CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
NOVEMBER 12, 2008

I. CALL TO ORDER
The meeting was called to order at 6:00 p.m. by Mr. Arthur, 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 a CSEA Representative.

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

III. APPROVAL OF MINUTES
A. It was moved by Mr. Jackson and seconded by Dr. Edmiston to approve the minutes of the regular meeting of October 15, 2008. The vote for approval was unanimous.

IV. INSTITUTIONAL PRESENTATIONS
A. This item will be presented at the next Board meeting.

Employee of the Month
Retirement Plaque
Certificate of Appreciation
C. Dr. Dan Smith, Instructional Dean of Health, Physical Education & Athletics, introduced Sergio Macias, Head Coach of the Women’s Water Polo Team. Mr. Macias highlighted the many accomplishments of Brenda Villa, Assistant Women’s Water Polo coach, including the silver medal she received as a member of the Women’s Water Polo Team in the 2008 Summer Olympics. On behalf of the Board, Mr. Arthur presented Ms. Villa with a certificate of appreciation and congratulated her on her many accomplishments.

V. PUBLIC PRESENTATIONS
Ted Stolze
Dr. Stolze, CCFF President, thanked the Board for approving two CCFF members and two Faculty Senate members to the Presidential Search Committee.

VI. CONSENT AGENDA
A. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve the consent agenda and addendum. Mr. Macias requested that Item VI.B be held for separate consideration. The vote for approval was unanimous.

B. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve Textbook Adoptions for Spring 2009, as attached. Mr. Macias expressed concerns about the new textbooks for courses as well as the high cost of several textbooks. Mr. Farmer indicated that faculty have the authority to select textbooks for their courses and Mr. Jackson added that the Accounting courses Mr. Macias referred to are upper-division courses where student volume is low, which increases the cost of the textbook. The vote for approval was unanimous.
A. Approved New Course Offerings, as attached.

B. This item was considered separately.

C. Approved Chancellor’s Office California High School Exit Exam (CAHSEE) Preparation Grant, as attached.

D. Approved Agreement with El Camino College to be a Subgrantee, as attached.

E. Approved Resolution #08-10 Elite Choice Governmental 457(b) Deferred Compensation Plan and the Elite Choice 403(b) Tax Sheltered Annuity Plan – Change of Trustee/Custodian, as attached.

F. Approved Quarterly Fiscal Status Report for the Quarter Ending September 30, 2008, as attached.

G. Approved Contracts as follows:

**Agreements**

NEW

1. Norwalk-La Mirada Unified School District
   Teacher TRAC Teaching Secondary School Scholar Partnership Grant
   Teacher TRAC
   *To fulfill the requirements of the Teacher TRAC Teaching Secondary School Scholar Partnership (TS³P) grant. For period November 7, 2008 through September 30, 2009. Substitute pay for meetings, workshops and conferences are all funded by the National Science Foundation account for an amount not to exceed $1,500.00.*

Consultant

NEW

2. Glen Green
   CTE Teacher Preparation Pipeline Grant
   Teacher TRAC
   *To accomplish the goals and activities of the CTE Teacher Preparation Pipeline Grant (Board approved on June 18, 2008). For period November 13, 2008 through May 15, 2008. Total cost is not to exceed $500.00 with funding from the CTE Teacher Preparation Pipeline Grant.*

3. Virginia Katherine Townsend
   Retention Consultant for Nursing Program
   Health Occupations
   *To serve as a retention consultant for the Associate Degree Nursing Program. For period November 13, 2008 through June 30, 2009. Total cost is not to exceed $5,000.00 with funding from the Enrollment Growth Retention Grant (Board Approved on August 6, 2008).*

**Medical**

NEW

4. Mary Grover Voice and Speech Center
   Speech-Language Pathology Assistant Program
   Health Occupations
   *To provide clinical/practicum experiences for students enrolled in the speech-language pathology program. For period October 8, 2008 through October 9, 2010. No cost to the District.*
5. PreCheck
Background Checks for Health Occupation Programs
Health Occupations
To provide background checks for students enrolled in the Health Occupations programs. For period November 13, 2008 through November 12, 2010. Students will pay the vendor directly; there is no cost to the District.

RENEWAL
6. Ando & Aston 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 13, 2008 through November 12, 2010. No cost to the District.

7. Fullerton Physical Therapy & Sports Care
Physical Therapist Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period November 13, 2008 through November 12, 2010. No cost to the District.

8. Hoag Memorial Hospital
Physical Therapist Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period October 1, 2008 through September 30, 2011. No cost to the District.

9. Long Beach Sports Medicine & PT
Physical Therapist Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period October 1, 2008 through September 30, 2010. No cost to the District.

10. ProSport Physical Therapy
Physical Therapist Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period October 15, 2008 through October 14, 2010. No cost to the District.

11. San Antonio Community Hospital
Physical Therapist Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period November 1, 2008 through October 31, 2009. No cost to the District.

Services
NEW
12. Department of Children and Family Services – Santa Fe Springs
Family Resource Center
Parenting Support Group
Health Occupations/Foster Kinship
For the Foster Kinship Care Education Department to provide a 2 hour parenting support group to relative caregivers. For period October 1, 2008 through June 30, 2009. No cost to the District.
13. San Francisco Community College District
California Early Childhood Mentor Programs
Health Occupations
The District will be designated as a local coordinator to recruit and select experienced childcare providers and directors to be mentors. These mentors will then be enrolled in a mentor class. This program is a support system for community childcare center directors and teachers. For period September 1, 2008 through June 30, 2010. No cost to the District. All payments for services will be made directly by San Francisco Community College District to the provider.

RENEWAL
14. Chancellor’s Office for the California Community Colleges
Student Right to Know
Student Services
For a subscription service to facilitate data collection and reporting to meet the Student Right to Know legislation requirements as well as the Integrated Postsecondary Education Data System (IPEDS) reporting requirements. For period July 1, 2008 through June 30, 2009. Total cost is $3,900.00 with funding from the Student Services budget.

15. Los Angeles Universal Preschool (LAUP)
Preschool Education
Health Occupations
To continue to provide preschool education to fifteen four-year-old children who are Los Angeles County residents who attend half-day in Child Development Center classroom. For period April 1, 2008 through March 31, 2010. The District receives $7,750.00 from LAUP with no cost to the District.

16. Vangent, Inc. – from Pearson Government Solutions
Hope Scholarship and Lifetime Learning Credit
Fiscal Services
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 2008. The cost for this agreement will be approximately $47,000.00 with funding from the Fiscal Services budget.

Training
AMENDMENT
17. Community College Foundation
PS-MAPP Training
Health Occupations
To provide one additional series of classes (6 meetings) of the Permanence and Safety-Model Approach to Partnership in Parenting (PS-MAPP) training to potential resource families in Los Angeles County. For period December 6, 2008 through January 17, 2009. The District will receive $8,100.00 for the training. There is no cost to the District.

NEW
18. California Manufacturing Technology Consulting (CMTC)
CMTC Client Training
CITE
To allow the college to provide training to CMTC clients. The training will be held at company sites. For period October 17, 2008 through December 25, 2009. CMTC will pay the college up to $300 per hour for the training for a total amount not to exceed $150,000. The training will
be paid for by Employment Training Panel (ETP) funds which CMTC administers.

19. Production Analysis & Learning Services, LLC
   IPC Certified Soldering Training
   CITE
   To provide IPC Certified soldering training. Training will be held at company sites. For period November 13, 2008 through October 31, 2010. Production Analysis & Learning Services, LLC will receive $100 per hour for instruction and $85 per student for books and certificates. Total amount is not to exceed $10,000 with funding provided by an existing contract with California Manufacturing Technology Consulting (CMTC).

20. Julianne Wurm – R-Cubed
   Reggio Emilia Principles
   Health Occupations
   To present grant funded in-service training on the application of Reggio Emilia principles in child care delivery settings and in curriculum. For period November 23-24, 2008 or December 14-15, 2008 depending on the availability of Ms. Wurm. Total cost is not to exceed $7,000.00 with funding from the LA Universal Preschool (Board Approved on 3/21/07) and the Pre-Kindergarten Family Literacy Grant (Board Approved on 8/6/08).

Use of Facilities
NEW
21. Central Christian Church
   PS-MAPP Program
   Health Occupations
   For the use of its facilities as an off-site classroom for 11 PS-MAPP classes. For period December 6, 2008 through January 17, 2009. No cost to the District.

22. Children’s Center of Antelope Valley
   PS-MAPP Program
   Health Occupations/Foster Kinship
   For the use of its facility as an off-site classroom for the PS-MAPP program. For period November 8, 2008 through December 20, 2008. Total cost will be $1,050.00 with funding being provided from the PS-MAPP Training Project grant.

Workshops
AMENDMENT
23. Susan Benes
   Healthy Living
   Community Ed
   To provide not-for-credit, fee-based Healthy Living workshops in the area of Massage Therapy for Community Education on an as needed basis. The contract is being amended to reflect the contractor's name changed from Susan Benes Marler to Susan Benes. For period January 1, 2009 through December 31, 2010. Susan Benes will receive 40% of the class revenue collected per workshop. Community Education is a financially self-supporting program.
NEW
24. East West Ice Palace
   Ice Skating Lessons
   Community Ed
   To provide for Community Education on an as needed basis not-for-credit, fee-based ice-skating classes. For period December 1, 2008 through November 30, 2010. East West Ice Palace will receive 70% of the total enrollment fees collected per session. Community Education is a financially self-supporting program.

25. Mary Hardin
   Craniosacral Balancing & Polarity Therapy
   Community Ed
   To provide not-for-credit, fee-based workshops for Community Education in the topic areas of Craniosacral Balancing and Polarity Therapy on an as needed basis. For period December 1, 2008 through November 30, 2010. Ms. Hardin will receive a flat fee of $500 per workshop. Community Education is a financially self-supporting program.

26. Oliver Lin
   Chinese Calligraphy
   Community Ed
   To provide not-for-credit, fee-based enrichment workshops for Community Education in the area of Chinese calligraphy on an as needed basis. For period December 1, 2008 through November 30, 2010. Mr. Lin will receive 30% of the class revenue collected per workshop. Community Education is a financially self-supporting program.

RENEWAL
27. Farla Binder
   Special Events/Wedding Planning
   Community Ed
   To provide not-for-credit fee-based workshops for Community Education in the area of special events / wedding planning on an as needed basis. For period January 1, 2009 through December 31, 2010. Farla Binder will receive 30% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.

28. Roger Burgraff
   Communication and Team Building Skills
   Community Ed
   To provide for Community Education on an as needed basis not-for-credit, fee-based professional development classes in the topic areas of communication and team-building skills. For period January 1, 2009 through December 31, 2010. Mr. Burgraff will receive 40% of the total enrollment fees collected per session. Community Education is a financially self-supporting program.

29. Antonia Chianis
   Belly Dancing
   Community Ed
   To provide for Community Education on an as needed basis not-for-credit, fee-based personal enrichment classes in the area of belly dancing. For period January 1, 2009 through December 31, 2010. Ms. Chianis will receive 35% of the total enrollment fees collected per session. Community Education is a financially self-supporting program.
30. Institute of Reading (IRD)
   Reading Improvement
   Community Ed
   To provide on an as needed basis not-for-credit, fee-based enrichment classes for children ages 5-17 in the area of reading improvement. For period January 1, 2009 through December 31, 2010. The Institute of Reading Development (IRD) will pay Community Education 10% of the total enrollment fees they collect. Community Education is a financially self-supporting program.

31. Eugene Konstant
   Small Business Management
   Community Ed
   To provide for Community Education not-for-credit, fee-based professional development classes in the area of small business management on an as needed basis. For period January 1, 2009 through December 31, 2010. Mr. Konstant will receive 30% of the total enrollment fees collected per session. Community Education is a financially self-supporting program.

32. Mario Manzanilla and Associates
   Real Estate and Mortgage Seminars
   Community Ed
   To provide for the Community Education department not-for-credit, fee-based workshops in the area of real estate and mortgage seminars on an as needed basis. For period January 1, 2009 through December 31, 2010. Mr. Manzanilla will receive a flat fee of $90 per workshop. Community Education is a financially self-supporting program.

33. Gretchen Thomas
   Holistic Health
   Community Ed
   To provide not-for-credit, fee-based workshops for Community Education on an as needed basis in the area of holistic health (massage and eastern modalities). For period January 1, 2009 through December 31, 2010. Ms. Thomas will receive 40% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.

34. Peter Winston
   Medical Billing
   Community Ed
   To provide not-for-credit, fee-based professional development classes on an as needed basis for Community Education in the area of medical billing. For period January 1, 2009 through December 31, 2010. Mr. Winston will receive 40% of the total enrollment fees collected per session. Community Education is a financially self-supporting program.

H. Approved and/or Ratified Resignation(s) Accepted by the President/Superintendent, as follows:

   O’Donnell, Dorothy Mae, Faculty Senate Clerk (Academic Affairs), effective December 30, 2008

   Sevilla, Charles L., Gardener/Groundskeeper (Facilities), effective October 29, 2008
I. Approved Temporary Full-Time Faculty Employee 100% Funded Under Categorically Funded Program Pursuant to the Provisions of Education Code Section 87470:

   Added by addendum:
   Herrera, Veronica, Counselor (Counseling Division), @ C-3 ($66,787.20/annual), effective December 1, 2008, for a period not to exceed June 30, 2009, with continued employment contingent on continued funding of this position under the Basic Skills-ESL Immigration Education Appropriation

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

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

   Added by Addendum:
   Gardener/Groundskeeper @25-1 ($2,951.00 per month) effective December 1, 2008: Bernie Valdez (Facilities)

VII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained College Coordinating Committee Minutes for October 6, October 13, October 20 and October 27, 2008.

B. As information, the Board considered the First Reading of Board Policy 3505 – Emergency Response Plan, Board Policy 5800 – Prevention of Identity Theft in Student Financial Transactions and Board Policy 6450 – Wireless or Cellular Phone Use. There was no discussion.

C. As information, the Board considered the First Reading of the First Portion of Board Policies – Chapter 7 (Human Resources). There was no discussion.

D. Mr. Arthur stated that three applicants responded to the RFP for the President/Superintendent recruitment and selection process. The Board agreed to hold interviews to meet the applicants during a special meeting on Saturday, November 14 at 8:30 a.m.

VIII. REPORTS

A. Board of Trustees
   Dr. Cho invited the Board to attend Prevention and Early Intervention Community Forums on November 18 and November 22.

   Mr. Epple stated that he enjoyed the Habits of Mind Kick-Off meeting on October 30 and acknowledged the faculty, staff and students working on the campaign.

   Mr. Macias stated that the enjoyed the ACCT Leadership Conference.

B. Faculty and Staff Leadership
   Dr. Reece shared an update on the agenda for student success. He indicated that the transfer push has been working well and that more students have been attending transfer workshops. He stated
that the Board received a joint memo from the presidents of ACCME, CSEA, CCFF and Faculty Senate which states that all four groups feel the initial screening committee should have the opportunity to review all applications for the Presidential search. He added that they would also like the Board to consider broadening the characteristics of the person they are looking for.

Mr. Kyllingstad agreed that CSEA feels it is important to allow the screening committee to consider all of the applications in the Presidential search so that everyone has an opportunity to share their observations.

C. Acting President/Superintendent and Vice Presidents

Mr. Farmer distributed a written report of activities on campus. He added that he enjoyed the ACCT Leadership Conference and came back with good ideas that he has begun to share with the campus.

IX. CLOSED SESSION

The Board adjourned to closed session at 6:35 p.m.

X. RECONVENE

Dr. Edmiston reported that in closed session the Board of Trustees approved a memorandum of understanding between CSEA and the District dated November 10, 2008. The vote for approval was unanimous.

Ms. Avalos reported that in closed session the Board of Trustees approved the employment of Carl Bengston as Dean of the Library and Learning Resource Center on Grade 5, Step 3 of the Management Salary Schedule ($9,405.00 per month) effective February 2, 2009. The vote for approval was unanimous.

Mr. Epple reported that in closed session the Board of Trustees approved the attached memorandum of understanding dated November 7, 2008 between the District and the Cerritos College Faculty Federation regarding health insurance benefits for full-time faculty employees for the 2009 calendar year. The vote for approval was unanimous.

Dr. Hughlett reported that in closed session the Board of Trustees approved the attached tentative agreement dated October 27, 2008 between the District and the California School Employees Association (CSEA) Chapter #161 regarding health and welfare benefits for the 2009 calendar year. The vote for approval was unanimous.

Dr. Cho reported that in closed session the Board of Trustees approved 1. Health insurance benefits adjustments for Management employees for the 2009 calendar year as presented in the attached memorandum dated November 12, 2008 and 2. Management employees’ salaries continue to remain indefinite effective July 1, 2008 for the 2008-2009 fiscal year. The vote for approval was unanimous.
Mr. Jackson reported that in closed session the Board of Trustees approved 1. Health insurance benefits adjustments for Confidential employees for the 2009 calendar year as presented in the attached memorandum dated November 12, 2008 and 2. Confidential employees’ salaries continue to remain indefinite effective July 1, 2008 for the 2008-2009 fiscal year. The vote for approval was unanimous.

XI. ADJOURNMENT
The meeting was adjourned at 7:00 p.m.

XII. NEXT REGULAR MEETING
The next regular meeting of the Board of Trustees is scheduled for Wednesday, December 10, 2008 at 6:00 p.m.

Bob Arthur, President

Dr. Bob Hughlett, Secretary