I. CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Mr. Epple, the Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, Mr. Tom Jackson and Jason Macias, Student Trustee. Others present were the Acting President of the College, Interim Vice President of Academic Affairs, Interim Vice President of Business Services, Vice President of Student Services, Faculty Senate President and the CSEA President.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Mr. Epple.

III. STUDY SESSION

Community Outreach and Government Relations

A. Mark Wallace, Director of Public and Governmental Relations, provided informational materials on legislative outreach efforts. He discussed with the Board the information and programs that will be shared with legislators during the upcoming CCLC Legislative Conference and ACCT National Legislative Summit.

Budget Update

B. Jim Albanese, Interim Vice President of Business Services, provided an update on California’s budget. He provided an overview of the Governor’s Proposed Budget as well as various analyses on cash balances and cash flow for 2008-2009. There was much discussion about how the college is addressing budget issues.

IV. APPROVAL OF MINUTES

A. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve the minutes of the regular meeting of December 10, 2008. The vote for approval was unanimous.

B. It was moved by Mr. Jackson and seconded by Dr. Edmiston to approve the minutes of the special meeting of December 16, 2008. The vote for approval was unanimous.

V. INSTITUTIONAL PRESENTATIONS

Employee of the Month

A. Mr. Farmer presented Nancy Mirabella and Vangie Reichwein with the Outstanding Classified Employee Award for the months of December 2008 and January 2009, respectively.

VI. PUBLIC PRESENTATIONS

Fred Henry

Fred Henry, Welding Instructor, spoke in support of an early retirement plan at the college and added that it is an effective strategy to reduce costs.

VII. CONSENT AGENDA

A. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve the consent agenda and addendum. Dr. Cho requested that Item VII.H be held for separate consideration. The vote for approval was unanimous.

H. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve Item H:

Consideration of Approval Non-Resident Tuition Fee and Non-Resident Fee for Foreign Students for 2009-10, as attached.

Dr. Cho asked how the proposed fee compares with other colleges. Mr. Albanese distributed a fee comparison of surrounding community colleges and added that most colleges charge the state average and add the capital outlay cost. The vote for approval was unanimous.
A. Approved to provide compensation to Jason Macias, Student Trustee, for his absence from the December 10 and December 16 Board meetings.

B. Accepted gifts with letters of thanks to the following:
   • Peri-Pro III with Daylight loader, Model #94000
   • Cleaning Accessories, Manual and Filling bottle
     Donated by: Robert Cheung, DDS
     4546 College Avenue
     San Diego, CA 92115

C. Approved New Course Offering, as attached.

D. Approved Gateways Title V Grant Stipends, as attached.

E. Approved Child and Adult Care Food Program, as attached.

F. Approved Teaching Assistant Program Participant, as attached.

G. Approved Resolution No. 09-01 Authorizing the Vice President of Business Services, or Designee, to Execute/Amend Small Contracts under $25,000, as attached.

H. This item was considered separately.

I. Approved General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending December 31, 2008:
   Payroll “A” Warrants 8,300 $18,365,287.97
   Other “B” Warrants 11,036 $16,555,439.15

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

K. Approved Contracts as follows:

   Agreements
   NEW
   1. ABC Unified School District
   2. Bellflower Unified School District
   3. Paramount Unified School District
      California High School Exit Exam (CAHSEE)
      CITE/Pathway Programs
      To assist students that have not passed the California High School Exit Exam (CAHSEE) from the Class of 2008. For period January 22, 2009 through July 31, 2009. Each school district will receive $20,000.00 each for a total amount of $60,000.00. The funds will come from the CAHSEE III grant.

   Classes
   RENEWAL
   4. Independent Roofing Contractors of California
      Roofing Classes
      CITE/Adult Education
      To provide roofing courses for their member companies. For period January 22, 2009 through January 21, 2010. IRCC will pay the college $1,000 for each 32 hour course offered under this agreement as well as hire and pay for an instructor who meets minimum qualifications. There is no cost to the district.
5. Ralphs Grocery Company  
Human Relations in Business Classes  
CITE  
To provide BA 107 Human Relations in Business for their employees who live outside the state. It will be an online course. For period January 22, 2009 through December 31, 2009. The course will be provided for a fee of $4,400 for up to 30 employees. No cost to the district.

Medical  
NEW  
6. Cardenas & Associates Physical Therapy  
Physical Therapist Assistant Program  
Health Occupations  
To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period November 12, 2008, through November 12, 2010. No cost to the District.

7. Country Villa Seal Beach  
Nursing Program  
Health Occupations  
To provide clinical/practicum experiences for students enrolled in the nursing program. For period November 1, 2008 through November 30, 2010. No cost to the District.

8. DG Therapy Group, Inc.  
Speech-Language Pathology Assistant Program  
Health Occupations  
To provide clinical/practicum experiences for students enrolled in the speech-language pathology assistant program. For period November 7, 2008 through November 7, 2010. No cost to the District.

9. Irvine Unified School District  
Speech-Language Pathology Assistant Program  
Health Occupations  
To provide clinical/practicum experiences for students enrolled in the speech-language pathology assistant program. For period January 22, 2009 through January 22, 2011. No cost to the District.

10. Pomona Valley Hospital Medical Center  
Physical Therapist Assistant Program  
Health Occupations  
To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period January 22, 2009 through January 22, 2011. No cost to the District.

11. Whittier Area Parents Association for the Developmentally Handicapped  
Speech-Language Pathology Assistant Program  
Health Occupations  
To provide clinical/practicum experiences for students enrolled in the speech-language pathology assistant program. For period November 24, 2008 through November 24, 2010. No cost to the District.
12. Professional Physical Therapy Associates  
   Physical Therapist Assistant Program  
   Health Occupations  
   To continue to provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period November 24, 2008 through November 24, 2010. No cost to the District.

13. University of Southern California (USC)  
   Dental Assisting Program  
   Health Occupations  
   To continue to provide clinical/practicum experiences for students enrolled in the dental assistant program. For period November 26, 2008 through June 30, 2009. No cost to the District.

14. American Society for Quality (ASQ)  
   Quality Audit  
   To provide a 5-day on-site Quality audit in support of Boeing’s Mentor-Protégé project. The audit will be provided by American Society for Quality (ASQ) to companies involved in the Boeing Mentor-Protégé project. For period January 22, 2009 through December 31, 2010. Total cost is not to exceed $9,000. The funds are being provided by a contract with Boeing.

15. California Department of Education  
   General Child Care and Development (CCTR) Services  
   Health Occupations  
   To accept an award of funding from the California Department of Education, Child Development Division to provide General Child Care and Development (CCTR) services. For period January 1, 2009 through June 30, 2009. The District will receive $245,267.00 for the services. This amount represents a full year of funding for program operations. Contracts for subsequent fiscal years (July 1-June 30, annually) are renewed each spring, subject to successful performance. No cost to the District.

16. California Department of Education  
   Child Development Center  
   Health Occupations  
   To accept funding from the California Department of Education for instructional materials to be used in the Child Development Center. For period July 1, 2008 through June 30, 2009. The District will receive $671.00. Funding is provided to the State from various Federal grants.

17. National Quality Assurance (NQA)  
   AS9100 Standards Audit  
   To provide a 4-day on-site audit for the new 2009 revisions of the AS9100 Standards in support of Boeing’s Mentor-Protégé project. For period January 22, 2009 through December 31, 2010. Total cost not to exceed $6,500 with funding provided by a contract with Boeing.
Training

AMENDMENT
18. CG Tech
Vericut Software Training
CITE
To increase the contract amount for additional VERICUT software training. The training will be provided by CG Tech to companies involved in the Boeing Mentor-Protégé Project. For period January 22, 2009 through December 31, 2009. The contract amount will be increased from $8,500 to an amount not to exceed $30,500. The funds are being provided by a contract with Boeing.

Training

RENEWAL
19. Associated Builders & Contractors (ABC)
Electrical Certification Training Program
CITE/Adult Education
To extend the agreement with the Associated Builders & Contractors (ABC) to provide the Electrical Certification Training Program. For period January 22, 2009 to December 31, 2009. 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 college provides curriculum, oversees instruction and tracks attendance for the State.

Workshops

NEW
20. Frances Greenspan
World Wide Web Workshops
CITE/Community Education
To provide for Community Education on an as needed basis not-for-credit, fee-based entrepreneurial workshops in the area of selling using the World Wide Web. Each workshop will provide six (6) hours of instruction. For period February 1, 2009 through January 31, 2011. Frances Greenspan will receive 30% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.

21. Shirley Douglass & Associates
Independent Visitation Monitor
CITE/Community Education
To provide for Community Education on an as needed basis not-for-credit, fee-based career development workshops in the topic area of becoming an independent visitation monitor. A visitation monitor is an independent contractor hired by the Department of Child and Family Services (DCFS) or other monitoring agency to be present during court-ordered supervised visitation meetings that take place between child(ren) and their non-custodial parent. Each workshop will provide eight (8) hours of instruction. For period February 1, 2009 through January 31, 2011. Shirley Douglass & Associates will receive 30% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.
RENEWAL

22. Bryant Begany
   Youth Academic Classes
   CITE/Community Education
   To provide for Community Education on an as needed basis not-for-credit, fee-based youth (ages 6-17) academic classes. For period January 25, 2009 through January 25, 2011. Community Education will pay Mr. Begany $400 for each SAT preparation class (9 hours). For other classes, he will be paid $380 for each 12 hour class and $620 for each 20 hour class taught. Community Education is a financially self-supporting program.

23. Tom Beringer
   Traffic School
   CITE/Community Education
   To provide for Community Education on an as needed basis not-for-credit, fee-based classes in the area of traffic school. Community Education is an approved vendor for this class through the DMV, and Tom Beringer is certified to teach this course. Each session will provide 8 hours of instruction. For period January 25, 2009 through January 25, 2011. Mr. Beringer will receive a flat fee of $300 per session taught. Community Education is a financially self-supporting program.

24. Lila Gruzen, PhD, M.F.C.C.
   Self-Improvement Workshops
   CITE/Community Education
   To provide for Community Education on an as needed basis not-for-credit, fee-based personal enrichment classes in the area of self-improvement. Each session will provide three (3) hours of instruction. For period January 25, 2009 through January 25, 2011. Ms. Gruzen will receive a 40% of the total enrollment fees collected per session. Community Education is a financially self-supporting program.

25. Clark Kidder
   Guitar Lessons
   CITE/Community Education
   To provide for Community Education on an as needed basis not-for-credit, fee-based youth music programs in the area of guitar lessons. Each session will provide 9 hours of instruction. For period January 25, 2009 through January 25, 2011. Clark Kidder will receive 30% of the total enrollment fees collected per session. Community Education is a financially self-supporting program.

26. Marshall Reddick
   Real Estate Investment Workshops
   CITE/Community Education
   To provide on an as needed basis not-for-credit fee-based workshops for Community Education in the area of real estate investment. For period February 1, 2009 through January 31, 2011. Marshall Reddick will receive 30% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.
27. The Memory School
   Study Skills Workshops
   CITE/Community Education
   To provide for Community Education on an as needed basis not-for-credit, fee-based study skills classes to youth in our community (ages 6-17). Each session will provide 3 hours of instruction. For period February 1, 2009 through January 31, 2011. The Memory School will receive a 40% of the total enrollment fees collected per session. Community Education is a financially self-supporting program.

28. Janet Woods
   Holistic Health Workshops
   CITE/Community Education
   To provide for Community Education on an as needed basis not-for-credit, fee-based personal enrichment classes in the area of holistic health. Each session will provide 3-5 hours of instruction. For period January 25, 2009 through January 25, 2011. Ms. Woods will receive 30% of the total enrollment fees collected per session. Community Education is a financially self-supporting program.

L. Approved and/or Ratified Resignation(s) Accepted by the President/Superintendent, as follows:
   Dr. Nathan R. Durdella, Director of Research & Planning, effective January 9, 2009

M. Approved Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2008-2009 Academic Year, as attached.

N. Approved Unpaid Leave of Absence, as follows:
   Joana Mootz Gonzales, English Instructor (Liberal Arts), effective February 25, 2009 through May 22, 2009

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

VIII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained College Coordinating Committee Minutes for November 10 and December 1, 2008.

B. As information, the Board book contained the Associated Students Cerritos College (ASCC) Financial Report for the Period Ending September 30, 2008.


D. It was moved by Mr. Arthur and seconded by Dr. Hughlett to Accept the Independent Audit Report for the Cerritos College District for Fiscal Year Ending June 30, 2008. The vote for approval was unanimous.

E. It was moved by Mr. Arthur and seconded by Dr. Hughlett to Accept the Independent Audit Report for the Cerritos College Proposition 39 General Obligation Bonds for Fiscal Year Ending June 30, 2008. The vote for approval was unanimous.
F. It was moved by Mr. Arthur and seconded by Dr. Hughlett to Accept the Independent Audit Report for the Cerritos College Foundation for Fiscal Year Ending June 30, 2008. The vote for approval was unanimous.

G. It was moved by Mr. Arthur and seconded by Dr. Cho to approve to Extend the Length of the Strategic Plan Timeline, as attached. Mr. Farmer stated that the Office of Research and Planning conducted a study of the strategic plan and found that a number of items were incomplete. He stated that the Planning and Budget Committee agreed that the college should extend the length of the plan so that an educational master plan can be created prior to developing a new strategic plan. He indicated that the development of the educational master plan is currently underway. Dr Hughlett asked if the college would have an issue during the accreditation review if we extend the strategic plan, and Mr. Farmer replied that it would be detrimental only if we had no current operative strategic plan. Mr. Epple indicated that the strategic plan should be a living document that is periodically updated and brought to the Board for review and added that the Board should receive feedback on items that are completed. The vote for approval was unanimous.

H. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to nominate Carmen Avalos for the 2009 CCCT Board Election. The vote for approval was unanimous.

I. This item was pulled from the agenda.

IX. REPORTS

A. Board of Trustees

Mr. Jackson stated that the ASCC Conference was exceptional and the Board agreed that it was an excellent event.

Dr. Hughlett stated that he, Steve Richardson and Lola Rizkallah attended Supervisor Don Knabe’s State of the County Address. He stated that the outlook is dismal. He indicated that he read the 2009 Accreditation Draft Report and added that he would like to hear what the constituent groups think about the report.

Mr. Arthur indicated that Karen Welliver, Women’s Basketball Head Coach, may become the most winningest coach in the state of California if they win their basketball game tonight.

Dr. Edmiston stated that this year will be a challenging year and added that he is confident that the campus will be up to meeting the challenges.

Mr. Macias thanked the Board for attending the ASCC Conference. He stated that students are looking forward to the iFalcon campaign. He concluded by stating that ASCC has begun to beautify the Student Center area.

B. Faculty and Staff Leadership

Dr. Reece discussed the iFalcon marketing campaign on campus. He explained that the campaign is launching in a phase but encouraged the Board and everyone on campus to participate in the campaign by sharing the Habits of Mind campaign and find ways to incorporate the campaign into all areas on campus.
C. Acting President/Superintendent and Vice Presidents
Mr. Farmer stated that the Southland Motor Car Dealers Association Dinner was a wonderful event. He added that on behalf of the college, he received the final installment of funds from SMCDA to be used on the Southland Cerritos Center for Transportation Technologies. Mr. Farmer indicated that he greatly enjoyed the ASCC Conference and added that it was a great group of students. He thanked Mr. Albanese and Ms. Rizkallah for their work with the auditors as well as their hard work in keeping the campus informed of the latest budget developments.

Dr. Brock acknowledged Dr. Reece for his efforts on the Habits of Mind campaign and added that the campus is very excited about it.

Dr. Johnson indicated that he will pass along compliments to the staff at Student Activities who worked very hard to organize the ASCC Conference. He concluded by stating that enrollment figures are still increasing and he complimented staff for their efforts in assisting students on campus.

X. CLOSED SESSION
The Board adjourned to closed session at 7:04 p.m.

XI. RECONVENE
The Board reconvened at 8:45 p.m.

XII. ADJOURNMENT
The meeting was adjourned at 8:45 p.m.

XIII. NEXT REGULAR MEETING
The next regular meeting of the Board of Trustees is scheduled for Wednesday, February 4, 2009 at 6:00 p.m.

Bob Epple, President

Carmen Avalos, Secretary