CERRITOS COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES
CHERYL A. EPPLE BOARD ROOM
DECEMBER 12, 2007
4:30 P.M.

A BOARD MEMBER RECOGNITION RECEPTION WILL BE HELD
IMMEDIATELY FOLLOWING THE REGULAR BOARD MEETING IN THE STUDENT CENTER

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PRESENTATION OF APPRECIATION AND RECOGNITION OF SERVICE

IV. INSTALLATION OF RE-ELECTED BOARD MEMBERS
   Dr. Ted Edmiston, Tom Jackson and Bob Arthur

V. INSTALLATION OF NEWLY ELECTED BOARD MEMBER
   Dr. Tina Cho

VI. PUBLIC PRESENTATIONS

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

VII. ORGANIZATIONAL MEETING

**   A. Election of Board Officers (President, Vice President and Secretary)
**   B. Consideration of Regular and Study Session Meeting Dates of the Cerritos Community College District Board of Trustees
C. Consideration of Election of Annual Representative to the Los Angeles County School Trustees Association for 2008

VIII. CONSENT AGENDA

**   A. Consideration of Approval of Board Member Compensation Increase
**   B. Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting
**   C. Consideration of Acceptance of Gifts
**   D. Consideration of Approval of New Course Offerings
**   E. Consideration of Approval of Faculty Stipends for Participation in the Academic Support Center – Student Success Pilot
**   F. Consideration of Approval of Sabbatical Leave Applications for 2008-2009 Academic Year
G. Consideration of Approval of Board Resolution #07-18 to Waive Sabbatical Leave Bond

H. Consideration of Approval of Resolution No. 07-16 Authorizing Board Members and Certain Employees of the Cerritos Community College District to Sign Documents for the Period January 1, 2008 through December 31, 2008

I. Consideration of Approval of Resolution No. 07-17 Authorizing Certain Employees of the Cerritos Community College District to Approve Documents in the LACOE Financial System for the Period January 1, 2008 through December 31, 2008

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

K. Consideration of Approval of Contracts

Classes

AMENDMENT
1. Southeast Regional Occupations Program (SEROP)
   Cosmetology Classes
   Technology

RENEWAL
2. Education to Go, Inc.
   Online Classes
   Community Education

3. Motorcycle Safety Foundation Inc, dba California Motorcycle Safety Program
   Motorcycle Classes
   Community Education

Medical

NEW
4. Direct Therapy
   Speech Language Pathology Assistant Program
   Health Occupations

5. Imperial Convalescent Hospital
   Speech Language Pathology Assistant Program
   Health Occupations

6. Newport Language and Speech Center
   Speech Language Pathology Assistant Program
   Health Occupations

7. Success Therapies, Inc.
   Speech Language Pathology Assistant Program
   Health Occupations

RENEWAL
8. University of Southern California
   Dental Assisting Program
   Health Occupations

Services

AMENDMENT
9. August Enterprises, Inc.
   Registration Software
   Community Education
10. Edmonds Community College District
   National Science Foundation Grant
   CITE/Economic Development

NEW
11. Collette Vacations
    Educational Trips and Tours
    Community Education

12. El Camino College District
    Alternate Media Services
    Disabled Student Programs and Services

13. Grant Thornton LLP
    General Obligation Bonds
    Fiscal Services

14. Tax Deferred Services, Inc (TDS)
    Tax Shelter Annuities – 403 (b)
    Business Services

RENEWAL
15. Associated Builders & Contractors (ABC)
    Electrical Certification Training Program
    CITE/Adult Education

16. Vangent, Inc.
    HOPE Scholarship and Lifetime Learning Credit
    Fiscal Services

Training
AMENDMENT
17. College of the Canyons – CACT
    Vocational Training
    CITE/Economic Development

18. Southeast Area Services Funding Authority (SASSFA)
    Machine Tool Technology Training
    CITE/Economic Development

NEW
19. CAD/CAM Consulting Services, Inc.
    Boeing’s Mentor-Protégé Project
    CITE/Economic Development

20. Carl Zeiss IMP Corp.
    Boeing’s Mentor-Protégé Project
    CITE/Economic Development

21. INCAT
    Boeing’s Mentor-Protégé Project
    CITE/Economic Development

22. Siemens PLM Software (UGS)
    Boeing’s Mentor-Protégé Project
    CITE/Economic Development
23. VERISURF Software  
Boeing’s Mentor-Protégé Project  
CITE/Economic Development

Workshops

AMENDMENT/NAMES CHANGE
24. From: Denyce Giannioses
To: Horizon Healing Holistic Health Workshops
Community Education

NEW
Developmental Math Workshop  
SEM – Title V Gateways Grant

26. Dr. Kent Peppard
Self-Help Workshops
Community Education

RENEWAL
27. Julie Martin
Nutrition Workshops  
Community Education

28. We The People, LA-OC, Inc.
Money and Investing Workshops
Community Education

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

** M. Consideration of Approval and/or Ratification of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed, for the 2007-2008 Academic Year

** N. Consideration of Approval and/or Ratification of Request for Unpaid Leave of Absence

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

** P. Consideration of Certification of the Accreditation Self-Study

IX. REPORTS OF BOARD MEMBERS AND STAFF

X. ADMINISTRATIVE MATTERS

** A. Second Reading and Consideration of Adoption of Chapter 2 Board Policies (Board of Trustees) as Reviewed by the Board at the November 7 Board Meeting

** B. Discussion Item: Proposition 92

XI. CLOSED SESSION

A. Public Employee Employment (GC #54957)

B. Public Employee Discipline/Dismissal/Release (GC #54957)
C. Conference with Labor Negotiators (GC #54957.6)
   1. Agency Representative: Daniel O’Rourke
   2. Employee Organizations:
      a. Cerritos College Faculty Federation (CCFF)
      b. California School Employees Association (CSEA)
   3. Unrepresented Employees:
      a. Management Employees
      b. Contract Management Employees
      c. Confidential Employees

XII. RECONVENE

XIII. ADJOURNMENT

XIV. NEXT REGULAR MEETING: JANUARY 16, 2008 AT 6:00 P.M.

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY
Any individual with a disability, who requires reasonable accommodation to participate in a
Board meeting, may request assistance by contacting the:
President's Office - 11110 Alondra Boulevard • Norwalk, California 90650
(562) 860-2451, Extension 2204 • (562) 860-1104 - FAX
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
DATE: December 12, 2007
SUBJECT: Election of Board Officers (President, Vice President and Secretary)

RECOMMENDATION

1. It is recommended that the current Board President conduct the December 12, 2007 meeting through the official election of the 2008 Board President.

2. The 2008 President will then conduct the remainder of the meeting including the election of the Vice President and the Secretary of the Board.

OVERVIEW

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

ANALYSIS

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

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

FINANCIAL IMPLICATIONS

No financial implication.
TO: Board of Trustees  
FROM: Dr. Noelia Vela, President  
DATE: December 12, 2007  
SUBJECT: Consideration of Regular and Study Session Meeting Dates of the Cerritos Community College District Board of Trustees

RECOMMENDATION

It is recommended that the dates listed below be approved for the 2008 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 2008:


* Preparation for two meetings during certain months is difficult because of time constraints and/or conflicts.  
+ Study Session for Legislative Planning and Outreach (Time to be announced)  
✓ Study Session for Board Ethics Workshop (Time to be announced)  
• Study Session for President’s Evaluation (8:30 a.m.)  
^ Regular Meeting and Study Session for Board Self-Evaluation

Other study sessions will be scheduled as needed. For informational and planning purposes, the following is a list of trustee professional development meetings in 2008:

Community College League of California

Effective Trustee Workshop  January 25-27, 2008  Sacramento, CA  
Annual Legislative Conference  January 27-28, 2008  Sacramento, CA  
Trustees Annual Conference  May 2-4, 2008  Palm Springs, CA  
Student Trustees Conference  August 8-9, 2008  Santa Clara, CA  
Annual Conference  November 20-22, 2008  Anaheim, CA

Association of Community College Trustees

National Legislative Summit  February 11-13, 2008  Washington, DC  
Annual Leadership Congress  October 29-November 1, 2008  New York, NY

FINANCIAL IMPLICATIONS

No financial implication.
TO: Board of Trustees  
FROM: Dr. Noelia Vela, President  
DATE: December 12, 2007  
SUBJECT: Consideration of Approval of Board Member Compensation Increase  

RECOMMENDATION

It is recommended that the Board of Trustees approve a 5% increase of the compensation of individual Board Members effective January 1, 2007 based on the present $463.05 monthly rate of compensation.

OVERVIEW

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

ANALYSIS

In December 2006, the Board authorized a 5% compensation increase which amounted to a monthly compensation of $463.05. The fiscal impact of a positive vote will result in a 5% increase to the annual compensation of individual Board members ($463.05 x .05 = $23.15; $463.05 + $23.15 = $486.20 total monthly compensation).

FINANCIAL IMPLICATIONS

The annual cost of the increase is $2,222.40 which will come from the General Fund.
TO:     Board of Trustees
FROM:  Dr. Noelia Vela, President
DATE:  December 12, 2007
SUBJECT: Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting

RECOMMENDATION

It is recommended that the Board of Trustees approve Mr. Arthur’s absence and that he be compensated for the regular meeting of November 7, 2007.

OVERVIEW

Trustees may be compensated for absences from scheduled Board meetings if the reason for absence is jury duty, school business, hardship acceptable to the Board, and illness.

ANALYSIS

Mr. Arthur had a conflict requiring him to miss the meeting of November 7, 2007.

FINANCIAL IMPLICATIONS

No financial impact.
TO:        Board of Trustees
FROM:    Dr. Noelia Vela, President
DATE:    December 12, 2007
SUBJECT: Consideration of Acceptance of Gifts

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

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

For use in the Automotive Technology Department:

- One MUT II Scan Tool with adaptor harness
  Donated by: Donald Swearingen,
  Mitsubishi Motors North America, Inc.
  6400 Katella Avenue
  Cypress, CA 90630-5208

FINANCIAL IMPLICATIONS
No financial impact.
RECOMMENDATION

That the Board of Trustees approve the new course offerings as presented.

OVERVIEW

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

ANALYSIS

The new courses were approved at the Curriculum Committee meeting held on October 25, 2007.

FINANCIAL IMPLICATIONS

None
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelie Vela, President
REVIEWED BY: William Farmer, Vice President of Academic Affairs
PREPARED BY: M.L. Bettino, Dean of Innovation and Academic Support
DATE: December 12, 2007
SUBJECT: Consideration of Approval of Faculty Stipends for Participation in the Academic Support Center - Student Success Pilot.

RECOMMENDATION

It is recommended that the Board of Trustees approve stipends for faculty participating in the Academic Support Center - Student Success Pilot.

OVERVIEW

The Academic Support Center - Student Success Pilot was one of several campus projects approved for implementation last spring utilizing basic skills funding. The purpose of the project is to offer students a cohesive and centralized program beginning with assessment and course placement and continuing with offering supplemental support through diagnostic/prescriptive exercises, supplemental instruction, tutoring and mentoring. The pilot bridges the gap between reading and writing departments as well as connects students to a centralized program, the Academic Support Center, which offers all co-curricular activities designed to assist the students in achieving proficiency in identified basic skills areas. A centralized program, such as the ASC, has the potential to offer higher quality offerings, such as specialized tutoring, study groups and workshops, and minimizes the possible stigma of some basic skills programs because the ASC has offerings that extend beyond basic skills and embraces all students. The Sakai ePortfolio tool will be a key component of the pilot allowing students to gather and reflect on both their work and their personal experience in the pilot.

ANALYSIS

Beginning in the Fall 2007 semester and continuing into Spring 2008, faculty will participate in the development of the Student Success Pilot. Faculty participation will be focused on the collaboration between the reading and English departments, the development of the ePortfolio tool as it relates to the Student Success Pilot, and the development of supplemental exercises to be used in the Academic Support Center.

FINANCIAL IMPLICATIONS

The following certificated Cerritos College employees are to receive a stipend for work performed during the Fall 2007 semester:

- Lydia Alvarez $1500
- Lance Kayser $1500
- Geri Codd $1500
- Bonnie Helberg $1500

Basic Skills Grant funds awarded to the ASC will be utilized for this expenditure.
LIBERAL ARTS

CHIN 101
Elementary Chinese
5.0 Units
Class hours: 5.0 lecture/1.0 lab
Prerequisite: None
Corequisite: None
Recommendation: None

This beginning Chinese course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading, writing, and the grammar and vocabulary necessary to acquire skills. Students will also be introduced to the customs, culture, and geography of China through lectures, films, and reading assignments. This course is not recommended for native speakers.

BUSINESS EDUCATION

BA 204
Project Management
3.0 Units
Class hours: 3.0 lecture
Prerequisite: None
Corequisite: None
Recommendation: None

This course presents the essential knowledge and skills students need to make effective contributions and to have an immediate impact on the accomplishment of projects in which they are involved. It is for everyone involved in projects, not just project managers, in order to succeed in interdisciplinary and cross-functional teams. This course provides the foundation students need to be effective members of project teams and, thereby, boost everyone’s potential to rise to the challenge of managing teams and projects.

BA 205
Organizational Leadership
3.0 Units
Class hours: 3.0 lecture
Prerequisite: None
Corequisite: None
Recommendation: None

This course is designed to introduce the student to the concepts, issues, and practices that comprise the core of organizational leadership from a business and global perspective. It describes the core leadership theories, analyzes them in terms of business success, and examines leadership as it unfolds in the workplace. The various styles of leadership are identified, and the methods of developing, or improving, the student’s own leadership skills are discussed.
CRCC 119G
Computer-Aided Transcription for Scopists
3.0 Units
Class hours: 2.0 lecture/3.5 lab
Prerequisite: None
Corequisite: None
Recommendation: CRCC 9A and CRCC 9B, or CRCC 10A and CRCC 10B CRCC 119B,
CRCC 140C or equivalent with grades of Credit or “C” or higher.

This course is designed for the student who wants to be a scopist for court reporters. It covers computer-aided transcription of a variety of judicial type proceedings utilizing specialized court reporting software. The student does not need to be a court reporting stenotype machine user but should already have completed a basic course in the software used to transcribe stenotype notes. This course may be taken a maximum of 2 times.

CRCC 138
How to Succeed in Court Reporting School
1.0 Unit
Class hours: 1.0 lecture
Prerequisite: None
Corequisite: None
Recommendation: CRCC 140 and CRCC 141, or CRCC 140A and CRCC 140B, or CRCC 141A or CRCC 141B or equivalent with grades of Credit or “C” or higher.

This course is designed to teach court reporting students to create and follow their own plan for success in completing their court reporter training. Students will be provided with proven effective practices and ongoing motivational materials to consider and adopt so students will have a better opportunity to learn to motivate themselves through the challenging studies and practice required to succeed at their goals.

CRCC 193B
Basic Broadcast Captioning
2.0 Units
Class hours: 2.0 lecture/1.0 lab
Prerequisite: None
Corequisite: None
Recommendation: CRCC 119B, CRCC 114 and CRCC 193A or equivalent with grades of Credit or “C” or higher.

This course is designed to be a basic course in broadcast captioning, also known in the industry as closed-captioning, using court reporting skills. This course will cover the basic theoretical concepts of broadcast captioning for students interested in exploring a career in the broadcast captioning field. This course may be taken a maximum of 2 times.
CRCC 140C
Computerized Shorthand Theory for Scopists
4.5 Units
Class hours: 2.0 lecture/8.0 lab
Prerequisite: None
Corequisite: None
Recommendation: BCOM 46 or equivalent with a grade of Credit or “C” or higher and a minimum typing speed of 35 wpm or enrollment in a typing class

This first-semester course covers the basic theory of computer-compatible shorthand for students who are interested in becoming scopists for court reporters. There is no hands-on use of the stenotype machine. Therefore, a machine is not required. Students will learn the theory and learn to read and transcribe the notes of the court reporter.
TO:          Board of Trustees  
FROM:       Dr. Noelia Vela, President/Superintendent  
PREPARED BY: Mr. William Farmer, Vice President of Academic Affairs  
DATE:    December 12, 2007  
SUBJECT: Consideration of approval of Sabbatical Leave Applications for 2008-2009 Academic Year  

RECOMMENDATION
That the Board of Trustees approves requests for sabbatical leaves of absence for:

Bonnie Barrett   2008-09 Academic Year  
Georgina Guy   2008-09 Academic Year  
Steven Portigal   2008-09 Academic Year  
Lynn Serwin   2008-09 Academic Year  
Armando Soto   2008-09 Academic Year  
William Sparks   2008-09 Academic Year  
Joseph van de Mortel   2008-09 Academic Year  
Linda Waldman   2008-09 Academic Year  
Martha Yeager   2008-09 Academic Year  
Ana Torres-Bower Alternate for 2008-09 Academic Year

OVERVIEW
Approval is requested for sabbatical leaves of absence during the 2008-2009 academic year for Bonnie Barrett, Professor, Graphic Design/Computer Graphics; Dr. Georgina Guy, Instructor, EOPS Financial Aid Counselor; Steven Portigal, Professor, Art; Lynn Serwin, Associate Professor, English; Armando Soto, Associate Professor, Counselor; William Sparks, Associate Professor, Co-director of Forensics/Speech Communications; Joseph van de Mortel, Associate Professor, Philosophy; Dr. Linda Waldman, Assistant Professor, Chemistry; Martha Yeager, Associate Professor, English as a Second Language; and alternate Ana Torres-Bower, Professor, Philosophy

ANALYSIS
1. Education Code Section 87768 authorizes the governing board of a community college district to grant a sabbatical leave to any certificated employee who has rendered service to the district for at least six consecutive years preceding the granting of the leave, but not more than one such leave shall be granted in each six year period.
Consideration of approval of Sabbatical Leaves
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2. Board Policies establish rules and regulations for sabbatical leaves at Cerritos College. All certificated school-month employees shall be eligible after serving six consecutive years for a semester leave or a school year leave at 70% of contract salary. All certificated school-month employees shall be eligible after serving 10 consecutive years for a semester leave or a school year leave at 100% of contract salary.

3. Board Policies establish rules and regulations for sabbatical leaves for the purposes of study, research, travel, work experience or other related creative activity.

4. Board Policy states that the maximum number of sabbatical leaves granted in any one year shall not exceed 5% of the full-time certificated employees. The maximum number of one-year sabbatical leaves will be limited to 3% of the full-time certificated employees. Board Policy authorizes that the remaining 2% be granted one-semester sabbatical leaves. The number of sabbatical leaves that have been recommended total 3.4% of the full-time certificated employees at Cerritos College.

The Sabbatical Leave Committee (SLC), a Faculty Senate standing committee chaired by Associate Professor Kimberly Rosenfeld, applying the criteria established in the "Sabbatical Leave Policy" (Board Policy 7220. Ed Codes 87767 et seq.) (Board approved August 10, 1999; Faculty Senate approved August 26, 1997) from the Cerritos College "Faculty Handbook 2003-2004," and the Faculty Senate, chaired by Dr. Bryan Reece, submit unanimous approval, and recommend the Sabbatical Leave of Absence proposals for the 2008-2009 academic year for the following:

A. Bonnie Barrett, Professor, Graphic Design/Computer Graphics; 2008-2009 academic year; Formal study, self-directed study and travel (100% of regular contract salary).

Ms. Barrett will update her technical skills in design for the Internet and typography. Activities during the leave will include formal study, self-directed study and travel to attend professional conferences. She will create updated lectures and instructional materials for the benefit of her students and the Department of Art and Design. Conference attendance will provide current information on best practices in other colleges and universities.

B. Dr. Georgina Guy, Instructor, EOPS Financial Aid Counselor; 2008-2009 academic year; Independent study and research (70% of regular contract salary).

With the growing number of courses offered online and degrees offered through the Internet, there is considerable interest in online education. Thus, Dr. Guy's
sabbatical project will address new methods of online instruction and podcasting for the Counseling and Guidance 50 course. Furthermore, Dr. Guy will explore multiple versions of software packages, and obtain the understanding and skills needed to provide technology support to students using computer platforms. In addition, she will be better equipped to shift the way in which to organize and deliver the class material from traditional to online instruction. Specific objectives of this sabbatical project are to research the tools for online instruction; attend conferences and workshops and study and learn podcasting, internet video and online teaching; survey the effectiveness of three community college web-based courses; and submit an abstract of her project’s findings to the California Community College Extended Opportunity Services Association.

C. Steven Portigal, Professor, Art and Design; 2008-2009 academic year; Formal and independent study and travel (100% of regular contract salary).

Professor Portigal will use his sabbatical leave to learn how to use a Three-Dimensional Computer Modeling program and Rapid-Prototyping Technology with the intent of introducing this technology into the teaching of ART 121, Three Dimensional Design. In addition, he will travel to Japan to study and document the ceramics produced in the Six Ancient Kilns. This research will result in presentations on Japanese ceramics that will be shared with students and colleagues.

D. Lynn Serwin, Associate Professor, English; 2008-2009 academic year; Independent study and Research (100% of regular contract salary).

Ms. Serwin will be conducting an action research project with methodologies of observation, survey, and interviews. She hopes to learn what “effective classroom practices,” by both instructors and students, exist in developmental writing classes both on Cerritos College’s campus and other campuses in the California Community College system that increase student success. This will be accomplished by self-directed study of the background material, classroom observation, interviews of students and faculty, analysis of conclusions, and creation of a publication describing how faculty and students can better work together to increase student success.

E. Armando Soto, Associate Professor, Counselor; 2008-2009 academic year; Formal and Independent study (100% of regular contract salary).

Mr. Soto will complete a minimum of 18 units of graduate level course work towards a graduate certificate in community college counseling at California State University, Long Beach. He will pursue additional units outside of the curriculum for the certificate program to expand his skills in grant writing, computer technology, and crisis counseling. Also, he will increase his
Consideration of approval of Sabbatical Leaves
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knowledge and teaching skills in the CG 200 and CG 1 courses taught annually. This self-directed and formal study will enhance Mr. Soto’s skills and ability to serve Cerritos College’s students in his role as a counselor in student services.

F. William Sparks, Associate Professor, Co-director of Forensics/Speech Communications; 2008-2009 academic year; Formal and independent study (100% of regular contract salary).

Mr. Sparks will use his sabbatical leave to develop an online course in Argumentation and Persuasion (SPCH 235). Formal study in Education Technology and the development of online tools will enhance effective teaching skills and methods. Self-directed study will incorporate surveys, interviews and observations of effective online practices in Speech Communication and Communication Studies departments at other colleges. In addition, Mr. Sparks will be attending sessions about online teaching at the National Communication Association convention and the League Connections convention. This project will provide information to enhance effective teaching practices at Cerritos College and to increase student learning outcomes and success.

G. Joseph van de Mortel, Associate Professor, Philosophy; 2008-2009 academic year; Formal study and travel (100% of regular contract salary).

Subject to availability of university offerings, Mr. van de Mortel will examine religious theories, concepts, thinkers, and traditions through coursework on Buddhism, Southeast Asian religions, the Historical Jesus, Hinduism, Jainism, Native American religions, African religions, Confucianism, Hermeneutics, Zen Buddhism, etc. It also incorporates a plan to study one or more of the following languages: Pali, Sanskrit, Japanese or Spanish. Mr. van de Mortel’s sabbatical leave includes a provision to supplement study with travel to Japan, Vietnam, Laos, Cambodia and/or Thailand.

H. Dr. Linda Waldman, Assistant Professor, Chemistry; 2008-2009 academic year; Self-directed study, research and travel (100% of regular contract salary).

Dr. Waldman intends to study groundwater replenishments in order to introduce environmental chemistry into her lecture and lab courses. Dr. Waldman will update and create online materials for her courses, including a naming practice program and a photographic and video resource for laboratory courses. During her sabbatical leave, she will travel to Philadelphia, Washington, D.C., and New York for a historical perspective on chemistry. Finally, Dr. Waldman will attend conferences and visit with chemistry professors in order to expand her knowledge of teaching techniques, use of technology in the classroom and environmental science.
Consideration of Approval of Sabbatical Leaves
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I. Martha Yeager, Associate Professor, English as a Second Language; 2008-2009 academic year; Formal study (100% of regular contract salary).

Ms. Yeager will study and retrain in the science of English and Reading instruction, with the specific goal of improving teaching. There are new developments in linguistics, learning theory or first and second languages and educational philosophy that directly apply to the students of Cerritos College. The most appropriate program in her field is the MA ED in Reading Education from the University of North Carolina at Pembroke. Ms. Yeager’s sabbatical activities will be comprised of 18 units of upper-division and graduate level courses, attendance at the International Conference of Teaching of English to Speakers of Other Languages, and a reading list.

J. Ana Torres-Bower, Professor, Philosophy; 2008-2009 academic year; Formal and self-directed study (70% of regular contract salary).

Professor Torres-Bower is an alternate for a sabbatical leave in the event an opening should become available. She will dedicate her sabbatical leave to continue studying and writing philosophy with two objectives in mind. First, to enhance the knowledge base and pedagogy for teaching philosophy of cultural diversity (PHIL 104), especially since a certificate of contemporary world cultures will be coordinated by the Cerritos College Department of Philosophy. Second, to read and complete two philosophical papers: one in 17th Century science and philosophy, and another on Skepticism and Descartes’ method of doubt. Ms. Torres-Bower’s research and writing will provide new material for lectures and other classroom activities for PHIL 100, Introduction to Philosophy; PHIL 102, Ethics; PHIL 103, Critical Thinking in Philosophy; and, PHIL 104, Philosophy of Cultural Diversity.

FINANCIAL IMPLICATIONS

The amount of $198,000 will be budgeted to cover the cost of replacing sabbatical leave applicants with part-time faculty to teach their regular loads.

WCF/Jag

Sabbatical Leave applications submitted under separate cover
TO: Board of Trustees

FROM: Noelia Vela, President/Superintendent

PREPARED BY: William Farmer, Vice President of Academic Affairs/Assistant Superintendent

DATE: December 12, 2007

SUBJECT: Consideration of Approval of Board Resolution #07-18 to Waive Sabbatical Leave Bond

RECOMMENDATION

Pending approval of the Sabbatical Leave application requests, it is recommended that the attached resolution waiving sabbatical leave bond requirements for Bonnie Barrett, Georgina Guy, Steven Portigal, Lynn Serwin, Armando Soto, William Sparks, Joseph van de Mortel, Linda Waldman, Martha Yeager and alternate, Ana Torres-Bower be approved.

OVERVIEW

Education Code Section 87770 requires every employee granted a sabbatical leave of absence to return from his/her leave and serve the district after the leave is completed. Compensation granted to the employee during the period of leave is paid in the year following the leave unless the employee furnishes a bond or the bond is waived by Board Resolution.

ANALYSIS

Employees granted sabbatical leaves of absence have written agreements stating their intention to return and serve the district after the sabbatical leave is completed. The Board of Trustees has waived by Resolution the employee bond in the past.

Resolution #07-18 is attached.

FINANCIAL IMPLICATIONS

No financial implications.

Attachment

WCF:jag
CERRITOS COLLEGE
RESOLUTION #07-18

WHEREAS, Bonnie Barrett, Steven Portigal, Lynn Serwin, Armando Soto, William Sparks, Joseph van de Mortel, Linda Waldman and Martha Yeager have petitioned for a sabbatical leave of absence for the 2008-2009 academic year at 100% of the contract salary; and

WHEREAS, Georgina Guy has petitioned for a sabbatical leave of absence for the 2008-2009 academic year at 70% of the contract salary; and

WHEREAS, Ana Torres-Bower has petitioned for a sabbatical leave of absence for the 2008-2009 academic year as an alternate at 70% of the contract salary; and

THEREFORE BE IT RESOLVED that the Board of Trustees declares that the interest of the District is protected by written agreement of the above named certificated employees to return to the services of the District and render at least two years of service therein following a one-year sabbatical leave, and

BE IT FURTHER RESOLVED that the Board of Trustees waives all requirements for furnishing a bond, and that it will pay the above-mentioned certificated employees while on leave in the same manner as though a bond were furnished.

This RESOLUTION was adopted by a

Vote upon the motion by Trustee ________________

And seconded by Trustee ________________

At a regular meeting of the Board of Trustees of the
Cerritos College Community College District held on
December 12, 2007.

_____________________________________________
Secretary, Board of Trustees
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Mrs. Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: December 12, 2007
SUBJECT: Consideration of Approval of Resolution No. 07-16 Authorizing Board Members and Certain Employees of the Cerritos Community College District to Sign Documents for the Period January 1, 2008 through December 31, 2008.

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution No. 07-16, 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, 2008 through December 31, 2008.

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, 2008. 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, 2008 through December 31, 2008.

FINANCIAL IMPLICATIONS

No financial impact.

Attachment
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Mrs. Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: December 12, 2007
SUBJECT: Consideration of Approval of Resolution No. 07-17 Authorizing Certain Employees of the Cerritos Community College District to Approve Documents in the LACOE Financial System for the Period January 1, 2008 through December 31, 2008.

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution No. 07-17, authorizing certain employees to approve designated documents for the Cerritos Community College District, as required, for the period January 1, 2008 through December 31, 2008.

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, 2008. 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, 2008 through December 31, 2008.

FINANCIAL IMPLICATIONS

No financial impact.

Attachment
RESOLUTION #07-17

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, 2008 to December 31, 2008 in accordance with governing board approval dated December 12, 2007

NOTE: Please TYPE name under signature.

Signature__________________________________ Clerk (Secretary) of the Board

<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 approve Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:</strong></td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td><strong>Type:</strong></td>
<td><strong>Type:</strong></td>
</tr>
<tr>
<td>President of the Board of Trustees/Education</td>
<td>Jo Ann Higdon, Vice President of Business Services</td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td><strong>Type:</strong></td>
<td><strong>Type:</strong></td>
</tr>
<tr>
<td>Vice President of the Board of Trustees/Education</td>
<td>Berlanti A Rizkallah, Director of Fiscal Services</td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
<td><strong>Signature:</strong></td>
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<td><strong>Type:</strong></td>
<td><strong>Type:</strong></td>
</tr>
<tr>
<td>Clerk of the Board of Trustees/Education</td>
<td>Ramona Sue Payne, Budget Manager</td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
<td><strong>Signature:</strong></td>
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<td><strong>Type:</strong></td>
<td><strong>Type:</strong></td>
</tr>
<tr>
<td>Member of the Board of Trustees/Education</td>
<td>Shawn Jones, Accounting Manager</td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
<td><strong>Signature:</strong></td>
</tr>
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<td><strong>Type:</strong></td>
<td><strong>Type:</strong></td>
</tr>
<tr>
<td>Member of the Board of Trustees/Education</td>
<td>Deanna Hart, Interim Payroll Manager</td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td><strong>Type:</strong></td>
<td><strong>Type:</strong></td>
</tr>
<tr>
<td>Member of the Board of Trustees/Education</td>
<td></td>
</tr>
</tbody>
</table>

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

*K-12 District                     Community College Districts
42632                                     85232
42633                                     85233
44843                                     87412
LACOE Resolution-Signature Authority-List of names.
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: December 12, 2007
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

Page 1 and 2 are budget transfers between major account classifications for the Restricted and Unrestricted General Fund. These transfers are self-balancing and have no effect on the ending balance.

Page 3 is the 39.1 Other Special Revenue Fund contingency transfers totaling $52,681.

Page 4 is the budget extension summaries that reflect increased revenue of $984,709 from Federal, State and Local funding with corresponding proposed expenditure.

FINANCIAL IMPLICATIONS

The budget extension summaries reflect increased revenue of $984,709 from Federal, State and Local funding with corresponding proposed expenditure.

Attachment
## BUDGET TRANSFERS FOR MARCH 15, 2006

### 39.0 FUND-SPECIAL REVENUE FUND

<table>
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<tr>
<td>ACADEMIC SALARIES</td>
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<tr>
<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
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</tr>
<tr>
<td>EMPLOYEE BENEFITS</td>
<td>$</td>
</tr>
<tr>
<td>SUPPLIES AND MATERIALS</td>
<td>$ (8,000)</td>
</tr>
<tr>
<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
<td>$</td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>$</td>
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**TOTAL**  
$ (8,000)

<table>
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<tbody>
<tr>
<td>ACADEMIC SALARIES</td>
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<tr>
<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
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<td>SUPPLIES AND MATERIALS</td>
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<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
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<td>CAPITAL OUTLAY</td>
<td>$ 8,000</td>
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<tr>
<td>OTHER OUTGO</td>
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</table>

**TOTAL**  
$ 8,000

**Transfers:** Between object codes

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

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

**Divisions/Departments/Programs:**
Community Education & College for kids
# BUDGET TRANSFERS FOR DECEMBER 12, 2007

## 01.0 FUND-GENERAL FUND-UNRESTRICTED

### FROM

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<td>SUPPLIES AND MATERIALS</td>
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<tr>
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<td><strong>TOTAL</strong></td>
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</tbody>
</table>

### TO

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<tr>
<td><strong>TOTAL</strong></td>
<td>$ 1,200</td>
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**Transfers:** Between object codes

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

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

**Divisions/Departments/Programs:**
Faculty Senate; Science, Engineering & Math
## BUDGET TRANSFERS FOR DECEMBER 12, 2007

### 01.3 FUND-GENERAL FUND-RESTRICTED

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<td>(28,788)</td>
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<td><strong>TOTAL</strong></td>
<td>$</td>
<td>(372,930)</td>
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<table>
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<td><strong>TOTAL</strong></td>
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<td>372,930</td>
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Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:
Temporary Assistance for Needy Families; 06-07 Career Tech Trailer Bill
BUDGET TRANSFERS FOR DECEMBER 12, 2007

39.1 FUND- OTHER SPECIAL REVENUE FUND-AVALON OF CERRITOS
(CONTINGENCY TRANSFERS)

<table>
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<tr>
<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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<tr>
<td>CONTINGENCY</td>
<td>$ (52,681)</td>
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<td><strong>TOTAL</strong></td>
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</thead>
<tbody>
<tr>
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<td>$</td>
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<tr>
<td>CLASSIFIED AND OTHER NON-ACADEMIC SALARIES</td>
<td>$</td>
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<tr>
<td>EMPLOYEE BENEFITS</td>
<td>$</td>
</tr>
<tr>
<td>SUPPLIES AND MATERIALS</td>
<td>$</td>
</tr>
<tr>
<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
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<tr>
<td>CAPITAL OUTLAY</td>
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<td>CONTINGENCY</td>
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<td><strong>TOTAL</strong></td>
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Transfers: Between object codes

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Sakai-rSmart; Library Automation System
### Appropriation Transfer Analysis for December 12, 2007

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<td>***00000.0-00000-02220-8840-0000000</td>
<td>(01.0 Fund) Local-Library &amp; LRC</td>
<td>To allocate income for periodicals</td>
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<td>***00000.0-00000-02220-8890-0120000</td>
<td>(01.0 Fund) Local-Library &amp; LRC</td>
<td>To allocate income for supplies</td>
<td>10,000</td>
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<tr>
<td>***00000.0-00008-70700-8890-6960000</td>
<td>(01.3 Fund) Local-Child Development Training Consortium</td>
<td>To allocate income for salaries and associated fringe benefits; supplies; postage; other payments to or for students</td>
<td>20,000</td>
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<tr>
<td>***00000.0-00000-75720-8624-7300000</td>
<td>(01.3 Fund) State-Temporary Assistance for Needy Families</td>
<td>To allocate income for salaries and associated fringe benefits; supplies; travel &amp; conference; repair &amp; maintenance; equipment</td>
<td>16,624</td>
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<tr>
<td>***00000.0-00006-71200-8622-0000000</td>
<td>(01.3 Fund) State-Extended Opportunity Program Services</td>
<td>To allocate income for salaries and associated fringe benefits; supplies; consulting services; travel &amp; conference; payment to or for students</td>
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<tr>
<td>***00000.0-00000-72600-8625-6190000</td>
<td>(01.3 Fund) State-Calworks</td>
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<tr>
<td>***00000.0-00000-02750-8890-0000000</td>
<td>(71.0 Fund) Local-ASCC Scholarships</td>
<td>To establish accounts for 07-08 scholarships &amp; student loan funds</td>
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</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td>$ 984,709</td>
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</tbody>
</table>
TO: Board of Trustees  
FROM: Dr. Noelia Vela, President  
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services  
PREPARED BY: Jenney Ho, Director of Purchasing  
DATE: December 12, 2007  
SUBJECT: Consideration of Approval of Contracts  

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

CLASSES – AMENDMENT
1. SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (SEROP) COSMETOLOGY CLASSES  
   Requested by: Dr. Randy Peebles, Instructional Dean of Technology

   Purpose: To amend the agreement with Southeast Regional Occupational Program (SEROP) for cosmetology classes to provide high school ROP students loaner classroom kits and textbooks. The kits were previously purchased using contract funds but will now be provided as loaner kits.  
   Period: The time period will be through June 30, 2008.  
   Financial Implications: There is no cost to the District.

RENEWAL
2. EDUCATION TO GO, INC. ONLINE CLASSES  
   Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education  
                  Patricia Robbins Smith, Director of Community Education

   Purpose: To renew the agreement with Education to Go, Inc. to provide not-for-credit, fee-based online classes for Community Education. The majority of courses offered are 6 weeks in length; Education to Go, Inc. will receive $52 per enrollment (enrollment fees typically run between $89-99). The District will pay an additional $2.25 for each person registering directly through Ed2Go rather than through our enrollment system. Education to Go will receive 80% of the registration fees for the courses that are longer in length (9-18 months in length); typical fees for these courses run between $588 and $998. Education to Go will provide all instruction. Community Education will market the classes through its schedule of classes and on its website as well as process registrations. Community Education will not offer courses that compete directly with the college’s online program. There is no minimum enrollment required.  
   Period: The time period will be from January 1, 2008 through December 31, 2009.  
   Financial Implications: Community Education is a financially self-supporting program.
3. MOTORCYCLE SAFETY FOUNDATION, INC., dba: CALIFORNIA MOTORCYCLE SAFETY PROGRAM
MOTORCYCLE CLASSES
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education
Patricia Robbins Smith, Director of Community Education

**Purpose**: To renew its agreement with the Motorcycle Safety Foundation, Inc., dba: California Motorcyclist Safety Program, whereby Cerritos Community College District will be authorized to continue to provide classes on motorcycle safety and operation through Community Education.

**Period**: The time period will be from January 1, 2008 through December 31, 2009.

**Financial Implications**: Community Education is charged a per rider fee for insurance through the Foundation. Community Education is financially self-supporting.

MEDICAL – NEW

4. DIRECT THERAPY
SPEECH LANGUAGE PATHOLOGY ASSISTANT PROGRAM
Requested by: Jenine Nolan, Instructional Dean of Health Occupations

**Purpose**: To enter into an agreement with Direct Therapy to provide clinical/practicum experiences for the students enrolled in the speech language pathology assistant program.

**Period**: The time period will be from October 4, 2007 through October 4, 2009. Ratification is necessary due to the delay in receiving the agreement from the company. Students will not be placed until approved by the Board of Trustees.

**Financial Implications**: There is no cost for these services.

5. IMPERIAL CONVALESCENT HOSPITAL
SPEECH LANGUAGE PATHOLOGY ASSISTANT PROGRAM
Requested by: Jenine Nolan, Instructional Dean of Health Occupations

**Purpose**: To enter into an agreement with Imperial Convalescent Hospital to provide clinical/practicum experiences for the students enrolled in the speech language pathology assistant program.

**Period**: The time period will be from September 17, 2007 through September 17, 2009. Ratification is necessary due to the delay in receiving the agreement from the company. Students will not be placed until approved by the Board of Trustees.

**Financial Implications**: There is no cost for these services.

6. NEWPORT LANGUAGE AND SPEECH CENTER
SPEECH LANGUAGE PATHOLOGY ASSISTANT PROGRAM
Requested by: Jenine Nolan, Instructional Dean of Health Occupations

**Purpose**: To enter into an agreement with Newport Language and Speech Center to provide clinical/practicum experiences for the students enrolled in the speech language pathology assistant program.

**Period**: The time period will be from November 1, 2007 through November 1, 2009. Ratification is necessary due to the delay in receiving the agreement from the company. Students will not be placed until approved by the Board of Trustees.

**Financial Implications**: There is no cost for these services.
7. SUCCESS THERAPIES, INC.
SPEECH LANGUAGE PATHOLOGY ASSISTANT PROGRAM
Requested by: Jenine Nolan, Instructional Dean of Health Occupations

**Purpose:** To enter into an agreement with Success Therapies, Inc. to provide clinical/practicum experiences for the students enrolled in the speech language pathology assistant program.

**Period:** The time period will be from October 18, 2007 through October 18, 2009. Ratification is necessary due to the delay in receiving the agreement from the company. Students will not be placed until approved by the Board of Trustees.

**Financial Implications:** There is no cost for these services.

RENEWAL
8. UNIVERSITY OF SOUTHERN CALIFORNIA
DENTAL ASSISTING PROGRAM
Requested by: Jenine Nolan, Instructional Dean of Health Occupations

**Purpose:** To renew the agreement with University of Southern California to continue to provide clinical/practicum experiences for students enrolled in the dental assisting program.

**Period:** The time period will be from November 8, 2007 through June 30, 2008. Ratification is necessary due to the delay in receiving the agreement from the company. Students will not be placed until the contract is approved by the Board of Trustees.

**Financial Implications:** There is no cost for these services.

SERVICES – AMENDMENT
9. AUGUST ENTERPRISES, INC.
REGISTRATION SOFTWARE
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education Patricia Robbins Smith, Director of Community Education

**Purpose:** To amend the agreement with August Enterprises, Inc. which provides the registration software for the Community Education. The amendment is to cover a change in the processing of credit cards which Lumens will now do directly rather than through a third party.

**Period:** The time period will be from January 1, 2008 through June 30, 2008.

**Financial Implications:** The cost of this additional service will be $349.42 for the final six months of the existing contract (January to June 2008). Funding will come from the Community Education, no District funds will be used.

10. EDMONDS COMMUNITY COLLEGE DISTRICT
NATIONAL SCIENCE FOUNDATION GRANT
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education Jose Anaya, Director of Economic Development

**Purpose:** To amend an agreement with Edmonds Community College District to extend the time period with additional funding in support of their National Science Foundation grant to establish programs in Advanced Manufacturing. The services provided will include participation in meetings, focus groups, and issue reports on activities and findings relative to the grant.

**Period:** The period will be extended to June 3, 2008.

**Financial Implications:** For these activities, the college will receive an additional $11,791 for a total of $23,239. This fee will provide funds for 100% of this project’s activities with no cost to the District. These services complement the activities of the Cerritos College Center for Applied Competitive Technologies.
11. COLLETTE VACATIONS
EDUCATION TRIPS AND TOURS
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education
Patricia Robbins Smith, Director of Community Education

**Purpose:** To enter into an agreement with Collette Vacations to provide not-for-credit, fee-based educational trips and tours through Community Education. The College will announce selected tours in the Community Education class schedule and provide classroom space for preview meetings (1 per tour). Collette will provide additional marketing materials, training and support for Community Education staff.

**Period:** The time period will be from January 1, 2008 through December 1, 2008.

**Financial Implications:** Community Education will receive 10% of each tour participant’s fees; there is no minimum enrollment requirement. Community Education is a financially self-supporting program.

12. EL CAMINO COMMUNITY COLLEGE DISTRICT
ALTERNATE MEDIA PRODUCTION SERVICES
Requested by: Dr. Lucinda Aborn, Dean of Disabled Students Programs and Services

**Purpose:** To enter into an agreement with El Camino College to provide alternate media production services which includes document preparation, Braille output and formatting using existing Cerritos College equipment which is not available at El Camino College.

**Period:** The time period will be from December 13, 2007 through December 31, 2009.

**Financial Implications:** There is no cost to the District; personnel costs of up to $15,438.00 will be funded by the El Camino Community College District.

13. GRANT THORNTON LLP
GENERAL OBLIGATION BONDS
Requested by: Lola Rizkallah, Director of Fiscal Services

**Purpose:** To enter into an agreement with Grant Thornton LLP to provide services for monitoring the general obligation bonds for tax purposes and calculating the potential rebatable amounts in accordance with the Internal Revenue Services regulations. This will cover the original issuance of $37,325.00, election of 2004, series 2004A and $31,965,000 of 2005 General Obligation Refunding Bonds, (stated redemption price at maturity).

**Period:** The time period will be from December 13, 2007 through June 30, 2008.

**Financial Implications:** The cost is not to exceed $9,000.00 with funding from Fiscal Services.

14. TAX DEFERRED SERVICES, INC (TDS)
TAX SHELTER ANNUITIES – 403 (b)
Requested by: Jo Ann Higdon, Vice President of Business Services

**Purpose:** To enter into an agreement with Tax Deferred Services, Inc. (TDS). The Internal Revenue Service is adopting changes to Internal Revenue Code (IRC) 403(b). These will be significant, incorporating statutory changed from the Employee Retirement Income Security Act (ERISA) and Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA 2001), and other IRS rulings issued over the past 40 years. These changes vastly change the administration and processing of the 403(b) sheltered accounts employees contribute through the payroll process. Los Angeles County Office of Education, Division of School Financial Services, conducted a RFI process to gather information on prospective TPA vendors. Five vendors submitted proposals under the RFI. Based on the information, the committee recommended TDS.

**Period:** The time period will be from January 1, 2008 through December 31, 2009.

**Financial Implications:** The cost to the District is $.25/participant/month with an estimate at less than $1,000.00 per year. Funding will come from the Business Services Office.
15. ASSOCIATED BUILDERS & CONTRACTORS (ABC) ELECTRICAL CERTIFICATION TRAINING PROGRAM
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education
Maggie Cordero, Director of Adult Education

Purpose: To renew the agreement with the Associated Builders & Contractors (ABC) for providing the Electrical Certification Training Program.
Period: The renewal period will be from December 13, 2007 to December 31, 2008.
Financial Implications: The revenue generated by the course will be shared as follows: ABC 92% and the District 8%. This reflects the fact that ABC provides the facility, instructors, equipment, and supplies. The District provides curriculum, oversees instruction and tracks attendance for the state.

16. VANGENT, INC.
HOPE SCHOLARSHIP AND LIFETIME LEARNING CREDIT
Requested by: Lola Rizkallah, Director of Fiscal Services

Purpose: To renew the agreement with Vangent, Inc., for the purpose of reporting the mandated information to the Internal Revenue Service regarding the Hope Scholarship and LifeTime Learning Credit, for the tax year 2007. The Taxpayer Relief Act of 1997 made tax credits available to individuals who paid tuition to postsecondary institutions. The Law mandates that schools provide financial information to both students and the IRS.
Period: The time period will be for the tax year of 2007.
Financial Implications: The cost to the District will be approximately $45,000.00. Funding will come from the Fiscal Services Office.

17. COLLEGE OF THE CANYONS – CACT VOCATIONAL TRAINING
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education
Jose Anaya, Director of Economic Development

Purpose: To amend an agreement with College of the Canyons (COC) to assist Cerritos College in delivering additional services under our contract with El Proyecto del Barrio. Under this amendment COC will provide an additional 200 hour Computer Numerical Control machining set-up training course to El Proyecto clients at the COC campus.
Period: The period will remain through December 30, 2008.
Financial Implications: These services will be provided for an amount not to exceed $30,000. Total amount of the contract will be not to exceed $60,000. A contract with El Proyecto del Barrio will provide funds for 100% of this project’s activities with no cost to the District.

18. SOUTHEAST AREA SERVICES FUNDING AUTHORITY (SASSFA) MACHINE TOOL TECHNOLOGY TRAINING
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education
Jose Anaya, Director of Economic Development

Purpose: To amend the agreement with Southeast Area Social Services Funding Authority (SASSFA) to provide an additional 40 hours of vocational training in Machine Tool Technology for a total of 240 hours.
Period: The time period will be from December 13, 2007 through December 30, 2008.
Financial Implications: The District will receive an additional fee of $31,800 for a total amount of $113,400. All other terms of the agreement as previously approved on 3-7-07 will remain the same. This fee will provide funds for 100% of this project’s activities with no cost to the District.
19. CAD/CAM CONSULTING SERVICES, INC.
BOEING'S MENTOR-PROTÉGÉ PROJECT
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education
Jose Anaya, Director of Economic Development

**Purpose:** To enter into an agreement with CAD/CAM Consulting Services Inc. to provide a 6-day Mastercam software training in support of Boeing’s Mentor-Protégé project. The service will include Mastercam software training and programming Computer Numerical Control (CNC) machines. The training will be provided by CAD/CAM Consulting Services Inc. to companies involved in the Boeing Mentor-Protégé project.

**Period:** The time period will be from December 13, 2007 through December 31, 2008.

**Financial Implications:** The cost is not to exceed $6,000.00 with funding being provided by the Air Force through a contract with Boeing. No District funds are involved.

20. CARL ZEISS IMP CORP.
BOEING MENTOR-PROTÉGÉ PROJECT
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education
Jose Anaya, Director of Economic Development

**Purpose:** To enter into an agreement with Carl Zeiss IMP Corp. to provide a 10-day Zeiss training in support of Boeing’s Mentor-Protégé project. The service will include training on inspection of machined parts using Zeiss Coordinate Measuring Machines. The training will be provided by Carl Zeiss IMP Corp. to companies involved in the Boeing’s Mentor-Protégé project.

**Period:** The time period will be from December 13, 2007 through December 31, 2008.

**Financial Implications:** The cost of the training is not-to-exceed $16,000.00. The funds are being provided by the Air Force through a contract with Boeing. No district funds are involved.

21. INCAT
BOEING MENTOR-PROTÉGÉ PROJECT
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education
Jose Anaya, Director of Economic Development

**Purpose:** To enter into an agreement with INCAT to provide a 5-day software training in support of Boeing’s Mentor-Protégé project. The service will include software training on the operation of CATIA and Unigraphics CAD programs. The training will be provided by INCAT to companies involved in the Boeing’s Mentor-Protégé project.

**Period:** The time period will be from December 13, 2007 through December 31, 2008.

**Financial Implications:** The cost of the training is not-to-exceed $10,000.00. The funds are being provided by the Air Force through a contract with Boeing. No district funds are involved.

22. SIEMENS PLM SOFTWARE (UGS)
BOEING MENTOR-PROTÉGÉ PROJECT
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education
Jose Anaya, Director of Economic Development

**Purpose:** To enter into an agreement with Siemens PLM Software (UGS) to provide a 2-day software training in support of Boeing’s Mentor-Protégé project. The service will include software training on the operation of Unigraphics CAD program. The training will be provided by Siemens PLM Software (UGS) to companies involved in the Boeing’s Mentor-Protégé project.

**Period:** The time period will be from December 13, 2007 through December 31, 2008.

**Financial Implications:** The cost of the training is not-to-exceed $7,000.00. The funds are being provided by the Air Force through a contract with Boeing. No district funds are involved.
23. VERISURF SOFTWARE  
    BOEING MENTOR-PROTÉGÉ PROJECT  
    Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education  
    Jose Anaya, Director of Economic Development  

**Purpose**: To enter into an agreement with VERISURF Software to provide a 3-day VERISURF software training in support of Boeing's Mentor-Protégé project. The service will include VERISURF software training on how to optimize tool paths for machining applications and inspection methodologies. The training will be provided by VERISURF to companies involved in the Boeing’s Mentor-Protégé project.  
**Period**: The time period will be from December 13, 2007 through December 31, 2008.  
**Financial Implications**: The cost of the training is not-to-exceed $6,000.00. The funds are being provided by the Air Force through a contract with Boeing. No district funds are involved.

WORKSHOPS – AMENDMENT  
24. NAME CHANGE  
    FROM: DENYCE GIANNIOSES  
    TO: HORIZON HEALING  
    Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education  
    Patricia Robbins Smith, Director of Community Education  

**Purpose**: To amend the agreement with Denyce Giannioses to reflect the name change from Denyce Giannioses to Horizon Healing to continue to provide not-for-credit, fee-based workshops in Holistic Health for Community Education on an as needed basis.  
**Period**: The time period will be from January 1, 2008 through December 31, 2009.  
**Financial Implications**: Horizon Healing will now receive 35% of the total enrollment fees collected per workshop (with a minimum of $500) (instead of one set fee per workshop as previously approved). The breakeven enrollment is 6 students. All other terms shall remain the same as previously approved. Community Education is a financially self-supporting program.

NEW  
25. ACADEMIC SUCCESS PRESS, INC.  
    DEVELOPMENTAL MATH WORKSHOP  
    Requested by: Dr. John Boyle, Interim Instructional Dean of Science, Engineering & Math  

**Purpose**: To enter into an agreement with Academic Success Press, Inc. for a two-day workshop with the Title V Grant administrators and faculty and with Cerritos College administrators, counselors, faculty and staff on ways to improve the success of developmental math students. Drs. Paul and Kim Nolting of Academic Success Press, Inc. will consult and facilitate the workshop.  
**Period**: The period of the workshop will be from January 31, 2008 through February 2, 2008.  
**Financial Implications**: The cost of the workshop is not-to-exceed $10,000.00 with funding coming from the Title V Gateways grant.

26. DR. KENT PEPPARD  
    SELF-HELP WORKSHOPS  
    Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education  
    Patricia Robbins Smith, Director of Community Education  

**Purpose**: To enter into an agreement with Dr. Kent Peppard to provide not-for-credit, fee-based self-help three or four hour workshops in the subject are of dementia, memory loss and other cognitive functions.  
**Period**: The time period will be from January 1, 2008 through June 30, 2009.  
**Financial Implications**: Dr. Peppard will receive 30% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.
RENEWAL

27. JULIE MARTIN
NUTRITION WORKSHOPS
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education
Patricia Robbins Smith, Director of Community Education

Purpose: To renew the contract with Julie Martin who will provide not-for-credit, fee-based workshops for Community Education on an as needed basis in the area of nutrition. Workshops range from 3 hours to 18 hours of instruction.
Period: The time period will be from January 1, 2008 through June 30, 2009.
Financial Implications: Julie Martin will receive $90 for a 3-hour workshop, $110 for a 4-hour workshop, and $500 for an 18-hour workshop. Community Education is a financially self-supporting program.

28. WE THE PEOPLE, LA-OC, INC.
MONEY AND INVESTING WORKSHOPS
Requested by: Nick Kremer, Executive Dean of Community, Industry & Technology Education
Patricia Robbins Smith, Director of Community Education

Purpose: To renew the agreement with We The People, LA-OC, Inc. to continue to provide not-for-credit, fee-based Money and Investing workshops for Community Education on an as needed basis.
Period: The time period will be from January 1, 2008 through December 31, 2009.
Financial Implications: We The People, LA_OC, Inc. will receive 30% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Daniel M. O'Rourke, Acting Director of Human Resources
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources
DATE: December 12, 2007
SUBJECT: Consideration of Approval and/or Ratification of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2007-2008 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 2007-2008 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

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Placement</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Hector</td>
<td>Salazar</td>
<td>B5</td>
<td>56.65</td>
</tr>
<tr>
<td>Marr</td>
<td>John</td>
<td>B5</td>
<td>56.65</td>
</tr>
<tr>
<td>Wagstaff</td>
<td>Jerrin</td>
<td>B1</td>
<td>45.85</td>
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**New Hires**

<table>
<thead>
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<th>Discipline</th>
<th>Placement</th>
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</thead>
<tbody>
<tr>
<td>McLaughlin</td>
<td>Kate</td>
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### FACULTY HOURLY - HEALTH OCCUPATIONS

**Reemployed**

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<tr>
<td>Jordan</td>
<td>Shetona Clinical Nursing</td>
<td>B1</td>
<td>45.85</td>
</tr>
<tr>
<td>Pham</td>
<td>Hoa Child Development</td>
<td>A3</td>
<td>51.27</td>
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### FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES

**Reemployed**

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<tbody>
<tr>
<td>Gunther</td>
<td>Vanessa History</td>
<td>B4</td>
<td>53.95</td>
</tr>
<tr>
<td>Rutkoski</td>
<td>Tracy Education/Teacher Trac</td>
<td>A1</td>
<td>45.85</td>
</tr>
<tr>
<td>Sedgwick</td>
<td>Emily Philosophy</td>
<td>A5</td>
<td>56.65</td>
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</table>

**New Hires**

<table>
<thead>
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<th>Name</th>
<th>Discipline</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mazzei</td>
<td>Caroline Women's Studies</td>
<td>A1</td>
<td>45.85</td>
</tr>
<tr>
<td>Ramirez</td>
<td>Adriana History</td>
<td>A1</td>
<td>45.85</td>
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</tbody>
</table>

### FACULTY HOURLY - LIBERAL ARTS

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Placement</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Cantrell</td>
<td>Daniel Speech</td>
<td>A2</td>
<td>48.55</td>
</tr>
<tr>
<td>Crachiollo</td>
<td>Sarah Speech</td>
<td>A1</td>
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<tr>
<td>Manross</td>
<td>Debra Speech</td>
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<td>48.55</td>
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**New Hires**

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<th>Discipline</th>
<th>Placement</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Nicolas</td>
<td>Jean-Pierre French</td>
<td>A1</td>
<td>45.85</td>
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</table>
## FACULTY HOURLY - SCIENCE, ENGINEERING & MATHEMATICS

### Reemployed

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<th>Assignment</th>
<th>Placement</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Martinez</td>
<td>Arturo</td>
<td>Mathematics</td>
<td>A4</td>
<td>53.95</td>
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## COUNSELOR HOURLY - STUDENT SERVICES

### Reemployed

<table>
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<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Amezcua</td>
<td>Rosalva</td>
<td>C2</td>
<td>40.47</td>
</tr>
<tr>
<td>Herrera</td>
<td>Veronica</td>
<td>C1</td>
<td>37.77</td>
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<tr>
<td>Salazar</td>
<td>Felipe</td>
<td>C1</td>
<td>37.77</td>
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### New Hires

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<th>Placement</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Choi</td>
<td>Hye-Jin</td>
<td>Matriculation</td>
<td>C1</td>
<td>37.77</td>
</tr>
<tr>
<td>Martinez-Weitzel</td>
<td>Victoria</td>
<td>Matriculation</td>
<td>C1</td>
<td>37.77</td>
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## FACULTY HOURLY - STUDENT SERVICES

### Reemployed

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<tr>
<th>Name</th>
<th>Assignment</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lovell</td>
<td>Raymond</td>
<td>A1</td>
<td>45.85</td>
</tr>
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</table>

## FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION

### New Hires

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<th>Assignment</th>
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<tbody>
<tr>
<td>Billson</td>
<td>Judith</td>
<td>A1</td>
<td>45.85</td>
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</tbody>
</table>
TO: Board of Trustees  
FROM: Dr. Noelia Vela, President  
REVIEWED BY: Daniel M. O'Rourke, Acting Director of Human Resources  
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources  
DATE: December 12, 2007  
SUBJECT: Consideration of Approval and/or Ratification of Request for Unpaid Leave of Absence: Regina D. Ybanez, Job Placement Tech II (CalWORKs)

RECOMMENDATION

It is recommended that the Board of Trustees ratify Regina Ybanez’s request for an unpaid leave of absence due to Child Bonding reasons from the period of January 2, 2008 through March 26, 2008.

OVERVIEW

Regina Ybanez, Job Placement Tech II (CalWORKs) has requested an unpaid leave of absence due to Child Bonding reasons.

ANALYSIS

Ms. Ybanez has submitted the attached request for an unpaid leave of absence due to Child Bonding reasons from the period of January 2, 2008 through March 26, 2008. Dr. Stephen Johnson, Vice President of Student Services/Assistant Superintendent, has reviewed and recommended approval of Ms. Ybanez’s leave request.

FINANCIAL IMPLICATIONS

No financial impact.

Attachment
TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Daniel M. O'Rourke, Acting Director of Human Resources
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources
DATE: December 12, 2007
SUBJECT: Consideration of Approval and/or Ratification of Request for Unpaid Leave of Absence: Veronica Castro, Account Technician I (Student Support Services)

RECOMMENDATION

It is recommended that the Board of Trustees ratify Veronica Castro’s request for an unpaid leave of absence due to Child Care and Bonding reasons from the period of November 30, 2007 through January 4, 2008.

OVERVIEW

Veronica Castro, Account Technician I (Student Support Services) has requested an unpaid leave of absence due to Child Care and Bonding reasons.

ANALYSIS

Ms. Castro has submitted the attached request for an unpaid leave of absence due to Child Care and Bonding reasons from the period of November 30, 2007 through January 4, 2008. Dr. Stephen Johnson, Vice President of Student Services/Assistant Superintendent, has reviewed and recommended approval of Ms. Castro’s leave request.

FINANCIAL IMPLICATIONS

No financial impact.

Attachment
TO: Board of Trustees  
FROM: Dr. Noelia Vela, President  
REVIEWED BY: Daniel O'Rourke, Acting Director of Human Resources  
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources  
DATE: December 12, 2007  
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

CLASSIFIED

Program Assistant II @ 30-1 ($3,163.00 per month) effective January 2, 2008:
Danylle Williams-Manser (Community Education)

Multi Media Production Specialist @ 38-3 ($4,176.00 per month) effective December 13, 2007:
Michael Wisniewski (Technology Training & Distance Education)

Automotive Maintenance Technician @ 32-1 ($3,315.00 per month) effective January 2, 2008:
David Roper (Technology)

SUBSTITUTE HOURLY EMPLOYMENT (AS NEEDED) - (2007 - 2008 School Year)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>Gasca, Arturo</td>
<td>Custodian</td>
<td>$9.76/hr</td>
<td>07/01/07</td>
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<tr>
<td>Gutierrez, Jaime</td>
<td>&quot;</td>
<td>&quot;</td>
<td>10/17/07</td>
</tr>
<tr>
<td>Hammer, Michael</td>
<td>&quot;</td>
<td>&quot;</td>
<td>10/18/07</td>
</tr>
<tr>
<td>Gasca, Arturo</td>
<td>Gardener/Groundskeeper</td>
<td>$9.99/hr</td>
<td>07/01/07</td>
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<tr>
<td>Federico, Christina</td>
<td>Child Development Center Teacher</td>
<td>$20.66/hr</td>
<td>09/25/07</td>
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</tbody>
</table>

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong, Nicholas</td>
<td>Aide-General (Laborer)</td>
<td>$7.50/hr</td>
<td>09/25/07</td>
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<tr>
<td>Webb, Yasmin</td>
<td>&quot;</td>
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<tr>
<td>Cantillo, Ruby</td>
<td>Aide-Special (Counselor)</td>
<td>$7.50/hr</td>
<td>10/01/07</td>
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<tr>
<td>Lindsay, Jody</td>
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<td>&quot;</td>
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<tr>
<td>Hwang, SoYoung</td>
<td>Aide-Special (Special Ed Aide)</td>
<td>$7.50/hr</td>
<td>09/12/07</td>
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<tr>
<td>Erskine, Brian</td>
<td>Aide-Special (Tutor)</td>
<td>$7.50/hr</td>
<td>10/25/07</td>
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<tr>
<td>Camacho, Salvador</td>
<td>Clerk</td>
<td>$8.64/hr</td>
<td>10/25/07</td>
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<td>10/08/07</td>
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<td>Ige, Eileen Marie</td>
<td>&quot;</td>
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<td>09/25/07</td>
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<tr>
<td>Jimenez, Jocelyn</td>
<td>&quot;</td>
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<td>10/25/07</td>
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Presented to the Board of Trustees 12/12/07
### SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

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CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President/Superintendent
PREPARED BY: William Farmer, Vice President, Academic Affairs
DATE: December 12, 2007
SUBJECT: Certification of Accreditation Self-Study

RECOMMENDATION
The College’s self-study in support of the reaffirmation of its accreditation by the Accrediting Commission for Community and Junior Colleges (ACCJC) has been completed and is presented to the Board for certification by its President that the report was the result of broad participation by the campus community and that it accurately reflects the nature and substance of Cerritos College.

OVERVIEW
Responding to the Board of Trustees’ direction at its December 3, 2007 meeting, a committee of the following people met to revise Standard IV of the Accreditation Self-Study and came to agreement about its final form:

Craig Breit Faculty representative, Standard IV
Rebecca Cuatepitzi Student representative, Standard IV
Bill Farmer Accreditation Liaison Officer (ALO)
Tim Juntilla Faculty representative, Standard IV
Lynn Laughon Classified representative, Standard IV
Bob Livingston Faculty Co-Chair, Standard IV; Faculty Co-Chair, Accreditation Self-Study
Jenine Nolan Administrative Co-Chair, Standard IV
Linda Rose Administrative Co-Chair, Accreditation Self-Study
Jan Senf Classified representative, Standard IV
Lynn Serwin Editor, Accreditation Self-Study
Dan Smith Management representative, Standard IV

Ms. Cuatepitzi was added to the committee to represent students, since former student members have graduated and are no longer available. Mr. Juntilla was added to the committee upon the recommendation of Bryan Reece, Faculty Senate President, who was asked to nominate another faculty representative to the committee.

The committee met on Tuesday, December 4, and Wednesday, December 5, to reach consensus on the content of Standard IV. Once that was achieved and the final document was prepared, it was sent to the entire campus for comment. The deadline for comments was 12 noon on Sunday, December 9. Those comments will have been considered by the committee on Sunday afternoon and necessary revisions made so that the Board of Trustees will have received the final document on Monday, December 10, 2007.
ANALYSIS
Using as a framework the fourth version of Standard IV that was presented at the December 3, 2007 Board of Trustees meeting, the committee reviewed each part of the standard and created a document that all members now support. By the time the Board receives the final document, the college as a whole will have been given the opportunity to comment on this version and the committee will have incorporated appropriate comments from the campus into the final document.

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

ATTACHMENTS
Under separate cover, the Board will receive the final version of the Self-Study that includes the most recent, agreed-upon version of Standard IV.
TO: Board of Trustees  
FROM: Dr. Noelia Vela, President  
DATE: December 12, 2007  
SUBJECT: Second Reading and Consideration of Adoption of Chapter 2 Board Policies (Board of Trustees) as Reviewed by the Board at the November 7 Board Meeting

RECOMMENDATION

It is recommended that the Board of Trustees adopt Chapter 2 Board Policies (Board of Trustees), as reviewed by the Board at the November 7 Board meeting, during this second reading and adoption.

OVERVIEW

Cerritos College is in the process of updating and aligning the District's Board Policies with the recommended policies developed through the legal firm of Liebert Cassidy & Whitmore in conjunction with the Community College League of California (CCLC). Cerritos College is one of 59 districts throughout the state who are members of the Board Policy and Administrative Procedure Subscription Service coordinated by the CCLC.

ANALYSIS

The District's current Board Policy Manual has not been revised for more than a decade. Therefore, the Cerritos College Board Policy Manual is being reorganized and updated to align with the statewide CCLC recommended Board Policy Manual.

There are seven chapters of the CCLC recommended Board Policy Manual that include the following sections: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business Services, and 7) Human Resources. The goal will be to review the current Cerritos College Policies and align them with the policies recommended by the CCLC by the end of the 2007-2008 academic year. This timeline also coincides with the District's accreditation cycle and upcoming visit in Spring 2008.

The College Coordinating Committee has conducted a thorough review of the policies in Chapter 2 (Board of Trustees) to ensure accuracy with current District practices and to afford all constituent groups an opportunity for input. This chapter is now ready for adoption by the Board of Trustees.

FINANCIAL IMPLICATIONS

No financial impact.
RECOMMENDATION
This item is provided for Board discussion and possible action as per Board direction.

OVERVIEW
Over the last year, some information has been shared with the Board regarding Proposition 92, commonly referred to as the “The Community College Initiative.” At the November 7 Board meeting, the Board requested that this item be placed on the agenda to provide an opportunity for the Board to discuss this matter.

ANALYSIS
Following is the most recent information regarding this initiative and it is provided to inform the Board’s discussion.

Based on a report from the Legislative Analyst, the Community College Initiative, if passed by the voters, provides for three major changes to the community college system.

The first is Community College Funding: Currently, the community colleges derive their apportionment funding from a K-14 formula set out in Proposition 98, approved by the voters in 1988. Proposition 92 would replace the old formula with two formulas, one for K-12 and one for community colleges. The old formula did not count community college enrollment or growth in the annual formula to fund K-14. Cerritos College would see an increase in funding for the first two years. The formula for funding beyond the first two years is unknown.

The second addresses Student Fees: The $15 per unit fee would be fixed and would rise with the consumer price index. The Legislative Analyst states that the fee would likely remain at or near $15 for many years.

The third addresses the Community College System: The measure would amend the State Constitution to formally recognize the CCC system, made up of districts that are governed by locally elected boards. It would also increase the Board of Governors to 19 members appointed by the Governor and authorizes the BOG to appoint and set compensation levels for the system’s executive officers.

Major organizations supporting the initiative include:
Community College League of California
California Federation of Teachers
Faculty Association of California Community Colleges.

Major organizations opposing the initiative include:
California Teachers Association
California Chamber of Commerce
The Regents of the University of California and the Trustees of the California State University voted to oppose the initiative because it puts further restraints on the state budget at very uncertain economic times.

The Governor has not yet taken a position.

Locally, the Government Affairs Committees of the Gateway Chambers of Commerce and the Cerritos Chamber of Commerce have taken position to oppose the initiative. In their deliberations, they cited strong support for Cerritos College but took exception to the $15 per unit requirement and its inflexibility and the impact that a change in the current funding formula would be a negative impact on the state budget.

**FINANCIAL IMPLICATIONS**

No Financial Impact
Proposition 92

Community Colleges. Funding. Governance. Fees. \textit{Initiative Constitutional Amendment and Statute.}

Summary

This measure makes major changes to the State Constitution and state laws relating to the California Community Colleges (CCC). As shown in Figure 1, the measure affects CCC funding requirements, fee levels, and system governance. Each of the measure's key provisions is discussed in more detail below.

\begin{figure}[h]
\centering
\begin{tabular}{|l|}
\hline
\textbf{Figure 1}  \\
\textbf{Proposition 92: Main Provisions}  \\
\hline
\textbf{Education Funding Level}  \\
\hspace{1em} Changes current minimum education funding requirement into two separate requirements: one for K-12 schools and one for community colleges.  \\
\textbf{Student Fees}  \\
\hspace{1em} Lowers community college education fees from $20 per unit to $15 per unit.  \\
\hspace{1em} Significantly limits the state's authority to increase fee levels in future years.  \\
\textbf{Governance}  \\
\hspace{1em} Formally establishes the community colleges in the State Constitution.  \\
\hspace{1em} Increases the size of the community colleges' state governing board and the board's administrative authority.  \\
\hline
\end{tabular}
\end{figure}
rate exceeded 5 percent in 13 of the past 15 years.) However, the measure limits the total community college population growth factor to no more than 5 percent in any year.

Unlike the K-12 funding guarantee, the community college funding requirement would not be adjusted to reflect how many students are actually served. That is, there would be no direct relationship between required CCC funding levels and actual student enrollment.

The measure would not change the existing requirement that roughly 40 percent of General Fund revenues be spent on K-14 education. Consequently, Proposition 92’s new funding formulas would not apply in years when K-14’s share of General Fund spending was less than this level. In these years, the existing single minimum funding requirement would apply and the state would continue to have discretion over how to allocate funds between K-12 schools and community colleges.

Fiscal Effect

From 2007-08 through 2009-10, we estimate the initiative would require the state to spend more for K-14 education than under current law—an average of around $300 million per year. This is primarily because the measure’s student population growth factor under the new CCC funding requirement (the state’s population of young adults) is forecast to grow faster than K-12 attendance. As shown in Figure 2, K-12 attendance is expected to experience declines for the next few years. By contrast, the young adult population is forecast to grow between 2 percent to 3 percent for the next several years.

**Figure 2**

Young Adult Population Is Expected to Grow Much Faster Than K-12 Students

(Annual Percentage Change)

![Graph showing young adult population growth compared to K-12 enrollment](image)

*Greater of growth rates of state residents between 17 to 21 years old and 22 to 25 years old. This rate would help determine growth in community colleges’ minimum funding guarantee under Proposition 92. This rate would be increased further when state unemployment exceeds 5 percent.*
The measure also significantly limits the Legislature’s authority to increase fees in subsequent years. Any fee increase would require a two-thirds vote of both houses. In addition, the measure limits annual fee increases to the lower of:

- 10 percent.
- The percentage change in per capita personal income in California (which typically averages about 4 percent).

For example, at $15 per unit, a 4 percent growth in per capita personal income (the lower of the two formulas) would allow for an increase of 60 cents. However, since the measure also requires the rounding down of any fee increase to the nearest dollar, the fee level would remain at $15. The measure would require a simple majority vote in the Legislature in order to reduce fees.

**Fiscal Effect**

If the measure passes, it is likely that fees would remain at or near $15 per unit for many years. This is because at this level the Legislature could only increase the fee if per capita personal income exceeded 6.7 percent in any given year. (This has occurred just once in the past 20 years.)

The revenue impact of a fee reduction under this measure would depend on the fee level that would have existed without this measure. If the fee level would have otherwise remained at its current amount ($20 per unit), the community colleges would collect about $70 million less in annual student fee revenue as a result of this measure.

**Governance**

**Current Law**

The State Constitution currently references the community colleges in various financial contexts (such as their eligibility for Proposition 98 funds), but it does not formally establish or define the community colleges. This has been done instead through laws adopted by the Legislature. Under current laws, the community colleges are operated by districts that are governed by locally elected Boards of Trustees. The state provides these governing boards with significant autonomy in matters such as:

- Determining course offerings.
- Hiring and compensating campus staff.
- Managing district property.

The Board of Governors (BOG) of the California Community Colleges oversees the statewide system. Key functions of BOG include:

- Setting minimum standards for districts (such as student graduation requirements).
- Coordinating statewide programs.
- Providing technical assistance to the districts.
- Appointing a chancellor to run day-to-day operations and make recommendations on policy matters. (The chancellor’s executive staff—deputy and vice chancellors—are appointed by the Governor.)
Prop. 92 finds two teachers unions at odds

Measure would cut fees, guarantee funding level for community colleges.

By Shane Goldmacher - sgoldmacher@sacbee.com
Published 12:00 am PST Friday, November 16, 2007

The community college measure on the Feb. 5 ballot is shaping up to be a battle royale between California's biggest teachers' unions.

On one side is the California Federation of Teachers, the state's second-largest teachers' union. It has been the biggest financial backer of the campaign for Proposition 92, which would lower community college fees and set aside a percentage of the state budget for the two-year schools.

On the other is the California Teachers Association, the largest teachers' group in the state, which so far has been the sole funder of the opposition campaign – to the tune of nearly $300,000.

"We're used to being on the same side of issues," lamented Marty Hittelman, president of the federation of teachers backing the measure.

"I can't say that it never happened, but I don't remember any measure where it has," said Sandra Jackson, communications director for the teachers association opposing it.

Proposition 92 would lower community college fees to $15 per unit, from the current $20. More controversially for the CTA, the measure would tinker with the funding formula in Proposition 98, the 1988 ballot measure that locked in K-12 education's portion of the state General Fund at roughly 40 percent. It is considered sacrosanct by the education community, particularly the teachers association.

Opponents fear that by locking in community college funding, money could be siphoned away from the K-12 schools, where most CTA teachers work.

David Sanchez, president of the CTA, co-signed the lead ballot argument against the measure. "Nowhere in the measure does it identify a way to pay for all the new spending. ... They could cut education funding, including K-12 schools," he wrote.

But Hittelman said that argument "doesn't hold up."

"It goes back more to Proposition 98 was their invention and they don't like to see it messed with," he said. "I think the rationales (for opposing the measure) that are being given don't make much sense."
Community colleges' partners in California's public higher education system – the CSU Board of Trustees and the University of California Regents – both voted this week to oppose the measure. Each cited the potential loss of state funding for their system.

"The CSU is worried that the passage of the proposition could mean leaner times by shrinking the pool of discretionary money available for higher education from Sacramento, which of course would impact CSU," said spokesman Paul Browning.

"There's a sincere debate about the future of higher education," said Lay, the community college advocate. "We are trying to have a system that will be accessible and affordable and the other universities have a different agenda, talking about their fee increases and executive pay this week. ... We believe we are going the direction the people want."
Anger simmers over UC Regents opposing community college fee cut
By John Howard (published Thursday, November 29, 2007)

When the Board of Regents of the University of California voted to oppose the community colleges’ ballot plan to cut student fees, the word “hypocrisy” filled the air. Even in the Capitol’s overheated political environment, where today’s friends are tomorrow’s enemies and backs are stabbed with abandon, the regents’ decision to try to keep another higher educational institution from easing its students’ financial burden raised questions about UC—and about CSU.

The regents said they need to block the ballot initiative to protect UC’s funding, but not surprisingly, supporters of the community colleges were not pleased.

“And at the same time they are doing that, they approve double-digit administrative raises and excessive fees on their students. Some would say that is particularly amazing,” said Dennis Smith, spokesman for the California Federation of Teachers, the main financial backers of Proposition 92.

UC President Robert Dynes said Proposition 92 could hurt UC schools if community college fees go down while UC fees rise. “It’s important to support the needs of the community colleges. However, I couldn’t imagine coming to you as a president with a ballot motion that would enhance our position at the expense of a sister institution,” said UC President Robert Dynes at the time of the regents’ vote.

The issue is Proposition 92 on the Feb. 5 ballot. Placed before voters by the community colleges and their backers, it would set student fees at $15 per unit—now they are $26—and guarantee a level of funding each year for the two-year schools. Voters approved guarantees for education funding nearly 20 years ago in Proposition 98 that included K-12 and community colleges, but the money pool usually gets raided.

Currently, the two-year schools are supposed to get 11 percent of education funding, with K-12 schools getting roughly 89 percent. In two decades, since voters approved the guarantee in 1988, the community colleges have received the funding twice. By one estimate, they have lost about $4 billion, money that they would have received had the full guarantee been observed.

“A lot of folks in Sacramento have made promises to community colleges, and those promise have routinely been broken. But there is one thing that everyone can agree on, and that is that community colleges are notoriously underfunded,” said Andrew Acosta, a spokesman for the Proposition 92 campaign.

Apart from the policy issue of the fight over money for education is the perception that university administrators are protecting their turf at the expense of their students. The
As for the community colleges, they charge $26 per unit, or $312 for a full 12-unit load per semester, or about $650 annually, less than a tenth of UC’s charges.

Advocates for the 109-campus system, the largest college system in the nation with 2.6 million students, have proposed a ballot initiative that would cut the fees to $15 per unit and guarantee the schools an annual funding level.

UC believes its fee-increase burden on its students will be offset in large part by grants. CSU believes likewise.

But community colleges believe that fee increases translate into departing students. “We look at this as fixing a problem that will drive 115,000 students away from the community colleges over the next three years,” said Scott Lay, president of the Community College League of California. “It is a real threat to California’s economic viability if we are going to be squeezing more students out of higher education.”

Whether proposed by the Schwarzenegger administration, the universities or the Legislature, “I think we’re looking at a dramatic fee increase,” Lay said. “People are talking privately about that right now. There is a historic debate over whether fees are good or bad, but what we do know is that the current fee policy is flawed.”

The California Teachers Association, which largely represents K-12 teachers and helped write the 1988 education funding protection initiative, also opposes Proposition 92, saying that the initiative is flawed and cuts into education resources. The California Federation of Teachers, which has a large number of community college instructors, supports Proposition 92, as do the California Labor Federation and the California State Employees Association. The CTA and CFT have been at loggerheads before; Proposition 92 is just the latest flash point.

“We were shocked that the leadership of the CTA took an opposed position,” Smith said. “But that’s not unanimous at all among K-12 teachers, because they know that their students will become our students.”
CalChamber Votes to Oppose Community Colleges Initiative

(September 28, 2007) The California Chamber of Commerce Board of Directors recently voted to oppose the Community College Governance Funding Stabilization and Student Fee Reduction Act, which will appear on the February 2008 ballot.

“California business strongly supports our community college system and believes in the value of the education and training community colleges provide. Community colleges are an integral part of our state’s overall higher education offering,” said CalChamber President Allan Zaremberg.

“In February 2008, Californians will have the chance to vote on the Community College Governance Funding Stabilization and Student Fee Reduction Act. While CalChamber endorses the value of a community college education, the organization’s Board of Directors has voted to oppose this initiative,” said Zaremberg.

“The Community College Governance Funding Stabilization and Student Fees Reduction Act would amend the California Constitution to guarantee community college funding levels without adding any accountability structure. CalChamber believes the proposed act would inflict an enormous amount of pressure on California’s already-stressed general fund and possibly require major cuts from other programs funded from the same pool of money,” said Zaremberg.

The California Community Colleges are institutions of higher education that serve about 1.5 million students annually. The community college system is comprised of 109 campuses operated by 72 districts that are governed by local elected boards of trustees. The system offers academic, vocational and recreational programs at lower division levels for recent high school graduates and any other adults who can benefit from instruction. Community colleges also operate programs to promote economic development and provide adult education.

The measure opposed by the CalChamber would in effect split the existing Proportion 98 funding guarantee for K-14 schools into one guarantee for K-12 and a separate guarantee for community colleges. The potential increase in state spending on K-14 education is about $135 million in 2007-08, $275 million in 2008-09 and $470 million in 2009-10, with unknown impact annually thereafter. Essentially, the California Community Colleges would maintain the benefit of a minimum funding guarantee under Proposition 98 without the assuming the risk, like other public institutions of higher education, of being a separately funded public entity.

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Additional Materials

Education

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Community Colleges. Funding. Fee Limitation.

Establishes in state constitution a system of independent public community college districts and Board of Governors...Requires minimum levels of state funding...Sets fees at $15 a unit; limits fee increases. » Learn more.

Our Community College Initiative

The California Community College Initiative:

- Guarantees minimum funding for growth
- Guarantees $15 per unit fees that can only rise with the cost of living
- Guarantees a system of independent community college districts
- The Initiative has qualified for the next statewide election on February 5, 2008.

California Community Colleges are the only opportunity that many Californians have to get a college education. California's tradition of low student fees and financial aid has made community colleges a gateway to a better life for millions of Californians.

The California Community College Initiative requires minimum levels of state funding for community colleges. It allows community college funding to increase with the growing student population without raising taxes.

The California Community College Initiative provides stable, affordable and predictable student fees by setting fees at $15 per unit and limiting future fee increases to no more than the cost of living.

The California Community College Initiative guarantees a stable system of independent public community college districts and Board of Governors.

This Initiative will help ensure that California Community Colleges continue to fulfill their mission of providing affordable education and advancing California's economic growth by continuously improving the state's workforce.

The California Community College Initiative has qualified for placement on the ballot in the next statewide election on February 5, 2008. Supporters submitted more than 900,000 signatures in January.

Californians for Improving Community Colleges, a coalition of educators and community college organizations with major funding by the California Federation of Teachers Prop/Ballot committee, the Los Angeles College Faculty Guild and the Faculty Association of California Community Colleges

COMMUNITY COLLEGE INITIATIVE QUALIFIES FOR NEXT STATEWIDE BALLOT

Measure Gives Every Californian a Chance to Go to College

(Sacramento, CA) — The California Secretary of State’s office today announced that the California Community College Initiative has qualified for placement on the next statewide ballot. Supporters submitted more than 900,000 signatures in January.

The measure guarantees independence from politics by establishing in the state constitution a system of independent public community college districts and Board of Governors; requires minimum levels of state funding that grows along with the student population, and sets fees at $15 dollars per unit and limits future fee increases to no more than the cost of living.

“This initiative will make community college education in California even more affordable by cutting tuition and stabilizing funding for community colleges,” said Dr. Benjamin Duran, President of Merced College and of the CEO Board of the Community College League of California. “It gives every Californian a chance to go to college – without raising taxes or hurting our public schools.”

The Community College Initiative is supported by a broad coalition of community college leaders, advocates, local trustees and students – including the California Federation of Teachers, the Community College League of California, the Faculty Association of California Community Colleges, the California School Employees Association and the Los Angeles College Faculty Guild.

The California Community College system offers affordable and accessible academic and vocational education for both recent high school graduates and Californians returning to school. More Californians attend Community College than attend CSU or UC. Community Colleges strive to advance California’s economic growth by continuously improving the state’s workforce and providing a gateway to a better life for millions of Californians.

"A better educated workforce is the key for California's 21st Century economy and this initiative will help us become an integral part of it," said Alan Crane, a student at Bakersfield College and President of the Student Senate for California Community Colleges. "It will help make college more affordable for students from all walks of life."

The initiative will be placed on the ballot in the next statewide election on February 5, 2008.

For more information on the Community College Initiative, please visit www.CaliforniansForCommunityColleges.org.

Californians for Improving Community Colleges, a coalition of educators and community college organizations with major funding by the California Federation of Teachers Prop/Ballot committee, the Los Angeles College Faculty Guild and the Faculty Association of California Community Colleges.

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