APPROVAL OF NOTICE OF COMPLETION FOR BID 0708-16, AQUATIC CENTER PROJECT

RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for SMC Construction Company for the Aquatic Center Project at Cerritos Community College District as presented.

OVERVIEW

The District issued a contract to SMC Construction Company on July 17, 2008. As required by Public Contract Code, the District must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS

This project was completed on November 24, 2009. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

FINANCIAL IMPLICATIONS

The total contract amount was $5,036,000.00.
NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVE, pursuant to the provisions of Section §3093 of the Civil code of the State of California, that the CERRITOS COMMUNITY COLLEGE DISTRICT, of Los Angeles County, as owner of the property known as Cerritos Community College, located at 11110 Alondra Boulevard, Norwalk, California, caused improvements to be made to the property to wit: Aquatic Center Project, Bid #0708-16 contract for the doing of which was heretofore entered into on the 17th day of July, 2008 which contract was made with SMC Construction Company, contract number #C08-1009, as contractor; that said improvements were completed on the 24th day of November, 2009, and accepted by formal action of the governing board of said DISTRICT on the 9th day of December, 2009; that title to said property is vested in the CERRITOS COMMUNITY COLLEGE DISTRICT of Los Angeles County, California; that the surety for the above named contractor is Hartford Fire Insurance Company.

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA

By:  

Dr. Jim Albanese  
Interim Vice President of Business Services

Date: ________________________________

Place of Execution: Norwalk, California
TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY: James A. Albanese, Interim Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: December 9, 2009
SUBJECT: Consideration of Approval of Resolution No. 09-12 Authorizing Board Members and Certain Employees of the Cerritos Community College District to Sign Documents for the Period January 1, 2010 through December 31, 2010.

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution No. 09-12, 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, 2010 through December 31, 2010.

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, 2010. 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, 2010 through December 31, 2010.

FINANCIAL IMPLICATIONS:

No financial impact.

Attachment
RESOLUTION #09-12
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, 2010** to **December 31, 2010** in accordance with governing board approval dated **December 9, 2009**.

NOTE: Please TYPE name under signature.

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

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

<table>
<thead>
<tr>
<th>Number of signatures required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Orders of Payment</td>
</tr>
<tr>
<td>&quot;A&quot; Warrants</td>
</tr>
<tr>
<td>&quot;B&quot; Warrants</td>
</tr>
<tr>
<td>On Notice of Employment</td>
</tr>
<tr>
<td>On Contracts</td>
</tr>
</tbody>
</table>

LACOE Resolution-Signature Authority-List of names. word
TO: Board of Trustees  
FROM: Dr. Linda L. Lacy, President/Superintendent  
REVIEWED BY: James A. Albanese, Interim Vice President of Business Services  
PREPARED BY: Lola Rizkallah, Director of Fiscal Services  
DATE: December 9, 2009  
SUBJECT: Consideration of Approval of Resolution No. 09-13 Authorizing Certain Employees of the Cerritos Community College District to Approve Documents in the LACOE Financial System for the Period January 1, 2010 through December 31, 2010.

RECOMMENDATION  
It is recommended that the Board of Trustees approve Resolution No. 09-13, authorizing certain employees to approve designated documents for the Cerritos Community College District, as required, for the period January 1, 2010 through December 31, 2010.

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, 2010. 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, 2010 through December 31, 2010.

FINANCIAL IMPLICATIONS  
No financial impact.

Attachment
RESOLUTION #09-13

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 majoring the governing board.

These approved signatures are valid for the period of: January 1, 2010 to December 31, 2010 in accordance with governing board approval dated December 9, 2009

NOTE: Please TYPE name under signature.

Signature__________________________________ Clerk (Secretary) of the Board

Column 1

Signatures of Members of Governing Board

Signature:__________________________________ Type:__________________________

President of the Board of Trustees/Education

Signature:__________________________________ Type:__________________________

Vice President of the Board of Trustees/Education

Signature:__________________________________ Type:__________________________

Clerk of the Board of Trustees/Education

Signature:__________________________________ Type:__________________________

Member of the Board of Trustees/Education

Signature:__________________________________ Type:__________________________

Member of the Board of Trustees/Education

Signature:__________________________________ Type:__________________________

Member of the Board of Trustees/Education

Signature:__________________________________ Type:__________________________

Member of the Board of Trustees/Education

Column 2

Signatures of Personnel and/or Members of the Governing Board authorized to approve Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:

Signature:__________________________________ Type:__________________________

James A. Albanese

Interim Vice President of Business Services

Signature:__________________________________ Type:__________________________

Berlanti A. Rizkallah

Director of Fiscal Services

Signature:__________________________________ Type:__________________________

Ramona Sue Payne

Budget Manager

Signature:__________________________________ Type:__________________________

Shawn Jones

Accounting Manager

Signature:__________________________________ Type:__________________________

Deanna Hart

Interim Payroll Manager

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 85233 44843 87412

LACOE Resolution-Signature Authority-List of names. word

Number of signatures required:

On Orders of Payment

“A” Warrants ______

“B” Warrants ______

On Notice of Employment ______

On Contracts ______
TO: Dr. Linda L. Lacy, President/Superintendent
FROM: Dr. James A. Albanese, Interim Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
Jenney Ho, Director of Purchasing
DATE: December 9, 2009
SUBJECT: Consideration of Approval of Resolution No. 09-14 Authorizing the Vice President of Business Services, or Designee, to Execute/Amend Small Contracts Under $25,000

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution No. 09-14 authorizing the Vice President of Business Services, or designee, to execute/amend small contracts under $25,000.

OVERVIEW

The purpose of this resolution is to streamline administrative processes and reduce staff costs related to contractual agreements and amendments to agreements.

ANALYSIS

This resolution will authorize the Vice President of Business Services, or designee, to execute/amend contractual agreements under $25,000 except public construction contracts which shall be limited to expenditures involving less than $15,000. In accordance with the provisions of Education Code § 81655, no contract made pursuant to such authorization shall be valid until the same has been ratified by the Board of Trustees. The list of contracts to be ratified by the Board will be submitted on a quarterly basis.

This resolution will be effective January through December and will be resubmitted for approval annually.

FINANCIAL IMPLICATIONS:

No financial impact.

Attachment
RESOLUTION #09-14

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT REGARDING CONTRACTUAL AGREEMENTS (AND AMENDMENTS TO AGREEMENTS) UNDER $25,000

WHEREAS, Cerritos Community College District is interested in streamlining administrative processes and reducing the staff costs for these processes; and

WHEREAS, all contractual agreements (and amendments to agreements) with organizations external to the college are agendized and brought before the Board for approval; and

WHEREAS, this practice consumes considerable staff time in the Purchasing Department, the Vice Presidents’ Office, the Coordinating Committee, as well as other District Departments; and

WHEREAS, staff time associated with processing small contracts (and amendments to agreements) under $25,000 would be minimized by authorizing the Vice President of Business Services, or designee, to execute these small contracts; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees hereby authorizes the Vice President of Business Services, or designee, to execute contractual agreements under $25,000 (and amendments to agreements) except public construction contracts shall be limited to expenditures involving less than $15,000. In accordance with the provisions of Education Code § 81655, no contract made pursuant to such authorization shall be valid until the same has been ratified by the Board of Trustees.

THIS RESOLUTION IS HEREBY APPROVED AND ADOPTED by the Board of Trustees of the Cerritos Community College District for this authority from January through December, 2010, this 9th day of December, 2009, by the following vote:

AYES:    Signed: ________________________________
         President, Board of Trustees

NOES:

ABSENT:    Attest: ________________________________
         Secretary, Board of Trustees
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY: James A. Albanese, Interim Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: December 9, 2009
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 the budget transfers between major account classifications for the Unrestricted General Fund and Other Special Revenue Fund. These transfers are self-balancing and have no effect on the ending balance.

Page 3 is the Unrestricted General Fund contingency transfers totaling $82,000.

Page 4 is setting up the remainder of the 2009-2010 beginning balance of $3,788,294.

Pages 5 through 9 are the budget extension summaries that reflect the net reduction of revenue budgets of $69,389 from Federal, State and Local funding with the corresponding proposed expenditure. There are additional budget adjustments of $417,140 for various grants.

FINANCIAL IMPLICATIONS

The budget extension summaries reflect the net reduction of revenue budgets of $69,389 from Federal, State and Local funding with the corresponding proposed expenditure. There are additional budget adjustments of $417,140 for various grants.

Attachment
## BUDGET TRANSFERS FOR DECEMBER 9, 2009

### 01.0 FUND-GENERAL FUND-UNRESTRICTED

<table>
<thead>
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<th>FROM</th>
<th></th>
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<tr>
<td>ACADEMIC SALARIES</td>
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<td></td>
</tr>
<tr>
<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
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</tr>
<tr>
<td>EMPLOYEE BENEFITS</td>
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<tr>
<td>SUPPLIES AND MATERIALS</td>
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<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
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<td>CAPITAL OUTLAY</td>
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<tr>
<td>CONTINGENCY</td>
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<td><strong>TOTAL</strong></td>
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<th></th>
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<tr>
<td>ACADEMIC SALARIES</td>
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<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
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<td>98,439</td>
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<tr>
<td>EMPLOYEE BENEFITS</td>
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<td>SUPPLIES AND MATERIALS</td>
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<tr>
<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
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<tr>
<td>CAPITAL OUTLAY</td>
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<td>$</td>
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<td>OTHER OUTGO</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
<td>99,339</td>
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</tbody>
</table>

**Transfers:** Between object codes

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

**Number of Transfer Requests:** Three (3)

**Divisions/Departments/Programs:**
- Humanities & Social Science
- Business Education
- P E & Athletics
### BUDGET TRANSFERS FOR DECEMBER 9, 2009

#### 39.0 FUND-OTHER SPECIAL REVENUE FUND

**FROM**
- ACADEMIC SALARIES: $
- CLASSIFIED AND OTHER NON-ACADEMIC SALARIES: $
- EMPLOYEE BENEFITS: $
- SUPPLIES AND MATERIALS: $(20,388)$
- OTHER CONTRACT EXPENSES AND SERVICES: $
- CAPITAL OUTLAY: $

**TOTAL**: $(20,388)$

**TO**
- ACADEMIC SALARIES: $
- CLASSIFIED AND OTHER NON-ACADEMIC SALARIES: $10,000$
- EMPLOYEE BENEFITS: $888$
- SUPPLIES AND MATERIALS: $
- OTHER CONTRACT EXPENSES AND SERVICES: $6,000$
- CAPITAL OUTLAY: $3,500$
- OTHER OUTGO: $

**TOTAL**: $20,388$

**Transfers:** Between object codes

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

**Number of Transfer Requests:** Two (2)

**Divisions/Departments/Programs:**
GAIN-Assessment Center; Associated Builders & Contractors of Southern California
BUDGET TRANSFERS FOR DECEMBER 9, 2009

01.0 FUND-CONTINGENCY TRANSFERS

**FROM**
- ACADEMIC SALARIES $
- CLASSIFIED AND OTHER NON-ACADEMIC SALARIES $
- EMPLOYEE BENEFITS $
- SUPPLIES AND MATERIALS $
- OTHER CONTRACT EXPENSES AND SERVICES $
- CAPITAL OUTLAY $
- CONTINGENCY $ (82,000)

**TOTAL**

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
<td>(82,000)</td>
</tr>
</tbody>
</table>

**TO**
- ACADEMIC SALARIES $28,800
- CLASSIFIED AND OTHER NON-ACADEMIC SALARIES $14,303
- EMPLOYEE BENEFITS $9,419
- SUPPLIES AND MATERIALS $4,478
- OTHER CONTRACT EXPENSES AND SERVICES $25,000
- CAPITAL OUTLAY $
- CONTINGENCY $

**TOTAL**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO</td>
<td>82,000</td>
</tr>
</tbody>
</table>

**Number of Transfer Requests:** Two (2)

**Divisions/Departments/Programs:**
To transfer funds from contingency to SEM to institutionalize Project Hope and to augment the budget for assessment due to increase in costs by test providers and number of students
APPROPRIATION TRANSFER ANALYSIS FOR DECEMBER 9, 2009

Beginning Balance

00000-0-00000-00000-7900-0000000 (01.0 Fund) $ 3,788,294

Contingency
To set up 2009-2010 beginning balance of Unrestricted Fund 01.0

Total Beginning Balance $ 3,788,294
APPROPRIATION TRANSFER ANALYSIS FOR DECEMBER 9, 2009

Revenue

00000.0-00000-77650-8120-0000000 (01.3 Fund) $ 238,000
Fed-Hope
To allocate income for salaries and associated fringe benefits; supplies

Local-Prekindergarten & Family Literacy Program 20,000
To allocate income for salaries and associated fringe benefits; postage; payment to or for students

00000.0-00000-75340-8190-0000000 (01.3 Fund) 237,824
Fed-ARRA-Pharmacy Tech
To allocate income for salaries and associated fringe benefits; supplies; travel & conference; equipment

00000.0-00000-70000-8890-0000000 (01.3 Fund) (20,348)
Local-Donations
To close revenue budget. Funds in ending balance

00000.0-various-70750-8871-6920000 (01.3 Fund) 22,480
Local-Los Angeles Universal Preschool
Transfer to reflect child development contracts from LAUP/First Five for Fiscal Year 2009-2010

00000.0-00000-70700-8890-6960000 (01.3 Fund) (587)
Local-Child Development Training Consortium
To close revenue budget. Revenue received and expensed in 08-09

00000.0-00000-71000-8653-0000000 (01.3 Fund) (91,084)
State- On-Going State Allocation-Instructional Equipment
To close revenue budget. Funds in ending balance
**APPROPRIATION TRANSFER ANALYSIS FOR DECEMBER 9, 2009**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000.0-00000-71110-8653-0000000 (01.3 Fund)</td>
<td>State-One Time Block Grant</td>
<td>$200,727</td>
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<tr>
<td></td>
<td>To close revenue budget. Funds in ending balance.</td>
<td></td>
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<tr>
<td>00000.0-00000-71130-8653-0000000 (01.3 Fund)</td>
<td>State-Lottery Prop 20 Restricted</td>
<td>(325,356)</td>
</tr>
<tr>
<td></td>
<td>To close revenue budget. Funds in ending balance.</td>
<td></td>
</tr>
<tr>
<td>00000.0-00000-71140-8653-0000000 (01.3 Fund)</td>
<td>State-06-07 One Time AB 1802 Instructional Equipment &amp; Lib</td>
<td>(496,671)</td>
</tr>
<tr>
<td></td>
<td>To close revenue budget. Funds in ending balance.</td>
<td></td>
</tr>
<tr>
<td>00000.0-00000-73822-8830-0000000 (01.3 Fund)</td>
<td>Local-Universal Foundation China Project</td>
<td>(4,035)</td>
</tr>
<tr>
<td></td>
<td>To close revenue budget. Funds in ending balance.</td>
<td></td>
</tr>
<tr>
<td>00000.0-00000-74710-8830-0000000 (01.3 Fund)</td>
<td>Local-Paramount USD</td>
<td>(3,803)</td>
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<tr>
<td></td>
<td>To close revenue budget. Funds in ending balance.</td>
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<tr>
<td>00000.0-00006-76500-8690-1305700 (01.3 Fund)</td>
<td>State-Kinship Education, Prep &amp; Support (KEPS)</td>
<td>(58,896)</td>
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<td></td>
<td>To close revenue budget. Funds in ending balance.</td>
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<tr>
<td>00000.0-00100-70200-8170-0000000 (01.3 Fund)</td>
<td>Fed-VTEA Title 1-C</td>
<td>28,275</td>
</tr>
<tr>
<td></td>
<td>To set up 2008-09 claimable of VTEA</td>
<td></td>
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<tr>
<td>00000.0-00000-70780-8620-0000000 (01.3 Fund)</td>
<td>State-General Childcare &amp; Development Programs</td>
<td>67,660</td>
</tr>
<tr>
<td></td>
<td>Transfer to reflect Child Development Contracts from State Dept of ED. for 2009-2010</td>
<td></td>
</tr>
</tbody>
</table>
## APPROPRIATION TRANSFER ANALYSIS FOR DECEMBER 9, 2009

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>00000.0-00000-70200-8170-0000000 (01.3 Fund)</strong> Fed-VTEA Title 1-C</td>
<td>$(270)</td>
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<tr>
<td>To adjust revenue budget of VTEA in 2009-2010</td>
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<tr>
<td><strong>00000.0-00000-7342-8629-0000000 (01.3 Fund)</strong> State-Non-Credit Matriculation</td>
<td>$40,395</td>
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<tr>
<td>To adjust revenue budget of Non Credit Matriculation in 2009-2010</td>
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<tr>
<td><strong>00000.0-00000-7651-8690-0000000 (01.3 Fund)</strong> State-Model Approach to Partnership in Parenting Training (MAPP)</td>
<td>$(37,666)</td>
</tr>
<tr>
<td>To close revenue budget. Funds in ending balance</td>
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</tr>
<tr>
<td><strong>00000.0-00000-7651-8190-0000000 (01.3 Fund)</strong> Fed-Model Approach to Partnership in Parenting Training (MAPP)</td>
<td>$(11,553)</td>
</tr>
<tr>
<td>To close revenue budget. Funds in ending balance</td>
<td></td>
</tr>
<tr>
<td><strong>00000.0-00000-06319-8820-0000000 (41.0 Fund)</strong> Local-Automotive Partners Bldg Donations</td>
<td>$250,000</td>
</tr>
<tr>
<td>To set up funds of Auto Partners Building</td>
<td></td>
</tr>
<tr>
<td><strong>00000.0-various-02750-8890-0000000 (71.0 Fund)</strong> Local-ASCC Scholarships</td>
<td>$276,973</td>
</tr>
<tr>
<td>ASCC scholarships in 2009-10</td>
<td></td>
</tr>
</tbody>
</table>

**Total Additions (Reductions) of Revenue Budgets:** $$(69,389)$$
Expenditure

00000.0-00000-70000-4591-6190000 (01.3 Fund) $ (495)
Donations
To adjust 08-09 carry over funds

00000.0-00000-70005-various-6480000 (01.3 Fund) 1,634
Veterans Affairs
To adjust 08-09 carry over funds

00000.0-00000-71000-4591-6190000 (01.3 Fund) 719,508
On-going State Allocation-Instructional Equipment
To adjust 2008-09 carry over funds

00000.0-00007-71110-4591-6320000 (01.3 Fund) 97,357
One Time Block Grant
To adjust 2008-09 carry over funds

00000.0-00000-71130-4590-4900000 (01.3 Fund) 213,035
Lottery Prop 20 Restricted
To adjust 2008-09 carry over funds

00000.0-00000-73445-various-various (01.3 Fund) (170,204)
Ca High Sch Exit Exam Prep # 2 (CAHSEE #2)
Program ended in 2008-09

00000.0-00000-73822-4591-6190000 (01.3 Fund) (2,472)
Universal Foundation China Project
To adjust 2008-09 carry over funds
APPROPRIATION TRANSFER ANALYSIS FOR DECEMBER 9, 2009

00000.0-00000-70200-4590-6190000 (01.3 Fund)  $ 52,230

VTEA Title 1-C
To adjust expenditure budget of VTEA in 2009-1020

00000.0-various-76500-4590-1305700 (01.3 Fund)  (7,357)

Kinship Education, Prep & Support (KEPS)
To adjust 2008-09 carry over funds

00000.0-00000-02330-various-various (01.0 Fund)  (486,096)

Apprenticeship
Budget is being reduced, due to budget cuts.

Total Expenditure  $ 417,140
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY: Dr. Jim Albanese, Interim Vice President of Business Services
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: December 9, 2009
SUBJECT: Consideration of Approval of Contracts

RECOMMENDATION
It is recommended that the Board of Trustees approve the contracts submitted below.

OVERVIEW
The District annually contracts with various individuals, commercial firms and other governmental agencies for purposes of procuring or providing a variety of services.

ANALYSIS

CONSULTANT – NEW
1. DOWDEN & ASSOCIATES
   TITLE V CONSULTANT
   Requested by: William C. Farmer, Jr., Vice President of Academic Affairs

   Purpose: To enter into an agreement with Dowden & Associates to serve as a grant consultant to the iFALCON Title V grant upon successful funding as an advisor to the grant team in federal reporting and grant management.
   Period: The time period will be from October 1, 2009 through September 30, 2014.
   Financial Implications: Dowden & Associates will receive $150,000.00 with funding coming from the grant budget.

TRAINING – NEW
2. CALIFORNIA MANUFACTURING TECHNOLOGY CONSULTING (CMTC)
   TRAINING TO COMPANIES
   Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education

   Purpose: To enter into an agreement with California Manufacturing Technology Consulting (CMTC) to allow the college to provide training to CMTC clients. The training will be held at company sites.
   Period: The time period will be from December 10, 2008 through November 1, 2011.
   Financial Implications: The training will be paid for by Employment Training Panel funds (ETP Contract ET10-0274) administered by CMTC. CMTC will pay the college up to $300 per hour for the training; total amount not to exceed $100,000. This fee will provide funds for 100% of this project's activities with no district funds involved.
TO:        Board of Trustees  
FROM:      Dr. Linda L. Lacy, President/Superintendent  
REVIEWED BY:  Victor Collins, Interim Director of Human Resources  
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources  
DATE:      December 9, 2009  
SUBJECT:   Consideration of Approval and/or Ratification of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2009-2010 Academic Year

RECOMMENDATION

It is recommended that the Board of Trustees approve and/or ratify the employment of temporary and/or substitute hourly faculty personnel as needed for the 2009-2010 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

**New Hires**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slay</td>
<td>Kevin Theatre Arts</td>
<td></td>
<td>A1</td>
<td>48.83</td>
</tr>
</tbody>
</table>

### FACULTY HOURLY - HEALTH OCCUPATIONS

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hornack</td>
<td>Rhonda Clinical Nursing</td>
<td></td>
<td>B3</td>
<td>54.60</td>
</tr>
<tr>
<td>Pilarca</td>
<td>Arlene Clinical Nursing</td>
<td></td>
<td>A4</td>
<td>57.46</td>
</tr>
<tr>
<td>Shaw</td>
<td>Alberta Clinical Nursing</td>
<td></td>
<td>A4</td>
<td>57.46</td>
</tr>
</tbody>
</table>

### FACULTY HOURLY - LIBERAL ARTS

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cano</td>
<td>Andrea ESL</td>
<td></td>
<td>A2</td>
<td>51.71</td>
</tr>
<tr>
<td>Simoes</td>
<td>Nora English</td>
<td></td>
<td>B1</td>
<td>48.83</td>
</tr>
</tbody>
</table>

### FACULTY HOURLY - SCIENCE, ENGINEERING & MATHEMATICS

**New Hires**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sir</td>
<td>Donna Biological Sciences</td>
<td></td>
<td>A1</td>
<td>48.83</td>
</tr>
</tbody>
</table>

### FACULTY HOURLY - TECHNOLOGY

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lacy</td>
<td>Steve Woodworking</td>
<td></td>
<td>B5</td>
<td>60.33</td>
</tr>
</tbody>
</table>
RECOMMENDATION

It is recommended that the Board of Trustees approve Ms. Dara Worrel's request for a 46.67% unpaid leave of absence due to child care/bonding reasons for the period January 11, 2010 through May 21, 2010.

OVERVIEW

Dara Worrel, Assistant Professor (Mathematics Department) has requested a 46.67% unpaid leave of absence due to child care/bonding.

ANALYSIS

Ms. Worrel has submitted the attached request for an unpaid leave of absence due to child care/bonding reasons for the period January 11, 2010 through May 21, 2010. Carolyn Chambers, Instructional Dean of Science, Engineering & Mathematics and Mr. William C. Farmer, Jr., Vice President of Academic Affairs, have reviewed and recommended approval of Ms. Worrel's leave request.

FINANCIAL IMPLICATIONS

No financial impact.

Attachment
TO: Board of Trustees  
FROM: Dr. Linda L. Lacy, President/Superintendent  
REVIEWED BY: Victor Collins, Interim Director of Human Resources  
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources  
DATE: December 9, 2009  
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, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate/hr</th>
<th>Hours</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garcia, Richard</td>
<td>Aide-Special (Counselor)</td>
<td>$8.00</td>
<td>1</td>
<td>09/25/09</td>
</tr>
<tr>
<td>Villaruel, Maria</td>
<td>Aide-Special (Special Education)</td>
<td>$8.00</td>
<td>1</td>
<td>10/05/09</td>
</tr>
<tr>
<td>Mose, Rosalyn</td>
<td>Aide-Special (Tutor)</td>
<td>$8.00</td>
<td>1</td>
<td>09/25/09</td>
</tr>
<tr>
<td>Noordman, Lindsey</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
</tr>
<tr>
<td>Pham, Christina</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
</tr>
<tr>
<td>Moreno, Mary Helen</td>
<td>Clerk</td>
<td>$8.64</td>
<td></td>
<td>10/14/09</td>
</tr>
<tr>
<td>Castro Martinez, Fabiola</td>
<td>Instructional Aide I</td>
<td>$10.51</td>
<td>3</td>
<td>07/01/09</td>
</tr>
<tr>
<td>Stockham, Kara</td>
<td>&quot;</td>
<td>$9.56</td>
<td>1</td>
<td>10/26/09</td>
</tr>
<tr>
<td>Villagran, Alfredo</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
<td>09/01/09</td>
</tr>
<tr>
<td>Jovel, Abigail</td>
<td>Intermediate Clerk</td>
<td>$9.56</td>
<td></td>
<td>08/25/09</td>
</tr>
<tr>
<td>Mitchum, Lauren</td>
<td>Intermediate Typist Clerk</td>
<td>$9.56</td>
<td></td>
<td>10/14/09</td>
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<tr>
<td>Hudson, Robert</td>
<td>Custodian</td>
<td>$9.76</td>
<td></td>
<td>10/12/09</td>
</tr>
<tr>
<td>Stone, Van Eric</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
<td></td>
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<tr>
<td>Chadbourne, Arthur</td>
<td>Program Assistant I</td>
<td>$9.99</td>
<td></td>
<td>10/14/09</td>
</tr>
<tr>
<td>Fitzpatrick, John</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
<td>10/06/09</td>
</tr>
<tr>
<td>Huggins, Sean</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
<td>10/14/09</td>
</tr>
<tr>
<td>Salib, Joseph</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
<td>10/06/09</td>
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<tr>
<td>Salazar, Corrina</td>
<td>Secretary Clerk</td>
<td>$10.53</td>
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<td>10/01/09</td>
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<tr>
<td>Lizarraga, Raquel</td>
<td>Instructional Aide II</td>
<td>$12.81</td>
<td>1</td>
<td>10/01/09</td>
</tr>
<tr>
<td>Miranda, Adrian</td>
<td>&quot;</td>
<td>$14.13</td>
<td>3</td>
<td>07/01/09</td>
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<tr>
<td>Santiago, Giovanni</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valencia, Ulysses</td>
<td>Student Affairs Assistant</td>
<td>$13.79</td>
<td></td>
<td>08/25/09</td>
</tr>
<tr>
<td>Vega, Rosa</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pintado, Crystal</td>
<td>Child Development Center Teacher</td>
<td>$22.78</td>
<td>2</td>
<td>07/01/09</td>
</tr>
<tr>
<td>Grade II</td>
<td>&quot;</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sevilla, Daissy</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
<td>09/01/09</td>
</tr>
<tr>
<td>Carreon, Lora</td>
<td>Community Education Specialist</td>
<td>$29.15</td>
<td></td>
<td>08/17/09</td>
</tr>
<tr>
<td>Edwards, Pamela</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
<td>10/01/09</td>
</tr>
<tr>
<td>Moreland, Eddie</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nikdel, Mojdeh</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
<td>08/17/09</td>
</tr>
<tr>
<td>Supple, Martin</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
<td>10/01/09</td>
</tr>
</tbody>
</table>

Presented to the Board of Trustees 12/09/09
SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Designation</th>
<th>Rate/$/hr</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>McSherry, Marilou</td>
<td>Cont. Ed. Specialist (Business Tech.)</td>
<td>$50.52</td>
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<tr>
<td>Moreland, Eddie</td>
<td>&quot;</td>
<td>&quot;</td>
<td>10/01/09</td>
</tr>
<tr>
<td>Rudd, James</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
</tr>
<tr>
<td>Supple, Martin</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
</tr>
<tr>
<td>Taylor, Kevin</td>
<td>&quot;</td>
<td>&quot;</td>
<td></td>
</tr>
</tbody>
</table>
TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY: Victor Collins, Interim Director of Human Resources
PREPARED BY: Dr. Stephen Johnson, Vice President of Student Services
DATE: December 9, 2009
SUBJECT: Consideration of Approval of New Classified Manager Job Classification and Position of Captain, Campus Police Services

RECOMMENDATION

It is recommended that the Board of Trustees approve the establishment of the management job classification and position of Captain, Campus Police Services (Grade 17, $5,775 - $6,541 per month).

OVERVIEW

The need exists to establish a new management job classification and position of Captain, Campus Police Services.

ANALYSIS

The establishment of this position is necessary to provide further management coverage of the 24/7 operations of the Campus Police Services Department. The position reports to the Chief of Campus Police Services. The position meets State of California Peace Officer Standards and Training (P.O.S.T.) requirements for a secondary management-level position in a police department with sworn personnel. The position duties include that it participates and assists the Chief to plan, coordinate, and administer the development of Campus Police Services operations and procedures; plans and implements work schedules and staff development activities of assigned personnel; supervises and directs work schedules and conducts inspections for conformance to dress and uniform codes; performs the duties and responsibilities of the Chief in the absence of, or in coordination with, the Chief of Campus Police Services; develops and prepares periodic compliance reports for California P.O.S.T., the California Law Enforcement Telecommunications System (C.L.E.T.S.), and the Departments of Education and Justice; and coordinates and presents District emergency preparedness training and programs that are compliant with Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and Community Emergency Response Team (CERT) standards. It is the management position in charge on site in the absence of the Chief. Human Resources has reviewed the proposed position description for this position and the recommended salary range placement is consistent with the internal alignment of positions on the management salary schedule. This position will be funded through one or more funds in the Campus Police Services Department budget. The establishment of this position is recommended by Richard Bukowiecki, Chief of Campus Police Services, and Dr. Stephen Johnson, Vice President of Student Services.

FINANCIAL IMPLICATIONS

Based on availability of funds, position will be funded by revenue sources of the Department and/or the general fund.

Attachment
## Cerritos College Position Description

<table>
<thead>
<tr>
<th>Position: Captain, Campus Police Services</th>
<th>Salary Grade: 17</th>
</tr>
</thead>
</table>

### Summary

Plans, organizes, and supervises campus police services, serving as the department administrator/manager in the absence of the Chief of Campus Police Services.

### Distinguishing Career Features

Reports to the Chief, Campus Police Services and is responsible for day-to-day supervision of departmental activities and special functions as assigned. The position requires management competency to assist the Chief in law enforcement and crime prevention work. Assures Department compliance with California P.O.S.T., federal, state, and District requirements, policies, procedures, regulations, and laws.

### Essential Duties and Responsibilities

- Participate and assist the Chief to plan, coordinate and administer the development of Campus Police Services operations, and policies and procedures.
- Coordinate, develop, prepare and present periodic reports and external audits for California P.O.S.T., C.L.E.T.S., the Departments of Education and Justice; and District emergency preparedness including SEMS, NIMS, and CERT as well as other groups and organizations.
- Plan, design and implement work schedules and staff development activities of assigned personnel in order to provide security and police services to the College community and facilities.
- Participate in the planning, development, implementation and management of the Campus Police Services department budget as assigned.
- Prepare, supervise, and direct work schedules; conduct inspections for conformance to dress and uniform codes.
- Plan, coordinate, and supervise surveillance, patrol, dispatch, and office clerical activities. Authorizes expenditures, staffing adjustments, and makes appropriate administrative decisions regarding department operations.
- Assign, monitor, and evaluate work performance of subordinate staff. Plan, coordinate, and conduct evaluations and disciplinary action.
- Supervise the parking and traffic control programs including ensuring adequate patrolling of parking lots, roadways, and pedestrian walkways. Oversees and issues citations for parking and motor vehicle violations.
- As assigned, performs the duties and responsibilities of the Chief of Campus Police Services in the absence of, or in coordination with, the Chief.
- Participate in the administration and compliance with collective bargaining agreements, Board Policies, Administrative Procedures, and the Campus Police Services Department Policy Manual.
- Respond to crime and accident scenes. Supervises and participates in investigations.
- Oversee collection and preservation of evidence and disseminates criminal intelligence to other agencies.
- Participate in the screening of and recommends selection of assigned personnel.
- Assist with, plans, and oversees or facilitates training programs on the various campus police activities. Assists in coordinating police activities with other campus organization units and with outside agencies.
- Represent the College and/or department at designated campus, community and law enforcement activities and events.
- Respond to requests for information and complaints. Follows up with response, referral, or other written communication.
- Participate in establishing and maintaining community partnerships, attending events and interacting with community organizations. Perform the duties of a watch commander of Campus Police Services Officers as assigned.
- Participate on committees, task forces, and in special assignments.
- Supervise, motivate, train, and evaluate assigned personnel to provide high quality of service.
- Ensure accuracy of print and online publications related to the area of responsibility.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Qualifications

- Knowledge and Skills
  The position requires professional knowledge of the principles, practices, and procedures of modern public safety administration, organization, and operation. Requires working knowledge of the principles and practices of campus and community policing programs, public safety procedures and emergency response planning. Requires working knowledge of investigation procedures. Requires in-depth knowledge of the pertinent federal, state, local and District laws and ordinances including applicable sections of the California Penal Code, Education Code, Motor Vehicle Code, Health and Safety Code, Business and Professions Code, and laws related to the area of responsibility. Requires knowledge of current social, political and economic trends, and operating issues affecting community colleges. Requires knowledge and understanding of the philosophy and objectives of the community college. Requires knowledge of the principles and practices of supervision, training, performance evaluation, and personnel management. Requires knowledge of and skill in the use and care of police equipment. Requires knowledge of first aid techniques. Requires well-developed oral and written language skills to prepare reports and professional correspondence, give testimony in a court of law, to make presentations and conduct trainings. Requires sufficient business math skill to prepare and administer budgets and statistics. Requires skill at using a personal computer to access information and prepare reports. Requires sufficient human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

- Abilities
  Requires the ability to plan, organize, coordinate and supervise assigned activities within the department in a manner conducive to full performance and high morale. Requires the
ability to analyze problems, identify solutions, anticipate consequences of proposed actions, and implement recommendations in support of goals. Requires the ability to implement annual performance plans. Requires the ability to meet and deal tactfully and professionally with the campus and community. Requires the ability to interpret and apply federal, state, California P.O.S.T. and local policies, procedures, laws, and regulations. Requires the ability to learn, interpret, and apply State Education Code, Government Code, Title 5, and other federal and state regulations as related to the responsibilities of the position. Requires the ability to work constructively to resolve conflict and develop a consensus. Requires the ability to assume command by acting quickly and calmly in emergencies. Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the College. Requires understanding of, sensitivity to and commitment to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds. Requires the ability to work cooperatively and productively with internal and external constituencies. Requires the ability to advocate for shared governance, collegiality, staff cohesiveness and the other core values of the institution.

### Physical Abilities

Incumbent must be able to work inside and outdoors engaged in work primarily of a moderately active nature, and meet physical suitability requirements. Requires the ability to maintain physical fitness in order to apprehend and restrain fleeing suspects, accomplish crowd control, and to function well under stressful conditions. Requires near and far visual acuity (correctable 20/20 vision and color recognition) to observe continuous activity and read printed materials. Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations. Requires hand-eye-body coordination to restrain a human suspect. Requires speaking ability to project voice over distances and background noise. Requires the ability to work any shift in a 24-hour operation and perform work on days not normally assigned.

### Education and Experience

The position requires an associate’s degree with major course work in Criminal Justice, Business or Public Administration, Police Science or a related field and five years of experience in law enforcement with two years in a management or supervisory position.

### Licenses and Certificates

Requires a valid California driver’s license. Requires valid First-Aid and CPR certificates. Requires possession of a current Supervisor Certificate issued by California P.O.S.T. As a condition of employment, Management Certificate must be attained within one year of appointment to the position if not held at the time of employment.

### Pre-Employment Requirements

Meet background and character qualifications for this position pursuant to the provisions of California State Government Code Section 1031(d), and in accordance with standards established by California P.O.S.T. Satisfactorily pass physical and psychological examinations pursuant to the provisions of California State Government Code Section 1031(f), and in accordance with standards established by California P.O.S.T.

### Working Conditions

Work is performed indoors and outdoors where safety considerations exist from hostile situations.
CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
October 19, 2009

PRESENT:  Dr. Linda Lacy  
Bill Farmer  
Dr. Jim Albanese  
Lola Rizkallah  
Debra Moore  
Dr. Ted Stolze  
Dean Mellas  
David Fabish  
Schellary Thomas  
Jody Lindsay  
Julie Mun

ABSENT:  Dr. Stephen Johnson  
Lynn Laughon  
Richard Crother

GUEST(s):  Dr. Stephen Clifford  
Cynthia Convey  
Bernie Negrete  
Dr. Bryan Reece

I. MEETING CALLED TO ORDER
Dr. Lacy called the meeting to order at 1:04PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – October 12, 2009
Mr. Farmer made a motion to approve the October 12 minutes; Mr. Mellas seconded the motion. The minutes were approved as presented. Ms. Rizkallah and Mr. Fabish abstained.

IV. BOARD AGENDA
iFALCON/Habits of Mind
Dr. Reece stated that after several semesters of research and planning by the Faculty Senate, with input from ASCC leadership, the iFALCON/Habits of Mind campaign was piloted in January 2009. The campaign was recently awarded with a Title V grant from the U.S. Department of Education for a period of five years.

Dr. Clifford distributed an outline of the Activity Plan as submitted to the Department of Education with specific timelines defined in the Title V grant. He briefly discussed strategies to help students develop the six Habits of Mind, faculty and staff development to support Habits of Mind for student success, infusing Habits of Mind across the developmental education program, and coordination of institutional services and programs to support the Habits of Mind initiative. This information will be presented to the Board at the October 21 Board Meeting. The committee members provided feedback and thanked Dr. Reece and Dr. Clifford for their efforts to promote student success.

V. ITEMS FROM INSTITUTIONAL COMMITTEES
EEOAC (Diversity)
Ms. Convey shared that the committee has distributed revised management, full-time faculty, part-time faculty and classified/confidential selection procedures to each corresponding constituent group for review and feedback. The revised procedures are also accessible on the EEOAC webpage. She requested that the Coordinating Committee members be diligent in submitting their comments to their constituent group representatives.

Dr. Lacy thanked Ms. Convey for her report.
VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Technology-Based Learning

Mr. Negrete distributed the attached unapproved minutes from the committee’s October meeting. He stated that the committee reached consensus to assume the purposes of the former TalonNet Advisory Taskforce and that they are discussing ePortfolio options for the campus. An ePortfolio system allows both faculty and students to post and store their work online so that it may be shared and evaluated by the public which to expand feedback. There is an existing TalonNet ePortfolio module available but they are exploring other options.

Dr. Lacy thanked Mr. Negrete for his report.

VII. STATUS OF SHARED GOVERNANCE

College Committee on Accreditation – Membership

Dr. Lacy stated that on August 31, the Coordinating Committee voted to approve revisions to the purposes and membership of the Accreditation Committee to ensure continuous work to review the college’s progress in meeting accreditation standards. Dr. Lacy noticed that a student representative was not included upon review of the revised membership. She requested that the Coordinating Committee consider adding a student representative to the Accreditation Committee membership before sharing this update with the campus.

Mr. Farmer made a motion to approve this proposal with additional language stating that the student representative will serve a one-year term; Ms. Rizkallah seconded the motion. Dr. Stolze expressed his frustration that every constituent group except the Cerritos College Faculty Federation (CCFF) is included in this committee’s membership and that a grievance has been filed over this issue. Mr. Mellas requested clarification about the selection process for eight additional members during the preparation of the self-study. Mr. Farmer stated that he will meet with Ms. Moore, Ms. Rizkallah and Ms. Laughon to address this question.

The motion to approve the Accreditation Committee membership proposal passed unanimously.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Moore shared her observation that committee websites may include meeting minutes without important attachments that are referenced in the minutes, which may cause confusion for the reader. She also stated that it would be informative to have any presentations made during Board meetings posted online as well. Dr. Lacy agreed that important supplemental information should be posted online. Ms. Moore stated that she would draft a memo to review with Dr. Lacy requesting that committees post this information.

IX. PRESIDENT’S REPORT

Dr. Lacy stated that Dr. Johnson spoke with Police Chief Bukowiecki regarding Ms. Lindsay’s request for information last week about the absence of a daily parking permit dispenser nearby parking lot C-5. The dispenser in parking lot C-6 was removed when construction began in that area. They have requested that Bovis Lend Lease look into whether they can quickly reinstall a dispenser in a section within C-6 that is not under construction. Updated information will be shared as it is received.

Dr. Lacy reminded the committee that the Aquatic Center dedication and ribbon cutting is scheduled for Wednesday, October 21 at 5:00PM. Prior to the dedication, the women’s and
men’s water polo teams will compete against Long Beach City College. Homecoming is scheduled for Saturday, October 24 at 7:00PM and an All Campus Meeting to review the Student Success Plan is scheduled for Thursday, October 29 at 11:00AM in the Teleconference Center.

X. ADJOURNMENT
Meeting adjourned at 2:13PM.
CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
November 2, 2009

PRESENT: Dr. Linda Lacy
Bill Farmer
Dr. Stephen Johnson
Lola Rizkallah
Debra Moore
Dr. Ted Stolze
Dean Mellas
David Fabish
Lynn Laughon
GUEST(s): Steve Berklite
Schellary Thomas
Jody Lindsay
Julie Mun

ABSENT: Dr. Jim Albanese
Richard Crother

Dr. Lacy called the meeting to order at 1:00PM.

II. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF
EMPLOYMENT OPPORTUNITIES
Dr. Lacy stated that announcements of new employment opportunities will be a new
standing agenda item. Details regarding all open employment opportunities are listed on the
Human Resources website.

III. APPROVAL OF MINUTES – October 19, 2009
Mr. Farmer made a motion to approve the October 19 minutes; Ms. Rizkallah seconded the
motion. The minutes were approved as presented. Dr. Johnson and Ms. Laughon
abstained.

IV. BOARD AGENDA
Update on SCCTT Project
Mr. Berklite and Mr. Leutheuser provided an update on the Southland Cerritos Center for
Transportation Technologies (SCCTT) project. They shared information about the
Automotive department renovation, Northwood University degree programs available at
Cerritos College and the partnership with the Southland Motor Car Dealers Association
(SMCDAA). They concluded with a virtual walkthrough of the SCCTT Partners Building
which is projected for completion in Spring 2010.

This information will be presented to the Board at the November 4 Board Meeting. The
committee members provided feedback and thanked Mr. Berklite and Mr. Leutheuser for
their presentation.

V. ITEMS FROM INSTITUTIONAL COMMITTEES
Web Standards
Mr. Wallace distributed the attached minutes from the September 15 and October 20
committee meetings. He noted that they have received positive feedback about the college’s
new homepage and they are currently looking deeper for any possible design issues. The
committee will continue to focus on improving accessibility and providing web author
training. Work to increase the number of Content Management System (CMS) webpages is also in progress; the use of file system webpages is discouraged due to accessibility issues but there are some exceptions. Mr. Wallace added that the committee is working diligently to become an example of best practices for accessibility and that changes to software will be made as needed to be more user-friendly.

Mr. Farmer shared his concern that college webpages with accessibility issues may cause problems with ADA and Accreditation requirements. He requested Mr. Wallace to contact him if there are issues with any webpages under the Academic Affairs area. Mr. Wallace replied that Samuel Chavez is reviewing webpages and contacting appropriate staff with accessibility issues and that he will contact Mr. Farmer for support if necessary.

Dr. Lacy thanked Mr. Wallace for his report.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Instructional Program Review

Mr. Fronke distributed the attached October 6 meeting agenda and minutes. He stated that the committee is still recruiting faculty representatives from the HPEA and Fine Arts & Communications divisions and also a student representative. There are currently nine programs under review this year and the Plastics/Composites department will be the first to present their self-study to the committee on October 20. Mr. Fronke is continuing to work with Ken Matsuura to identify whether programs under review have articulation agreements. The committee unanimously agreed to participate and support the Student Success Plan since an important component of the program review process is to identify department needs.

Mr. Fabish stated that it is important for divisions to appoint a representative for this committee as each division has its own programs to be reviewed. Mr. Farmer stated he would work with the HPEA and Fine Arts & Communications deans to select representatives and added that this committee does a great job and has very hardworking members. Ms. Lindsay stated that she would assist Mr. Fronke in finding a student representative.

Dr. Lacy thanked Mr. Fronke for his report.

VII. STATUS OF SHARED GOVERNANCE – None

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None

IX. PRESIDENT’S REPORT – None

X. ADJOURNMENT

Meeting adjourned at 1:59PM.
CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
November 16, 2009

PRESENT:  Dr. Linda Lacy  
Bill Farmer  
Dr. Stephen Johnson  
Lola Rizkallah  
Debra Moore  
Dean Mellas  
Lynn Laughon  
Schellary Thomas  
Jody Lindsay  
Julie Mun  

ABSENT:  Dr. Jim Albanese  
Dr. Ted Stolze  
David Fabish  
Richard Crother  

GUEST(s):  Renée DeLong Chomiak  
Nina Motruk  
Francie Quaas-Berryman  
Dr. Bryan Reece  

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

II. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES  – None

III. APPROVAL OF MINUTES – November 2, 2009  
Mr. Farmer made a motion to approve the November 2 minutes; Ms. Rizkallah seconded the motion. The minutes were approved as presented.

IV. BOARD AGENDA – None

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Developmental Education  
Ms. Quaas-Berryman distributed the attached minutes from the committee’s October 20 meeting. Ms. Quaas-Berryman stated that the committee is coordinating with the iFALCON team and Student Success Taskforce to evaluate student orientation formats to share ideas and discuss ways to expand orientation workshops. They are also collecting data and developing a plan to establish a Student Success Center to support developmental learners in preparing for and succeeding in college-level courses and programs. She shared that three StrengthsQuest Educator Seminars have been held on campus and the next seminar is scheduled for January 10 which is intended for classified staff. Ms. Quaas-Berryman concluded by stating that a regional workshop was held in late October to discuss strategies to better integrate part-time faculty with developmental education.

Dr. Lacy thanked Ms. Quaas-Berryman for her report.

Matriculation  
Ms. DeLong Chomiak shared that approximately 2,600 students who registered for Fall 2009 were notified of new student orientations and that 1,548 attended on-campus orientations, 951 students completed online orientations and 278 student athletes attended athletic orientations. Counseling Services has served approximately 11,000 students this semester even with major cuts to categorical funding. Since there are fewer funds available they are relying more on group work to serve students. The committee will coordinate with the iFALCON team, Developmental Education Committee and Counseling Services department
to discuss standardizing orientation formats to meet student needs. She also noted that the 3rd annual High School Counselors Conference is scheduled for December 4.

Dr. Johnson acknowledged the Counseling Services department on how it has responded to student needs while faced with budget cuts.

Dr. Lacy thanked Ms. DeLong Chomiak for her report.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Professional Relations
Ms. Motruk distributed the attached agenda and minutes from the committee’s September 15 and October 20 meetings, an outline of the Outstanding Faculty Evaluation Process for 2009-2010, and the Outstanding Faculty Selection Timeline. The nomination period began November 2 and will end on December 2. Notices have been posted on the Daily Falcon and also at various locations on campus. After the nomination period has ended, the committee members will review and score the nomination forms to determine this year’s winners. The awardees will be announced to the Faculty Senate in March and the ceremony is scheduled for Thursday, April 22.

Ms. Motruk stated that she met with Ms. Moore to discuss sending notification letters to all nominated faculty to acknowledge their nomination and include copies in their personnel files. This has not been done for many years but they agreed to restart this practice. She also stated that the committee is recruiting faculty representatives from the Business Education and Liberal Arts divisions. The committee is also working on developing its webpage to post important information.

Dr. Lacy thanked Ms. Motruk for her report.

VII. STATUS OF SHARED GOVERNANCE

Student Success Plan
Dr. Reece stated that the administration and Faculty Senate organized the Student Success Taskforce to develop a Student Success Plan for the college. A draft Student Success Plan was presented to the college at the General Faculty Meeting on October 29 and finalized after receiving feedback. The final plan was presented and approved by the Faculty Senate on November 17. Mr. Farmer made a motion to approve the Student Success Plan and Dr. Johnson seconded the motion. The motion passed (9-0-1). Dr. Lacy applauded the taskforce for its efforts to develop the plan.

Mr. Farmer stated that the Student Success Taskforce has also developed a recommendation to establish a College Committee on Student Success. He reviewed the proposed shared governance description for this committee including its purposes, membership and reporting guidelines. Dr. Johnson proposed that a Counseling Services representative be added to the committee membership to include a faculty member from the student services area. The other Coordinating Committee members agreed that since representatives from specific divisions are not listed, the membership should not be revised. Mr. Farmer also noted that a Counseling Services member may be appointed to this committee as the faculty representative or via an ex-officio position.

Mr. Mellas suggested that the student representation be increased from (1) to (2) as this committee’s work is very important for students. Dr. Reece agreed and suggested that the
membership be modified to include the ASCC President (or designee) and one student representative appointed by ASCC.

Mr. Mellas made a motion to forward the proposal as revised to the Faculty Senate for its review and approval; Mr. Farmer seconded the motion. The motion passed unanimously. Once the proposal is approved by the Faculty Senate, it will be presented to the Coordinating Committee for approval to add the College Committee on Student Success to the college’s shared governance document.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Ms. Moore stated that she attended an Academic Senate Plenary Session last week which was interesting and informative.

IX. PRESIDENT’S REPORT
Dr. Lacy stated that a President’s Message was emailed to the campus on November 13. The email also included her goals for 2009-2010, the Accreditation letter from the Accrediting Commission dated June 30 and the follow-up visit team report. She shared her goals with the Faculty Senate on October 27 and had promised to share them with the entire campus. She also noted that Mr. Farmer had shared the Accreditation information with the campus in July and that it is important to maintain open communication.

The next Board Meeting is scheduled for December 9 which is also the annual organizational meeting to elect Board officers. Re-elected and newly elected Board members will take their oaths of office and the Board will set its meeting dates for 2010.

X. ADJOURNMENT
Meeting adjourned at 2:00PM.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY: James A. Albanese, Interim Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: December 9, 2009

RECOMMENDATION

This item is presented for information only.

OVERVIEW

The ASCC Financial Report for the period ending September 30, 2009 is included in this Board Report.

ANALYSIS

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

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

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

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

2009-10 revenue was budgeted at $856,900; income received (including receivable and due from other funds) is $262,839.63 as of September 30, 2009.

2009-10 expenditures were budgeted at $856,900; amounts actually expended were $117,570.45 as of September 30, 2009. Funds for disbursement are budgeted to support a variety of activities.

FINANCIAL IMPLICATIONS:

As presented above.

Attachments
## ASSOCIATED STUDENTS-CERRITOS COLLEGE
### COMBINED BALANCE SHEET
#### September 30, 2009

<table>
<thead>
<tr>
<th></th>
<th>Associated Students Fund</th>
<th>Students Clubs &amp; Trust Fund</th>
<th>Scholarship &amp; Loans Fund</th>
<th>Combined</th>
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</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash On Hand And In Banks</td>
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<td>$ 511,739</td>
<td>$ 1,393</td>
<td>$ 269,967</td>
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<tr>
<td>Bank of America - ASCC</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank of America - Trust</td>
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<td></td>
</tr>
<tr>
<td>Investments</td>
<td></td>
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</tr>
<tr>
<td>Los Angeles County Treasurer (109-00-000)</td>
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<td>California Nat'l Bank CDs</td>
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<td>Petty Cash &amp; Change Funds</td>
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<td>ASCC Account (104-00-000)</td>
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<tr>
<td>ASCC Accounts Receivable</td>
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<td>ASCC Prepaid Expenses</td>
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<td>0</td>
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<tr>
<td>Due From Other Funds</td>
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<td>966,415</td>
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<td>Clearing Account</td>
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<td>-30</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$1,637,259</td>
<td>$511,739</td>
<td>$101,421</td>
<td>$2,250,419</td>
</tr>
</tbody>
</table>

|                |                          |                             |                          |          |
| **LIABILITIES AND FUND BALANCE** |                          |                             |                          |          |
| Accounts Payable | $ 8,579 | $ 268 | $          | $ 8,848 |
| Due To Other Funds | -9,826 | $ 9,816 |          | (10) |
| Amounts Held For Others |          | 501,655 | 101,421 | 603,076 |
| **TOTAL LIABILITIES** | -1,247 | $511,739 | $101,421 | 611,914 |

|                |                          |                             |                          |          |
| **FUND BALANCE** |                          |                             |                          |          |
| Designated for Special Purpose | 1,638,505 |          |          | 1,638,505 |
| **TOTAL FUND BALANCE** | 1,638,505 |          |          | 1,638,505 |
| **TOTAL LIABILITIES AND FUND BALANCE** | $1,637,259 | $511,739 | $101,421 | $2,250,419 |

Ir: 11/18/09
ASSOCIATED STUDENTS-CERRITOS COLLEGE
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
For the Period July 1, 2009 - September 30, 2009

<table>
<thead>
<tr>
<th></th>
<th>Associated Students Fund</th>
<th>Students Clubs &amp; Trust Fund (250's)</th>
<th>Scholarship &amp; Loans Fund (275's)</th>
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<td>BUDGET</td>
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<td>Student Store</td>
<td>287,500.00</td>
<td>66,750.00</td>
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<tr>
<td>(400-01-002)</td>
<td></td>
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<tr>
<td>Football</td>
<td>6,400.00</td>
<td>3,777.00</td>
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<tr>
<td>(400-02-001)</td>
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<tr>
<td>Basketball</td>
<td>1,000.00</td>
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<tr>
<td>(400-02-002)</td>
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<tr>
<td>Student Activities</td>
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<tr>
<td>(400-03-001)</td>
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<tr>
<td>Newspaper Advertising</td>
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<tr>
<td>(400-03-002)</td>
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<tr>
<td>Other Income</td>
<td>6,000.00</td>
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<tr>
<td>(400-03-005)</td>
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<tr>
<td>Interest Income</td>
<td>8,000.00</td>
<td>3,746.95</td>
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<td>(400-03-007)</td>
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<td>Vending Commission</td>
<td>67,000.00</td>
<td>22,000.00</td>
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<tr>
<td>(North County &amp; Pepsi) (400-04-002)</td>
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<tr>
<td>Electronic Games</td>
<td>16,000.00</td>
<td>450.25</td>
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<td>(400-04-003)</td>
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<td>Food Court Income</td>
<td>91,000.00</td>
<td>28,134.16</td>
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<td>(400-04-004)</td>
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<td>Elbow Rooms Commission</td>
<td>52,000.00</td>
<td>15,231.27</td>
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<td>(400-04-005)</td>
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<tr>
<td>Fine Arts/Theatre</td>
<td>8,000.00</td>
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<tr>
<td>(400-05-001)</td>
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<tr>
<td>Fine Arts/Music</td>
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<tr>
<td>(400-05-002)</td>
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<td>ASCC Undistributed Reserves</td>
<td>45,000.00</td>
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<tr>
<td>(400-05-003)</td>
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<tr>
<td>Receipts</td>
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<td></td>
<td>119,953.20</td>
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<tr>
<td>TOTAL REVENUES</td>
<td>856,900.00</td>
<td>262,839.63</td>
<td>119,953.20</td>
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</table>

EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>Associated Students Fund</th>
<th>Students Clubs &amp; Trust Fund (250's)</th>
<th>Scholarship &amp; Loans Fund (275's)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUDGET</td>
<td>ACTUAL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Government Program (600-01-000 to 600-01-999)</td>
<td>209,100.00</td>
<td>31,713.38</td>
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<tr>
<td>Instructional Programs (600-02-000 to 600-02-999)</td>
<td>200,500.00</td>
<td>19,759.56</td>
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<tr>
<td>Special Operations (600-03-000 to 600-03-999)</td>
<td>193,200.00</td>
<td>6,206.54</td>
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<tr>
<td>Intercollegiate Athletics Program (600-04-000 to 600-04-999)</td>
<td>183,650.00</td>
<td>56,030.37</td>
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<tr>
<td>Student Services (600-05-000 to 600-05-999)</td>
<td>70,250.00</td>
<td>3,857.60</td>
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<tr>
<td>Adjust for restatements</td>
<td>0.00</td>
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<tr>
<td>Disbursements</td>
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<td>95,227.90</td>
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<td>TOTAL EXPENDITURES</td>
<td>856,900.00</td>
<td>117,770.45</td>
<td>95,227.90</td>
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</table>

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>Associated Students Fund</th>
<th>Students Clubs &amp; Trust Fund (250's)</th>
<th>Scholarship &amp; Loans Fund (275's)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUDGET</td>
<td>ACTUAL</td>
<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>145,269.16</td>
<td>24,725.30</td>
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<td>BEGINNING FUND BALANCE, JULY 1, 2009</td>
<td>1,493,235.56</td>
<td>476,929.95</td>
<td>108,846.00</td>
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<tr>
<td>ENDING FUND BALANCE, SEPTEMBER 30, 2009</td>
<td>1,638,504.86</td>
<td>501,855.25</td>
<td>101,421.00</td>
</tr>
</tbody>
</table>

* Per audited financial statements
Ir: 11/18/09
## ASSOCIATED STUDENTS-CERRITOS COLLEGE

### ACTUALS SUMMARY

#### SEPTEMBER 30, 2009

<table>
<thead>
<tr>
<th>Category</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE SVC FEE</td>
<td>$120,000</td>
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<tr>
<td>STUDENT STORE</td>
<td>$68,750</td>
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<tr>
<td>COMMISSIONS</td>
<td>$65,816</td>
</tr>
<tr>
<td>FINE ARTS/ATHLETICS</td>
<td>$3,777</td>
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<tr>
<td>OTHER</td>
<td>$4,497</td>
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<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>$262,840</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT GOVERNMENT</td>
<td>$31,713</td>
</tr>
<tr>
<td>INSTRUCTIONAL</td>
<td>$19,760</td>
</tr>
<tr>
<td>SPECIAL OPERATIONS</td>
<td>$6,210</td>
</tr>
<tr>
<td>ATHLETICS</td>
<td>$56,030</td>
</tr>
<tr>
<td>SERVICES</td>
<td>$3,858</td>
</tr>
<tr>
<td>ADJ FOR RESTATEMENT</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>$117,570</strong></td>
</tr>
</tbody>
</table>

### Bar Charts

- **TOTAL REVENUES**
  - COLLEGE SVC FEE: 46%
  - STUDENT STORE: 26%
  - COMMISSIONS: 25%
  - FINE ARTS/ATHLETICS: 3%
  - OTHER: 2%

- **TOTAL EXPENDITURES**
  - STUDENT GOVERNMENT: 27%
  - INSTRUCTIONAL: 48%
  - SPECIAL OPERATIONS: 5%
  - ATHLETICS: 17%
  - SERVICES: 3%
TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
DATE: December 9, 2009
SUBJECT: Information Item: Board Member Compensation Increase

RECOMMENDATION

This item is presented for information only.

OVERVIEW

Education Code section 35120(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. The Board may consider additional increases of 5% on an annual basis.

ANALYSIS

At the December 10, 2008 Board meeting, the Board approved a 5% Board member compensation increase effective the first day of the month following successful completion of 2008-09 compensation negotiations with all employee groups. The 2008-09 CCFF contract was ratified by the Board on November 4, 2009. The 2008-09 CSEA contract is on the Board agenda for consideration at the December 9, 2009 Board meeting.

FINANCIAL IMPLICATIONS

The fiscal impact of the compensation increase will result in a 5% increase to the annual compensation of individual Board members ($486.20 x .05 = $24.31; $486.20 + $24.31 = $510.51 total monthly compensation). The annual cost of the increase is $2,333.76 which will come from the General Fund.
TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
DATE: December 9, 2009
SUBJECT: Consideration of Approval of Citizens’ Bond Oversight Committee Membership

RECOMMENDATION

It is recommended that the Board approve the membership of Mary Jane McIntosh as a community member effective December 10, 2009.

OVERVIEW

According to the adopted Citizens’ Bond Oversight Committee Bylaws, the Board of Trustees must approve the membership to this committee. The committee consists of a minimum of seven (7) members: one student enrolled and active in a community college support group, such as student government; one member active in a business organization representing the business community located in the District; one member active in a senior citizen’s organization; one member active in a bona-fide taxpayers association; one member active in a support organization for the college, such as a foundation; and two members of the community-at-large.

ANALYSIS

There is a vacancy on the Citizens’ Bond Oversight Committee for a community-at-large member. Ms. Mary Jane McIntosh is interested in serving as a community-at-large member. She resides in the community and is very active in the city of Norwalk. Currently she is a member of the Norwalk Tank Farm Restoration Advisory Board, Norwalk Chamber of Commerce, Norwalk Coordinating Council Committee, and American Legion Auxiliary. She previously served as a member of the Norwalk-La Mirada Unified School District Measure S Bond Committee.

FINANCIAL IMPLICATIONS

No financial impact.
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President
PREPARED BY: William C. Farmer Jr., Vice President of Academic Affairs
DATE: December 9, 2009
SUBJECT: Information Item: Student Success Plan

RECOMMENDATION

This item is presented for information only.

OVERVIEW

After the 2008 presentation of ARCC data for Cerritos College, the Board of Trustees challenged staff to develop initiatives and strategies that would improve student success. Under the leadership of the Faculty Senate, a student success plan was developed and presented to a wide variety of constituent groups and to the campus as a whole for feedback and input. It was adopted by the Faculty Senate and by the Coordinating Committee.

ANALYSIS

The Student Success Plan establishes a comprehensive model for measuring and affecting student success. ARCC and SLO data are principally used to measure student success while a strategy for improving the College learning environment has been designed to improve student success. The learning environment strategy relies on a five-pronged approach focusing on improvements in (1) student engagement, (2) teaching practices, (3) student (support) services, (4) academic infrastructure (buildings, classrooms, technology, etc.), and (5) instructional programs. The Student Success Committee (a shared governance committee), will oversee the plan and coordinate efforts of its and other initiatives regarding student success to help the College avoid duplication of efforts. The Committee will also guide the development of seven reports, some annually and some every other year about different aspects of Cerritos College. In addition, it will be responsible for a campus-wide state of education address each year.

FINANCIAL IMPLICATIONS

There are no additional financial implications involved in the development of this plan and the creation of a Student Success Committee to oversee its implementation.